

Date	09/11/2019	Time	9:00 a.m. – 12:00 a.m.
Location	Department of Children and Families (DCF) Building 4 1317 Winewood Blvd. Tallahassee, Florida 32308		
Objective	Chart of Accounts Design Kickoff Session #1		
Invitees	Representatives from Florida organizations, Department of Financial Services Representatives and Florida Financial Management Information Systems (FFMIS) partners		
Attachments/ Related Documents	Chart of Accounts (COA) Design Kickoff Meeting Agenda Chart of Accounts (COA) Design Kickoff Presentation		

Agenda, Welcome and Introductions: Janice Jackson, Florida PALM, Angie Robertson, Florida PALM, and Scott Fennell, Florida Department of Financial Services (DFS), Deputy Chief Financial Officer (CFO)

The meeting was opened by Ms. Janice Jackson, Florida PALM, with a welcome to attendees an overview of the agenda and introduced all Project Team members.

Ms. Jackson recognized Ms. Robertson who recognized all attending organizations, DFS Representatives, and Florida Financial Management Information Systems (FFMIS) partners.

Ms. Robertson recognized Ms. Jackson who provided a general overview of the COA Design and BUD structures. Ms. Jackson explained that the meeting was not about detail design. Ms. Jackson noted the COA Design is a major deliverable and will be provided to the Executive Steering Committee for review and approval. She stated ChartField elements will be introduced to organizations during workshops in the next few weeks and that Florida PALM welcomes any feedback participants may have.

Ms. Jackson recognized Mr. Fennell who addressed attendees by thanking everyone for attending and noted that it was a key day in Florida PALM, to see the preliminary COA and BUD Structures.

COA Design Background: Janice Jackson, Florida PALM

Ms. Jackson reviewed the COA Design Background.

Organization Engagement: Janice Jackson, Florida PALM

Ms. Jackson reviewed the organization engagement efforts. She explained that organizational groups were developed based upon COA Questionnaire organizational responses. Ms. Jackson noted that each working meeting session would include hands-on activities.

COA Design Overview: Binoy Saha, Florida PALM

Mr. Binoy Saha discussed the new COA Design and that it will accommodate all current Budgetary Fields, as well as a new ChartField titled Agency Unique. He also noted that the proposed COA Design was distributed to all attendees and the cross walked structure was reviewed.

ChartField Overview: LaVondria Norton and Binoy Saha, Florida PALM

Ms. LaVondria Norton, Florida PALM, provided ChartField Overview including ChartField Terminology, ChartField String, Attribute, Trees (budget and reporting) and Combination Editing.

Account ChartField

Participants asked questions regarding the Account ChartField (general ledger codes and object codes). Ms. Norton explained that the Account ChartField provides functionality to capture detailed transactional data and is required on every transaction. Ms. Norton stated that the setup and maintenance will be done at a statewide level and shared across all Business Units. She stated that the ChartField will be 6 characters in length and each Account ChartField value carries system-controlled features.

- Account type: specifies an Account value as a balance sheet account (e.g., asset, liability, equity) or an operating account (e.g., expenditure, revenue).
- Budgetary Only indicator: specifies an Account value to be reserved for budgetary purposes only.

Budget Structures Design Overview: Robert Hicks, Florida PALM

Mr. Hicks noted that the General Appropriations Act authorizes appropriations that are developed and published in the Legislative Appropriations System/Planning and Budgeting Sub-system (LAS/PBS) and transferred to Florida PALM. LAS/PBS will remain the state's official budgeting system. Therefore, budgetary codes are developed and published in LAS/PBS and transferred to Florida PALM.

Mr. Hicks continued by stating that many of the concepts within the BUD Structures will remain the same as they are today, like appropriations, releases, reserves, allotments, revenue estimates, operating and fixed capital outlay budget, and operating and non-operating budget authority. Mr. Hicks stated Florida PALM will bring enhanced functionality to all process areas, including budget.

Question regarding organizations being able to over encumber. Mr. Hicks responded that Florida PALM management is taking this question under consideration while remaining in compliance with Section 216.311 and 216.313, Florida Statutes.

Wrap-Up and Action Items: Janice Jackson, Florida PALM

Ms. Jackson closed out the meeting by confirming the upcoming meetings, including Office Hours. Ms. Jackson asked all organizations to consider the presented structure and how it could be applied in their organization.

The meeting concluded at 12:00 p.m.