Chart of Accounts (COA) Design Working Session #1

September 24 – 26, 2019
Agenda

- Welcome
- COA Design Recap
- ChartField Deep Dive
- Wrap-Up and Next Steps
Welcome

Housekeeping

- Facilities Logistics
- Cell Phone on Silent
- Participant Questions/Parking Lot
- Break
- Public Meeting with Published Meeting Minutes
Welcome

Purpose

- Establish the structures, definitions, and individual design components of the Florida PALM ChartFields and Budget Structures by which budgetary and financial controls will be managed and financial transactions tracked and recorded

- Through collaborative efforts with FFMIS partners, DFS, and organizations:
  - Confirm the Florida PALM COA design
  - Encourage organizations to apply ChartField value concepts to operational scenarios
Welcome

Introductions

- Introductions of Florida PALM Team
- Introductions of Participating Organizations
Florida PALM ChartFields

FLAIR Data Elements


Business Unit | Organization | Fund | Account | State Program | Budget Entity | Category | Project | Contract | Other Accum. (OA)

Represents FLAIR Data Elements that will be accommodated via other system functionality
COA DESIGN RECAP
COA Design Recap

Terminology

- A **ChartField** stores Chart of Accounts information and provides the basic structure to segregate and categorize transactional and budget data. ChartFields represent only one defined purpose with many values to capture that defined purpose. ChartField values are alphanumeric.

- A **ChartField String** is a combination of ChartField values used to process entries within Florida PALM.
A ChartField **attribute** provides the ability to record additional characteristics about individual ChartField values for reference or reporting purposes

- For a particular attribute, only one value can be selected per ChartField
- Attributes are defined at a statewide level, however the organization’s COA Maintainer can select the applicable attribute when establishing a ChartField value
COA Design Recap

Terminology

- **Trees** are tools to establish hierarchical relationship between values
- Used to translate transaction-level ChartField values to higher-level budget ChartField values
- Used in Reporting

```
ALLACCOUNTS - Account
  BALSHEET - Balance Sheet Accounts
    ASSETS - Asset Accounts
    LIABILITIES - Liability Accounts
    EQUITY - Equity Accounts
  INCSTMT - Income Statement Accounts
    REVENUES - Revenue Accounts
    EXPENSES - Expense Accounts
```
COA Design Recap

Terminology

- The use of ChartField **Combination Editing** helps to maintain data integrity across all modules by specifying:
  - Which ChartFields are required on a transaction
  - Which ChartFields are not allowed based on values entered in other ChartFields

- Proposed rules
  - Fund and Account required on all transactions
  - Fund, Account, Budget Entity, and Category required on all expenditure transactions
  - Organization required on all transactions
  - Organization-specific rules can be configured. For example, Agency Unique may be required for all revenue transactions
CHART Field Deep Dive
ChartField Deep Dive

ChartField Overview

- Business Unit
- Budgetary ChartFields
- Organization-specific ChartFields
- Account ChartField
- Project ChartField
ChartField Deep Dive

Business Unit

- Length: 5 characters
- Used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions
- Controls: Security, Defaults, Auto-balancing of accounting entries, and Reporting
- Characteristics: Also known as the GL Business Unit, there can be multiple source module business units to one GL Business Unit
- Ex. Department of Financial Services

Florida PALM
Business Unit (BU)  4  3  0  0  0
ChartField Deep Dive
Budgetary ChartFields

- Originate in LAS/PBS
- Maintained by Enterprise in Florida PALM
- Represents statewide values shared across Business Units
- No significant difference between current and future
- Minimal impact to organizations
- Budgetary ChartFields include:
  - Budget Entity
  - Category
  - State Program
  - Fund
ChartField Deep Dive

Budget Entity

- Length: 8 characters
- Assigned Value: Appropriated values provided by LAS/PBS
- Ex. Clerks of Court

Florida PALM
Budget Entity  2  1  3  5  0  1  0  0
ChartField Deep Dive

Category

- Length: 6 characters
- Assigned Value: Represents both revenue source codes and appropriation categories
- Ex. Everglades Restoration

Florida PALM Category  
1 4 1 1 1 7
ChartField Deep Dive
State Program

- Length: 10 characters
- Assigned Value: Values assigned by LAS/PBS
- Ex. Local Job Training Services

