Payment Processing for Goods and Services

Level 2 Workshops
Florida Department of Revenue, Building 2
June 2015
Welcome and Workgroup Introductions

- Project Leadership
- State BPS Team
- EY BPS Team
- Organizational Change Management (OCM) Team
- System and Data Strategies (SDS) Team
- Project Management Office (PMO) Team
- Level 2 Workgroup Members
# Level 2 Workgroup Participants

**A2D, ARB, BUD, CSH, and GAC**

### A2D
- Chaunda Ford (DMS)
- Cherie Ferrell (DMS)
- Cheryl Ward (DOT)
- Darinda Mclaughlin (DEP)
- David James (DFS – A&A)
- Eric Reeves (DOT)
- Homer Williams (DOE)
- Lemuel Toro (HSMV)
- Michele Mundy (HSMV)
- Pamela White (DOE)
- Sharon Brown (DOS)
- Steve Burch (HSMV)
- Steve Waters (DEP)
- Lavitta Stanford (DC)
- Kathleen Lester
- Richard Gowdy
- Christina Carswell

### ARB
- Charlotte Fraser (FDLE)
- Darlene Faris (DLA)
- Ed Nelson (DOH)
- Eric Thiele (DBRP)
- Faye Jones (DBPR)
- Kidra Lewis (DJJ)
- Kim Straubinger (DOR)
- Letitia Wiley (DJJ)
- Mary Clark (DOH)
- Matt Gilbert (DFS – A&A)
- Peggy Brown (DACS)
- Robert Herron (DOH)
- Sabrina Donovan (DLA)
- Terri Speed (FDLE)
- Thomas Poucher (DACS)
- Wendy Wu (DOR)

### BUD
- Asheema Vemuri (DCF)
- Mike Wolfe (DCF)
- Charlotte Fraser (FDLE)
- Cynthia Barr (FDLE)
- Emma Dugger (DC)
- Lavitta Stanford (DC)
- Erica Roth Prado (EOG/OPB)
- Theresa Gagnon (EOG/OPB)
- Teresa Brossette (EOG/OPB)
- Zadok Coxwell (EOG/OPB)
- Melissa Patino (EOG/OPB)
- Renee Tondee (EOG/OPB)
- Rebecca Evers (DOR)
- Ron Vunkannon (DOR)
- Teri Madsen (DFS – Budget)
- Sarah Goodman (DFS – Budget)
- Tanya McCarty (DFS – A&A)
- Jenine Pumphrey (DOT)
- Jennifer Barineau (DOT)
- Lisa Evans (DOT)
- Mechelle Marcum (DOT)

### CSH
- Angie Booker (DEP)
- Bert Wilkerson (DFS – Treasury)
- Catherine Davis (DOR)
- Eric Thiele (BRP)
- Jason Adank (DOT)
- Jennifer Pelham (DFS – Treasury)
- Joe Dismuke (DOT)
- Kathy Ward–Adkins (DFS – Treasury)
- Kiki Evans (DFS – A&A)
- Lisa Revell (DEA)
- Lynn Griffin (DEA)
- Melissa Hevey (DFS – Treasury)
- Mike Alexander (DFS – Administration)
- Miriam Gray (Treasury)
- Patricia Williams (AHCA)
- Paula Crosby (BPR)
- Shajuana Jenkins (DFS – Administration)
- Teresa Bach (DFS – Treasury)
- Wynette Rogers (DOT)

### GAC
- David Beebe (DOE)
- Debbie Evans (DOE)
- Deborah Furr (FWC)
- Debra Schweinsberg (FWC)
- Jerry Sego (DACS)
- Julie Mayo (DCF)
- Karen Peyton (DEM)
- Kim Holland (DFS – A&A)
- Marvin Rumsey (DEO)
- Mike Wolfe (DCF)
- Sandra Lewis (DJJ)
- Thomas Poucher (DACS)
- Tiffany Herrin (DOE)
- Tisha Womack (DEO)
- Toni Milazzo (DEM)
- Winfred Bishop (DOE)
- Yvonne Woodard (DJJ)
Level 2 Workgroup Participants
PAY, PJT, P2P, R2R, and TRM

PAY
Andy Snuggs (JAC)
Bonnie Bevis (HSMV)
Charlene Chen (DEO)
Jamie Johnson (JAC)
Jennifer Peddicord (DFS – A&A)
Lee Boatwright (DOR)
Linda Osborne (DMA)
Lisa Simpson (DEO)
Mitchell Clark (DMS)
Sharan Arnold (DOT)
Teresa Mast (DOT)
Wendy Wu (DOR)

PJT
Annemarie Whalen (DVA)
Asheema Vemuri (DCF)
Carolyn Jones (DMS)
Kedra Lewis (DJJ)
Lisa Evans (DOT)
Lucinda Harris (DOC)
Maureen Castano (DOE)
Mike Wolfe (DCF)
Patty Thurman (DOE)
Paul Munyon (DOE)
Shannon Martin (DMS)
Teresa Mast (DOT)
Travis Erven (DFS–A&A)

P2P
Angie Martin (DFS – Vendor Relations)
Anne Rabon (DMS – MFMP)
Barbara Vaughn (HSMV)
Christie Hutchison (DCS)
Darinda McLaughlin (DEP)
Debra Owens (DCS)
Dina Kamen (JAC)
James Dewayne Baxley (HSMV)
Joanne Lane (DOH)
Julie Sharon Bussey (FWC)
Kelly McMullin (DMS)
Kim Holland (DFS – A&A)
Lee Ann Hebenthal (DOS)
Lucy Russell (DOH)
Luke Joyner (DCS)
Masumi Das (JAC)
Maureen Livings (DMS)
Nancy Quaney (DOH)
Rachel Bozeman (FWC)
Roger Twitchell (DOH)
Thomas Poucher (DCS)
Vianka Apellaniz (Colins) (DCS)
Vicki Nichols (JAC)
Vonda Murray (DOS)
Wayne Mayer (JAC)

R2R
Alex Szigeti (DEO)
Alisa Golden (DOE)
Asheema Vemuri (DCF)
Barbara Trombino (Lottery)
Becky Devlin (DCS)
Dee Ann Warren (APD)
Gina Ballard (A&A)
Kathy Ward-Adkins (DFS – Treasury)
Melisa Hevey (DFS – Treasury)
Michael White (DOE)
Mike Mentillo (LEG)
Mike Wolfe (DCF)
Rose Salinas (APD)
Stephen Hobbs (DEO)
Thomas Poucher (DCS)
Veronica Bishop (AHCA)

TRM
Angie Martin (DFS – Vendor Relations)
Ben Nash (DEO)
Bert Wilkerson (Treasury)
Betty Caswell (DEO)
Gina Ballard (DFS – A&A)
Jennifer Pelham (DFS – Treasury)
Kathy Ward-Adkins (DFS – Treasury)
Melisa Hevey (DFS – Treasury)
Miriam Gray (DFS – Treasury)
Patrice Provost (DEO)
Pedro Morgado (DFS – Treasury)
Tanya McCarty (DFS – A&A)
Teresa Bach (DFS – Treasury)
Wendy Wu (DOR)
Wynette Rogers (DOR)
Welcome and Workgroup Recognition
Walk Through of Business Events in Payment Process
  ◦ Business Event I – Establish Accounting Structure
  ◦ Business Event II – Perform Procurement
  ◦ Business Event III – Initiate Payment
Break
Walk Through of Business Events in Payment Process - Continued
  ◦ Business Event III – Initiate Payment - Continued
  ◦ Business Event IV – Execute Payment
  ◦ Business Event V – Manage Resources
Wrap Up and Agency Questionnaire Forms
Hierarchy

