

# 10.1 Set Up and Maintain Chart of Accounts

## Revision History

Version	Date	Revision Notes
1.0	7/30/2019	Accepted Version
2.0	4/29/2021	Accepted Departmental Version

## Table of Contents

Table of Contents.....	3
General Information .....	4
Dependencies and Constraints .....	4
Business Process Overview.....	5
Business Process Flow Details .....	7
Ledger Impacts .....	16
Reports .....	16
Terminology .....	18

## General Information

This document describes and depicts the process steps and supporting information for the identified State of Florida financial management business process. This information should be read in conjunction with the Business Process Flow Diagrams.

The Dependencies and Constraints section describes any conditions or criteria that impact how or when the business process should be executed. These could be set within Florida PALM or from external sources (i.e., Law or Rule).

The Business Process Overview section summarizes the business process and provides context for understanding the objectives and desired outcomes of the described business process.

Within the Business Process Flow Details section, included for each process step are:

- **Process Step ID** – A unique number assigned to each process step, which corresponds to the Business Process Flow Diagram
- **Process Step Title** – A short description assigned to each process step, which corresponds to the Business Process Flow Diagram
- **Description of Process** – A detailed narrative description of the process step, which provides additional information and context for understanding the process step

Also described below are the Ledger Impacts and Reports, which are displayed as icons on the Business Process Flow Diagrams. Ledger Impacts describe where there is an update to one of the ledgers used to track activity for accounting, budget management, or financial reporting purposes. Reports describe where a report is identified to be produced at a particular process step or is used to support the completion of a process step.

Finally, included in the Terminology section are definitions of terms which will help the reader to better understand the document. These are terms that are used within this document that may be new or that require a description for common understanding.

## Dependencies and Constraints

- Section 215.93, Florida Statutes provides that the Florida Financial Management Information System (FFMIS) subsystems utilize the chart of accounts (COA) approved by the Chief Financial Officer (CFO). COA includes data codes, titles, and definitions used by one or more of the functional owner subsystems.
- Section 215.32(2)(B)(1), Florida Statutes provides that the CFO may establish accounts within the trust fund at a level considered necessary for proper accountability. Once an account is established, the CFO may authorize payment from that account only upon determining that there is sufficient cash and releases at the level of the account.
- Budgetary codes are developed and published in the Legislative Appropriations System/Planning and Budgeting Subsystem (LAS/PBS) and transferred to Florida PALM for budgeting and transactional use.
- Agencies supply Department of Financial Services (DFS) additional information via the Fund questionnaire for new funds appropriated by the Executive Office of the Governor (EOG). Fund value set up is not executed without a completed Fund questionnaire.

- The Catalog for Federal Domestic Assistance (CFDA) is maintained by the federal government. Any new CFDA numbers added to Florida PALM must be present on the federal CFDA list.
- The Catalog for State Financial Assistance (CSFA) is assigned and maintained by DFS. Any new CSFA numbers added to Florida PALM requires DFS review and approval.

## Business Process Overview

This business process addresses how a central COA is set up and maintained in Florida PALM. The Set Up and Maintain Chart of Accounts business process is within the Account Management and Financial Reporting (AMFR) business process grouping. AMFR includes a collection of business processes that:

- Establish the statewide accounting framework and provide for agency-specific accounting and reporting needs;
- Update to the general ledger and maintain the integrity of the financial activities; and
- Perform month-end and year-end closing and reporting activities, including Grant and Project financial activity.

This business process addresses how the State's COA is set up and maintained in Florida PALM. This business process also supports the addition and inactivation of ChartField values, ChartField attributes, and associated system configurations, including trees, SpeedCharts/SpeedTypes and combination edits.

The business subprocesses included are:

- 10.1.1 – Add or Modify Agency ChartField Values
- 10.1.2 – Add or Modify Statewide ChartField Values
- 10.1.3 – Add or Modify Fund Values
- 10.1.4 – Add Grant and/or Project Values
- 10.1.5 – Set Up and Maintain Trees and/or Combination Edits

Florida PALM's COA will consist of multiple ChartFields, which will be used for budgetary and financial reporting needs. ChartFields are maintained at the agency or statewide level. Agency and statewide ChartField ownership or maintenance determines who approves and completes updated requests to ChartField values, attributes, or related system configurations.