Florida PALM  State Program 0 1 0 2 0 2 0 0 0 3
ChartField Deep Dive

Fund

- Length: 5 characters
- Assigned Values:
  - Uniquely numbered and established Statewide
  - Attributes are established Statewide
- Recording Characteristics:
  - Day-to-day business occurs at the Florida PALM Transactional Fund Level
  - Budget: Appropriation is stored at the Florida PALM Budgetary Fund Level
  - Cash: Balances are stored at the Florida PALM Transactional Fund Level
- Reporting Characteristics:
  - GAAFR: Captured using the Fund Tree which allows for roll-up reporting
  - State Fund: Captured using the Attribute feature
Ex. Grants and Donations Trust Fund

LAS/PBS Appropriations

Florida PALM Budgetary Fund

Florida PALM Transactional Fund
## ChartField Deep Dive

### Fund

<table>
<thead>
<tr>
<th>Fund Value</th>
<th>Fund Description (30 char)</th>
<th>Fund Short Desc (10 char)</th>
<th>Budgetary Only</th>
<th>Fund Attribute(s)</th>
<th>Fund Attribute Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>23390</td>
<td>Grants &amp; Donations Trust Funds</td>
<td>G&amp;D TFs</td>
<td>☑️</td>
<td></td>
<td></td>
</tr>
<tr>
<td>33904</td>
<td>G&amp;D Tjud St Aty Div 6th Cir</td>
<td>G&amp;DTF 6C</td>
<td>☐</td>
<td>GR Service Charge</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Revenue Cap</td>
<td>Y</td>
</tr>
<tr>
<td>33905</td>
<td>G&amp;D Tjud St Aty Div 12th Cir</td>
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<td>GR Service Charge</td>
<td>Y</td>
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<td>33906</td>
<td>G&amp;D Tjud St Aty Div 11th Cir</td>
<td>G&amp;DTF 11C</td>
<td>☐</td>
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<td></td>
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</table>

Statewide defined
# ChartField Deep Dive

## Fund

### Fund Tree Example

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2 (Fund Type)</th>
<th>Level 3 (GAAFR)</th>
<th>Level 4 (Budgetary)</th>
<th>Level 5 (Transactional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Funds</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Governmental</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>20 Special Revenue Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>23390 Grants and Donations Trust Fund</td>
<td></td>
</tr>
<tr>
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<td>33905 G &amp; D Tjud St Aty Div 12th Cir</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>33906 G &amp; D Tjud St Aty Div 11th Cir</td>
</tr>
</tbody>
</table>
Which of the following ChartField values originate in LAS/PBS and represent statewide values within Florida PALM?

A. Budget Entity  
B. Category  
C. State Program  
D. All of the above  
E. Only A&B
Which of the following ChartField values originate in LAS/PBS and represent statewide values within Florida PALM?

A. Budget Entity  
B. Category  
C. State Program  
D. All of the above  
E. Only A&B
ChartField Deep Dive
Budgetary ChartFields – Activity #2

- Fill in the values for the Fund ChartField value.

- LAS/PBS Appropriations: 1 - 0 0 0

- Florida PALM Budgetary Fund: ___ - ___ ___ ___ 0

- Florida PALM Transactional Fund: ___ ___ ___ 3 9
ChartField Deep Dive
Budgetary ChartFields – Activity #2

- Fill in the values for the Fund ChartField value.

LAS/PBS Appropriations

- Florida PALM Budgetary Fund

- Florida PALM Transactional Fund
ChartField Deep Dive
Budgetary ChartFields – Activity #3

- Fill in the values for the Fund ChartField value.

LAS/PBS Appropriations

Florida PALM Budgetary Fund

Florida PALM Transactional Fund

6 4
ChartField Deep Dive
Budgetary ChartFields – Activity #3

- Fill in the values for the Fund ChartField value.

  LAS/PBS Appropriations: 2 - 2 6 1

  Florida PALM Budgetary Fund: 2 - 2 6 1 0

  Florida PALM Transactional Fund: 2 6 1 6 4
The Legislature appropriated $5M to DFS for FY 2019/2020 in the Administrative Trust Fund. Translate the LAS/PBS values to the Florida PALM Budgetary ChartField String.

