

10.1 Set Up and Maintain Chart of Accounts

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Revision History

Version	Date	Revision Notes
1.0	07/30/2019	Accepted Version
2.0	04/29/2021	Accepted Departmental Version
3.0	08/29/2023	Updates for Financials Wave
3.1	09/29/2023	Updated to add DFS SpeedKey Approver role to 10.1.6 Subprocess for Payroll SpeedKeys that will be used in Human Capital Management application for payroll processes.
3.2	11/13/2023	Updated to add the Annual GAA Load process interface and report. Added C-GL027 Agency Configuration for Local Funds.

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Business Process Overview

This business process addresses how a central Chart of Accounts (COA) is set up and maintained in Florida PALM. The Set Up and Maintain Chart of Accounts business process is within the Account Management and Financial Reporting (AMFR) business process grouping. AMFR includes a collection of business processes that:

- Establish the statewide accounting framework and provide for agency-specific accounting and reporting needs;
- Update the general ledger and maintain the integrity of the financial activities; and
- Perform month-end and year-end closing and reporting activities.

This business process addresses how the State's COA is set up and maintained in Florida PALM. This business process also supports the addition, updates, and inactivation of ChartField values, ChartField attributes, and associated system configurations, including trees, SpeedKeys and ChartField Combination edits.

The business subprocess included are:

- 10.1.1 – Agency Add or Modify ChartField Values
- 10.1.2 – Enterprise Add or Modify Statewide ChartField Values
- 10.1.3 – Enterprise Add or Modify Fund Values
- 10.1.4 – Enterprise Add or Modify Budgetary ChartField Values
- 10.1.5 – Enterprise Set Up and Maintain Trees and/or Combination Edits
- 10.1.6 – Agency Set Up and Maintain SpeedKeys

Florida PALM's COA design consists of multiple ChartFields, which are used for budgetary and financial reporting needs. ChartFields are maintained at the agency or statewide level. Agency and statewide ChartField ownership or maintenance determines who approves and completes requests to add or update ChartField values, attributes, or related system configurations.

10.1.1 – Agency Add or Modify ChartField Values

Agencies determine the need for agency specific ChartField values and initiate the process to add or modify the value within the agency. This includes the creation and maintenance of the Budgetary Value combination edit. The Budgetary Value edit will limit the COA used on transactions to the specified values in the designated edit for an agency. Transactions not containing the valid codes in this edit will result in an error where the transaction cannot proceed.

10.1.2 – Enterprise Add or Modify Statewide ChartField Values

The Department of Financial Services (DFS) maintains statewide ChartField values (e.g., new funds or budget entities) and related configurations including attributes, trees, and combination edits. DFS may also initiate the add/update of ChartField values. Agencies may request the configuration of statewide values which will be reviewed by DFS and configured if approved.

10.1.3 - Enterprise Add or Modify Fund Values

Funds are authorized by law and may have one or many transactional funds depending on agency operational and reporting needs. Agencies can request DFS to configure transactional funds for agency business operations. Transactional Funds are used to record financial accounting entries or budget entries for allotments. The request must be approved by the Agency GL Fiscal Approver prior to submitting to DFS for review. DFS reviews the request and configures the fund(s) if approved. The Fund Questionnaire must accompany any request any new funds authorized by the Legislature or expansions of existing funds (e.g., local/clearing funds or investment subfunds).

10.1.4 - Enterprise Add or Modify Budgetary ChartField Values

Budgetary values are received from LAS/PBS on an ongoing basis. Florida PALM ChartFields for budgetary values are only added upon receipt of values from LAS/PBS. Agency users have access to review and confirm that all needed ChartField values are active for the new fiscal year.

10.1.5 - Enterprise Set Up and Maintain Trees and Combination Edits

DFS maintains Trees and ChartField Combination Edits for statewide use in recording and reporting within Florida PALM. A Budgetary Value Combination edit of Business Unit, Fund, Budget Entity, and Category will be maintained by DFS for each agency. Agencies may request configuration or modifications to the Budgetary Value Combination edit by notifying DFS. The Budgetary Value edit will limit the COA values used on transactions to the specified values in the designated edit for an agency.

10.1.6 – Agency Set Up and Maintain SpeedKeys

Agencies can add SpeedKey values based upon internal needs. These are preconfigured ChartField combinations that can reduce the time required to enter ChartField values during transactional entry.

Definitions for terminology used within this business process can be found at [Terms and Definitions Catalog](#)¹.

Dependencies and Constraints

Dependencies and Constraints describe any conditions or criteria that impact how or when the business process should be executed. These could be set within Florida PALM or from external sources (i.e., Law or Rule).

- Section 215.93, Florida Statutes provides that the Florida Financial Management Information System (FFMIS) subsystems utilize the chart of accounts (COA) approved by the Chief Financial Officer (CFO). COA includes data codes, titles, and definitions used by one or more of the functional owner subsystems.
- Section 215.32(2)(b)1, Florida Statutes provides that CFO may establish accounts within the trust fund at a level considered necessary for proper accountability. Once an account is established, the CFO may authorize payment from that account only upon determining that there is sufficient cash and releases at the level of the account.
- Budgetary codes are developed and published in the Legislative Appropriations System/Planning and Budgeting Subsystem (LAS/PBS) and transferred to Florida PALM for budgeting and transactional use.

¹ <https://app.smartsheet.com/b/publish?EQBCT=0145b968d515454e9753d4943702576a>.

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- Agencies supply DFS additional information via the Fund questionnaire for new funds appropriated by the Executive Office of the Governor/Office of Policy and Budget (EOG/OPB). Fund value set up is not executed without a completed Fund questionnaire.

Business Process Flow Details

The tables below describe steps in each business subprocess as reflected on the Business Process Flow Diagrams. The tables also reflect information associated with each step describing the intent of the specific process. Florida PALM screenshots are included within the sections to allow connections to be made from specific business subprocess steps to screens within Florida PALM.

The Business Process Flow Diagrams use horizontal swim lanes to depict where activities are performed by different parties or systems. Each swim lane is titled with a role, either agency-based or within DFS, and in some cases, are representative of an external entity or system. The swim lanes may change from page to page within a single business subprocess as more or fewer roles are required to execute sections of the business subprocess. Optionally, the process flow diagram may reflect vertical swim lanes to further designate information such as systems or time intervals.

This information should be read in conjunction with the Business Process Flow Diagrams.

