

Florida **PALM**

Planning, Accounting, and Ledger Management



REQUIREMENTS REVIEW WORKGROUP

RECORD TO REPORT (R2R)

OCTOBER 26, 2015



Agenda

- ▶ Welcome and Introductions
- ▶ Background and Purpose
- ▶ Overview of Requirements
- ▶ Process Area Requirements
- ▶ Requirements Questions & Discussion
- ▶ Meeting Closeout



WELCOME AND INTRODUCTIONS



Welcome and Introductions

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



BACKGROUND & PURPOSE



Background & Purpose

Project Vision

- ▶ 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

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



OVERVIEW OF REQUIREMENTS



Overview of Requirements

- ▶ Requirements 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

COLLABORATION

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

RECORD TO REPORT



Process Area Requirements

Record to Report Subcategories

- ▶ General Ledger
 - CAFR Reporting
 - Chart of Accounts
 - Closing
 - Document Management
 - Fund Accounting
 - Inquiry and Reporting
 - Interfund/Intrafund or Interagency Journal Transactions
 - Journal Entry
 - Security
 - Workflow



Process Area Requirements

Record to Report Areas of Focus

- ▶ Subjects identified as an Area of Focus
 - Florida Specific (F1)
 - CAFR Development and Reporting
 - High Impact Subcategory (F2)
 - Document Management
 - Inquiry and Reporting
 - Security
 - Workflow
 - Agency Interest/Questions (F3)
 - Closing Process
 - Interfund/Intrafund or Interagency Journal Transactions



Process Area Requirements

Record to Report Overview

▶ General Ledger

Type	Count	Percentage
Areas of Focus		
General (G)	134	42%
Florida Specific (F1)	16	8%
High Impact Subcategory (F2)	88	28%
Agency Interest/Questions (F3)	78	25%
Total	316	100%



REQUIREMENTS QUESTIONS & DISCUSSION

RECORD TO REPORT



Requirements Questions & Discussion

Record to Report

- ▶ GL034 - Does “user-defined” here mean “state standard”?
 - The term “user-definable” is included to provide an option other than codes/values that are solely defined by the software.

- ▶ GL042 - Does use of the words “multiple years” refer to multiple fiscal years and if so, should appropriation years include FCO?
 - Chart of account fields are not isolated to fiscal years (e.g., Org Code) but need to remain active from year to year. References to appropriation years and FCO are captured in the Budget requirements.

- ▶ GL052 to GL065 – Series does not include a requirement for General Ledger code
 - A new requirement has been added.



Requirements Questions & Discussion

Record to Report

- ▶ GL291 - Should the contract field be included here?
 - Yes. It will be added.

- ▶ GL353 to GL361 - Should these requirements include the ability to configure the field as either alpha or numeric?
 - The structure of these fields will depend on the functionality of the software.

- ▶ GL353 to GL368 – Does this series of requirements contain the complete Chart of Accounts?
 - No, this is not a complete list. These requirements are included to provide information to proposers regarding the State's current accounting structure.



Requirements Questions & Discussion

Questions (Record to Report Subcategories)

- ▶ General Ledger
 - CAFR Reporting
 - Chart of Accounts
 - Closing
 - Document Management
 - Fund Accounting
 - Inquiry and Reporting
 - Interfund/Intrafund or Interagency Journal Transactions
 - Journal Entry
 - Security
 - Workflow



Requirements Questions & Discussion

Record to Report

- ▶ Open Questions from Audience



MEETING CLOSEOUT



Meeting Closeout

- ▶ Overall Questions?
- ▶ Next Steps
 - Upcoming Requirements Review Workshops 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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