**LAS/PBS:**

<table>
<thead>
<tr>
<th>OLO</th>
<th>SF</th>
<th>Fund</th>
<th>Budget Entity</th>
<th>Category</th>
<th>State Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>430000 DFS</td>
<td>2</td>
<td>021</td>
<td>43010100</td>
<td>040000</td>
<td>1602000000</td>
<td>$5M</td>
</tr>
</tbody>
</table>

**Florida PALM:**

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Fund</th>
<th>Budget Entity</th>
<th>Category</th>
<th>State Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>LAS/PBS:</th>
<th>OLO</th>
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<th>Fund</th>
<th>Budget Entity</th>
<th>Category</th>
<th>State Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFS</td>
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<td>43010100</td>
<td>040000</td>
<td>1602000000</td>
<td>$5M</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Florida PALM:</th>
<th>Business Unit</th>
<th>Fund</th>
<th>Budget Entity</th>
<th>Category</th>
<th>State Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>43000</td>
<td>20210</td>
<td>43010100</td>
<td>040000</td>
<td>1602000000</td>
<td>$5M</td>
</tr>
</tbody>
</table>
ChartField Deep Dive

Organization-specific ChartFields

- Specific to a Business Unit and can only be used by the associated Business Unit
- ChartField values are set up and maintained by the Business Unit
  - Contract values will continue to be established in FACTS
  - Project values must be unique across all Business Units
- Minor structural changes from current to future
ChartField Deep Dive

Organization

- Length: 10 characters
- Usage: Tracks information according to a breakdown of your organization
- Assigned Values: Business Units establish Organization ChartField values to represent their approved organizational structure
- Ex. Department of Financial Services, Security Analysis Unit

Florida PALM Organization

\[ \begin{array}{cccccccccc}
2 & 6 & 1 & 0 & 1 & 0 & 0 & 0 & 0 & 0 \\
\end{array} \]
ChartField Deep Dive

Contract

- Length: 10 characters
- Usage: Used to capture expenditure and revenue transactions for two party agreements
- Assigned Values:
  - Business Units are able to create the values as needed
  - Contract values will be established in FACTS
  - FACTS will integrate with Florida PALM to import established values
- Ex. Expert Witness Agreement

Florida PALM Contract: F 0 0 1 7 0 0 0 0 0
ChartField Deep Dive
Other Accumulator (OA)

- Length: 5 characters
- Usage: Used to track optional organization reporting, cost pools, revenues, or other specific use
- Assigned Values: Business Units are able to create the values, as needed
- Ex. State Fire Marshal Investigator Academy

Florida PALM
OA  A  C  D  F  M

Florida PALM
ChartField Deep Dive

Agency Unique (AU)

- Length: 10 characters
- Usage: Used to track optional details for organization reporting or organization specific use
- Assigned Values: Business Units are able to create the value, as needed

Florida PALM AU

A C D F 0 A C D F M
ChartField Deep Dive
Organization-specific ChartFields – Activity #5

Florida Fish And Wildlife Conservation Commission, AFF Legislative Affairs has the FLAIR Org Code of 77-10-90-30-000. Convert the FLAIR code to the Florida PALM Organization ChartField value.

Florida PALM Organization  __  __  __  __  __  __  __  __  __  __  __
ChartField Deep Dive
Organization-specific ChartFields – Activity #5

Florida Fish And Wildlife Conservation Commission, AFF Legislative Affairs has the FLAIR Org Code of 77-10-90-30-000. Convert the FLAIR code to the Florida PALM Organization ChartField value.

Florida PALM Organization

1 0 9 0 3 0 0 0 0 0
ChartField Deep Dive
Florida PALM Demo

- Adding an Organization ChartField Value for a Business Unit
Which of these FLAIR organization codes represents the **BEST** description of a Florida PALM Organization as represented by the approved organizational structure?

A. 85-01-02-03-999: Budgetary Reserve  
B. 85-01-02-03-001: Accounting Section, General Administration  
C. 85-01-02-00-000: Financial Statement  
D. 85-01-02-01-085: Paper Supply
Which of these FLAIR organization codes represents the BEST description of a Florida PALM Organization as represented by the approved organizational structure?

A. 85-01-02-03-999: Budgetary Reserve
B. 85-01-02-03-001: Accounting Section, General Administration
C. 85-01-02-00-000: Financial Statement
D. 85-01-02-01-085: Paper Supply
ChartField Deep Dive
Organization-specific ChartFields – Activity #7

An Organization has executed a contract with an IT provider for $2,000,000. The Organization will obtain the Florida PALM Contract value from DFS.

