DEPARTMENT OF FINANCIAL SERVICES (DFS) PROPER

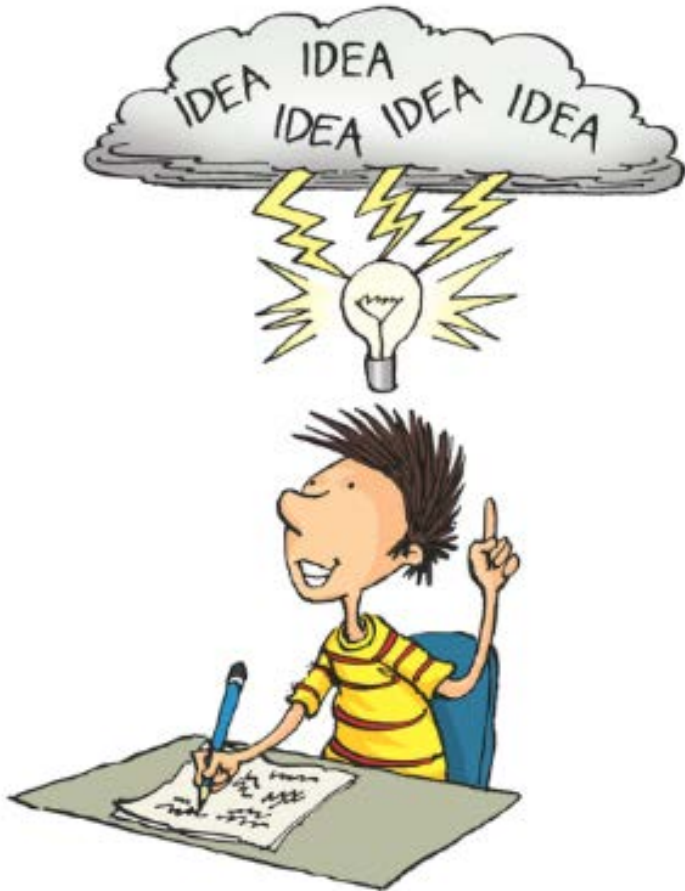## SPEEDKEY APPROACH

SEPTEMBER 2024

Change Champion Network
Journey to Success with Florida PALM

Agency Knowledge Share
DFS SpeedKey Approach

Started Asking Ourselves:

- Where will SpeedKeys be required in Florida PALM?
- What ChartField values are mandatory on Payroll and PCard SpeedKeys?
- What a are the Florida PALM requirements and field length conditions?
- What types of Payrolls do we have?
- What types of PCard Transactions do we have?
- What ABS will need a SpeedKey for remediation purposes?
- What will be meaningful for stakeholders to use?
- What is the potential data volume?
- Why do we want to use SpeedKeys beyond the required transactions/BPMs? Where is the value?
- What are the expectations and dependencies of a SpeedKey?

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DFS SpeedKey Approach

DFS has identified the proposed naming methodology:

➤ **SpeedKey Business Module Type: 2 Alpha Character:**   Represents the first two-character fields of the SpeedKey name. SpeedKey type will identify the business module the speed key will be used in.

➤ **Division Level Acronym: 3 Alpha Character:** Represents the third through fifth character fields of the SpeedKey name. Division level will be the highest level of the Florida PALM Organizational tree structure or comparison to the FLAIR L2 level.

➤ **SpeedKey Transactional Type: 1 Alpha Character:**   Represents the sixth character field of the SpeedKey name. This identifies the agency transactional type within the business module being used.

➤ **Count: 4 Numerical Character:** Represents the seventh through tenth character fields of the SpeedKey name. Will be a sequential number order of adding and maintained. This will be the approach for every SpeedKey combination value created. The count allows up to 9999 sequential values to be added within the SpeedKey Business Module for each Division level transactional type.

