ALL AGENCIES CONFIRMATION: SESSION 1

TUESDAY, MAY 7, 2019
WEDNESDAY, MAY 15, 2019

Agenda

- Introduction and Background
- Overview of All Agencies Confirmation Process
- Business Process Models
- Solution Overview
- Overview of Business Process Grouping
  - Account Management and Financial Reporting
  - Budget Management
  - Cash Management
- Wrap Up
INTRODUCTION AND BACKGROUND

Introduction and Background
Welcome

- Housekeeping
  - Facilities logistics
  - Cell phone on silent
  - Participant questions
  - Public meeting with published minutes
- Introductions of Florida PALM Team
- Today’s schedule
Introduction and Background

Vision

Implement a statewide accounting system that enforces standardization, acts as a scalable foundation to evolve as business needs change, and positions Florida for future innovation as it considers a true enterprise-wide solution.

Introduction and Background

Project Overview

- Established in July 2014 when the Legislature appropriated funds to begin the replacement of Florida Accounting Information Resource subsystem (FLAIR) and the Cash Management subsystem (CMS) after the completion of the business case in March 2014

- Florida PALM will replace the four components of FLAIR (Central, Departmental, Information Warehouse, Payroll) and select components of CMS
Since 2014, through collaboration across the State, we have:
- created Business Requirements, which document what we want the capabilities of the new solution to be
- produced Level 2 Standardized Business Process Models, which document what we want the State’s business processes to be
- enhanced our understanding of the Solution capabilities by partnering with other local entities that use the same software

Introduction and Background
Project Overview

Fiscal Year

|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|

Phase 1

90 Months

Phase 2

21 Months
Introduction and Background

Project Overview

- Implementation will occur in Waves
- Agencies will transition for Finance functions over three Waves (Pilot, Wave 1, Wave 2)
- Payroll functions for all agencies will be implemented in one Wave (Wave 3)
- Phase 2 will add remaining functionality for all agencies

FloridaPALM
Planning, Accounting, and Legislative Management
AAC Session 1
05/07/2019 & 05/15/2019

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>2018 (Year 1)</th>
<th>2019 (Year 2)</th>
<th>2020</th>
<th>2021</th>
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<tr>
<td>1</td>
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<td>Jun</td>
<td>Jul</td>
<td>Aug</td>
<td>Sep</td>
<td>Oct</td>
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Pilot Design-Build-Test (36 months)
Initiate
Adapt
Adopt
Support
Deploy
Validates
Confirms the Solution and Pilot Agencies are ready for deployment
Configures and builds State-specific items into the Solution and engages Agencies for their activities
Deploys the Solution, Training, and Help Desk
Supports users and the business
Establishes approach
Designs the Solution and creates foundation for all Agencies to use when they go live
Creation of the Standardized Business Process Models will occur in segments over 12 months

Segments include activities focused on defining/refining the solution and communicating with impacted stakeholders

Introduction and Background

Solution Analysis and Design

- Project Recommended Solution – The Project Team reviewed the Business Requirements, worked in Prototype 1, and began drafting the Process Models
- Representative Agencies Workgroups (RAW) – The Project Team worked with a small group of agencies to refine the Process Models
- All Agencies Confirmation (AAC) – The Project Team will share the draft Process Models with all agencies for continued refinement
- Project and Executive Steering Committee Review and Approval – The Project Team will work with the ESC to obtain approval for the proposed Solution design
- All Agencies Workshops – The approved Process Models will be communicated to all agencies through Business Process Workshops
- COA Design – The Project has been working to draft the chart of accounts (fields and uses) and budget structures (controls)
Introduction and Background
Solution Analysis and Design

- The Standardized Business Process Models is part of the Solution design
- The Project Team is organized by Workstream
- The Solution discussion with agencies is organized around Business Process Groupings

Business Process Groupings

Florida PALM

AAC Session 1 05/07/2019 & 05/15/2019
Introduction and Background

Project Recommended Solution

- Defined the Solution
  - Drafted Standardized Business Process Models
  - Met with DFS Divisions of Accounting and Auditing and Treasury

- Conducted Strategic Design Sessions
  - Conducted Leading Practice Workshops in December 2018
  - Discussed 35 Leading Practices over the following topics:
    - Chart of Accounts Design
    - Approach for Managing Customer Record
    - Billing and Accounts Receivable Chain of Activities
    - Accounts Payable Chain of Activities
    - Approach to Reporting and Business Intelligence

Introduction and Background

Representative Agencies Workgroups

- RAWs were held over six weeks starting in late February and ended in early April
- Supporting materials were uploaded to the Project website and organized into Business Process Groupings
- 106 representatives from 24 organizations attended and participated
- Participants reviewed and helped refine draft Process Models for 30 Business Processes and 62 Subprocesses
Introduction and Background
Representative Agencies Workgroup

AHCA  DEP  DOS  LAS/PBS
DACS  DFS  DOT  Lottery
DBPR  DLA  EOG  MFMP
DCF  DMS  FDLE  Auditor General
DEM  DOH  FWC  A&A
DEO  DOR  HSMV  Treasury

Chart of Accounts (COA) Design

- COA Design includes the ChartFields and the Budget Structure
- The COA design began in November 2018, then refined by engaging targeted stakeholders in April and May
- Upcoming activities planned:
  - COA Usage Survey – July 2019
  - COA Design Workshop Kickoff – August 2019
  - COA Design Workshops – September 2019
  - Update COA Design – October 2019
  - Submit COA Design – November 2019
Confirm the process models through review by all agencies and FFMIS partners

Organize meetings with related business process groupings:
- Session 1 – AMFR, BM, and CM
- Session 2 – DM and AAM
- Session 3 – RA, AR, and TM
AAC Process

Business Process Grouping Overview

- Overview of each Business Process
  - Description of the Business Process and any Subprocesses
  - Description of similarities to current processes
  - Description of the Roles, both within and outside of Florida PALM
- Relationships between Business Processes
- Solution Previews

AAC Process

Attendee Role

- Review the draft Standardized Business Process Models
  - Apply an enterprise-wide lens that supports the design of standardized business processes for Florida
  - Provide insight into what drives the process for your organization (i.e., compliance, statute, agency practice)
- Seek clarification through AAC Sessions or working meetings by asking questions of the Project Team
  - Have constructive dialogue on the process, be open to what is possible
  - Be mindful of your organization’s business system and reporting needs to ensure they’re captured in the design
- Provide session feedback at the conclusion of today
- Contribute to your agency’s collective feedback
AAC Process
Agency Collective Feedback

