10.1. Set Up and Maintain Chart of Accounts

Department of Financial Services

Florida **PALM**
Planning, Accounting, and Ledger Management

Date: 1/24/2022

Revision: 2.1

Revision History

Version	Date	Revision Notes
1.0	07/30/2019	Accepted Version
2.0	04/29/2021	Accepted Departmental Version
2.1	01/24/2022	Updates per Financials Wave Module Workgroup Sessions

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Table of Contents

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

Florida PALM screenshots are included within the sections following the Business Process Flow Diagrams to allow connections to be made from specific business subprocess steps to screens within Florida PALM.

Also described below are the Ledger Impacts, Interfaces and Key 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. Key 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. Interface IDs are provided for each interface identified on the Business Process Flow Diagrams.

Tables are included to identify the Conversions, Forms, Workflows, and Stakeholder Configurations related to this Business Process. These items may not be included within the Business Flow Diagrams; however, these items are important elements of each Business Process as a whole.

Finally, included in the Terminology section are definitions of terms to 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 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.

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.

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

The business subprocesses included are:

- 10.1.1 – Agency Add or Modify ChartField Values
- 10.1.2 – Enterprise Add or Modify Statewide ChartField Values
- 10.1.3 – Enterprise Add or Modify Fund Values
- 10.1.5 – Enterprise Set Up and Maintain Trees and/or Combination Edits
- 10.1.6 – Agency Set Up and Maintain SpeedTypes / SpeedCharts

Florida PALM's COA design consists of multiple ChartFields, which are 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, add/modify an attribute associated with a ChartField value, or add or modify a tree. 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 SpeedType and SpeedChart values based upon internal needs. These are preconfigured ChartField combinations that can reduce the time required to enter ChartField values during transactional entry. SpeedTypes and SpeedCharts are optional in Florida PALM.

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

Budgetary values are received from LAS/PBS 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 describes 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 an agency - based or within Department of Financial Services (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.

10.1.1 – Agency Add or Modify ChartField Values

Table 1: Agency Add or Modify ChartField Values

10.1.1 – Agency Add or Modify ChartField Values	
Module	**General Ledger**
Related Module(s)	**Accounts Payables, Asset Management, Purchase Order, Cash Management, Deal Management, Accounts Receivable, Billing, Project Costing, Grants Management, Commitment Control**
Swim Lanes – Definition	**Agency GL COA Approver:** agency role responsible for reviewing and approving/denying ChartField requests **Agency GL Fund Approver**: agency role responsible for reviewing and approving/denying ChartField Request Form and Fund Questionnaire related to establishing fund values as authorized by DFS **Agency GL COA Maintainer:** agency role responsible for initiating the addition of ChartField values and completing the approved updates and modifications to ChartFields **Agency GL COA Processor:** 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 ChartField value addition or modification. If the request is related a Fund value, the agency COA processor gathers the required documentation and sends to Agency COA Maintainer to request a new Fund ChartField value. The Manage Banking relationships subprocess 70.1.1 Maintain Bank Account process addresses how the clearing and CRA bank accounts are established and maintained. If the request is not related to a Fund value, the Agency COA 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

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Process Step ID	Process Step Title	Description of Process
		that no other user defined field within Florida PALM is more appropriate. The Agency Processor provides all pertinent supporting documentation with the ChartField value request.
2	Initiate and Route ChartField Request Form	Florida PALM provides the Agency COA Maintainer the ability to initiate a request for new or modifications to all ChartField values including a Fund value. Requests can be made to add a new Fund value, inactivate an existing value, modify an existing value, or add/modify an attribute associated with a Fund value. Fund Value requests that are denied by the DFS COA Approver are returned to the Agency COA Maintainer for modification.
3	Initiate and Route Fund Questionnaire	A Fund Questionnaire is required to support the setup of Transactional Funds associated with legislatively authorized Funds, Local/Revolving Funds, or Investment Sub-funds in Florida PALM. The Agency COA Maintainer prepares the Fund Questionnaire, which contains mandatory information needed by DFS for the set-up of the Fund as well as many of the attributes needed to be associated to the Fund for reporting purposes.
4	Approve Fund ChartField Request and Questionnaire	The Agency Fund Approver receives, reviews, and approves the Fund Questionnaire and the Fund ChartField Value Request Form within Florida PALM. The questionnaire is then routed to the DFS COA Approver for review and configuration in Subprocess 10.1.3 Enterprise Add or Modify Fund Values.
5	Initiate and Route ChartField Request	The Agency Processor initiates a request for COA changes using the ChartField Request form within Florida PALM. Requests can be made to add a new ChartField value, or modify a ChartField value, inactivate an existing ChartField value. Requests are routed to the Agency COA Maintainer for review and approval. If a request related to a statewide value is denied, the ChartField request is returned to the Agency Processor to modify the request.
6	Review ChartField Request	The ChartField request is routed through workflow to the appropriate Agency COA Maintainer. The Agency COA Maintainer reviews the request to determine if the request has adequate supporting documentation, is consistent with the approved COA structure, and

