

FLORIDA PALM ADVISORY COUNCIL

JULY 19, 2023



Readiness Workplan Task Input

Task 328: Document Current Agency Business Processes



- ▶ Culmination of the previous current-state tasks
- ▶ Elements of the Task include:
 1. Provide inventory of agency business processes
 2. Create and/or update business process documentation



Readiness Workplan Task Input

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| Business Process Category | Business Process | Business Subprocess ⓘ | Primary Role | Other Role(s) | Related Reports | Related ABS | Documentation Status | Comments |
|---------------------------|------------------|--------------------------|--------------|---------------|-----------------|-------------|----------------------|----------|
| | | | | | | | | |

- ▶ Gather a knowledgeable team
- ▶ Create an outline of key business processes within each Business Process Category
- ▶ Brainstorm the variations of the key business processes*
- ▶ Fill in the Details
 - Identify the Primary Role (i.e., who has the primary responsibility) and the Other Roles (i.e., others who support the execution of the business process)
 - Link the Related Reports and Related ABS from the prior current-state tasks
 - Track Documentation Status (e.g., Not Started, In Progress, Complete)
 - Record any additional, helpful information about the process or subprocess

* User Story Guide to be provided to support agency efforts



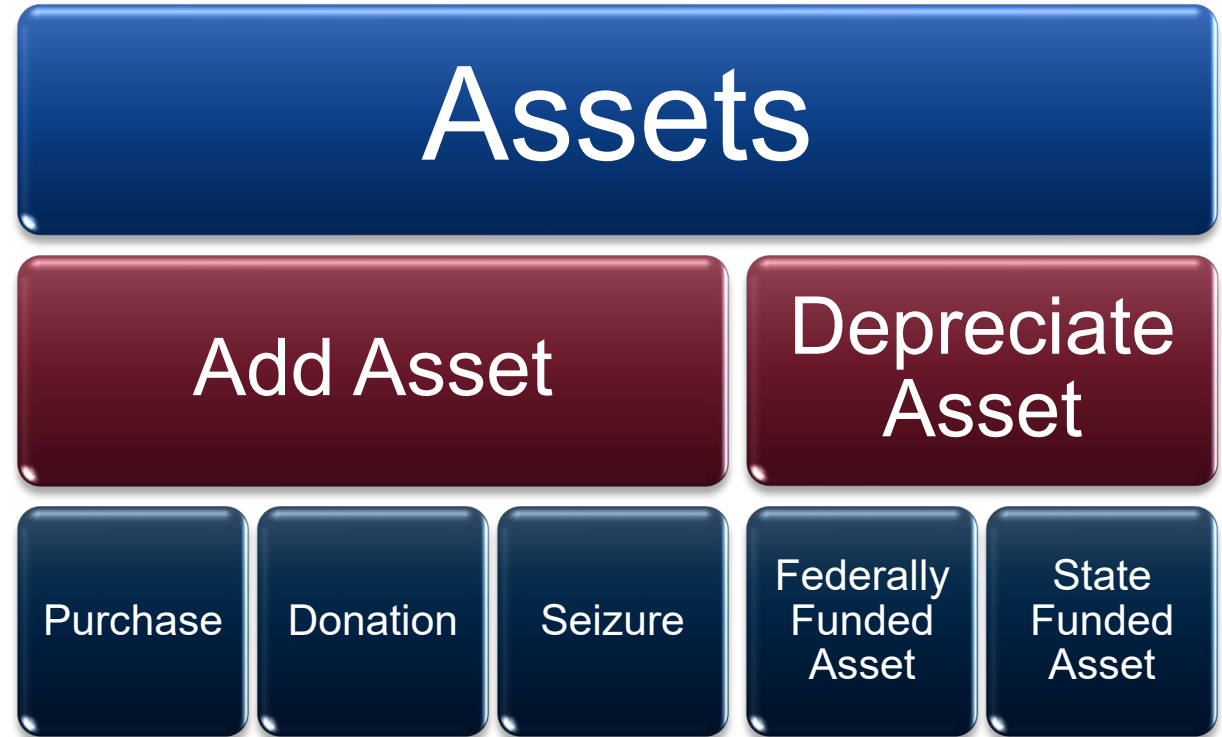
Readiness Workplan Task Input

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Business Process Category:
A grouping that describes the high-level business purpose

Business Process:
The event accomplished with a discrete business objective

Business Subprocess:
A variation of the primary process; the smallest unit of work; represents its own User Story



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- ▶ Create and/or Update Business Process Documentation
 - Should be in the form or format that works best for your agency
 - Should include the following, at a minimum:
 - **Step / Description** – activities completed and in what order within the process
 - **Triggers** – event(s) that initiate the process
 - **Controls** – elements that help ensure compliance or prevent errors or irregularities, such as sign-offs, reviews, or reconciliations
 - **Roles** – people and their level of responsibility or authority in completing the process
 - **Inputs** – data, interface, or report that is used in the process
 - **Outputs** – data, interface, or report that results from the process or the benefit or value that is achieved from completing the process
 - **Technology** – interface or agency business system that is used in the process