10.1.1 – Agency Add or Modify ChartField Values

Table 1: Agency Add or Modify ChartField Values

10.1.1 – Agency Add or Modify ChartField Values		
Module	General Ledger	
Related Module(S)	Accounts Payables, Asset Management, Purchase Order, Cash Management, Accounts Receivable, Project Costing, Commitment Control	
Swim Lane – Definition	Agency GL Fiscal Approver: agency management role with budgeting and accounting authority Agency GL COA Maintainer: agency role responsible for initiating the addition of ChartField values and completing the approved updates and modifications to ChartFields Agency GL COA Processor: agency role responsible for initiating ChartField requests	
Process Step ID	Process Step Title	Description of Process
1	Review Annual GAA Codes	The Agency GL COA Maintainer reviews the Annual GAA report to identify the new budgetary combinations for which appropriations will be created for the new fiscal year.
2	Provide New Budgetary Values Edit	The Agency GL COA Maintainer provides the Budgetary value edits to the Agency GL Fiscal Approver to confirm which values. The Agency GL COA Maintainer will identify new budgetary values and determine if transactional values are needed.

Process Step ID	Process Step Title	Description of Process
3	Confirm New Budgetary Value Edits	The Agency GL Fiscal Approver reviews the Budgetary value edits and confirms the new values with the Agency GL COA Maintainer.
4	Determine Need for ChartField Value	<p>An agency determines a need for a ChartField value creation or modification. If the request is related to a Fund value, the Agency GL COA Processor gathers the required documentation and sends to the Agency GL COA Maintainer to request a new Fund ChartField value.</p> <p>If the request is not related to a Fund or Account value, the Agency GL COA Processor initiates a ChartField value addition or update request using the ChartField Structure Request in Florida PALM.</p> <p>The Agency GL COA Processor verifies that an existing ChartField value cannot meet the agency's need and that no other user defined field within Florida PALM is more appropriate. The Agency GL COA Processor provides all pertinent supporting documentation with the ChartField Structure request.</p>
5	Create ChartField Request (GLF002, GLW002)	The Agency GL COA Maintainer has the ability to initiate a request for new or modifications to Fund or Account ChartField values. Requests can be made to add, inactivate, or modify an existing Fund or Account value. Request can also be made to add/modify an attribute associated with a Fund or Account value.
6	Create Fund Questionnaire (GLF001, GLW003)	<p>A Fund Questionnaire is required to support the setup of Transactional Funds associated with legislatively authorized Funds, Local/Revolving Funds, or Investment Sub-funds in Florida PALM.</p> <p>The Agency GL COA Maintainer prepares the Fund Questionnaire, which contains mandatory information needed by DFS for the set-up of the Fund as well as many of the attributes needed to be associated to the Fund for reporting purposes.</p>
7	Review Fund/Account ChartField Request and Questionnaire	<p>The Agency GL Fiscal Approver receives, reviews, and approves the Fund Questionnaire and the Fund ChartField Structure Request within Florida PALM. The questionnaire and the Structure Request are then routed to the DFS GL COA Approver for review and configuration.</p> <p>Fund Value requests that are denied by the Agency GL Fiscal Approver are returned to the Agency GL COA Maintainer.</p>

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Process Step ID	Process Step Title	Description of Process
8	Create ChartField Request (GLF002, GLW002)	<p>The Agency GL COA Processor initiates requests for COA changes, other than Fund and Account*, using the ChartField Structure Request within Florida PALM. Requests can be made to add, modify or inactivate an existing ChartField value. Requests are routed to the Agency GL COA Maintainer for review and approval.</p> <p>*Agency GL COA Maintainer is responsible for initiating all Fund and Account ChartField Value Requests.</p>
9	Review ChartField Request	<p>The ChartField Structure request is routed through workflow to the Agency GL COA Maintainer. The Agency GL COA Maintainer is notified of ChartField requests that are pending by reviewing the ChartField Requests Pending My Approval via the WorkCenter. The Agency GL COA Maintainer reviews the request to determine if the request has adequate supporting documentation, is consistent with the approved COA structure, and can be approved. If approved and is a statewide ChartField request, it is routed to the DFS GL COA Approver.</p> <p>If the request is not approved, the request is routed back to the Agency GL COA Processor to determine if the request should be modified or deleted.</p> <p>If the request needs modification, the ChartField Structure Request is updated and resubmitted.</p> <p>If the request is for a statewide ChartField is approved, the request is routed to the DFS GL COA Approver.</p>
10	Delete Request	<p>The Agency GL COA Processor can delete the Chartfield request if the request is returned from the Agency GL COA Maintainer because it does not meet the established criteria.</p>
11	Prepare Budgetary Value Upload Template	<p>When a legislatively authorized Fund is established or the agency identifies a need to establish a specific Transactional Fund, Budget Entity, and Category combination a new ChartField Combination Edit (Budgetary Value Combination Edit) must be established.</p> <p>If a Budgetary Value edit is needed, the Agency GL COA Maintainer completes the Budgetary Value template with the Transactional Fund, Budget Entity, and Category combinations to be configured. The Budgetary Value edit will limit the COA used on transactions to the specified values in the designated</p>

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Process Step ID	Process Step Title	Description of Process
		edit for an agency. Transactions not containing the valid codes in this edit will result in an error where the transaction cannot proceed.
12	Budgetary Value Combination Edit Upload (GLI084)	The Agency GL COA Maintainer submits completed template to DFS for approval, edit, or rejection.
13	Update ChartField Status	If the ChartField Structure request is for an inactivation of an agency specific ChartField value, the Agency GL COA Maintainer will update the ChartField status and effective date. The Agency GL COA Maintainer must also update any combination edits, and SpeedKeys where the ChartField Value is used.
14	Inbound ChartField Mass Spreadsheet Upload (GLI039)	If a request is for a large volume of ChartField values, the ChartField Mass Spreadsheet upload template can be created and uploaded for further processing. It can also be attached to the ChartField Structure Request.
15	Perform Interface Error Checking	Edit validations are performed on each interface and spreadsheet upload before the data is loaded in Florida PALM. If file is rejected, all ChartField values in the file are rejected and the file must be resubmitted once issue is resolved. If file not rejected, edit validations are performed on each ChartField value before the data is allowed to load for processing in the General Ledger module. Rejected ChartField records are managed through the Interface Error Handling Process. Edit Validations include: ChartField Validation
16	Load ChartField Values	ChartField values passing the initial edits are imported into Florida PALM.
17	Create/Update ChartField Value	The import process creates/updates the ChartField values in Florida PALM. Once the Agency GL COA Maintainer has completed the addition or update, the new ChartField value is immediately available for use in transactions and reporting. <i>Figure 1 provides an example of the Other Accumulator 1 Entry Page.</i>

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Process Step ID	Process Step Title	Description of Process
		The Agency GL COA Maintainer runs the ChartField Value Report to assist with verifying configuration.
18	Send Notification (GLW002)	Email Notification that the ChartField value request has been configured and approved will be generated via the workflow.
19	ChartField Value Extract Program	Once the requested ChartField values have been added or modified they are available to be extracted via the ChartField Value Extract interface program from Florida PALM.
20	Outbound ChartField Values (GLI001)	Enterprise partners and agency business systems may receive an interface of ChartField values added, updated, or inactivated via a file generated by the ChartField Value Extract Program.

