

Date	11/02/2015	Time	9:00 a.m. – 12:00 p.m.
Location	Dept. of Children and Families – Bldg. 4		
Objective	Requirements Review Workgroup – Asset Acquisition to Disposal (A2D)		
Attendees	<p>Alex Szigeti (DEO), Becky Devlin (DACS), Chris Corbin (EOG-DEM), Christina Smith (DFS), Colby Hough (APD), David Sauls (FWC), Dianne Screws (FDOC), Earnestine Blair-Hairston (DOH), Eddie Kay Harris (APD), Eric Thiele (DBPR), Eve Selman (FDVA), Gregory Davis (DOE), Jamie Stern (DEO), Janet Hockman (DOAH), Jen Kinnett (DOR), Jerry Todd (DACS), Joanne Lane (DOH), Joe Wright (DOH), Johanna Baynard (FDVA), Joshua Register (DOEA), Justin Payne (FDLE), Karen Belcher (PSC), Kedra Lewis (DJJ), Kelly Payton (DJJ), Kevin Lehmann (DOH), Kim Veldink (DOR), Kristen Slagle (FWC), Latoya Thurston (SC), Lisa Punausuia (DOR), Marilyn Morrison (DCF), Michael Gordon (AST), Michael Graddy (DOH), Michael Norman (EOG-DEM), Mike Wolfe (DCF), Nona McCall (AHCA), Pamela White (DOE), Paul Yu (DOH), Pete Shirah (DCF), Raquel Revells (PSC), Ronda Pearson (AST), Sheila Cole (FWC), Stephanie Dupree (DOL), Stephen Hobbs (DEO), Tanya Shrum (FDLE), Teri Jenkins (FDLE), Terri Mulkey (DOE), Theral Mackey (FSDB), Thomas Poucher (DACS), and Wayne Glembin (DACS).</p> <p>Florida PALM Project Team: Allyson Adolphson (DFS), Angie Robertson (DFS), Brenda Lovett (DFS), Deana Metcalf (DFS), Deb Gries (DFS), Eric Adair (DFS), Janice Jackson (DFS), Julian Gotreaux (DFS), Manpreet Singh (DFS), Mark Fairbank (DFS), Robert Bolton (DFS), Robert Hicks (DFS), Sean Cooley (DFS), and Stanton Beazley (DFS)</p>		
Attachments/ Related Documents	Requirements Review Workgroup – Asset Acquisition to Disposal Presentation		

Topic	Facilitator
Welcome and Introductions	Julian Gotreaux
<p>Notes:</p> <ul style="list-style-type: none"> Julian welcomed the group, shared the ground rules, and provided an overview of the facility. Angie introduced the Project Team members and asked each participant to introduce themselves including their agency, their role in the requirements review activities, and past participation in a Florida PALM Project Workgroup or Workshop. 	
Background and Purpose Overview of Requirements	Angie Robertson

Topic	Facilitator
Notes: <ul style="list-style-type: none"> Angie provided a background purpose for the Project. She then provided an overview of the requirements and requirements review process. 	
Process Area Requirements	Stanton Beazley
Notes: <ul style="list-style-type: none"> Stanton provided an overview of the A2D requirements, describing the key “areas of focus”. 	
Break	
Requirements Questions & Discussion	Stanton Beazley
Notes: <p>Prior to the Workgroup, Kim Veldink (DOR) submitted questions around AD160 and Karen Belcher (PSC) submitted questions around AD003. These questions started the discussion. During the discussion, the following additional questions were addressed:</p> <p>AD160 (Depreciation)</p> <p>Q. Christina Smith (DFS A&A): Should this be an accounting event even though it is non-financial? Let’s explore a General Ledger (GL) code to use for these type situations that does not roll to the financial statements. Please have a requirement for federal depreciation vs. state depreciation.</p> <p>A. Florida PALM Project: We should not refer to this as an accounting event since those events tie to the General Ledger (GL). The Asset to Disposition (A2D) subledger works in conjunction to get everything to the GL. The A2D sub-ledger is unlike the Grants and Projects subledgers which allow you to store non-financial data. We would want to run edit reports before an entry posts to the GL. Based on asset type and location, variable types of depreciation can be entered (e.g., straight-line, quarterly, etc.).</p> <p>Q. Christina Smith (DFS A&A): Does the federal government use useful life as well as value in their depreciation calculations?</p> <p>A. Florida PALM Project: We have a requirement that should address part of your question: AD157 which states, “the following depreciation functions, including, but not limited to: Maintain multiple asset basis values for each asset if desired, utilizing industry-standard depreciation methods”.</p> <p>Q. Alex Szigeti (DEO): Should we adapt to federal guidelines?</p> <p>A. Florida PALM Project: We don’t have enough information to answer that yet but we have a policy issue “to review and update the current asset useful life assumptions.”</p> <p>AD003 (Additions and Maintenance)</p> <p>Q. Mike Wolfe (DCF): Will you please provide clarification on the “technical intervention”?</p> <p>A. Florida PALM Project: (1) Based on the certain type of changes the agencies needed to make, they did not have sufficient privileges, and DFS had to make the changes for them, (2) Changes should be able to introduced through configuration rather than system modification.</p>	

