

<b>Date</b>	10/26/2015	<b>Time</b>	9:00 a.m. – 12:00 p.m.
<b>Location</b>	AHCA – Bldg. 3, Conference Room C&D		
<b>Objective</b>	Requirements Review Workgroup – Record to Report (R2R)		
<b>Attendees</b>	<p>Alex Szigeti (DEO), Alison Crozier (FSDB), Asheema Vemuri (DCF), Batina Slater (DOH), Becky Devlin (DACS), Bruce Wolin (DOH), Chris Ellis (DOR), Dee Ann Warren (APD), Dianne Screws (FDOC), Eric Thiele (DBPR), Evelyn Jacobs (DJJ), Grace Sumpter (DOR), <del>Jamie Stern (DEO)</del>, Janet Hockman (DOAH), <del>Jerry Todd (DACS)</del>, Joanne Lane (DOH), <del>Joe Wright (DOH)</del>, <del>Johanna Baynard (FDVA)</del>, <del>Judy Ehlinger (FDVA)</del>, <del>Kedra Lewis (DJJ)</del>, Kim Straubinger (DOR), Kim VelDink (DOR), Latoya Thurston (SC), Lee Boatwright (DOR), Lillie Harrison (DOE), <del>Linda Rizzo (FDVA)</del>, Lisa Simpson (DEO), Mike Wolfe (DCF), Nancy Quaney (DOH), Nona McCall (AHCA), Robin Holley (DOR), Ronda Pearson (AST), Shelley McCabe (AST), Stephanie Dupree (DOL), Stephen Hobbs (DEO), Teri Mann (DOR), Terri Mulkey (DOE), <del>Terri Speed (FDLE)</del>, Theral Mackey (FSDB), Thomas Poucher (DACS), and Wendy Wu (DOR)</p> <p>Florida PALM Project Team:                  Allyson Adolphson (DFS), Angie Robertson (DFS), Brenda Lovett (DFS), Chris Jones (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 – Record to Report Presentation		

<b>Topic</b>	<b>Facilitator</b>
Welcome and Introductions	Julian Gotreaux
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Julian welcomed the group, shared the ground rules, and provided an overview of the facility.</li> <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
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Angie provided the background and purpose for the Project. She then provided an overview of the requirements and the requirements review process.</li> </ul>	
Process Area Requirements	Janice Jackson

Topic	Facilitator
<b>Notes:</b> <ul style="list-style-type: none"> <li>Janice provided an overview of the R2R requirements, describing the key “areas of focus”.</li> </ul>	
<b>Break</b>	
Requirements Questions & Discussion	Janice Jackson
<b>Notes:</b> <p><b>Lisa Simpson (DEO)</b> submitted questions around Requirements GL353 – GL 368 prior to the Workgroup and these questions started the discussion. During the discussion, the following additional questions were addressed:</p> <ul style="list-style-type: none"> <li>Q. <b>Thomas Poucher (DACS):</b> Are we defining all data elements? Are the ones listed the most important?</li> <li>Q. <b>Stephanie Dupree (DOL):</b> Will there be a list of all data elements and will they be defined?</li> <li>A. <b>Florida PALM Project:</b> The master data elements are identified in these requirements with descriptions of their current use. As an example, look at requirement GL055. This describes a “relationship” requirement and not a data element. As for requirement GL353, the system will need to have this code defined. The requirements need to be as granular as possible so that the vendor understands the need. Requirements are a mix of data elements, function and relationships. Many requirements underline the Level 2 map you are looking at.</li> <li>A. <b>Christina Smith (DFS A&amp;A):</b> We want to minimize the impact to our data elements, but <b>minimally, we must have 15 master data elements</b> for the Chart of Accounts (COA). A&amp;A will provide a listing of these elements to the Florida PALM Project along with the description of what each field needs and these will need to be clearly defined in the requirements. We need the appropriation field and appropriation year to be redefined as category and category year; we need one data field for fund (currently we use three) and the ability to subclassify it; we need to include alpha numeric as a requirement for minimally the contract and grant fields in order to capture what we use today. Other fields we can explore and may not need to go into depth as these are user definable.</li> </ul> <p>Requirements Questions, listed by subcategory, presented during the workgroup:</p> <p>CAFR Reporting</p> <ul style="list-style-type: none"> <li>Q. <b>Stephanie Dupree (DOL):</b> GL116 – GL118 – Are these requirements different than how we handle accruals today, and will the system allow us handle all accruals in Florida PALM vs. using external systems?</li> <li>A. <b>Christina Smith (DFS A&amp;A):</b> The tools to do this are generally built into the system and can set up enterprise accrual vs. governmental accrual differently. Florida PALM will be able to handle as long as agencies enter the information into the system.</li> </ul>	