A. True  
B. False
ChartField Deep Dive

Organization-specific ChartFields – Activity #7

An Organization has executed a contract with an IT provider for $2,000,000. The Organization will obtain the Florida PALM Contract value from DFS.

A. True
B. False
FLHSMV has been authorized by the Legislature to collect fees for the new Florida PALM license plate. The revenues collected from the sales of the license plates are to be tracked and reported on a monthly basis. Which ChartField may be used to track and report additional details about the revenues collected?

A. Other Accumulator ChartField
B. Agency Unique ChartField
C. Contract ChartField
D. A&B only
E. All of the above
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A. Other Accumulator ChartField
B. Agency Unique ChartField
C. Contract ChartField
D. A&B only
E. All of the above
ChartField Deep Dive

Organization-specific ChartFields – Activity #9

Create an Agency Unique value and discuss how it will be used.

Florida PALM AU ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
ChartField Deep Dive
Organization-specific ChartFields – Activity #10

DFS collected $4M in revenue for insurance license fees. Of the $4M, $1M is collected for the Northwest Region and needs to be reported separately to the Legislature. Translate the FLAIR values into Florida PALM ChartField String for the $1M transaction and use additional ChartFields, as needed.

<table>
<thead>
<tr>
<th>OLO</th>
<th>Org Code</th>
<th>SF</th>
<th>Fund</th>
<th>Budget Entity</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>430000</td>
<td>43822130000</td>
<td>2</td>
<td>393</td>
<td>43900110</td>
<td>000200</td>
<td>$1M</td>
</tr>
<tr>
<td>DFS</td>
<td>P &amp; C Financial Regulation Section</td>
<td>Trust Fund</td>
<td>Ins Reg TF</td>
<td>Comp &amp; Enforce Insurance</td>
<td>Licenses</td>
<td></td>
</tr>
</tbody>
</table>

FLAIR:

Florida PALM:
ChartField Deep Dive
Organization-specific ChartFields – Activity #10

DFS collected $4M in revenue for insurance license fees. Of the $4M, $1M is collected for the Northwest Region and needs to be reported separately to the Legislature. Translate the FLAIR values into Florida PALM ChartField String for the $1M transaction and use additional ChartFields, as needed.

<table>
<thead>
<tr>
<th>FLAIR:</th>
<th></th>
<th></th>
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<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>OLO</td>
<td>Org Code</td>
<td>SF</td>
<td>Fund</td>
<td>Budget Entity</td>
<td>Category</td>
<td>Amount</td>
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<tr>
<td>430000 DFS</td>
<td>43822130000 P &amp; C Financial Regulation Section</td>
<td>2 Trust Fund</td>
<td>393 Ins Reg TF</td>
<td>43900110 Comp &amp; Enforce Insurance</td>
<td>000200 Licenses</td>
<td>$1M</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Florida PALM:</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BU</td>
<td>Organization</td>
<td>Fund</td>
<td>Budget Entity</td>
<td>Category</td>
<td>Contract</td>
<td>OA</td>
</tr>
<tr>
<td>43000 DFS</td>
<td>8221300000 P &amp; C Financial Regulation Section</td>
<td>39301 Ins Reg TF</td>
<td>43900110 Comp &amp; Enforce Insurance</td>
<td>000200 Licenses</td>
<td></td>
<td>INS01</td>
</tr>
</tbody>
</table>
ChartField Deep Dive

Account

- Length: 6 characters
- Usage: Account provides functionality to capture detailed transactional data and is required on every transaction
- Assigned Values:
  - Uniquely numbered and established statewide by DFS
  - Each Account value carries system-controlled features
    - Account type, specifies an Account value as a balance sheet account (e.g., asset, liability, equity) or an operating account (e.g., expenditure, revenue)
    - Budgetary Only indicator, specifies an Account value to be reserved for budgetary purposes only
  - Represents values shared across all Business Units
## Account Titling/Definitions Example

<table>
<thead>
<tr>
<th>Account Value</th>
<th>Account Description (30 char)</th>
<th>Account Short Desc (10 char)</th>
<th>Account Type</th>
<th>Budgetary Only</th>
<th>Account Attribute</th>
<th>Account Attribute Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>611000</td>
<td>Taxes</td>
<td>Taxes</td>
<td>Revenue</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>611007</td>
<td>Taxes – Sales &amp; Use Tax</td>
<td>TxSalesUse</td>
<td>Revenue</td>
<td></td>
<td></td>
<td>Taxable Y</td>
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<tr>
<td>611009</td>
<td>Taxes – Corporate Income Tax</td>
<td>TxCorpInc</td>
<td>Revenue</td>
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<td>611022</td>
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<td>700000</td>
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<td>ExpAll</td>
<td>Expense</td>
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<td>701001</td>
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<td>Expense</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
ChartField Deep Dive