Designated users within agencies can initiate a ChartField request. Requests can be made to create a new ChartField value, update an existing ChartField value, inactivate an existing ChartField value, or add/modify an attribute associated with a ChartField value. The user may designate an effective date for the value on the request. The request routes to the appropriate approver based on that ChartField's ownership or maintenance. Agency COA Maintainers are responsible for verifying that requested ChartField values are properly authorized in accordance with established procedures. Agencies can also add SpeedCharts and SpeedTypes based upon internal needs. These are preconfigured ChartField combinations that can reduce the time required to enter ChartField values during transactional entry.

Agency users can use the Project Costing (PC) module in Florida PALM to establish a Project ChartField value as determined for use in their agency. The PC module allows for the tracking of,

and billing for, costs associated with activities having a finite duration. The Project ChartField is the mechanism by which financial transactions are captured for Projects that may or may not be associated with Grants. Projects that are not associated with a Grant are established with the PC module. Grants are established within the Grants Management (GM) module and must be associated to a Project by way of a Project ChartField value in order to be used on financial transactions. The Tree functionality in Florida PALM will be used to facilitate reporting of Grants and Projects.

DFS COA Maintainers can add and maintain statewide ChartField values based on agency needs, reporting requirements or legislation (e.g., new funds). ChartField related configurations are reviewed and maintained as needed, including trees and combination edits.

Budgetary values are received from LAS/PBS annually and daily. Florida PALM ChartFields for budgetary values are only added upon receipt of values from LAS/PBS. DFS can load and review budgetary values prior to the start of the new fiscal year (FY). Agency users have access to review and confirm that all needed ChartField values are active before the new period is open for operational transactions.

## Business Process Flow Details

The tables below describe steps in each business subprocess as reflected on the Business Process Flow Diagrams. The tables also reflect information associated with each step describing the intent of the specific process.

The Business Process Flow Diagrams use horizontal swim lanes to depict where activities are performed by different parties or systems. Each swim lane is titled with a role, either agency-based or within DFS, and in some cases, are representative of an external entity or system. The swim lanes may change from page to page within a single business subprocess as more or fewer roles are required to execute sections of the business subprocess. Optionally, the process flow diagram may reflect vertical swim lanes to further designate information such as systems or time intervals.

Table 1: Add or Modify Agency ChartField Values

10.1.1 – Add or Modify Agency ChartField Values		
Swim Lanes – Definition	<b>Agency COA Approver:</b> agency role responsible for reviewing and approving/denying ChartField requests <b>Agency COA Maintainer:</b> agency role responsible for completing the approved updates and modifications to ChartFields <b>Agency Processor:</b> agency role responsible for initiating ChartField requests	
Process Step ID	Process Step Title	Description of Process
1	Determine Need for ChartField Value	An Agency determines a need for a new ChartField value addition or update. The Agency Processor initiates a ChartField value addition or update request using the ChartField Request form in Florida PALM. The Agency Processor verifies that an existing ChartField value cannot meet the agency’s need and that no other user defined field within Florida PALM is more appropriate. The Agency Processor provides all pertinent supporting documentation with their ChartField value request.  If a configured ChartField value needs a tree and/or combination edit update, the request routes to the DFS COA Maintainer. Trees and combination edits are statewide maintained configurations.
2	Initiate and Route ChartField Request	Florida PALM provides the Agency Processor the ability to initiate a request for COA changes using the ChartField Request form within Florida PALM. Requests can be made to add a new ChartField value, inactivate an existing ChartField value, or add/modify an attribute associated with a ChartField value.  Requests related to statewide ChartField configuration are routed back to the Agency Processor if the request does not meet the statewide criteria.
3	Review ChartField Request	The ChartField request is routed through workflow to the appropriate Agency COA Approver. An Agency COA Approver reviews the request to determine if the request is for a statewide ChartField or an agency ChartField. Requests for statewide ChartFields are routed to the DFS COA Approver. Requests for

