

# FloridaPALM

Planning, Accounting, and Ledger Management



# SEGMENT II DESIGN WORKSHOPS

JANUARY 17, 2024



# Housekeeping

- ▶ WiFi is available through the Duesenberg network
- ▶ Restrooms are in the back and to the side
- ▶ Car Museum tours may be taken during breaks or over lunch
- ▶ Place your phones on silent
- ▶ We will take a short break in the morning, an hour and a half for lunch, and one more break in the afternoon
- ▶ There will be pause points for Q&A during the session – Please hold your questions until then
- ▶ Screens are located around the room, but the presentation is also on our website, if you need to follow along



# Purpose of Design Workshops

- ▶ Share the design for the processes and functions being discussed
- ▶ Answer your questions as they relate to these processes and functions
- ▶ Help agencies understand the design so they can take action within their agency
- ▶ Expand agency staff engagement



# Important Design Notes

- ▶ Build has already started → design is completely locked for those items
- ▶ We still have lots of designs to finalize in Segments III, IV and DW (i.e., we cannot answer every question yet)
- ▶ Every agency is impacted → Business processes, technology, reporting
- ▶ Following Segment IV, we will discuss everything financials and payroll related (DW will still be a future discussion)



# Cutover Considerations

- ▶ Cutover discussions are just beginning! → A lot of information to come, all will be known and shared at the end of Design Segment IV
- ▶ Mid-year closing will have to occur to support cutover from FLAIR to Florida PALM
- ▶ Conversions will generally be balances, not transactions
- ▶ Historical transactions, including transactions for FY 25-26 will not be converted to Florida PALM, their results (balances) will be converted
- ▶ Plan is to start UAT with a simulated mid-year cutover for FY 24-25

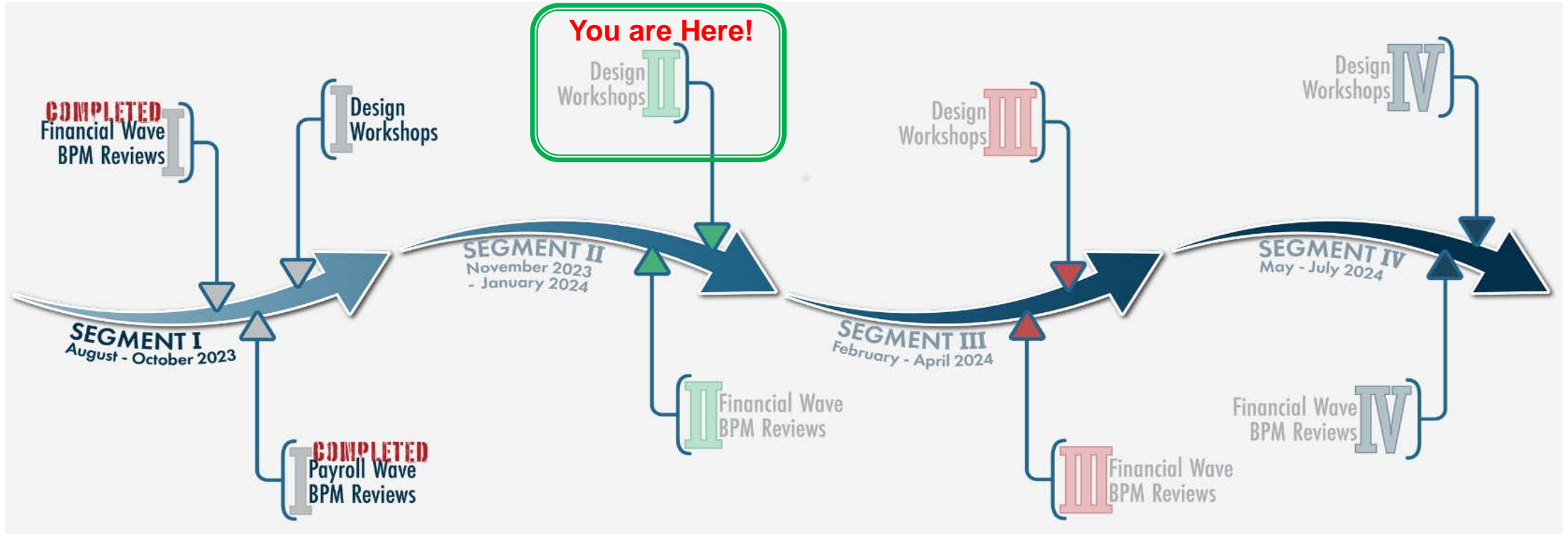


# Agenda

- ▶ Welcome and Introductions
  - Housekeeping
- ▶ Design Phase Overview
- ▶ Grants and Contracts
  - Process Impacts
  - 90.2.1 Add or Modify Grant
  - 90.2.2 Add or Modify ALN/CSFA
  - 90.2.3 Monitor and Maintain Grant
  - 90.3.1 Add or Modify Contract
  - 90.3.2 Monitor and Closeout Contract
- ▶ Interface Layouts
- ▶ Grant Conversion
- ▶ Wrap Up



# Design Phase Overview



For more information, listen to [Episode #11: The Design Phase](#)





