

Date	10/27/2015	Time	1:30 – 4:30 p.m.
Location	Dept. of Revenue – Bldg. 1 (Room 1820)		
Objective	Requirements Review Workgroup – Budget Preparation to Reversion (BUD)		
Attendees	<p>Alison Crozier (FSDB), Amy Kelly (DCF), Angela Hudson-Smith (DACS), Ann Courtney (DOH), Annemarie Whalen (FDVA), Becky Devlin (DACS), Bruce Wolin (DOH), Chris Kennels (DOR), Christina Smith (DFS), Cindy Ardoin (DOAH), Cleta Wolverton (AST), Cynthia Barr (FDLE), Damon Steffens (DEO), Debbie Patten (APD), Dianne Screws (FDOC), Elizabeth Benton (DOH), Eric Thiele (DBPR), Evelyn Jacobs (DJJ), Jeanine Pumphrey (FDOT), Joanne Lane (DOH), Joe Wright (DOH), Johanna Baynard (FDVA), Karen Lyons (EOG-DEM), Kedra Lewis (DJJ), Kimmy Rigdon (DOR), Lisa Simpson (DEO), Lisa Morgan (DOR), Lucy Swain (DJJ), Marsha David (DEO), Marshall Wiseheart (DACS), Melissa Patino (EOG-DEM), Mike Wolfe (DCF), Nona McCall (AHCA), Richard Perritti (DMS), Ron VunKannon (DOR), Ronda Pearson (AST), Rose Salinas (APD), Sandra Lewis (DJJ), Sue Zwirz (DCF), Susanne McDaniel (EOG-DEM), Tannye Rogers (DOR), Terri Mulkey (DOE), Thomas Poucher (DACS), Tonya Session (EOG-DEM), Ty Gentle (DOH), and Will Currie (DEO)</p> <p>Florida PALM Project Team: Allyson Adolphson (DFS), Angie Robertson (DFS), Brenda Lovett (DFS), Deana Metcalf (DFS), Deb Gries (DFS), Eric Adair (DFS), Janice Jackson (DFS), Julian Gotreaux (DFS), Manpreet Singh (DFS), Mark Fairbank (DFS), Robert Bolton (DFS), Robert Hicks (DFS), Sean Cooley (DFS), and Stanton Beazley (DFS)</p>		
Attachments/ Related Documents	Requirements Review Workgroup – Budget Preparation to Reversion Presentation		

Topic	Facilitator
Welcome and Introductions	Julian Gotreaux
Notes: <ul style="list-style-type: none"> Julian welcomed the group, shared the ground rules, and provided an overview of the facility. Angie introduced the Project team members and asked each participant to introduce themselves, state their agency, their role in the requirements review activities, and past participation in a Florida PALM Project Workgroup or Workshop. 	
Background and Purpose Overview of Requirements	Angie Robertson
Notes: <ul style="list-style-type: none"> Angie provided a background purpose for the Project. She then provided an overview of the requirements and requirements review process. 	
Process Area Requirements	Robert Hicks

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<p>Notes:</p> <ul style="list-style-type: none"> Robert provided an overview of the BUD requirements, describing the key “areas of focus”. 	
<p>Break</p>	
Requirements Questions & Discussion	Robert Hicks
<p>Notes:</p> <p>No questions were submitted in advance of the workgroup.</p> <p>Requirements questions, listed by subcategory, presented during the workgroup:</p> <p>Agency Budget Submission</p> <p>Q. Bruce Wolin (DOH): BUD153 and BUD154 – Will you please define the level of rounding?</p> <p>A. Florida PALM Project: The BUD153 business requirement is to provide enterprise functionality to determine level of rounding for consistency of agency budget submissions. The Executive Office of the Governor’s Office of Policy and Budget (EOG-OPB) will determine the level of rounding for all agency budget submissions. The BUD154 business requirement is to provide agency level functionality to determine level of rounding for the examples provided, as well as cost allocation methodologies.</p> <p>Q. Bruce Wolin (DOH): Will it store certain values for the decimal points?</p> <p>A. Florida PALM Project: ERP systems can accommodate less than the maximum number of decimals identified in the requirement.</p> <p>A. Christina Smith (DFS A&A): EOG-OPB will determine the level of rounding used for agency budget submissions and Florida PALM will adopt this determination as state standard. Florida PALM will use a system driven amount and will not reflect cents in budget fields.</p> <p>Q. Lisa Simpson (DEO): BUD176 and BUD177 – Can we use one requirement for multiple data elements?</p> <p>A. Florida PALM Project: As a part of the solicitation, specific business requirements are identified so that the vendor community can respond to each requirement individually.</p> <p>Appropriation Accounting</p> <p>Q. Lisa Simpson (DEO): BUD003 – Will you please explain this requirement?</p> <p>A. Florida PALM Project: This requirement is under review and may modify specific date language (e.g. remove the date of September 30) with language such as “match Florida Statute 216.301”</p> <p>A. Christina Smith (DFS A&A): We will ensure the business requirement will match the law.</p> <p>Q. Lisa Simpson (DEO): BUD1100 – Is this a report or when a transaction occurs? What is meant by release balance?</p> <p>A. Florida PALM Project: Requirement will be re–worded to reflect Christina’s direction. Currently, the budget business requirements reference Chart of Accounts (COA) data</p>	

