

<b>Date</b>	09/05/2019	<b>Time</b>	2:00 – 4:30 p.m.
<b>Location</b>	State Board of Administration 1801 Hermitage Blvd., Room 116 Tallahassee, Florida, 32308		
<b>Objective</b>	Chart of Accounts Design Overview		
<b>Invitees</b>	Representatives from the Department of Financial Services (DFS), Division of Accounting and Auditing (A&A), Division of Treasury, and Office of Information Technology (OIT)		
<b>Attachments /        Related Documents</b>	N/A		

### Welcome and Introductions: Angie Robertson, Florida PALM and Janice Jackson, Florida PALM

Ms. Angie Robertson welcomed participants and turned the meeting over to Ms. Janice Jackson. Ms. Jackson welcomed the group, provided an overview of the agenda, and introduced the speakers, LaVondria Norton, Robert Hicks, Matt Cole, and Binoy Saha, joining via phone. All speakers on the panel represented Florida PALM.

### Chart of Accounts Design Background: Janice Jackson, Florida PALM

Ms. Jackson provided a background of the Chart of Accounts (COA) Design, which includes the Budget structure. The background included the purpose, guiding principles, and design inputs. Ms. Jackson noted that the COA Design will be a Major Deliverable and will be provided to the Executive Steering Committee for review and approval.

### Chart of Accounts Design Overview: Janice Jackson, Florida PALM

Ms. Jackson presented the proposed structure for the COA Design and Budget Structure. A participant asked if the statewide ChartFields will be applicable to all organizations. Ms. Jackson advised that yes, they will be used by all. A participant asked if Florida PALM will consider the GAAFR and State Fund (SF) in configuration, and additionally Funds that may have multiple GAAFR Funds. Ms. Jackson explained the design of the Fund ChartField will accommodate the identification of GAAFR and SF. Multiple GAAFR Funds will translate to separate lower level Funds or FIDs in Florida PALM.

### ChartField Overview: LaVondria Norton, Florida PALM

Ms. Norton began with Terminology, defining ChartField, ChartField String, Attributes, Trees, and Combination Edits. She went on to explain the structure and purpose of each ChartField.

A participant asked if organizations will be required to use all the digits for those ChartFields where the field length is different from FLAIR. Mr. Cole explained the system will not require the fill of every digit. A participant asked where there is a one-to-one relationship, if Florida PALM will carry over the same values or will it be a new set of values. Ms. Norton explained that the goal is to carry over the same values.

## Budgetary ChartFields; Organization-specific ChartFields

Ms. Norton discussed the specifics of the Budgetary (Budget Entity, Category, Fund, State Program Component), Organization-specific (Organization, Contract, Agency Unique), Account, and Project ChartFields.

A participant asked how a user can identify if a value is a trust fund or GR. Ms. Norton explained that users will be able to search for the code and title. A participant asked how a value could obtain a title/name. Ms. Norton explained that it will be an enterprise titled ChartField, so organizations will request a title/name and DFS will establish the title and value.

A participant asked how organizations will be able to match the original FLAIR Fund when the Florida PALM Fund is different. Ms. Norton advised that Florida PALM will be using a bi-directional system crosswalk tool which will hold the FLAIR data elements mapped to Florida PALM ChartFields. A participant asked if the crosswalk tool will be available for conversion. Ms. Norton answered yes. A participant asked if the maintenance of the crosswalk tool is the role of the Department or the Project. Ms. Norton explained that maintenance will be addressed in the interim business process models. A participant asked, from an integration perspective, what is the time frame and how will it impact internal business systems. Mr. Cole advised that use and timeframe will be addressed as part of the interface strategy and the intent is to eventually retire the crosswalk. A participant asked if Florida PALM will need to use additional metadata to complete the mapping. Ms. Norton answered that the Florida PALM Team will work with sponsors to get the right logic for the crosswalk tool.

## Account

A participant asked if the user will be able to select an account type with an object code. The concern is that someone may select an expenditure and put it with an asset account. Ms. Norton explained that the Account ChartField reflects a combination of our General Ledger (GL) code and Object Codes. The system will control the combination of values based on the selection made. The participant followed up to ask how Florida PALM would keep someone from selecting the wrong account type. Ms. Norton advised that the account type is specific to the value, the user would not be selecting the account type during transactions. The participant further asked that if the GL resides in the first three digits and Object Code resides in the remaining digits, are we expecting to make every Object Code unique or is there some crossover. Ms. Norton advised that there will be only one value. The participant inquired specifically about value of 711 and using it with an Account Receivable (AR). Ms. Norton answered it will be one value but will be available to use in the AR module even if it is an expense. A participant asked if Florida PALM will keep the current values. Ms. Norton answered that the values changing to due to combining the GL and Object Code. A participant asked if the state will continue to use smart coding. Ms. Norton said yes it will be shown in the tree structure. A participant asked to clarify if every Object Code can be used with every GL code. Ms. Norton answered, correct, the Project team has done an analysis of FLAIR data to make sure the right combinations are identified.

## Project ChartField

Mr. Cole led the discussion for the Project ChartField by providing a description and intended usage.

## Budget Structure Design Overview

Mr. Hicks provided an overview of the design of the Budget Structure in Florida PALM by discussing terminology and describing the components of the Budget Structure.

## Budget Structure Components

Mr. Hicks continued with discussion for the Actuals Ledger, Budget Exception, and Budget Journals. Mr. Hicks also described budget checking in Florida PALM as compared to FLAIR budget checks.

## Q&A

Ms. Jackson opened the floor for any additional questions from the participants.

A participant asked if attributes in Florida PALM are like flags today in FLAIR. For instance, a 1099 reportable or a payroll flag for a yes/no, or revenue cap flag. Ms. Jackson explained that attributes provide a reporting mechanism. A participant asked if attributes have functionality behind them because the Payroll flag provides a system edit. Ms. Jackson noted that the payroll logic is more a combination edit to prevent an action from happening. If the FLAIR flag is more reporting, then it can be an attribute. A participant asked if the Project knows what attributes are available. Ms. Jackson advised that the Project has identified some but will address as part of configuration activities. A participant asked if the Project could have codes that have attributes but also need combination edit functionality. Ms. Norton answered yes.

A participant noted that there are special categories that are eligible to pay salaries but currently must be identified as part of the 29-digit FLAIR account code using a flag. The participant asked if something similar will occur during configuration and if so, how will a new account string be identified later. Ms. Robertson responded that updates can be made later if needed.

A participant asked if combination edits will be the responsibility of DFS A&A Account Control Section. Ms. Jackson explained that when a new value is requested, it will be added using the set up ChartField process which will involve DFS A&A.

A participant asked how individual payments can be stopped. Jennifer Reeves, Florida PALM, explained that the Setup and Maintain Suppliers standardized business process addresses stop payments.

A participant asked how will budget authority and spending authority be tracked in Florida PALM. Mr. Hicks answered that it would be by budget structure using a parent-child relationship. The participant followed up to ask if this is going to be an enterprise view rather than an organizational view. Mr. Hicks responded yes, allotments is the functionality where organizations exercise

choices. A participant asked if the budget structure accounts for the carry forward budget. Mr. Hicks answered yes.

A participant asked to what account level will appropriations be loaded. Ms. Norton advised that budgetary only values can be established at a summarized level and use the tree to translate the budget down to the lower detailed levels.

The meeting concluded at 4:30 p.m.