- Business Event
- Business Sub-Event
- Business Activity
Approach for Walk Through

- Review each Business Event, Business Sub-Event and associated Business Activities
- Include high-level (not step by step) Process Flows as applicable
- Review Anticipated Improvements or Changes for Each Business Sub-event

<table>
<thead>
<tr>
<th>Establish Accounting Structure</th>
<th>Perform Procurement</th>
<th>Initiating Payments</th>
<th>Execute Payment</th>
<th>Manage Resources</th>
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</thead>
<tbody>
<tr>
<td>Set up chart of Account Codes</td>
<td>Establish Contracts</td>
<td>Input Invoices</td>
<td>Produce Payment or ACH</td>
<td>Cash</td>
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<tr>
<td>Establish Budget Controls</td>
<td>Prepare Obligations</td>
<td>Upload Direct Load</td>
<td>Fund Payment</td>
<td>Grants or Projects</td>
</tr>
<tr>
<td>Set Up Grant Codes</td>
<td>Via Payroll</td>
<td>Interagency Payments</td>
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<td>Assets</td>
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<tr>
<td>Set Up Project Codes</td>
<td>Via Revolving Funds</td>
<td>Reconcile Payments</td>
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<td>Vendors</td>
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<td></td>
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<td>Budget</td>
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<td></td>
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<td></td>
<td>General Ledger</td>
</tr>
</tbody>
</table>
Icons on Process Flows

- Process Start/End
- Process Activity
- Decision or Process Branch
- Document
- Accounting Event
- Control Point
- Report
- Integration Point
- On Page
- Off Page

(1) – Can appear “in flow” or as a floating icon
(2) – May link to flow within or outside of Process

Steps Shaded Gray Indicate Activities Outside Florida PALM
Swimlanes
- Represent entity and role within the entity
- Entities include Enterprise (DFS, Treasury, OPB, DMS/MFMP, etc.), Agency, and External (Bank, etc.)
- Not meant to represent all agencies’ roles, but are meant to represent segregation of duty

Source notation above Florida PALM Logo

Connection to different Business Activity

Connection to same Business Activity, different slide
Establish Accounting Structure

Business Event I
I - Establish Accounting Structure
Business Sub-Events and Activities

- Set Up Chart of Account Codes
  - Enterprise and Agency Unique Codes
  - Request Trust Fund Profile
- Establish Budget Controls
  - LAS/PBS Codes
  - Budget Control
  - Budget Monitoring and Override
  - Budget Forecasting and Request Preparation

- Set Up Grant Codes
  - Apply for Grant
  - Set Up Grant
  - Set Up Customer Record
  - Establish Subrecipient Information
  - Build Grant Budgets
  - Associate Asset / Project
  - Set Up Charge Object
- Set Up Project Codes
  - Set Up Project and Build Project Budgets
  - Associate Asset
Enterprise and Agency Unique Codes

Enterprise (DFS Financial Reporting)

Agency

- R2R IP 3 LAS/PBS
- R2R CP 1
- R2R 1.2 Passed Validation Workflow?
  - Yes: R2R 1.3 Chart of Accounts Maintenance
  - No: R2R 1.1 Enterprise Initiated Request
- R2R 1.1 Enterprise Initiated Request
- Request sent back to initiator
- No: R2R R 1
- R2R R R 2
- R2R R 1.3 Chart of Accounts Maintenance
- R2R 1.4 COA Change Ready for Update?
  - Yes: R2R 1.5 Execute Ledger Updates
  - No: R2R R 2
- R2R 1.5 Execute Ledger Updates
- R2R 1.6 New Chart of Accounts Available for Users
- R2R IP 1 MRMP
- R2R IP 2 People First
- R2R IP 3 LAS/PBS
- R2R 1.7 Notification Sent
- R2R IP 4 Agency Business Systems

Source: R2R
Request Trust Fund Profile

1. Establish and Maintain Trust Fund
   - Agency Initiated Request

2. Add Agency Specific Investment Criteria

Source: CSH
Set Up Chart of Account Codes
Anticipated Improvements or Changes

- Provide consistent, uniform chart of accounts structure to facilitate the capture, validation, and overall accuracy of General Ledger data
- The ability to workflow requests and approval for chart of accounts code set up
- The ability to associate attributes with General Ledger codes to facilitate reporting
I - Establish Accounting Structure

Business Sub-Events and Activities

- Set Up Chart of Account Codes
  - Enterprise and Agency Unique Codes
  - Request Trust Fund Profile

- Establish Budget Controls
  - LAS/PBS Codes
  - Budget Control
  - Budget Monitoring and Override
  - Budget Forecasting and Request Preparation

- Set Up Grant Codes
  - Apply for Grant
  - Set Up Grant
  - Set Up Customer Record
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  - Build Grant Budgets
  - Associate Asset / Project
  - Set Up Charge Object

- Set Up Project Codes
  - Set Up Project and Build Project Budgets
  - Associate Asset
LAS/PBS Codes

Enterprise

Start

BUD IP 2.1
Adjusted Appropriations
LAS/PBS

BUD 2.2
Establish Enterprise Budget
Control & Load Agency
Templates:
Populate Adjusted
Appropriations into
Workbooks

Budget Control

Source: BUD
Budget Control

LAS/PBS Codes

- BUD 2.3: Apply Agency Templates: Develop lower level (e.g., Bureau/Program) Allocations, Approved Budget, Estimated Revenue and Releases
- BUD 2.4: Store for Business Intelligence (Reporting and Dashboard Tools)
- BUD 2.5: Establish Intra-Agency Control Rule Levels
- BUD 2.6: Load Budget Allocations for Control
- BUD 2.7: Florida PALM R2R 1.6

Source: BUD
Budget Monitoring and Override

Transaction Budget Checking occurs on demand: Complete or Stopped (Budget Authority, Allocations, Cash Balances & Release Schedules)

Source: BUD
Budget Forecasting and Request Prep. – Cont.