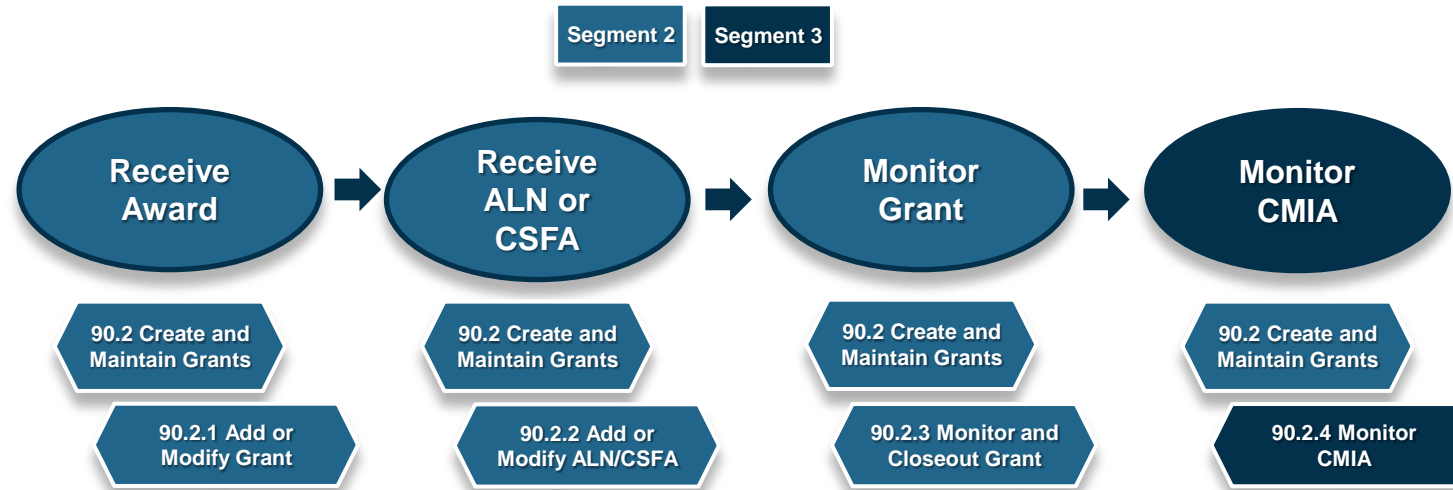
# GRANTS & CONTRACTS

SEGMENT II DESIGN WORKSHOP



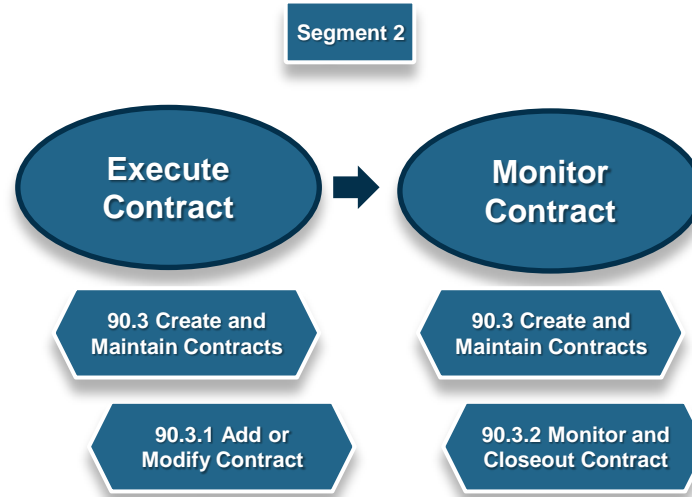
# Grants

## Process Impacts

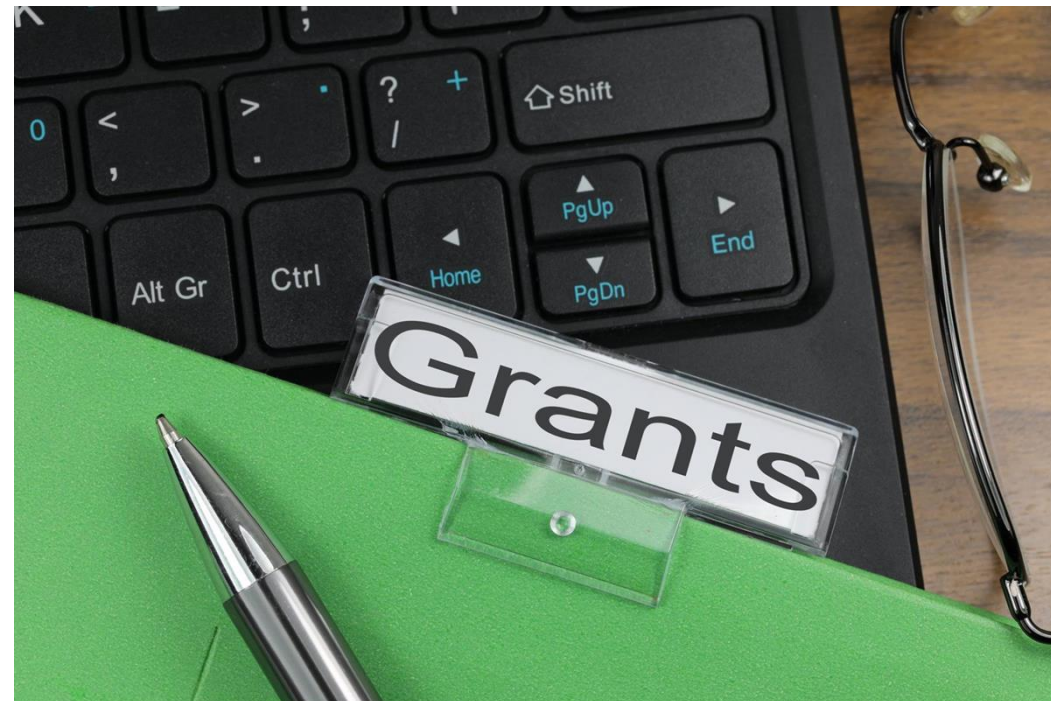


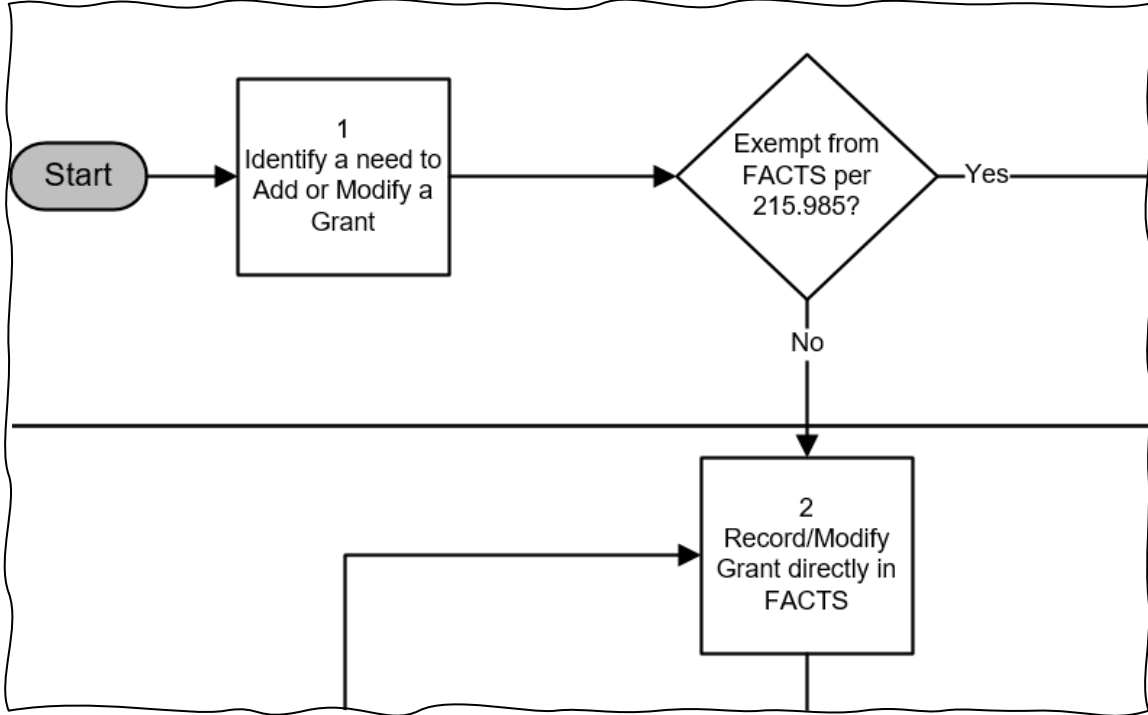
# Contracts

## Process Impacts



# 90.2.1 ADD OR MODIFY GRANT

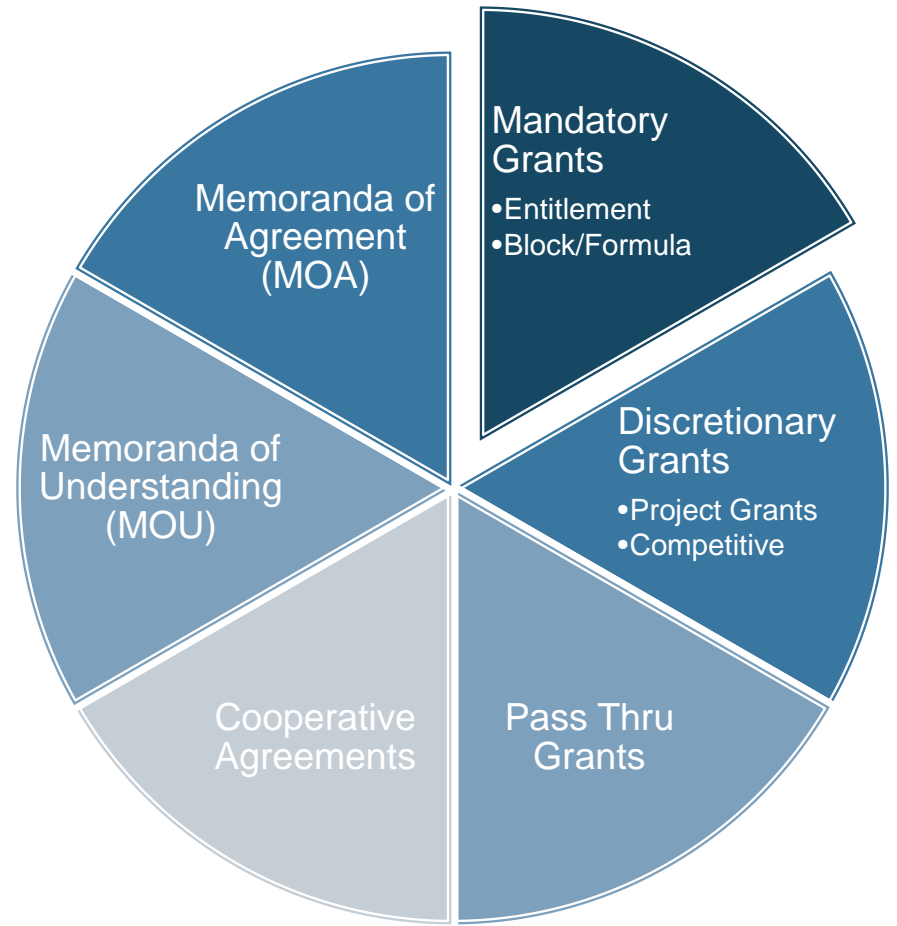


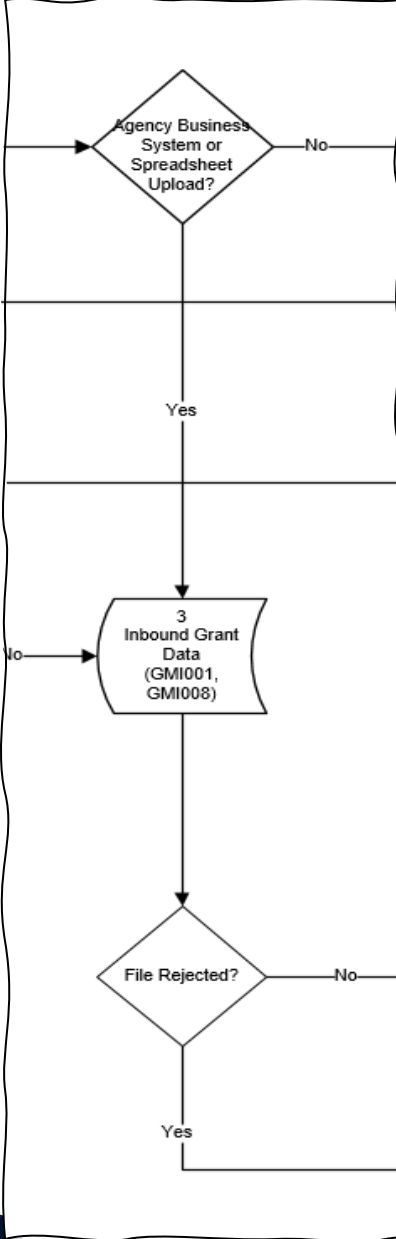


**215.985 Transparency in government spending.—**

- (1) This section may be cited as the “Transparency Florida Act.”
- (2) As used in this section, the term:
  - (a) “Committee” means the Legislative Auditing Committee.
  - (b) “Contract” means a written agreement or purchase order issued for the purchase of goods or services or a written agreement for the receipt of state or federal financial assistance.

**Grant** - Receipt of financial assistance from the Federal Government, State or Local Government, non-profit or for-profit entity or individual, by any official, officer, commission, board, authority, council, committee, or department of the executive or legislative branch of state government.





**GMI001-Inbound Grant Data - File format: File format: (Pipe |) Delimited TXT)**

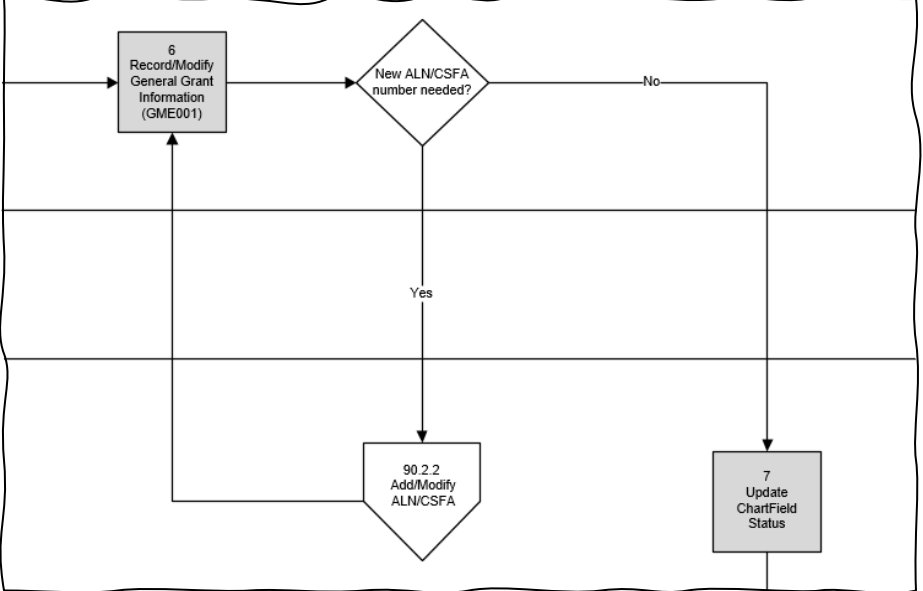
Field Name	Record Type	Field Type	Field Length	Required Field (Florida PALM) Yes (Y), No (N)	Description	Valid Values/Defaults	Processing Rules
Record Code	Custom Grants Header	Character	1	Y	Indicates Grant Header information. This field is the row identifier and should be added at the start of each header row.	H	This is a required field and failure to provide the data will result in an error preventing from loading into Florida PALM.

