Agenda

- Introduction and Background
- Overview of All Agencies Confirmation Process
- Business Process Models
- Solution Overview
- Overview of Business Process Grouping
  - Disbursements Management
  - Asset Accounting and Management
- Wrap Up
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
Introduction and Background
Project Overview

- 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

- 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
Introduction and Background
Solution Analysis and Design

- 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

**Chart of Accounts Design**

<table>
<thead>
<tr>
<th>Period</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/2018 – 02/2019</td>
<td>Project Recommended Solution</td>
</tr>
<tr>
<td>02/2019 – 04/2019</td>
<td>Representative Agencies Workgroups</td>
</tr>
<tr>
<td>05/2019</td>
<td>All Agencies Confirmation</td>
</tr>
<tr>
<td>06/2019 – 08/2019</td>
<td>Project and Executive Steering Committee Review and Approval</td>
</tr>
<tr>
<td>09/2019 – 10/2019</td>
<td>All Agencies Workshops</td>
</tr>
</tbody>
</table>

- 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
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

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/6</td>
<td>5/7 Session 1 (9am-4pm)</td>
<td>5/8 Session 2 (9am-4pm)</td>
<td>5/9 Session 3 (9am-4pm)</td>
<td>5/10 Clarification Working Meeting Week 1 (10-11am) (via phone)</td>
</tr>
<tr>
<td>5/13</td>
<td>5/14 Session 3 (9am-4pm)</td>
<td>5/15 Session 1 (9am-4pm)</td>
<td>5/16 Session 2 (9am-4pm)</td>
<td>5/17 Clarification Working Meeting for Week 2 (10-11am) (via phone)</td>
</tr>
<tr>
<td>5/20</td>
<td>5/21 Clarification Working Meeting for Session 1 Topics (10-11am) (in person)</td>
<td>5/22 Clarification Working Meeting for Session 2 Topics (10-11am) (in person)</td>
<td>5/23 Clarification Working Meeting for Session 3 Topics (10-11am) (in person)</td>
<td>5/24</td>
</tr>
</tbody>
</table>

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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
  - All Agencies Confirmation sessions are designed to walk agency representatives through the draft business process models.
- 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

Shapes indicate an event or activity in the process

Shape Key

- Start
- Page
- Process Activity
- System Activity
- Florida PALM Manual Activity
- Florida PALM System Activity
- Florida PALM Display
- Database
- Interface File
- End
- Ledger Input
- On Page
- Off Page
- Decision or Process Branch
Business Process Models
Reading the Business Process Flow

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

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

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

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

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.

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

Indicates the use of a database in the process flow.

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

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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)

QUESTIONS ABOUT MATERIALS
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

DM Overview

- DM includes a collection of business processes that:
  - manage supplier information, including demographic and payment information for tax withholding and reporting purposes
  - support the disbursement process for State obligations from encumbrance through payment request, payment creation, and escheatment
  - perform month-end and year-end closing activities
Florida PALM Disbursements Management Roadmap
30.1 **SET UP AND MAINTAIN SUPPLIERS**

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**Overview of Business Process Grouping**

30.1 Set Up and Maintain Suppliers

- **Description of Business Process**
  - The Set Up and Maintain Suppliers business process encompasses all activities that are required to set up and use a supplier profile including:
    - Adding a new supplier profile
    - Requesting updates to an existing profile
    - Validating a supplier TIN
    - Intercepting a supplier payment for offsets or holds

- **Similarities to Today**
  - Statewide Vendor File
Overview of Business Process Grouping
30.1 Set Up and Maintain Suppliers

- Description of Business Subprocesses
  - 30.1.1 Add and Update Suppliers Online
    - Supplier onboarding
    - Create and maintain supplier records
    - Workflow for supplier approval
    - Maintain payment methods and terms
    - Maintain address and contact information
    - Duplicate supplier check
    - System generated Supplier ID
    - Additional data elements for reporting
    - Maintain history with effective dating

- Similarities to Today
  - Approval process for supplier adds
  - Agencies have ability to add suppliers
  - DFS maintains supplier banking information
  - Controls for confidential suppliers