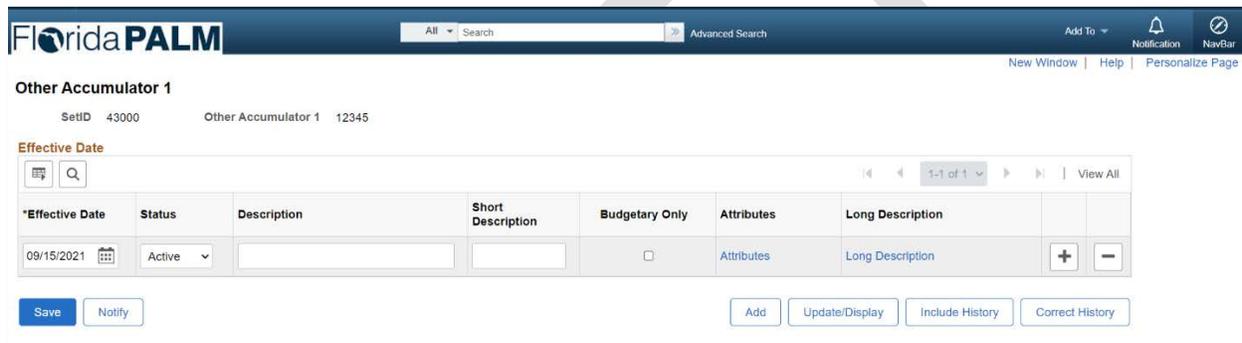


Figure 1: Other Accumulator 1 Entry Page

10.1.2 – Enterprise Add or Modify Statewide ChartField Values

Table 2: Enterprise Add or Modify Statewide ChartField Values

10.1.2 – Enterprise Add or Modify Statewide ChartField Values		
Module	General Ledger	
Related Module(S)	Accounts Payables, Asset Management, Purchase Order, Cash Management, Accounts Receivable, Project Costing, Commitment Control	
Swim Lane – Definition	DFS GL COA Approver: DFS role responsible for reviewing and approving/denying ChartField requests DFS GL COA Maintainer: DFS role responsible for completing approved updates and modifications to ChartFields DFS GL COA Processor: DFS role responsible for initiating ChartField requests	
Process Step ID	Process Step Title	Description of Process
1	Create ChartField Request (GLF002, GLW002)	A DFS GL COA Processor initiates a ChartField value request to add or update an existing value by using the ChartField Structure Request in Florida PALM. The DFS GL COA Processor verifies that an existing ChartField value cannot meet the need and that no other user defined field within Florida PALM is more appropriate. The ChartField Structure Request routes to a DFS GL COA Approver via workflow.

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Process Step ID	Process Step Title	Description of Process
2	Receive ChartField Request for Statewide CF from Agency	The DFS GL COA Approver also receives ChartField Structure Request for Statewide values from the agencies for approval.
3	Review ChartField Request	<p>The DFS GL COA Approver reviews all enterprise ChartField Structure requests received from the DFS GL COA Processor and from the Agency GL COA Maintainer by utilizing the ChartField Request Pending My Approval via the WorkCenter. The DFS GL COA Approver verifies that the requested value is needed, and that no other user defined field can meet the needs of the request. The DFS GL COA Approver determines if the request is approved or denied.</p> <p>Requests related to new revenue categories are reviewed in conjunction with The Office of Economic Demographic Research (EDR).</p> <p>The ChartField Structure request is returned to the DFS GL COA Processor or the Agency GL COA Processor if it needs to be modified, more information is required to process the request, or if the request does not meet the criteria established by Florida PALM.</p>
4	Communicate Revenue Category Request to EDR	DFS provides information to EDR for determination and review if the request is subject to revenue cap or any other special treatment.
5	Delete Request	If the request can be modified, the DFS GL COA Processor reviews and makes modifications to the request. The corrected ChartField Structure request is returned to the DFS GL COA Maintainer for further review. If the request cannot be modified, the DFS GL COA Processor deletes the request.
6	Inbound ChartField Mass Spreadsheet Upload (GLI039)	If a request is for a large volume of ChartField values, the ChartField Mass Spreadsheet upload template can be created and uploaded for further processing. It can also be attached to the ChartField Structure Request.
7	Perform Interface Error Checking	<p>Edit validations are performed on each interface and spreadsheet upload before the data is loaded in Florida PALM. If file is rejected, all ChartField values in the file are rejected and the file must be resubmitted once issue is resolved.</p> <p>If file not rejected, edit validations are performed on each ChartField value before the data is allowed to load for processing in the General Ledger module.</p> <p>Rejected ChartField records are managed through the Interface Error Handling Process.</p>