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Process Step ID	Process Step Title	Description of Process
		can be approved. The Agency COA Maintainer is notified of ChartFields request that are pending by reviewing the ChartField Requests Pending My Approval Report on the WorkCenter. If the request is not approved, the request is routed back to the Agency COA Processor to determine if the request should be modified or deleted. If the request is for a statewide ChartField, the request is routed to DFS.
7	Delete Request	If the request does not meet the established criteria, or additional clarification is needed, the request is returned to the Agency Processor for modification. The Agency COA Processor decides whether to modify or delete the request. If the request can be modified, the Agency Processor modifies the ChartField request and resubmits the request through the workflow for the Agency COA Maintainer to review and approve. If the request cannot be modified, the Agency Processor deletes the request.
8	Inbound ChartField Mass Spreadsheet Upload	Depending on the volume of configuration requests, the Agency COA Maintainer uses the ChartField Value upload tool to load the requests to Florida PALM.
9	Configure ChartField Value	The Agency COA Maintainer configures the approved ChartField value additions or modifications within Florida PALM. The Agency COA Maintainer runs the ChartField Value 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. The Agency COA Maintainer determines if tree updates are required for the new or updated value. If a configured Agency ChartField value needs a tree update, the request needs to route to the DFS COA Maintainer as outlined in Subprocess 10.1.5 Enterprise Setup and Maintain Trees and/or Combination Edits. Trees are state-wide maintained configurations.
10	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.

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| Process Step ID	Process Step Title	Description of Process
11	Outbound ChartField Values	FFMIS partners and agency business systems may receive an interface of ChartField values added or inactivated via a file generated by the COA Extract Program or via web service.
12	Send Notification	Notification that the ChartField value request is complete is sent to the Agency COA Processor. The Agency COA Processor reviews the ChartField Value Report to validate configured values. Enterprise activity to create a value results in a notification to the Agency COA Maintainer that request has been configured. The Agency COA Maintainer communicates the request has been completed to the Agency COA Processor as needed.
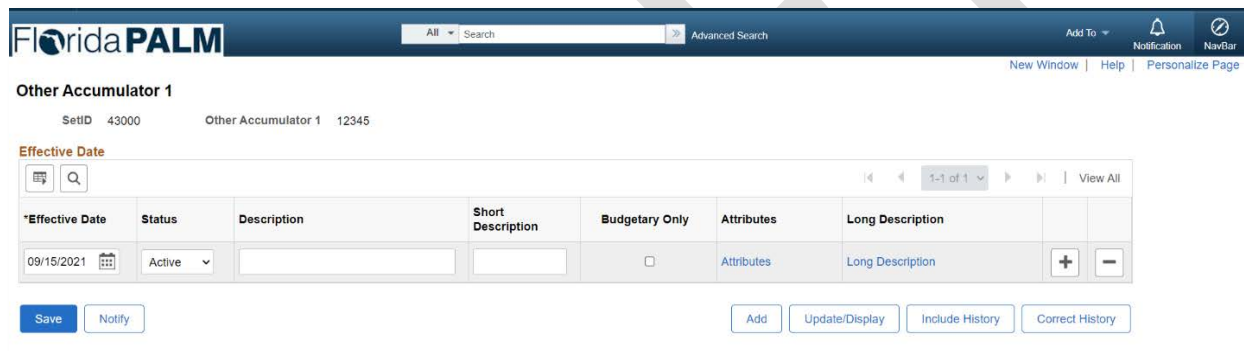
Figure 1: Other Accumulator 1 Entry Page

