Revenue Standardization Guidance

The Revenue Standardization Project is an enterprise-wide effort led by DFS— Division of Accounting and Auditing to transition revenue object codes into general classifications that can be used by all agencies. This effort will not be implemented until the launch of Florida PALM Financials Wave and will provide more consistent reporting. Refer to the Florida PALM Chart of Accounts Structure for additional information on the *Account* field.

Your agency has been given a *Proposed Revenue Standardization List* spreadsheet to review to provide feedback to DFS. This job aid is to provide assistance with your agency's review, as well as using the *Proposed Revenue Standardization List* to track survey responses during your review.

Guidance:

Step 1: Review your agency's active revenue object codes to determine what codes you are currently using.
Example—WebFocus Report: Code_ZOBJECT

Step 2: Review the *Proposed Revenue Standardization List* spreadsheet to determine if the object code definitions will meet your future needs. All tabs have filters and are editable.

⇒ Spreadsheet Tabs:
1. *Definitions*—Definitions of each *Classification*, *Grouping,* and *Family* of object codes
2. *Proposed Structure*—Proposed structure of *Classifications*, *Groupings*, and *Families* of object codes
3. *Survey Questions*—List of survey questions to be completed through Survey Monkey
4. *Additional Resources*—Additional material and contacts to assist in this effort
5. *Proposed List*—Combined list of all *Classifications*, *Groupings*, and *Families* of object codes
6. *Family Tabs*– Each *Family* of object codes has been broken out into its own tab. The families are listed in alphabetical order and are colored to match the *Proposed Structure* tab
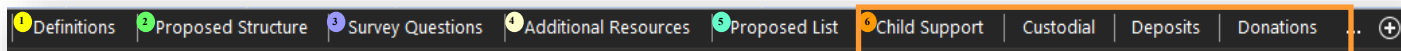
Step 3: Crosswalk your active revenue object codes to one or more included on the proposed list.

⇒ Things to consider during this step:
1. Revenue object codes are not intended to capture granular programmatic details, such as different fees detailed within the same statute.
2. Review and identify current business processes and resources where granular details can be captured. A *Mapping* column has been included on each *Family* tab to help identify and track where additional details can be captured, such as a category code, as you crosswalk the codes.
3. Consider other data codes, such as *other cost accumulator* or *agency unique*, you currently use to capture additional details. Could a Florida PALM *Other Accumulator* field be used for this purpose? An *Agency Unique* column has been added for you to provide a total number of anticipated agency unique values you would need for the identified definition. This number should only include the number of additional codes that you were not able to crosswalk or capture elsewhere.
4. Can business processes be done differently than how they are today?

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Step 4: Review and complete survey questions.

⇒ Each agency should only complete the survey once. Questions may need to be distributed to appropriate staff and then consolidated for your agency's response.
⇒ Survey questions are broken out by object code groupings and/or families.
⇒ A list of all survey questions is located on the *Survey Questions* tab, along with a *Notes/Response* column to formulate your response before completing the formal survey.
⇒ Complete the formal survey through **Survey Monkey**. The survey link has been sent to your agency contact.
⇒ Agency's responses are due by Wednesday, February 15, 2023.

Project Resources

Resource	Contact/Location	Comments
Project Website	https://www.myfloridacfo.com/division/aa/state-agencies/data-management-project/revenue-object-code	This website contains historical information for this project, as well as up-to-date information
Project Training Video	https://players.brightcove.net/913730540001/default_default/index.html?videoId=6307543243112	Training video provides a project overview, as well as guidance for navigating the *Proposed Revenue Standardization List*
WebFocus Report: Code_ZOBJECT	https://fs.fldfs.com/iwpapps/iwhome.shtml	This report will allow agencies to pull all revenue object codes that the agency is using. User must have access to WebFocus to pull report
A&A Project Management Team	AcctAudPMT@MyFloridaCFO.com	This team is available to assist with any project related questions
Office of Florida Financial Education (OFFE)	DFSFinancialED@myfloridacfo.com	This team is available to assist with any FLAIR related questions