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Process Step ID	Process Step Title	Description of Process
		Edit Validations include: ChartField Validation
8	Load ChartField Values	ChartField values passing the initial edits are imported into Florida PALM to create Chartfield values.
9	Change ChartField Value Status	If the ChartField Structure request is to inactivate a statewide ChartField value, the DFS GL COA Maintainer will update the ChartField status and effective date. The DFS GL COA Maintainer must also update any trees, combination edits, and SpeedKeys where the ChartField Value is used.
10	Create ChartField Value	<p>If the ChartField Structure request is to add a statewide ChartField value, the DFS GL COA Maintainer will complete the addition or update.</p> <p>New ChartField values created online or through spreadsheet upload are immediately available for use in transactions and reporting.</p> <p>The DFS GL COA Maintainer runs the ChartField Value Report to assist with verifying configuration.</p>
11	Create Attributes for Each Value	<p>The DFS GL COA Maintainer configures ChartField attributes as per established criteria or upon a valid request. Attributes are used in Florida PALM to facilitate reporting. Attributes do not have a financial impact on a transaction.</p> <p>The DFS GL COA Maintainer creates new attributes as needed to facilitate accurate reporting and Florida PALM needs. The DFS GL COA Maintainer creates new attribute titles, values that need to be assigned, and assigns the designated attribute to the appropriate ChartField value.</p> <p>If values need to be added to a tree, the DFS GL COA Maintainer will follow the process outlined in the 10.1.5 Set Up and Maintain Trees and Combo edit business process model.</p>
12	Send Notification (GLW002)	Email Notification that the ChartField value request has been configured and approved will be generated via the workflow.
13	ChartField Value Extract Program	Once the requested ChartField values have been added or modified they are available to be extracted via the ChartField Value Extract interface program from Florida PALM.
14	Outbound ChartField Values (GLI001)	Enterprise partners and agency business systems may receive an interface of ChartField values added, updated, or inactivated via a file generated by the ChartField Value Extract Program.

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Figure 2: Account Entry, Account Tab

10.1.3 – Enterprise Add or Modify Fund Values

Table 3: Enterprise Add or Modify Fund Values

10.1.3 – Enterprise Add or Modify Fund Values		
Module	General Ledger	
Related Module(S)	Accounts Payables, Asset Management, Purchase Order, Cash Management, Accounts Receivable, Project Costing, Commitment Control	
Swim Lane – Definition	<p>DFS CM Bank Account Maintainer: DFS role managing banking requests and maintaining bank account configuration in Florida PALM</p> <p>DFS GL COA Approver: DFS role responsible for reviewing and approving/denying ChartField requests</p> <p>DFS GL BFR Approver: DFS role within Bureau of Financial Reporting (BFR) responsible for reviewing and adjusting the Fund ChartField Request and Fund Questionnaire</p> <p>DFS GL COA Maintainer: DFS role responsible for completing approved updates and modifications to ChartFields</p>	
Process Step ID	Process Step Title	Description of Process
1	Review Request (GLF001, GLF002, GLW002, GLW003)	The DFS GL COA Approver receives both the Fund Questionnaire and the Fund ChartField Structure Request through workflow within Florida PALM. Requests are made for new or modified transactional funds, local/revolving funds, and Investment sub funds. The DFS GL COA Approver reviews all Fund ChartField requests received by utilizing the ChartField Request Pending My Approval via the WorkCenter. The DFS GL COA Approver reviews the forms to confirm that the information received within the ChartField Structure

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Process Step ID	Process Step Title	Description of Process
		request and the Fund Questionnaire is accurate and to validate the need for the request. If the form is not approved, the DFS GL COA Approver returns the request to the Agency GL COA Maintainer for modification or deletion.
2	Review Request GLF001, GLF002, GLW002, GLW003) (CRA and Sub-Fund Request)	Requests for CRA revolving fund bank accounts or Investment sub-fund values are routed to DFS CM Bank Account Maintainer for review and approval. The DFS CM Bank Account Maintainer reviews and validates the accuracy of the request. If the request is not approved, the request is routed back to the Agency GL COA Maintainer to revise the ChartField Structure Request or delete the request. If the request is approved, the DFS GL COA Maintainer is notified to proceed with establishing the Account value for the bank account and the Transactional Fund value for the requests
3	Review/Update (GLF001, GLF002, GLW002, GLW003)	The Fund Questionnaire and Fund ChartField Structure Request is routed to the DFS GL BFR Approver to review the information provided by the Agency GL COA Maintainer. The questionnaire responses are compared to the Fund ChartField request for accuracy. The BFR approver can adjust the request if the information does not align with the Fund Questionnaire. The BFR can also contact the Agency GL COA Maintainer outside of the system to discuss updates to the form as needed.
4	Create Account ChartField Value for CRA Funds	CRA Funds require configuration of an Account ChartField value in Florida PALM to be associated with a bank account. The approved request from the DFS CM Bank Account Maintainer is provided to the DFS GL COA Maintainer to configure the Account value within Florida PALM.
5	Create/Update Fund ChartField Value	Transactional Funds are configured for Local and Revolving Funds, legislatively authorized funds, and Sub-funds for investing. The ChartField Value Report is available for review by the DFS GL COA Maintainer to validate configured values. <i>Figure 3 provides an example of the Fund Entry Page.</i>
6	Create Attributes for Each Fund Value	The DFS GL COA Maintainer configures ChartField attributes as per established criteria or upon a valid request. Attributes are used in Florida PALM to facilitate

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Process Step ID	Process Step Title	Description of Process
		<p>reporting. Attributes do not have a financial impact on a transaction.</p> <p>The DFS GL COA Maintainer creates new attributes as needed to facilitate accurate reporting and Florida PALM needs. The DFS GL COA Maintainer creates new attribute titles, values that need to be assigned, and assign the designated to the appropriate ChartField value.</p> <p>If values need to be added to a tree, the DFS GL COA Maintainer will follow the process outlined in sub process 10.1.5 Enterprise Set Up and Maintain Trees and/or Combination Edits business process model. With addition of new values, the DFS GL COA Maintainer considers any impacts to Combination Edit rules.</p>
7	Provide Account Value	<p>For Account values added representing bank accounts, the DFS GL COA Maintainer provides the Account value to the DFS CM Bank Account Maintainer.</p> <p>The Manage Banking relationships subprocess 70.1.1 Maintain Bank Account process addresses how the clearing and CRA bank accounts are established and maintained.</p>
8	Send Notification (GLW002)	Email Notification that the ChartField value request has been configured and approved will be generated via the workflow.
9	ChartField Value Extract Program	Once the requested ChartField values have been added or modified they are available to be extracted via the ChartField Value Extract interface program from Florida PALM.
10	Outbound ChartField Values (GLI001)	Enterprise partners and agency business systems may receive an interface of ChartField values added, updated, or inactivated via a file generated by the ChartField Value Extract Program.