10.1.2 – Enterprise Add or Modify Statewide ChartField Values

Table 2: Enterprise Add or Modify Statewide ChartField Values

10.1.2 – Enterprise Add or Modify Statewide ChartField Values	
Module	**General Ledger**
Related Module(s)	**Accounts Payables, Asset Management, Purchase Order, Cash Management, Deal Management, Accounts Receivable, Billing, Project Costing, Grants Management, Commitment Control**
Swim Lanes – Definition	**DFS GL COA Approver:** DFS role responsible for reviewing and approving/denying ChartField requests **DFS GL COA Maintainer:** DFS role responsible for completing approved updates and modifications to ChartFields **DFS GL COA Processor:** DFS role responsible for initiating ChartField requests

Process Step ID	Process Step Title	Description of Process
1	Initiate and Route	A DFS Processor initiates a ChartField value request to add or update an existing value by using the ChartField Request form in Florida PALM. The DFS COA Processor verifies that an existing

Process Step ID	Process Step Title	Description of Process
	ChartField Request Form	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 Maintainer via workflow.
2	Review ChartField Request	The DFS COA Approver reviews all enterprise ChartField requests received from the DFS COA Processor and the Agency COA Maintainer by utilizing the ChartField Values Pending My Approval report. 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. The DFS COA Approver determines if the request is approved or denied. Requests related to new revenue categories are reviewed in conjunction with The Office of Economic Demographic Research (EDR). The ChartField request is returned to the DFS COA Processor or the Agency COA Processor if more information is required to process the request or if the request does not meet the criteria established by Florida PALM.
3	Communicate Revenue Category Request to EDR	DFS provides information to EDR for determination and review if the request is subject to revenue cap or any other special treatment.
4	Delete Request	If the request can be modified, the DFS COA Processor reviews and makes modifications to the request. The corrected COA ChartField value change request is returned to the DFS COA Maintainer for further review. If the request cannot be modified, the DFS COA Processor deletes the request.
5	Inbound 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, State Program and Category per Agency.
6	Inbound Budget Entity to State Program Combination Edit	Budget Entity to State Program Combination Edits are interfaced from LAS/PBS periodically. The interface establishes the valid combination of budget entity and state program values for use on transactions.
7	Load Values	Once the interface file from LAS/PBS to load the Budgetary 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 New Budgetary Code Report and reviews the interface log to verify the successful load of the new ChartField values. Periodically, LAS/PBS will provide updates for the Budget

Process Step ID	Process Step Title	Description of Process
		Entity to State Program Combination Edits. The file is loaded to establish the valid combination of values for transactions.
8	Inbound Contract ChartField	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 Values	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	Inbound ChartField Mass Spreadsheet Upload	Depending on the volume of configuration requests, the DFS COA Maintainer uses the ChartField Value upload tool to load the requests to Florida PALM.
11	Configure ChartField Value	Approved ChartField values are ready to be configured within Florida PALM. The DFS COA Maintainer configures the value based on the details from the ChartField Request.
12	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.

The COA Maintainer creates new attributes as needed to facilitate accurate reporting and Florida PALM needs. The DFS COA Maintainer creates new attribute titles, values that need to be assigned, and assign the designated attribute to the appropriate ChartField value.

If values need to be added to a tree, the DFS COA Maintainer will follow the process outlined in the Set Up and Maintain Trees and Combo edit business process model. |
| 13 | 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. |
| 14 | Outbound ChartField Values | FFMIS partners and agency business systems may receive an interface of ChartField values added or inactivated via a file generated by the COA Extract Program or via web service. |
| 15 | Send Notification | Notification that the ChartField value request is complete is sent to the requestor. The ChartField Value Report is available for review by requestors to validate configured values.