Account

- Account tree structure provides multiple layered tiers
  - Used for reporting and budgetary purposes, known as a roll up level
  - Used to capture detailed financial activity on transactions, known as a transactional level
  - Preconfigured system functionality relates the transactional level value to a roll up level
### Account Tree Example

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Accounts</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Balance Sheet</td>
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</tr>
<tr>
<td></td>
<td>Accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Asset Accounts</td>
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<tr>
<td></td>
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<td>100000 → 299999</td>
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<tr>
<td></td>
<td>Liability Accounts</td>
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<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>300000 → 499999</td>
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</tr>
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<td>Equity Accounts</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>500000 → 599999</td>
<td></td>
</tr>
<tr>
<td><strong>Income Statement</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Accounts</td>
<td>Revenue Accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>600000 → 699999</td>
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</tr>
<tr>
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<td>Expenditure</td>
<td></td>
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<tr>
<td>Accounts</td>
<td></td>
<td>700000 → 799999</td>
<td></td>
</tr>
</tbody>
</table>
ChartField Deep Dive
Account ChartField – Activity #11

Organizations can create Account ChartField values within Florida PALM.

A. True
B. False
ChartField Deep Dive

Account ChartField – Activity #11

Organizations can create Account ChartField values within Florida PALM.

A. True
B. False
Which are considered Account types?
A. Assets, Liabilities, Equity,
B. Governmental, Proprietary, Fiduciary
C. Revenue, Expenditures
D. A and C only
Which are considered Account types?

A. Assets, Liabilities, Equity,
B. Governmental, Proprietary, Fiduciary
C. Revenue, Expenditures
D. A and C only
ChartField Deep Dive
Account ChartField – Activity #13, #14, #15, & #16

DOAH has the following transactions recorded within Florida PALM. Use the information below to answer the following questions.

Florida PALM Transactions:

<table>
<thead>
<tr>
<th>BU</th>
<th>Org</th>
<th>Fund</th>
<th>Budget Entity</th>
<th>Category</th>
<th>Account</th>
<th>State Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
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<td>0601000000</td>
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<td>51002</td>
<td>72970200</td>
<td>060000</td>
<td>718187</td>
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<td>51003</td>
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<td>040000</td>
<td>711002</td>
<td>1102000000</td>
<td>$75.00</td>
</tr>
</tbody>
</table>
Based on the above information, what is the summary level which DOAH will report all expenditures?

A. 711000 – Expenditures, current
B. 711001-711999 – Account Range
C. 700000 – All Expenditures
D. 718000 – Special Items
ChartField Deep Dive
Account ChartField – Activity #13

Based on the above information, what is the summary level which DOAH will report all expenditures?

A. 711000 – Expenditures, current
B. 711001-711999 – Account Range
C. 700000 – All Expenditures
D. 718000 – Special Items
ChartField Deep Dive
Account ChartField – Activity #14

DOAH runs a report with the following parameters: Account = 711000. What is the sum total of Expenses for 711000?

A. $225  
B. $175  
C. $150  
D. $725
DOAH runs a report with the following parameters: Account = 711000. What is the sum total of Expenses for 711000?

A. $225
B. $175
C. $150
D. $725
DOAH runs a report with the following parameters: Account = 711000, Category = 040000. What is the sum total of Expenses for 711000?

A. $225  
B. $175  
C. $150  
D. $725
DOAH runs a report with the following parameters: Account = 711000, Category = 040000. What is the sum total of Expenses for 711000?

A. $225  
B. $175  
C. $150  
D. $725
DOAH runs a report with the following parameters: Account = 711000, Fund = 51001, Category = 040000. What is the sum total of Expenses?

A. $225  
B. $175  
C. $100  
D. $725
DOAH runs a report with the following parameters: Account = 711000, Fund = 51001, Category = 040000. What is the sum total of Expenses?