- BUD 1.10 Develop Agency Strategy
- BUD 1.13 Apply Revenue/Cash Assumptions Updates
- BUD 1.14 Build Revenue/Cash Forecasts
- BUD 1.15 Apply Personnel/Compensation & Policy Assumptions Updates
- BUD 1.16 Build Personnel Forecasting Rates & Rules; Baseline Forecasts
- BUD 1.17 Apply Non-personnel Expenditure Assumptions Updates
- BUD 1.18 Build Non-personnel Expenditure Forecasts

Budget Change Requested?
- Yes: BUD 1.19 Create Agency Consolidated Scenarios
- No: Proceed to next step

BUD 1.20 Apply Amended/Additional Requests

BUD 1.21 Store Final Business Intelligence (Reporting and Dashboard Tools)

BUD IP 1.22 Create Final Approved Budget Request: Submission of LBR/LRPP/CIP

BUD 1.23 LAS/PBS & Florida Fiscal Portal

End

Source: BUD
Establish Budget Controls

Anticipated Improvements or Changes

- Introduction of Enterprise Performance Management & Business Intelligence (Data Warehouse – Forecasting Base Data)
- Tools for agencies to develop strategies and consolidated scenarios (LBR/LRPP/CIP exhibits/Schedules, etc.) for submission to LAS/PBS
- Transaction budget checking (on demand) – complete or stopped (budget authority, allocations, cash balances & release schedules)
- Introduction of workbook templates to load adjusted appropriation (GAA) and further provide agencies tools to efficiently allocate to levels 3-5
- Ability to publish agency operating budget from workbook templates
I - Establish Accounting Structure

Business Sub-Events and Activities

- Set Up Chart of Account Codes
  - Enterprise and Agency Unique Codes
  - Request Trust Fund Profile
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  - Budget Monitoring and Override
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  - Set Up Customer Record
  - Establish Subrecipient Information
  - Build Grant Budgets
  - Associate Asset / Project
  - Set Up Charge Object
- Set Up Project Codes
  - Set Up Project and Build Project Budgets
  - Associate Asset
Apply for Grant

GAC 1.1
Search for Grants

Identify Grant Opportunity?

No

GAC 1.4

GAC 1.2
Other Grantors

GAC 1.3
CFDA/CSFA

Source: GAC
Apply for Grant - Continued

1. Identify Grant Opportunity

2. Build Application, Input Detail Data and Attach Required Documents

- GAC 1.4 Prepare Grant Application
- GAC 1.5 Input Proposed Program
- GAC 1.6 Input Proposed Budget
- GAC 1.7 Input Indirect, Fringe, F&A Cost Details
- GAC 1.8 Input Cost Sharing Details
- GAC 1.9 Input Sub recipient Details
- GAC 1.10 Input Program Schedule
- GAC 1.11 Input Program Resources

3. Apply Protocols

Source: GAC
Apply for Grant - *Continued*

- **GAC 1.11** Apply Protocols/Rules
  - Set New

- **GAC 1.12** Define/Update Protocols/Rules

- **GAC CP 1**

- **GAC CP 2**

- **GAC 1.13** Copy Existing Protocols/Rules
  - Set Existing

- **GAC 1.14** Advance Proposal
  - Ready for Submission?
    - Yes
      - Agency Approval
    - No

*Source: GAC*
Apply for Grant - Continued

Source: GAC
Set Up Grant

- **Agency Grant Admin**
  - **GAC 2.1** Set Up/Award Issued
  - **GAC 2.2** Establish Grantor
  - **GAC 2.3** Input Grant Details
  - **GAC 2.4** Input Budget Components
  - **GAC 2.5** Input Recipient Organization Details
  - **GAC 2.6** Input Recipient Indirect, Fringe, F&A Rates
  - **GAC 2.7** Input Cost Sharing Commitments
  - **GAC 2.8** Input Grantee Compliance Info
  - **GAC 2.9** Input Grantor Guidelines
  - **GAC 2.10** Input Resource Data

- **Grantor Exists?**
  - **No**
    - **GAC IP 2**
  - **Yes**

- **Non-Competitive (e.g. Block/Formula Grant)**

- **Set Up Customer Record**

- **Source: GAC**

- **Establish Subrecipient Information**

- **Build Budgets**
Set Up Customer Record

- Agency F&A Accountant B

- Good or Service Provided or Obligation Incurred
  - ARB 1.1 Record Customer?
  - Yes → ARB 1.2 Record Customer Information
  - No → ARB R 2

- Payment Received

- Set Up
  - PJT 1.9
  - GAC 2.2
  - P2P 3.1

Source: ARB
Establish Subrecipient Information

Set Up

Subgrantee?

Yes

No

GAC IP 3

Build Budgets

GAC 2.11
Input Subrecipient Information

Source: GAC
Build Grant Budgets

Set Up

Yes

GAC CP 2.16
Establish
Grant and
Budget at
Chart of
Accounts

GAC CP 2.15
Confirm
Indirect/
F&A
Calculations

GAC 2.14
Input Budget
Details

GAC CP 2.13
Define
Budget
Structure

Copy or
Define
Budget?

Copy

GAC CP 2.12
Copy Existing
Budget Structure

Net Edits?

GAC CP 2.11
Associate
Asset

R2R 2.1

Source: GAC
Associate Asset / Project

- GAC 2.19: Use PJT Projects?
  - Yes: PJT 1.7 Set Up Project
  - No: Build Budgets

- GAC 2.18: Producing Capital Asset?
  - Yes: A2D 1.3 Set Up Asset
  - No: Build Budgets

- GAC 2.17: Subrecipient Producing Capital Asset?
  - Yes: A2D 1.3 Set Up Asset
  - No: Build Budgets

Source: GAC
Set Up Charge Object

GAC 2.22
Activate Grant Code
GAC 2.20
Labor Costs?
No
Go To
GAC 3.1
R2R 2.1
Maintain Chart of Accounts
GAC 2.22
Activate Grant Code
GAC 2.20
Labor Costs?
Yes
GAC IP 2.21
Via People First Timecard

Associate Asset / Project

Agency Finance

Source: GAC
Set Up Grant Codes
Anticipated Improvements or Changes

- Grantor will be established as a Customer
- Agencies will be better able to manage grant record – More robust and powerful status codes, attributes, etc.
- Integration with Projects functionality to capture and control grant costs
- Ability to capture subrecipient data (including purchased assets)
- Integration to AR/Billing for revenue and cash management
- Enhanced Indirect cost capture/management
- Ability to set up “shell” Assets
- New Application Build Process - Protocols and other internal control mechanisms
I - Establish Accounting Structure

Business Sub-Events and Activities

- Set Up Chart of Account Codes
  - Enterprise and Agency Unique Codes
  - Request Trust Fund Profile

- Establish Budget Controls
  - LAS/PBS Codes
  - Budget Control
  - Budget Monitoring and Override
  - Budget Forecasting and Request Preparation

- Set Up Grant Codes
  - Apply for Grant
  - Set Up Grant
  - Set Up Customer Record
  - Establish Subrecipient Information
  - Build Grant Budgets
  - Associate Asset / Project
  - Set Up Charge Object

- Set Up Project Codes
  - Set Up Project and Build Project Budgets
  - Associate Asset
Set Up Project and Build Project Budgets

Plan project? Yes

Start

No

Stop

Build Project Plan

PJT 1.1 Input Tasks

PJT 1.2 Input Resources

PJT 1.3 Input Schedule (Milestones)

PJT 1.4 Input Dependencies

PJT 1.5 Input Project Profile (Checklists)

PJT 1.6 Input Project Budget & Controls (Phases/Dates/Restrictions)

R2R 2.1 Update Chart of Accounts

PJT IP 1

PJT 1.7 Input New Project Code (or Adjust Existing)

Source: PJT
Associate Asset

PJT 1.10 Producing Asset?