Enterprise activity resulting in a value results in a notification to the Agency COA Maintainer that request has been configured. |

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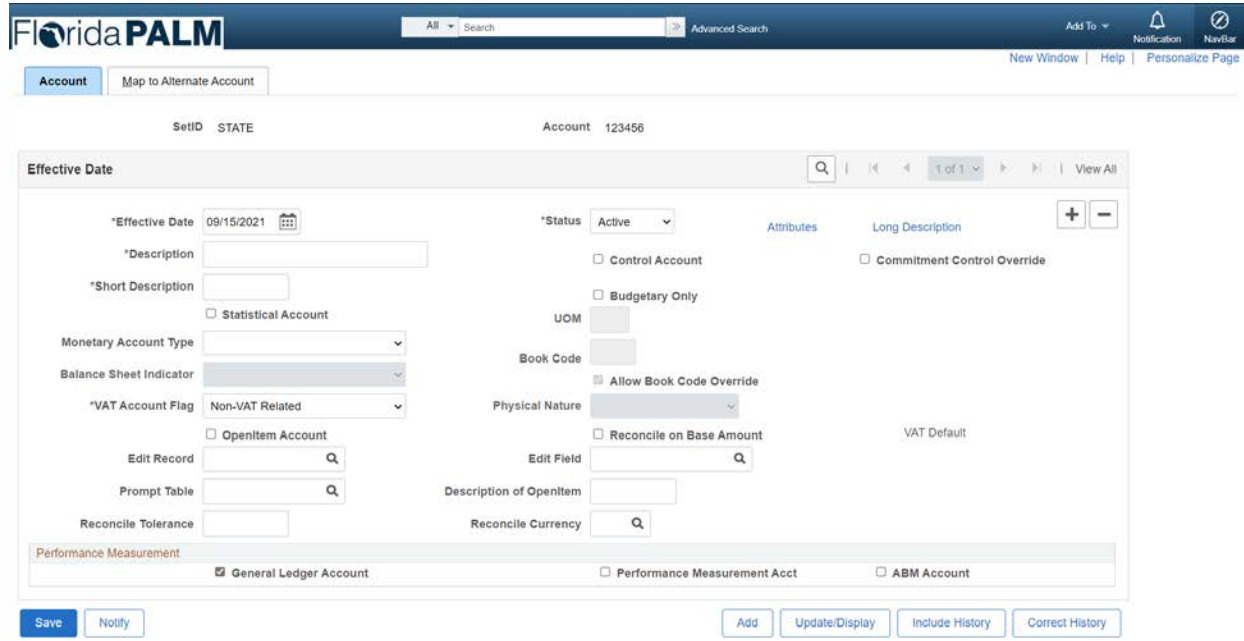| Process Step ID	Process Step Title	Description of Process
		The Agency COA Maintainer communicates the request has been completed to the Agency COA Processor as needed as outlined in subprocess 10.1.1 Agency Add or Modify Agency ChartField Values.

Figure 2: Account Entry Page, Account Tab

10.1.3 – Enterprise Add or Modify Fund Values

Table 3: Enterprise Add or Modify Fund Values

10.1.3 – Enterprise Add or Modify Fund Values	
Module	**General Ledger**
Related Module(s)	**Accounts Payables, Asset Management, Purchase Order, Cash Management, Deal Management, Accounts Receivable, Billing, Project Costing, Grants Management, Commitment Control**
Swim Lanes – Definition	**DFS CM Bank Account Maintainer:** DFS role managing banking requests and for maintaining bank account configuration in Florida PALM **DFS GL COA Approver:** DFS role responsible for reviewing and approving/denying ChartField requests **DFS GL BFR Approver:** DFS role within Bureau of Financial Reporting responsible for reviewing and adjusting the Fund ChartField Request and Fund Questionnaire **DFS GL COA Maintainer:** DFS role responsible for completing approved updates and modifications to ChartFields

Process Step ID	Process Step Title	Description of Process
1	Review Fund ChartField Request and Fund Questionnaire	The DFS COA Approver receives both the Fund Questionnaire and the Fund ChartField Request through workflow within Florida PALM. Requests are made for new or modified transactional funds, local funds, and sub funds. The DFS COA Approver reviews all Fund ChartField requests received by utilizing the ChartField Values Pending My Approval report. The DFS COA Approver reviews the forms to confirm that the information received within the ChartField request and the Fund Questionnaire is accurate and to validate the need for the request. If the form is not approved, the DFS COA Approver returns the request to the Agency COA Maintainer for modification or deletion.
2	Review Fund ChartField Request	Requests for CRA revolving fund bank accounts and Sub-fund values are routed to DFS Bank Account Maintainer for review and approval. The DFS Bank Account Maintainer reviews and validates the accuracy of the request. The DFS Bank Account Maintainer can initiate request for sub-fund values which can bypass the bank account approval step.

