

**Meeting Details**

<b>Meeting Date</b>	Tuesday, May 19, 2015
<b>Meeting Time</b>	9:00am – 12:00pm
<b>Meeting Location</b>	Department of Revenue Building 2 - Room 1250. 2450 Shumard Oak Boulevard
<b>Meeting Objective</b>	Review and Discuss Draft Asset Level 2 Flows and Process Models
<b>Invitees</b>	<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&amp;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>
<b>Attachments/ Related Documents</b>	<p>Meeting #2 Notes                  DRAFT Level 2 Process Flow and Narrative</p>

#	Topic	Leader	Allotted Time
1	Introduction and Welcome <ul style="list-style-type: none"> <li>• General Housekeeping</li> <li>• Participant Introductions</li> <li>• Level Setting</li> </ul>	Tanner Collins/ Robert Bolton	<b>15 min</b> (9:00am- 9:15am)
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• BPS Team Attendance: Tanner Collins, Robert Bolton, Stanton Beazley, Sean Cooley</li> <li>• SME Attendance: Pamela White, Homer Williams, Steve Waters, Cherie Ferrell, Chaundra Ford, Steve Burch, Lemuel Toro, Michele Mundy, Sharon Brown, David James, Cheryl Ward, Kathleen Lester, Richard Gowdy</li> <li>• Overview of changes from Meeting 1 (adding the A2D 1.8 box – validation of property record)</li> </ul>			
2	Review of Level 2 Workflows and Process Narrative (Changes Made)	Tanner Collins	<b>60 min</b> (9:15am-10:15am)
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• <u>Deploy, Utilize, and Maintain:</u> Right now SOLARIS and FLAIR aren't able to feed information back and forth (right now the reconciliation process is manual)                             <ul style="list-style-type: none"> <li>○ Agency sees the payments come through FLAIR and then they update SOLARIS accordingly</li> <li>○ Action Item: Add an integration point (IP 2) to A2D 1.7 and A2D 2.4</li> </ul> </li> <li>• Right now in FLEET, the transfer of a vehicle occurs in FLEET but that isn't automatically updated in FLAIR (they don't update FLAIR)                             <ul style="list-style-type: none"> <li>○ Additional narrative around the DMS approval process for A2D 3.5, DMS would still need to be the approver in FLEET and then FLEET would update Florida PALM                                     <ul style="list-style-type: none"> <li>▪ Today, they agencies pick up the phone and call DMS to ask for the transfer or to be on the lookout for a specific type of asset</li> </ul> </li> </ul> </li> </ul>			

#	Topic	Leader	Allotted Time
	<ul style="list-style-type: none"> <li>▪ Requirement: the ability to request transfers and track the identification of the requestor (requesting agency) and track who makes the request (down to the user level)</li> <li>• Accounting Events – Sale of property: how does DEP distribute the money? Is it done through FLAIR, not through the property system but yes it is a FLAIR transaction that is separate from the property system                             <ul style="list-style-type: none"> <li>○ Journal transfer of funds is the accounting entry to transfer the proceeds from a sale of land</li> <li>○ DEP maintains the Board of Trustees Land, they manage the gain and loss on the land because the land is never truly transferred to an agency since they are the custodian</li> <li>○ There is a disconnect between the gain/loss on the sale and the actual transfer of the money (since that amount is the actual sales price)</li> <li>○ Action Item: add P2P off page indicator to A2D 3.8</li> </ul> </li> <li>• FLEET uses a third party to do the auctions (and a machine shop in Tampa) and passes the property detail information to FLEET – how can we pass the property detail information back and forth between the third party, FLEET, and Florida PALM                             <ul style="list-style-type: none"> <li>○ Requirement: the ability to import documents and tag to a specific property in order to be able to identify a request type or request level</li> </ul> </li> <li>• Action Item: Off page connector to ARB at A2D 3.8 to tie revenue back to the non-special disposition asset that was sold (like a bookcase), you’ll create an AR, sell it, and then track the revenue back to the asset.                             <ul style="list-style-type: none"> <li>○ Requirement: tying the revenue back to the asset that was sold (non-special disposition)</li> <li>○ If an item is not tracked, it would still be booked as straight revenue</li> </ul> </li> <li>• Action Item: Take off the “and buildings” from IP 2</li> <li>• Action Item: Look at the disposition for lost or stolen assets (either put an off page or create a separate flow)</li> <li>• Action Item: add narrative around insurance in A2D 2.4</li> <li>• Action Item: A2D 3.7 – add clarity to narrative if item is capitalized or inventory items</li> </ul>		
3	Break		<b>15 min</b> (10:15am- 10:30am)
4	Icebreaker	Tanner Collins	<b>15 min</b> (10:30am- 10:45am)
5	Level 2 Workflow Discussion	Tanner Collins	<b>60 min</b> (10:45am- 11:45am)
<b>Notes:</b>			
<ul style="list-style-type: none"> <li>• Reporting:                             <ul style="list-style-type: none"> <li>○ Action Item: Add R1 to A2D 1.8</li> <li>○ Action Item: Add R1 between 2.5 and A2D 1.4-1.7</li> <li>○ Action Item: Add R1 to track and maintain A2D 2.4</li> <li>○ Action Item: Add R1 to Use Asset A2D 2.2</li> <li>○ Action Item: Add R1 to A2D 3.5, 3.7</li> <li>○ Action Item: Move A2D IP 1 to A2D CP 3.2</li> </ul> </li> </ul>			

