I.10.1 Establish Statewide Values

Department of Financial Services

Date: 11/08/2019

Revision: DRAFT

Florida PALM

Planning, Accounting, and Ledger Management

Revision History

Version	Date	Revision Notes

Table of Contents

This document is draft and subject to change

Business Process Overview

The Establish Statewide Values interim business process describes how statewide values are added or modified in Departmental FLAIR and Florida PALM. Wave organizations access Florida PALM to submit a request to the Department of Financial Services (DFS) Chart of Account (COA) Maintainer. The requested value is added to Departmental FLAIR, Florida PALM, and the Florida PALM COA Crosswalk by the COA Maintainer. The Florida PALM COA Crosswalk provides bi-directional translation of Florida PALM COA values and FLAIR 29-digit account codes. The appropriate codes contain the payroll indicator for use by Departmental FLAIR.

Dependencies and Constraints

- Extracts of Florida PALM data are available for users in the Florida PALM COA structure.
- Wave organizations work in conjunction with the DFS Division of Accounting and Auditing (A&A) to have new values established within Departmental FLAIR and Florida PALM.
- The Florida PALM Crosswalk maintains a configuration of legacy FLAIR data values mapped to Florida PALM statewide ChartField strings, including the payroll indicator.
- A&A manages and maintains the statewide ChartField Strings on the Florida PALM COA Crosswalk.
- Wave organizations continue to establish organization unique values within Departmental FLAIR or FACTS (i.e. Project, Grant, Contract, OCA).
- The FLAIR 29-digit account code is needed to process transactions in Departmental FLAIR.
- Departmental FLAIR receives budgetary codes and titles from Legislative Appropriations System/Planning and Budgeting Subsystem (LAS/PBS).
- General Ledger Codes (GLC) and all object codes are considered statewide values at Pilot Go-Live.

Business Process Flow Details

Table 1: Process Steps Included on Interim Business Process Model Flow

I.10.1 – Establish Statewide Values		
Swim Lanes – Definition	**DFS COA Maintainer:** DFS role responsible for establishing the COA values within Florida PALM and Departmental FLAIR **Wave Organization COA Requester:** Wave organization role that initiates the process to establish statewide values	
Process Step ID	**Process Step Title**	**Description of Process**
1	Determine Need for Value	The Wave organization determines that a value needs to be added, modified, or deleted. The organization determines if the value is an agency unique value or a statewide value.
2	Complete ChartField Request Page	The Wave organization logs into Florida PALM to complete the ChartField request page for a statewide value or a 29-digit Account Code. The requester will identify if the requested value needs a payroll indicator. If the payroll

<mark>This document is draft and subject to change</mark>

Process Step ID	Process Step Title	Description of Process
		indicator is requested, the Wave organization submits the required documentation and the request is routed for approval by DFS. The Wave organization also determines if the request is related to a new fund request. If the request is related to a new fund, the organization will complete the fund questionnaire and the request is routed for review by DFS.
3	Submit Fund Questionnaire	If the request for a new statewide value is to add or modify an existing fund or local fund the Wave organization completes the appropriate Fund Questionnaire and submits it to the DFS COA Maintainer.
4	Review Request	The DFS COA Maintainer reviews the request and the supporting documentation to determine if the request is approved. If the request is not approved, it is communicated with the organization. The organization acts based upon the recommendation of the DFS COA Maintainer.
5	Crosswalked Budgetary Codes and Titles	LAS/PBS transmits the budgetary codes and titles to be crosswalked and established within Florida PALM and Departmental FLAIR.
6	Title Statewide Values	Once the request for the statewide value has been approved, the DFS COA Maintainer establishes the value within Departmental FLAIR on behalf of the Wave organization.
7	Configure Statewide Values	The DFS COA Maintainer establishes and configures the requested statewide values within Florida PALM. Values are configured for attributes and added to trees. Combo edit rules are updated to reflect the new statewide values.
8	Manage Crosswalk Table	The DFS COA Maintainer adds the configured values to the Crosswalk representing the Departmental FLAIR value and the Florida PALM value. The Crosswalk is used to translate transactions to and from Departmental FLAIR COA structure and Florida PALM COA structure. The crosswalk maintains the FLAIR 29-digit account code and the payroll indicator, as required, which is utilized by Departmental FLAIR for FLAIR and Payroll edits.
9	Reconcile Crosswalk	Wave organizations perform frequent reconciliations of the Crosswalk data tables to confirm values are correct. This is an iterative process between Wave organizations and the DFS COA Maintainer.
10	10.1.3 Add or Modify Fund Values Step 11	Requests related to the configuration of a local fund value are directed to Treasury and are referenced in Step 11 of the Standardized Business Process 10.1.3 Add or Modify Fund Values.
11	COA Crosswalk Extract Program	Once the requested values have been added or modified, they are available to be extracted via the COA Crosswalk Extract interface program from Florida PALM to the Florida

This document is draft and subject to change

Process Step ID	Process Step Title	Description of Process
		Financial Management Information System (FFMIS) partners, business systems, and Departmental FLAIR.
12	COA Crosswalk Values	FFMIS partners, business systems, and Departmental FLAIR may receive values added or modified by A&A via an interface file generated by the COA Crosswalk Extract Program.
13	Notification	The DFS COA Maintainer sends a notification to the Wave Organization COA Requester to confirm the addition or modification of the requested ChartField value within Florida PALM.

Interim Reports

Table 2: Reports Included on Interim Business Process Model Flow

Report Number	Report Description	Report Frequency	Audience
R1	New Budgetary Code Report – report listing of new budgetary codes loaded within Florida PALM	Periodic, Annual	Organization
R2	Crosswalk Value Report – report listing all statewide FLAIR values and the corresponding Florida PALM values	Periodic	Organization, DFS

This document is draft and subject to change