**GMI008-Inbound Grant Spreadsheet Upload - File format: (XLS/CSV)**

Field Name	Record Type	Field Type	Field Length	Required Field (Florida PALM) Yes (Y), No (N)	Description	Valid Values/Defaults	Processing Rules
Business Unit	Custom Grants Header	Character	5	Y	Business unit. Used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions for Grants.	Example: 43000	This is a required field. Failure to provide a valid Business Unit will result in an error preventing the customer from loading into Florida PALM.
Grant ID	Custom Grants Header	Character	5	Y	Grant ID used to identify grant for Financial Tracking.	Example: 19234	This is a required field. Failure to provide will result in an error preventing the Grants from loading into Florida PALM. For updating Grant information a valid Grant ID is required, failure to provide will result in an error preventing the Grant information from updating in Florida PALM. Grant ID is not system generated. Business Unit and Grant ID combination should be unique. Duplicate combination of Business Unit and Grant ID will not be accepted
Grant Type	Custom Grants Header	Character	1	N	The type of grant	List of valid values F - Formula/Block Grant P - Project Grant E - Entitlement/Guarentee Grant	This is an Optional field. The value will be validated against the valid values present in Florida PALM system







- Read only for most agencies
- Add/Update for DLA, FDACS, and LEG



### Grant Information Page

Grant Information	ALN/CSFA Information	LOC/Subaccounts	Chartfield Activation
<b>Business Unit:</b> 43000	<b>Grant Type:</b> Project Grant		<b>Chartfield Status:</b> Inactive
<b>Grant ID:</b> 19534	<b>Grant Status:</b> Approved Award		<b>FACTS Indicator:</b> <input type="checkbox"/>
<b>Short Title:</b> DOE Grant FY 2023	<b>Long Title:</b> DOE Grant FY 2023		
<b>Grant Amount:</b> 1,220,450.00	<b>ALN:</b>	<b>CFSA:</b>	
<b>Agency Reference Number:</b>			
<b>Grant Award Date:</b> 9/5/2023	<b>Grant Start Date:</b> 10/1/2023	<b>Grant End Date:</b> 9/30/2024	
<b>Description</b>			
DOE Grant FY 2024 - Reference No#235.2352.34524- Long Description...254 characters?			
<b>Grantor Details</b>			
<b>Grantor ID:</b> SP02423	<b>Grantor Name:</b> Department of Energy		
<b>Grantor Award Reference:</b> 235.2352.34524	<b>Grantor Type:</b> F - Local Government		
<b>Added by:</b> USER-1138 Mark Smith	<b>Date Added:</b> 09/15/2023 11:01:23 AM		
<b>Last Updated by:</b> USER-1140 John Turner	<b>Last Updated:</b> 09/27/2023 8:01:23 PM		
<b>SAVE</b>			




# Grant Information Page

Grant Information	ALN/CSFA Information	LOC/Subaccounts	Chartfield Activation
-------------------	----------------------	-----------------	-----------------------

**Business Unit:** 43000      **Grant Type:** Project Grant       **Chartfield Status:** Inactive  
**Grant ID:** 19534      **Grant Status:** Approved Award       **FACTS Indicator:**

**Short Title:** DOE Grant FY 2023      **Long Title:** DOE Grant FY 2023


**Grant Amount:** 1,220,450.00      **ALN:**        **CFSA:**  

**Agency Reference Number:**

**Grant Award Date:** 9/5/2023       **Grant Start Date:** 10/1/2023       **Grant End Date:** 9/30/2024 

**Description**

## Grantor Details

**Grantor ID:** SP02423       **Grantor Name:** Department of Energy  
**Grantor Award Reference:** 235.2352.34524      **Grantor Type:** F - Local Government

**Added by:** USER-1138      Mark Smith      **Date Added:** 09/15/2023 11:01:23 AM  
**Last Updated by:** USER-1140      John Turner      **Last Updated:** 09/27/2023 8:01:23 PM

SAVE



# Grant ALN CSFA Information Page

Grant Information	ALN CSFA Information	Chartfield Activation	LOC
-------------------	----------------------	-----------------------	-----

Business Unit: 43000 Grant ID: 19534 Grant Status: Approved Award ▼

Short Description: DOE Grant FY 2024 Description: DOE Grant FY 2024 for random stuff

### ALN Details

ALN#:		Primary
ALN 1:	<input type="text"/>	<input checked="" type="checkbox"/>
ALN 2:	<input type="text"/>	<input type="checkbox"/>
ALN 3:	<input type="text"/>	<input type="checkbox"/>
ALN 4:	<input type="text"/>	<input type="checkbox"/>
ALN 5:	<input type="text"/>	<input type="checkbox"/>
ALN 6:	<input type="text"/>	<input type="checkbox"/>
ALN 7:	<input type="text"/>	<input type="checkbox"/>
ALN 8:	<input type="text"/>	<input type="checkbox"/>
ALN 9:	<input type="text"/>	<input type="checkbox"/>
ALN 10:	<input type="text"/>	<input type="checkbox"/>
ALN 11:	<input type="text"/>	<input type="checkbox"/>
ALN 12:	<input type="text"/>	<input type="checkbox"/>
ALN 13:	<input type="text"/>	<input type="checkbox"/>
ALN 14:	<input type="text"/>	<input type="checkbox"/>

### CSFA

CSFA#		Primary
CSFA 1:	<input type="text"/>	<input type="checkbox"/>
CSFA2:	<input type="text"/>	<input checked="" type="checkbox"/>
CSFA 3:	<input type="text"/>	<input type="checkbox"/>
CSFA 4:	<input type="text"/>	<input type="checkbox"/>
CSFA 5:	<input type="text"/>	<input type="checkbox"/>
CSFA 6:	<input type="text"/>	<input type="checkbox"/>
CSFA7:	<input type="text"/>	<input type="checkbox"/>
CSFA 8:	<input type="text"/>	<input type="checkbox"/>
CSFA 9:	<input type="text"/>	<input type="checkbox"/>
CSFA 10:	<input type="text"/>	<input type="checkbox"/>
CSFA 11:	<input type="text"/>	<input type="checkbox"/>
CSFA12:	<input type="text"/>	<input type="checkbox"/>
CSFA 13:	<input type="text"/>	<input type="checkbox"/>
CSFA 14:	<input type="text"/>	<input type="checkbox"/>



# Grant SubAccount Information Page

Grant Information	ALN/CSFA Information	LOC/Subaccounts	Chartfield Activation
-------------------	----------------------	-----------------	-----------------------

Grant ID: 19534      Short Description: DOE Grant FY 2024      Grant Status: Approved Award

LOC ID:

### SubAccount Information

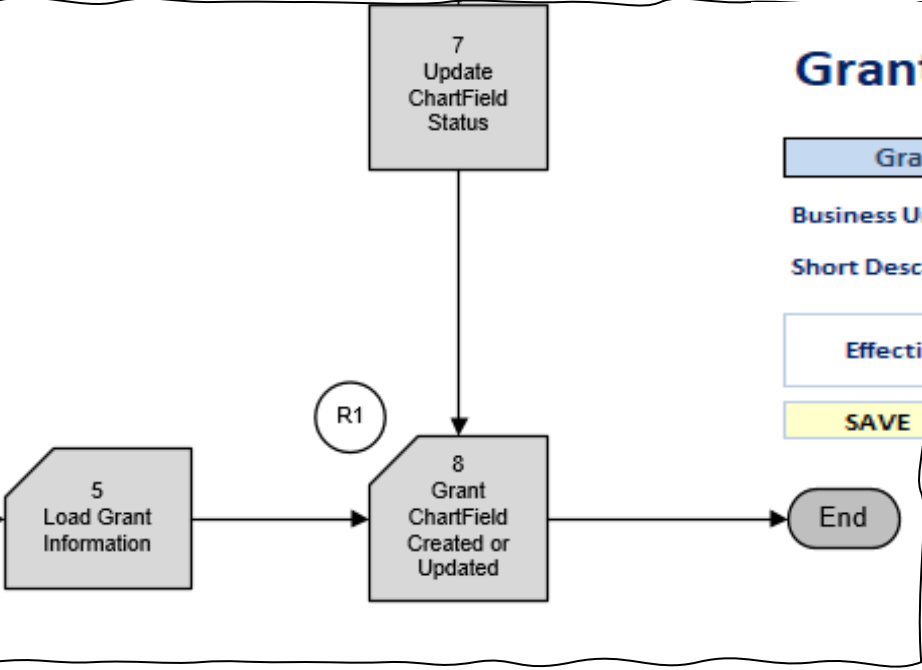
- SubAccount 1:
- SubAccount 2:
- SubAccount 3:
- SubAccount 4:
- SubAccount 5:
- SubAccount 6:
- SubAccount 7:
- SubAccount 8:
- SubAccount 9:
- SubAccount 10:
- SubAccount 11:
- SubAccount 12:
- SubAccount 13:
- SubAccount 14:
- SubAccount 15:

**SAVE**



# Grant - ChartField Activation Page

Grant Information	Letter of Credi (LOC)	ALN/CSFA	Chartfield Activation
Business Unit: 43000	Grant ID: 19534	Grant Type: Government	
Short Description: Contract FY 2023			
Effective Date: 7/1/2023	Chartfield Status: Active		+ -
<b>SAVE</b>			



- Activate or deactivate the Grant Chartfield value online (**exempt agencies only**)
- Inbound interface and Spreadsheet upload will use the ChartField status provided within the file.