A. $225
B. $175
C. $100
D. $725
PROJECT CHART FIELD
Length: 15 characters
Usage: Used to capture a planned undertaking, having a finite beginning and a finite ending, can cross fiscal years, for which expenditures/costs and revenues are to be tracked
Assigned Value: determined and maintained by each Business Unit
Minor structural changes from current to future
Project-related ChartFields

- **Activity ID** – tracks specific tasks that make up a Project and records transactional details; a Project must have at least one associated Activity ID
  - Length: 15 characters
- **Source Type** – identifies the purpose or origin of a transaction; not required
  - Length: 5 characters
- **Proj Category** – provides more flexibility and granularity in tracking and analyzing costs; not required
  - Length: 5 characters
- **Subcategory** – provides more flexibility and granularity in tracking and analyzing costs; not required
  - Length: 5 characters
An organization receives $1M in fixed capital outlay appropriations to the Land Conservation category. The Accounting and Program offices work together to establish the following Project and Activities in Florida PALM.
The organization chooses to further categorize and segregate this project using Source Type, Proj Category, and Subcategory. These Project-related ChartFields are found in the Project Costing module. 

- **Project 1**
  - **Paynes Prairie**
    - **Activity 1**
      - **Appraisal**
    - **Activity 2**
      - **Land Survey**
- **Source Type 1**
  - **Florida Forever**
- **Source Type 2**
  - **Carl Trust Fund**
- **Proj Category**
  - **Alachua**
  - **Subcategory**
    - **Gainesville**
ChartField Deep Dive

Project

- Grant ID
  - Length: 15 characters
  - Usage: Captured and maintained in the Grants Module
    - Must be associated to a Project at the time of Grant creation
- Assigned Value: determined and maintained by the Business Unit
ChartField Deep Dive
Grants Module

**Features**
- Capture Grant titling data about your organization, sponsors/grantors, grantees, etc.
- Manage the complete grant life cycle from award to close-out, including budget, revenue recognition, and billing
- Generate standard financial reports, including the SF425 report

**Benefits**
- Reduces duplicate entry and paper-based processes
- Builds upon existing modules such as AR, Billing and Project Costing
  - Integrates with Project Costing to create Project ChartField for cost collections and budgeting
  - Integrates with AR, Billing, Contracts for Billing and Revenue
- Ability to copy previous awards
- Enforces a standard business process
Grant G0001 is interfaced into Florida PALM from FACTS

Florida PALM
  - Establish Project and Activity
  - Generate Grant

Project 1
Kissimmee Fish Study (P000000000000002)

Activity 1
Survey (000000000000004)

Activity 2
Head Boat (000000000000005)
DEP has been appropriated $5,000,000 for FY 2019/2020 to perform Beach Restoration Projects. DEP wants to establish a Project ChartField value to track these funds. DEP will capture the Activities Land Purchase, Design, Construction. These Projects will be completed in Bay, Dade, and Taylor counties. These projects are funded through the Florida Forever program.

Create the Florida PALM Project ChartField values.
DEP has been appropriated $5,000,000 for FY 2019/2020 to perform Beach Restoration Projects. DEP wants to establish a Project ChartField value to track these funds. DEP will capture the Activities Land Purchase, Design, Construction. These Projects will be completed in Bay, Dade, and Taylor counties. These projects are funded through the Florida Forever program.

Create the Florida PALM Project ChartField values.

<table>
<thead>
<tr>
<th>Project</th>
<th>Activity</th>
<th>Source Type</th>
<th>Proj Category</th>
<th>Subcategory</th>
</tr>
</thead>
<tbody>
<tr>
<td>8006000000000000 (Beach Restoration)</td>
<td>01 (Land Purchase)</td>
<td>FF01 (Florida Forever)</td>
<td>Bay</td>
<td></td>
</tr>
<tr>
<td></td>
<td>02 (Design)</td>
<td></td>
<td>Dade</td>
<td></td>
</tr>
<tr>
<td></td>
<td>03 (Construction)</td>
<td></td>
<td>Taylor</td>
<td></td>
</tr>
</tbody>
</table>
On June 1, 2009, DJJ was awarded a Federal Grant through the US. Dept. of Justice in the amount of $2.1M.

DJJ needs to expend $1M to fund the local Juvenile Delinquency Prevention Project to accomplish mentoring within Gadsden county.
Based upon the information provided for DJJ, order the steps needed to activate the Grant within Florida PALM?

