

Date	09/24/2019	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 (COA) Design Working Meeting Session #1		
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 welcomed attendees and provided an overview of the agenda, which included a brief discussion on the 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 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.

Business Unit and Budgetary ChartFields

A participant asked why there was an extra zero on the budgetary fund value. Ms. Norton responded the zero was a fill number to use the entire character length available. Discussion was held with the participants about the General Revenue Fund values and Working Capital Fund values. Ms. Norton explained these relationships will be maintained by using the tree functionality. A participant asked if there are multiple GAAFRS related to a fund how will the value look on the tree. Ms. Norton explained the fund will need to be uniquely identified on the tree and available for transacting. Ms. Norton also explained organizations will be able to utilize the fund description to identify the correct fund for transacting.

Organization-specific ChartFields

A participant asked how the business unit would be represented on the interface between systems. Ms. Norton stated that would be a part of the interface design consideration. Mr. Saha also stated transactions processed online will only be able to use organization values established under the identified business unit. Another participant asked if the Organization value would continue to contain the hierarchy like FLAIR. Ms. Jackson reiterated that the value should follow the organization structure.

Account ChartField

A participant asked if reporting would be available by a specific group of values if the values are not smart coded. Ms. Norton responded that values will be grouped under a tree node and will be able to report at a summary level. Another participant asked how values will be able to report in other systems if there is no smart coding available. Mr. Saha responded reports can be run by using the correct level of the tree, individual values, or ranges.

Project ChartField

A participant asked if Grants can be established within Florida PALM without going through FACTS. Ms. Jackson explained organizations will begin to use Florida PALM in waves and during each wave organizations will be able to use Florida PALM functionality.

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.