# Q&A

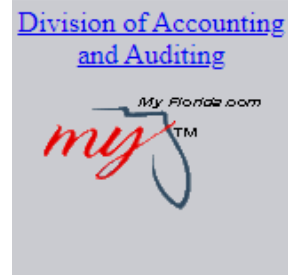


# 90.2.2 ADD OR MODIFY ALN/CSFA



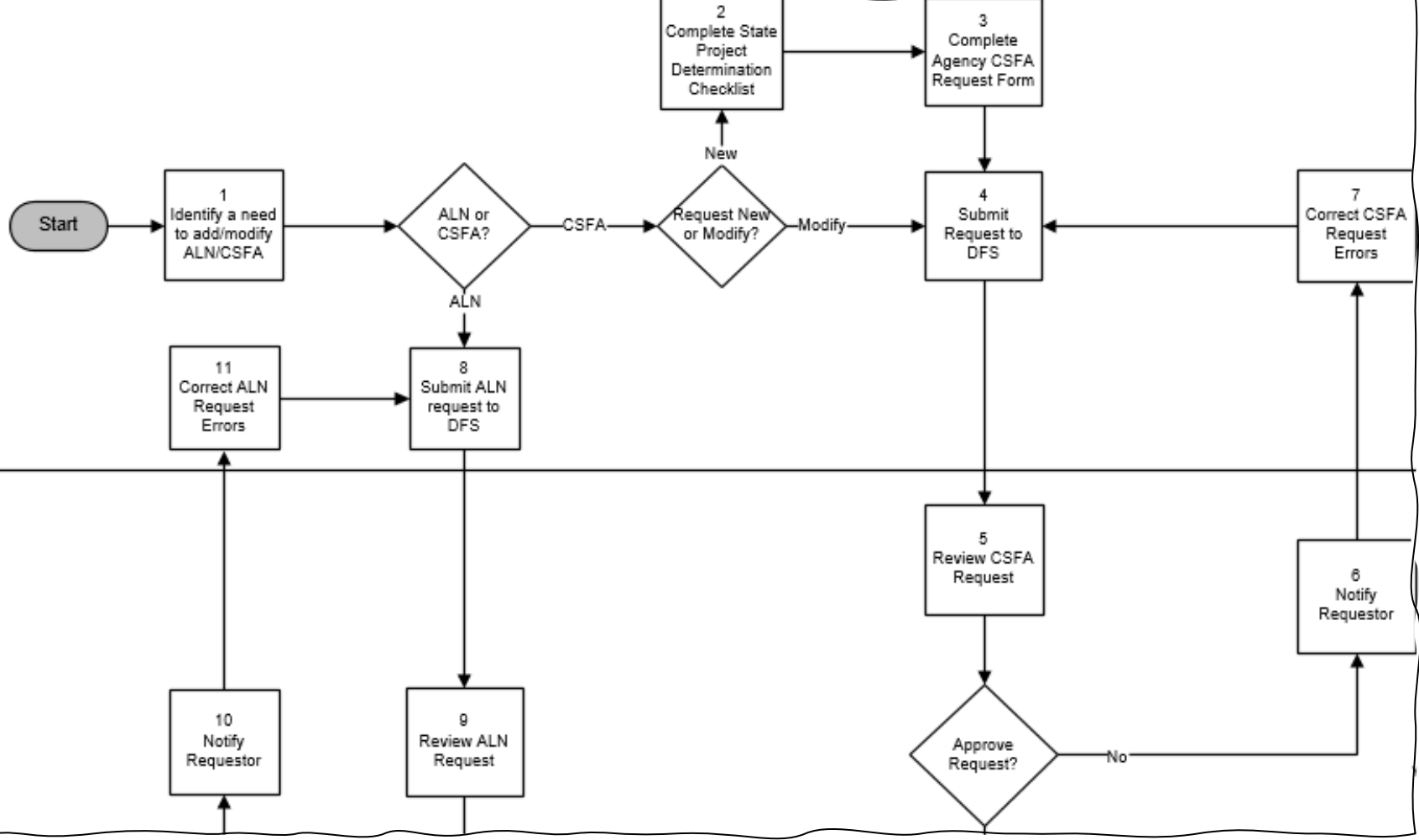
The Official U.S. Government System for:

Contract Opportunities      Assistance Listings



## Florida Single Audit Act

The Florida Single Audit Act, Section 215.97, Florida Statutes, establishes state audit and accountability requirements for state financial assistance provided to nonstate entities. The Legislature found that while federal financial assistance passing through the state to nonstate entities was subject to mandatory federal audit requirements, significant amounts of state financial assistance was being provided to nonstate entities that was not subject to audit



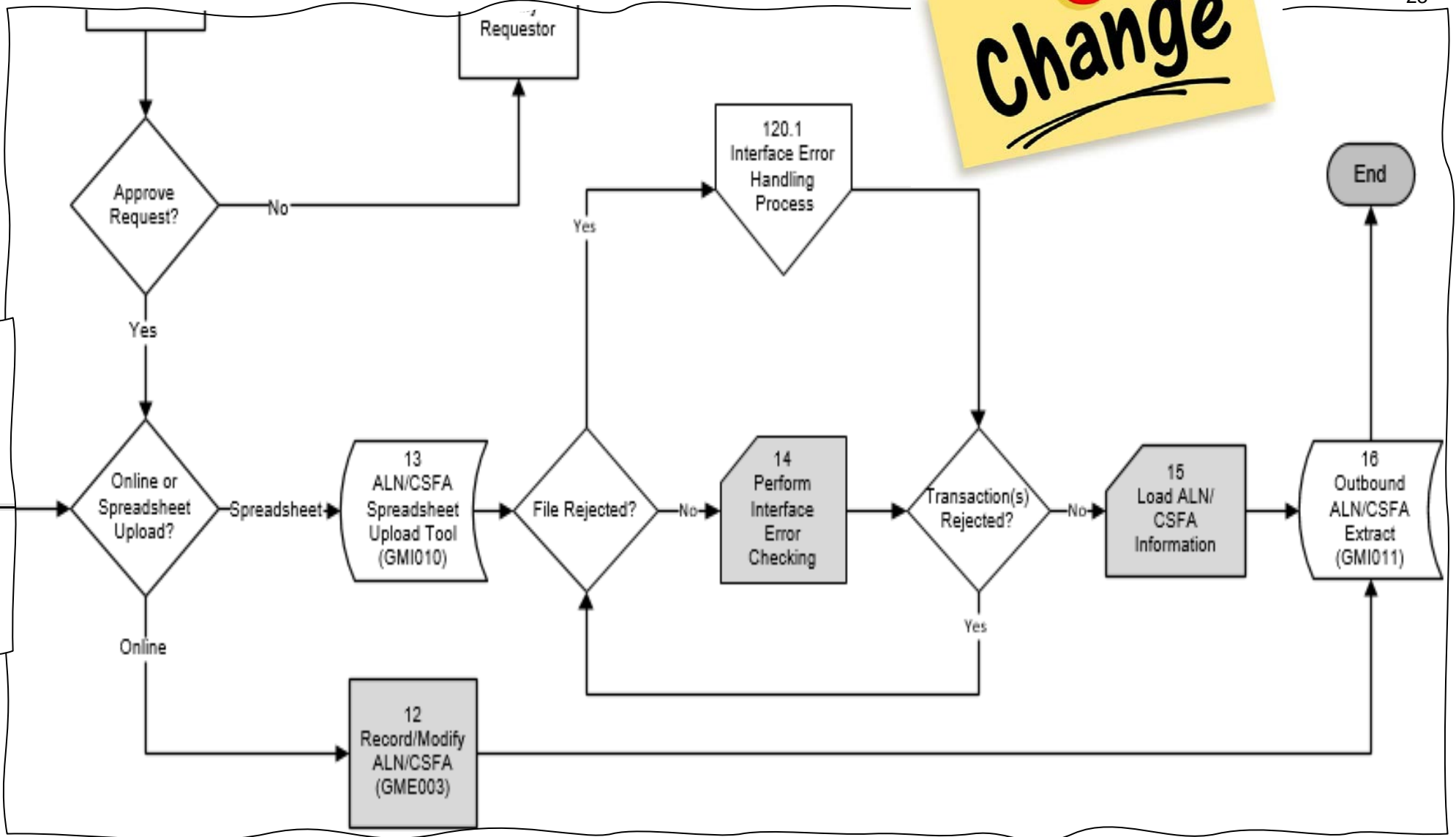
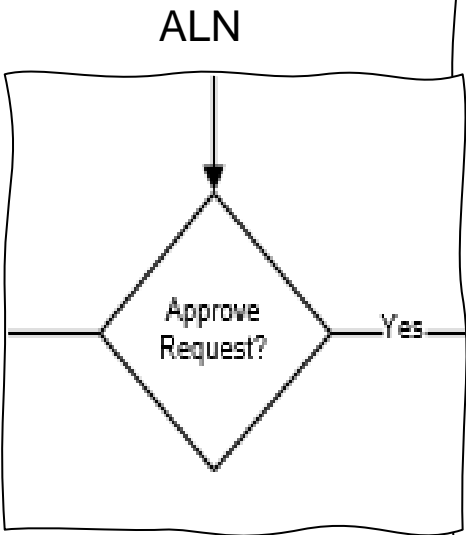
- **No Change** to Agency Process for requesting a new ALN or CSFA.
- CSFA requests still require DFS forms
  - **DFS A2 PD** – State Project Determination Checklist
  - **DFS A2 NS** – Recipient vs Vendor Determination



CSFA



23



ALN CSFA		CMIA Funding	
<b>GM ALN/CSFA Information</b>			
SetId:	SHARE	ALN/CSFA:	F10.086
<b>ALN /CSFA Details</b>		Find   View All First 1 of 1 Last	
Effective Date:	<input type="text" value="2/23/2013"/>	Status:	<input type="text" value="Active"/> <input type="button" value="+"/> <input type="button" value="-"/>
Agency ID:	<input type="text" value="HHS"/>	CMIA Indicator:	<input checked="" type="checkbox"/>
Short Description:	<input type="text" value="Clinical"/>		
Long Description:	<input type="text" value="Clinical Research"/>		
<a href="#">Return to Search</a>			

- [GMI010 ALN/CSFA Spreadsheet Upload](#)