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Defining Tables

Business Module Type Indicators:

Business Module Type	Definition	Indicator
Payroll	Florida PALM HCM system	PY
PCard	Enterprise system WORKS	PC

Division/Office Acronyms:

Division Name	Division Acronyms
CHIEF FINANCIAL OFFICER	CFO
CONSUMER ADVOCATE	CAS
OFFICE OF INSPECTOR GENERAL	OIG
CHIEF OF STAFF	COS
DEPUTY CHIEF OF STAFF	DCS

Business Module	Transactional Type	Category	Indicator
Payroll	Regular Salary	010000	R
Payroll	OPS Salary	030000	O
Payroll	On-Call	102261	L
Payroll	CJIP	103290	C
Payroll	FFIP	103725	F
Payroll	Uniform Allowance	040000	U
Payroll	Employee Adjustments	310168	E
PCard	Expense	040000	E
PCard	Contractual Service	100777	C
PCard	OCO	060000	O
PCard	Special	All Special Category	S

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Example – Payroll (Regular):

DFS has created a new organization code within Division of State Fire Marshals (SFM) and the following payroll SpeedKeys are needed as the position is qualified for the following payment types: Regular Salary, CJIP, FFIP, Uniform Allowance.

o Each payment type will need a new SpeedKey as there is no existing SpeedKey identified.
o The following ChartField values will be included in each SpeedKey: Organization, Account, Fund, Budget Entity, State Program.
o Four separate SpeedKeys will be created.

Note: The last added "count" value for State Fire Marshals SpeedKey related to Regular salary was "9843". The next available count value for the new SpeedKey will be "9844" and Uniform Allowance was "0018" so the next available count value to the new SpeedKey will be "0019".

Regular Payroll	
Program:	PY
Division:	SFM
Type:	R
Count:	9844
SpeedKey Name:	PYSFMR9844

Uniform Allowance	
Program:	PY
Division:	SFM
Type:	U
Count:	0019
SpeedKey Name:	PYSFMU0019

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Example – Payroll (CJIP) & (FFIP):

o The last added count value for State Fire Marshals SpeedKey related to **CJIP** was "0187". The next available count value for the new SpeedKey will be "0188" and **FFIP** was "0567" so the next available count value to the new SpeedKey will be "0568".

CJIP Payroll

Program:	PY
Division:	SFM
Type:	C
Count:	0188
SpeedKey Name:	PYSFMC0188

FFIP Payroll

Program:	PY
Division:	SFM
Type:	F
Count:	0568
SpeedKey Name:	PYSFMF0568

For the Payroll example outlined above, the four SpeedKeys that will be added to the employee funding page are:

Regular:	PYSFMR9844
CJIP:	PYSFMC0188
FFIP:	PYSFMF0568
Uniform:	PYSFMU0019

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Example – PCard:

- Agency merged one bureau with another bureau and established a new budget entity for the new bureau within Division of Criminal Investigation (CID). This bureau will be utilizing their state issued purchasing cards and will need to notify OFB to request the creation of new SpeedKeys so that end-users can process charges within PCard WORKS. The new bureau will be utilizing their PCard for **Expenses and travel** with occasional drycleaner services for uniforms **Contractual Services**.

- This will require OFB to establish two (2) new SpeedKeys for PCard charges with the following ChartField values: Fund, Budget Entity, Category, State Program.

Note: The last added value for Division of Criminal Investigation SpeedKey related to "Expenses" was "0861". The next available count value to the new SpeedKey will be "0862" & "Contractual Services" was "0008". The next available count value to the new SpeedKey will be "0009".

Expense

Program:	PC
Division:	CID
Type:	E
Count:	0862
SpeedKey Name:	PCCIDE0862

Contractual Services

Program:	PC
Division:	CID
Type:	C
Count:	0009
SpeedKey Name:	PCCIDC0009

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Questions?

Sheila Cole

Sheila.Cole@MyFloridaCFO.com

(850) 413-2115