

<b>Date</b>	10/28/2015	<b>Time</b>	9:00 a.m. – 12:00 p.m.
<b>Location</b>	Dept of Children and Families – Bldg. 4		
<b>Objective</b>	Requirements Review Workgroup – Procurement to Payment (P2P) Part 1		
<b>Attendees</b>	<p>Afua DeWindt (SC), Alison Crozier (FSDB), <del>Becky Devlin (DACS)</del>, Bob Roller (DJJ), Brenda Geddis (DOEA), <del>Chris Lee (DEO)</del>, Cindy Cooley (DCF), <del>Cindy Grammas (DCF)</del>, <del>Danita Gallmon-Johnson (DMS)</del>, Diana Trahan (FDLE), Dianne Screws (FDOC), Dina Kamen (JAC), Eric Thiele (DBPR), <del>Evelyn Jacobs (DJJ)</del>, Grace Sumpter (DOR), Jason Adank (FDOT), Jean Morris (APD), Jeanell Moore (DOR), Jim Lane (FDOT), Joanne Lane (DOH), Karen Belcher (PSC), <del>Kedra Lewis (DJJ)</del>, <del>Kelly Sowell (FDOT)</del>, Kim Veldink (DOR), Lillie Harrison (DOE), <del>Linda Love (DMS)</del>, Lisa Punausuia (DOR), Lisa Simpson (DEO), Lori Morgan (EOG-DEM), Lucy Swain (DJJ), <del>Lynn Robinson (DOH)</del>, Michael Gordon (AST), Michelle Faircloth (FDLE), Michelle Harvey (DEO), Michelle Kelley (EOG-DEM), Mike Soto (FDOT), Mike Wolfe (DCF), Nancy Quaney (DOH), Nona McCall (AHCA), Pam Griffin (DMS), Pam Swiger (DACS), Patricia Kenyon (DJJ), Paul Yu (DOH), Raquel Revells (PSC), Rhonda Reed (DCF), Robin Holley (DOR), Ron VunKannon (DOR), Ronda Pearson (AST), Roxann Foreman (FDVA), Salena Yarbrough (DACS), Scott Gerke (FDVA), <del>Sonja German (DOH)</del>, Stephanie Dupree (DOL), Steven Radford (DEO), Sue Taylor (APD), Talaimoana Melendez (DOE), Terri Mulkey (DOE), Theral Mackey (FSDB), Thomas Poucher (DACS), Todd Watkins (DOE), Tony Kenon (DCF), and Vicki Nichols (JAC)</p> <p>Florida PALM Project Project Team:          Allyson Adolphson (DFS), Angie Robertson (DFS), Brenda Lovett (DFS), Brian Eppig (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>		
<b>Attachments/ Related Documents</b>	Requirements Review Workgroup – Procurement to Payment Presentation		

<b>Topic</b>	<b>Facilitator</b>
Welcome and Introductions	Julian Gotreaux
<b>Notes:</b>	
<ul style="list-style-type: none"> <li>Julian welcomed the group, shared the ground rules, and provided an overview of the facility.</li> </ul>	