Process Step ID	Process Step Title	Description of Process
		agency ChartFields are reviewed by the Agency COA Approver to determine if the request is valid and consistent with the approved COA structure. The Agency COA Approver confirms the appropriate supporting documentation is provided with the request. Based on review, the Agency COA Approver approves or denies the ChartField request.
4	Delete Request	<p>If the request does not meet the established criteria, or additional clarification is needed, the request is returned to the Agency Processor for modification.</p> <p>The Agency Processor decides whether to modify or delete the request. If the request can be modified, the Agency Processor modifies the ChartField request at the direction of the Agency COA Approver and resubmits the request through the workflow for the Agency COA Approver to review and approve. If the request cannot be modified, the Agency Processor will delete the request.</p>
5	Configure ChartField Value	Approved ChartField requests are routed to an Agency COA Maintainer. The Agency COA Maintainer configures ChartField values and completes the requested update to establish the ChartField value within Florida PALM. The Agency COA Maintainer runs the ChartField Maintenance Report to assist with verifying configuration. Once the Agency COA Maintainer has completed the addition or update, the new ChartField value is immediately available for use in transactions and reporting.
6	Configure SpeedType/ SpeedChart Updates	The Agency COA Maintainer determines if there is a need to create a new or update an existing SpeedType and/or SpeedChart. SpeedType or SpeedChart additions/updates can be completed by an Agency COA Maintainer for their agency. If SpeedType or SpeedChart updates are not required, then there are no further preparation steps and the ChartField value becomes available for transactions.
7	COA Extract Program	Once the requested ChartField values have been added or modified they are available to be extracted via the COA Extract interface program from Florida PALM to the FFMIS partners and agency business systems.
8	ChartField Values	FFMIS partners and agency business systems may receive ChartField values added or modified by the agencies via an interface file generated by the COA Extract Program.
9	Send Notification	The Agency COA Maintainer sends a notification to the Agency Processor to confirm the addition or modification of the requested ChartField value within in Florida PALM.



Table 2: Add or Modify Statewide ChartField Values

10.1.2 – Add or Modify Statewide ChartField Values		
<b>Swim Lanes – Definition</b>	<p><b>DFS COA Approver:</b> DFS role responsible for reviewing and approving/denying ChartField requests</p> <p><b>DFS COA Maintainer:</b> DFS role responsible for completing approved updates and modifications to ChartFields</p> <p><b>DFS Processor:</b> DFS role responsible for initiating ChartField requests</p>	
Process Step ID	Process Step Title	Description of Process
1	Initiate and Route ChartField Request	A DFS Processor initiates a ChartField value addition or update request using the ChartField Request form in Florida PALM. The DFS Processor verifies that an existing ChartField value cannot meet the need and that no other user defined field within Florida PALM is more appropriate. The ChartField Request form routes to a DFS COA Approver via workflow.
2	Review ChartField Request	<p>The DFS COA Approver reviews all enterprise ChartField requests received from the DFS Processor and the Agency COA Maintainer. The Office of Economic Demographic Research (EDR) reviews requests for new revenue categories.</p> <p>The DFS COA Approver verifies that the requested value is needed and that no other user defined field can meet the needs of the request.</p> <p>The ChartField request is returned to the DFS Processor if more information is required to process the request or if the request does not meet the criteria established by Florida PALM. The approver or processor can modify the request as determined by the DFS COA Approver.</p>
3	Review and Validate Revenue Category Request with EDR	EDR reviews and validates the provided information and determines if the requested revenue category is subject to revenue cap or any other special treatment.
4	Delete Request	<p>If the request can be modified, the DFS Processor reviews and makes modifications to the request at the instruction of the DFS COA Approver. The corrected COA ChartField value change request is returned to the DFS COA Approver for further review.</p> <p>If the request cannot be modified, the DFS processor will delete the request.</p>
5	Configure ChartField Value	Once the request is approved, the ChartField value is ready to be configured. The DFS COA Maintainer configures the value in Florida PALM based on the details from the ChartField Request.