- One feedback form per agency from the designated point of contact for the agency
- Word document organized by the Business Process Groupings, with space provided to include specific feedback by Business Process or Business Subprocess

AAC Process
Agency Collective Feedback

- Agency collective feedback should consider:
  - How well do the standard flows align with your agency’s major financial management activities?
  - Are your reports related to the defined processes documented in the standard flows?
  - Are your anticipated information exchanges depicted on the standard flows?
  - Are there control points or internal control activities on the standard flows that need to be modified or added?
## AAC Process

### Session Calendar

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<thead>
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<th>Tuesday</th>
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<td>5/8 Session 2 (9am-4pm)</td>
<td>5/9 Session 3 (9am-4pm)</td>
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<td>5/15 Session 1 (9am-4pm)</td>
<td>5/16 Session 2 (9am-4pm)</td>
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<td>Meeting for Session 3</td>
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### Business Process Models
Business Process Models
Overview

- Collectively, represent the functional design of the Solution
- Individually, represent the design of each Business Process
- Includes one or more flow diagrams and a narrative
- Posted in .pdf under Agency and Meetings & Workshops

Fiscal Year 18-19

* All Agencies Confirmation Sessions
  * Session 1 - Accounting Management and Financial Reporting; Budget Management; Cash Management
    * May 7, 2019 | Agenda
    * May 15, 2019 | Agenda
* Flows and Narratives
  * Accounting Management and Financial Reporting
    * AMFR 10.3 – Analyze and Reconcile Accounts | AMFR – 10.3 – Flows | AMFR – 10.3 – Narratives
    * AMFR 10.4 – Close General Ledger and Consolidate Results | AMFR – 10.4 – Flows | AMFR – 10.4 – Narratives

https://www.myfloridacfo.com/floridapalm/agency/meetings-workshops/
Business Process Models
Reading the Business Process Flow

- Each flow is numbered to indicate the Business Process and Subprocess

60.2 Deposit and Apply Receipts
   60.2.1 Direct Journal Deposits

AA.B.C
AA = Business Process Grouping
B = Business Process
C = Business Subprocess

Business Process
Business Subprocess

Business Process Models
Reading the Business Process Flow

- Shapes indicate an event or activity in the process

Shape Key

Start
End
Decison or Process Branch
Florida PALM Manual Activity
Florida PALM System Activity
Florida PALM Display
Database
Interface File

Process Activity
System Activity
**Business Process Models**

**Reading the Business Process Flow**

- **Start**
- **End**

Indicates the start and end points in a process. The start is used to depict a trigger action that sets the process in motion.

- **Florida PALM**
- **Manual Activity**

Indicates a process or action step being performed. If the process or action is performed in Florida PALM, the icon is shaded grey.

- **System Activity**
- **Partner Name**

Indicates a process or action step in a partner system. The title designates in which system the process occurs.

- **Florida PALM**
- **System Activity**

Indicates a process in Florida PALM that is scheduled to run automatically.

**Decision or Process Branch**

Indicates a question or branch in the process flow. This icon is used in flow and will **not** carry a Process Step ID number. Discussion about the alternative path is included in the step preceding or succeeding the decision point.

- **Ledger Impact**

Indicates that a business event results in a financial transaction that is captured in the ledger. These are **not** used in the flow.

- **Database**

Indicates the use of a database in the process flow.

- **Interface File**

Indicates when an interface file is exchanged, either to Florida PALM or from Florida PALM.
Business Process Models
Reading the Business Process Flow

Indicates a process step where information is displayed to a person (e.g., PC user, machine operator).

Indicates designated points in the process flow to identify when a report is generated, received, or used in completing a step of the process.

Indicates a loop in the process flow to another step on the same page. It will contain an indicator to the location where the process will resume.

Indicates continuation of the same flow on another page. Icon will be used as the last step of the process flow on a given page before transitioning to a new page.

Roles that work within a business process are indicated by a swim lane.

May be a system role or a non-Florida PALM role.

For example:
- Agency Deposit Processor
- Agency Deposit Approver
- DFS Audit Approver
- DFS Bank Reconciliation Processor
Business Process Models
Reading the Business Process Narrative

- General Information – overview of the sections of the document
- Dependencies and Constraints – conditions and criteria that impact how or when the business process should be executed
- Business Process Overview – summarizes the business process and provides context for understanding the objectives and desired outcomes
- Business Process Flow Details
  - includes the detail about the process steps that supports the flow diagram
  - includes a table for each business subprocess

Ledger Impacts – describes the effects to one or more of the planned ledgers
- Actuals Ledger – used to capture actual accounting detail across all ChartFields and fiscal periods (months and years)
- Budget Ledger – used to capture and control appropriation and allotment budget by budget period (fiscal year) and to record revenue estimate details
- Financial Reporting Ledger – used to capture year end reporting and financial statement activities

Reports – describes the identified report’s objective, audience, and frequency
Terminology – includes definitions that will help to better understand the document
Solution Overview

Software

- PeopleSoft v9.2
  - PeopleSoft Financials
  - PeopleSoft Payroll
- Oracle Business Intelligence Enterprise Edition (OBIEE)

<table>
<thead>
<tr>
<th>Solution Functions by Phase and Wave</th>
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<tbody>
<tr>
<td><strong>Phase 1</strong></td>
</tr>
<tr>
<td>Pilot / Wave 1 / Wave 2</td>
</tr>
<tr>
<td>• Accounts Payable</td>
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<tr>
<td>• Accounts Receivable</td>
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<tr>
<td>• Asset Accounting</td>
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<tr>
<td>• Billing</td>
</tr>
<tr>
<td>• Cash Management</td>
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<tr>
<td>• Commitment Control</td>
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<tr>
<td>• Contract Accounting (for Integration with FACTS)</td>
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<tr>
<td>• Deal Management</td>
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<tr>
<td>• General Ledger</td>
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<tr>
<td>• Grant and Project Accounting</td>
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<tr>
<td>• Oracle Business Intelligence</td>
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<tr>
<td>• Purchasing (for integration with MFMP and encumbering)</td>
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<td><strong>Wave 3</strong></td>
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<tr>
<td>• ePay (to support employee self-service)</td>
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<td>• Human Resources (to support payroll)</td>
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<td>• Payroll</td>
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<tr>
<td>• Asset Management</td>
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<tr>
<td>• Grants Management</td>
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<tr>
<td>• Project Management</td>
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<tr>
<td>• Contract Management</td>
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</table>
Solution Overview