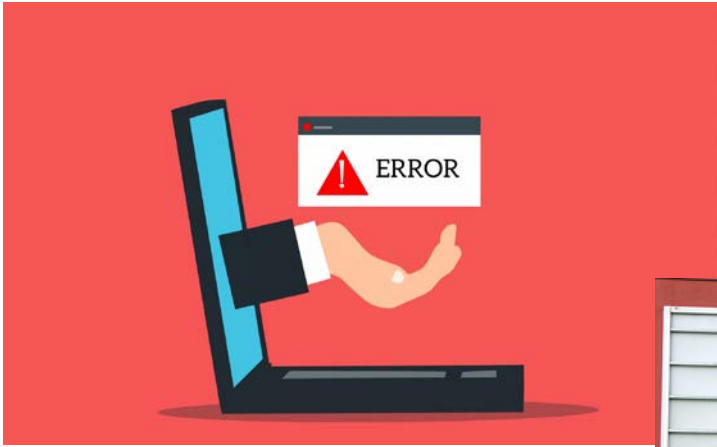
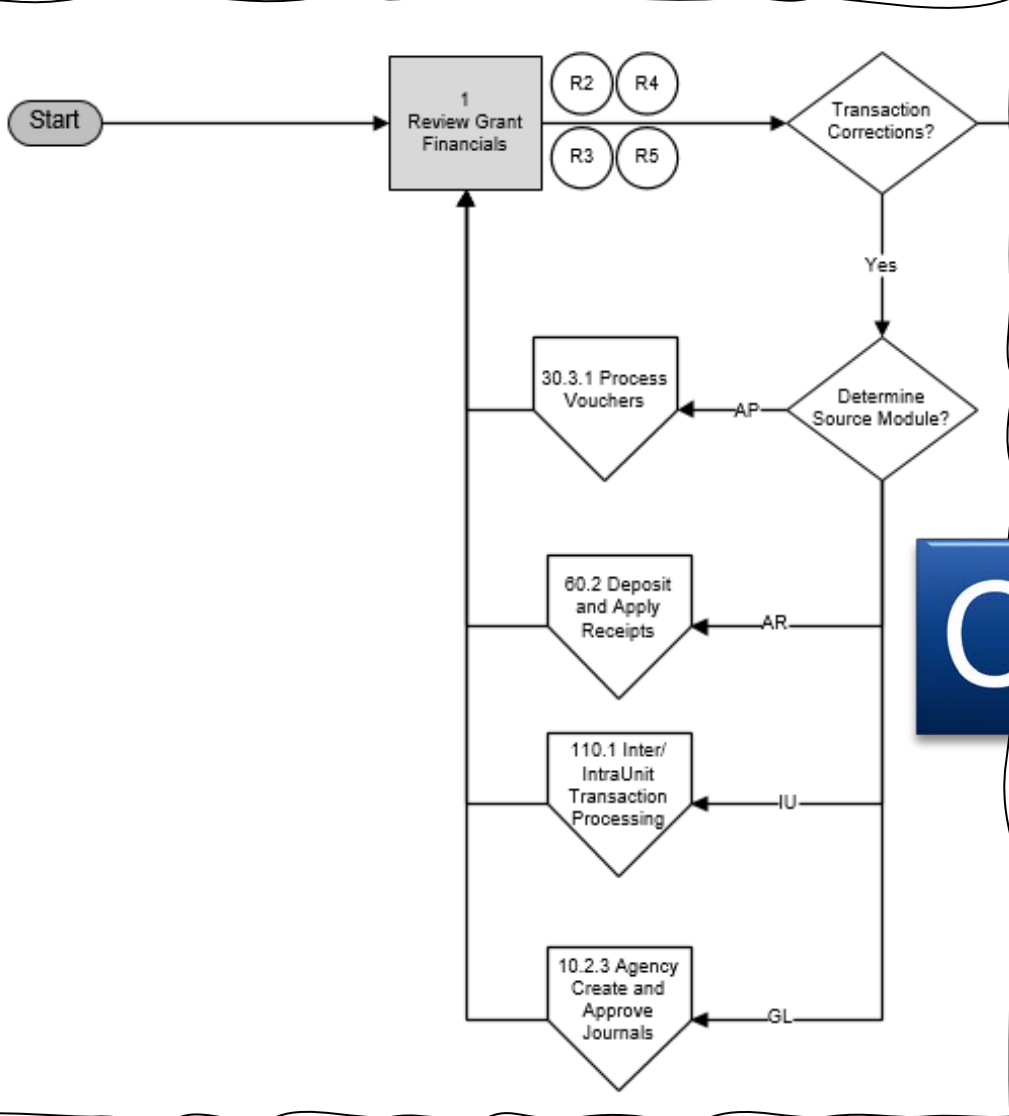




# Q&A

# 90.2.3 MONITOR AND CLOSEOUT GRANT





# Can we fix it?

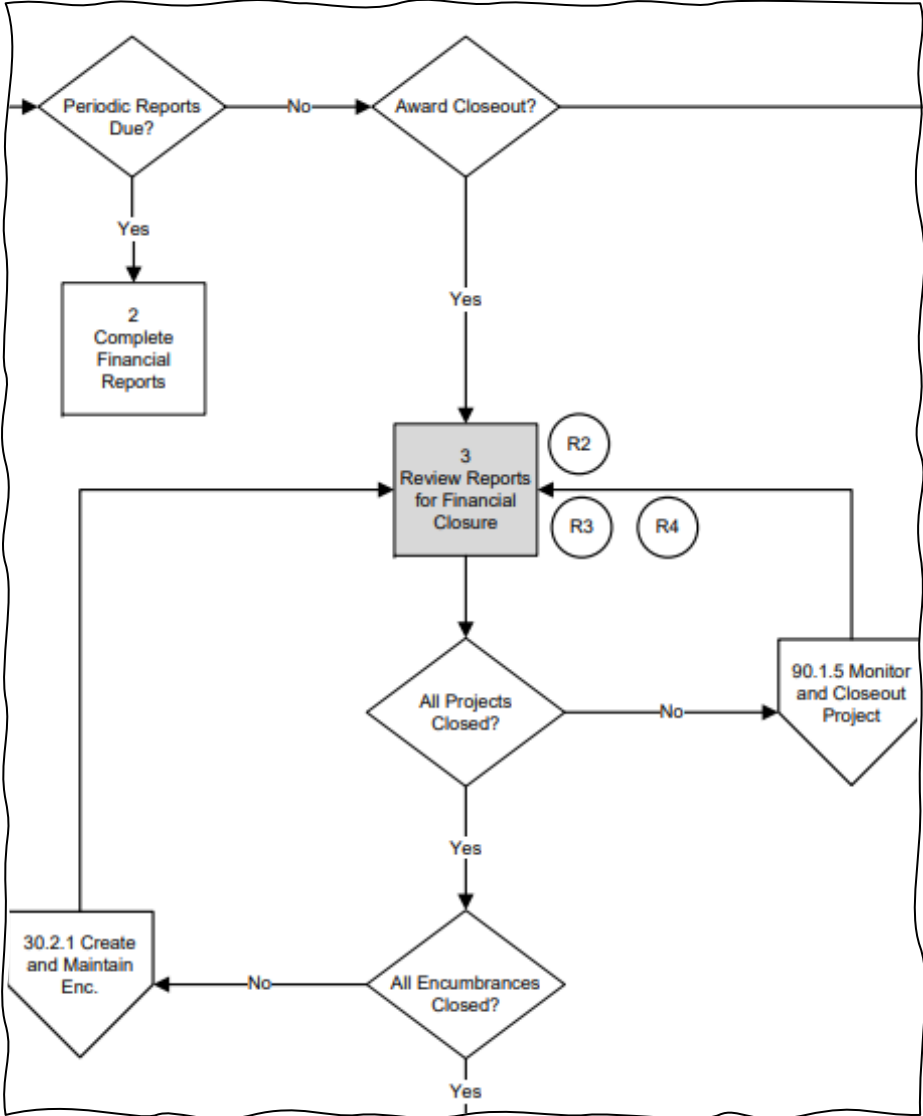
- Corrections should be completed within the Source module
- Must be fixed within the same accounting period

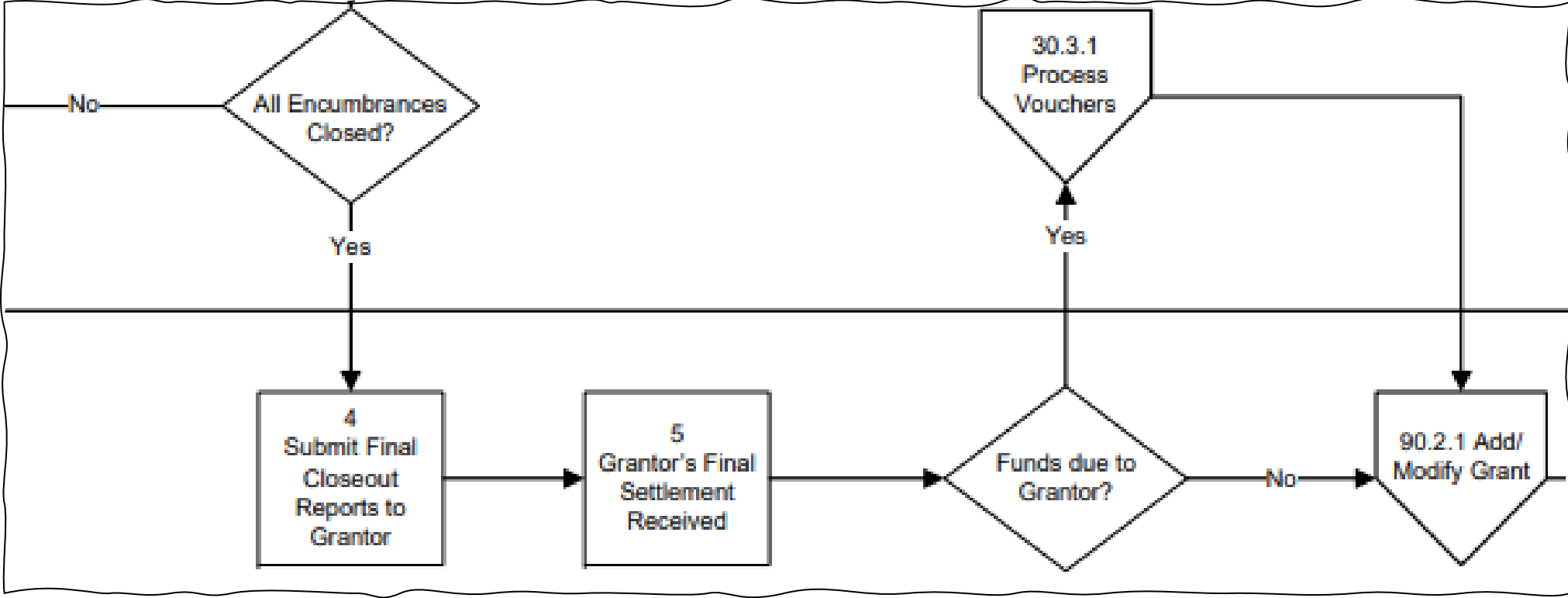
### Periodic Reports Due?