Process Step ID	Process Step Title	Description of Process
		In addition to manually configuring requested ChartField values, ChartField values are also configured from a direct feed from external systems, namely, LAS/PBS and Florida Accountability Contracts Tracking Systems (FACTS). The interfaced ChartField values to Florida PALM go through a load and validation process. The DFS COA Maintainer runs the ChartField Maintenance Report to assist with validating the configuration.
6	Budgetary Code Values	New budgetary ChartField values, or updates to existing values, are interfaced from LAS/PBS daily. The budgetary ChartField values refer to the ChartFields where appropriation is established by LAS/PBS, namely Fund, Budget Entity, and Category per Agency. The interface file that configures the budgetary ChartField values for the beginning of a new FY, is sent earlier than the opening of the new FY to allow adequate preparation time before loading the original appropriation budget amounts.
7	Load Values	Once the interface file from LAS/PBS to load the Budgetary ChartField values is received from LAS/PBS, it is loaded to Florida PALM to establish the new values and/or making modifications to existing values. Upon establishing the new values, the DFS COA Maintainer runs the LAS/PBS Budgetary Code Exception Report to verify the successful load of the new ChartField values.
8	Contract IDs	Florida PALM receives an interface file from FACTS containing Contract ID values. Agencies create and update the Contract ID value within FACTS, and the values subsequently update Florida PALM daily.
9	Load Contract IDs	Once the interface file from FACTS to load the Contract ChartField values is received, it is loaded to Florida PALM to establish the new values and/or making modifications to existing values. Upon establishing the new values, the DFS COA Maintainer runs the FACTS Contract IDs Exception Report to verify the successful load of the new ChartField values.
10	Configure Attributes for Each Value	The DFS COA Maintainer configures ChartField attributes as per established criteria or upon a valid request. Attributes are used in Florida PALM to facilitate reporting. Attributes do not have a financial impact on a transaction.
11	Perform SpeedType/ SpeedChart Update	The DFS COA Maintainer determines if there is a need to create a new or update an existing SpeedType and/or SpeedChart. SpeedType or SpeedChart additions/updates can be completed by an Agency COA Maintainer for their agency. If SpeedType or SpeedChart updates are not required due to the creation of a new ChartField value, then there are no further preparation steps and the ChartField value becomes available for transactions.
12	COA Extract Program	Once the requested ChartField values have been added or modified they are available to be extracted via the COA Extract interface program from Florida PALM to the FFMIS partners and agency business systems.

Process Step ID	Process Step Title	Description of Process
13	ChartField Values	FFMIS partners and agency business systems may receive ChartField values added or modified by the agencies via an interface file generated by the COA Extract Program.
14	Send Notification	The DFS COA Maintainer sends a notification to the Agency COA Maintainer or the DFS Processor to confirm the addition or modification of the requested ChartField value.

Table 3: Add or Modify Fund Values

10.1.3 – Add or Modify Fund Values		
<b>Swim Lanes – Definition</b>	<p><b>Agency COA Processor:</b> agency role responsible for initiating ChartField requests</p> <p><b>DFS COA Approver:</b> DFS role responsible for reviewing and approving ChartField requests</p> <p><b>DFS COA Maintainer:</b> DFS role responsible for completing approved updates and modifications</p> <p><b>EOG/OPB:</b> (Non-Florida PALM Role) EOG and the Office of Policy and Budget (OPB) owns and maintains LAS/PBS, which is the source system for budgetary ChartField values</p>	
Process Step ID	Process Step Title	Description of Process
1	Legislature Approves and Establishes Funds or Inactivate Funds	Legislature approves and establishes funds for agencies to use. The Legislature also inactivates funds that agencies can use.
2	Configure Fund Values	EOG/OPB creates or modifies the Fund values within LAS/PBS. A file containing the established State Fund and Fund values is produced. The State Fund value is one digit long. The Fund value is three digits long.
3	State Fund and Fund Code Values	LAS/PBS transmits all budgetary ChartField values daily via an interface file with Florida PALM. The file contains the State Fund and Fund values.
4	Load Values to Fund ChartField	Florida PALM receives and processes the file transmitted from LAS/PBS. Fund ChartField value updates are made based on the budgetary Fund values received. ChartField Maintenance Reports are produced to indicate if new ChartField values have been established or if the values have been deactivated.  Agencies must submit a completed Fund questionnaire for all new Fund value requests to DFS.
5	Identify Need for Fund	Agencies can request for a local Fund to be established. Agencies must work with EOG/OPB regarding legislatively authorized Funds.