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<p>Q. <b>Stephanie Dupree (DOL):</b> GL263 – Does this mean we can run financial statements in the system? Also the use of the words “allow” and “present” throughout the requirements are confusing.</p> <p>A. <b>Christina Smith (DFS A&amp;A):</b> Yes, as long as you enter your information the system will have this available.</p> <p>A. <b>Florida PALM Project:</b> We will change the wording in this requirement from “present” to “allow”.</p>	
<p>Chart of Accounts</p>	
<p>Q. <b>Thomas Poucher (DACS):</b> GL008 – What is the intent of this requirement?</p> <p>A. <b>Florida PALM Project:</b> Quick key functionality to reduce data entry. This is a correlation to what the EO functionality does today. We will see what the vendor offers in regards to the use of this functionality at the user level or higher, but the level of access (security) surrounding entry to the GL will be different than entry in other areas.</p>	
<p>Q. <b>Christina Smith (DFS A&amp;A):</b> GL049 and GL050 – Do we need to identify long and short descriptions in reporting and display requirements? We don’t want to burn up display space but want both titles available.</p> <p>A. <b>Florida PALM Project:</b> Please review requirement GL234 to determine if this covers your concerns. Both the long and short description titles will reside in whatever transaction takes place. A feature of the ERP solution would be to drill into the short description to see the long description vs. having it presented on the screen. Part of the design and implementation will be in deciding what information is displayed and on what screens and what features the vendor can provide us for the character length. Additionally, GL048 will cover the concern in changing titles frequently and capturing the historical events.</p>	
<p>Q. <b>Joanne Lane (DOH):</b> GL049 and GL050 – How will ADA come into play?</p> <p>A. <b>Florida PALM Project:</b> Some of this functionality is very common place. Functions such as these are expected to be in the vendor’s software.</p>	
<p>Q. <b>Christina Smith (DFS A&amp;A):</b> GL1007 and GL1008 – Funding source identifier. We may need to go to OPB to determine how LAS/PBS identifies the separation of local and state funds and include an explanation in our ITN narrative of the difference. Suggests these requirements be moved to the Fund Accounting subcategory.</p> <p>A. <b>Florida PALM Project:</b> We have been discussing these fields and have identified four Funding Source Identifier (FSI) codes where we may need to amend the language. State Fund is defined as part of the master data elements (GL355). Local fund is not defined so it will be added.</p>	
<p>Q. <b>Lisa Simpson (DEO):</b> GL183 – Under what scenario would we be using this capability?</p> <p>A. <b>Florida PALM Project:</b> Consolidation of budget entities.</p>	

