

Florida **PALM**

Planning, Accounting, and Ledger Management



REQUIREMENTS REVIEW WORKGROUP

PROCUREMENT TO PAYMENT

OCTOBER 27, 2015



Florida **PALM**
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



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Welcome and Introductions

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



BACKGROUND & PURPOSE



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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

PROCUREMENT TO PAYMENT



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Process Area Requirements

Procurement to Payment

- ▶ Accounts Payable
 - 1099 Processing
 - Data Integration
 - Document Management
 - Employee Reimbursement
 - Encumbrance
 - Inquiry and Reporting
 - Inter-agency billing
 - Invoice Processing
 - Issuance Reconciliation
 - Module Integration



Process Area Requirements

Procurement to Payment

- ▶ Accounts Payable (continued)
 - Payment Processing
 - Payroll
 - Printing and Handling
 - Receiving
 - Security
 - Unclaimed Property
 - Vendor Maintenance
 - Workflow



Process Area Requirements

Procurement to Payment

- ▶ **Contracts**
 - Contract Administration
 - Document Management
 - Inquiry and Reporting
 - Module Integration
 - Vendor Performance

- ▶ **Travel**
 - Employee Reimbursement
 - Inquiry and Reporting



Process Area Requirements

Procurement to Payment

- ▶ Subjects identified as Areas of Focus
 - Florida Specific (F1)
 - Budget checking and sufficient budget balances
 - Prompt payment compliance and interest fees
 - DFS auditing criteria
 - Integrate with Internal Revenue Services (IRS) data to perform Tax Identification Number (TIN) matching
 - High Impact Subcategory (F2)
 - Data Integration
 - Document Management
 - Inquiry and Reporting
 - Security
 - Workflow



Process Area Requirements

Procurement to Payment

▶ Subjects identified as Areas of Focus

◦ Agency Interest/Questions (F3)

Accounts Payable

- 1099 Processing: Comply with IRS regulations including TIN matching
- Encumbrance: Encumbering for future fiscal years within AP, from information in the Contracts Module, and from information in the Travel Module; Budget Checking before encumbering, including Direct Load and PCard files
- Inter-agency billing: (Due To/Due From)
- Invoice Processing: Auto generation of payment based on the prompt pay compliance date; Scheduling payment dates in advance of prompt day due to discounts received; Modifying a vendor's profile for net and discount payment terms



Process Area Requirements

Procurement to Payment

▶ Subjects identified as Areas of Focus

◦ Agency Interest/Questions (F3)

Accounts Payable (continued)

- Invoice Processing (continued): Comments fields on invoices, contracts, etc.; Including “pending” credits in Florida PALM; Auto-generation of accounting events; CFO Override; Duplicate invoice checking; Payment Offsets to include updates to Accounts Receivable and Billing to Receipt (ARB) files and vendor notification; One vendor payment issued that includes multiple funding sources and/or multiple agencies
- Receiving: Receiving goods and services in Florida PALM and matches performed; Rejection of an invoice until the receipt is entered; Integration of receipts from MFMP and Agency Business Systems
- Unclaimed Property: Auto-generating payment to Unclaimed Property for an agency’s escheated warrant



Process Area Requirements

Procurement to Payment

- ▶ Subjects identified as Areas of Focus
 - Agency Interest/Questions (F3)
 - Contracts
 - Replacement of FACTS to Florida PALM
 - Travel
 - Record a travel advance as a receivable



Process Area Requirements

Procurement to Payment Overview

Type	Accounts Payable		Contracts		Travel	
	Count	%	Count	%	Count	%
Areas of Focus						
General (G)	268	48%	86	81%	61	66%
Florida Specific (F1)	7	1%	2	2%	0	0%
High Impact Subcategory (F2)	180	32%	3	3%	20	22%
Agency Interest/Questions (F3)	108	19%	15	14%	11	12%
Total	563	100%	106	100%	92	100%



REQUIREMENTS QUESTIONS & DISCUSSION

PROCUREMENT TO PAYMENT



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Requirements Questions & Discussion

Procurement to Payment

- ▶ Open Questions from Audience



MEETING CLOSEOUT



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Meeting Closeout

- ▶ Overall Questions?
- ▶ Next Steps
 - Upcoming Requirements Review Workgroups for other Process Areas
 - 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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