- Roles
  - Agency Supplier Processor
  - DFS Supplier Approver
  - DFS Supplier Processor
Overview of Business Process Grouping
30.1 Set Up and Maintain Suppliers

- Description of Business Subprocesses
  - 30.1.2 Import Suppliers
    - Interfaces with other systems, such as:
      - MyFloridaMarketPlace (MFMP)
      - Payroll System (PYRL)
      - Purchasing Card (PCard) System
      - Statewide Travel Management System (STMS)
      - Agency Business Systems (ABS)
    - Automatic approvals for suppliers based on source system/supplier type
    - Automatic holds for suppliers that require TIN (Tax Identification Number) Match

- Similarities to Today
  - Statewide vendor file
  - Existing suppliers available in Florida PALM

- Role
  - DFS Supplier Processor
Overview of Business Process Grouping
30.1 Set Up and Maintain Suppliers

Description of Business Subprocesses
- 30.1.3 Perform TIN Match
  - Interfaces with W-9 System
  - Maintain TIN Match Status
  - Produces TIN Match File for the IRS

Similarities to Today
- Supplier maintains their information within the W-9 System
- TIN Match error resolution occurs in the W-9 System

Roles
- DFS Supplier Processor
- Suppliers (Non-Florida PALM role)

Overview of Business Process Grouping
30.1 Set Up and Maintain Suppliers

Description of Business Subprocesses
- 30.1.4 Manage Intercepts
  - Identify and record holds:
    - Office Foreign Asset Control (OFAC)
    - Levies
    - Noncompliance
    - Suspended
    - Debarred
    - Other
  - Agencies request holds via electronic form
Overview of Business Process Grouping
30.1 Set Up and Maintain Suppliers

- Similarities to Today
  - Managed by DFS

- Roles
  - Agency Supplier Processor
  - DFS Supplier Approver
  - DFS Supplier Processor

Florida PALM FLAIR/CMS
Supplier – all payees are referred to as suppliers in Florida PALM
Single Payment Supplier – a supplier intended to accommodate a single payment
Supplier Location – supplier information such as payment terms, withholding configuration, payment method, and bank account details.
Intercept – action of intervening in the release of a payment to a supplier.
Electronic workflow for approving suppliers

Overview of Business Process Grouping
30.1 Set Up and Maintain Suppliers

- Key Business Process Concepts

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR/CMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier – all payees are referred to as suppliers in Florida PALM</td>
<td>Vendor</td>
</tr>
<tr>
<td>Single Payment Supplier – a supplier intended to accommodate a single payment</td>
<td>Payee Vendor, Revolving Fund Payments, Direct Load Payments</td>
</tr>
<tr>
<td>Supplier Location – supplier information such as payment terms, withholding</td>
<td>Vendor Sequence</td>
</tr>
<tr>
<td>configuration, payment method, and bank account details.</td>
<td></td>
</tr>
<tr>
<td>Intercept – action of intervening in the release of a payment to a supplier.</td>
<td>Flag</td>
</tr>
<tr>
<td>Electronic workflow for approving suppliers</td>
<td>Manual vendor approval process</td>
</tr>
</tbody>
</table>
Overview of Business Process Grouping

30.1 Set Up and Maintain Suppliers

- Relationship with Other Business Processes
  - Supplier profile must be approved for use for encumbrances and vouchers
    - 30.2 Establish and Maintain Encumbrances
    - 30.3 Enter and Process Vouchers
  - Supplier profile and location determines payment terms and method
    - 30.3 Enter and Process Vouchers
  - Supplier profile determines tax reporting and withholding requirements
    - 30.6 Manage Tax Reporting

- Terminology
  - **Single Payment Supplier** – a supplier intended to accommodate a single payment. A payment record is created, but a supplier profile is not created. This is similar to a Payee Vendor in FLAIR.
  - **Supplier** – all payees are referred to as suppliers in Florida PALM.
  - **Supplier Location** – supplier information such as payment terms, withholding configuration, payment method, and bank account details.
30.2 Establish and Maintain Encumbrances

Description of Business Process
- Reserves the State’s budgetary authority for goods or services ordered and is released when the goods or services are received and approved for payment.
- Includes the following activities:
  - Creating encumbrances based on information recorded in a PO
  - Maintaining the encumbrance for budgetary and accounting exceptions
  - Monitoring encumbrances