If the request is not approved, the request is routed back to the Agency COA Maintainer to revise the ChartField Request or delete the request. If the request is approved, the DFS COA Maintainer is notified to proceed with establishing the Account value and the Transactional Fund for the requests |
3	Review Fund Questionnaire Fund	The Fund Questionnaire is routed to the DFS BFR Approver to review the information provided by the Agency COA Maintainer. The questionnaire responses are compared to the Fund ChartField request for accuracy.
4	Review or Adjust Fund ChartField Form	The Fund ChartField request is routed to the DFS BFR Approver to review. The BFR Approver can adjust the request if the information does not align with the Fund Questionnaire. The BFR can also contact the Agency COA Maintainer outside of the system to discuss updates to the form as needed.
5	Configure Account ChartField Value for CRA Funds	CRA Funds require configuration of an Account ChartField value in Florida PALM to be associated with a bank account. The approved request from the DFS Bank Account Maintainer is provided to the DFS COA Maintainer to configure the Account value within Florida PALM.
6	Configure/Modify Fund ChartField Value	Transactional Funds are configured for Local Funds, legislatively authorized funds where agencies desire to transact at a lower level, and Sub-funds for use to invest at a lower level. The ChartField Value Report is available for review by the DFS COA Maintainer to validate configured values.
7	Configure Attributes for Each Fund Value	The DFS COA Maintainer configures ChartField attributes as per established criteria or upon a valid request. Attributes are

| Process Step ID	Process Step Title	Description of Process
		used in Florida PALM to facilitate reporting. Attributes do not have a financial impact on a transaction. The DFS COA Maintainer creates new attributes as needed to facilitate accurate reporting and Florida PALM needs. The DFS COA Maintainer creates new attribute titles, values that need to be assigned, and assign the designated to the appropriate ChartField value. If values need to be added to a tree or, the DFS COA Maintainer will follow the process outlined in sub process 10.1.5 Set Up and Maintain Trees and Combo edit business process model. With addition of new values, the DFS COA Maintainer considers any impacts to Combo Edit rules.
8	Provide Account Value	For Account values added representing cash control (bank accounts), the DFS COA Maintainer provides the Account value to the DFS Bank Account Maintainer.
9	Send Notification	Notification that the ChartField value request is complete is sent to the requestor. The ChartField Value Report is available for review by requestors to validate configured values. Enterprise activity resulting in a value results in a notification to the Agency COA Maintainer that request has been configured. The Agency COA Maintainer communicates the request has been completed to the Agency COA Processor as needed as outlined in subprocess 10.1.1 Agency Add or Modify Agency ChartField Values.
10	ChartField Value Extract Program	The ChartField Value Extract program is run to extract the ChartField Values from Florida PALM.
11	Outbound ChartField Values	ChartField values made available to FFMIS partners and agency business systems via an interface file.
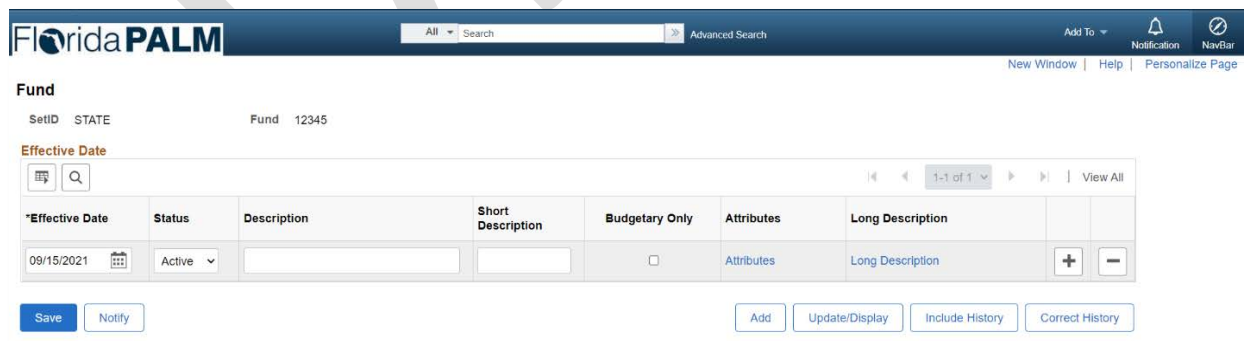
Figure 3: Fund Entry Page

10.1.4 – Add Grant and/or Project

This subprocess has been removed. The 10.1.4 Add Grant and/or Project business subprocess can be found under 90.1 Create and Maintain Projects and 90.2 Create and Maintain Grants business process flows and narratives.