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<p>Closing</p> <p>Q. <b>Christina Smith (DFS A&amp;A):</b> GL210 and GL211 – Questioning category they landed in.</p> <p>A. <b>Florida PALM Project:</b> GL211 is covered in the budget requirements. GL210 incorrectly referenced “carry forward” and will likely be deleted. Other requirements under budget and under ledger should take care of this requirement. Checking with Rob Hicks.</p> <p>A. <b>Christina Smith (DFS A&amp;A):</b> Wants them moved to budget. FLAIR closes all those accounts and rolls them for you.</p> <p>Q. <b>Lisa Simpson (DEO):</b> GL212 – Is this after financial statements? Dual year period? When is this to occur?</p> <p>A. <b>Christina Smith (DFS A&amp;A):</b> We have come across inappropriate classifications and because of FLAIR limitations we can only do current year. This is where A&amp;A would fix the classification for a previous year, e.g. reorg..... also wants to add “with appropriate security” to the requirement.</p>	
<p>Document Management</p> <p><b>Florida PALM Project:</b> Update – we removed GL1003 as it is covered by GL1002.</p>	
<p>Fund Accounting</p> <p>Q. <b>Christina Smith (DFS A&amp;A):</b> GL086 and GL087 – Please clarify. Is this requirement implying that transactions posted to the GL will auto push it down to the subledgers or is it all subledgers will roll up to the GL?</p> <p>A. <b>Florida PALM Project:</b> All subledgers will roll up to the GL.</p> <p>A. <b>Christina Smith (DFS A&amp;A):</b> We need to break down this into something more granular: (1) balanced transaction in the subsidiary ledger, and; (2) the ability to create expense and balance sheet by users with appropriate security. Please strike examples in the requirements.</p> <p>Q. <b>Christina Smith (DFS A&amp;A):</b> GL160 – GL162 – Please explain open schedule.</p> <p>Q. <b>Lisa Simpson (DEO):</b> Is this specifying a date or outline?</p> <p>A. <b>Florida PALM Project:</b> Open Schedule means “ad hoc”. Collectively we need to be able to specify date or other criteria. GL162– GL264 will be revised to remove “based upon the following schedules”.</p>	
<p>Inquiry and Reporting</p> <p>Q. <b>Lisa Simpson (DEO):</b> GL220 – Grant and project budgets? Will there be contract budgets?</p> <p>A. <b>Florida PALM Project:</b> This is speaking to the subledger level. When you are speaking to a contract, this is in the P2P module. For this reporting requirement, grant/project are used only as an example. Specifics for grants/project, and contract budgets can be found in the requirements for those areas.</p>	

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<p>Q. <b>Lisa Simpson (DEO):</b> GL251 – Ability to view encumbrances..... tool to track within system?                      A. <b>Florida PALM Project:</b> Yes.</p>	
<p>Q. <b>Lisa Simpson (DEO):</b> GL297 – Making a correction/ adjustment – separate audit trail?                      A. <b>Florida PALM Project:</b> The audit trail will be visible to a user.                      A. <b>Christina Smith (DFS A&amp;A):</b> There will be a DFS policy on journal entries requiring certain documentation in Florida PALM.</p>	
<p>Interfund/Intrafund or Intergency Journal Transactions</p>	
<p>Q. <b>Kim Straubinger (DOR):</b> GL089 – Ability to transfer between funds. Is this related to zero receipts?                      A. <b>Florida PALM Project:</b> Yes and GL090 allows users to do transfers inter or intra. Any transaction to transfer must be a balanced transaction (GL147). The ERP solution cannot do an unbalanced transaction (GL136).</p>	
<p>Q. <b>Lisa Simpson (DEO):</b> GL156 – One Journal Transfer that involves multiple agencies. Who will do that?                      A. <b>Christina Smith (DFS A&amp;A):</b> Users with appropriate security will be added to this requirement. Templates will be available for users to complete transactions based on those templates and there will be the ability to view without taking action on the requirement.</p>	
<p>General Questions</p>	
<p>Q. <b>Kim Straubinger (DOR):</b> Should we look at the requirements one by one, or by subcategory?                      A. <b>Florida PALM Project:</b> Filter by subcategory first, but recognize not all in sequence order.</p>	
<p>Q. <b>Stephen Hobbs (DEO):</b> If this is not a complete list of data elements, are we going to miss anything?                      A. <b>Florida PALM Project:</b> We must put in the 15 required data elements and when negotiating with the vendor tell them what we mean and what we need as a part of the design.                      A. <b>Christina Smith (DFS A&amp;A):</b> The procurement documents will include a narrative as to how they are used today– paint a clear picture. LAS/PBS uses it differently than FLAIR. Make sure the vendor understands what we use for budget, reporting, how they change between the system.</p>	
<p>Q. <b>Thomas Poucher (DACS):</b> Is there a way on the requirements worksheet to call out the data element and find the requirement that actually goes with it?</p>	

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<p>A. <b>Florida PALM Project:</b> Unfortunately, we cannot address each person’s work needs to assist them in reviewing these requirements.</p> <p>Q. <b>Mike Wolfe (DCF):</b> What is the tracking tool to know what requirements are deleted?</p> <p>A. <b>Florida PALM Project:</b> We have created a process of capturing the changes that will allow us to create an audit trail of changes.</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
<p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>Julian thanked the group and asked that they complete the survey they would receive through Survey Monkey in the next day or so.</li> </ul>	