Anticipated Structure

At the end of Phase 1

Solution Overview

Software Module Relationships
Solution Overview

Reporting Hierarchy

- Advanced Analytics
- Exploratory, Data Discovery Sandbox
- Flexibilities in Data Structures and Data Qualities
- Analytics – Dashboards, KPI’s, Metrics, Data Visualization
- Structured, High Quality, Harmonized Data
- Ad-hoc queries, historical data analysis
- Management Reporting
- Financial Consolidation and Analysis
- Operational Analysis
- Statutory Reporting
- Real Time Operational Reporting
- “Out of the Box” standard reports
- Online Inquiries
- Ad-hoc queries

Solution Overview

Key Concepts

- Functions performed by Central FLAIR, Departmental FLAIR, and CMS are combined into **one system**, including **one chart of account**
- Accounting is recorded on a **modified accrual** basis, with reporting available for cash basis needs
- Data entry is done **one time** with integration between modules
  - accounting entries go to the general ledger
  - other data is available in other modules
- **Budget and cash** are updated by different business and accounting processes (e.g., at time of vouchering, at time of payment)
Solution Overview

Key Concepts

- Many features are enabled in the Solution through configuration.
- Business and accounting transactions are captured through the configuration of multiple ledgers (e.g., actuals, budget, financial reporting).
- Interfacing with external systems will occur through more modern approaches.
- Journals are entries that impact a ledger (i.e., general ledger journal, budget journal).
- Agencies appear as Business Units within the system.

Solution Overview

Key Concepts

- The user experience will include:
  - Web-based access
  - Adaptive screen presentation for desktop or mobile browsers
  - Work that may be managed through WorkCenters
  - Upload of attachments to support transactions
  - Approvals facilitated in the system through workflow
  - Reporting capabilities through online inquiries (screens), prepared reports, and data downloads (i.e. to Excel)
Solution Overview

Key Concepts

- Budget checking and cash checking are:
  - common functions performed as part of many Business Processes
  - shown in detail in the 20.2 Budget Execution and Management and 80.1 Manage Cash Checking

- Transfers and payments between agencies will be accomplished through:
  - interunit transactions (50.2.3 & 80.2.4);
  - standard voucher (30.3.1); or
  - standard billing (50.2.1), receivables (60.1.1), and deposit (60.2.1)
BREAK

Ready for a shared place for data, fewer workarounds, less reconciliations, and robust reporting? It's possible with Florida PALM.

Embrace the Journey
Overview of Business Process Grouping

AMFR Overview

- AMFR includes a collection of business processes that:
  - establish the statewide accounting framework and provide for agency-specific accounting and reporting needs;
  - update to the general ledger and maintain the integrity of the financial activities; and
  - perform month-end and year-end closing and reporting activities.
Business Process Grouping

Account Management and Financial Reporting

Business Process

10.1 Set Up and Maintain Chart of Accounts

10.1.1 Add or Modify Agency ChartField Values

10.1.2 Add or Modify Statewide ChartField Values

10.1.3 Add or Modify Fund Values

10.1.4 Add or Modify Project Values

10.1.5 Set Up and Maintain Trees and/or Combination Edits

10.2 Enter and Process Journals

10.2.1 Create and Approve Journals

10.2.2 Edit Check

10.2.3 Sub-module Journal Entry

10.3 Analyze and Reconcile Accounts

10.3.1 Perform Month-End Close

10.3.2 Perform Allocations

10.4 Close General Ledger and Consolidate Results

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CHART OF ACCOUNTS OVERVIEW
Overview of Business Process Grouping
Chart of Accounts Overview

- FLAIR 29-digit Account Code:

Central FLAIR

Overview of Business Process Grouping
Chart of Accounts Overview

- Most commonly used Departmental FLAIR Data Elements

Existing FLAIR Data Elements

- Operating Level Org. (OLO)
- Org. Code
- GAAPF Fund (GF)
- State Fund (SF)
- Fund Identifier (FID)
- General Ledger Code
- Object Code
- State Program
- Budget Entity (BE)
- Internal Budget Indicator (IBI)
- Category (CAT)
- Year (YR)
- Project Identifier
- Grant Identifier
- Contract Number
- Other Cost Accum. (OCA)
Overview of Business Process Grouping
Chart of Accounts Overview

Existing FLAIR Data Elements

```
Operating Level Org (OLO) Org Code GAAFR Fund (GF) State Fund (SF)
Fund Identifier (FID) General Ledger Code Object Code State Program
Budget Entity (BE) Internal Budget Indicator (IBI) Category (CAT)
Year (YR) Project Identifier Grant Identifier Contract Number
Other Cost Account (OCA)
```

Initial COA Structure

![Diagram of COA structure with FLAIR data elements]

Overview of Business Process Grouping
Chart of Accounts Overview

- Upcoming activities planned:
  - COA Usage Survey – July 2019
  - COA Design Workshop Kickoff – August 2019
  - COA Design Workshops – September 2019
  - Update COA Design – October 2019
  - Submit COA Design – November 2019
10.1 Set Up and Maintain Chart of Accounts

Description of Business Process
- Defines an enterprise Chart of Accounts structure that maintains compliance with Legislature and provides statewide and agency reporting requirements
- Describes how Chart of Accounts is setup and maintained in Florida PALM

Similarities to Today
- The Chart of Accounts is comprised of statewide and agency unique FLAIR data elements
## Overview of Business Process Grouping

### 10.1 Set Up and Maintain Chart of Accounts

### Key Business Process Concepts

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR</th>
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<tr>
<td>Statewide and Agency specific ChartFields</td>
<td>Statewide and Agency specific data elements</td>
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<td>Standardized process that establishes ChartField</td>
<td>Standardized process to request data elements outside the</td>
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<td>values including requesting and approving via</td>
<td>system</td>
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<tr>
<td>workflow</td>
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<td>Effective dating feature allows activation or</td>
<td>Limited future dating available through a centralized</td>
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<tr>
<td>inactivation using a future date maintaining a</td>
<td>business process</td>
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<tr>
<td>complete audit trail</td>
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<tr>
<td>SpeedType/SpeedCharts reduces transaction data</td>
<td>Expansion option (EO) reduces transaction data entry time</td>
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<td>entry time and errors, however are not required on</td>
<td>and errors, EO is required on a transaction</td>
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<td>a transaction</td>
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### Key Business Process Concepts (continued)