10.1.5 – Enterprise Set Up and Maintain Trees and/or Combination Edits

Table 4: Enterprise Set Up and Maintain Trees and/or Combination Edits

10.1.5 – Enterprise Set Up and Maintain Trees and/or Combination Edits	
Module	**General Ledger**
Related Module(s)	**Accounts Payables, Asset Management, Purchase Order, Cash Management, Deal Management, Accounts Receivable, Billing, Project Costing, Grants Management, Commitment Control**
Swim Lanes – Definition	**DFS GL COA Maintainer:** DFS role responsible for completing approved updates and modifications to ChartFields

Process Step ID	Process Step Title	Description of Process
1	Review 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 if a Tree update is needed or if a Combo Edit needs to be adjusted.
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.
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.
4	Evaluate ChartField Value impact to Combo Edit	The DFS COA Maintainer evaluates every ChartField Value request to determine the addition or modification's impact to existing Combo Edit rules.
5	Initiate Updates to Combo Edit Rules	If the ChartField value request does not impact the configured combo edits, the DFS COA Maintainer will continue the process. The DFS COA Maintainer will submit a request to have combo edit rules adjusted to accommodate the ChartField value request.
6	Confirm Updates	The DFS COA Maintainer confirms that the completed update satisfies the ChartField request.
7	Send Notification	The DFS COA Maintainer sends a notification to the Agency or DFS Processor to confirm the tree update.
8	Tree Extract Program	Once Tree additions or updates are completed, they are available to be extracted via the Tree interface program from Florida PALM to the FFMIS partners and agency business systems.

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Process Step ID	Process Step Title	Description of Process
9	Outbound Tree Extract	FFMIS partners and agency business systems may receive Tree values added or modified by the agencies via an interface file generated by the Tree extract.
10	Combo Edit Extract Program	Once Combo Edit additions or updates are completed, they are available to be extracted via the Combo Edit interface program from Florida PALM to the FFMIS partners and agency business systems.
11	Outbound Combo Code Extract	FFMIS partners and agency business systems may receive a combo code extract via an interface file.

Figure 4: Tree Manager Page

10.1.6 – Agency Setup and Maintain SpeedTypes/SpeedCharts

Table 5: Agency Setup and Maintain SpeedTypes/SpeedCharts

10.1.6 – Agency Setup and Maintain SpeedTypes/SpeedCharts	
Module	**General Ledger**
Related Module(s)	**Accounts Receivable, Billing, Accounts Payable, Purchasing, Commitment Control**
Swim Lanes – Definition	**Agency GL COA Maintainer:** agency role responsible for initiating the addition of ChartField values and completing the approved updates and modifications to ChartFields **Agency GL COA Processor:** agency role responsible for initiating ChartField requests **Florida PALM:** System role responsible for extracting SpeedType/SpeedChart information and making interface available