Yes

PJT 1.11 Input Milestone Triggers

A2D 1.3 Update A2D

Source: PJT
Set Up Project Codes
Anticipated Improvements or Changes

- Robust project management module
- More “complex” Project ID set up
- Agencies will be better able to manage projects – Robust and powerful status codes, attributes, etc.
- Integration with Grants functionality to capture and control grant costs
- Integration to AR/Billing for revenue and cash management
Perform Procurement

Business Event II
II - Perform Procurement
Business Sub-Events and Business Activities

- Establish Contracts
  - Set Up Contract, Allotment and Encumbrance
  - Manage Contracts

- Establish Obligations
  - Set Up Encumbrance
Set Up Contract, Allotment and Encumbrance

Manage Contract

Source: P2P
Manage Contracts

Set Up Contract

Agency Program Approver and Contract Manager

Agency Contract Staff

P2P CP 6.5
Manage Contract

P2P 6.8
Changes to Contract?

Yes

No

P2P 6.9
Are Changes Needed to Closeout?

Yes

P2P CP 6.10
Contract Complete

End

No

P2P R 23

P2P R 24

Source: P2P
Establish Contracts
Anticipated Improvements or Changes

- Replace input into FACTS – FACTS would remain as transparency site
- Ability to generate future FY allotment and encumbrance associated with contract

Future:
- Contract development and routing functionality
II - Perform Procurement
Business Sub-Events and Business Activities

- Establish Contracts
  - Set Up Contract, Allotment and Encumbrance
  - Manage Contracts

- Establish Obligations
  - Set Up Encumbrance
Set Up Encumbrance

Agency Accounting

P2P CP 1.5 Florida PALM Checks Budget

P2P 1.4 Input Encumbrance

End

P2P CP 1.6 Encumbrance Established

P2P CP 1.7 Override Available Budget

P2P CP 1.10 Adjustment Approved

P2P 1.8 Need to Adjust Encumbrance?

End

P2P 1.6 Passes Budget Check?

Yes

No

Change Accounting Codes?

Make Available Override?

Yes

No

BUD 1.7

P2P 1.4

P2P CP 1.5

P2P CP 1.7

P2P CP 1.8

P2P CP 1.9

Need to Adjust Encumbrance?

Source: P2P
Establish Obligations

Anticipated Improvements or Changes

- As with Establish Contract, there will be the ability to generate future FY encumbrances
Initiate Payment

Business Event III
III – Initiate Payment
Business Sub-Events and Business Activities

- **Input Invoice**
  - Process Invoice
  - Approve and Budget Check
  - Audit and Create Voucher
  - Reject Invoice

- Via Direct Load
  - From Approved Agency Data Exchanges & P-Card

- Via Payroll

- Via Revolving Funds
Process Invoice

Source: P2P
Approve and Budget Check

- Agency Invoice Reviewer
  - P2P 2.6 Review Invoice
    - P2P 2.7 Passes Budget Check?
      - Yes
      - No
        - Change Accounting Codes?
          - Yes
            - Make Available Override?
              - Yes
                - P2P CP 2.8 Override Available Budget
              - No
                - No
                  - P2P CP 2.5 Florida PALM Checks Budget
                    - Approved?
                      - Yes
                        - Audit and Create Voucher
                      - No
                        - No
                          - No
                            - No
                              - P2P 2.4 Program Approver
                                - No
                                  - No
                                    - No
                                      - BUD 1.7
                                        - Florida PALM
                                          - Yes
                                            - Audit and Create Voucher
                                          - No
                                            - No
                                              - No
                                                - No
                                                  - Process Invoice

Source: P2P
Audit and Create Voucher

Enterprise Accounting (CFO)

1. Approve and Budget Check
2. Budget Check
3. Create Voucher
4. DFS Audits
5. Invoice Approver
6. Approved by Auditing?
7. Transaction selected for Audit?
8. P2P AE 2.12 Create Voucher
9. P2P 2.13 Invoice Approver
10. P2P 2.13 Issues Resolved?
11. No
12. Reject Invoice

Source: P2P

Approve and Budget Check
Reject Invoice

Audit and Create Voucher

P2P AE 2.14
Invoice Approver Rejects Transaction

R2R 2.1

BUD 2.13

Email

Notification to Program Approver to advise of disapproval

End

Source: P2P
Input Invoices

Anticipated Improvements or Changes

- Ability to input vendor invoices and route for approval electronically
- Ability to attach supporting documents to invoices
- Auto calculate prompt payment dates
- Payment scheduling – future pay dates
- One invoice equals one voucher
- Ability to copy from previous invoice to create new invoice
- Ability to check for duplicate invoices
- Travel authorization and reimbursement request functionality
III – Initiate Payment
Business Sub-Events and Business Activities

- Input Invoice
  - Process Invoice
  - Approve and Budget Check
  - Audit and Create Voucher
  - Reject Invoice

- Via Direct Load
  - From Approved Agency Data Exchanges & P-Card

- Via Payroll

- Via Revolving Funds
From Approved Agency Data Exchanges & P-Card

Enterprise Accounting (CFO)

Agency Invoice Processor

P2P CP 9.4

P2P IP 8

Start

P2P 9.1b
PCard Payment Data

P2P CP 9.2
Format edits/data validity

P2P AE 9.3
Invoice/Credit Submitted

P2P 9.1a
Direct Load Warrant Data (DOR, DEO, AHCA, DCF, DFS, DMS**)

Source: P2P

P2P CP 9.4

P2P IP 7

Start
From Approved Agency Data Exchanges & P-Card - Continued

Enterprise Accounting (CFO)

P2P CP 9.4 Florida PALM Checks Budget

P2P AE 9.3

Agency Invoice Approver

P2P R 2

P2P 9.6 Invoice Approver

P2P CP 9.7 Override Available Budget

P2P 9.5 Passes Budget Check?

Yes

End

No

Change Accounting Codes?

Make Available Override?

Yes

P2P 9.5

P2P AE 9.9

Create Voucher

P2P 9.8 Direct Load Warrant Approver

P2P AE 9.9

Yes

Direct Load Warrant Approver

P2P CP 9.7

Override Available Budget

P2P R 4

R2R 2.1

PIT 1.11

GAC 1.45

BUD 2.13

P2P CP 9.4 Florida PALM Checks Budget

No

Source: P2P

Florida PALM Planning, Accounting, and Ledger Management

PALM 100 Level 2 Workshop
III – Initiate Payment
Business Sub-Events and Business Activities

- **Input Invoice**
  - Process Invoice
  - Approve and Budget Check
  - Audit and Create Voucher
  - Reject Invoice

- **Via Direct Load**
  - From Approved Agency Data
  - Exchanges & P-Card
  - Check Available Budget

- **Via Payroll**

- **Via Revolving Funds**
Payroll disbursements will continue to initiate from the FLAIR Payroll Subsystem and will use a similar payment interface.

People First and other approved systems will still perform timekeeping.

