Date	September 18, 2024	**Time**	9:00 a.m. – 11:00 p.m.
Location	Department of Transportation 605 Suwannee Street, Haydon Burns Building Tallahassee, Florida 32301		
Objective	Advisory Council Monthly Meeting		
Attendees	Advisory Council: Mike Alexander (DHSMV); ~~Chad Barrett (DCF)~~; Amy Barrow (DOR); Ramon Evans (APD); Lyndell Francis (DBPR); Lydia Griffin (DEP); Renee Hermeling (DFS); Robert Herron (DOH); ~~Jim Lewandowski (FDACS)~~; Tanya Maphis (FWC); Nona McCall (JAC); Mike Moore (FDLE); Cheryl Morgan (DOT); Stephen Russell (DMS); Lisa Simpson (COM); ~~Erica Starling (FDC)~~; Alexandra Weimorts (DFS) Facilitators: Jimmy Cox (DFS); Matt Culp (DFS); Robert Herron (DOH); Rob Hicks (DFS); Ellyn Hutson (DFS); Janice Jackson (DFS); Renee Hermeling (DFS)		
Related Documents	Meeting Presentation Master Balance Clean-Up - DFS Presentation		

Topic	Facilitator
Welcome and Opening Remarks	Robert Herron
Master Balance File Cleanup	Renee Hermeling Ellyn Hutson
Budget Allotment Control Options Organization ChartField Rollups for Allotments	Matt Culp Rob Hicks Janice Jackson
Closing Remarks	Robert Herron

Welcome and Opening Remarks

Facilitated by Robert Herron

Mr. Robert Herron opened the meeting with roll call and welcomed the group. Representatives from FDC and FDACS were present.

Master Balance File Cleanup

Facilitated by Renee Hermeling, Ellyn Hutson

Ms. Renee Hermeling and Ms. Ellyn Hutson shared that DFS Accounting and Auditing worked with the DFS Office of Information Technology to create a tool to help agencies clean up their data in preparation for it being converted to Florida PALM. The objective is to have agencies clean their Master Balance File to have a single record for each unique string of concatenated fields with an associated dollar amount that should truly exist on the table. Ms. Hutson walked through how to use the tool, showed examples of mismatched records, how to reconcile and correct, and

then considerations that should be taken during this exercise. DFS offered to have office hours, as well as one-on-one appointments to support agencies' questions.

Budget Allotments Control Options

Facilitated by Matt Culp, Rob Hicks, Janice Jackson

Mr. Rob Hicks shared an update on budgetary ChartField Account values in Florida PALM. He explained the three Tiers (levels) in which agencies can record their budget allotments and revenue estimates. The options are Tier 1 (highest level for expenditure and revenue Account values), Tier 2 (next highest grouping of expenditure and revenue account values for rollup), and Tier 3 (more granular level roll up for expenditure and revenue values. Agencies must choose one Tier to record allotments for the entire agency (Business Unit). He reminded the Council that agencies can record budgetary allotments using budgetary account values only. Then Mr. Hicks described agencies' option to control allotments.

Control Option

The Control option is the strictest. The benefits are that agencies have greater control over managing and tracking budget allotments, and they can create allotments using optional ChartFields. The impact to agencies means transactions have a hard stop when there is not an associated budget for the combination of ChartFields being used, or if a sufficient budget is not available.

Track with Budget Option

The Track with Budget option is less strict but still offers control. The benefits are that agencies have greater control over managing and tracking budget allotments, and they can create allotments using optional ChartFields. The impact to agencies means transactions without an associated budget allotment will encounter a 'no budget exists error' and the transaction will stop. If an associated budget allotment is found for the combination of ChartFields being used, but has insufficient budget, the transaction will encounter a warning, but proceed.

Track without Budget Option

The Track without Budget option is the most flexible; however, it requires continual monitoring and is best used for tracking and reporting. The benefits are that agencies can manage and track budget allotments, and they can create allotments using optional ChartFields. The impact to agencies means the transaction will proceed without errors regardless of associated allotments on ChartField combinations or available budget.

Mr. Jimmy Cox pointed out the two new items for agencies to understand; the organization code is required for control options 1 and 2 (control and track with budget), and that agencies must know the exact ChartField string for transactions.

Organization ChartField Rollups for Allotments

Ms. Janice Jackson discussed how an Organization ChartField Translation Tree is required for options 1 and 2 (control and track with budget). The Organization ChartField Translation Tree can be agency-wide (e.g., the code is at the agency level) or agency-defined (e.g., split or grouped codes within an organization). If an agency does not have a need to allot to the Organization

ChartField, a default agency-wide budgetary value will be assigned and all organizations value for agency will roll up to this value. If an agency has a need to allot to lower tiers of the Organization ChartField, the agency must define specific budgetary values where ranges of organization values will roll up.

Future RW Tasks will be released to request agency decision on these items. In summary, agencies will need to:

- Choose which Account ChartField Tier (only one) to use for budget allotments.
- Reconfirm the allotment ledger control option.
- Decide to use an agency-wide or agency-defined level structure for the Organization ChartField Translation Tree.

Walk On Topics

Facilitated by Jimmy Cox

Mr. Cox announced the replanning of the Design Workshop Recap in October. More information on the new dates and content to come from the Project, but the dates being planned are the week of November 12, 2024.

Closing Remarks

Facilitated by Robert Herron

With no further topics for discussion, Mr. Herron adjourned the meeting.