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<ul style="list-style-type: none"> <li>Angie introduced the Project Team members and asked each participant to introduce themselves including their agency, their role in the requirements review activities, and past participation in a Florida PALM Project Workgroup or Workshop.</li> </ul>	
Background and Purpose Overview of Requirements	Angie Robertson
<b>Notes:</b> <ul style="list-style-type: none"> <li>Angie provided a background purpose for the Project. She then provided an overview of the requirements and the requirements review process.</li> </ul>	
Process Area Requirements	Deb Gries
<b>Notes:</b> <ul style="list-style-type: none"> <li>Deb provided an overview of the P2P requirements, describing the key “areas of focus”.</li> </ul>	
<b>Break</b>	
Requirements Questions & Discussion	Deb Gries
<b>Notes:</b> <p><b>Lisa Simpson (DEO)</b> submitted requirements questions prior to the workgroup and these questions started the discussion.</p> <p>Inquiry and Reporting</p> <p>Q. <b>Lisa Simpson (DEO):</b> P2P0152 – Does this cover future dates to calculate amount of payments for tomorrow?</p> <p>A. <b>Florida PALM Project:</b> No, but we will modify the requirement to cover payments scheduled to be run.</p> <p>Inter–Agency Billing</p> <p>Q. <b>Lisa Simpson (DEO):</b> P2P1078 – Does edit mean accepted by the program approver?</p> <p>A. <b>Florida PALM Project:</b> No, but the Level 2 process flow and narrative indicates that when an agency finance and accounting (F&amp;A) staff member assigns the receivable invoice to an agency program approver, they have confirmed it belongs to the agency.</p> <p>Invoice Processing and Payroll</p> <p>Q. <b>Lisa Simpson (DEO):</b> P2P0058 and P2P0949 – Are these duplicate requirements?</p> <p>A. <b>Florida PALM Project:</b> No, the intent of P2P0058 is that the invoice would auto populate with certain Chart of Accounts (COA) elements for the user creating the invoice which could be edited as needed. P2P0949 relates to payroll transactions and not invoices</p> <p>A. <b>Christina Smith (DFS A&amp;A):</b> P2P0949 – Requirement will use language for the default identifier coming from People First since we will not be changing our existing payroll process. However, agencies may add requirements to assist with how you need to allocate costs in the future and include needed fields.</p> <p>Continuing from the payroll requirement:</p> <p>Q. <b>Lillie Harrison (DOE):</b> Will we have something uniform to capture all vendor information related to payroll payments and banks for the miscellaneous deductions?</p>	

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<p>A. <b>Christina Smith (DFS A&amp;A):</b> Those vendors will be paid within Florida PALM which will include much more vendor information.</p> <p>Q. <b>Paul Yu (DOH):</b> Do you have to ask the ERP solution to distribute costs to a lower level?</p> <p>A. <b>Christina Smith (DFS A&amp;A):</b> Yes – that is correct. We currently get the default from FLAIR payroll, and it is the agency’s responsibility to further distribute. R2R has a requirement to further allocate in the General Ledger (GL) category. We will have ability in the system, but it will still be the agency’s responsibility. At a point in the future, Florida PALM may handle all payroll distributions but not now.</p>	
<p>Invoice Processing</p> <p>Q. <b>Lisa Simpson (DEO):</b> P2P0228 – Is this based at the allotment or release balances or both?</p> <p>A. <b>Florida PALM Project:</b> Encumbrances will be based on the agency’s appropriations, and invoice payments will be based on the agency’s release.</p> <p>A. <b>Christina Smith (DFS A&amp;A):</b> This requirement relates to appropriations at a statewide level and recommended adding another requirement covering allotment budgets at the agency level.</p> <p>Q. <b>Afua DeWindt (SC):</b> Would the rejection of the encumbrance or payment be the same day?</p> <p>A. <b>Florida PALM Project:</b> Yes, the goal is to be real-time.</p> <p>A. <b>Christina Smith (DFS A&amp;A):</b> There is a new feature of scheduling payments. Where today is cash driven, we will have the ability to pay within a window, and Treasury will make sure cash available. Cash reduction will be at the time of payment and not at the time the invoice is keyed.</p> <p>Q. <b>Lisa Simpson (DEO):</b> P2P0229 – Overwrite or override?</p> <p>A. <b>Florida PALM Project:</b> Overwrite is correct. This will allow a user to modify the information in a field(s) based on their role and security.</p>	
<p>Requirements questions, listed by subcategory, presented during the workgroup:</p>	
<p>Accounts Payable</p>	
<p>Encumbrance</p>	
<p>Q. <b>Nona McCall (AHCA):</b> P2P0078 – Is the vision for a single document with multiple payees?</p> <p>A. <b>Florida PALM Project:</b> We provided an example that 50 people go to a conference. You can use one Travel Authorization Request (TAR) with all travelers listed, and the ERP solution is to create a separate encumbrance number for each traveler.</p> <p>Q. <b>Thomas Poucher (DACS):</b> GL188 – Can we unclose an already closed encumbrance if closed by mistake?</p>	

