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.
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](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

<table>
<thead>
<tr>
<th>Type</th>
<th>Count</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Areas of Focus</td>
<td></td>
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</tr>
<tr>
<td>General (G)</td>
<td>2,049</td>
<td>52%</td>
</tr>
<tr>
<td>Florida Specific (F1)</td>
<td>101</td>
<td>3%</td>
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<tr>
<td>High Impact Subcategory (F2)</td>
<td>1,145</td>
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<td>Agency Interest/Questions (F3)</td>
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<td>16%</td>
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<td><strong>Total</strong></td>
<td><strong>3,945</strong></td>
<td><strong>100%</strong></td>
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Overview of Requirements
Excel Spreadsheet

- Available to everyone

<table>
<thead>
<tr>
<th>Category</th>
<th>Subcategory</th>
<th>Requirement</th>
<th>Area of Focus</th>
<th>Clarification Needed</th>
<th>Suggested Rewrite</th>
<th>Agency Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Management</td>
<td>Additions and Maintenance</td>
<td>AD001 Provide ability to direct input asset information into the system.</td>
<td>F3</td>
<td>Yes/No</td>
<td>Yes/No</td>
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<tr>
<td>Asset Management</td>
<td>Additions and Maintenance</td>
<td>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.</td>
<td>G</td>
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<td></td>
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Overview of Requirements
DecisionDirector

- Available only to coordinators

**Comments are entered in this field**
Overview of Requirements

DecisionDirector

- Adding New Requirements

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<thead>
<tr>
<th>Requirement</th>
<th>Question</th>
<th>Clarify?</th>
<th>Suggested Rewrite?</th>
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<tr>
<td>1431844</td>
<td>Would you like to add a requirement? Please suggest a new requirement in the comment box below.</td>
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<td>1431845</td>
<td>Would you like to add a requirement? Please suggest a new requirement in the comment box below.</td>
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<td>[ ]</td>
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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

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<tr>
<th>Type</th>
<th>Count</th>
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<td><strong>Areas of Focus</strong></td>
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<tr>
<td>General (G)</td>
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<tr>
<td>Florida Specific (F1)</td>
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<tr>
<td>High Impact Subcategory (F2)</td>
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<td>28%</td>
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<tr>
<td>Agency Interest/Questions (F3)</td>
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<tr>
<td><strong>Total</strong></td>
<td>316</td>
<td>100%</td>
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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

- 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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myfloridacfo.com/floridapalm/ProjectReferences.htm