Process Step ID	Process Step Title	Description of Process
1	Determine Need for SpeedType/ SpeedChart	The Agency COA Processor determines the need for adding, modifying, or deleting a SpeedType/SpeedChart by reviewing the appropriate report and verifying an existing SpeedType/SpeedChart value will not meet the need. The Agency COA Processor also determines how the value should be configured, either manual entry or via interface.
2	Create/Update Value (ABS)	The Agency COA Processor configures the desired SpeedType/ SpeedChart value within their agency business system.
3	Inbound SpeedType/ SpeedChart	The agency business system prepares and submits the Inbound interface to Florida PALM to be configured. If errors exist within the interface file, the records are not processed, and an error log is produced. The Agency COA processor reviews errors and modifies as needed. Successful records are transmitted to Florida PALM to be loaded within the system.
4	Load Values	Once the interface file from the agency business system to load the values is received with valid values, the values are loaded to Florida PALM to establish the new values and/or making modifications to existing values. Upon establishing the new SpeedType/SpeedChart, the Agency COA Processor reviews the appropriate report to validate all requested values are successfully created.
5	Complete SpeedType/ SpeedChart Request	The Agency COA Processor requests additions, deletions, or modification of SpeedType/SpeedChart values. The request must contain at least one field completed to qualify as a valid request.
6	Delete SpeedType/ SpeedChart	The Agency COA Maintainer reviews and validates the request. Requests related to deletions will be deleted on screen by the Agency COA Maintainer.
7	Validate Request	The Agency COA Maintainer reviews and validates the request. The request must contain ChartField values that are configured and active in Florida PALM.
8	Configure SpeedType/ SpeedChart	The Agency COA Maintainer configures the values which meet the agency requirements.
9	Send Notification	After the values have been configured, the Agency COA Maintainer sends notification to the requestor through Florida PALM that the request is complete.
10	SpeedType/ SpeedChart Extract Program	Agency business systems may receive SpeedType/SpeedChart values added or modified by the agencies via an interface file generated by the extract.
11	Outbound SpeedType/ SpeedChart	Once additions or updates are completed, they are available to be extracted via the interface programs from Florida PALM to agency business systems.

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Figure 5: SpeedType Entry Page

Figure 6: SpeedChart Entry Page

Ledger Impacts

Table 6: Ledger Impacts Included on Business Process Flow Diagrams

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

Key Reports

Table 7: Reports Included on Business Process Flow Diagrams

Report Number	Report Description	Report Frequency	Audience
R1	**GLR137 - ChartField Requests Pending My Approval (WorkCenter)** – Used to display a list of ChartField requests that are pending approval from the current user.	Periodic	Agency, DFS
R2	**GLR091 - ChartField Value Report** – Listing of ChartField values established.	Periodic	Agency, DFS
R3	**GLR120 - New Budgetary Code Report** – Report that identifies the new budgetary codes from LAS/PBS.	Periodic	DFS
R4	**GLR092 SpeedTypes Report** – Report that provides a list of SpeedTypes available to be utilized on transactions, to include the defined ChartField combinations.	Periodic	Agency
R5	**GLR168 - SpeedCharts Report** – Report that provides a list of SpeedCharts available to be utilized on transactions, to include the defined ChartField combinations.	Periodic	Agency

Note: A complete list of reports may be found in the Reports Catalog[1].

Conversions

Table 8: Data Converted from External System to Florida PALM

Conversion Number	Conversion Description	Conversion Frequency	Source
GLC003	Contracts – Conversion of contract ChartField values from FACTS and Departmental FLAIR for accounting purposes	One-time	DFS Enterprise Systems

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[1] https://app.smartsheet.com/b/publish?EQBCT=a8d51896f0144ef6a87314b3c7824ba5

Note: A complete list of conversions may be found in the Catalog of Conversion Offerings[2]. This is a protected publication that requires login. If your business or technical teams do not currently have access to the Smartsheet Florida PALM Dashboard, contact your Readiness Coordinator to request their access.

Interfaces

Table 9: Interfaces Included on Business Process Flow Diagrams

Interface Number	Interface Description	Interface Frequency	Source	Target
GLI001	**Outbound ChartField Values** – Outbound interface containing added or modified ChartField values for FFMIS partners and agencies.	Daily	Florida PALM	Agency Business Systems, FFMIS Partners
GLI003	**Inbound Contract ChartField** – Inbound interface containing Contract ID values from the Florida Accountability Contract Tracking System (FACTS).	Daily	FACTS	Florida PALM
GLI004	**Inbound Budgetary Code Values** – Inbound interface containing new budgetary ChartField values or updates to existing values from LAS/PBS.	Daily	LAS/PBS	Florida PALM
GLI012	***Inbound Combo Edit Checking Web Service** – Inbound web service to check combo edit errors by external systems	Periodic	Agency Business Systems, MFMP	Florida PALM
GLI017	**Outbound Combo Code Extract** – Outbound interface containing valid ChartField combination edit codes.	Daily	Florida PALM	Agency Business Systems, FFMIS Partners
GLI018	**Outbound SpeedType** – Outbound interface containing added or modified SpeedType values to FFMIS partners and agency business systems.	Daily	Florida PALM	Agency Business Systems, FFMIS Partners
GLI020	**Inbound SpeedType** – Inbound interface to load new or update existing SpeedTypes from agencies.	Daily	Agency Business Systems	Florida PALM
GLI031	**Outbound Tree Extract** – Outbound interface containing an extract of trees to FFMIS partners and agencies.	Daily	Florida PALM	Agency Business Systems, FFMIS Partners