Similarities to Today
- A Budget Check is required for all encumbrances
- The same basic information is required to establish an encumbrance
Overview of Business Process Grouping
30.2 Establish and Maintain Encumbrances

- Description of Business Subprocesses
  - 30.2.1 Create and Maintain Encumbrances
    - Multiple ways to enter an encumbrance
      - Interface with FACTS and ABS for contracts
      - Interface with MFMP and ABS for POs
      - Manually enter an encumbrance
      - Spending authority is validated
      - Workflow approval for manual encumbrances
      - Ability to adjust or close an encumbrance

- Similarities to Today
  - Budget Checking is required for all encumbrances
  - Multiple ways to enter an encumbrance
  - A valid supplier must exist to create an encumbrance

- Roles
  - Agency Encumbrance Processor
  - Agency Program Approver
Overview of Business Process Grouping
30.2 Establish and Maintain Encumbrances

Description of Business Subprocesses

- 30.2.2 Monitor Encumbrances
  - Ability to ensure resolution of encumbrance errors:
    - Errors that require a budget resolution
    - Errors that require an accounting resolution
  - Budget override capability
  - Monitoring reports available:
    - Encumbrance Error Report
    - Encumbrance Aging Report
    - Budget Overrides Report

Similarities to Today

- Agency Program managers monitor encumbrance balances
- Ability for agencies to adjust encumbrances for accounting errors
- MFMP POs are encumbered
- Contracts are encumbered via a PO

Roles

- Agency Encumbrance Processor
- Agency AP Supervisor
Key Business Process Concepts

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR/CMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Contract – two-party agreement to purchase goods or services, award grants to subrecipients, or authorize disbursement of funds.</td>
<td>Contract/Grant</td>
</tr>
</tbody>
</table>
Overview of Business Process Grouping
30.2 Establish and Maintain Encumbrances

› Terminology
  ◦ **Budget Check** – compares the transaction to available spending authority
  ◦ **Encumbrance** – amount of budget committed for the payment of goods and/or services
  ◦ **Purchase Order** – the terms of an agreement between the State and suppliers to purchase goods or services are outlined in a PO. The State’s procurement activities are handled in MFMP or an ABS, where POs are generated for dispatch to suppliers

**30.3 ENTER AND PROCESS VOUCHERS**
Overview of Business Process Grouping

30.3 Enter and Process Vouchers

- Description of Business Process
  - Encompasses all activities that are required to capture disbursement requests which includes the following activities:
    - Generating a voucher from an invoice that was interfaced into Florida PALM or manually entered
    - Attaching supporting documentation
    - Editing vouchers when applicable
    - Budget checking
    - Perform matching where applicable
    - Review and approve vouchers, including sampling where applicable
    - Processing employee travel reimbursements and Payroll EFT payments
    - Recording the expenditure/expense and the AP

Overview of Business Process Grouping

30.3 Enter and Process Vouchers

- Description of Business Subprocesses
  - 30.3.1 Process Vouchers
    - Multiple ways to receive invoice data:
      - Interface with MFMP, PCard System, PYRL, and ABS
      - Manually create a voucher
      - Leverage payment terms by scheduling the payment date
      - Capture three date stamp data for prompt payment
      - One invoice per voucher
      - Duplicate invoice checking
      - Ability to update voucher accounting
      - Multiple funding sources on one voucher
      - Ability to remit to an alternate payee
Overview of Business Process Grouping
30.3 Enter and Process Vouchers

- Similarities to Today
  - Budget Checking is required for all vouchers
  - Multiple ways to enter an voucher

- Role
  - Agency AP Processor

Description of Business Subprocesses

- 30.3.2 Voucher Matching
  - Compares the voucher to the PO
  - Verifies payment is being made for goods or services that were requested
  - Match rules specify transaction characteristics that are being matched (price, quantity)
  - Match exceptions may be overridden by an Agency AP Supervisor with appropriate security controls
Overview of Business Process Grouping
30.3 Enter and Process Vouchers

- Similarities to Today
  - A voucher not meeting match requirements can be disputed, and a new invoice requested from the supplier

