

# CMSW.10.1 Set Up and Maintain Chart of Accounts

## Revision History

Version	Date	Revision Notes
1.0	05/27/2020	Accepted Version

## Table of Contents

Business Process Overview.....	4
Dependencies and Constraints .....	4
Business Process Flow Details .....	5
Ledger Impacts .....	9
Reports .....	9

## Business Process Overview

The Set Up and Maintain Chart of Accounts business process addresses how statewide values are added or modified in Departmental and Central Florida Accounting Information Resource (FLAIR), Florida PALM, and the Florida PALM Chart of Accounts (COA) Crosswalk. The Florida PALM COA Crosswalk provides bi-directional translation of Florida PALM COA values and FLAIR 29-digit account codes. This business process also supports the addition and inactivation of ChartField values, ChartField attributes, and associated system configurations, including trees, and combination edits in Florida PALM.

The business subprocesses included are:

- 10.1.2 Add or Modify Statewide Values
- 10.1.3 Add or Modify Fund Values
- 10.1.5 Set Up and Maintain Trees and/or Combination Edits

## Dependencies and Constraints

- Section 215.93, Florida Statutes provides that the Florida Financial Management Information System (FFMIS) subsystems utilize the COA approved by the Chief Financial Officer (CFO). The 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 the 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.
- Agencies continue to establish agency specific unique values within Departmental FLAIR or Florida Accountability Contract Tracking System (FACTS). (i.e., Organization Code, Project, Grant, Contract, OCA).

## Business Process Flow Details

Table 1: Process Steps Included on CMSW Business Process Model Flow

CMSW.10.1.2 – Add or Modify Statewide ChartField Values		
Process Step ID	Process Step Title	Description of Process
<b>Swim Lanes – Definition</b> <b>Agency COA Maintainer:</b> Agency role responsible for initiating ChartField requests <b>DFS COA Approver:</b> DFS role responsible for reviewing and approving/denying ChartField requests <b>DFS COA Maintainer:</b> DFS role responsible for completing approved updates and modifications to ChartFields <b>DFS OIT:</b> DFS role responsible for managing data files and interfaces		
1	Identify Need for Value	Agency determines that a value needs to be added, modified, or deleted in FLAIR. Agencies can request to add or modify an Object Code, Revenue Category or a 29-Digit Account Code. The Agency’s COA Maintainer submits a written request to DFS via email.
2	Review Request	The DFS COA Approver reviews all requests received from the Agency COA Maintainer. The Office of Economic Demographic Research (EDR) reviews requests for new revenue categories.  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.
3	Review and Validate Revenue Category Request with EDR	The DFS COA Maintainer in conjunction with 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	Revise or Close Request	If more information is required to process the request or if the request does not meet the criteria established by DFS, the request is returned to the Agency. The Agency can revise or close the request.
5	Title FLAIR Data Elements	If the request to add or modify an Object Code or Revenue Category is approved, the DFS COA Maintainer establishes the value within Departmental FLAIR.
6	Establish 29-Digit Account Code	If the request to add or modify a 29-Digit FLAIR Account Code is approved, the DFS COA Maintainer establishes or updates the value within Central FLAIR.
7	Configure ChartField Value	After values are established in Departmental and/or Central FLAIR, the ChartField value is configured in Florida PALM by the DFS COA Maintainer. New or updated values received from LAS/PBS are configured in Florida PALM. If a new transactional fund is

Process Step ID	Process Step Title	Description of Process
		needed the Fund Questionnaire must be completed and submitted to DFS for review prior to configuring in Florida PALM.
8	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.
9	Manage Crosswalk Table	The DFS COA Maintainer adds the configured values and/or 29-digit FLAIR account code to the Crosswalk representing the Departmental FLAIR value and the Florida PALM value. The Crosswalk is used to translate transactions to and from Central and Departmental FLAIR COA structure and Florida PALM COA structure.  Once values are added to the COA Crosswalk Table, trees are updated and/or combination edits are added in Florida PALM. If there is no need to update a tree or combination edit, the requestor is notified of completion.
10	Receive /Load Budgetary Codes	Budgetary values, or updates to existing values, are interfaced from LAS/PBS daily and annually to Central and Departmental FLAIR.
11	Identify New/Modified Budgetary Values	Based on FLAIR reports, DFS COA Maintainer identifies values that need to be updated or added to Florida PALM.
12	Upload Values via Excel to CI	DFS COA Maintainer can use the excel spreadsheet upload tool to import new or modified budgetary values. Values are configured, attributes added, and the Crosswalk managed.
13	Notify Requestor	The DFS COA Maintainer provides notification to the Agency COA Maintainer to confirm the addition or modification of the requested value.
14	Review Crosswalk	Agencies review the Crosswalk Value Report which lists all statewide FLAIR values and the corresponding Florida PALM values.
15	COA Crosswalk Extract	An interface file containing Florida PALM COA values and corresponding FLAIR values is available to agencies.