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<thead>
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<th>FLAIR</th>
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<tr>
<td>Combination edits control which ChartFields are</td>
<td>FLAIR edits control usage of FLAIR data elements</td>
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<td>are not allowed in combination</td>
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<td>Attributes allows further characterization of</td>
<td>Combining additional FLAIR data elements can provide more</td>
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<tr>
<td>statewide ChartFields for reporting purposes</td>
<td>information</td>
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<td>Trees maintain the hierarchical relationship of</td>
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<td>ChartField values to rollup financial details for</td>
<td>information</td>
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<tr>
<td>reporting purposes at a summary level and translate</td>
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<tr>
<td>budgets down to detailed levels</td>
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</table>
Overview of Business Process Grouping
10.1 Set Up and Maintain Chart of Accounts

- Terminology
  - **ChartField** – the Florida PALM field that stores COA information and provides the basic structure to segregate and categorize transactional and budget data
  - **ChartField String** – a combination of ChartField values used to process entries within Florida PALM
  - **Chart of Accounts** – compilation of uniform data codes that are to be used for reporting governmental assets, liabilities, equities, revenues, and expenditures to the CFO. Uniform data codes shall capture specific details of the assets, liabilities, equities, revenues, and expenditures that are of interest to the public

- Description of Business Subprocesses
  - **10.1.1 Add or Modify Agency ChartField Values**
    - The process to add or modify Agency controlled ChartField values
    - Using standard ChartField Request form that supports request, review, and approval
    - Configuring the value including the SpeedType/SpeedCharts as appropriate

- Roles
  - Agency Processor
  - Agency COA Approver
  - Agency COA Maintainer
Overview of Business Process Grouping
10.1 Set Up and Maintain Chart of Accounts

Description of Business Subprocesses

- 10.1.2 Add or Modify Statewide ChartField Values
  - The process to add or modify Enterprise controlled ChartFields values that are used statewide
  - Using standard ChartField Request form that supports request, review, and approval
  - Configuring the value including attributes, combination edit rules, trees, SpeedType/SpeedCharts as appropriate

Roles

- DFS Processor
- DFS COA Approver
- DFS COA Maintainer

Overview of Business Process Grouping
10.1 Set Up and Maintain Chart of Accounts

Description of Business Subprocesses

- 10.1.3 Add or Modify Fund Values
  - Process to add or modify Fund ChartField values
  - Using the Fund Questionnaire component (includes local Funds) of the standard ChartField Request form that supports request, review, and approval
  - Configuring the value including attributes, combination edit rules, trees, SpeedType/SpeedCharts as appropriate
  - Notification to the Division of Treasury of the local Fund values
Overview of Business Process Grouping
10.1 Set Up and Maintain Chart of Accounts

Roles
- EOG/OPB *(Non-Florida PALM Role)*
- DFS COA Maintainer
- DFS COA Approver
- Agency COA Processor

Description of Business Subprocesses
- 10.1.4 Add or Modify Project Values
  - Process to add or modify Project ChartField values
    - Configuring the Project value, Activity value, and SpeedType/SpeedCharts as appropriate
    - Agency program roles will establish Project values and relate to the Grants module as appropriate for accounting purposes

Roles
- Agency Grant Maintainer
- Agency Project Maintainer
- Agency COA Maintainer
Description of Business Subprocesses

10.1.5 Set Up and Maintain Trees and/or Combination Edits

- Process to establish trees and combination edits for ChartField values and process to update when necessary
- Enterprise controlled activities that support previous Business Subprocesses

Role

- DFS COA Maintainer

Relationship with Other Business Processes

- Once ChartField values are established, they are available to be used in the respective source modules to record detailed accounting entries (i.e., Accounts Payable vouchers, Accounts Receivable entries)
10.2 ENTER AND PROCESS JOURNALS

Overview of Business Process Grouping

10.2 Enter and Process Journals

- Description of Business Process
  - Addresses how to create General Ledger (GL) Journals and post to the Actuals ledger
    - General Ledger is the official financial module to record, summarize, and report financial data within Florida PALM
    - GL Journals are accounting entries recorded directly in GL to update or transfer balances (i.e. investment, adjustments, accruals, and closing entries)

- Similarities to Today
  - The process to initiate high level adjustments to balances, with limited security
Overview of Business Process Grouping
10.2 Enter and Process Journals

Key Business Process Concepts

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>All agencies balances are recorded in the same unified ledger</td>
<td>Agency transactions are recorded in Departmental and Central</td>
</tr>
<tr>
<td>Florida PALM security will segregate agencies’ access to the unified ledger as appropriate by Business Unit</td>
<td>FLAIR security segregates agencies’ access to Departmental as appropriate by OLO</td>
</tr>
<tr>
<td>Entries to the General Ledger do not affect the source modules</td>
<td>Transaction 10 in FLAIR do not affect subsidiary ledgers</td>
</tr>
<tr>
<td>GL Journals will systematically be in balance by Business Unit and by Fund</td>
<td>Transaction 10 are manually balanced</td>
</tr>
</tbody>
</table>

Overview of Business Process Grouping
10.2 Enter and Process Journals

Terminology

◦ **Actuals Ledger**: permanent summary of amounts entered in source modules and GL, which list individual transactions by date
Overview of Business Process Grouping
10.2 Enter and Process Journals

- Description of Business Subprocesses
  - 10.2.1 Create and Approve Journals
    - The process to create direct entries to Florida PALM to affect balances
      - Using online manual GL journals, spreadsheet upload functionality, or importing from an external system
      - Using Florida PALM edit checks to control accounting entry integrity, budget checks to ensure legislative authority, workflow routing to seek approval, and cash check to ensure cash availability before posting to ledger
      - Handling exception processing by resolving edit/budget/cash check issues prior to posting to the Actuals ledger
  - Roles
    - GL Journal Approver
    - GL Journal Processor

Overview of Business Process Grouping
10.2 Enter and Process Journals

- Description of Business Subprocesses
  - 10.2.2 Edit Check
    - The detailed process showing how a transaction is validated in Florida PALM to ensure accounting entry integrity
      - Using statewide combination edit check manually or in batch
      - Handling exception processing by resolving edit check issues prior to posting to the Actuals ledger
  - Roles
    - COA Maintainer
    - GL Journal Processor
Overview of Business Process Grouping
10.2 Enter and Process Journals

- **Description of Business Subprocesses**
  - 10.2.3 Source Module Journal Entry
    - The process to show detailed accounting entry integration from source modules to
      the GL prior to posting to the Actuals Ledger
    - Using the journal generator process to summarize detailed accounting entries
    - Posting GL journals and affecting balances in the Actuals ledger

- **Roles**
  - DFS GL Journal Processing

---

Overview of Business Process Grouping
10.2 Enter and Process Journals

- **Relationship with Other Business Processes**
  - Detailed accounting entries that are created in respective source modules are
    integrated with GL to post to the Actuals ledger
Description of Business Process

- This business process details the analysis and reconciliation of accounts on a monthly basis from source modules to GL and monthly allocations for financial activities held or accumulated at a summary level that must be shared in a granular level.