Process Step ID	Process Step Title	Description of Process
6	Prepare Fund Questionnaire	A Fund Questionnaire is required by BFR to support the setup of new legislatively authorized Funds or local/revolving funds in Florida PALM. Fund questionnaires contain many of the attributes needed to be associated to the Fund for reporting purposes.
7	Review Local Fund Request Form	An Agency COA Processor must submit the Local Fund Request Form to establish a local Fund in Florida PALM. The form routes to the DFS COA Approver for review. The DFS COA Approver ensures that the information is accurate and the need for a local Fund is validated. If the form is not complete or has incorrect information, the DFS COA Approver will return the request for correction by the Agency COA Processor.
8	Configure Fund ChartField Value	The approved request for a local fund to be added or modified routes to the DFS COA Maintainer to configure the ChartField value within Florida PALM.  If an agency receives a new legislatively authorized fund, the fund questionnaire is reviewed by the DFS COA Maintainer.
9	Configure Attributes for Each Fund Value	The DFS COA Maintainer adds or modifies attributes associated with the Fund ChartField value based upon the Fund Questionnaire, the Local Fund Request Form, or other standard criteria for Enterprise controlled ChartFields.  The DFS COA Maintainer completes tree and/or combination edit update as needed.
10	Perform SpeedTypes/SpeedCharts Update	The DFS COA Maintainer determines if there is a need to create a new or update an existing SpeedType and/or SpeedChart. SpeedType or SpeedChart additions/updates can be completed by an Agency COA Maintainer for their agency. If SpeedType or SpeedChart updates are not required due to the creation of a new ChartField value, then there are no further preparation steps and the ChartField value becomes available for transactions.
11	Route Fund Information to Treasury	Fund information routes to Treasury for local fund bank accounts.
12	COA Extract Program	The COA Extract Program identifies and extracts added or modified ChartField values for authorized Funds.
13	ChartField Values	FFMIS partners may receive ChartField values added or modified by the Agencies via an interface file generated by the COA Extract Program.
14	Send Notification	The DFS COA Maintainer sends a notification to the Agency Processor to confirm the addition or modification of the requested ChartField value.

Table 4: Add Grant and/or Project Values

10.1.4 – Add Grant and/or Project Values		
Swim Lanes – Definition	<p><b>Agency Grant Maintainer:</b> agency role responsible for maintaining and managing grants.</p> <p><b>Agency Project Maintainer:</b> agency role responsible for maintaining and managing Projects and Activities.</p> <p><b>DFS Grant/Project Maintainer:</b> DFS role responsible for approval, set up and maintenance of CFDA and CSFA numbers.</p>	
Process Step ID	Process Step Title	Description of Process
1	Identify Need for Grant ID	The Agency Grant Maintainer identifies a need to capture a new Grant identifier (ID) and Project ChartField value in Florida PALM once a grant application/proposal has been accepted and an agreement has been signed with the Grantor. The Project ChartField value associated with the Grant is used on financial transactions in Florida PALM.
2	Enter Grant General Information	The Agency Grant Maintainer enters general grant information on the Proposal page, which includes proposal description, title, sponsor name, program director name, CFDA number, type, start date, end date, and number of periods. The system defaults the proposal status to draft.
3	Grant Information	If the agency has an agency business system with grant information, the data can be extracted and loaded into Florida PALM via an interface. An interface is sent from the FACTS to Florida PALM containing Grants information.
4	Load Grant Information	The grant information is loaded into Florida PALM via an automated system process.
5	Add/Update New CFDA	The Agency Grant Maintainer determines whether a new CFDA number is needed in Florida PALM to represent the grant. The Agency Grant Maintainer will route the request for a new CFDA number to the DFS Grant/Project Maintainer for review.
6	Review Request for New CFDA	The DFS Grant/Project Maintainer will review the CFDA number requested by the Agency Grant Maintainer per internal policy. If approved, the Agency Grant Maintainer will be notified and can proceed with adding the necessary details to establish the Grant ID and Project ChartField value. If denied, it is routed to the Agency Grant Maintainer for corrections.
7	CFDA Extract	Extract and report of all active CFDA numbers will be created for sending to external entities.
8	Enter Project/Activity Information	The Agency Grant Maintainer enters Project information for the Grant in the Projects tab of the Maintain Proposal page. Project information includes Project ChartField value,