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<p>A. Christina Smith (DFS A&A): Two examples where DFS had to assist are: (1) an agency inadvertently took a building down to \$0.00 and (2) an agency input a useful life of 1000 years.</p>	
<p>Requirements Questions, listed by subcategory, presented during the Workgroup:</p>	
<p>Additions and Maintenance</p>	
<p>Q. Mike Wolfe (DCF): AD005 – With reference to the mass change, what would be the effective date?</p>	
<p>A. Florida PALM Project: This would be the date of the mass change which could be past or future. Please also refer to AD026, which addresses the posting date of a transaction.</p>	
<p>Q. Wayne Glemblin (DACs): AD060 – Is the reference to “up to ten” location segments mean the number of characters in a field? We need to have at least a 16 digit field due to current hard coding in our internal system.</p>	
<p>A. Florida PALM Project: The “ten” refers to the number of cells/data fields.</p>	
<p>A. Christina Smith (DFS A&A): To Florida PALM Project Team: We need to have a requirement that allows for at least 16 characters.</p>	
<p>Integration with Monitoring Systems</p>	
<p>Q. Christina Smith (DFS A&A): AD024 – This requirement appears to deal only with items purchased. Where is construction information and work in progress?</p>	
<p>A. Florida PALM Project: AD185 specifically addresses work in progress information regardless of whether the project has been completed. We can modify AD024 to indicate “purchasing/constructing”.</p>	
<p>A. Christina Smith (DFS A&A): To Florida PALM Project Team: Please amend AD025 to include “capitalize and track”.</p>	
<p>A. Florida PALM Project: We have modified the requirement to emphasize property rather than as a capitalized asset ‘... identify and pass expenditure and payment transaction information when items meet user-defined criteria for recording an asset.’</p>	
<p>General Questions:</p>	
<p>Q. Wayne Gremblin (DACs): Will a shell asset create its own property number?</p>	
<p>A. Florida PALM Project: Shell is the control concept when the asset record is created. AD046 is the system generated number and below it will be a user assigned number requirement.</p>	
<p>A. Christina Smith (DFS A&A): We will be establishing a requirement to create an asset correlation based on the commodity code entered the receiving report. The asset may have a property number recorded once the asset is accepted.</p>	
<p>Q. Kristen Slagle (FWC): Will Florida PALM have the ability to track fuel?</p>	
<p>A. Florida PALM Project: The Project intends for Florida PALM to eventually have this</p>	

Topic	Facilitator
<p>feature, yes. Inventory management requirements begin with AD291 to address this need.</p> <p>Q. Mike Wolfe (DCF): What about the ability to track inventory given to third parties? Q. Wayne Gremblin (DACS): What about property outside the state? A. Florida PALM Project: AD062 (Additions and Maintenance) addresses this need.</p> <p>Q. Terri Mulkey (DOE): Will we have the ability to have transfers in a workflow? A. Florida PALM Project: Please see AD111 – receipt to property record completion, and; revised AD430 – notifications through workflow of pending transfer items.</p> <p>Q. Alex Szigeti (DEO): Can other agencies view our surplus in case they are interested? A. Florida PALM Project: AD134 (Surplus Property) addresses this need.</p> <p>Q. Alex Szigeti (DEO): What about advertising our surplus for sale? A. Florida PALM Project: AD137 and AD140 (Surplus Property) address this need.</p> <p>Q. Stephen Hobbs (DEO): Florida PALM Phase 1 and Phase 2. What is the driver for Phase 2? A. Florida PALM Project: Module type functionality will be Phase 2 but we won't know for sure until we select a vendor and determine how we need to proceed based on costs, etc.</p> <p>Q. Wayne Gremblin (DACS): How can we determine the replacement costs of a permanent asset? A. Florida PALM Project: AD236 and AD290 (Inquiry and Reporting) address this need.</p> <p>Q. Wayne Gremblin (DACS): How does the information in Florida PALM relate to the State Owned Lands and Records Information System (Solaris), the legislatively required database operated by the Department of Environmental Protection (DEP) in coordination with the Department of Management Services (DMS) that contains comprehensive information on all real estate properties that are owned, leased, rented or otherwise occupied by a state government entity? A. Florida PALM Project: AD027 (Integration with Monitoring Systems) addresses this need.</p>	
<p>The audience was asked to submit any questions to FloridaPALM@myfloridacfo.com.</p>	
Meeting Closeout	Julian Gotreaux
<p>Notes: Julian thanked the group and asked that they complete the survey they would receive through Survey Monkey in the next day.</p>	