

Meeting Details

Meeting Date	Monday, April 27, 2015	Meeting Time	9:00 am to 12:00 pm
Meeting Location	Betty Easley - Room 166		
Meeting Objective	Review and Discuss Draft Budget Level 2 Flows and Process Models		
Invitees	<p><u>Level 2 SMEs:</u> Asheema Vemuri (DCF), Charlotte Fraser (FDLE), Cynthia Barr (FDLE), Emma Edwards (DC), Rebecca Evers (DOR), Sarah Goodman (DFS), Jennifer Barineau (DOT), Lisa Evans (DOT), Teri Madsen (DFS), Tanya McCarty (DFS), Mechelle Marcum (DOT), Mike Wolfe (DCF), Lavitta Stanford (DC), Ronald VunKann (DOR), Renee Tondoe (EOG/OPB), Erika Roth-Prado (EOG/OPB), Melissa Patino</p> <p><u>Florida PALM BPS Team:</u> Janice Jackson, Stanton Beazley, Jack Manahan, Joanne Weber, Manpreet Singh, Tanner Collins, Robert Hicks, Deb Gries, Deana Metcalf, Angie Robertson</p>		
Attachments/ Related Documents	DRAFT Level 1 Process Flow and Narrative DRAFT Level 2 Process Flow and Narrative		

Meeting Topics

Topic	Presenter	Allotted Time
Introduction and Welcome <ul style="list-style-type: none"> • General Housekeeping • Participant Introductions 	Robert A. Hicks	20 min (9:00 am-9:20 am)
<p>Notes:</p> <p>All participants attended in person. Julian spoke about general housekeeping items and suggested all attendees proactively participate in the BUD session. After introductions by the group, Rob gave a quick introduction of the process area and turned over to Mark for level setting. Mark discussed briefly the requirement gathering method and ERP selection process and background on ERP's.</p> <p>Mark also discussed integration complications/ challenges etc. He discussed EPM systems and how the EPM systems can help with enhanced reporting.</p>		
Review of Draft Level 1 Flows	Robert	20 min (9:20 am-9:40 am)
<p>Notes:</p> <p>Rob started with a walkthrough of the Level 1 process flow to familiarize the group with the flow.</p>		

Topic	Presenter	Allotted Time
Overview of Level 2 Flows and Narrative	Robert, Jack Manahan	55 min (9:40 am-10:35 am)
<p>Notes:</p> <p>Rob then started with the walkthrough of Level 2 workflows. He started with the “Planning and Forecasting” process. He stated that what we will see in Level 2 flows is Allocation, Budget Management and the Planning.</p> <p>The various interfaces such as the Florida PALM GL, LAS/PBS, People First, Florida PALM Payroll, P2P and PJT (for encumbrances) were discussed. Information from these will help in establishing the EPM data.</p> <p>The Data Warehouse will store this data and be a feed to the BI tool for reporting and analytics. It was stated that revenue assumptions/ state wide assumptions, revenue forecast, expenditure baseline forecasts etc. will be captured in the BUD CP 1.8.</p> <p>This data will feed in to create a consolidated baseline which can be used to develop individual agency strategy. (Can work on revenue assumptions, policy and compensation assumptions and non-personnel assumptions, and forecasts). From the assumptions, policies and data – scenarios can be built.</p> <p>Rob explained that based on the scenarios, feedback can be received and modifications can be made to the budget scenarios and forecasts. (this can be considered as an agency work column in LAS/PBS)</p> <p>Q: From a security perspective, how will we communicate with the agencies, to communicate at that level? A lot of time agencies have to build it, it’s the agency builds it. If you have 10 scenarios. Can you hide 9 scenarios and have the reviewer only look at 1?</p> <p>A: Yes, this will be handled using the security profiles.</p> <p>Q: We have mainframe and that has to be feed into the system, will this feed be provided?</p> <p>A: Yes.</p> <p>The team had a discussion about the interaction of Process BUD 1.17 (Agency scenario building) with LAS/BPS. The team discussed that it will be a to and fro integration.</p>		