- Roles
  - Agency AP Processor
  - Agency AP Supervisor

Description of Business Subprocesses

- 30.3.3 Review and Approve Vouchers
  - This subprocess includes review of the voucher and supporting documents to determine that the payment is authorized, recorded correctly, accurately calculated, and compliant with applicable requirements
  - Workflow allows for multiple levels of approval, including an approval level for the DFS Approver
  - Established workflow rules determine the required approvals
  - Certain voucher types are pre-approved and subject to post audit
Overview of Business Process Grouping
30.3 Enter and Process Vouchers

- Similarities to Today
  - Prompt payment compliance is monitored to ensure vendors are paid in a timely manner.
  - Vouchers are subject to pre-audit or post-audit review by DFS.
  - Agencies continue to use PCard Works for review and approval.

- Roles
  - Agency AP Processor
  - Agency F&A Approver
  - DFS Approver

Overview of Business Process Grouping
30.3 Enter and Process Vouchers

- Description of Business Subprocesses
  - 30.3.4 Process Travel Reimbursements
    - The primary purpose of this process is to reimburse employees and non-employees for travel expenses
    - Travel data is imported from STMS to Florida PALM
    - Travel expense reimbursements are budget checked in Florida PALM
Overview of Business Process Grouping
30.3 Enter and Process Vouchers

- Similarities to Today
  - STMS interfaces travel reimbursement data for processing payments to employees and non-employees
  - Agencies continue to use STMS to review and approve travel reimbursements
  - Errors are corrected in STMS

- Roles
  - Agency AP Travel Processor
  - DFS Payment Processor

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Overview of Business Process Grouping
30.3 Enter and Process Vouchers

- Key Business Process Concepts

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR/CMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A voucher contains one invoice.</td>
<td>A voucher contains more than one invoice and multiple vendors.</td>
</tr>
<tr>
<td>Approved vouchers schedule payments based on supplier payment terms, and a payable is recorded</td>
<td>Posting a voucher in FLAIR creates a payment in overnight processing.</td>
</tr>
<tr>
<td>Corrections are made in the source system.</td>
<td>Corrections are made in Departmental FLAIR</td>
</tr>
<tr>
<td>Ability to pay from multiple funds on the voucher, including multiple distribution lines.</td>
<td>Limited to pay from a single fund on the voucher.</td>
</tr>
</tbody>
</table>
Overview of Business Process Grouping
30.3 Enter and Process Vouchers

- Relationship with Other Business Processes
  - Budget exceptions must be resolved to establish an outstanding liability
    - 20.2 Budget Execution and Management
  - Supplier profile must be approved for use for vouchers
    - 30.1 Set Up and Maintain Suppliers
  - Supplier profile and location determines payment terms and method
    - 30.1 Set Up and Maintain Suppliers
  - Purchased assets must be established in the Asset Module
    - 40.1 Acquire and Set Up Assets

- Terminology
  - Adjustment Voucher – a mechanism used to adjust existing vouchers or to relate vouchers to each other, including capturing credits or changes to the initial amount.
  - Basis Date – a date field in Florida PALM used to calculate compliance with the prompt pay criteria and to calculate any interest due to suppliers for late payments.
  - Journal Voucher – used to adjust accounting entries for vouchers that have been posted and paid and for vouchers for which payments have also been posted.
  - Regular Voucher – a digital record created within Florida PALM to make a payment to an external entity such as a supplier.
Overview of Business Process Grouping

30.3 Enter and Process Vouchers

- Terminology (continued)
  - **Single Payment Voucher** – a mechanism used to make a single payment to a supplier that does not require a supplier record
  - **Template Voucher** – a mechanism for generating regular vouchers that share common voucher data.
  - **Workflow** – orchestrated and repeatable patterns of business activity enabled by the systematic organization of resources into processes with specific approvals that transform materials, provide services, or process transactional information
Description of Business Process

- The Process Payments business process encompasses all activities that are required to process payments for State obligations, including:
  - Scheduling payments based on payment terms from the voucher
  - Running cash check prior to payment
  - Creating remittance advice and transparency website files
  - Recording accounting entries for posted payments
  - Creating warrant files for printing and positive pay file
  - Processing electronic payments (ACH/EFT)