		description, agency, and contact information. A proposal may contain one or more Projects.
9	Add Budget Item	The Agency Grant Maintainer will add a Budget item, such as equipment, consulting, construction, salary, repairs, travel, etc. These Budget items become the Project Activities and can be updated or added to after the award has been generated.
10	Update Grant Status to Submit	Once all the necessary information has been entered, the Agency Grant Maintainer updates the proposal status to Submitted.
11	Generate Award	Once the proposal is submitted, the Agency Grant Maintainer generates the award.
12	Create Award ID (Profile Record)	The Generate Award process creates an Award ID. The Award ID is the primary record number and contains award details in Florida PALM.
13	Create Project ID	Upon the generation of the award, the Project ChartField value is available and active for use. However, prior to using in a transaction, additional details should be entered into the Project's profile to ensure the project set up is complete.
14	Grant Information to ABS/FACTS	After the award is generated, the grant details are interfaced to Agency Business Systems and FACTS.
15	Identify Need for Project	The Agency Project Maintainer identifies a need for a new Project ChartField value. Projects that are created directly in the Project Costing module cannot be associated with a grant. A Project ChartField value is required on transactions using Fixed Capital Outlay Appropriation.
16	Enter General Project Information	The Agency Project Maintainer can create a Project, by direct entry of data, use of a Project template, or copy an existing Project. For Grant related projects, the Agency Project Maintainer will enter additional details for the Project created during Grant set up. The Agency Project Maintainer enters basic project information on the Project Definition page, which includes the Project title, description, type, start date, and end date.
17	External Project Information	Project information can be extracted from agency business systems and loaded into Florida PALM.
18	Load Project Information	The Project information is loaded into Florida PALM via an automated process.
19	Complete State Project Determination Checklist	If the Project is related to state financial assistance/state project, the Agency Project Maintainer must complete the State Project Determination Checklist to determine if the Florida Single Audit Act (FSAA) is applicable.
20	Submit Agency Request form for New CSFA	If the FSAA is applicable and a new Catalog of State Financial Assistance (CSFA) number is required, the Agency Project Maintainer will submit the State Project Determination form and Agency Request Form to DFS for review.
21	Review Request for CSFA Number	DFS Grant/Project Maintainer is responsible for receiving and reviewing the FSAA Project Determination Checklist and the

		Agency Request form to determine if a new CSFA is needed, based on FSAA requirements.
22	Assign New CSFA Number	Upon determining that a new CSFA is needed, the DFS Grant/Project Maintainer will assign a new CSFA number, add it to the online catalog and notify the Agency of the approval.
23	CSFA Extract	The CSFA extract and report will be created for sending to external entities.
24	Create Activity	The Agency Project Maintainer creates or updates Activities related to the Project. Each Project created must have at least one Activity. The Project Maintainer runs the ChartField Maintenance Report to verify successful Project value and Activity creation.
25	Finalize Project Budget	Once all Project Activities are created and the budget has been entered, the Agency Project Maintainer must finalize the budget. Budgets created within the PC module do not impact the Commitment Control (KK) Ledger.
26	Create Project Trees	Project Trees will be created for reporting purposes for Grants and Projects. The Agency Project Maintainer will submit Tree set up and maintenance requests to DFS as per 10.1.5 Set Up and Maintain Trees and/or Combination Edits.  Once the budget has been finalized and the Tree is created, if an allotment at the Project ChartField level is required, the Agency Project Maintainer will follow the steps in 20.1.2 Manage Agency Allotments to establish the allotment.
27	Project Information Extract	Project details are extracted and provided via interface to Agency Business Systems.

