

Date	09/25/2019	Time	1:30 – 4:30 p.m.
Location	Department of Children and Families 1317 Winewood Boulevard, Building 4 Tallahassee, Florida 32308 Organizations located outside of Tallahassee participated via GoToMeeting. Contact FloridaPALM@MyFloridaCFO.com for virtual meeting information.		
Objective	Chart of Accounts Design Working Meeting Session #1, Group #2		
Invitees	Representatives from all Florida organizations and other key stakeholders		
Attachments / Related Documents	Chart of Accounts Design Working Meeting Session #1 Meeting Agenda Chart of Accounts Design Working Meeting Session #1 Presentation		

Welcome and Opening Remarks: Facilitated by Janice Jackson, Florida PALM

Ms. Janice Jackson, Florida PALM, welcomed attendees and provided an overview of the agenda, which included a brief discussion on the Chart of Accounts (COA) design recap and the ChartField Deep Dive.

COA Design Recap Overview: Facilitated by Janice Jackson, Florida PALM

Ms. Jackson provided a brief overview of terminology and concepts that would be discussed during the COA Deep Dive session which included ChartField, ChartField String, attribute, trees, and combination editing.

ChartField Deep Dive: Facilitated by LaVondria Norton and Binoy Saha, Florida PALM

Ms. LaVondria Norton, Florida PALM, facilitated the discussion on all the proposed COA ChartFields. The discussion was segmented into five parts: Business, Budgetary ChartFields (Budget Entity, Category, State Program, and Fund), Organization-specific ChartFields (Organization, Contract, Other Accumulator, and Agency Unique), Account ChartField, and Project ChartField.

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.

Meeting Wrap Up and Next Steps: Facilitated by Janice Jackson

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 4:30 p.m.

**Note: Recording could not be retrieved for this meeting.*