Similarities to Today

- The process of reconciling accounts and performing a monthly close.
Overview of Business Process Grouping
10.3 Analyze and Reconcile Accounts

Key Business Process Concepts

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Systematic reconciliation of source modules to GL occurs on an ongoing basis in Florida PALM</td>
<td>Manual reconciliation of Departmental to Central</td>
</tr>
<tr>
<td>Corrections to posted transactions are made in their respective source modules</td>
<td>Corrections can be recorded in the subsidiary ledgers or via a Transaction 10</td>
</tr>
<tr>
<td>Close schedule is managed and communicated by DFS</td>
<td>Monthly close is managed by DFS and Agencies</td>
</tr>
<tr>
<td>GL allows to configure agency-specific allocation rules to enable allocation of posted transactions in Florida PALM</td>
<td>Allocations are performed externally</td>
</tr>
</tbody>
</table>

Description of Business Subprocesses

- 10.3.1 Perform Month End Close
  - The process to proactively record and perform more frequent reconciliation prior to DFS closing
    - Monthly close schedule and communications with agencies is managed by DFS
    - Proactively managing accounts via robust reporting

Roles

- Agency GL Close Processor
- Agency Source Module Processor
- DFS GL Close Processor
Overview of Business Process Grouping
10.3 Analyze and Reconcile Accounts

- Description of Business Subprocesses
  - 10.3.2 Perform Allocations
    - The detailed process to run the allocation feature within Florida PALM to distribute posted transactions via defined basis or receive externally allocated distributions from agency business systems to be posted to GL.

- Role
  - GL Processor

Overview of Business Process Grouping
10.3 Analyze and Reconcile Accounts

- Terminology
  - Accounting Period – represents fiscal month where detailed transactions from respective source modules and net activity in the General Ledger is posted for a set of ChartField values
Overview of Business Process Grouping
10.3 Analyze and Reconcile Accounts

- Relationship with Other Business Processes
  - 10.2.1 – Enter and Process Journals
    - The Analyze and Reconcile Accounts process leverages the Enter and Process Journal process to perform monthly corrections, accruals, and allocations

10.4 Close General Ledger and Consolidate Results
Overview of Business Process Grouping
10.4 Close General Ledger and Consolidate Results

- Description of Business Process
  - This business process details the execution of year-end close activities across all agencies and generation of the Comprehensive Annual Financial Report (CAFR)
  - Annual close schedule and communications with agencies is managed by DFS
  - Annual guidance memorandums from DFS and EOG/OPB will continue

- Similarities to Today
  - The focus of fiscal year closing is the preparation and accurate compilation of financial statements

- Roles
  - Agency Component Unit GL Processor
  - Auditor General (Non-Florida PALM Role)
  - DFS Processor
  - EOG/OPB (Non-Florida PALM Role)
Overview of Business Process Grouping

10.4 Close General Ledger and Consolidate Results

Key Business Process Concepts

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than one accounting period can be open at a time</td>
<td>Only one accounting period can be open at a time</td>
</tr>
<tr>
<td>Post closing adjustments for year end reporting are made directly in Florida PALM and routed to DFS for approval in the adjusting period</td>
<td>Post closing adjustments are submitted to DFS via external processes</td>
</tr>
</tbody>
</table>

Relationship with Other Business Processes

- 10.3.1 – Analyze and Reconcile Accounts
  - The Close General Ledger and Consolidate Results process leverages the Analyze and Reconcile Accounts process to complete June month-end close and begin year-end close activities
- 10.2.1 – Enter and Process Journals
  - The Close General Ledger and Consolidate Results process leverages the Enter and Process Journal process to perform monthly corrections and accruals
Overview of Business Process Grouping
AMFR Solution Preview

Questions About the Process Models
Account Management and Financial Reporting (AMFR)
LUNCH

OVERVIEW OF BUSINESS PROCESS GROUPING
Budget Management (BM)
Overview of Business Process Grouping

BM Overview

- BM includes a collection of business processes that:
  - manage the tracking and reporting of appropriations, allotments, and revenue estimates, including the exchange of information between LAS/PBS and Florida PALM;
  - manage budget exceptions; and
  - support the close-out of appropriations

Overview of Business Process Grouping

BM Overview

- BM focuses on the functions of the Budget Ledger (also known as Commitment Control (KK) Ledger)
  - Tight integration with the General Ledger, but is used for budgetary control
  - Allows setup of structures and rules that define the budget checking process
  - Serves as a management tool to record and monitor activities (“actuals”) against budgeted targets
  - Provides details needed to produce reports on budgets and related activities
20.1 Enter and Process Budget Journals

20.1.1 Post Appropriations
20.1.2 Manage Agency Allotments
20.1.3 Budget Ledger Reconciliation
20.1.4 Estimated Revenue

20.2 Budget Execution and Management

20.3 Perform Budget Close
20.3.1 Carry Forward
20.3.2 Certified Forward

Business Process Grouping
Budget Management
Overview of Business Process Grouping
20.1 Enter and Process Budget Journals

- **Description of Business Process**
  - Addresses the creation of budget journals (i.e., appropriations, releases, reserves, agency allotments, and revenue estimates) in Florida PALM as initiated by appropriations data files transferred from LAS/PBS and/or manually by an end user.
  - Addresses the daily reconciliation of Florida PALM and LAS/PBS budget ledgers.

- **Similarities to Today**
  - Appropriations and releases are posted prior to transactions.