Table 5: Set Up and Maintain Trees and/or Combination Edits

<b>10.1.5 – Set Up and Maintain Trees and/or Combination Edits</b>		
<b>Swim Lanes – Definition</b>	<b>DFS COA Maintainer:</b> DFS role responsible for completing approved updates and modifications to ChartFields	
<b>Process Step ID</b>	<b>Process Step Title</b>	<b>Description of Process</b>
1	Review ChartField Request	The DFS COA Maintainer receives requests for tree and combination edit updates from agencies and from DFS. The DFS COA Maintainer reviews the ChartField request to determine what updates are needed.
2	Add/Update ChartField Value in Tree	The DFS COA Maintainer adds new ChartField values or updates existing ChartField values in ChartField trees. ChartField values must be included in the tree to be reported correctly when running a report using a tree. Otherwise, balances may not show an accurate reflection of recorded transactions.

Process Step ID	Process Step Title	Description of Process
3	Add or Update New Ranges	The DFS COA Maintainer updates tree ranges as necessary to facilitate desired reporting needs. Based on the value of the ChartField request, an existing range may need to be created or updated.  The DFS COA Maintainer determines if combination edit rules need to be updated.
4	Update Combination Edit Rules	Combination edit rules are driven by an anchor ChartField. When the ChartField value addition or update impacts an existing combination edit rule, the DFS COA Maintainer updates the combination edit rules.
5	Create/Validate Combination Edit Trees	The DFS COA Maintainer creates combination edit trees or validates existing combination edit trees based on the ChartField addition to update.
6	Build Combination Edit Data	The DFS COA Maintainer runs the Build Combination Edit Data process to enable Combination Edit rules. This process is run whenever a new ChartField and combination edit rule is created.
7	Confirm Updates	The DFS COA Maintainer confirms that the completed update satisfies the ChartField request.
8	Send Notification	The DFS COA Maintainer sends a notification to the Agency or DFS Processor to confirm the tree and/or combination edit update.

## Ledger Impacts

Table 6: Ledger Impacts Included on Business Process Flow Diagrams

Ledger Impact ID	Ledger - Ledger Impact Title	Ledger Impact Description
N/A		

## Reports

Table 7: Reports Included on Business Process Flow Diagrams

Report Number	Report Description	Report Frequency	Audience
R1	ChartField Maintenance Report – listing of ChartField values established	Periodic	Agency, DFS Enterprise
R2	SpeedType/SpeedChart Maintenance Report – listing of SpeedTypes/SpeedCharts combinations established	Periodic	Agency, DFS Enterprise
R3	Project budget Versus Appropriation Budget – Report	Periodic	Agency, DFS



Report Number	Report Description	Report Frequency	Audience
	will sum up all the Projects in Project Costing based on the unique combination of Account, Fund, Budget Entity and Category. The total will be matched against the CC_APPROP ledger. The difference between the sum total with PC and CC_APPROP ledger will be displayed.		
R4	FFATA Report – detailed report that lists the subrecipient for a grant award.	Periodic	Agency
R5	Grant Summary Report with Details - A report that displays historical summaries with drill down to detailed data for Revenue, Encumbrance and Expenditure amounts by month, quarter, and year for the life of the grant / subrecipient agreement.	Periodic	Agency
R6	Project Summary Report with Details - A report that displays historical summaries with drill down to detailed data for Revenue, Encumbrance and Expenditure amounts by month, quarter, and year for the life of the project.	Periodic	Agency
R7	CFDA Report – Listing of all active CFDA numbers	Periodic	Agency, DFS
R8	CFSA Report – Listing all active CFSA numbers	Periodic	Agency, DFS

## Terminology

**Agency Business System** – system, database, or other source of data wholly owned and operated by a state agency.

**Attribute** – provides the ability to record additional characteristics about individual ChartField values for reference or reporting purposes.