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<p>Within the LAS/BPS system, there is a “work column A13” which contains communication data, which can be secured for intra-agency viewing and messaging regarding their individual budgets</p> <p>Q: Can we have the A13 column from LAS/PBS in Florida PALM and have a workflow and be more robust.</p> <p>A: Similar functionality and workflow will be provided.</p> <p>The team also discussed the work around the Legislative budget request (LBR). Currently agencies do uploads to LAS/PBS of the LBR, or they login and type it in.</p>		
Break		10 min (10:35 am-10:45 am)
Icebreaker	Robert	10 min (10:45 am-10:55 am)
Overview of Level 2 Flows and Narratives (Continued)	Robert, Jack Manahan	55 min (10:55 am-11:50 am)
<p>Notes:</p> <p>Rob discussed that he would like to the group to have options</p> <ol style="list-style-type: none"> 1) Option to populate using allocations from last year 2) Per populate from last year actuals 3) Combination of both or blank <p>Angie – Can allocation and allotments be set up before July 1st?</p> <p>Robert – Yes, this will speed up allotments</p> <p>Jack –What do you do for audit adjustments?</p> <p>Ans – (Stanton, Erica and Teri) - there are no adjustments to budget from audit. The only thing that changes allocation is in budget amendments in the middle of the year.</p> <p>Q) – How many agencies publish annual operating budget (AOB)?</p> <p>A) – Some agencies say that they just send it out as an attachments, some agencies actually publish it (internally or on the website).</p> <p>Rob stated that BUD R4 report which covers AOB.</p> <p>Q) – What level of details will the AOB report have</p> <p>A) – For some agencies the AOB is very important, and can be very low level detail but the one published might be a higher level.</p> <p>The group said that this is something that needs to be dealt with some caution.</p> <p>The group agreed that the LAS/PBS does not care how the agencies allocate the budget, but are only concerned with level 2 of the budget.</p>		

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<p>A discussion took place on GAA, budget amendments, allotments.</p> <p>Q) Teri – Cash Balances – Cash is not in LAS/PBS, Where are we getting this data from? A) We are getting this information from Treasury.</p> <p>Q) Do we have reporting capabilities for Grants at an enterprise level? A) Yes.</p> <p>Q) Lisa asked if the group has thought on what level of Forecasting we are doing. It is by projects by program etc.? A) We will have a detailed internal discussion amongst the state Budget team, we will also discuss integration with projects at this step.</p> <p>The team had a discussion on operating/FCO, carry forwards (unique carry forwards)</p>		
<p>Close Meeting</p> <ul style="list-style-type: none"> • Action Items • Homework • Next Meeting Date / Time / Location 	<p>Robert, Jack, Manpreet</p>	<p style="text-align: center;">10 min (11:50 am-12:00 pm)</p>

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Discuss level of details for AOB reports	Jack/Robert	Discussion: N/A Completed 4/29/15
2	Remove the Arrow from Florida PALM GL/BL to Appropriation (GAA) LAS/PBS	Joanne	Completed 4/29/15
3	Off Page Cash with BUD 2.8	Joanne	Completed 4/29/15
4	Remove “(Occurs Monthly)” from BUD 2.13. This can be done real time and can be captured as that in the process model.	Joanne	Completed 4/29/15
5	Forecasting – Needs a detailed discussion on what level are we doing it at? The internal BPS Team group will have a discussion and come back and discuss it with the SME workgroup	Joanne	Completed 4/29/15

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6	Replace BUD 2.29 with an approval step for "approve in BAPS" And then a step to update LAS/PBS	Joanne/Jack	Completed 4/29/15
7	2.30 Tentative Carry Forward needs to come back to LAS/PBS Add another swimlane Agency -> EOG -> Enterprise. (To capture the file coming from CFO office to OPB)	Joanne/Jack	Completed 4/29/15
8	Separate boxes for Operating and FCO (group to have a discussion on these boxes on page 2 and page 3 of BUD - Management and Control).	Joanne/Jack	Completed 4/29/15
9	Reword certified forward and carry forward on page 2 and page 3 of BUD - Management and Control.		Completed 4/29/15

Needs/Requirements Identified or Discussed During Meeting:

1. Ability to point towards Mainframe data to extract data for building scenarios. To ensure coordination between the house and senate staff and the actual agency budgets.
2. Integration with LAS/PBS for data integration for planning, forecasting.
3. Robust security profiles/roles to manage access