Core activities planned for Florida PALM:
- Post accounting entries for payroll disbursements
- Check budget and cash
- Issue payments to employees and other payees
III – Initiate Payment
Business Sub-Events and Business Activities

- Input Invoice
  - Process Invoice
  - Approve and Budget Check
  - Audit and Create Voucher
  - Reject Invoice

- Via Direct Load
  - From Approved Agency Data Exchanges & P-Card

- Via Payroll

- Via Revolving Funds
Via Revolving Funds
Anticipated Improvements or Changes

- Revolving fund accounts will be set-up within Florida PALM for accountability and reporting purposes
- Ability to track revolving fund disbursement and funding activity through an account register
- Ability to upload electronic bank statements for reconciliations

Future:
- Ability to incorporate or reduce revolving funds with system functionality of same day payments and potential to allow local check printing
Execute Payment
Business Event IV
IV – Execute Payment
Business Sub-Events and Business Activities

- Produce Warrant or ACH
  - Check Available Cash
  - Agency Invest / Disinvest
  - Perform Payment Offsets
  - Issue Payment

- Fund Payments
  - Project Cash Needs
  - Treasury Invest / Disinvest

- Interagency Payments
  - Establish AR/Acknowledge AR

- Reconcile Payments
  - Bank Account to Treasury
  - Reconcile Payments
Check Available Cash

1. Check Available Cash
2. Notify Agency
   - Sufficient Cash?
3. Wire Transfer Requested?
   - Yes
   - Offset to apply?
   - No
   - Perform Payment Offsets
4. Verify Cash Wire Transfer Requested
   - Yes
   - No
   - P2P 3.3 Notify Agency
   - CSH 2.3
5. Identify Items for Payment
   - P2P 3.1
   - CSH 2.3
6. CSH AE 2.5
7. P2P CP 3.2 Verify Cash
8. Sufficient Cash?
   - Yes
   - No
   - P2P CP 3.5 Treasury Wire Transfer Review
Agency Invest / Disinvest

- CSH 2.3: Review Cash Balance to Create Cashflow Projections
- CSH CP 2.4: Determine Amount to Invest/Disinvest
- CSH AE 2.5: Enter Amounts to Invest/Disinvest to Move Funds

Source: CSH
Perform Payment Offsets

Offset to apply?

Yes

P2P CP 3.6 Payment Offsets

No

P2P CP 3.8 Paying Agency Approval

P2P 3.7 Calculate Offset to Creditor and Available Balance to Vendor

P2P 3.9 Vendor and Benefitting Agency Notified

ARB 2.10

P2P 3.10 Issue Payment

Offset in Force?

Yes

No

Source: P2P
Issue Payment

Enterprise Accounting (CFO)

Perform Payment Offsets

P2P 3.10 Issue Payment

Manage Returns

Source: P2P
Payment Scheduling allows for the state and its agencies to earn interest or save funds depending on the scheduled pay date
Cash is immediately checked and the agencies can disinvest if needed to make cash available
Queue will notify Treasury staff of all anticipated wire payments to ensure funds are available
Payment offsets will assist in timely processing DOR/IRS Levies, and IRS backup withholding, etc. as well as offset payments for outstanding receivables
One payment may be made up of multiple funding sources
IV – Execute Payment
Business Sub-Events and Business Activities

- Produce Warrant or ACH
  - Check Available Cash
  - Agency Invest / Disinvest
  - Perform Payment Offsets
  - Issue Payment

- Fund Payments
  - Project Cash Needs
  - Treasury Invest / Disinvest

- Interagency Payments
  - Establish AR / Acknowledge AR

- Reconcile Payments
  - Bank Account to Treasury
  - Reconcile Payments

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Planning, Accounting, and Ledger Management
Palm 100 Level 2 Workshop
Project Cash Needs

- **Concentration Account**
  - TRM IP 1.8: Transmit Transaction File for Concentration Account
  - Multiple Times per Day

- **Disbursement Account**
  - TRM IP 1.7: Transmit Transaction File for Main Account
  - Multiple Times per Day

- **Custodial Bank Account**
  - TRM 1.5: Liquidity Account Feeds the DDA Account with Available Funds
  - TRM IP 1.6: Transmit Transaction File for DDA Custodial Bank Account
  - Multiple Times per Day

- **SPIA**
  - TRM 1.4: Funds Deposited into the SPIA Account Included in Overall Custodial Bank Account
  - Multiple Times per Day
  - TRM 1.1: SPIA Participants Deposit to the SPIA Account
  - TRM IP 1.2: Transmit Transaction File from SPIA Application

Source: TRM
Project Cash Needs - Continued

1.9 Determine Cash Position by Account

1.17 Add Daily Cash Receipt Data

2.21 Payroll Cash Check

3.5 Wire Review

1.10 Move all Available Funds from Concentration Account to Disbursement Accounts to Cover Needed Payments

Are Funds Still Needed to Cover Payments?

Yes

Are Excess Funds Remaining in Concentration Account?

Yes

Move Cash from Custodial Bank Account to Disbursement Account

No

End

No

TRM AE 1.11 Move Cash from Custodial Bank Account to Disbursement Account

TRM AE 1.12 Move Cash to Custodial Bank Account

Source: TRM
Fund Payments
Anticipated Improvements or Changes

- Automated wire payment process
- Cash projection functionality within system
IV – Execute Payment
Business Sub-Events and Business Activities

- Produce Warrant or ACH
  - Check Available Cash
  - Agency Invest / Disinvest
  - Perform Payment Offsets
  - Issue Payment

- Fund Payments
  - Project Cash Needs
  - Treasury Invest / Disinvest

- Interagency Payments
  - Establish AR / Acknowledge AR

- Reconcile Payments
  - Bank Account to Treasury
  - Reconcile Payments
Establish AR / Acknowledge AR

Source: P2P
Interagency Payments
Anticipated Improvements or Changes

- One view for Due To and Due From agencies to see payment details and status
- Will require both the paying and receiving entries to remain in sync even after payment is executed
IV – Execute Payment
Business Sub-Events and Business Activities

- Produce Warrant or ACH
  - Check Available Cash
  - Agency Invest / Disinvest
  - Perform Payment Offsets
  - Issue Payment

- Interagency Payments
  - Establish AR / Acknowledge AR

- Reconcile Payments
  - Bank Account to Treasury
  - Reconcile Payments

- Fund Payments
  - Project Cash Needs
  - Treasury Invest / Disinvest
Bank Account to Treasury

Issue Payment

CSH CP 3.6 Process Payments

CSH CP 3.11 Warrant Exceptions/ACH Returns

CSH IP 3.7 Transmit Pay and Warrant Image Data (BAI)

CSH CP 3.8 Payment Reconciliation System

CSH AE 3.9 Clear Payment

CSH AE 3.10 Payment info Updated

CSH AE 3.11 Contact Bank to Correct Payment

CSH AE 3.12 Record Suspense Entry

Pay or Reject?

Pay

End

Warrant

Warrant or ACH Returns

P2P 3.12 Payment Reconciliation

P2P 3.11 Payment Settled

Payment Reconciliation System

Payment Reconciled?