A. Create Project

B. Create Activity

C. Create Grant in FACTS

D. Create Other Project-related ChartFields
Based upon the information provided for DJJ, order the steps needed to activate the Grant within Florida PALM?

A. Create Project

B. Create Activity

C. Create Grant in FACTS

D. Create Other Project-related ChartFields

1. Create Grant in FACTS

2. Create Project

3. Create Activity

4. Create Other Project-related ChartFields
Provide DJJs selected values.

<table>
<thead>
<tr>
<th>Grant</th>
<th>Project</th>
<th>Activity</th>
<th>Source Type</th>
<th>Proj Category</th>
<th>Subcategory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ChartField Deep Dive
Project ChartField – Activity #19

- Provide DJJs selected values.

<table>
<thead>
<tr>
<th>Grant</th>
<th>Project</th>
<th>Activity</th>
<th>Source Type</th>
<th>Proj Category</th>
<th>Subcategory</th>
</tr>
</thead>
<tbody>
<tr>
<td>JAB09</td>
<td>123456789000000 (Juvenile Delinquency Prevention)</td>
<td>120000000000000 (Mentoring)</td>
<td>01 (Federal)</td>
<td>23 (North Region)</td>
<td>N21 (Gadsden)</td>
</tr>
</tbody>
</table>
ChartField Deep Dive
Project ChartField – Activity #20

Record the disbursement using the Florida PALM values.

**FLAIR**

<table>
<thead>
<tr>
<th>OLO</th>
<th>Org Code</th>
<th>SF-FID</th>
<th>Budget Entity</th>
<th>Category</th>
<th>Project</th>
<th>Activity</th>
<th>Source Type</th>
<th>Proj. Category</th>
<th>Subcategory</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>800000</td>
<td>80781000110</td>
<td>2-261900</td>
<td>80900100</td>
<td>100188</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1M</td>
</tr>
</tbody>
</table>

**Florida PALM**

<table>
<thead>
<tr>
<th>BU</th>
<th>Organization</th>
<th>Fund</th>
<th>Account</th>
<th>Budget Entity</th>
<th>Category</th>
<th>Project</th>
<th>Activity</th>
<th>Source Type</th>
<th>Proj. Category</th>
<th>Subcategory</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>700549</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Record the disbursement using the Florida PALM values.

<table>
<thead>
<tr>
<th>BU</th>
<th>Organization</th>
<th>Fund</th>
<th>Account</th>
<th>Budget Entity</th>
<th>Category</th>
<th>Project</th>
<th>Activity</th>
<th>Source Type</th>
<th>Proj. Category</th>
<th>Subcategory</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>80000</td>
<td>7810001100 (Regional Director - North)</td>
<td>26101 (Federal grants TF – DJJ)</td>
<td>700549</td>
<td>80900100</td>
<td>100188 (G/A-Comm Svcs Block Grants)</td>
<td>1234567890000000 (Juvenile delinquency prevention)</td>
<td>1200000000000000 (Mentoring)</td>
<td>01 (Federal)</td>
<td>23 (North Region)</td>
<td>N21 (Gadsden)</td>
<td>$1M</td>
</tr>
</tbody>
</table>
### ChartField Deep Dive

#### Project ChartField – Activity #21 & #22

- Below are the transactions for Grant JAB09

<table>
<thead>
<tr>
<th>BU</th>
<th>Organization</th>
<th>Fund</th>
<th>Account</th>
<th>Budget Entity</th>
<th>Category</th>
<th>Project</th>
<th>Activity</th>
<th>Source Type</th>
<th>Proj. Category</th>
<th>Subcategory</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>80000</td>
<td>7810001100 (Regional Director-North)</td>
<td>26101</td>
<td>700549</td>
<td>80900100</td>
<td>100188</td>
<td>12345678900000 (G/a-Comm Svcs Block Grants)</td>
<td>12000000000000( Mentoring)</td>
<td>01 (Federal)</td>
<td>23 (North Region)</td>
<td>North (Gadsden)</td>
<td>$500K</td>
</tr>
<tr>
<td>80000</td>
<td>7810001100</td>
<td>26101</td>
<td>700549</td>
<td>80900100</td>
<td>100188</td>
<td>12345678900000 (Juvenile delinquency prevention)</td>
<td>13000000000000</td>
<td>01</td>
<td>23</td>
<td>North</td>
<td>$250K</td>
</tr>
<tr>
<td>80000</td>
<td>7810001100</td>
<td>26101</td>
<td>700549</td>
<td>80900100</td>
<td>100188</td>
<td>12345678900000 (Mentoring)</td>
<td>12000000000000</td>
<td>01</td>
<td>23</td>
<td>North</td>
<td>$500K</td>
</tr>
<tr>
<td>80000</td>
<td>7810001100</td>
<td>26101</td>
<td>700549</td>
<td>80900100</td>
<td>100188</td>
<td>12345678900000 (Juvenile delinquency prevention)</td>
<td>13000000000000</td>
<td>01</td>
<td>23</td>
<td>North</td>
<td>$125K</td>
</tr>
<tr>
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<td>26101</td>
<td>700549</td>
<td>80900100</td>
<td>100188</td>
<td>12345678900000 (Mentoring)</td>
<td>13000000000000</td>
<td>01</td>
<td>23</td>
<td>North</td>
<td>$100K</td>
</tr>
</tbody>
</table>
DJJ runs a report with the following parameters: Grant = JAB09. What is the total of Expenses for Project = 123456789000000? 