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<p>elements overall, however we will reconcile all business requirements to ensure we have specific requirements for the core 15 data elements.</p> <p>A. Christina Smith (DFS A&A): This requirement should be a true reduction. We don't make any payments if there is insufficient release. Encumbrances should not go against release but against appropriation. Requesting that this requirement be reworded to include liquidation of the encumbrance. Florida PALM will need requirements down to the agency level and specify control or track (monitor). Object code, org code, control, etc. – make sure you search on these words for allotments to make sure we have the right requirements.</p> <p>Q. Nona McCall (AHCA): BUD382 – How do you tie a revenue to a particular appropriation?</p> <p>A. Florida PALM Project: Consider this new functionality within Florida PALM for state agencies, EOG-OPB and the Legislature. Emphasis is to provide functionality to track and link appropriations with revenue receipts.</p> <p>A. Christina Smith (DFS A&A): Other states are able to track appropriation to revenue receipts. We will have new projection tools which will allow us to link them in the future depending on how we want to manage our budgets. For an agency, you can use this for allotments and might want to tie your budget based on cash availability.</p>	
<p>Budgetary Control – Allotments</p> <p>Q. Lisa Simpson (DEO): BUD111 and BUD114 – I don't have problem with the separate requirements but can the periods be removed?</p> <p>A. Florida PALM Project: We have incorporated business requirements from several resources (KnowledgePacks, Aspire and research efforts). All business requirements are being reconciled for terminology, capitalization, punctuation, etc. and edits for these business requirements have already been made.</p>	
<p>Budgetary Control – Operating Budgets</p> <p>Q. Christina Smith (DFS A&A): BUD005 – I like this requirement. Can we develop something similar in the Cash In-Flows to Out-Flows Process Area?</p> <p>A. Florida PALM Project: Deana Metcalf (DFS-Florida PALM) has reviewed this business requirement and will ensure that a similar requirement to BUD005 will be incorporated into the Cash In-Flows to Out-Flows Process Area.</p> <p>Q. Joanne Lane (DOH): BUD009 – What is meant by spending control?</p> <p>A. Florida PALM Project: This business requirement represents agency control of operating budget.</p> <p>A. Christina Smith (DFS A&A): This business requirement represents statewide hard control. Requesting that we add more definition and clarification for: approved, release, reserved control, enterprise and agency and specify what "bucket" can be adjusted.</p> <p>Q. Christina Smith (DFS A&A): BUD025 – Can we add Budget Entity to the requirement? Also change the word "fiscal year" to "year" (can call it appropriation year, or year) and have a field where fiscal year can be entered.</p> <p>A. Florida PALM Project: This business requirement will be modified as directed.</p>	