Payment info Updated

Source: CSH
Reconcile Payments

Source: P2P
Reconcile Payments

Anticipated Improvements or Changes

- Integrated treasury functions should make all cash management functions more efficient
Manage Resources

Business Event V
V – Manage Resources
Business Sub-Events and Business Activities

- **Vendors**
  - Cash
    - Calculate and Apportion Interest Earnings
    - Calculate and Manager CMIA
    - Approve Outside Accounts
    - Reconcile Bank Accounts

- **Grants and Projects**
  - Allocate Costs / Calculate Indirect Costs
  - Adjust Budgets
  - Amend Grant Details
  - Closeout Grant
  - Closeout Project

- **Assets**
  - Plan and Acquire
  - Utilize and Track
  - Transfer
  - Depreciate
  - Dispose
  - Inventory and Warehousing

- **Budget**
  - Monitor, Manage, and Forecast
  - Budget Forecasting
  - Budget Amendments
  - Manage CF Requests

- **General Ledger**
  - Record Updates / Adjustments
  - Month End Close
  - Year End Close
  - Comprehensive Annual Financial Report (CAFR)
Vendors

- Central location of vendor information
- Self service Substitute W9 information (or Substitute W8 for the foreign vendor)
- Electronic Funds Transfer (EFT) registration
- Enhanced withholding functionality
- Generate IRS Forms
V – Manage Resources
Business Sub-Events and Business Activities

- **Vendors**
  - **Cash**
    - Calculate and Apportion Interest Earnings
    - Calculate and Manage CMIA
    - Approve Outside Accounts
    - Reconcile Bank Accounts

- **Grants and Projects**
  - Allocate Costs / Calculate Indirect Costs
  - Adjust Budgets
  - Amend Grant Details
  - Closeout Grant
  - Closeout Project

- **Assets**
  - Plan and Acquire
  - Utilize and Track
  - Transfer
  - Depreciate
  - Dispose
  - Inventory and Warehousing

- **Budget**
  - Monitor, Manage, and Forecast
  - Budget Amendments
  - Manage CF Requests

- **General Ledger**
  - Record Updates / Adjustments
  - Month End Close
  - Year End Close
  - Comprehensive Annual Financial Report (CAFR)
Calculate and Apportion Interest Earnings

TRM AE 3.14
Earned Interest Calculations (Interest and Fees both accrual and cash)

TRM 3.13
System Calculates Interest and Fees Based on External and Internal Trades

CSH AE 2.5
Enter Amounts to Invest/Disinvest

CSH AE 2.7
Interest Apportionment

TRM 3.15
System Apportions Investment Earnings and Fees Based on ADB (by Account/Fund)

Source: TRM
Calculate and Apportion Interest Earnings – Cont.

1. CSH AE 2.7: Apportion Interest and Fees and Post at Lowest Level of Detail
2. Notification
3. CSH R11: Review Apportionment of Interest and Fees
4. CSH AE 2.9: Reapportion Interest/Fees if Needed
5. End

Source: CSH
Calculate and Manage CMIA

TRM 9.2 Calculate Top 90% of Grant Programs Based on Expenditures on Audited SEFA (GAC identifies grant as CMIA)

TRM 9.5 Clearance Pattern Calculated by Grant

TRM 9.6 Annual CMIA Report Generated by CFDA and Component

TRM 9.8 Final Report Entered and Original Signed and Mailed

Payment/Claim?

TRM 9.9 Voucher Created for CMIA Payment

TRM 9.10 Claim Submitted through ARB

TRM 9.3 Grant Expenditures Occurring in P2P

TRM 9.4 Federal Draw Occurs in ARB Based on Anticipated or Actual Grant Expenditure Payments

TRM CP 9.7 Agency Reviews Report for their Grants

Source: TRM
Approve Outside Accounts

1. TRM 5.1 Agency Requests Outside Banking Services
   - Revolving Fund Request
     - If Yes, TRM 6.1 Revolving Fund
     - If No, TRM 5.3 Notifies Agency

2. Treasury Reviews and Evaluates the Request
   - Approved?
     - Yes, TRM CP 5.4 Set-up Bank Account in Florida PALM
     - No, 5.3 Notifies Agency

3. End

   - TRM 5.5 Issue Approval Letter to Agency
   - TRM 5.6 Begin Using Banking Services

Source: TRM
Cash

Anticipated Improvements or Changes

- Consolidation of cash balances into one ledger
- Integration of treasury functions and accounting functions into one system
- Stronger reporting and analysis capabilities
- System generated investment/disinvest amounts
- Cash available for investment by agencies longer due to scheduling payments
Cash

Anticipated Improvements or Changes – Cont.

- Cash positioning functionality within system
- Automation of accounting entries for bank accounts
- Automation of trade information with custodial bank
- Increased recording of trade information for externally managed portfolios
- Bank accounts recorded in system for better accountability
- Automation of CMIA report due to integrated system functionality
V – Manage Resources

Business Sub-Events and Business Activities

- **Vendors**
- **Cash**
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  - Calculate and Manage CMIA
  - Approve Outside Accounts
  - Reconcile Bank Accounts
- **Grants and Projects**
  - Allocate Costs / Calculate Indirect Costs
  - Adjust Budgets
  - Amend Grant Details
  - Closeout Grant
  - Closeout Project
- **Assets**
  - Plan and Acquire
  - Utilize and Track
  - Transfer
  - Depreciate
  - Dispose
  - Inventory and Warehousing
- **Budget**
  - Monitor, Manage, and Forecast
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  - Manage CF Requests
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  - Month End Close
  - Year End Close
  - Comprehensive Annual Financial Report (CAFR)
Adjust Budgets

GAC 3.2 Amend Award Details

GAC 3.3 Update Program Budget

Any Award Changes?

Yes

Budget Update Required?

Yes

GAC 3.1 Monitor Program Progress

GAC IP 4

GAC IP 5

Source: GAC
Amend Grant Details

Source: GAC
Closeout Grant

GAC 5.2 Finalize Transactions in Process

GAC CP 5.3 Complete Program Tasks (Input Status)

Asset Completed?

Yes

P2P CP 1.5

P2P AE 2.3

No

Outstanding Encumbrances?

Yes

Outstanding AP Invoices?

Yes

No

GAC CP 5.4 Capture Grant Costs

Need to Bill?

Yes

ARB 1.6

No

GAC CP 5.5 Analyze Grant Performance

GAC CP 5.6 Close Grant Period

GAC CP 5.7 Confirm Drawdowns and Billing Complete

GAC CP 5.8 Close Grants Activity

Stop

P2

ARB 2.2

ARB 2.2 Close Billing

GAC R 6

GAC R 7

GAC CP 5.3

GAC CP 5.4

GAC CP 5.5

GAC CP 5.6

GAC CP 5.7

GAC CP 5.8

GAC CP 5.9

GAC CP 4

GAC CP 5

Source: GAC
Closeout Project

PJT 3.2  Finalize Transactions in Process

Outstanding Encumbrances

Yes

PJT CP 3.3 Complete Project Tasks (Input Status)

Asset Completed?

Yes

Outstanding Labor Costs?

Yes

Need Cost Allocation?

Yes

Need Florida PALM Billing

Yes

PJT 3.5 Capture Project Costs

PJT 3.6 Agency Offline Billing/Receipt Cycle

No

PJT 3.7 Analyze Project Performance (Confirm Closeout)

Project Complete?

Yes

Close

No

End

PJT 3.8 Close Project (Deactivate Project Code)

PJT 3.9 Need to Reopen Project?

Yes

PJT 3.4 Calculate Cost Allocation

A2D 1.3

PAY 2.3

R2R 2.1

ARB 1.6

PJT 3.7 Analyze Project Performance (Confirm Closeout)

Project Complete?

Yes

Close

No

End

PJT 3.8 Close Project (Deactivate Project Code)

Need Cost Allocation?

Yes

No

PJT 3.4 Calculate Cost Allocation

A2D 1.3

PAY 2.3

R2R 2.1

ARB 1.6

PJT 3.7 Analyze Project Performance (Confirm Closeout)

Project Complete?

Yes

Close

No

End

PJT 3.8 Close Project (Deactivate Project Code)

Need Cost Allocation?

