

Decision Log ID #	245
Requester Name	Deana Metcalf
Owner Name	Melissa Turner
Due Date	4/28/2021
Track Ownership	Project-Wide
Decision Type	Go/No-go

Description

This Decision is presented to the Executive Steering Committee (ESC) in order to request approval for the updates to the Standardized Business Process Models.

Background

The Standardized Business Process Models (D54) were approved by the ESC on July 24, 2019. Subsequent Project work such as COA design, wave process models, functional designs, configuration, and discussions with agencies and enterprise partners, identified necessary updates. The updates have been summarized below by theme:

- **Functionality shifted to Phase 2:**
 - Contracts - FACTS functionality is part of the Phase 2 implementation. It was determined that implementing the supplier contract functionality would duplicate contract data recorded in FACTS. These processes were removed and will be implemented in Phase 2.
 - Offsets – It was determined that the offsetting process would require a statewide extension. Additionally, the offsetting process is a new process not performed by FLAIR today. Based on these factors, these processes were removed and will be implemented during Phase 2.
 - Cash Management Improvement Act (CMIA) – It was determined that automation of the annual CMIA report requires grant billing information to be maintained in Florida PALM, which is not planned until Phase 2. The Standardized Business Process Model was updated to remove the automated CMIA report generation.

- **Approach Change:**
 - InterUnit Functionality – the InterUnit functionality depicted in the Standardized Business Process Models was based on an extension to the software. It was determined that the customization provided some additional functionality but was unable to meet all functionality. The recording of InterUnit transactions has an impact on financial reporting. Process options were reviewed with the DFS Division of Accounting and Auditing (A&A) and a delivered solution was determined to be the most effective for the State. The Standardized Business Process Models were updated to reflect the delivered solution.
 - Consolidated Revolving Accounts (CRA) – It was determined that the CRA transactions needed to be recorded directly from the bank statement to ensure the transactions were recorded timely and an accurate average daily balance could be maintained for the interest apportionment process. The Standardized Business Process Models were updated to reflect the change in recording the CRA transactions from the bank statement.

- Investment Securities – Treasury implemented a new contract that changed the process to record and manage investment securities. The new process was discussed with Treasury and documented in the CMS Wave Business Process Models. The updates to the Standardized Business Process Models reflect the new process documented in the CMS Wave Business Process Models.
- Additional Information:
 - Project and Grant Activities – It was determined that the Standardized Business Process Models did not provide enough information on how project and grant activities would be recorded and managed in Florida PALM prior to the full project and grant management functionality included in Phase 2. Updates were made to the Standardized Business Process Models to clearly depict how projects and grants will use the Project ChartField and the Project-related ChartFields to record and report on project and grant activities. Additionally, a new process was added to document the financial monitoring and closeout processes.
 - Budget Activities – Updates were made to the Standardized Business Process Models to clearly depict the usage of the budgetary and transactional funds and how budgets will be controlled. Discussions with enterprise partners identified a process that needed to be added and others clarified. The updates to the Standardized Business Process Models reflect the clarifications made in the Central Wave Business Process Models.
 - Cash Management Activities – during the CMS Wave Business Process Model development, the invested cash balance checking process was discussed with Treasury and documented. Additionally, during preliminary configuration and functional design activities, additional cash control and reporting was identified. The Standardized Business Process Models were updated to add the Invested Balance Checking process and clarify the cash control and reporting used for cash management activities.

A complete list of updated Standardized Business Process Models is included in Attachment A.

Considerations

Updates to the Standardized Business Process Models support the Project goal of improving staff productivity, reducing operational complexity and increasing internal controls. The changes reflect additional knowledge gained through Project activities and continued discussions with agencies and enterprise partners. The updates to the Standardized Business Process Models were communicated to agencies and enterprise partners and the feedback received has been incorporated, as appropriate.

Approval of the updates to the Standardized Business Process Models will allow the Project to move forward with scheduled configuration and functional design activities. Non-approval of the updates will result in configuration, design, and implementation of processes that will not align with Phase 1 functionality; incorporate approach changes recommended by enterprise partners; and provide sufficient information to clearly depict processes to agencies and enterprise partners.

Final Decision

Decision By

Attachment A – Updated Standardized Business Process Models

Business Process Model	Theme	Change
10.1.4 Add or Modify Grant and/or Project Values	Additional Information – Project/Grant	Modified
10.2.1 Create and Approve Journals	Approach Change – InterUnit	Modified
10.3.3 Grant/Project Financial Monitor and Closeout	Additional Information – Project/Grant	New
20.1.1 Post Appropriations	Additional Information – Budget	Modified
20.1.2 Manage Agency Allotments	Additional Information – Budget	Modified
20.1.3 Budget Ledger Reconciliation	Additional Information – Budget	Modified
20.1.5 Trust Fund Balance Transfer	Additional Information – Budget	New
20.2 Budget Execution and Management	Additional Information – Budget	Modified
20.3.1 Carry Forward	Additional Information – Budget	Modified
20.3.2 Certified Forward	Additional Information – Project/Grant	Modified
30.2.1 Create and Maintain Encumbrances	Phase Shift – Contracts	Modified
30.3.1 Process Vouchers	Phase Shift – Offsets	Modified
30.4.1 Process Pay Cycle	Approach Change – InterUnit, Phase Shift - Offsets	Modified
30.5.4 Cancel and Reissue Payments	Approach Change – CRA	Modified
50.2.1 Customer Billing	Approach Change – InterUnit	Modified
50.2.3 InterUnit Billing	Approach Change – InterUnit	Removed
60.2.1 Direct Journal Deposits	Approach Change – InterUnit	Modified
60.2.2 AR Deposits	Approach Change – InterUnit	Modified
60.2.4 Offsets	Phase Shift – Offsets	Removed
70.6 Create and Maintain Deals	Approach Change – Investment Securities	New
70.6.1 Create Deals	Approach Change – Investment Securities	Removed
70.6.2 Maintain Deals	Approach Change – Investment Securities	Removed
80.1.1 Manage Cash Checking	Additional Information – Cash Management	Modified
80.1.2 Invested Balance Checking	Additional Information – Cash Management	New
80.2.3 Monitor and Forecast GR Fund Cash Balance	Additional Information – Cash Management	Modified
80.2.4 Process InterUnit Cash Transfers	Approach Change – InterUnit	Removed
80.2.5 Process GR Service Charge	Approach Change – InterUnit	Modified
80.2.6 Manage Fund Loans	Approach Change – InterUnit	Modified
80.2.7 Manage Revolving Funds	Approach Change – CRA	Modified
80.2.8 Monitor CMIA	Phase Shift - CMIA	Modified