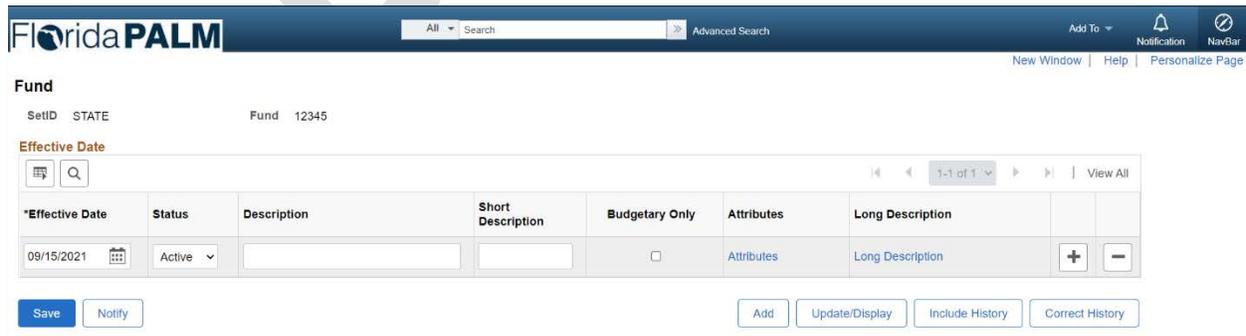


Figure 3: Fund Entry Page

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10.1.4 – Enterprise Add or Modify Budgetary ChartField Values

Table 4: Enterprise Add or Modify Budgetary ChartField Values

10.1.3 – Enterprise Add or Modify Budgetary ChartField Values		
Module	General Ledger	
Related Module(S)	Accounts Payables, Asset Management, Purchase Order, Cash Management, Accounts Receivable, Project Costing, Commitment Control	
Swim Lane – Definition	<p>EOG/OPB: (Non-Florida PALM role) role responsible for publishing Budgetary ChartField Values in LAS/PBS and functions performed by Systems Design and Development (SDD)</p> <p>DFS GL COA Maintainer: DFS role responsible for completing approved updates and modifications to ChartFields</p>	
Process Step ID	Process Step Title	Description of Process
1	Develop/Publish Budgetary CF	Budgetary codes are developed and published in the Legislative Appropriations System/Planning and Budgeting Subsystem (LAS/PBS) and transferred to Florida PALM for budgeting and transactional use.
2	Notify DFS of Budgetary CF Data File Transfer	EOG/OPB notifies DFS of Budgetary ChartField Values data file transfer. DFS and EOG/OPB work collaboratively and maintain communications through the Budgetary ChartField Value load process.
3	Inbound Annual GAA Load Values (GLI086)	<p>LAS/PBS sends an Annual GAA Load value file to Florida PALM that identifies the new budgetary combinations for where appropriation is established by LAS/PBS, namely Fund, Budget Entity, and Category per Agency.</p> <p>If file is rejected, all budgetary combinations in the file are rejected and the file must be resubmitted once issue is resolved.</p> <p>If file not rejected, Budgetary Combinations would load for processing and generate a report for the DFS GL COA Maintainer and agencies to review.</p> <p>Rejected Budgetary Combination records are managed through the Interface Error Handling Process.</p>
4	Generate Annual GAA Load Report	The budgetary combination import process loads budgetary ChartField combination data files from LAS/PBS into Florida PALM staging tables to prepare the Annual GAA Load report for review.
5	Inbound Budgetary Code Values (GLI004)	New budgetary ChartField values, or updates to existing values, are interfaced from LAS/PBS on an on-going basis. The budgetary ChartField values refer to the ChartFields values where appropriation is established. If file is rejected, all budgetary ChartField Values in the file are rejected and the file must be resubmitted once issue is resolved.

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Process Step ID	Process Step Title	Description of Process
		<p>If file not rejected, edit validations are performed on each ChartField value before the data is allowed to load for processing in the General Ledger module.</p> <p>Rejected ChartField values are managed through the Interface Error Handling Process.</p>
6	Load Budgetary ChartField Values	The ChartField import process loads budgetary ChartField data files from LAS/PBS into Florida PALM staging tables to prepare ChartField data files for validation. The ChartField data files are loaded to create or modify budgetary Funds, Budget Entity, Category, and State Program in Florida PALM.
7	Evaluate Budgetary Load Output	If the ChartField value loads successfully, Florida PALM will perform system processes to evaluate the status (identifier code) of the Budgetary ChartField Values. Florida PALM will determine the action needed based on the status provided by LAS/PBS.
8	Change ChartField Value Status	If the Budgetary ChartField value is marked for inactivation by LAS/PBS, Florida PALM will update the ChartField status and effective date.
9	Determine Action Needed	<p>If the ChartField is a duplicate value, it will not load in Florida PALM. The ChartField value will be placed on an error report.</p> <p>The DFS GL COA Maintainer will review the Error and Load File to identify budgetary ChartField values in error status. The DFS GL COA Maintainer will determine the action needed based on the status from LAS/PBS and perform the action manually in Florida PALM.</p>
10	Budgetary ChartField Values Added	<p>Budgetary ChartField Values that successfully load will be added in Florida PALM.</p> <p>The DFS GL COA Maintainer will add Budgetary Fund ChartField values to the Budgetary Fund Tree to translate budgets down from a summary level Fund ChartField value to detailed Fund ChartField values.</p> <p>The DFS GL COA Maintainer will follow the process outlined in sub process 10.1.5 Set Up and Maintain Trees and Combination edit business process model.</p>
11	Add Attributes to the Budgetary CF Values	The DFS GL COA Maintainer creates new attributes as needed to facilitate accurate reporting and Florida PALM needs. The DFS GL COA Maintainer creates new attribute titles, values that need to be assigned, and assign the designated to the appropriate ChartField value.

