

Florida **PALM**

Planning, Accounting, and Ledger Management



REQUIREMENTS REVIEW WORKGROUP

ACCOUNTS RECEIVABLE AND BILLING TO RECEIPT (ARB)

CASH INFLOW TO OUTFLOW (CSH)

TREASURY MANAGEMENT (TRM)

NOVEMBER 4, 2015



FloridaPALM
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



Florida **PALM**
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Welcome and Introductions

- ▶ Ground Rules
- ▶ Housekeeping
- ▶ Project Team Introductions
- ▶ Participant Introductions
 - Name
 - Agency
 - Role in Requirements Review



BACKGROUND & PURPOSE



Florida **PALM**
Planning, Accounting, and Ledger Management

Background & Purpose

Project Vision & Overview

- ▶ 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.



Background & Purpose

Project Vision & Overview

- ▶ 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

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

Requirements Are Not:

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

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

Process Models Are:

- ▶ High-level vision of future business processes describing a series of linked activities
- ▶ Descriptions of the State's objectives for implementation of Florida PALM
- ▶ Supported by one or more many business requirements

Process Models Are Not:

- ▶ Detailed steps that translate to requirements
- ▶ Step-by-step process descriptions
- ▶ Procedures for how a user will accomplish a task



OVERVIEW OF REQUIREMENTS



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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

Type	Count	Percentage
Areas of Focus		
General (G)	2,049	52%
Florida Specific (F1)	101	3%
High Impact Subcategory (F2)	1,145	29%
Agency Interest/ Questions (F3)	650	16%
Total	3,945	100%



Overview of Requirements Excel Spreadsheet

► Available to everyone

Cycle 1 Business Requirements - Agency Working Copy							
<i>This document is a draft and should not be relied upon for preparation of any proposals.</i>							
					For Internal Agency Collaboration Use		
Category	Subcategory	Number	Requirement	Area of Focus (Focus/General)	Clarification Needed (Yes/No)	Suggested Rewrite (Yes/No)	Agency Comments (required if Clarification Needed or Suggested Rewrite selected)
Asset Management	Additions and Maintenance	AD001	Provide ability to direct input asset information into the system.	F3			
Asset Management	Additions and Maintenance	AD002	Provide ability to track and maintain pertinent data on capitalized assets based upon a user-specified criteria, including amount threshold by asset class type.	G			

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

Section: Additions and Maintenance [176] Printer Friendly Window

Location: KP : Functional Requirements, Asset Management

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. Thanks!

1429290 - [AD001] Provide ability to direct input asset information into the system. <input type="checkbox"/> Accept Defaults	Clarify? <input type="checkbox"/>	Suggested Rewrite? <input type="checkbox"/>
Comments		
1429291 - [AD002] Provide ability to track and maintain pertinent data on capitalized assets based upon a user-specified criteria, including amount threshold by asset class type. <input type="checkbox"/> Accept Defaults	Clarify? <input type="checkbox"/>	Suggested Rewrite? <input type="checkbox"/>
Comments		

Comments are entered in this field



Overview of Requirements DecisionDirector

▶ Adding new requirements

1431844 - Would you like to add a requirement? Please suggest a new requirement in the comment box below. <input type="checkbox"/> Accept Defaults	Clarify? <input type="checkbox"/>	Suggested Rewrite? <input type="checkbox"/>
Comments		
1431845 - Would you like to add a requirement? Please suggest a new requirement in the comment box below. <input type="checkbox"/> Accept Defaults	Clarify? <input type="checkbox"/>	Suggested Rewrite? <input type="checkbox"/>
Comments		



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

Type	ARB		CSH		TRM	
	Count	%	Count	%	Count	%
Areas of Focus						
General (G)	251	56%	31	41%	148	52%
Florida Specific (F1)	13	3%	8	11%	27	10%
High Impact Subcategory (F2)	79	18%	27	36%	63	22%
Agency Interest/Questions (F3)	103	23%	9	12%	45	16%
Total	446	100%	75	100%	283	100%



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
 - Offset
 - Security
 - Workflow



Requirements Questions & Discussion

- ▶ Cash Management
 - Fund Accounting
 - Inquiry and Reporting
 - Monitor and Forecast Cash Position
 - Security
 - Workflow



Requirements Questions & Discussion

- ▶ Treasury Management
 - Bank Reconciliation
 - Banking
 - Chart of Accounts
 - CMIA
 - Depositing
 - 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

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myfloridacfo.com/floridapalm/ProjectReferences.htm



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