- Monthly, Quarterly or Annual Financial reports (SF-425)
- Progress Reports
- Performance Reports

### Grant Closing?

- Verify financials are in order
- Close all related projects
- Close all related encumbrances





- Submit Closeout Reports and Receive Grantor’s Settlement
- Make final Payment if applicable
- Update Grant Chartfield Status in FACTS



# Q&A





# 90.3.1 ADD OR MODIFY CONTRACT AGREEMENT CONTRACT





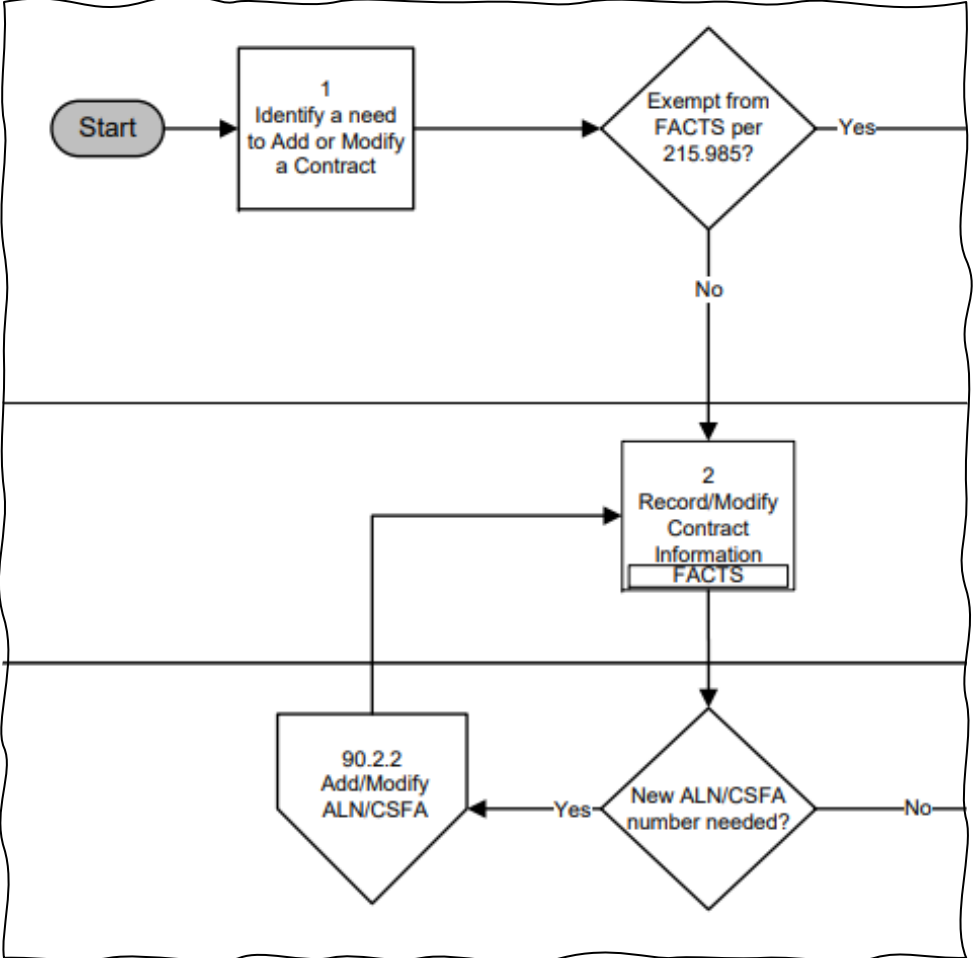
**215.985 Transparency in government spending.—**

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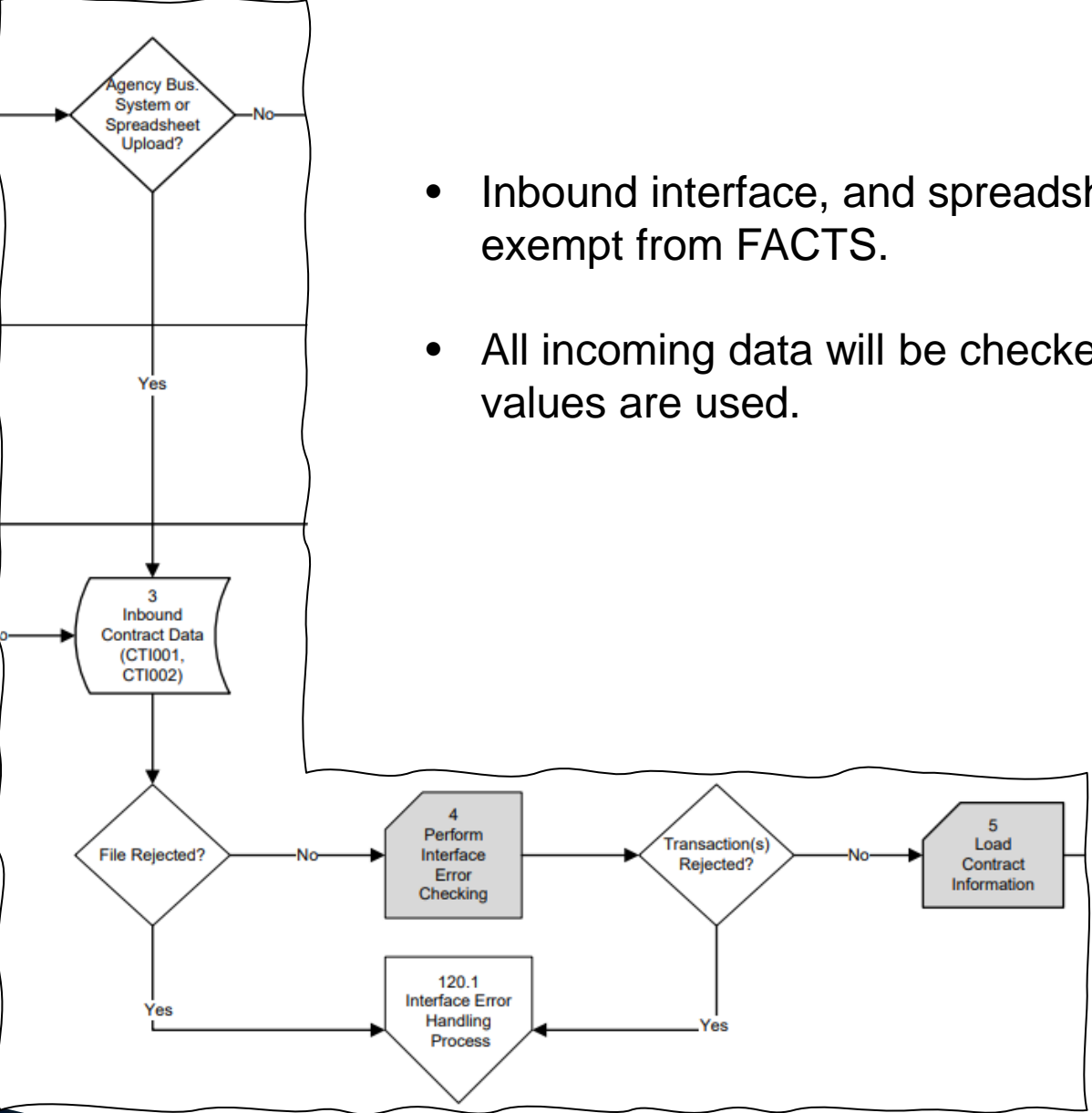


