

Meeting Details

Meeting Date	Tuesday April 28, 2015	Meeting Time	1:30 pm to 4:30 pm
Meeting Location	Department of Revenue, Building 1 - Room 1220/1221		
Meeting Objective	Review and Discuss Draft R2R Level 2 Flows and Process Models		
Invitees	<p><u>Level 2 SMEs:</u> Thomas Poucher (DACS), Becky Devlin (DACS), Stephen Hobbs (DEO), Alex Szigeti (DEO), Mike Wolfe (DCF), Asheema Vemuri (DCF), Alisa Golden (DOE), Matt Kirkland (DOE), Michael White (DOE), Bert Wilkerson (Treasury), Melisa Hevey (Treasury), Kathy Ward-Adkins (Treasury), Mike Mentillo (LEG), Gina Ballard (A&A), Blake Godwin (A&A), Rose Salinas (APD), Dee Ann Warren (APD), Barbara Trombino (Lottery), Veronica Bishop (AHCA)</p> <p><u>Florida PALM BPS Team:</u> Janice Jackson, Stanton Beazley, Robert Bolton, Elizabeth Chao, Tanner Collins, Robert Hicks, Deb Gries, Deana Metcalf, Angie Robertson</p>		
Attachments/ Related Documents	DRAFT Level 2 Process Flow and Narrative V 1.1		

Meeting Topics

Topic	Presenter	Allotted Time
Welcome <ul style="list-style-type: none"> Overview of Agenda Participant Introductions (<i>If new participants</i>) Recap of Action Items 	Janice Jackson	15 min (1:30 pm-1:45 pm)
Notes: <ul style="list-style-type: none"> Explanation of expectations for workgroup structure, we will walk through the remaining flows today and during the third workgroup we will review all of the changes along with the KPIs. BPS Team: Julian Gotreaux, Tanner Collins, Janice Jackson, Robert Hicks, Stanton Beazley, Robert Bolton, Elizabeth Chao SMEs: Thomas Poucher, Becky Devlin, Stephen Hobbs, Alex Szigeti, Mike Wolfe, Asheema Vemuri, Alisa Golden, Michael White, Melisa Hevey, Kathy Ward-Adkins, Mike Mentillo, Gina Ballard, Rose Salinas, Dee Ann Warren, Barbara Trombino, Veronica Bishop (16 participants) Overview of the action items/changes to flow one (maintain GL) 		
Walkthrough of Flow #2-Record Updates to Ledgers	Janice, Stanton Beazley, Robert Bolton	30 min (1:45 pm-2:15 pm)
Notes: <ul style="list-style-type: none"> 2.1 – What if the information is incorrect in MFMP? Is there a check in P2P before it posts to the GL? Before a transaction is in Florida PALM, there should be checks in MFMP. There are additional checks and balances in Florida PALM P2P. The data will be clean by the time it's 		

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<p>posting to the GL. Chart account updates are sent from FLAIR (today) into MFMP, the same process used today will be used in the future.</p> <ul style="list-style-type: none"> • 2.2 – All transactional detail will reside where the activity takes place (PJT, A2D, etc), it will no longer need to reside in the GL because of the drill down functionality. If there is a detail that is not in the subsidiary ledger, is there a report that shows the details? The detail will reside in the subsidiary ledger, that way you can make any corrections where they occurred. These systems bring in checks and balances that will prevent many of the errors that occur today because the system won't let you post if it's out of balance (as an example). <ul style="list-style-type: none"> ○ TR10s – manual posting ability not shown on the flow • 2.3 – Does the system run 24 hours –when is the cutoff for the reconciliations? Yes, the system runs 24 hours – it's on-going. If you want to reconcile at 5pm, you'll know that everything is in except large batch jobs. If you want to do a reconciliation, time in the morning so you know everything is in. <ul style="list-style-type: none"> ○ What will be the reconciliations? There is no more departmental and central so everything is real time. Once it hits your subsidiary ledger, the GL is updated. (comment from SME). Reconciliations will likely be an automated process at the point of the consolidation with discrepancies identified. • 2.4 – There are nightly feeds for the lottery sales, where would those come in? These receivables, sales, etc. come in and post to these GLs (current process described by SME). In the future they will each post to the appropriate process area subsidiary ledger and then those transactions will feed to the GL. (this is a how – part of integration point configuration). The ERP will help sort all of this data to route to the appropriate place. • 2.5 – no comment 		
Walkthrough of Flow #3-Execute Month End Period Close	Janice, Stanton, Robert	45 min (2:15 pm – 3:00 pm)
<p>Notes:</p> <ul style="list-style-type: none"> • 3.1 – Universities used to close weekly – do any agencies need to close weekly? The only reason they ran weekly was a grant report update, wasn't a true close. No agencies do this today. <ul style="list-style-type: none"> ○ Will everyone have the same close date? Policy issue not yet determined. Can be configured so that all are the same or different. • 3.2 – no comments • 3.3 – no comments • 3.4 – no comments • 3.5 - no comments • 3.6, 3.7, 3.8 – change the language to address any 'material adjustments' if agency reports on a monthly basis →10s, suggestion to make a dotted line box <ul style="list-style-type: none"> ○ Adjusting entries made directly to the GL and through the subsidiary ledgers (these are the entries that are strictly financial statement entries – no cash) ○ Dotted box could say "adjusting entries" 		