Yes

No

PJT 3.4 Calculate Cost Allocation

A2D 1.3

PAY 2.3

R2R 2.1

ARB 1.6

PJT 3.7 Analyze Project Performance (Confirm Closeout)

Project Complete?

Yes

Close

No

End

PJT 3.8 Close Project (Deactivate Project Code)

Need Cost Allocation?

Yes

No

PJT 3.4 Calculate Cost Allocation

A2D 1.3

PAY 2.3

R2R 2.1

ARB 1.6

PJT 3.7 Analyze Project Performance (Confirm Closeout)

Project Complete?

Yes

Close

No

End

PJT 3.8 Close Project (Deactivate Project Code)
Grants and Projects
Anticipated Improvements or Changes

- Agencies will be better able to manage grant record – More robust and powerful status codes, attributes, etc.
- Integration with Projects/Grants functionality to capture and control grant costs
- Ability to capture subrecipient data (including purchased assets)
- Integration to AR/Billing for revenue and cash management
- Enhanced Indirect cost capture/management
V – Manage Resources
Business Sub-Events and Business Activities

- Vendors

- Cash
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  - Allocate Costs / Calculate Indirect Costs
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  - Closeout Grant
  - Closeout Project

- Assets
  - Plan and Acquire
  - Utilize and Track
  - Transfer
  - Depreciate
  - Dispose
  - Inventory and Warehousing

- Budget
  - Monitor, Manage, and Forecast
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- General Ledger
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Plan and Acquire

A2D 1.1 Was asset donated, loaned, seized, or provided?

A2D 1.2

A2D 1.3 Record Asset Acquisition

A2D 1.4 Create Property Record (Pending)

Validate Property Record?

A2D R 1

A2D R 2

R2R 2.1

A2D 1.8 Asset Recorded in Error

P2P AE 6.2 P2P 3.8

GAC 2.17 GAC 2.18

PJT 1.11

Property Custodian

Source: A2D
Plan and Acquire - Continued

A2D 1.1

A2D 1.2 Direct Input of Assets

A2D 1.6 Tag Asset

A2D 1.5 Acquire Asset

A2D 1.6 Tag Asset

A2D 1.7 Complete Update to Property Record

A2D R 3

A2D IP 3

A2D AE 1 Property Record Created

A2D IP 2

Inventory & Track

Source: A2D

Property Supervisor
Utilize and Track

Plan & Acquire

A2D 2.2 Use Asset

A2D CP 2.3 Perform Physical Inventory

A2D R 4

A2D R 5

A2D IP 1

A2D IP 2

A2D IP 3

A2D AE 3

A2D 3.6

A2D 3.6

A2D 2.4 Track/Maintain Asset

Transfer

Depreciate

Source: A2D
Transfer

Inventory & Track

Optional

A2D 2.5
Prepare Transfers

A2D R 6

A2D 1.4 - 1.7
Receive Property

Source: A2D
Depreciate

Inventory & Track

A2D 2.6 Execute Depreciation

A2D AE 2

A2D R 7
A2D R 8

A2D 3.1 Identify Asset for Retirement

A2D IP 1

Dispose

Source: A2D
Dispose

Agency Surplus Review Board

A2D CP 3.2 Board Considers Asset for Retirement

A2D 3.3 Passed Agency Surplus Review Board?

Property Custodian

No

Yes

A2D 2.4 Track/Maintain Asset

A2D 3.4 Is asset a watercraft, vehicle, aircraft, or land?

No

A2D 3.6 Was the Asset Lost, Stolen, or Unaccounted For?

No

A2D 3.8 Dispose of Asset

End

Yes

A2D 3.5 Perform Special Asset Disposition Workflow (DMS and DEP)

A2D 3.7 DFS A&A Verifies Asset Write-off

Special Asset Disposition Custodian

A2D R 9

A2D R 10

A2D CP 3.2 Board Considers Asset for Retirement

A2D R 11

PJT 2.1

GAC 4.1

ARB 1.4

P2P 3.8

Yes

A2D AE 4

No

Depreciate

Source: A2D
Inventory and Warehousing

- A2D 1.7: Warehouse the Asset
- A2D 4.1: Track and Maintain the Asset
- A2D 4.2: Execute Replenishment of Inventory
- A2D 4.3: Agency Orders
- A2D 4.4: Order Approval Workflow

Source: A2D
Assets

Anticipated Improvements or Changes

- Integrated Property Transfer Function
- Additional Depreciation Methods Available
- Ability to Track Assets Without Capitalization
- Consumable Inventory Warehouse Functionality
V – Manage Resources
Business Sub-Events and Business Activities

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- General Ledger
  - Record Updates / Adjustments
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  - Year End Close
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- Budget
  - Monitor, Manage, and Forecast
  - Budget Amendments
  - Manage CF Requests
Monitor, Manage, and Forecast

BUD 2.26 Create Consolidated Scenarios (Agency Spend Plans, Rate Reports, etc.)

BUD 2.27 Store for Business Intelligence (Reporting and Dashboard Tools)

BUD 2.28 Perform “What-if” Forecasting and Planning (on demand)

BUD 2.29 Input Forecasts: HR, Revenue and Non-Personnel Expenditures, Drivers and Assumptions

Source: BUD
Budget Amendments

EOG/OPB

Agency

BUD 2.33
Budget Amendments
Reviewed By
EOG/OPB/House/
Senate

BUD 2.34
Denied or
Withdrawn?

BUD 2.35
Generate Approved
Budget Amendments

BUD IP
2.36
Input into
LAS/PBS

BUD
AE 3

BUD 2.37
Florida PALM
R2R 1.2
R2R 2.1

To
BUD 3.1

BUD 2.30
Budget
Amendment
Needed?

BUD 2.31
Apply Budget
Amendment
Adjustments

BUD IP 2.32
Input into
BAPS

BUD R 9

EOG/OPB

Agency

PALM 100 Level 2 Workshop

Source: BUD
Manage CF Requests

- BUD IP 3.1: Tentative Carry Forward (Personnel and Non-Personnel) Data Set Created
- BUD IP 3.2: Carry Forward Authority Category 13XXXX Data Set Created
- BUD IP 3.3: Tentative Certified Forward (FCO) Data Set Created
- BUD 3.4: Validate Tentative Carry Forward
- BUD 3.5: Validate Carry Forward Authority Category 13XXXX
- BUD 3.6: Validate Tentative Certified Forward

Enterprise
Manage CF Requests - Continued

Agency
- R2R 1.6
- GAC 4.1
- PAY 2.28a
- PJT 2.1
- P2P AE 1.4

Start

BUD 3.7 Agencies Mark Carry Forward/Certified Forward Records

Recharacterize?