---

Overview of Business Process Grouping
20.1 Enter and Process Budget Journals

- **Key Business Process Concepts**

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>One version of appropriation budget</td>
<td>Two versions of appropriation budget - Departmental and Central</td>
</tr>
<tr>
<td>Budget stored in a separate ledger</td>
<td>Budget is not mutually exclusive from other accounting data in Departmental and Central</td>
</tr>
<tr>
<td>Multiple years’ budget available simultaneously</td>
<td>One year at a time</td>
</tr>
<tr>
<td>Greater budgetary control through allotments</td>
<td>Allotments are available however there is no true budgetary control association with allotments</td>
</tr>
</tbody>
</table>
Overview of Business Process Grouping
20.1 Enter and Process Budget Journals

Key Business Process Concepts (continued)

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgetary analysis, including allotment process, supported by Oracle Business Intelligence (BI) tool</td>
<td>Basic reporting available however most budgetary reporting done outside of FLAIR</td>
</tr>
<tr>
<td>Approval workflow process within the system available to support allotment process</td>
<td>Email and Telephone</td>
</tr>
<tr>
<td>Budget Journals</td>
<td>TR20 – Allotments TR21 – Appropriations, Approved Budget, Estimated Revenue TR22 – Releases</td>
</tr>
</tbody>
</table>

Description of Business Subprocesses

20.1.1 Post Appropriations
- The process to receive and handle annual and periodic data files from LAS/PBS representing the GAA/Adjusted Appropriations, Statewide Adjustments Batch Files, and Budget Amendments
  - Posting of LAS/PBS files prior to the start of the new Fiscal Year
  - Handling exception processing by resolving Chart of Accounts issues and posting to budget ledger

Roles
- DFS Budget Approver
- DFS Budget Processor
- EOG/OPB (Non-Florida PALM Role)
Overview of Business Process Grouping
20.1 Enter and Process Budget Journals

Description of Business Subprocesses

- 20.1.2 Manage Agency Allotments
  - The process to further breakdown appropriations to track transactions for a better budget management process
  - Using budget journals as a tool to create allotments after reviewing prior year transaction activity making sure allotments do not exceed appropriations
  - Using online manual Budget Journals, spreadsheet upload functionality, or importing from an external system
  - Handling exception processing by resolving Chart of Accounts issues, reviewing/approving, and posting to budget ledger

Roles

- Agency Budget Approver
- Agency Budget Processor
- Agency Program Processor
Overview of Business Process Grouping
20.1 Enter and Process Budget Journals

Description of Business Subprocesses
- 20.1.3 Budget Ledger Reconciliation
  - The process to reconcile Florida PALM budgets to LAS/PBS periodically throughout
    the Fiscal Year
    - Ensuring budget ledgers remain balanced
    - Identifying and resolving reconciliation issues via reporting

Roles
- EOG/OPB *(Non-Florida PALM Role)*
- DFS Budget Processor
- DFS Budget Approver

Overview of Business Process Grouping
20.1 Enter and Process Budget Journals

Description of Business Subprocesses
- 20.1.4 Estimated Revenue
  - The process to create revenue estimate journals to develop revenue projections and
    to support Fiscal Year end closing processes
    - Using budget journals as a tool to create revenue estimates after reviewing prior year
      transaction activity
    - Using online manual Budget Journals, spreadsheet upload functionality, or importing from
      an external system

Roles
- Agency Budget Approver
- Agency Budget Processor
Overview of Business Process Grouping
20.1 Enter and Process Budget Journals

- Terminology
  - **Budget Journal** – budgetary accounting entries recorded directly in Commitment Control ledger to update or transfer balances
  - **Spreadsheet Upload** – process to transfer a Microsoft Excel spreadsheet systematically into Florida PALM

- Relationship with Other Business Processes
  - 10.1 – Set Up and Maintain Chart of Accounts
    - The Enter and Process Budget Journals process leverages the Set Up and Maintain Chart of Accounts to confirm that ChartFields values are configured prior to posting budgets to avoid ChartField related budget exceptions
20.2 BUDGET EXECUTION AND MANAGEMENT

Overview of Business Process Grouping
20.2 Budget Execution and Management

- Description of Business Process
  - Addresses Budget Checking in Florida PALM to verify adequate appropriations is available at the time of transactions entry, which is similar to FLAIR budget check
  - This process describes the Budget Checking exceptions where an authorized user can handle budget exceptions by modifying source transactions, adjusting budgets, and overriding budgets as appropriate

- Similarities to Today
  - Appropriations and releases are posted prior to transactions
Overview of Business Process Grouping
20.2 Budget Execution and Management

Roles
  ◦ Agency Budget Maintainer
  ◦ Agency Processor
  ◦ DFS Budget Maintainer

Overview of Business Process Grouping
20.2 Budget Execution and Management

Key Business Process Concepts

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available budget (i.e., appropriation, release, allotment) is consumed upon budget checking of expenditures and encumbrances at the time of transaction entry</td>
<td>Available budget is checked first in Departmental and again in Central</td>
</tr>
</tbody>
</table>
Overview of Business Process Grouping

20.2 Budget Execution and Management

- Relationship with Other Business Processes
  - 20.1.2 – Manage Agency Allotments
    - The Budget Execution and Management process manages budget check exceptions generated from exceeding allotment budgets and the request of additional allotments
  - 30.2 – Establish and Maintain Encumbrances
    - The Establish and Maintain Encumbrances process leverages the Budget Execution and Management process to resolve budget check exceptions generated from errors with encumbrances

- Relationship with Other Business Processes
  - 30.3 – Process Vouchers
    - The Process Vouchers process leverages the Budget Execution and Management process to budget check Accounts Payable expenditure vouchers
  - 10.2 – Enter and Process Journals
    - The Enter and Process Journals process leverages the Budget Execution and Management process to budget check GL Journals
Overview of Business Process Grouping

20.3 Perform Budget Close

- Description of Business Process
  - This business process details the closing process for annual budgets in Florida PALM including the carry forward, certified forward, reversions, and continuing appropriations
  - Closing process for the State will remain the same procedurally staying in compliance with law
- Similarities to Today
  - Carry Forward and Certified Forward processes continue
Overview of Business Process Grouping
20.3 Perform Budget Close

Key Business Process Concepts

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida PALM Budget Date is used to track budgets from respective fiscal years</td>
<td>Data Element ‘Year’ is used to track budgets from respective fiscal years</td>
</tr>
</tbody>
</table>

Description of Business Subprocesses

20.3.1 Carry Forward
- The process to identify the operating budget balances to be retained from the closing Fiscal Year into the next Fiscal Year
- Receiving approval from EOG/OPB on carry forward balances with unexpended balances reverted in Florida PALM
- Proactively managing outstanding balances via robust reporting

Roles
- Agency Accounting/Budget
- DFS GL Close Processor
- EOG/OPB (Non-Florida PALM Role)
Overview of Business Process Grouping
20.3 Perform Budget Close

Description of Business Subprocesses

◦ 20.3.2 Certified Forward
  • The process to identify fixed capital outlay appropriation balances to be retained from the closing Fiscal Year
  • Receiving approval from EOG/OPB on fixed capital outlay balances with unexpended balances reverted in Florida PALM
  • Proactively managing outstanding balances via robust reporting
  • FCO Project Worksheets produced and sent through Florida PALM

Roles

◦ Agency Accounting/Program/Budget
◦ DFS GL Close Processor
◦ EOG/OPB (Non-Florida PALM Role)