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<ul style="list-style-type: none"> ○ Do we have the ability to make large adjusting entries? We lose the detail so should we move to a process that makes you makes you go back to the detail. <ul style="list-style-type: none"> ▪ There are 2 types of transactions – subsidiary are detail, GL are summary transactions. There should be a policy that says if the issue arises in the subsidiary ledger that the change MUST take place back in the subsidiary ledger ▪ They would like these adjustments made at the agency level ● 3.9 – When the adjustments are made, is there an audit trail to say the user who made the change and what time the change was made? How long will the information be available? The system will capture who made the change and when he made that change. It’s available for as long as you want – this is a records control/retention policy. Ensure that a requirement is captured regarding this (the audit trail) ● 3.10 – no comment ● 3.11 – no comment ● 3.12 – Won’t the agency initiate the hard close? The system is configured based on the close calendar so it will automatically close the calendar. There is already a policy issue to cover the dates for the calendar open/close period. Will add language to the policy regarding a decision of whether the agency will have the ability to manually close the period. 		
Break		10 min (3:00 pm - 3:10 pm)
Icebreaker	Janice	10 min (3:10 pm-3:20 pm)
Walkthrough of Flow #4-Execute Year End Period Close	Janice, Stanton, Robert	60 min (3:20 pm – 4:20 pm)
<p>Notes:</p> <ul style="list-style-type: none"> ● 4.1 – Is this the 13th month calendar? No, this is the year-end calendar. ● 4.2 – no comment ● 4.3 – Will prior year budget balances be brought into R2R or through the BUD model? Those carry forward balances will be updated within the BUD process area. Add more to the narrative to clarify this ● 4.4 – add narrative to this section to talk about the end of the 12th period for agencies-some agencies prepare annual financial reports as needed e.g. legislature independent audit ● 4.5 – no comment ● 4.6 – no comment ● 4.7 – no comment ● 4.8 – no comment ● 4.9 – no comment ● 4.10 – SME inquired as to whether this is updating the subsidiary ledger? ● 4.11 – no comment ● 4.12 – no comment 		

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<ul style="list-style-type: none"> • 4.13 – no comment • 4.14 – Is there a way for the component units to get the information uploaded into the system (done manually now)? You will build interfaces so that the information will come into PALM to produce the CAFR. There is a policy issue on the table already on how the component units will send standardize the information being sent to PALM. Will also capture a requirement to provide a mechanism in Florida PALM for component units to upload their financial statements • 4.15 – no comment • 4.16 – SME inquired as to whether this is updating my subsidiary ledger? • 4.17 – no comment • 4.18 – no comment • 4.19 – Will there be details that come with the large audit adjustments? This is a how and will be addressed later. • 4.20 – SME inquired as to whether this is updating my subsidiary ledger? • 4.21 – no comment • 4.22 – no comment <p>Does this flow have any gaps that are not covered for the CAFR process? No, this is what we do now.</p> <p>Policy issue – will outside parties be able to use our financial system? User access to the system, probably not. However, there might be a portal that could be used to bring information in.</p> <p>- There are meetings happening right now that are talking about how the component units are using FLAIR now and how they will be granted access moving forward.</p>		
<p>Close Meeting</p> <ul style="list-style-type: none"> • Action Items • Homework • Next Meeting Date / Time / Location 	<p>Janice, Robert, Elizabeth Chao</p>	<p>10 min (4:20 pm-4:30 pm)</p>
<p>Notes:</p> <ul style="list-style-type: none"> • Reviewed policy issue list and action item list 		

Requirement	Additional Notes or Context

Policy Issue	Additional Notes or Context
<p>Does the system run updates 24/7? When is the 'cutoff' point?</p>	<p>Implementation decision</p>

Agency initiates the hard close?	Agency wants the ability to tell the system that the balances are right and to close so no edits can be made.
How long will the audit trail be available? When is the information archived?	System will capture all requested information but the retention of that information will fall under the DFS retention policy. Will add a policy issue concerning the archiving of system data elements.
Outside access to PALM (component unit interaction with PALM)	DFS is in the process of determining the functionality used/access by certain component units to FLAIR. Florida PALM project has logged a Policy issue concerning Component units. Will update when feedback is received from DFS.
Allow period 13 adjustments (made by DFS) to be viewed by the agencies (not just by DFS)	Period 13 adjustments will impact the General Ledger when entered by DFS and posted
What will be the agency close calendar? Will agencies close at the same time or will closure be staggered?	Policy issue already exists to address closure requirements for agencies.

Action Items	Additional Notes and Context
How are certified forward balances handled in relation to year end balances?	Certified/Carry forward amounts will not impact the year end GL balances. In Florida PALM agencies will operate on modified accrual or full accrual throughout the year. Payables and encumbrances will be accounted for earlier than currently done. CF balances will be held in the budget ledger and transmitted to LAS/PBS at the designated intervals until the point of reversion for that year. Expenditures for the prior year will flow through the P2P area where the budget for the prior year will be used to offset the encumbrance or payable.
4.10, 4.16, 4.20 accounting events should go back to update the subsidiary ledgers	Adjusting entries made by DFS during period 13 cannot be made to the subsidiary ledgers. At this point the ledgers have been hard closed and therefore closed to financial transactions and adjusting entries.
The ability of the agencies to make limited, high level general ledger adjustments primarily at the	There will be a KPI created to monitor the number of adjustments. Existing policy issue

end of a period for financial statement/report purposes.	language updated, new process box added to month end flow
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