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Interface Number	Interface Description	Interface Frequency	Source	Target
GLI039	**Inbound ChartField Mass Spreadsheet Upload** – Inbound mass upload of ChartField values via Excel to CI.	Daily	Agency, DFS	Florida PALM
GLI079	**Outbound ChartField Values Web Service** – Outbound web service that provides added or modified ChartField values for FFMIS partners and agencies	Periodic	Florida PALM	Agency Business Systems, FFMIS Partners
GLI081	**Inbound Budget Entity to State Program Combination Edit** – Inbound interface containing Budget Entity/State Program ChartField value combinations from LAS/PBS	Periodic	LAS/PBS	Florida PALM
API124	**Inbound SpeedChart** – Inbound interface to load new or update existing SpeedCharts from agencies.	Periodic	Agency Business System	Florida PALM
API125	**Outbound SpeedChart** – Outbound interface containing added or modified SpeedChart values to FFMIS partners and agency business systems.	Periodic	Florida PALM	Agency Business System

Note: A complete list of interfaces may be found in the Catalog of Interface Offerings[3]. This is a protected publication that requires login. If your business or technical teams do not currently have access to the Smartsheet Florida PALM Dashboard, contact your Readiness Coordinator to request their access. *Web Service Interfaces are not indicated on the Business Process Model.

Forms

Table 10: Forms Included on Business Process Flow Diagrams

Form Number	Form Description	End User Role
GLF001	**Fund Questionnaire** – Questionnaire form used by agencies to request a new Fund value (e.g., transactional or local).	Agency COA Processor Agency COA Maintainer DFS COA Processor DFS COA Maintainer
GLF002	**ChartField Request Form** – Form to request establishment of new ChartField values.	Agency COA Processor Agency COA Maintainer DFS COA Processor DFS COA Maintainer

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[3] https://app.smartsheet.com/dashboards/xW9gQgMRP6w5pfRGMQGjh4wvP676gf2h4mf57hP1

Form Number	Form Description	End User Role
GLF003	**SpeedType/SpeedChart Request Form** – Form to request establishment of new SpeedType/SpeedChart values.	Agency COA Processor Agency COA Maintainer

Workflows

Table 11: Workflows Included on Business Process Flow Diagrams

Workflow Number	Workflow Description	End User Role
GLW002	**ChartField Request Workflow** – Workflow for appropriately routing Chart of Accounts value requests within an agency or to/within DFS.	Agency COA Processor Agency COA Maintainer DFS COA Processor DFS COA Maintainer
GLW003	**Fund Questionnaire Workflow** – Workflow that routes the Fund Questionnaire Form for ChartField value requests within an agency or to/within DFS.	Agency COA Processor Agency COA Maintainer DFS COA Processor DFS COA Maintainer
GLW005	**SpeedType/SpeedChart Request Workflow** – Workflow for routing SpeedType/SpeedChart requests within an agency.	Agency COA Processor Agency COA Maintainer

Agency Configurations

Table 12: Configurations Defined and/or Maintained by Agencies

Configuration Number	Configuration Description	Frequency
C-GL020	**Organization** – Identifies the organizational entity or accounting function associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization	As Needed
C-GL025	**Other Accumulator 2** – Used to track optional organizational reporting, cost pools, revenues, or another specific use	As Needed
C-GL026	**Other Accumulator 1** – Used to track optional organizational reporting, cost pools, revenues, or another specific use	As Needed
C-GL065	**SpeedChart** – Shortcut key established to populate ChartField values on a transaction line	As Needed
C-GL049	**SpeedType** – Shortcut key established to populate ChartField values on a transaction line.	As Needed

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 Executive Office of the Governor (EOG);
- Florida Accounting Information Resource Subsystem – This is FLAIR, which is functionally owned by the Chief Financial Officer (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 Department of Management Services (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.

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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.

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. SpeedType identifiers are not autogenerated and 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.