

Meeting Details

Meeting Date	Wednesday May 13, 2015
Meeting Time	9:00am – 12:00pm
Meeting Location	Department of Revenue Building 2 - Room 1220/1221. 2450 Shumard Oak Boulevard
Meeting Objective	Review and Discuss Draft Asset Level 2 Flows and Process Models
Invitees	<p><u>Level 2 SMEs:</u> Greg Davis (DOE), Pamela White (DOE), Homer Williams (DOE), Steve Waters (DEP), Darinda Mclaughlin (DEP), Cherie Ferrell (DMS), Chaunda Ford (DMS), Steve Burch (HSMV), Lemuel Toro (HSMV), Michele Mundy (DOS), Sharon Brown (DOS), David James (DFS - A&A), Cheryl Ward (DOT), Eric Reeves (DOT), Emma Dugger (DC), Lavitta Stanford (DC)</p> <p><u>Florida Palm BPS Team:</u> Tanner Collins, Robert Bolton, Elizabeth Chao</p>
Attachments/ Related Documents	DRAFT Level 1 Process Flow and Narrative DRAFT Level 2 Process Flow and Narrative

#	Topic	Leader	Allotted Time
1	Introduction and Welcome <ul style="list-style-type: none"> • General Housekeeping • Participant Introductions • Level Setting 	Tanner Collins/ Robert Bolton	10 min (9:00am- 9:10am)
<p>Notes:</p> <ul style="list-style-type: none"> • SME Attendance: Homer Williams, Steve Waters, Cherie Ferrell, Chaundra Ford, Steve Burch, Lemuel Toro, Michele Mundy, Sharon Brown, David James, Cheryl Ward, Eric Reeves, Christina Carswell, Richard Gowdy, Kathleen Lester • BPS Team Attendance: Julian Gotreaux, Stanton Beazley, Tanner Collins, Angie Robertson, Janice Jackson, Sean Cooley, Deana Metcalf, Deb Gries, Brenda Lovette 			
2	Level 1 Overview	Tanner Collins	45 min (9:15am-10:00am)
<p>Notes:</p> <ul style="list-style-type: none"> • Explanation of swimlanes, legend and overall layout for the flow • Introduction to ERP systems 			
3	Review of Level 2 Workflows and Process Narrative	Tanner Collins/ Robert Bolton	45 min (10:00am- 10:45am)
<p>Notes:</p> <p><u>Plan and Acquire Asset</u></p> <ul style="list-style-type: none"> • 1.1 - DOT has a separate structure for infrastructure (Financial Management system) projects – Angie pointed out that there are several integrations in the project module to incorporate agencies business systems 			

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	<ul style="list-style-type: none"> ○ There is a separate process flow for how the information from their system gets into the system now (weeds out unnecessary information like maintenance) ○ If this information is not going into the projects module, we would need an integration point or the ability to direct input ○ Action Item – talk through DOTs process which has special types of assets that might not fit into how flow is built now (e.g. roads, bridges) ● 1.2 – Action Item: add to the narrative the scenario for trade in allowances ● 1.3 – No comment ● 1.4 – Can you track pending files that have been deleted? Currently they monitor deletions to make sure that you can't delete something that should not have been deleted. Yes, there will an audit trail along with a workflow to verify the deletion before it can be completed. <ul style="list-style-type: none"> ○ Action Item: If the asset was purchased as a capitalized asset and the decision is made to delete it because it was incorrectly coded, the general ledger should be updated (adjusted journal entry to reverse the original error and create the new file) ○ As a note, DOT deletes thousands of property pending files in FLAIR ○ Around the situation where an asset is purchased with a Pcard – will this create a property pending record? Today, the coding automatically creates a property pending file ● 1.5 – Word smith and add clarity to the narrative. Word smith the 'receiving' part since this might cause confusion with the terminology used in P2P (MFMP) ● 1.6 – No comment 		
4	Break		15 min (10:45am-11:00am)
5	Icebreaker	Tanner Collins	10 min (11:00am- 11:10am)
6	Level 2 Workflow Discussion	Tanner Collins	40 min (11:10am- 11:50am)
<p>Notes:</p> <ul style="list-style-type: none"> ● Is there an alert, by property type, to show updates? They don't know when the asset actually makes it into their system (DMS). This is a security setup - requirement that roles can be setup with different security types <p><u>Deploy, Utilize, and Maintain</u></p> <ul style="list-style-type: none"> ● Can you attach specific documents to specific assets? Yes, most of these systems come with document management functionality (Requirement) ● Agency wants to use their subsystem to transfer assets internally and have it update Florida PALM → Integration point at 2.5 (add A2D IP 1) – this currently updates FLAIR ● Most agencies are doing depreciation monthly or quarterly – Requirement to be able to configure depreciation runs by agency <p><u>Asset Disposal</u></p> <ul style="list-style-type: none"> ● How do agencies transfer to each other once one agency clears it off their books and the asset moves to surplus? This transfer happens in FLEET. 			

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	<ul style="list-style-type: none"> ○ How do we track canine transfers? They must go through the approval process in order to be retired (special disposition workflow where another agency must approve before disposition can be made) 		
7	Close Meeting: <ul style="list-style-type: none"> • Action Items • Homework/Next meeting 	Tanner Collins/Elizabeth	10 min (11:50am- 12:00pm)

Requirements	Additional Notes or Context
Roles can be setup with different security types	Already captured in the requirements list
Be able to configure depreciation runs by agency	Already captured in the requirements list

Action Items	Additional Notes or Context
Talk through DOTs process which has special types of assets that might not fit into how flow is built now (e.g. roads, bridges)	DOT assets will be handled through the Projects module
1.2 - add to the narrative the scenario for trade in allowances	This can be setup when you create the asset
If the asset was purchased as a capitalized asset and the decision is made to delete it because it was incorrectly coded, the general ledger should be updated (adjusted journal entry to reverse the original error and create the new file)	In this scenario, you would identify the bad asset and reverse/delete the asset which would initiate the appropriate reversing accounting in Florida PALM
Add clarity around A2D 1.5 in the narrative	Changed process activity name from Receive Asset to Acquire Asset in order to eliminate confusion with MFMP verbiage

Policy Issues	Additional Notes or Context
None identified	