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<p>A. <b>Florida PALM Project:</b> This would create an issue with accounting transactions. A possibility of the ERP solution would be to require a replacement encumbrance through workflow as opposed to reopening a closed encumbrance.</p> <p>A. <b>Christina Smith (DFS A&amp;A):</b> This may be hard to do because we will be closing out accounting records and would have to restore but agreed we would need this functionality for those type situations.</p>	
<p>Invoice Processing</p> <p>Q. <b>Christina Smith (DFS A&amp;A):</b> P2P0048 – We, as a state, should not be creating invoices unless you are doing interagency invoices and requested this requirement should be reworded to trigger recurring transactions instead of invoice.</p> <p>A. <b>Florida PALM Project:</b> The requirement was meant to be inter-agency related and will be edited as requested.</p> <p>Q. <b>Christina Smith (DFS):</b> P2P0061 – What specifically does this refer to?</p> <p>A. <b>Florida PALM Project:</b> This should be moved to the Travel category and we will update it as requested.</p> <p>Q. <b>Nona McCall (AHCA):</b> I thought that it related to commodity items related to assets that would require a receipt.</p> <p>A. <b>Christina Smith (DFS A&amp;A):</b> I agree. To Florida PALM Project: Please establish a requirement for the ability to auto-require a receipt.</p>	
<p>Payment Processing</p> <p>Q. <b>Lisa Simpson (DEO):</b> P2P0476 – What is meant by this requirement, and what scenario would this relate?</p> <p>A. <b>Florida PALM Project:</b> This is for multiple invoices with same vendor.</p>	
<p>Requirements Questions, Listed by subcategory:</p>	
<p>Travel</p>	
<p>Employee Reimbursement</p>	
<p>Q. <b>Sue Taylor (APD):</b> P2P0926 – What about the ability to do volunteers and others who do not have a People First identifier and need to use social security number?</p> <p>A. <b>Florida PALM Project:</b> This is meant to be inclusive of all besides employees. We will rewrite the requirement to indicate non-employee vs employee.</p> <p>A. <b>Christina Smith (DFS A&amp;A):</b> We will need to have them entered into the system to be able to issue payment. We may need to consider them employees as opposed to vendors or may have another bucket of payees.</p>	
<p>General Questions:</p>	
<p>Q. <b>Vicki Nichols (JAC):</b> When reviewing requirements to ensure functionality is included, how many years into the future should we consider?</p>	