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Process Step ID	Process Step Title	Description of Process
		The DFS GL COA Maintainer will follow the process outlined in sub process 10.1.2 Enterprise Add or Modify Statewide ChartField Values business process model.
12	Notify DFS of BE to SP Compatibility Update	Budget Entity to State Program Compatibility Data will be sent from EOG/OPB periodically. The data identifies - the valid combination of budget entity and state program values for use on transactions.
13	Initiate Tree/Combo Edit Updates	<p>The DFS GL COA Maintainer will update trees and combination edit rules for the new Budget Entity and State Program Compatibility Updates.</p> <p>The DFS GL COA Maintainer will follow the process outlined in sub process 10.1.5 Set Up and Maintain Trees and Combination edit business process model.</p>

10.1.5 – Enterprise Set Up and Maintain Trees and/or Combination Edits

Table 5: Enterprise Set Up and Maintain Trees and/or Combination Edits

10.1.5 – Enterprise Set Up and Maintain Trees and/or Combination Edits		
Module	General Ledger	
Related Module(S)	Accounts Payables, Asset Management, Purchase Order, Cash Management, Accounts Receivable, Project Costing, Commitment Control	
Swim Lane – Definition	DFS GL COA Maintainer: DFS role responsible for completing approved updates and modifications to ChartFields	
Process Step ID	Process Step Title	Description of Process
1	Review Request	The DFS GL COA Maintainer receives the ChartField Structure requests from agencies and DFS. The DFS GL COA Maintainer reviews the ChartField Structure request to determine if a tree update is needed or if a Combination Edit needs to be adjusted.
2	Add/Update ChartField Value in Tree	The DFS GL COA Maintainer adds new ChartField values or updates existing ChartField values in ChartField trees. ChartField values must be included in the tree to be reported correctly when running a report using a tree. Otherwise, balances may not show an accurate reflection of recorded transactions
3	Add or Update New Ranges	<p>The DFS GL COA Maintainer updates tree ranges as necessary to facilitate desired reporting needs. Based on the value of the ChartField request, an existing range may need to be created or updated.</p> <p><i>Figure 4 provides an example of the Account Reporting Tree.</i></p>
4	Evaluate ChartField Value impact to Combination Edit	The DFS GL COA Maintainer evaluates every ChartField Value request to determine the addition or modification's impact to existing Combination Edit rules.

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Process Step ID	Process Step Title	Description of Process
5	Review Budgetary Value Edit Upload	<p>The DFS GL COA Maintainer reviews the Budgetary Value template with the Fund, Budget Entity, and Category combinations to be configured received from agencies. The Budgetary Value edit will limit the COA used on transactions to the specified values in the designated edit for an agency. Transactions not containing the valid codes in this edit will result in an error where the transaction cannot proceed.</p> <p><i>Figure 5 provides an example of the ChartField Combination Editing Definition Page.</i></p>
6	Inbound Combination Edit Spreadsheet Upload (GLI084)	<p>The DFS GL COA Maintainer uses the Combination Edit upload tool to load the requests to Florida PALM.</p>
7	Perform Interface Error Checking	<p>Edit validations are performed on each interface and spreadsheet upload before the data is loaded in Florida PALM. If file is rejected, all Combination Edits records in the file are rejected and the file must be resubmitted once issue is resolved.</p> <p>If file not rejected, edit validations are performed on each Combination Edit before the data is allowed to load for processing in the General Ledger module.</p> <p>Rejected Combination Edit records are managed through the Interface Error Handling Process.</p> <p>Edit Validations include:</p> <ul style="list-style-type: none"> • ChartField Validation • ChartField Combination Edits • Budgetary Value Combination Edit <p>The Combination Edit Detail Report is available to review active/inactive Combination Edits in Florida PALM.</p>
8	Initiate Updates to Combination Edit Rules	<p>If the ChartField value request impacts the configured combination edits, the DFS GL COA Maintainer will initiate the combination edit rules process.</p> <p><i>Figure 6 provides an example of the ChartField Combination Editing Rule page.</i></p>
9	Confirm Updates	<p>The DFS GL COA Maintainer confirms that the completed update satisfies the ChartField request.</p> <p><i>Figure 7 provides an example of the ChartField Combination Editing Group page.</i></p>

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Process Step ID	Process Step Title	Description of Process
10	Send Notification (GLW002)	Email Notification that the Budgetary Value edit request has been configured and approved will be generated via the workflow.
11	Combination Edits Extract Program	Once Combination Edit additions or updates are completed, they are available to be extracted via the Combination Edit interface program from Florida PALM to the Enterprise partners and agency business systems. Extract will include the details for the Budgetary Value combination edit.
12	Outbound ChartField Combination Extract (GLI017)	Enterprise partners and agency business systems may receive a combination edit extract via an interface file.

The screenshot displays the Florida PALM Tree Manager interface. At the top, there are navigation tabs: Favorites, Main Menu, Tree Manager, and Tree Manager. Below this is a search bar with 'All' selected and a search input field. The main header reads 'Florida PALM'. The central area is titled 'Tree Manager' and shows details for a specific tree: SetID, STATE, Last Audit, Valid Tree, Effective Date (07/01/2023), Status (Active), and Tree Name (ACCOUNT_REPORTING). Below this are options: Save As, Close, Tree Definition, Display Options, Print Format, and Export to PDF. A breadcrumb trail shows 'ALL ACCOUNTS > INCOME STATEMENT > 6 - REVENUE'. Below the breadcrumb are controls for 'Collapse All', 'Expand All', 'Find', and pagination (First Page, 60 of 1260, Last Page). The main content area shows a tree view of accounts, including '6 - REVENUE' and its sub-accounts like '[600000] - ST FEES'. A 'Detail Value Range' dialog box is open over the tree, showing 'Tree Node: 6 - REVENUE', 'Range From: 611111', and '*Range To: 611111'. The dialog has 'Add' and 'Cancel' buttons.

Figure 4: Tree Manager Page

Figure 5: ChartField Combination Editing Definition

Figure 6: ChartField Combination Editing Rule

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ChartField Combination Editing Group

SetID: 79000 Process Group: FUND_79000

*Description: Fund_79000

Long Description: [Text Area]

*Combination Definition: FUND_79000

*Combo Editing Option: Combo Data Table User Defined

*Anchor Values Not in Rules: Mark Valid

*Combination Group Defines: Valid Combinations

Combination Rule		Personalize	Find	View All	First	1 of 1	Last
*Combination Rule	Description						
FUND_79000	Fund_79000						

Buttons: Save, Return to Search, Notify, Refresh, Add, Update/Display

Figure 7: ChartField Combination Editing Group

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10.1.6 – Agency Set Up and Maintain SpeedKeys