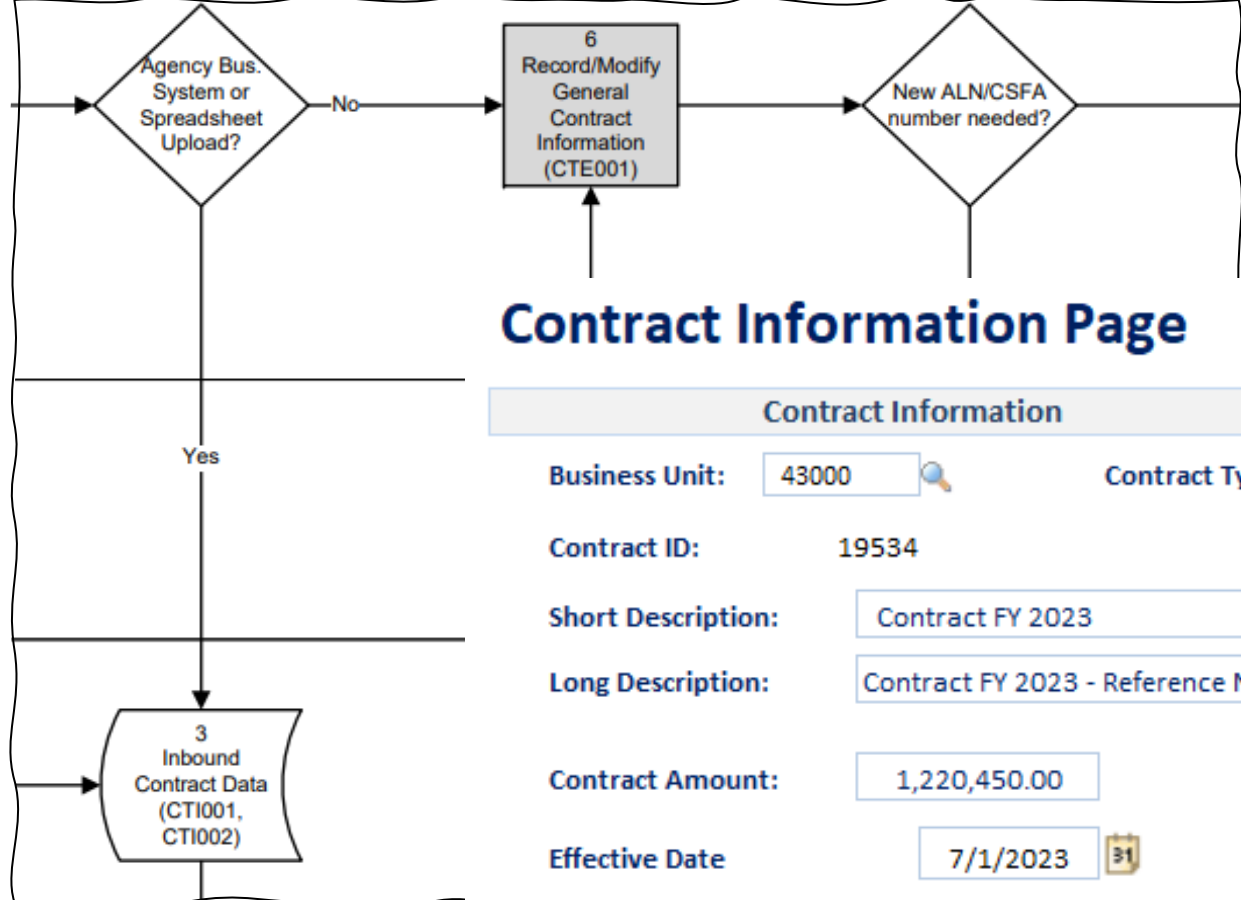
- Agencies are required to enter contracts in FACTS, unless exempt in 215.985, F.S.
- Requests for ALN or CSFA will follow 90.2.2 Add or Modify ALN or CSFA





- Inbound interface, and spreadsheet upload is available for FACTS or Agencies exempt from FACTS.
- All incoming data will be checked for proper formatting, accurate and active values are used.





- Read only for most agencies
- Add/Update for DLA, FDACS, and LEG

## Contract Information Page

Contract Information		Chartfield Activation	
Business Unit:	43000	Contract Type:	Government
Contract ID:	19534	Chartfield Status:	Inactive
Short Description:	Contract FY 2023	FACTS Indicator:	<input type="checkbox"/>
Long Description:	Contract FY 2023 - Reference No#235.2352.34524		
Contract Amount:	1,220,450.00	Contract Status:	Amendment Complete
Effective Date:	7/1/2023	ALN:	
		CSFA:	
		Chartfield Status:	Inactive
<b>Supplier Details</b>			
Supplier /Contractor ID:	0000124567	Supplier Name:	GBS Inc.
		Supplier Type:	C - Local Government
Added by User ID:	USER-1138 Mark Smith	Added Datetime:	06/15/2023 11:01:23 AM
Last Updated User ID:	USER-2345 John Turner	Last Updated Datetime:	6/17/2023 8:01:23 PM

SAVE



# Contract Information Page

## Contract Information

## Chartfield Activation

Business Unit:   Contract Type:   Chartfield Status:

Contract ID:  FACTS Indicator:

Short Description:  Contract Status:  

Long Description:

Contract Amount:  ALN:   CSFA:  

Effective Date:   Chartfield Status:

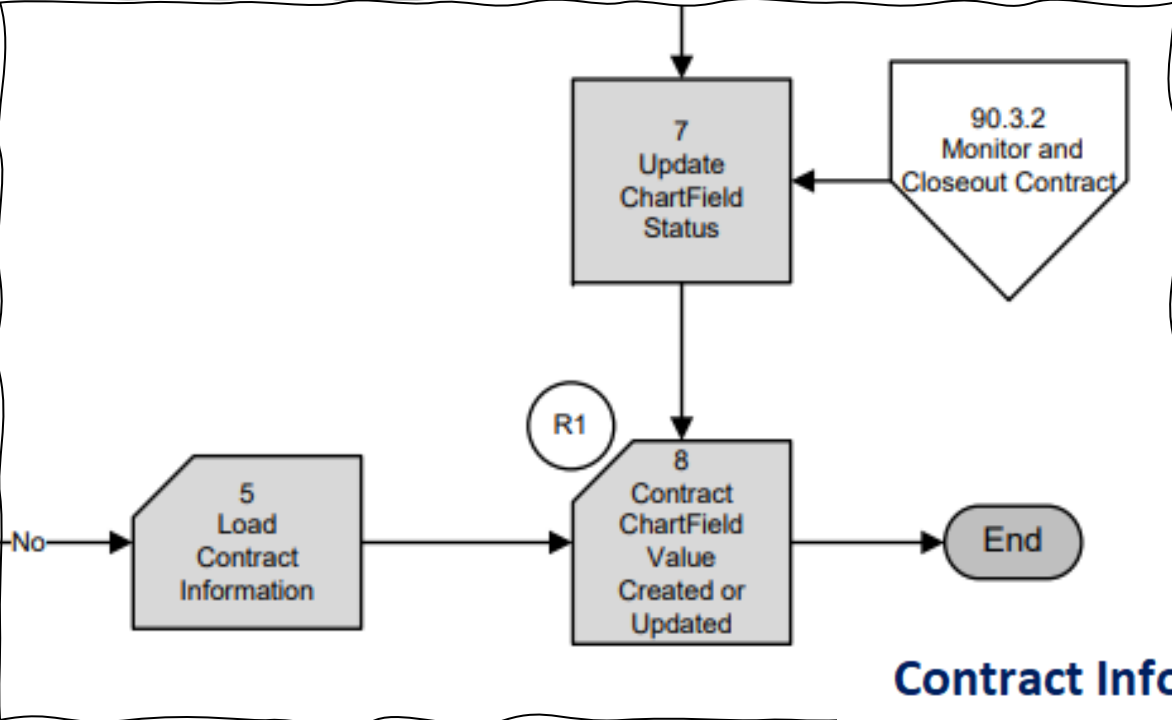
## Supplier Details

Supplier /Contractor ID:   Supplier Name:  Supplier Type:

Added by User ID:  Mark Smith Added Datetime:

Last Updated User ID:  John Turner Last Updated Datetime:

SAVE



- Activate or deactivate the Contract Chartfield value online (**exempt agencies only**)
- Inbound interface and Spreadsheet upload will use the ChartField status provided within the file.

### Contract Information - Chartfield Activation Page

Contract Information		Chartfield Activation	
Business Unit:	43000	Contract ID:	19534
Contract Type:	Government	Short Description:	Contract FY 2023
Long Description:	Contract FY 2023 - Reference No#235.2352.34524		
Effective Date:	7/1/2023	Chartfield Status:	Active
<input type="button" value="SAVE"/>			

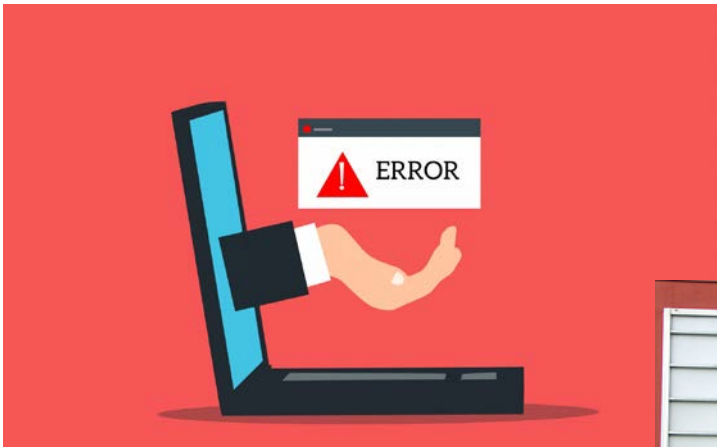
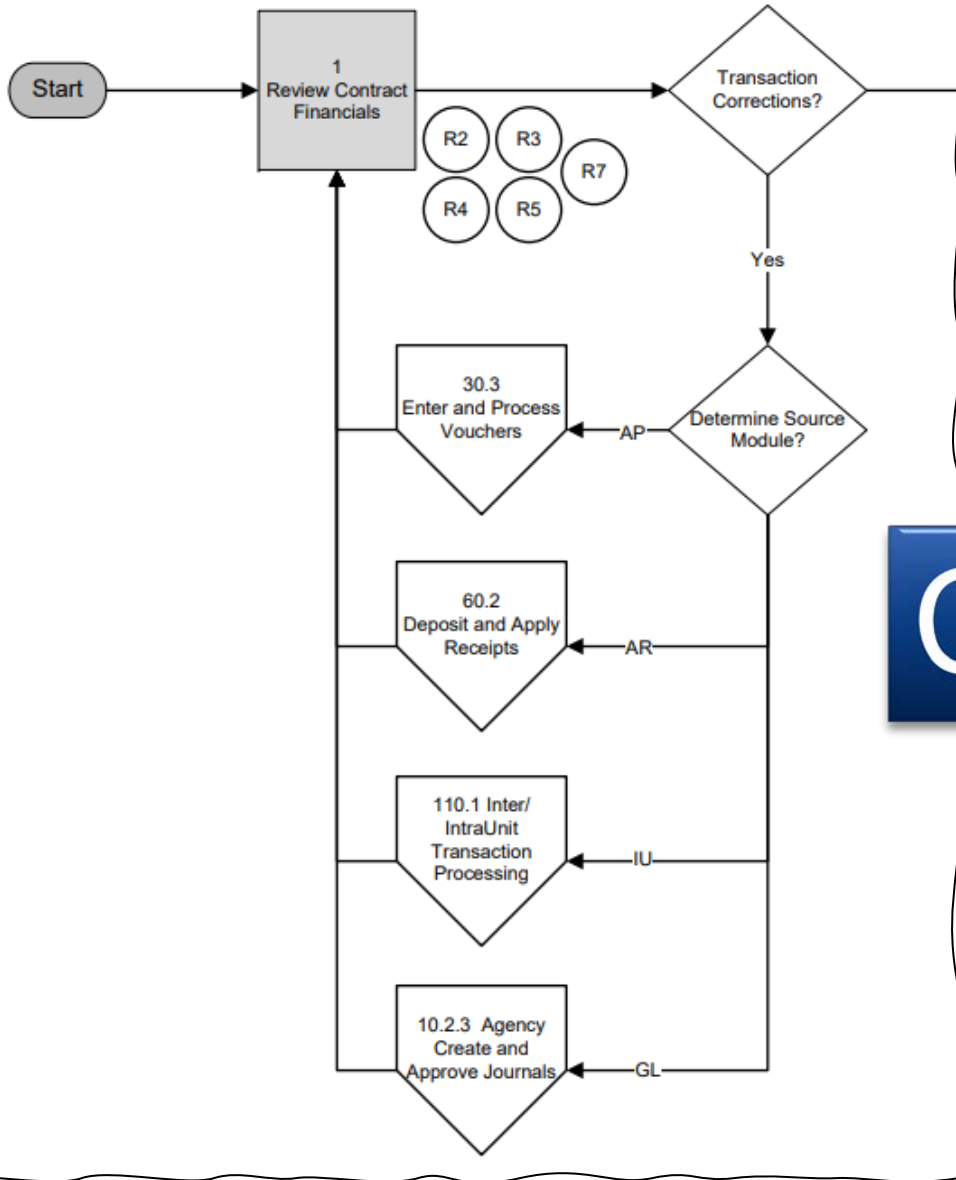