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- ▶ Why are these brainstorming and documentation efforts important?
 - Identify the variations that need to be considered in your agency's unique preparations for Florida PALM (i.e., agency-unique reports and training, documentation changes)
 - Create a set of documents that can be leveraged for future-state updates
 - Better understand the roles and individuals involved today so that you may efficiently map them in the future (i.e., during role mapping)
 - Confirm the technology impacted, which will require remediation
 - Further your agency's change management efforts by providing an opportunity to discuss Florida PALM with a broad set of impacted stakeholders (e.g., roles)
 - Prepare your team to absorb the future-state information that will be shared for Segments I through IV



Business Process Models

Advisory Council Review

▶ Financials Wave Business Process Model Updates – Segment I

- Monday, August 14, 1:00 – 5:00 p.m.
 - 30.3 Enter and Process Vouchers
- Tuesday, August 15, 1:00 – 5:00 p.m.
 - 10.1 Set Up and Maintain Chart of Accounts
 - 20.1 Enter and Process Budget Journals

| Future Segments | Planned Dates |
|-----------------|------------------------|
| Segment II | November 6 – 21, 2023 |
| Segment III | February 5 – 27, 2024 |
| Segment IV | April 29 – May 3, 2024 |

▶ Payroll Wave Business Process Models Review

- Monday, August 28 – Wednesday, August 30, 1:00 – 5:00 p.m.
- Wednesday, September 6, 1:00 – 5:00 p.m.



Business Process Models

Solution Design Workshops – All Agencies

| Process Grouping | Business Process | Segment I Sep/Oct 2023 | Segment II Dec 2023/ Jan 2024 | Segment III Mar/Apr 2024 | Segment IV Jun/Jul 2024 |
|---|---|------------------------------|-------------------------------------|--------------------------------|----------------------------|
| Account Management and Financial Reporting ¹ | 10.1 Set Up and Maintain Chart of Accounts | X | | | |
| | 10.2 Enter and Process Journals | | X | | |
| | 10.3 Analyze and Reconcile Accounts | | | X | |
| | 10.4 Close General Ledger and Consolidate Results | | | | X |
| Budget Management and Cash Control ¹ | 20.1 Enter and Process Budget Journals | X | | | |
| | 20.2 Budget Execution and Management | | | | X |
| | 20.3 Perform Budget Close | | | | X |
| Disbursements Management | 30.1 Set Up and Maintain Suppliers | | | X | |
| | 30.2 Establish and Maintain Encumbrances | | X | | |
| | 30.3 Enter and Process Vouchers | X | | | |
| | 30.4 Process Payments | | X | | |
| | 30.5 Manage Payments | | | X | |
| | 30.6 Manage Tax Reporting ² | | | | X |
| | 30.7 Manage Accounts Payable Reporting | | | | X |
| Asset Accounting and Management | 40.1 Acquire and Set Up Assets | | X | | |
| | 40.2 Deploy and Maintain Assets | | | X | |
| | 40.3 Set Up and Maintain Asset Controls | | X | | |
| | 40.4 Asset Management Period Close | | | | X |

¹ Fund cash management functionality (previous 80 series business processes) has been incorporated into these process groupings

² Enterprise Business Process



Business Process Models

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| Process Grouping | Business Process | Segment I Sep/Oct 2023 | Segment II Dec 2023/ Jan 2024 | Segment III Mar/Apr 2024 | Segment IV Jun/Jul 2024 |
|---|--|------------------------------|-------------------------------------|--------------------------------|----------------------------|
| Revenue Accounting | 50.1 Set Up and Maintain Customer | | | X | |
| Accounts Receivables | 60.1 Enter and Maintain Receivables | | | X | |
| | 60.2 Deposit and Apply Receipts | | X | | |
| | 60.2.2 AR Deposits | | | X | |
| Banking | 70.1 Manage Banking Relationships | | | | X |
| | 70.2 Manage and Reconcile Bank Statements ² | | | | X |
| | 70.4 Process Bank Cash Transfers ² | | | | X |
| | 70.5 Reconcile Book to Bank Balances ² | | | | X |
| Projects Management | 90.1 Create and Maintain Projects | | | | X |
| Grants Management | 90.2 Create and Maintain Grants | | X | | |
| | 90.2.4 Monitor CMIA | | | X | |
| Contracts Management | 90.3 Create and Maintain Contracts | | X | | |
| Inter/IntraUnit Transactions ¹ | 110.1 Inter/IntraUnit Transaction Processing | | | | X |

¹ Fund cash management functionality (previous 80 series business processes) has been incorporated into these process groupings

² Enterprise Business Process



Business Process Models

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| Process Grouping | Business Process | Segment I Sep/Oct 2023 | Segment II Dec 2023/ Jan 2024 | Segment III Mar/Apr 2024 | Segment IV Jun/Jul 2024 |
|--------------------|--|------------------------------|-------------------------------------|--------------------------------|----------------------------|
| Payroll Management | 100.1 Set Up and Maintain Positions | | | | X |
| | 100.2 Set Up and Maintain Employees | | | | X |
| | 100.3 On Cycle Payroll Run | | | | X |
| | 100.4 Off Cycle Payroll Run | | | | X |
| | 100.5 Ad Hoc Payroll | | | | X |
| | 100.6 Payroll Adjustments | | | | X |
| | 100.7 Payroll Accounting Distributions | | | | X |
| | 100.8 End of Period Processing | | | | X |