**Chart of Accounts** – compilation of uniform data codes that are used for reporting governmental assets, liabilities, equities, revenues, and expenditures to the CFO. Uniform data codes capture specific details of the assets, liabilities, equities, revenues, and expenditures that are of interest to the public.

**ChartField** – the Florida PALM field that stores COA information and provides the basic structure to segregate and categorize transactional and budget data.

**ChartField String** – a combination of ChartField values use to process entries within Florida PALM.

**Combination Edit** – Florida PALM feature to set and enforce criteria for filtering out unwanted journal entry lines to ledgers based on combinations of ChartFields and their values.

**Configure** – arrange or create values in a manner that is compliant with the criteria established by Florida PALM.

**Effective Dating** – is used in conjunction with Status to determine on which date the ChartField value is activated or inactivated. This date also determines when you can view and change information.

**Florida Financial Management Information System (FFMIS)** – statutorily defined collection of information systems providing fiscal, management, and accounting support for state decision makers. It provides a means of coordinating fiscal management information and information that supports state planning, policy development, management, evaluation, and performance monitoring. FFMIS is the primary information resource that provides accountability for public funds, resources, and activities. FFMIS is described in Sections 215.90 – 215.96, F.S. as the following:

- Planning and Budgeting Subsystem – This is the Legislative Appropriation System/ Planning and Budgeting Subsystem (LAS/PBS), which is functionally owned and managed by the Legislature and the EOG;
- Florida Accounting Information Resource Subsystem – This is FLAIR, which is functionally owned by the CFO;
- Cash Management Subsystem – This is CMS, which is functionally owned by the CFO;
- Purchasing System – This is MyFloridaMarketPlace (MFMP), which is functionally owned by the Department of Management Services (DMS); and
- Personnel Information System – This is People First, which is functionally owned by the DMS.

**Fund** – state account(s) established by the Legislature consisting of monies received by the State, which under law or under trust agreements are segregated for a purpose authorized by law.

**Grant** – financial assistance support mechanism to an eligible entity to carry out an approved project or activity that supports an approved public purpose.

**Local Funds** – used to account for funds (resources) held outside the State Treasury.

**Project** – temporary endeavor requiring the separate accumulation of costs and containing a set of activities designed to achieve a specific outcome.

**Revolving Fund** – any Fund, except an authorized clearing Fund or other Fund specifically provided by law, maintained by an agency outside the State Treasury at a financial institution which is used to make disbursements on behalf of that agency or the State; any imprest Fund maintained as cash-on-hand by an agency and used to make disbursements; or any imprest Fund maintained as cash-on-hand by an agency for the purpose of making change for cash payments received by the agency for goods or services.

**SpeedChart** – preconfigured ChartField combinations that can reduce the time required to enter ChartField values during transactional entry. SpeedCharts are used in the Procurement and Accounts Payable modules. SpeedChart identifiers are not autogenerated and will need to be established and maintained by each agency.

**SpeedType** – preconfigured ChartField combinations that can reduce the time required to enter ChartField values during transactional entry. SpeedTypes are used in the General Ledger and Accounts Receivable modules. Speed Type identifiers are not autogenerated and will need to be established and maintained by each agency.

**Tree** – tools that provide the ability to organize ChartField values in a hierarchical manner and are mainly used in setting up security, in combination editing, and for reporting. They are used to summarize ChartField values so that the summary levels can be used in other areas of Florida PALM.

**Workflow** – orchestrated and repeatable patterns of business activity enabled by the systematic organization of resources into processes with specific approvals that transform materials, provide services, or process transactional information.