Overview of Business Process Grouping
20.3 Perform Budget Close

Relationship with Other Business Processes

◦ 20.1 – Enter and Process Budget Journal:
  • The Perform Budget Close process leverages the Enter and Process Budget Journal process to create Budget Journals to post appropriate reversions affecting budget balances
◦ 30.7 – Accounts Payable Period Close
  • The Accounts Payable Period Close process includes the management of encumbrances and payables at the end of a period
Overview of Business Process Grouping
BM Solution Preview

Questions About the Process Models
Budget Management (BM)
BREAK

OVERVIEW OF BUSINESS PROCESS GROUPING
Cash Management (CM)
Overview of Business Process Grouping

CM Overview

- CM includes a collection of business processes that:
  - ensure adequate cash balances to support disbursements and alignment of State and federal cash management requirements;
  - support the forecast and management of cash balances within agency and general revenue funds, including managing fund loans; and
  - support the management for revolving funds located within and outside the State Treasury.
80.1 MANAGE CASH CHECKING

Overview of Business Process Grouping
80.1 Manage Cash Checking

- Description of Business Process
  - Addresses how balances will be checked for transactions disbursing cash from Trust Fund or GR as the disbursements are generated.

- Critical Functions
  - Checks cash for vouchers prior to payment creation
  - Checks cash for journal entries prior to posting
  - Provides override capabilities
    - DFS A&A = Fund
    - Agencies = lower than Fund

- Similarities to Today
  - Performs Central and Departmental FLAIR cash check at the same time
Overview of Business Process Grouping
80.1 Manage Cash Checking

Key Business Process Concepts

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR/CMS</th>
</tr>
</thead>
</table>
| Agencies will have the ability to update transactions until journal is posted or payment is created  
  • Updated transactions will go through the approval process again  
  • Transaction will be cash checked after reapproved | Vouchers in N status cannot be changed and must be deleted and reentered to correct coding |
| Cash can be disinvested or transferred to cover cash check exceptions | Cash can be disinvested or transferred to cover N status vouchers |
| Exception can be held when cash is in transit and will be available shortly | Exception can be held when cash is in transit and will be available shortly |

Reports
- Cash Checking Exception – displays cash check exceptions including reasons for exceptions, and the length of time outstanding
- Cash Check Override – all transactions for which cash check has been overridden

Workflow
- Vouchers will route through voucher approval workflow prior to cash checking
- Journal entries will route through journal approval workflow prior to cash checking

Roles
- DFS Override Processor
- Fund Cash Checking Processor
- Transaction Processor
Overview of Business Process Grouping
80.1 Manage Cash Checking

- Relationship with Other Business Processes
  - The Manage Cash Checking process verifies sufficient Fund cash prior to posting journal entries or creating payments. Proactive monitoring of Fund cash assists in reducing cash check exceptions.
Overview of Business Process Grouping
80.2 Monitor and Manage Fund Cash

Description of Business Process
◦ The process for managing cash balances in Trust Funds, Revolving Funds, and GR including:
   Monitoring and forecasting Fund cash balances
   Invest/Disinvest activities
   Processing GR Service Charge and Fund Loans
   Preparing the annual CMIA report

Similarities to Today
◦ The same activities will increase and decrease Fund cash

Overview of Business Process Grouping
80.2 Monitor and Manage Fund Cash

Description of Business Subprocesses
◦ 80.2.1 Monitor Trust Fund Cash Balance
  The process for managing Trust Fund cash balances including investing excess cash, liquidating investments, or determining the need for a Trust Fund loan to cover upcoming disbursements
  Includes the ability to monitor cash at the Trust Fund level or levels lower than Fund

Role
◦ Fund Cash Processor
Overview of Business Process Grouping
80.2 Monitor and Manage Fund Cash

Description of Business Subprocesses
- 80.2.2 Forecast Trust Fund Cash Balance
  - The process for creating and monitoring the cash balance forecast for a Trust Fund, including comparing forecast to actuals, monitoring forecast trends, and long term Trust Fund cash balance planning
  - Forecasts vary by agency and help determine future budget needs

Role
- Fund Cash Processor

Overview of Business Process Grouping
80.2 Monitor and Manage Fund Cash

Description of Business Subprocesses
- 80.2.3 Monitor and Forecast GR Fund Cash Balance
  - The process creating and monitoring the cash balance forecast for General Revenue (GR), including comparing forecast to actuals, monitoring forecast trends, and long term GR cash balance planning
  - Managed by DFS Division of Accounting & Auditing

Role
- DFS Fund Cash Processor
**Overview of Business Process Grouping**

80.2 Monitor and Manage Fund Cash

- **Key Business Process Concepts**

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR/CMS</th>
</tr>
</thead>
</table>
| Investment and disinvestment transactions will be journal entries | • Investment transactions (TR51) or manual vouchers.  
• Disinvestment transactions are in Treasury’s Dis-Investment Application |
| Analytical tool that will forecast Fund cash balances based on historical trends to facilitate forecast to actual comparisons | Fund cash balance forecasts are in Excel or agency business systems where historical data is manually added and forecast to actual comparisons are manually created |
| Payments can be scheduled. Payment schedules are monitored to facilitate cash planning. | Vouchers are entered in FLAIR when agencies are ready for the payment to be issued and have no control over posting date. |

---

**Overview of Business Process Grouping**

80.2 Monitor and Manage Fund Cash

- **Key Business Process Concepts (continued)**
  - Interactive Dashboards and Reporting to support fund cash management activities
  - Transactions impacting fund cash, generated by various business processes, will update Fund cash balance reporting (e.g., deposits, journal entries, payments)
  - Dashboards will have drill down capability into transaction details
Overview of Business Process Grouping
80.2 Monitor and Manage Fund Cash

- Description of Business Subprocesses
  - 80.2.4 Process InterUnit Cash Transfers
    - The process of transferring Fund cash across agencies or within an agency that is not payments for good and services

- Roles
  - Cash Transfer Processor
  - Cash Transfer Approver
  - Cash Transfer Receiver
  - Cash Transfer Approver
  - DFS GL Journal Approver

Overview of Business Process Grouping
80.2 Monitor and Manage Fund Cash

- Key Business Process Concepts

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR/CMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>InterUnit cash transfer</td>
<td>Inter-Fund transfer and Intra-Fund transfer</td>
</tr>
<tr>
<td>InterUnit cash transfer with approval workflow</td>
<td>Journal Transfer (TR51, TR70) with no workflow or approval</td>
</tr>
<tr>
<td>Transfer books the accounting for both agencies</td>
<td>Receiving Agency has to update Departmental records</td>
</tr>
<tr>
<td>Notification of transfer prior to posting</td>
<td>Receiving agency is notified after sending agency enters voucher</td>
</tr>
</tbody>
</table>
Overview of Business Process Grouping
80.2 Monitor and Manage Fund Cash

