

Date	09/26/2019	Time	9:00 a.m. – 12:00 p.m.
Location	Department of Children and Families (DCF) 1317 Winewood Blvd Tallahassee, Florida 32301		
Objective	Chart of Accounts Budget Structures, Design Working Session #1, Group #3		
Invitees	Representatives from all Florida organizations and other key stakeholders		
Attachments/ Related Documents	N/A		

Agenda and Welcome: Facilitated by Janice Jackson, Florida PALM

Ms. Janice Jackson, Florida PALM, welcomed attendees and provided an overview of the agenda; which included a Chart of Accounts (COA) Design Recap, ChartField Deep Dive, Wrap-up, and Next Steps.

Chart of Accounts Design Recap: Facilitated by Janice Jackson, Florida PALM

After reviewing the agenda and welcoming participants, Ms. Jackson reviewed the COA Structure and key terminology.

ChartField Deep Dive: Facilitated by LaVondria Norton, Florida PALM

Ms. LaVondria Norton, Florida PALM, presented the ChartField Deep Dive discussing each ChartField in detail. Mr. Binoy Saha, Florida PALM, assisted with discussion and with addressing questions.

Business Unit and Budgetary ChartFields:

A participant asked to what level will Florida PALM control the budget, at the budgetary fund level or at the transactional fund level. Ms. Norton responded that Florida PALM will receive the appropriation at the budgetary level. A participant asked if the Schedule of Allotment Balances (SAB) is going away. Ms. Norton confirmed that the SAB report is not going away, it might look different but will be available. A participant inquired as to if the LAS/PBS fund will be renumbered. Ms. Norton confirmed that the values as established in LAS/PBS will transition to Florida PALM in their current structure. Florida PALM will add a trailing zero to create the budgetary field. A participant asked how the levels of the tree perform. Ms. Norton replied that the presentation includes an example of how the tree could look but the exact levels have not yet been confirmed. A participant asked to what level can organizations allot. Ms. Norton explained how the budget will load and how organizations will be able to allot to lower levels if desired. Participant followed up to clarify if an organization can move budget to which Ms. Norton confirmed that the appropriated budget cannot be altered, only an allotment can be changed. Mr. Robert Hicks, Florida PALM, confirmed that the basic principles of allotments as we know it today will continue in Florida PALM.

Organization-specific ChartFields:

A participant questioned if the integration with FACTS will be real-time or overnight. Ms. Norton stated that this is an interface design decision and not known at this point. A participant asked if Organization ChartField must mimic your existing organizational structure. Ms. Norton provided the Florida PALM definition for the Organization ChartField noting that Florida PALM will bring in the values that exist today but encouraged organizations to focus on initiating significant cleanup efforts. A participant asked if the values are alpha-numeric. Ms. Norton confirmed that all ChartFields are alpha-numeric. A participant asked how the character count for the ChartFields with longer lengths than FLAIR will be handled. Ms. Norton replied that during configuration we will make this determination. A participant asked if there will be role level security which allows for an organization to see only their values. Mr. Saha explained that statewide values will be configured for all to use.

Account ChartField:

A participant asked if the Account is like a detailed object code. Ms. Norton confirmed the participant's understanding. A participant asked about the revenue object code standardization project and for clarification of our statement about adding more values. Ms. Janice Jackson confirmed that DFS A&A is the owner of this standardization project. Florida PALM will receive guidance from DFS concerning what these values will ultimately be.

Project ChartField:

A participant asked if Project ID numbers can be duplicated. Ms. Norton explained that even though the values are maintained by each Business Unit they must be unique across the system. A suggestion from organizations was to use the organization acronym or other nomenclature to uniquely identify the project within the organization. A participant asked if you must use the optional fields on the transaction when a user is entering a transaction. Ms. Norton confirmed that the values must be added to a transaction at the time of entry. A participant asked if the extra codes could be used for expenditure trending. Mr. Saha responded that such could be accomplished. A participant asked if cash control will be available at the Project ID level. Ms. Norton stated that such is allowed but will be driven more by Fund and Account. A participant asked for clarification concerning whether a grant number will be visible on a transaction. Ms. Norton responded that a Project ID must be associated with a grant to use on a transaction. A participant asked if the Grant ID is required to be unique across organizations. Ms. Norton clarified that Grant IDs are specific to a Business Unit and can be repeated across the system. A participant asked if FACTS will establish the Grant ID. Ms. Norton clarified that organizations will establish in FACTS and such will be interfaced to Florida PALM. A participant asked if they will be required to use FACTS for federal grants. Ms. Norton explained that Grant IDs can be established directly in Florida PALM if needed. A participant asked if organizations will have the ability to input prior expenditures when setting up a grant in Florida PALM; concerned about transactions that occurred prior to the implementation of Florida PALM. Ms. Norton explained that existing data will be assessed during conversion activities.

Activities and System Demo:

Various activities were completed by the participants to reinforce the understanding of the principles. Activities were collaborative with discussion lead by the Florida PALM team. A system demonstration was also presented to provide insight of how the ChartFields function within Florida PALM.

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

Ms. Jackson closed out the meeting by confirming the next meeting for the Group and the upcoming Office Hours. Ms. Jackson asked all organizations to consider the presented structure and how it could be applied at their organization.

The meeting concluded at 12:00 p.m.