A. $1.475M  
B. $500K  
C. $750K  
D. $125K
**ChartField Deep Dive**  
**Project ChartField – Activity #21**

DJJ runs a report with the following parameters: Grant = JAB09. What is the total of Expenses for Project = 123456789000000?

A. $1.475M  
B. $500K  
C. $750K  
D. $125K

<table>
<thead>
<tr>
<th>BU</th>
<th>Organization</th>
<th>Fund</th>
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<th>Budget Entity</th>
<th>Category</th>
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<th>Activity</th>
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<tbody>
<tr>
<td>80000</td>
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<td>26101</td>
<td>700549</td>
<td>80900100</td>
<td>100188</td>
<td>123456789000000</td>
<td>1200000000000000000000 (Juvenile delinquency prevention)</td>
<td>01 (Federal)</td>
<td>23 (North Region)</td>
<td>North (Gadsden)</td>
<td>$500K</td>
</tr>
<tr>
<td>80000</td>
<td>7810001100</td>
<td>26101</td>
<td>700549</td>
<td>80900100</td>
<td>100188</td>
<td>123456789000000</td>
<td>1300000000000000000000 (Mentoring)</td>
<td>01</td>
<td>23</td>
<td>North</td>
<td>$250K</td>
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<td>7810001100</td>
<td>26101</td>
<td>700549</td>
<td>80900100</td>
<td>100188</td>
<td>123456789000000</td>
<td>1200000000000000000000 (North Region)</td>
<td>01</td>
<td>23</td>
<td>North</td>
<td>$500K</td>
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<td>123456789000000</td>
<td>1300000000000000000000 (North Region)</td>
<td>01</td>
<td>23</td>
<td>North</td>
<td>$100K</td>
</tr>
</tbody>
</table>
DJJ runs a report with the following parameters: Grant = JAB09. What is the total of Expenses for Project = 123456789000000, Activity = 130000000000000?

A. $675K
B. $1M
C. $475K
D. $625K
DJJ runs a report with the following parameters: Grant = JAB09. What is the total of Expenses for Project = 123456789000000, Activity = 130000000000000?

A. $675K  
B. $1M  
C. $475K  
D. $625K

<table>
<thead>
<tr>
<th>BU</th>
<th>Organization</th>
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<td>26101</td>
<td>700549</td>
<td>80900100</td>
<td>100188</td>
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<td>13000000000</td>
<td>01</td>
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<td>North</td>
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<td>13000000000</td>
<td>01</td>
<td>23</td>
<td>North</td>
<td>$100K</td>
</tr>
</tbody>
</table>
Wrap-up and Next Steps
Wrap-Up and Next Steps

- Working Meeting Session 2
  - Group 2 – 10/8 (9am - 12pm)
  - Group 3 – 10/9 (9am - 12pm)
  - Group 1 – 10/10 (9am - 12pm)

- Office Hours
  - The Florida PALM Team is available to answer questions via conference calls and in-person by appointment
    - Conference Calls are open to all
    - If you desire an appointment, please contact us and note the topic you would like to discuss
Embrace the Journey
CONTACT INFORMATION

CONTACT US
FloridaPALM@myfloridacfo.com

PROJECT WEBSITE
WWW.MYFLORIDACFO.COM/FLORIDAPALM/