

<b>Date</b>	10/22/2019	<b>Time</b>	3:00 p.m. – 4:00 p.m.
<b>Location</b>	<p><b>Please join the meeting from your computer, tablet or smartphone.</b></p> <p><a href="https://global.gotomeeting.com/join/538602525">https://global.gotomeeting.com/join/538602525</a></p> <p><b>Join the conference call:</b>          Join by phone          (850) 413-1558          Conference ID: 5613561#</p>		
<b>Objective</b>	Provide opportunity to address questions related to Chart of Account Design Sessions #1 and #2.		
<b>Invitees</b>	Representative from all Florida organizations and other key stakeholders.		
<b>Attachments/ Related Documents</b>	N/A		

**Welcome: Facilitated by Janice Jackson, Florida PALM**

Ms. Janice Jackson, Florida PALM, opened the office hour and welcomed participants. Participants introduced themselves by name and organization. Ms. Jackson provided an overview of the agenda, which included an open forum for questions related to ChartField Design and Budget Structure Design.

**Open Forum: Facilitated by Janice Jackson, Florida PALM**

Mr. John Mounts, Department of Business and Professional Regulations, asked about how trees for the Organization ChartField will be used by budget ledgers. Mr. Binoy Saha, Florida PALM, referenced a parking lot item related to how these trees will be established and maintained. Mr. Mounts asked about establishing allotment budgets to allow for roll up reporting. Ms. Jackson confirmed that the tree will accommodate this type of reporting and that further discussions specific to each organization will be conducted as they prepare to roll onto Florida PALM.

Mr. Mounts asked what ledgers will be used to produce reports such as the Schedule of Allotment Balances. Mr. Saha explained that it will be a combination of the budget and transactional ledgers.

Mr. Mounts asked about the value structure for the Fund ChartField and whether a Fund ChartField value could end in a zero. Ms. LaVondria Norton, Florida PALM, explained that a Fund ChartField value could end in zero and that the values shown in the presentation were example values. Mr. Mounts suggested that transactional fund values end in a number and not in two zeroes.

Mr. Mounts asked if allotments would be posted at the transactional Fund level. Mr. Robert Hicks, Florida PALM, confirmed that allotments would be posted at the transactional Fund level.

Mr. Mounts asked if there would be a budget ledger for the approved budget. Mr. Hicks and Mr. Mounts discussed the calculation of available budget balance to clarify terminology.

Mr. Mounts asked about the length of the long title and noted that abbreviations cause confusion when providing reports to higher level management. Mr. Saha noted that this would be recorded

as a parking lot item and explained that the delivered solution does not allow for a title longer than 30 characters.

Mr. Mounts inquired about why the Other Accumulator (OA) ChartField is the same length as the FLAIR Other Cost Accumulator (OCA) field and asked if this field could be expanded to a longer length. Ms. Jackson explained that the OA ChartField is five characters to ease transition from the FLAIR OCA and noted the Agency Unique ChartField is available for organizations to further segregate or categorize their financial activity.

Mr. Mounts inquired about the Project ChartField value nomenclature and whether an organization abbreviation or prefix would be added to Project ChartField values. Ms. Saha noted that this is an open parking lot item and is being discussed within the team.

An office hour participant asked how certified payables and encumbrances will occur in Florida PALM. Ms. Jackson referred to the standardized business process models and noted that further work is being done around certified items to solidify the solution.

Mr. Mounts asked when the Chart of Accounts crosswalk will be available to organizations. Ms. Jackson explained that the crosswalk is part of the activities around interim business process models and is still in progress. Mr. Mounts expressed interest in seeing the mappings from FLAIR to Florida PALM.

Mr. Mounts asked if encumbrances and payables will consume budget. Mr. Hicks confirmed that encumbrances and payables do consume budget. Mr. Mounts expressed concern over the management of encumbrances and the need to liquidate or reduce encumbrances to cover unexpected obligations. Mr. Hicks noted the projection and forecasting tools available in Florida PALM to help organizations manage their budgets.

### **Wrap Up: Facilitated by Janice Jackson, Florida PALM**

Ms. Jackson closed the meeting by thanking participants and discussing upcoming COA office hours.

The meeting concluded at 4:00 p.m.