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<p>Q. Christina Smith (DFS A&A): BUD027 and BUD034 – Are these two duplicates? In FLAIR we are used to performing the actions as identified in BUD034 as we have a field for Project ID. Suggests the requirements be split and identified for a project's phase, ex: phase 1, phase 2, phase 3. Please wordsmith so that one is specifically related to a project and update the requirement to say "work breakdown structure" (WBS).</p> <p>A. Jeanine Pumphrey (FDOT): Confirmed that their agency uses "phases" in their business system as a point of reference for their projects.</p> <p>A. Florida PALM Project: Business requirements are different and the intent is to provide the functionality for agencies to allocate and control budgets at the specific project and project phase levels. For example, FDOT's phases and projects are funded and this has been confirmed with Lisa Evans (FDOT). With this confirmation, we will change the word structure to phase.</p>	
<p>Q. Lisa Simpson (DEO): BUD031 and BUD068 – Can these two requirements be combined? The wording makes them appear similar regarding controls by agency and by user.</p> <p>A. Florida PALM Project: Business requirements are different and represent enterprise and agency control levels. This business requirement will be modified as directed. For information purposes, there is a recommended policy to require agency allotments at some level (please see budget project flows 3.2 BUD – Manage and Control – Budget Management).</p>	
<p>A. Christina Smith (DFS A&A): We need to watch the wording. One is meant for statewide/enterprise (appropriation) and the other is for allotments in the agency.</p>	
<p>Q. Christina Smith (DFS A&A): BUD037 – Does this belong in Budget? I think this belongs in the Cash In-Flows to Out-Flows Process Area. We need to discuss how it relates to budget.</p> <p>A. Florida PALM Project: Rob Hicks and Deana Metcalf discussed and this business requirement will be moved to the Cash In-Flows to Out-Flows Process Area.</p>	
<p>Q. Christina Smith (DFS A&A): BUD044 – Will you please rewrite this to state the agency's allotted budget?</p> <p>A. Florida PALM Project: This business requirement will be modified as directed.</p>	
<p>Q. Nona McCall (AHCA): BUD1003 – Is salary rate defined somewhere?</p> <p>A. Florida PALM Project: Yes, within BPS13: Level 2 Standardized Business Process Models – Version 1.0 definition's section.</p>	
<p>Q. Lisa Simpson (DEO): BUD1016, 1017, 1039, 1040 – Can we word change from "at" to "other"?</p> <p>A. Christina Smith (DFS A&A): We are conducting a review of terminology, including grammar.</p> <p>A. Florida PALM Project: All business requirements are being reconciled for terminology, capitalization, punctuation, etc. and edits for these business requirements have already been made.</p>	

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<p>Q. Lisa Simpson (DEO): BUD1032 – I don't understand the difference in the term appropriation vs. annualization in this context. Will you please explain?</p>	
<p>A. Florida PALM Project: This business requirement provides functionality to identify budget issues which were partially funded for a given budget year and an agency would like to annualize the budget issue in their Legislative Budget Request (LBR).</p>	
<p>A. Lisa Simpson (DEO): BUD104 – When I googled this form number my research identified this as a pamphlet. Will you please be clearer in the definition as I don't believe that everyone would know what this means?</p>	
<p>A. Florida PALM Project: This business requirement came out of the KnowledgePacks and is the Standard Form 132, Apportionment and Reapportionment Schedule.</p>	
<p>A. Christina Smith (DFS A&A): Typically this is for a grant requesting budget for next year. If so, requested rewrite.</p>	
<p>A. Florida PALM Project: This business requirement will be modified as directed.</p>	
<p>Q. Lisa Simpson (DEO): BUD1052, 053, 054 – Should this check not be performed against appropriation instead of release?</p>	
<p>A. Florida PALM Project: Discussed that many agencies do receive full General Revenue (GR) release, however quarterly percentage releases are granted and therefore, budget check at the appropriation and release will be needed.</p>	
<p>A. Christina Smith (DFS A&A): Concurrence to treat as a release balance. Encumbrances go against approved appropriation, disbursements go against release. Agencies should look at the allotment requirements and be sure you have your buckets on how you are tracking your budget.</p>	
<p>Q. Lisa Simpson (DEO): BUD106 – Is this the state paying with a credit card? Is this us paying? Is this an expenditure to the agency occurring at the swipe or when the PCard charge appears?</p>	
<p>A. Florida PALM Project: The intent was for this business requirement to apply to agencies (DEP, DOR, etc.) who receive online credit card payments. This business requirement will be modified as directed.</p>	
<p>A. Christina Smith (DFS A&A): This is for the state's credit card. I think the requirement needs to be worded appropriately. We do current year refunds and don't know where an agency can take credits in and getting additional budget for that credit.</p>	
<p>Q. Thomas Poucher (DACS): We love BUD1099!</p>	
<p>A. Florida PALM Project: Wonderful!</p>	
<p>Q. Christina Smith (DFS A&A): BUD139 – Can we change the category of this requirement to Inquiry and Reporting?</p>	
<p>A. Florida PALM Project: This business requirement will be modified as directed.</p>	
<p>Q. Joanne Lane (DOH): BUD143 – What does freezing mean? (Used again in BUD146.)</p>	
<p>A. Christina Smith (DFS A&A): Florida does not use the word freeze – we use reserve instead. This means if we don't have the monies identified then budget allotments are</p>	

