Florida PALM
Planning, Accounting, and Ledger Management
Agenda

- Welcome and Introductions
- Background and Purpose
- Overview of Requirements
- Process Area Requirements
- Requirements Questions & Discussion
- Meeting Closeout
Welcome and Introductions
Welcome and Introductions

- Ground Rules
- Housekeeping
- Project Team Introductions
- Participant Introductions
  - Name
  - Agency
  - Role in Requirements Review
BACKGROUND & PURPOSE
Implement a statewide financial management system that enforces standardization, acts as a scalable foundation to evolve as business needs change, and positions Florida for future innovation as it considers true enterprise-wide solution.
Agency collaboration has been key to the Project’s development of the Cycle 1 Business Requirements
- 70+ collaborative meetings (Level 1 and 2 Workgroups and Workshops) so far
- 370+ agency personnel involved so far
- Process Evaluation Questionnaires
- Collaboration activities with FFMIS Partners (FLAIR, CMS, MFMP, PF, and LAS/PBS) and FASAASD (Administrative Services Directors)
Background & Purpose

Requirements

- Use of Requirements as part of ITN
- Toolkit for Agency Requirements Review Coordinators
  - http://www.myfloridacfo.com/floridapalm/ProjectReferences.htm
  - Cycle 1 Business Requirements – Agency Working Copy (Excel Spreadsheet)
  - Draft Level 2 Standardization Business Process Models
# Background & Purpose

## Requirements vs. Process Models

**Requirements Are:**

- Expected **capabilities** and functionality of the system
- Critical activities of an enterprise that must be performed to meet organizational objective(s) while remaining solution independent

**Requirements Are Not:**

- Objectives or step-by-step process descriptions
- Detailed specifications
- Descriptions of “how” the system will perform the desired functions

Example: Provide **ability to** produce a Trial Balance report organized by unique fund, fund type, and fund group.

Example: Produce and deliver via email on the first day of the following month, a monthly Trial Balance by fund and budget entity.
# Background & Purpose

## Requirements vs. Process Models

<table>
<thead>
<tr>
<th>Process Models Are:</th>
<th>Process Models Are Not:</th>
</tr>
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<tbody>
<tr>
<td>High-level vision of future business processes describing a series of linked activities</td>
<td>Detailed steps that translate to requirements</td>
</tr>
<tr>
<td>Descriptions of the State’s objectives for implementation of Florida PALM</td>
<td>Step-by-step process descriptions</td>
</tr>
<tr>
<td>Supported by one or more many business requirements</td>
<td>Procedures for how a user will accomplish a task</td>
</tr>
</tbody>
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OVERVIEW OF REQUIREMENTS

ASSET ACQUISITION TO DISPOSAL
Overview of Requirements

- Requirements are available in:
  - Excel Spreadsheet
  - DecisionDirector (coordinators only)

- Areas of Focus:
  - General (G)
  - Florida Specific (F1)
  - High Impact Subcategory (F2)
  - Agency Interest/Questions (F3)
Overview of Requirements

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<thead>
<tr>
<th>Type</th>
<th>Count</th>
<th>Percentage</th>
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<tbody>
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<tr>
<td>General (G)</td>
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<tr>
<td>Florida Specific (F1)</td>
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<tr>
<td>High Impact Subcategory (F2)</td>
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<td>Agency Interest/Questions (F3)</td>
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<td>16%</td>
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<td><strong>Total</strong></td>
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Overview of Requirements
Excel Spreadsheet

- Available to everyone

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<thead>
<tr>
<th>Category</th>
<th>Subcategory</th>
<th>Number</th>
<th>Requirement</th>
<th>Area of Focus</th>
<th>Clarification Needed</th>
<th>Suggested Rewrite</th>
<th>Agency Comments</th>
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<tbody>
<tr>
<td>Asset Management</td>
<td>Additions and Maintenance</td>
<td>AD001</td>
<td>Provide ability to direct input asset information into the system.</td>
<td>F3</td>
<td>Yes/No</td>
<td>Yes/No</td>
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<td></td>
</tr>
<tr>
<td>Asset Management</td>
<td>Additions and Maintenance</td>
<td>AD002</td>
<td>Provide ability to track and maintain pertinent data on capitalized assets based upon a user-specified criteria, including amount threshold by asset class type.</td>
<td>G</td>
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<td></td>
<td></td>
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</table>

Add comment if clarify or rewrite is needed

Identification of Areas of Focus (only available on Excel spreadsheet and does not appear in DecisionDirector)
Overview of Requirements

Available only to coordinators

Comments are entered in this field
Overview of Requirements

DecisionDirector

- Adding New Requirements

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<tr>
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<th>Clarify?</th>
<th>Suggested Rewrite?</th>
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<tbody>
<tr>
<td>Accept Defaults</td>
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<table>
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<tr>
<th>Comments</th>
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<tr>
<th>Comments</th>
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PROCESS AREA REQUIREMENTS

ASSET ACQUISITION TO DISPOSAL (A2D)
Process Area Requirements
Asset Acquisition to Disposal

- Asset Management
  - Additions and Maintenance
  - Capital Leases
  - Capital Projects
  - Depreciation
  - Disposal Retirement and Theft
  - Document Management
  - Inquiry and Reporting
  - Integration with Monitoring Systems
  - Inventory Maintenance
  - Physical Inventory
  - Security
  - Surplus Property
  - Workflow
Process Area Requirements
Asset Acquisition to Disposal Areas of Focus

- Subjects identified as Areas of Focus
  - Florida Specific (F1)
    - Associate CSFA number to Grant assets
  - High Impact Subcategory (F2)
    - Document Management, ability to attach electronic documents to asset records
    - Integration with other systems
    - Inquiry and Reporting
    - Security
    - Workflow
  - Agency Interest/Questions (F3)
    - Mass Changes and Transfers
    - Integration with external systems (portable readers)
## Process Area Requirements
### Asset Acquisition to Disposal Overview

- **General Ledger**

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<td><strong>Areas of Focus</strong></td>
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<td>General (G)</td>
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<td>100%</td>
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REQUIREMENTS QUESTIONS & DISCUSSION

ASSET ACQUISITION TO DISPOSAL
Requirements Questions & Discussion
Asset Acquisition to Disposal

- For AD160 - Provide ability to simulate depreciation calculations for individual assets or a group of assets without being required to post the results. *Will this requirement allow for quarterly federal depreciation calculations to be run for federal reporting without impacting the annual state depreciation calculation?*
  Yes.

- For AD003 - Provide ability to allow on-line modifications, without technical intervention, of asset capitalization and control rules (i.e., no hard coding of rules). *Please describe the types of modifications contemplated.*
  Dollar amounts set by configuration, a new Asset Class type, a new depreciation method
Process Area Requirements
Asset Acquisition to Disposal

- Asset Management
  - Additions and Maintenance
  - Capital Leases
  - Capital Projects
  - Depreciation
  - Disposal Retirement and Theft
  - Document Management
  - Inquiry and Reporting
  - Integration with Monitoring Systems
  - Inventory Maintenance
  - Physical Inventory
  - Security
  - Surplus Property
  - Workflow
Requirements Questions & Discussion
Asset Acquisition to Disposal

- Open Questions from Audience
Meeting Closeout

- Overall Questions?
- Next Steps
  ◦ Upcoming Requirements Review Workshops for other Process Areas
  ◦ Coordinator must submit all agency feedback through DecisionDirector by November 23, 2015 by 5 p.m.
- Thank you for your participation
- A survey will be emailed following the Workgroup
CONTACT INFORMATION

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myfloridacfo.com/floridapalm/ProjectReferences.htm