

**Meeting Details**

<b>Meeting Date</b>	Monday, May 11th, 2015	<b>Meeting Time</b>	1:30pm – 4:30pm
<b>Meeting Location</b>	Betty Easley - Room 166		
<b>Meeting Objective</b>	Review and Discuss Draft Budget Level 2 Flows and Process Models		
<b>Invitees</b>	<p><u>Level 2 SMEs:</u>                  Asheema Vemuri (DCF), <del>Charlotte Fraser (FDLE)</del>, <del>Cynthia Barr (FDLE)</del>, Emma Edwards (DC), Rebecca Evers (DOR), Sarah Goodman (DFS), <del>Jennifer Barineau (DOT)</del>, Lisa Evans (DOT), Teri Madsen (DFS), Tanya McCarty (DFS), <del>Mechelle Marcum (DOT)</del>, Mike Wolfe (DCF), Lavitta Stanford (DC), Ronald VunKann (DOR), <del>Renee Tondoe (EOG/OPB)</del>, <del>Erika Roth Prado (EOG/OPB)</del>, <del>Melissa Patino (EOG/OPB)</del>, Jeanine Pumphrey (DOT), Teresa Gagnon (EOG/OPB), Teresa Brossette (EOG/OPB), Zadock Coxwell(EOG/OPB)</p> <p><u>Florida PALM BPS Team:</u>                  Janice Jackson, Stanton Beazley, Jack Manahan, Joanne Weber, Tanner Collins, Robert Hicks, Deb Gries, <del>Angie Robertson</del>, <del>Sean Cooley</del>, <del>Deana Metcalf</del>, Brenda Lovett, Warren Bone, Sundar Ramanathan, Julian Gotreaux, Mark Fairbank</p>		
<b>Attachments/ Related Documents</b>	DRAFT Level 1 Process Flow and Narrative DRAFT Level 2 Process Flow and Narrative		

**Meeting Topics**

Topic	Presenter	Allotted Time
<b>Introduction and Welcome</b> <ul style="list-style-type: none"> <li>• Overview of Agenda</li> <li>• Participant Introductions</li> <li>• Recap of Action Items</li> </ul>	Robert A. Hicks	
<p><b>Notes:</b>                  All participants attended in person. Julian opened with logistics.                  Participants are noted above.                  Recap of Action Items – Robert noted the KPI's which agencies provided in Level 1, and that no new items were added. Twelve action items were closed from last week. No questions were asked during this time.</p>		
<p><b>Walkthrough of Updated Process Flows and Process Narratives</b></p> <p><b>The Planning and Forecasting</b> process flow was briefly walked through, discussing at a high level the data retrieved. We added new definitions for Enterprise Performance Management (EPM) and Business Intelligence (BI) to the definitions glossary. Robert again emphasized the Business Intelligence definitions and tools provided with the new system. He also covered that security is present all along the process, and referenced handout from Jack which depict the typical ERP/EPM security.</p>		