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A. <b>Florida PALM Project:</b> First, focus on core functionality for day one and then start building on what you want that is non-core.	
Q. <b>Stephanie Dupree (DOL):</b> Will the new system be starting at a minimum of what FLAIR does now?	
A. <b>Florida PALM Project:</b> Yes, the core functionality is our goal for initial implementation. We also have requirements for our future vision that will be included in later implementation.	
Q. <b>Stephanie Dupree (DOL):</b> Is there a group looking at current FLAIR functionality?	
A. <b>Florida PALM Project:</b> Yes, our team is looking at current FLAIR functionality as well as the DFS Division of Accounting and Auditing (DFS A&A). The objectives and uses of FLAIR will be captured in the ERP solution but the tools and mechanics will be different.	
Q. <b>Vicki Nichols (JAC):</b> If we are typing our answers onto the Excel spreadsheet, can we copy and paste into DecisionDirector?	
A. <b>Florida PALM Project:</b> Yes, you can copy and paste from there and/or other documents into the DecisionDirector tool.	
Q. <b>Karen Belcher (PSC):</b> We are not on MyFloridaMarketPlace (MFMP), how will we do our work?	
A. <b>Florida PALM Project:</b> There will be the ability to directly enter information into Florida PALM as you currently do in FLAIR.	
Q. <b>Karen Belcher (PSC):</b> Will entering a commodity code be required?	
A. <b>Christina Smith (DFS A&amp;A):</b> Right now yes, we are going with required. Certain commodity codes will trigger the assets module that an asset has been acquired. The ability to integrate allows the modules to work together and improve accountability.	
Q. <b>Stephanie Dupree (DOL):</b> Will agencies have the ability to encumber without creating a purchase order (PO), will Florida PALM create POs and do you have to have a PO?	
A. <b>Christina Smith (DFS A&amp;A):</b> If you are using MFMP, it should come from MFMP. If not, you can directly enter and no, Florida PALM will not create a PO although the tool to create an encumbrance may look a lot like one. The requirement to have a PO or not is based on purchasing rules. We are focusing on accounting for procurement and not doing the procurement process.	
Q. <b>Rhonda Reed (DCF):</b> Is there an opportunity to increase invoice characters?	
A. <b>Florida PALM Project:</b> Yes, our requirement asks for at least 50 alpha-numeric characters. We will also have up to 500 alpha-numeric characters for the invoice description field.	

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<p>Q. <b>Joanne Lane (DOH):</b> What carries over to the vendor's payment?</p> <p>A. <b>Florida PALM Project:</b> The intent is to bring over the entire invoice number to the transparency portal.</p> <p>A. <b>Christina Smith (DFS A&amp;A):</b> The payment structure will be different, and we would love to consolidate payments. We will explore with the vendor for their software to have the capability issue one payment from the entire state. The transparency portal would list all specific invoices that go with that payment.</p> <p>Q. <b>Todd Watkins (DOE):</b> For those payments that one warrant is issued from many agencies, can the system mail them directly from DFS and what can we do to generate direct (electronic) payments as opposed to warrants?</p> <p>A. <b>Christina Smith (DFS A&amp;A):</b> With the new system, we will research to see if we can increase information provided to vendors and encourage them to go to electronic funds transfer (EFT).</p> <p>A. <b>Florida PALM Project:</b> Agencies should work with their vendors to identify the fields on the transparency portal that vendors would need to assist them in registering for EFT and to add requirements to include this information. Agencies should also review P2P0157, which would assist vendors in identifying what invoices go with the payment posted.</p> <p>Q. <b>Lillie Harrison (DOE):</b> Will the system force more people to go automated clearing house (ACH) and if so, will system allow for speedy processing?</p> <p>A. <b>Christina Smith (DFS A&amp;A):</b> We pay based on prompt payment law, but we also want to maximize earnings in Treasury. We need to decide what is more cost effective: the amount of interest we would pay from holding the payment or obtaining the vendor discount. All will be explored and it will be an evolution with the vendor community. Our goal is to schedule payments to maximize funds and to go to electronic vendor payments.</p> <p>Q. <b>Lillie Harrison (DOE):</b> Will DFS mail out payroll warrants as well?</p> <p>A. <b>Christina Smith (DFS A&amp;A):</b> We may get to that point, but there would be a cost to the agencies and will work with the Administrative Service Directors before this happens.</p>	
<p>Final comments:                      Agencies voted to hold the second scheduled P2P session (Tuesday, 11/03/2015, 9:00 – 12:00 at DOR). Agencies should prepare and read the requirements prior to attending and send in questions by Monday, 11/02/2015 at noon.</p> <p>The audience was asked to submit any questions to <a href="mailto:FloridaPALM@myfloridacfo.com">FloridaPALM@myfloridacfo.com</a>.</p>	
Meeting Closeout	Julian Gotreaux



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<p><b>Notes:</b></p> <ul style="list-style-type: none"><li>Julian thanked the group and asked they complete the survey they would receive through Survey Monkey in the next day or so.</li></ul>	