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>
</thead>
<tbody>
<tr>
<td>▸ High-level vision of future business processes describing a series of linked activities</td>
<td></td>
</tr>
<tr>
<td>▸ Descriptions of the State’s objectives for implementation of Florida PALM</td>
<td></td>
</tr>
<tr>
<td>▸ Supported by one or more many business requirements</td>
<td>▸ Detailed steps that translate to requirements</td>
</tr>
<tr>
<td></td>
<td>▸ Step-by-step process descriptions</td>
</tr>
<tr>
<td></td>
<td>▸ Procedures for how a user will accomplish a task</td>
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</table>
Overview of Requirements
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

<table>
<thead>
<tr>
<th>Type</th>
<th>Count</th>
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<tr>
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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 (Focus/General)</th>
<th>Clarification Needed (Yes/No)</th>
<th>Suggested Rewrite (Yes/No)</th>
<th>Agency Comments (required if Clarification Needed or Suggested Rewrite selected)</th>
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<tr>
<td>Asset Management</td>
<td>Additions and Maintenance</td>
<td>AD001</td>
<td>Provide ability to directly input asset information into the system.</td>
<td>F3</td>
<td>Yes</td>
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<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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</table>

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

Add comment if clarify or rewrite is needed
### Overview of Requirements

**DecisionDirector**

- Available only to coordinators

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**Reviewer Instructions:** Please review each requirement. Check "Clarify?" if you have a question about a requirement, and enter your question in the Comments field. If you think the requirement should be reworded, check the "Suggested Rewrite?" box and enter your revision in the Comment field. Enter any relevant comments in the Comments field. Space is provided at the bottom for any new requirements you might suggest. PLEASE BE SURE TO SAVE YOUR WORK. Thank you!

<table>
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<tr>
<th>Requirement ID</th>
<th>Description</th>
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<td>Provide ability to direct input asset information into the system.</td>
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<tr>
<td>1429291 - [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>
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**Comments**

- Comments are entered in this field
Overview of Requirements
DecisionDirector

- Adding new requirements

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<th>Requirement</th>
<th>Accept Defaults</th>
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PROCESS AREA REQUIREMENTS

ACCOUNTS RECEIVABLE AND BILLING TO RECEIPT (ARB)
CASH INFLOW TO OUTFLOW (CSH)
TREASURY MANAGEMENT (TRM)
Process Area Requirements
Accounts Receivable and Billing to Receipt

› Accounts Receivable and Billing
  ◦ Billing and Invoicing
  ◦ Cash Receipts
  ◦ Customer Maintenance
  ◦ Depositing
  ◦ Document Management
  ◦ Inquiry and Reporting
  ◦ Integration with Monitoring Systems
  ◦ Offset
  ◦ Security
  ◦ Workflow
Process Area Requirements
Cash Inflow to Outflow

- Cash Management
  - Fund Accounting
  - Inquiry and Reporting
  - Monitor and Forecast Cash Position
  - Security
  - Workflow
Process Area Requirements
Treasury Management

- Treasury Management
  - Bank Reconciliation
  - Banking
  - Chart of Accounts
  - CMIA
  - Depositing
  - Document Management
  - Inquiry and Reporting
  - Investing
  - Issuance Reconciliation
  - Revolving Funds
  - Security
  - Workflow
Process Area Requirements
Accounts Receivable and Billing to Receipt Areas of Focus

- Subjects identified as an Area of Focus
  - Florida Specific (F1)
    - Requirements related to Recording Agency Customer Information, Deposit Verification Process, and Interfacing with Agency Business Systems
  - High Impact Subcategory (F2)
    - Document Management
    - Inquiry and Reporting
    - Security
    - Workflow
  - Agency Interest/Questions (F3)
    - Types of Customers and Receivables and ability to have variation in processes
    - Processing Deposits on behalf of Other Agencies
    - Offset Process
Process Area Requirements
Cash Inflow to Outflow Areas of Focus

- Subjects identified as an Area of Focus
  - Florida Specific (F1)
    - Requirements related to General Revenue Service Charge
    - Requirements related to Specific Trust Fund Criteria (loans and investing)
  - High Impact Subcategory (F2)
    - Inquiry and Reporting
    - Security
    - Workflow
  - Agency Interest/Questions (F3)
    - Cash Checking and Override
    - Monitoring and Forecasting
Process Area Requirements
Treasury Management Areas of Focus

- Subjects identified as an Area of Focus
  - Florida Specific (F1)
    - Requirements related to Investing, Consolidated Revolving Account, Cash Management Improvement Act (CMIA), and Special Purpose Investment Account
  - High Impact Subcategory (F2)
    - Document Management
    - Inquiry and Reporting
    - Security
    - Workflow
  - Agency Interest/Questions (F3)
    - Maintaining a Treasury Ledger, Reconciliation of Bank Accounts and Transfer of Funds between Bank Accounts, Electronic Processing and Recording of Deposits, Investment and Disinvestment Process, Capture of CMIA data, Revolving Funds
Process Area Requirements Overview

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<tr>
<th>Areas of Focus</th>
<th>ARB</th>
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<th>CSH</th>
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Requirements Questions & Discussion

Accounts Receivable and Billing to Receipt (ARB)
Cash Inflow to Outflow (CSH)
Treasury Management (TRM)
Requirements Questions & Discussion

- Accounts Receivable and Billing
  - Billing and Invoicing
  - Cash Receipts
  - Customer Maintenance
  - Depositing
  - Document Management
  - Inquiry and Reporting
  - Integration with Monitoring Systems
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  - Document Management
  - Inquiry and Reporting
  - Investing
  - Issuance Reconciliation
  - Revolving Funds
  - Security
  - Workflow
MEETING CLOSEOUT
Meeting Closeout

- Overall Questions?
- Next Steps
  - Upcoming Requirements Review Workgroup for Project Development to Closeout (PJT)
  - 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

FloridaPALM@myfloridacfo.com

myfloridacfo.com/floridapalm/ProjectReferences.htm