Topic	Presenter	Allotted Time
<p>As stated last session, the primary purpose of this process flow is to produce the LBR/LRPP/CIP. Robert spoke about the minor changes made last session, around BUD 1.19 and BUD 1.22 – these changes are noted in the previous meeting notes’ action items.</p> <p>Robert covered some future capabilities of a new system and potential process change, especially around the automated production of the LBR/LRPP/CIP.</p> <p><b>The Management and Control page 1 of 3 was covered next.</b> Robert started the discussion by stating that in this flow the timeline is now within the working fiscal year, after the Planning and Forecasting tasks have been completed. He also reviewed the changes made per last session’s action items. Robert covered options available within BUD 2.3, summarizing how he believed the process working time will go from several weeks down to a couple of hours. Stanton emphasized that, on BUD 2.3, the Projects module has control points with regards to expenditures – Jack supported this concept with an example of capital improvement projects that are controlled by milestones or other elements. Mark added that this capability has been added to the requirements. Mark clarified that this is both an aspect of the allotment capability in budget &amp; the “time element” of the projects/grants modules and control provided in that layer. Encumbrances add another dimension of control from P2P.</p> <p>Robert continued with the BUD 2.5. He also discussed BUD R5 and the differences amongst the agencies between the Annual Operating Budgets (AOBs) in the levels of detail in which they are published, where they are published, and how they are used.</p> <p>Further review continued through the rest of the flows. Deb Gries added that more than just Payroll data are passed through the checks without stops – e.g. worker’s compensation, child support payments, etc.</p> <p>No further questions were asked.</p> <p><b>Management and Control page 2 of 3 was next to be reviewed.</b> Robert explained the timeframe around these flows, and explained that at around BUD 2.26 is when agency spend plans (current process) are produced. Robert covered that some agencies have a tighter control on their budget than others, and the system allows different levels of the control. Jack intervened by stating that the entire process is to drive towards whether a budget amendment is needed at the end of this flow.</p> <p>Robert explained that the what-if scenarios are to assist each agency for surplus identifications, projected deficits, and for staff segmenting, retiring staff, etc.</p> <p>Robert covered the next budget amendment/denial/approval processes. The group asked about whether the system can prompt the user to do a budget amendment &amp; Jack explained that notification rules can be set up in the system to alert a user.</p> <p>Several action items were taken and are noted below.</p>		

Topic	Presenter	Allotted Time
<p><b>The next process flow to be covered was Management and Control p.3 of 3 – Reversions.</b></p> <p>Robert reviewed again box by box and several action items to change the flows were taken and are noted below.</p> <p>Deb Gries asked about the process of certified forward, and if it were discussed in detail. Robert stated that he would make this a policy issue to be presented to the project sponsors.</p> <p>During the discussion on the FCO, it was brought up by DOT that there are budget categories that are unique and not FCO. There are carry forwards by law that are handled manually. (aka A, B, &amp; C and 13XXXX). There are also certified categories that are treated like FCO that are not in that they are carried forward, but not true FCO, e.g. building roads and bridges. This is explained in the Timeline sent by EOG/OPB and not all operational accounts have the fiscal year noted. Some discussion was made around the nature of the FCO-like entities, and their usage and flexibility of funding. There is an incentive to use the funds “wisely” to the agency. Currently all data on these are manually keyed. (Entities that do this: Department of Elder Affairs, Department of Health, Florida School for Deaf and Blind, Department of Transportation Turnpike Enterprise, Department of Transportation Florida Rail, Florida Legislature and Department of Economic Opportunity.</p> <p>On the finalization of reversions, for EOG/OPB there was some discussion around the carry/certified forward for streamlining the reversion to the FLAIR system, and Robert suggested another meeting be scheduled with a smaller group to reconcile the process flows.</p>		
Break		
<p><b>Walkthrough of Updated Process Flows and Process Narratives (Continued)</b></p>	Robert, Jack	
<p>Robert started back up with process boxes 2.43 &amp; 2.44.</p> <p>EOG/OPB stated that the tentative does not have anything to do with the Finalized Carry Forward. Tentative is June 30th balance. The “C” records are sent to LAS/BPS (“certified”). During the Processes of 2.43 and 2.44, there is a technical review, but not for content by the EOG/OPB. The “tentative” on June 30<sup>th</sup> is in the CFO flow. Action items to change the flow were taken below.</p> <p>EOG/OPB also referenced the closing trial balance sent from DFS to each agency (Schedule 1). This is a pdf and sent to LAS/BPS and stored. This would need to be replicated in the Florida PALM for LAS/BPS. This report is used in the development of the LBR.</p> <p>A detail discussion around Schedule 1, year-end, and audited balance was held, and how the data comes from the CAFR section.</p>		