#	Topic	Leader	Allotted Time
	<ul style="list-style-type: none"> <li>○ Action Item: Shade 3.2 and 3.3</li> <li>○ Action Item: Add report at 3.3 to show status of workflow approval</li> <li>○ Federal Surplus Property (excess federal process)</li> <li>● Accounting Events: the same from Level 1</li> </ul> <p>Overview of Inventory/Warehousing Workflow</p> <ul style="list-style-type: none"> <li>● Add approval workflow (for the orders) for the business manager A2D 4.3</li> <li>● Spoilage, physical inventory, location, bin, sort, quantity (4.1)</li> <li>● Action Item: add an integration point at 4.1 for agency business systems</li> </ul> <p>Future Enhancements: Automated reconciliations</p> <ul style="list-style-type: none"> <li>● Action Item: look for a place (maybe 1.7) for automated reconciliations for misclassified property items (could also be a notification that you need to go back to fix the error at the source, i.e., P2P)</li> </ul>		
7	<p>Close Meeting:</p> <ul style="list-style-type: none"> <li>● Action Items</li> <li>● Homework/Next meeting</li> </ul>	Tanner Collins/Elizabeth	<b>15 min</b> (11:45am- 12:00pm)

Requirements	Additional Notes or Context
The ability to request transfers and track the identification of the requestor (requesting agency) and track who makes the request (down to the user level)	
The ability to import documents and tag to a specific property in order to be able to identify a request type or request level	
Tying the revenue back to the asset that was sold (non-special disposition)	

Action Items	Additional Notes or Context
Add an integration point (IP 2) to A2D 1.7 and A2D 2.4	Added
Add P2P off page indicator to A2D 3.8	Added
Off page connector to ARB at A2D 3.8	Added
Take off the "and buildings" from IP 2	Wording removed
Look at the disposition for lost or stolen assets (either put an off page or create a separate flow)	Off page indicators added
Add narrative around insurance in A2D 2.4	Narrative around insurance is R2 at A2D 2.6

Action Items	Additional Notes or Context
A2D 3.7 – add clarity to narrative if item is capitalized or inventory items	Distinction between capitalized and non-capitalized assets added to narrative
Add R1 to A2D 1.8	Added
Add R1 between 2.5 and A2D 1.4-1.7	Added
Add R1 to track and maintain A2D 2.4	Added
Add R1 to Use Asset A2D 2.2	Added
Add R1 to A2D 3.5, 3.7	Added
Move A2D IP 1 to A2D CP 3.2	Added
Shade 3.2 and 3.3	Shaded the process steps outside of Florida PALM
Add report at 3.3 to show status of workflow approval	Added
Add an integration point at 4.1 for agency business systems	Added IP 1 to Inventory and Warehousing flow
Future Enhancement: Look for a place (maybe 1.7) for automated reconciliations for misclassified property items	Added to the future enhancements section in narrative

Policy Issues	Additional Notes or Context
No additional ones identified	