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<p>done to take monies away. To Florida PALM Project Team: please remove the word freeze and reword.</p> <p>A. Florida PALM Project: This business requirement will be modified as directed.</p> <p>Q. Lisa Simpson (DEO): BUD198 – Is this data elements or budget type?</p> <p>A. Florida PALM Project: Budget types and we will further define this requirement.</p> <p>Q. Lisa Simpson (DEO): BUD237 – Is this budgeted or vacant positions? I don't understand what this does.</p> <p>A. Christina Smith (DFS A&A): This takes it down to the positions within the 29 digit account code. Would like for this to say release and for Florida PALM to be more specific on the "bucket". DFS does have override authority on payroll.</p> <p>Agency Budget Submission</p> <p>Q. Thomas Poucher (DACS): BUD202 – Will you please explain?</p> <p>A. Florida PALM Project: This business requirement was a part of the KnowledgePack and has since been removed, as it pertains to local governments.</p> <p>Document Management</p> <p>Q. Thomas Poucher (DACS): BUD1055 – Will there be versions other than .pdf?</p> <p>A. Florida PALM Project: Yes, there are technical requirements for other software applications such as Microsoft Excel.</p> <p>A. Christina Smith (DFS A&A): Florida PALM Project Team: please ensure we have the need for Excel identified in the requirements.</p> <p>A. Florida PALM Project: This business requirement will be modified as directed.</p> <p>Inquiry and Reporting</p> <p>Q. Thomas Poucher (DACS): BUD135 – What are different versions of the budget? Is that Governor's veto?</p> <p>A. Florida PALM Project: This business requirement speaks to functionality for agencies to maintain and/or publish different versions of their budget, including different levels in terms of summary info and detail.</p> <p>A. Christina Smith (DFS A&A): To Florida PALM Project Team: Request that we reconsider this subcategory.</p> <p>Q. Lisa Simpson (DEO): BUD349 – Can we have a consistent basis for the Schedule I? Some are accrual and some are cash basis.</p> <p>A. Christina Smith (DFS A&A): We want to automate the Schedule I and need to stay consistent as we are using accrual and cash basis.</p> <p>General Questions</p> <p>Q. Mike Wolfe (DCF): When is the Invitation to Negotiate (ITN) going to be advertised?</p> <p>A. Florida PALM Project: In the spring of 2016. It will take approximately a year to get responses back, conduct negotiations and then execute a contract.</p> <p>Q. Lisa Simpson (DEO): Are you making your requirement updates in DecisionDirector (DD) that can be viewable by us, the agencies?</p>	

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<p>A. Florida PALM Project: We are internally reviewing and making improvements to the requirements based on the conversations at these workgroups, however, these changes will not impact the agency’s review of the Cycle 1 Business Requirements and will not be viewable by the agencies in DecisionDirector.</p> <p>Q. Bruce Wolin (DOH): Are we going to be able to download into an agency business system?</p> <p>A. Florida PALM Project: Yes, this is included in the technical requirements and this also applies for all process areas, not just specifically to the budget requirements.</p> <p>Q. Mike Wolfe (DCF): Will we use calendar year? We have a need for our client trust fund.</p> <p>A. Christina Smith (DFS A&A): This is identified in the General Ledger requirements. The Budget Control Subsidiary Ledger will have different start and end years.</p> <p>Q. Ann Courtney (DOH): Will the LBR be entered in Florida PALM and transmit to the Legislative Appropriations System/Planning and Budgeting Subsystem (LAS/PBS)?</p> <p>A. Florida PALM Project: The vision is to have an agency’s LBR/Long Range Program Plan (LRPP)/Capital Improvements Plan (CIP) including all schedules/exhibits submission be developed in Florida PALM and the data transferred to LAS/PBS and the Florida Fiscal Portal. LAS/PBS remains the official budget system for the State of Florida and is out of scope for this project. Florida PALM’s Enterprise Performance Management/Business Intelligence tools are highly integrated within the budget module to facilitate budget processes.</p> <p>A. Christina Smith (DFS A&A): We will ensure that we have the same functionality with FLAIR that we have with Florida PALM when the system goes active. All the robust functionality and reporting may not be available at the beginning, as we have a lot to turn on and we need to be simple at first then look at what we can do.</p> <p>The audience was asked to submit any questions to FloridaPALM@myfloridacfo.com.</p>	
Meeting Closeout	Julian Gotreaux
<p>Notes: Julian thanked the group and asked that they complete the survey they would receive through Survey Monkey in the next day or so.</p>	