Description of Business Subprocesses
- 80.2.5 Process GR Service Charge
  - The process for calculating, generating, and paying GR service charge invoices

Roles
- Agency GRSC Approver
- Agency Voucher Processor
- DFS Billing Processor

Overview of Business Process Grouping
80.2 Monitor and Manage Fund Cash

Description of Business Subprocesses
- 80.2.6 Manage Fund Loans
  - The process for receiving, tracking, and repaying Fund loans

Roles
- Agency Voucher Processor
- DFS Billing/AR Processor
- Fund Cash Processor
Overview of Business Process Grouping
80.2 Monitor and Manage Fund Cash

Key Business Process Concepts

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR/CMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRSC Report by ChartField</td>
<td>GRSC Report by FLAIR Account Code</td>
</tr>
<tr>
<td>GRSC Invoice</td>
<td>Agencies run GRSC report and pay based on report details</td>
</tr>
<tr>
<td>Agency GRSC invoice review and approval in the system</td>
<td>Review and approval of report outside of FLAIR</td>
</tr>
<tr>
<td>GRSC and Fund Loans will be scheduled to pay on the due date</td>
<td>GRSC and Fund Loan payments are paid on demand as TR51</td>
</tr>
<tr>
<td>Outstanding balances for GRSC and Fund Loans are tracked in the system</td>
<td>Outstanding balances for GRSC and Fund Loans are tracked manually in external spreadsheets</td>
</tr>
</tbody>
</table>

Key Business Process Concepts (continued)

- Reports will be available to track outstanding GR Service Charge and Fund Loan balances
- Workflow
  - Invoice workflow provides agencies ability to adjust, review, and approve GR Service Charge invoices
  - Voucher approval workflow provides agencies the ability to manage repayment schedules
Overview of Business Process Grouping

80.2 Monitor and Manage Fund Cash

- **Description of Business Subprocesses**
  - 80.2.7 Manage Revolving Funds
    - The process for managing Revolving Funds including recording Revolving Fund disbursements, recording replenishment receipts, and reconciling Revolving Fund bank accounts

- **Roles**
  - Agency Bank Reconciliation Processor
  - Agency AP Processor
  - Agency AR Deposit Processor
  - Fund Cash Processor

---

Overview of Business Process Grouping

80.2 Monitor and Manage Fund Cash

- **Key Business Process Concepts**

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR/CMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment details and replenishments are recorded in the system</td>
<td>Revolving Fund activity is only recorded when replenishments are requested</td>
</tr>
<tr>
<td>Replenishment transactions:</td>
<td>Replenishment transactions:</td>
</tr>
<tr>
<td>• Voucher disbursement</td>
<td>• Advancing Fund disbursement (TR52)</td>
</tr>
<tr>
<td>• Accounts Receivables deposit</td>
<td>• Revolving Fund reimbursement (TR32)</td>
</tr>
<tr>
<td>Transaction and balance reconciliations are in the system</td>
<td>Reconciliations are outside of the system</td>
</tr>
<tr>
<td>Replenishment report calculates amount due to Revolving Fund</td>
<td>Replenishment due to Revolving Fund manually calculated</td>
</tr>
<tr>
<td>Replenishments paid via ACH/EFT</td>
<td>Replenishments paid via warrant</td>
</tr>
</tbody>
</table>
Overview of Business Process Grouping
80.2 Monitor and Manage Fund Cash

Key Business Process Concepts (continued)
- Detailed transaction reports and CRA Bank Statements will be provided
- Interface
  - CRA: Importing CRA Bank Statements and providing to agencies where needed
  - Non-CRA: Ability to import non-CRA bank statements to facilitate automated transaction reconciliation

Description of Business Subprocesses
- 80.2.8 Monitor CMIA
  - The process for tracking grant transactions, calculating clearance patterns, and preparing the CMIA report
  - Ensures interest is not earned on Federal grant money

Roles
- Agency CMIA Processor
- Agency Various Roles
- DFS CMIA Processor
- DFS Various Roles
Overview of Business Process Grouping
80.2 Monitor and Manage Fund Cash

Key Business Process Concepts

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR/CMS</th>
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</thead>
<tbody>
<tr>
<td>Scheduled payments help inform timing and amount of federal draws by providing visibility into upcoming payments</td>
<td>No ability to schedule payments</td>
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<tr>
<td>Ability to interface agency grant information to support the preparation of the CMIA report</td>
<td>Agency grant information manually submitted to Treasury using spreadsheets</td>
</tr>
<tr>
<td>Detailed reports in the system for review</td>
<td>Reports provided by Treasury outside of the system</td>
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Key Business Process Concepts (continued)

- Interactive reporting to support the annual CMIA process
- Workflow for agencies to review and approve the CMIA report
- Interfaces
  - Audited SEFA data
  - External CMIA data
Overview of Business Process Grouping
80.2 Monitor and Manage Fund Cash

- Relationship with Other Business Processes
  - Fund Cash is checked prior to the movement of cash, which is then recorded when journal entries are posted, payments are created, and deposits are posted.
  - GRSC and fund loan receivables are managed through the invoicing and collections processes.
  - Authorized Revolving Fund balances are managed through the Chart of Accounts Setup and monitored during the month end processing.
  - CMIA liability is recorded as a voucher. CMIA receivables are recorded as invoices.
QUESTIONS ABOUT
THE PROCESS MODELS
Cash Management (CM)

WRAP UP
Embrace the Journey

Questions About Materials
## Wrap Up

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>5/6</td>
<td>5/7</td>
<td>5/8</td>
<td>5/9</td>
<td>5/10 Clarification Working Meeting Week 1</td>
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<td>(10-11am) (via phone)</td>
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<tr>
<td>5/13</td>
<td>5/14</td>
<td>5/15</td>
<td>5/16</td>
<td>5/17 Clarification Working Meeting</td>
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<td>for Week 2 (10-11am) (via phone)</td>
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<td>5/20</td>
<td>5/21</td>
<td>5/22</td>
<td>5/23</td>
<td>5/24</td>
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<tr>
<td></td>
<td>Clarification Working Meeting for Session 1 Topics (1:30-3:30pm) (in person)</td>
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<td>Clarification Working Meeting All Sessions (10-11am) (via phone)</td>
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**Contact Information**

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