Yes

BUD 3.8 Request Carry Forward Re-characterization Approval

No

BUD CP 1
BUD AE 4
BUD R 11

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Manage CF Requests - Continued

BUD 3.9 Establish Final Carry Forward

BUD 3.10 Agency Carry/Certified Forward Data

BUD 3.11 Posting Final Carry Forward/Carry Forward Authority Category 13XXXX

BUD 3.12 Review/Approve Final Certified Forward (FCO)

BUD 3.13 LAS/PBS feed of approved Certified Forwards back to Florida PALM GL/BL

BUD 3.14 Florida PALM R2R 1.6

BUD IP 3.15 Ending Carry Forward Balances (9/30 Reversion Entries)

BUD AE 5

EOG/OPB Enterprise

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Manage CF Request - Continued

BUD 3.16 FCO Spreadsheets Provided to Agencies for Review and Identification of Remaining FCO Appropriation Amounts

Start

BUD 3.17 FCO Spreadsheets

February, 2nd Year of FCO Appropriations (19th Month)

BUD 3.18 Agency Reviews FCO Spreadsheets/Workbooks to Identify Remaining FCO Appropriation Amounts (Document Obligated or Unobligated Items, Include Supporting Documents & Comments)

BUD R 13

BUD 3.19 Agency Requested FCO Interface Data

End

BUD 3.20 Review/Approve Agency FCO Interface Data to Determine FCO Reversions

BUD 3.21 Build of Final FCO Reversions

BUD 3.22 Approved Agency FCO Interface Data (FCO Remaining Balances either Approved to be Certified Forward or Reverted)

BUD 3.23 FCO Interface Data to Florida PALM GL/BL R2R 1.6

BUD AE 6

PJT 1.7

Source: BUD

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Budget
Anticipated Improvements or Changes

- Automation of statutorily authorized re-characterization of CF funds
- Capability to perform enterprise-wide revenue and HR assumptions, revenue forecast, HR expenditure baseline forecast and non-personnel expenditure forecasting
- Provide project/cost accounting/activity based accounting capability
- Ability to publish consolidated scenarios (agency spend plans, rate reports, etc.) efficiently and frequently
- Provide “what-if” capabilities for forecasting and planning on-demand
V – Manage Resources
Business Sub-Events and Business Activities

- Vendors
- Cash
  - Calculate and Apportion Interest Earnings
  - Calculate and Manager CMIA
  - Approve Outside Accounts
  - Reconcile Bank Accounts
- Grants and Projects
  - Allocate Costs / Calculate Indirect Costs
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  - Closeout Grant
  - Closeout Project
- Assets
  - Plan and Acquire
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  - Dispose
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  - Month End Close
  - Year End Close
  - Comprehensive Annual Financial Report (CAFR)
- Budget
  - Monitor, Manage, and Forecast
  - Budget Forecasting
  - Budget Amendments
  - Manage CF Requests
Record Updates / Adjustments

Source: R2R
Month End Close

Enterprise (DFS Financial Reporting)

- R2R 3.1 Create GL Close Schedule (Development and Communication)
- R2R 3.2 Open New Period
- R2R 3.3 Record Updates in Sub-Ledgers
- R2R 3.4 Period Ending Soft Close for Financial Transactions
- R2R 3.5 Conduct Trial Balance Review
- R2R 3.6 Journal entries to correct account balances/record/reverse accruals and post to GL
- R2R 3.7 Reports to Detect Exceptions
- R2R 3.8 Correct Consolidated GL Balances
- R2R 3.9 Conduct Preliminary Financial Report Review
- R2R 3.10 Hard Close for Financial Transactions per GL Close Schedule
- R2R 3.11 Create Period End Financial Reports/Statements
- R2R 3.12 Create Enterprise Period End Financial Reports/Statements

Iterative Review and Monitoring Activities occurring between Soft and Hard Close
Year End Close

- Create Year End GL Close Schedule (Development and Communication)
- Execute Management Reporting
- Perform Reconciliations and Reviews
- Conduct Financial Report Review
- Material Adjustments Identified
- Material Adjustments Posted to GL
- Open Period 13 for Year End and Audit Adjustments
- Create Year End Financial Reports
- Open July Period (New/Current Fiscal Year)
- Hard Close for June Period 12 (End of Prior Fiscal Year)
- Current FY Balances Updated
- Execute Month End Close (June)
- Open Period 13 for Year End and Audit Adjustments
- Create Year End Financial Reports
- Perform Reconciliations and Reviews
- Conduct Financial Report Review
- Material Adjustments Identified
- Material Adjustments Posted to GL
- Create Year End GL Close Schedule (Development and Communication)
- Execute Management Reporting
- Perform Reconciliations and Reviews
- Conduct Financial Report Review
- Material Adjustments Identified
- Material Adjustments Posted to GL
- Create Year End GL Close Schedule (Development and Communication)
- Execute Management Reporting
- Perform Reconciliations and Reviews
- Conduct Financial Report Review
- Material Adjustments Identified
- Material Adjustments Posted to GL

Source: R2R
Comprehensive Annual Financial Report (CAFR)

Year End Close

Enterprise (DFS Financial Reporting)
- R2R 4.13 Run Preliminary CAFR Financial Information
- R2R 4.14 Component Units Submit Financial Statements
- R2R 4.15 Agency Year End Adjustments Identified

Agency
- R2R 4.16 Enterprise Level Year End Adjustments Identified
- R2R 4.17 Year End Adjusting Entries Posted to GL
- R2R 4.18 Unaudited CAFR with Notes and Financial Information Transmitted to AudGen

Auditor General
- R2R 4.19 Audit Perform Audits
- R2R 4.20 Audit Adjustments Identified
- R2R 4.21 Review of Identified Audit Adjustments
- R2R 4.22 Record and Post to GL Applicable Adjustments From AudGen
- R2R 4.23 Hard Close Period 13 (Close Prior Fiscal Year)
- R2R 4.24 Generate Final CAFR

Source: R2R
General Ledger
Anticipated Improvements or Changes

- Automated update of Agency current fiscal year account balances after CAFR completion
- Standard Period End Closing Process using a Soft Close and a Hard Close
- Multiple periods may be open at one time
- Real time ledger updates
Overall / General
Anticipated Improvement or Changes

- Move to Modified Accrual basis of accounting
- Ability to report cash and / or accrual
- Elimination of Departmental and Central Accounting
- Robust reporting and inquiry capability, exportable to Excel, etc.
- Tightly integrated Process Areas
- Robust Workflow capabilities
  - Ability to attach source or supporting documents
  - Ability to copy from other / previous records to create new
Overall / General - *Continued*

Anticipated Improvements or Changes

- Multiple subsidiary ledgers that feed the General Ledger for accounting entries, or that store business information for reporting
- New financial management functionality across all Process Areas
- Ability to interface with external business systems
- Role based security controls to allow more operational users to access and perform business events or query information
Questions, Thoughts, Comments?
Wrap Up and Agency Questionnaire Forms

Questions and Next Steps
Workshop Survey

- Attendees will receive an email with a link to a 12-question survey related to the Workshop.
Workgroup Survey Data

**Respondent Frequency Using FLAIR**
- 74% Daily

**Respondent Experience Using FLAIR**
- 63% More than 10 Years

**Knowledge of the Project and Success Confidence**
- Strongly Agree: 18%
- Agree: 55%
- Neutral: 27%
Questionnaire

- Questionnaire will be sent in Word format to Agency Administrative Directors at conclusion of last Workshop to obtain feedback for proposed standard business processes
- Only one Questionnaire response per agency
- Questionnaire asks for a primary agency contact for follow-up
- Reference material such as Process Flows and Narratives could be found at: [http://www.myfloridacfo.com/floridapalm/meetings.htm](http://www.myfloridacfo.com/floridapalm/meetings.htm)
- Agencies should review Pre-Workshop, Workshop presentation and reference material as basis for Agency feedback
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