Similarities to Today

- Payments will be made in accordance with prompt payment compliance
- Insufficient cash will cause the transaction to fail
- Vendor History Website and transparency sites are updated with payment data
- Warrants will be printed centrally for all agencies
Description of Business Subprocesses

30.4.1 Process Pay Cycle
- Data from eligible vouchers and offsets are loaded for payment
- Payment scheduling is leveraged to take advantage of supplier payment terms
- Compliance with prompt payment requirements are monitored
- Cash checking is completed prior to generating payments
- Remittance advices are available electronically and in hard copy
- Supplier tax withholding requirements can be processed
- Pre-note transactions are included on the file to the bank

Similarities to Today
- Processing for approved vouchers
- Multiple payment methods (warrant, ACH/EFT)
- Payment data sent to Vendor History Website and transparency sites

Role
- DFS Payment Processor
Overview of Business Process Grouping
30.4 Process Payments

» Description of Business Subprocesses
  ◦ 30.4.2 Process Warrant Payments
    • Printing and distributing warrants
    • Creates positive pay file
    • Positive pay file sent to the bank
    • Positive pay acknowledgement file received from the bank

Overview of Business Process Grouping
30.4 Process Payments

» Similarities to Today
  ◦ DFS prints the warrants
  ◦ Positive pay file

» Roles
  ◦ DFS Warrant Printer
  ◦ DFS Payment Processor
  ◦ Bank (Non-Florida PALM role)
Overview of Business Process Grouping
30.4 Process Payments

Key Business Process Concepts

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR/CMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic scheduling of payments to take advantage of supplier discounts</td>
<td>Invoices held outside the system to facilitate scheduling</td>
</tr>
<tr>
<td>Processing payments related to offsets</td>
<td>Currently unavailable in FLAIR</td>
</tr>
<tr>
<td>Payment post creates accounting entries for enterprise and agencies simultaneously</td>
<td>Central and Departmental transactions are recorded separately and must be reconciled regularly</td>
</tr>
</tbody>
</table>

Relationship with Other Business Processes

- Payments made or entered into Florida PALM run through cash checking and automatic payment reconciliation
  - 70.2 Manage and Reconcile Bank Statements
  - 80.1 Manage Cash Checking
- Processing pre-note validation for supplier banking information
  - 30.1 Set Up and Maintain Suppliers
- Treasury approves the bank cash transfers to fund payments made via ACH/EFT
  - 70.4 Process Bank Cash
Overview of Business Process Grouping

30.4 Process Payments

- Terminology
  - **Cash checking** – the process of verifying the availability of cash for scheduled payments
  - **Pay Cycle** – the process of selecting eligible vouchers for payment creation.
  - **Payment Post** – the process of creating accounting entries for successful payments
  - **Pre-note Validation** – the process of validating electronic banking information
30.5 MANAGE PAYMENTS

Overview of Business Process Grouping

30.5 Manage Payments

- Description of Business Process
  - Encompasses all activities that are required to administer issued payments including:
    - Recording manual payments made outside of Florida PALM
    - Dispositioning notifications related to electronic payments
    - Monitoring and controlling escheatment of payments
    - Cancelling or reissuing payments as necessary

- Similarities to Today
  - Accounting entries for manual warrants
  - Generate Warrant Status Report to monitor 12-month stale-dating
  - Automatic transfer of unclaimed property due to escheatment
Overview of Business Process Grouping
30.5 Manage Payments

» Description of Business Subprocesses
  ◦ 30.5.1 Record Manual Payments
    • Entering vouchers related to manual payments made outside of Florida PALM
    • Receiving manual payment data from external systems
    • Accounting entries for payments issued outside of Florida PALM
  ◦ Similarities to Today
    • Replenish revolving funds
    • Recording accounting entries for manual payments
  ◦ Role
    • Agency AP Processor

Overview of Business Process Grouping
30.5 Manage Payments

» Description of Business Subprocesses
  ◦ 30.5.2 Manage ACH/EFT Notifications
    • Import ACH/EFT NOC File from the Bank
    • Payment failure notifications route for cancellation
    • Pre-note transactions update supplier profile accordingly
  ◦ Similarities to Today
    • Payment failures require additional action
    • Pre-note success or failure recorded on supplier profile
  ◦ Role
    • DFS Payment Processor
Overview of Business Process Grouping
30.5 Manage Payments