Table 6: Agency Set Up and Maintain SpeedKeys

10.1.6 – Agency Set Up and Maintain SpeedKeys		
Module	General Ledger	
Related Module(S)	Accounts Payables, Asset Management, Purchase Order, Cash Management, Accounts Receivable, Project Costing, Commitment Control	
Swim Lane – Definition	<p>Agency GL COA Maintainer: agency role responsible for initiating the addition of ChartField values and completing the approved updates and modifications to ChartFields</p> <p>Agency GL COA Processor: agency role responsible for initiating ChartField requests</p> <p>DFS SpeedKey Approver: DFS Bureau of State Payroll role responsible for reviewing and approving new SpeedKeys specific to ChartField combinations allowed to fund payroll transactions.</p>	
Process Step ID	Process Step Title	Description of Process
1	Determine Need for SpeedKey	<p>The Agency COA Processor determines the need for adding, or inactivating a SpeedKey by reviewing the SpeedKey report and verifying an existing value will not meet the need.</p> <p>The Agency COA Processor also determines how the value should be configured, either manual entry or via interface.</p>
2	Create online SpeedKey Request (SDE007, SDW004)	The Agency COA Processor uses the online SpeedKey screen to indicate the desired values for a SpeedKey setup in Florida PALM and routes the request to the Agency GL COA Maintainer.
3	Review Request	<p>Requests for SpeedKeys are routed to Agency GL COA Maintainer for review. The Agency GL COA Maintainer reviews and validates the accuracy of the request and approves or denies the request.</p> <p>If the SpeedKey is needed for payroll transactions and is using a category that is not pre-approved by BOSP, the request will be routed to the DFS SpeedKey Approver for review.</p>
4	Configure/Inactivate SpeedKey	<p>The Agency GL COA Maintainer can directly create the SpeedKey values which meet the agency requirements or inactivate values no longer needed.</p> <p>The Agency GL COA Maintainer runs the SpeedKey Report to assist with verifying configuration.</p>
5	Review Request	Requests for SpeedKeys needed for payroll transactions not using pre-approved categories are routed to the DFS SpeedKey Approver for review. The DFS SpeedKey Approver reviews and validates the accuracy of the request and may request additional information, if needed.

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Process Step ID	Process Step Title	Description of Process
6	Approve/Deny SpeedKey	The DFS SpeedKey Approver will approve the SpeedKey values which meet payroll requirements or deny if don't meet requirements. The SpeedKey report is available for use if needed by the DFS SpeedKey Approver.
7	Send Notification (SDW004)	Email Notification that the SpeedKey request has been configured and approved or denied will be generated via the workflow.
8	Prepare Data for SpeedKey Interface Submission	The Agency GL COA Processor may determine to configure the SpeedKey values via an interface. The Agency GL COA Processor prepares the SpeedKey information in the agency business system or the spreadsheet upload template for submission.
9	Review SpeedKey Interface Data	The Agency GL COA Maintainer reviews and validates the accuracy of the Inbound SpeedKey Spreadsheet Upload template request.
10	Inbound SpeedKey Spreadsheet Upload (SDI004)	The Agency COA Maintainer is responsible for uploading the Inbound SpeedKey Spreadsheet Upload template for processing.
11	Inbound SpeedKey (SDI007)	The agency business system prepares and transmits the Inbound SpeedKey interface to Florida PALM to be configured.
12	Perform Interface Error Checking	If file is rejected, all records in the file are rejected and the file must be resubmitted once issue is resolved. If file not rejected, edit validations are performed on each record before the data is allowed to load for processing in the system, additional edits will be performed during the record life cycle. Rejected records are managed through the 120.1 Interface Error Handling Process.
13	Load SpeedKey Values	Successful records are loaded into Florida PALM. SpeedKeys included in the interface/spreadsheet upload that are needed for payroll and that are not using the pre-approved categories, are routed to the DFS SpeedKey Approver.
14	SpeedKey Extract Program	Once additions or inactivations are completed, they are available to be extracted via the interface programs from Florida PALM to agency business systems.
15	Outbound SpeedKey (SDI008)	The Outbound SpeedKey extract is created and available for agency use.

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Accounting Events

Accounting events originate during transaction processing in the applicable source module. The accounting events impact the source module, Commitment Control ledgers, and the General ledger (Actuals).

- Source Module accounting entries require user input (U) of the primary line (i.e., expenditure, revenues) with an automated system (S) offsetting line (i.e., payable, receivable) during transaction entry. The source model transaction must pass Edit Check, Budget Check, and Cash Check (on applicable entries) prior to posting the transaction.
- The Run Budget Check (Commitment Control) process automatically affects balances in the appropriate budget ledger (i.e., appropriation, spendable cash) if the transaction passes the budget check process.
- After the transaction is posted in the source module, an automated system process summarizes and posts the entries in the General Ledger module to the Actuals Ledger.

The table below provides the most common accounting events applicable to this business process.

Table 7: Accounting Events Included on Business Process Flow Diagrams

Acct Event ID	Accounting Event	Source Module Accounting Entry	Commitment Control Ledger(s) Impact	General Ledger (Actuals) Entry
N/A				

Key Reports

Key Reports are displayed as icons with the Report Number on the Business Process Flow Diagrams. The table below provides the reports identified to be produced at a particular process step or is used to support the completion of a process step.

Table 8: Key Reports Included on Business Process Flow Diagrams

Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
R1	GLR091	ChartField Value Report - Listing of ChartField values established.	PeopleSoft or Data Warehouse	Periodic, Monthly and/or Annually	Agency, DFS, Enterprise Partners and/or External Parties
R2	GLR137	ChartField Requests Pending My Approval (WorkCenter) - A delivered report in the WorkCenter used to display a list of ChartField	PeopleSoft	Periodic, Monthly	Agency, DFS

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Report Number	Report RICEFW ID	Report Description	Report Source	Report Frequency	Audience
		requests that are pending approval from the current user.			
R3	GLR167	Combination Edit Detail Report - Custom report/query to pull detail combination edit data to be used in conjunction with the custom combination edit spreadsheet upload tool.	Data Warehouse	Periodic, Monthly	Agency, DFS
R4	GLR169	Annual GAA Load Values Report - Custom report that provides combinations of budgetary codes from the General Appropriation Act Load.	PeopleSoft	Periodic, Annually	Agency, DFS
R5	SDR003	SpeedKey Report – A report that provides a list of SpeedKeys available to be utilized on transactions, to include the defined ChartField combinations.	PeopleSoft	Periodic, Monthly	Agency, DFS

Note: A complete list of reports may be found in the [Reports Catalog](#)².

Conversions

The table below identifies the Conversions related to this Business Process. These items are not included within the Business Flow Diagrams; however, these items are important elements of each Business Process.

Table 9: Data Converted from External System to Florida PALM

Conversion Number	Conversion Description	Source
N/A		

Note: A complete list of conversions may be found in the [Conversions Catalog](#)³.

² <https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

³ <https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

Interfaces

The table below provides the Interface IDs for each interface identified on the Business Process Flow Diagrams.