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<p>Janice discussed the hard/soft close within R2R and period 13 and audits. Agencies know all their numbers at this point, before the hard close.</p> <p>Schedule 1 in the current process reads amount published in CAFR per work group, then departments make appropriate adjustments to arrive at the EOG/OPB numbers published.</p> <p>In August, agencies get the 6/30 trial balance &amp; in July get the final trial balance.</p> <p>EOG/OPB uses stored forms in LAS/BPS for reconciliation of February; also there is an audit in LAS/BPS for validation.</p> <p>Box 2.48, 49, 50, &amp; 51 discussions were held. At this point, due to the extensive changes to the Flow on p.3, the workgroup agreed that we should work on change the flow and review in a smaller workgroup.</p>		
<p><b>Close Meeting</b></p> <ul style="list-style-type: none"> <li>Action Items</li> <li>Homework</li> <li>Next Meeting Date / Time / Location</li> </ul>	Robert, Jack, Joanne	

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
5/11			
1	<p>The workgroup requested a report in the budget amendment process between 2.36 &amp; 2.37 to account for the current process, which includes a reconciliation report. Robert is going to follow up with individual team members on the validity of this request. Another report was requested before 2.26. This is addressed in the new system by the agency scenarios processes and box 2.27 and circle R7. (Stanton talked about current matching process and how that would work in the new system. Janice Jackson remarked that all codes are stopped prior to acceptance into Florida PALM for validation.)</p>	Robert	May 12, 2015
2	EOG/OBP stated that there is a monthly reconciliation done between LAS/BPS and	BPS Team	May 13, 2015

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
	Flair done now, and that this needs to be done in the new system as well on a monthly basis on p.2 of 3 in the Management and Control flow.		
3	Change the BUD 2.43 & 2.44 to reflect that these are interface files to EOG/OPB.	BPS Team	May 12, 2015
4	Teresa Brossette needs to discuss with Erika the verbiage on box BUD 2.38 Tentative Carry Forward & the intent of these processes.	BPS Team	May 13, 2015
5	Another process needs to be added for category "13's" (FCO-like non-FCO budget carry forward), as a result of the discussion on page 3 of the Management and Control process flows. Around 2.43/2.44 & around 2.52 & 2.54 as well – before 2.55 (and 2.53 & 2.55 are not simultaneous.) Order is 2.53 then 13's then 2.55.	BPS Team	May 13, 2015
6	EOG/OPB sends what is REVERTED to Flair, not what is carried forward.	BPS Team	May 13, 2015
7	There are 2 reversions for operating.	BPS Team	May 13, 2015
8	Robert asked for a list of agencies that use category "13's" from EOG/OPB.	Zadock Coxwell	May 12, 2015
9	Change the flow here as well to reflect the 2.43 and 2.44 are interface files & shaded.	BPS Team	May 13, 2015
10	Move 2.38 & 2.39 at the beginning of the flow (page 3) to the CFO level because this process occurs there. Remove 2.41 & 2.42. Add that Finalized Carry Forward from agencies goes to both EOG/OPB & CFO.	BPS Team	May 13, 2015
11	Note that the agencies also send actuals from Flair in or around boxes 2.45 & 2.46	BPS Team	May 13, 2015

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
	from agencies; this is Certified forward & actual prior year expenditure aka historical data. This is A01. Boxes need added here to reflect this. And A01 is important here as well because of LBR.		
12	We need to have an audit process in our flow of data back to LAS BPS of the beginning balances. Janice is going to verify that this is captured in her flow. And then we will reference an off-page connector from our flow for audit.	BPS Team	May 13, 2015
13	Lisa will send information to Robert on another process For DOT, which is FCO/Certified forward there are work program categories that are NOT treated like FCO. And on this there are contracts and categories that are already identified for these funds and are limited by this categorization.	Lisa Evans	May 13, 2015
14	Be sure to include the reversion that the Florida PALM will send back to LAS/PBS for operating only on September 30 <sup>th</sup> . (This happens in August and in September – from and to LAS/BPS) before process end. (Two reversions.) Anything that is in reserve is reverted – this is a decision box that needs added. Also daily, non-operating data is sent to LAS/BPS	BPS Team	May 13, 2015
15	Need a list of the files sent to and from LAS/BPS to FLAIR.	Teresa Brossette	May 13, 2015

**Needs/Requirements Identified or Discussed During Meeting:**

None added.