# Q&A



# 90.3.2 MONITOR AND CLOSEOUT CONTRACT

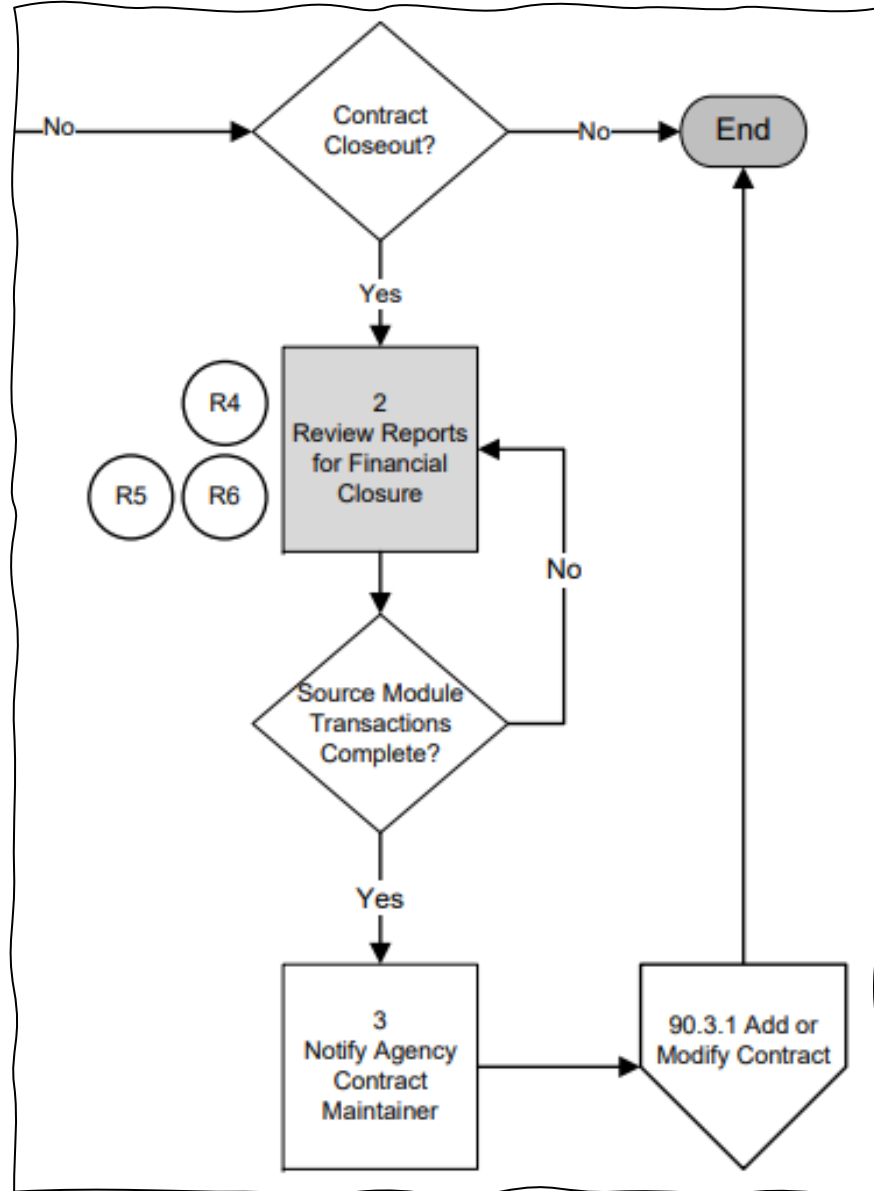




# Can we fix it?

- Corrections should be completed within the Source module
- Must be fixed within the same accounting period





## Contract Closing?

- Verify financials are in order
- Close all related encumbrances
- Update Contract Chartfield Status





# Q&A



# INTERFACE LAYOUTS



# GMI001 – Inbound Grant Data

**What**

information is transmitted ?



This interface is used to load the Grant details received from FACTS and Agencies into Florida PALM system.

**Why**

do I need this?



Agencies exempt from recording the receipt of financial assistance in FACTS may establish Grant values online, using this interface from their Agency Business System.

**Who**

runs ?



- Automatic Batch Scheduler

**When**

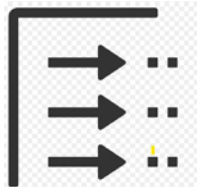
should this interface file be sent ?



- As needed (Ad hoc)

**Which**

run control parameters are used ?



N/A



# GMI008 – Inbound Grant Spreadsheet Upload

## What

information is transmitted ?



The users will populate the spreadsheet with Grant details and upload it on the run control page in Florida PALM.

## Why

do I need this?



This spreadsheet upload file will be available for the Agencies exempt from FACTS to add/modify Grant information.

## Who

runs ?



- Agency GM Maintainer

## When

should this interface file be sent ?



- As needed (Ad hoc)

## Which

run control parameters are used



N/A

# CTI001 – Inbound Contract ChartField

## What

information is transmitted ?



This interface is used to load the Contract ID and Contract details received from FACTS or agency business systems to load into Florida PALM system.

## Why

do I need this?



Agencies must record their Contracts within FACTS, unless the Agency is exempt per Statute. Integration with FACTS will create a new or update existing Contract ChartField.

## Who

runs ?



- Automatic Batch Scheduler

## When

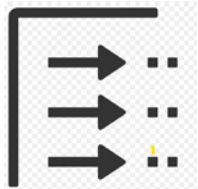
should this interface file be sent ?



- Daily
- As needed (Ad hoc)

## Which

run control parameters are used



N/A

# CTI002 – Inbound Contract Spreadsheet Upload

## What

information is transmitted ?



The users will populate the spreadsheet with Contract details and upload it on the run control page in Florida PALM.

## Why

do I need this?



This spreadsheet upload file will be available for the Agencies exempt from FACTS to add/modify Contract information.

## Who

runs ?



- Agency Contract Maintainer

## When

should this interface file be sent ?



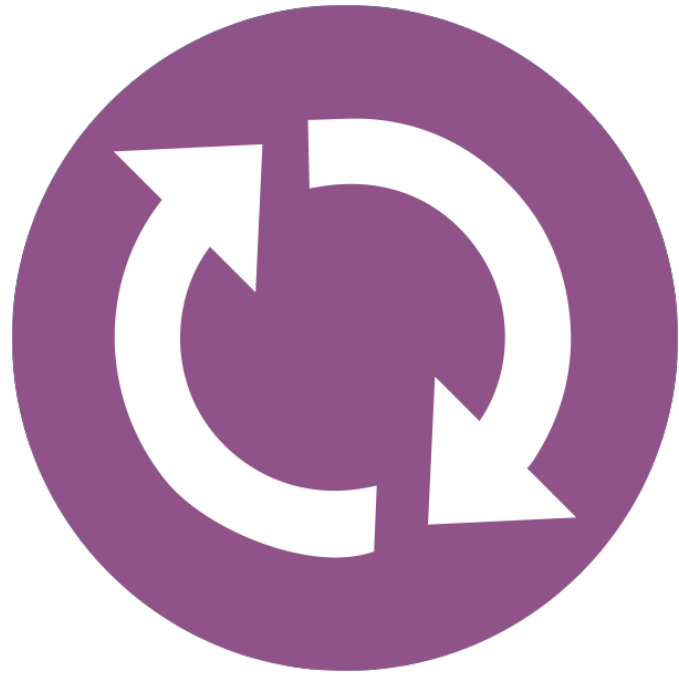
- As needed (Ad hoc)

## Which

run control parameters are used



N/A



# GRANT CONVERSION

FLAIR TO FLORIDA PALM



# Grant Conversion

- ▶ If the Agency **is not** exempt from FACTS the Grant must
  - be in an Active Status, and
  - FACTS Indicator equals Y
- ▶ Agencies exempt from FACTS
  - Must be in Active Status
  - FACTS Indicator can be Y or N

```

GIII1          GRANT INFORMATION FILE - INQUIRY          08/02/2022  14:15:18
GRANT ITSEC    FACTS GRANT Y          UPDATE DATE 07/29/2022    STATUS A
SHORT TITLE IT SECUR
LONG TITLE INFORMATION TECHNOLOGY SECURITY GRANT
GRANT BEGINNING DATE 07/29/2021    GRANT ENDING DATE 07/28/2024
LETTER OF CREDIT LOC002          GRANT REFERENCE NUMBER
  
```



# Q&A



# CONTACT INFORMATION

CONTACT US

[FLORIDAPALM@MYFLORIDACFO.COM](mailto:FLORIDAPALM@MYFLORIDACFO.COM)

PROJECT WEBSITE

[WWW.MYFLORIDACFO.COM/FLORIDAPALM/](http://WWW.MYFLORIDACFO.COM/FLORIDAPALM/)