Table 2: Process Steps Included on CMSW Business Process Model Flows

CMSW.10.1.3 – Add or Modify Fund Values		
Swim Lanes – Definition		
<p><b>Agency COA Maintainer:</b> Agency role responsible for initiating requests for funds  <b>DFS COA Approver:</b> DFS role responsible for reviewing and approving ChartField requests  <b>DFS COA Maintainer:</b> DFS role responsible for completing approved updates and modifications  <b>Treasury:</b> DFS role responsible for managing bank accounts and related funds</p>		
Process Step ID	Process Step Title	Description of Process
1	Identify Need for Fund	Agencies can submit a request to DFS for a local Fund or Transactional Fund to be established. Agencies must work with EOG/OPB regarding legislatively authorized Funds.
2	Prepare 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 and the Bank Account as well as many of the attributes needed to be associated to the Fund or Account for reporting purposes.
3	Review Local Fund Request	The DFS COA Approver reviews the request to confirm that the information is accurate and to validate the need for a local Fund. If the form is not approved, the DFS COA Approver returns the request to the Agency COA Processor for modification or closure.
4	Configure Account ChartField Value for Local Funds	Local Funds require configuration of an Account ChartField value in Florida PALM. The approved request is provided to the DFS COA Maintainer to configure the value within Florida PALM.
5	Configure 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 as identified for use by Treasury and used to invest at a lower level.
6	Review Fund Questionnaire	The DFS COA Maintainer provides the Fund Questionnaire to Treasury when a Sub-fund has been requested. If Treasury does not recognize the Sub-fund, the agency is notified to revise or close the request.
7	Revise or Close Request	If Treasury does not approve the request, the agency is notified to revise the Fund Questionnaire or close the request. If Treasury approves the request, the DFS COA Maintainer is notified to proceed with establishing the Transactional Fund for the Sub-fund.

Process Step ID	Process Step Title	Description of Process
8	Configure Attributes for Each Fund Value	The DFS COA Maintainer adds or modifies attributes associated with the Fund and/or Account ChartField value based upon the Fund Questionnaire, or other standard criteria for Statewide ChartFields.
9	Manage Crosswalk Table	The DFS COA Maintainer adds the configured values and/or 29-digit FLAIR account code to the Crosswalk representing the Departmental FLAIR value and the Florida PALM value. The Crosswalk is used to translate transactions to and from Central and Departmental FLAIR COA structure and Florida PALM COA structure.  Once values are added to the COA Crosswalk Table, trees are updated and/or combination edits are added in Florida PALM.
10	Notify Treasury of Account Value	For Account values added representing cash control (bank accounts), the DFS COA Maintainer provides the Account value to Treasury.
11	Notify Requestor	The DFS COA Maintainer provides notification to the Agency COA Maintainer to confirm the addition or modification of the requested value.
12	Review Crosswalk	Agencies review the Crosswalk Value Report which lists all statewide FLAIR values and the corresponding Florida PALM values.
13	COA Crosswalk Extract	An interface file containing Florida PALM COA values and corresponding FLAIR values is available to agencies.

Table 3: Process Steps Included on CMSW Business Process Model Flow

CMSW.10.1.5 – Set Up and Maintain Trees and/or Combination Edits		
Swim Lanes – Definition	<b>DFS COA Maintainer:</b> DFS role responsible for completing approved updates and modifications to ChartFields	
Process Step ID	Process Step Title	Description of Process
1	Update Tree and/or Combination Edit	The DFS COA Maintainer determines the need for tree and combination edit updates.
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	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 ran 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 4: Ledger Impacts Included on CMSW Business Process Model Flow

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

## Reports

Table 5: Reports Included on CMSW Business Process Flow Model Flow

Report Number	Report Description	Report Frequency	Audience
R1	ChartField Value Report – listing of ChartField values established	Periodic	DFS
R2	Crosswalk Value Report – report listing all statewide FLAIR values and the corresponding Florida PALM values	Periodic	Agency, DFS