Table 10: Interfaces Included on Business Process Flow Diagrams

Interface Number	Interface Description	Interface Frequency	Source	Target
GLI001	Outbound ChartField Values – Outbound interface containing added or modified ChartField values for Enterprise partners and agencies.	Daily	Florida PALM	Agency Business System, Enterprise Partners
GLI004	Inbound Budgetary Code Values – Inbound interface containing new budgetary ChartField values or updates to existing values from LAS/PBS.	Daily	LAS/PBS	Florida PALM
GLI017	Outbound ChartField Combination Extract – Outbound interface containing valid ChartField combinations of values.	Daily	Florida PALM	Agency Business Systems, Enterprise Partners
GLI039	Inbound ChartField Mass Spreadsheet Upload – Inbound mass upload of ChartField values via Excel Spreadsheet.	Daily	Agency, DFS	Florida PALM
GLI084	Combination Edit Spreadsheet Upload – Spreadsheet tool to enable the mass uploading of Combination Edit configurations.	Daily	Agency Business Systems	Florida PALM
GLI086	Inbound Annual GAA Load Values - Inbound interface from LAS/PBS including new codes associated with the annual General Appropriation Act.	Annual	LAS/PBS	PeopleSoft
SDI004	Inbound SpeedKey Spreadsheet Upload – Inbound mass upload of SpeedKey values via excel spreadsheet.	Daily	Agency Business Systems	Florida PALM
SDI007	Inbound SpeedKey – Inbound interface to load new or update existing SpeedTypes from agencies.	Daily	Agency Business Systems	Florida PALM
SDI008	Outbound SpeedKey –	Daily	Florida PALM	Agency Business Systems

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Interface Number	Interface Description	Interface Frequency	Source	Target
	Outbound interface containing added or modified SpeedKey values to FFMIS partners and agency business systems.			

Note: A complete list of interfaces may be found in the [Interface Catalog](#)⁴.

Forms

The table below provides the Form Numbers for any forms identified on the Business Process Flow Diagrams.

Table 11: Forms Included on Business Process Flow Diagrams

Form Number	Form Description	Audience
GLF001	Fund Questionnaire - Questionnaire form used by agencies to request a new Fund value (e.g., transactional or local).	Agency, A&A
GLF002	ChartField Structure Request - Form to request establishment of new ChartField values.	Agency, A&A, Treasury

Workflows

The table below provides the Workflow Numbers for any workflows identified on the Business Process Flow Diagrams.

Table 12: Workflows Included on Business Process Flow Diagrams

Workflow Number	Workflow Description	Audience
GLW002	ChartField Request Workflow - Workflow for appropriately routing Chart of Accounts value requests within an agency or to/within DFS.	Agency, A&A, Treasury
GLW003	Fund Questionnaire Workflow – Workflow that routes the Fund Questionnaire Form for ChartField value requests within an agency or to/within DFS.	Agency, A&A
SDW004	SpeedKey Request Workflow - Workflow for routing SpeedKey requests within an agency.	Agency

⁴ <https://app.smartsheet.com/b/publish?EQBCT=78f9327c658040d0bc1e8cc829e51efa>

Agency Configurations

The table below identifies the Agency Configurations related to this Business Process. These items are not included within the Business Flow Diagrams; however, these items are important elements of each Business Process.

Table 13: Configurations Defined and/or Maintained by Agencies

Configuration Number	Configuration Description	Configuration Maintainer
C-GL020	Organization – identifies the organizational entity associated with a transaction. Organization ChartField tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.	Agency
C-GL025	Other Accumulator 2 (OA2) – used to track optional agency reporting needs including, cost pools, expenditures, revenues, or other specific use.	Agency
C-GL026	Other Accumulator 1 (OA1) – used to track optional agency reporting needs including, cost pools, expenditures, revenues, or other specific use.	Agency
C-GL027	Fund (Local) – DFS approved funds used for monies held outside the State Treasury to segregate and capture specific activities or classify certain objectives in accordance with special regulations, restrictions, or limitations.	Agency
C-GL080	Budgetary Value Edit – edit to validate the correct Fund, Budget Entity, and Category combinations when used on a transaction.	Agency
C-SD001	Speed Keys – Shortcut key established to populate ChartField values on transactions.	Agency

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Appendix

Appendix A – Florida PALM ChartField Summary

This is a summary of Florida PALM ChartFields that can be requested using the ChartField Structure Request. The Table provides the field name and length, the Florida PALM database field name, and indicates whether the field is required and the entity that will control the set up and maintenance of the values within Florida PALM.

Table 14: ChartField Summary

Florida PALM ChartField Name (Length)	Florida PALM Database Field Name	Required?	Ownership
Fund (5)	Fund_Code	Yes	DFS
Account (6)	Account	Yes	DFS
Category (6)	Product	Yes	DFS
Organization (10)	DeptID	Yes	Agency
Other Accumulator 1 (OA1) (5)	Class_FLD	No	Agency
Other Accumulator 2 (OA2) (10)	ChartField3	No	Agency

Appendix B – ChartField Structure Request Workflow

The ChartField Request Workflow is an electronic routing and approval process for the ChartField Structure Request. This table identifies the ChartField value, Florida PALM roles, and the action of each role.

Table 15: ChartField Values

ChartField Values	Florida PALM Roles	Actions		
		Request	Approve	Create
Account	Agency GL COA Processor	X		
	Agency GL COA Maintainer		X	
	DFS GL COA Processor	X		
	DFS GL COA Approver		X	
	DFS GL BFR Approver		X	
Fund *	DFS GL COA Maintainer		X	X
	Agency GL COA Maintainer	X		
	Agency GL Fiscal Approver		X	
	DFS GL COA Approver		X	
	DFS CM Bank Account Maintainer (CRA/Sub Fund Request)		X	
	DFS GL BFR Approver		X	
Revenue Category	DFS GL COA Maintainer		X	X
	Agency GL COA Processor	X		
	Agency GL COA Maintainer		X	
	DFS GL COA Approver		X	
Organization	DFS GL COA Maintainer		X	X
	Agency GL COA Processor	X		
	Agency GL COA Maintainer		X	
	DFS GL COA Approver		X	
OA1 & OA2	DFS GL COA Maintainer		X	X
	Agency GL COA Processor	X		
	Agency GL COA Maintainer		X	X

*Includes the Fund Questionnaire and will route with the ChartField Structure Request