- Description of Business Subprocesses
  - 30.5.3 Escheat Payments
    - Generate warrant status report to monitor potential stale-dated warrants
    - Automatically escheat applicable payments and generate corresponding accounting entries
    - Transfer funds to Unclaimed Property
    - Manage federal funds and other funds exempt from escheatment
    - Agencies contact suppliers to present warrants for payment

- Similarities to Today
  - Reports available to monitor stale dates
  - Suppliers contacted to negotiate warrants
  - Escheated funds transferred to Unclaimed Property
  - Grant and other funds are returned to the originating fund

- Roles
  - Agency AP Analyst
  - Agency Grant Manager
  - DFS Payment Processor
  - Unclaimed Property Processor
Description of Business Subprocesses

- 30.5.4 Cancel/Re-issue Payments
  - Agencies identify the need for cancellations
  - DFS manages cancellation requests
  - Treasury manages CRA cancellations requests

Similarities to Today

- Warrant cancellation file created for Bank

Roles

- Agency AP Processor
- DFS AP Processor

Key Business Process Concepts

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR/CMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct load of manual payment data</td>
<td>Detail not recorded in FLAIR</td>
</tr>
<tr>
<td>Automatic reconciling of manual payments</td>
<td>Detail not recorded in FLAIR</td>
</tr>
<tr>
<td>Request payment cancellations through Florida PALM</td>
<td>Requests for payments cancellations made outside FLAIR.</td>
</tr>
</tbody>
</table>
Overview of Business Process Grouping
30.5 Manage Payments

- Relationship with Other Business Processes
  - Manual payments must be entered as vouchers into Florida PALM to be managed and reconciled in Florida PALM
    - 30.3 Enter and Process Vouchers
    - 70.2 Manage and Reconcile Bank Statements
  - Successful electronic payments are reconciled in Florida PALM
    - 70.2 Manage and Reconcile Bank Statements

- Terminology
  - **Cancel Payment** – action taken to make a payment non-negotiable (ineligible for payment at the bank).
  - **Escheatment** – the process of transferring funds to unclaimed property for warrants not cashed within 12 months of issuance.
  - **Manual Payment** – a payment made outside of Florida PALM, typically from a revolving fund, payroll, or DFS manual warrant.
  - **Reissue Payment** – action taken to replace a payment distributed but not cleared, when a cancellation is made, and the liability was not closed.
30.6 Manage Tax Reporting

Overview of Business Process Grouping
30.6 Manage Tax Reporting

Description of Business Process
- Encompasses all activities that are required to report taxable payments to the IRS to withhold federal and state taxes including:
  - Collecting and configuring 1099 information in Florida PALM
  - Reviewing 1099 configuration
  - Processing 1099 suppliers and vouchers; and
  - Generating and transmitting the 1099 reports
Overview of Business Process Grouping
30.6 Manage Tax Reporting

- Similarities to Today
  - Transactional data is used for reporting

- Roles
  - DFS 1099 Processor
  - Agency AP Processor

Overview of Business Process Grouping
30.6 Manage Tax Reporting

- Key Business Process Concepts

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR/CMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>As part of Supplier onboarding, 1099 information is collected and configured in Florida PALM</td>
<td>Only object code is considered for 1099-applicability</td>
</tr>
<tr>
<td>Ability to manage supplier tax withholding requirements</td>
<td>Currently unavailable in FLAIR</td>
</tr>
</tbody>
</table>
Overview of Business Process Grouping
30.6 Manage Tax Reporting

- Relationship with Other Business Processes
  - Supplier profile determines application of tax reporting and withholding requirements
  - 30.1 Set Up and Maintain Suppliers
  - Voucher accounting codes identify applicable transactions for tax reporting and withholding
    - 30.3 Enter and Process Vouchers

- Terminology
  - Form 1099 – the IRS form used to annually report eligible earnings and withholdings.
  - Withholding – amounts deducted from payments made to suppliers for federal or State taxes.
Description of Business Process

- Highlights the activities to be completed in preparation to close the Accounts Payable Module.
  - The Accounts Payable Period Close process is applicable to both the month-end and year-end close process.
  - The completion of these closing tasks monthly facilitates a timely year-end close process for the AP module.
  - The period close activities are intended to monitor and manage agency business operations and facilitate statewide reporting.
Overview of Business Process Grouping
30.7 Accounts Payable Period Close

- Similarities to Today
  - Outstanding payables are recorded for financial statements

- Roles
  - Agency AP Supervisor
  - Agency Financial Reporting Supervisor

Overview of Business Process Grouping
30.7 Accounts Payable Period Close

- Key Business Process Concepts

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR/CMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Period Close ensures payables are set up monthly</td>
<td>Agencies set up payables based on agency policy</td>
</tr>
<tr>
<td>Accrual basis accounting</td>
<td>Cash/modified accrual accounting</td>
</tr>
<tr>
<td>Relationship of Accounts Payable Module to the General Ledger</td>
<td>Relationship of Central FLAIR to Departmental FLAIR</td>
</tr>
</tbody>
</table>
Relationship with Other Business Processes

- Resolve budget exceptions
  - 20.2 Budget Execution and Management
- Resolve encumbrance errors
  - 30.2 Create and Maintain Encumbrances
- Submit outstanding vouchers and update vouchers for accounting exceptions
  - 30.3 Enter and Process Vouchers

Relationship with Other Business Processes

- Ensure manual payments have been processed
  - 30.5.1 Record Manual Payments
- Run last pay cycle
  - 30.4 Process Payments
- Generate accounts payable journal entries
  - 10.2.3 Submodule Journal Entry
Overview of Business Process Grouping
30.7 Accounts Payable Period Close

› Terminology
  ◦ **Accounts Payable Period Close** – the process of monitoring and completing accounts payable transactions for a specific accounting period and adjusting the transaction dates for the next accounting period.
  ◦ **Posting** – the process that posts journal data to the General Ledger (the LEDGER table).
QUESTIONS ABOUT THE PROCESS MODELS
Disbursements Management (DM)

BREAK
Overview of Business Process Grouping

AAM Overview

- AAM includes a collection of business processes that:
  - manage the records of agency property that supports State operations including financial and custodial information
  - establish the controls that ensure the integrity of stateside financial reporting and
  - perform month-end and year-end closing activities
40.1 ACQUIRE AND SET UP ASSETS
Description of Business Process
- The Acquire and Set Up Assets business process encompasses all activities that are required to input data and create and asset records in AM such as:
  - Adding asset records of asset through integration (Mass - AP Voucher)
  - Adding asset records through interface (Mass - Excel Upload)
  - Adding asset records by direct input

Similarities to Today
- Statewide Capitalization Threshold determines if asset is capitalized
- System integration exists (i.e., General Ledger/AM)
- System integration exists (i.e., AM/AP)
- Use of Property Class to categorize assets
Description of Business Subprocesses

- **40.1.1 Import Asset Add**
  - Identify newly acquired assets to be recorded
  - Perform mass additions of asset records through AP (Voucher)
  - Perform mass additions of asset records through upload (Excel to AM Interface)
  - Convert single line voucher entries into individual asset records (unitize)
  - Monitor system activities (AP/AM and Excel to AM) and create asset records

**Similarities to Today**

- Populate asset records using AP information
- Allow error correction and deletion of incomplete transactions

**Roles**

- Agency Asset Processor
- Agency F&A Processor
Overview of Business Process Grouping
40.1 Acquire and Set Up Assets

- Description of Business Subprocesses
  - 40.1.2 Online Asset Add
    - Identify newly acquired assets to be recorded online (i.e., user entry)
    - Monitor system activities (AP/AM and Excel to AM) and create asset records
    - Input data online to create asset records

- Similarities to Today
  - Provide list of incomplete Transactions
  - Allow error correction and deletion of incomplete transactions
  - Asset records created to correct errors must be entered manually

- Roles
  - Agency Asset Processor
  - Agency F&A Processor
Overview of Business Process Grouping
40.1 Acquire and Set Up Assets

Key Business Process Concepts

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR/CMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset Management (AM) – Asset Records created by AM in Florida PALM</td>
<td>Property Subsystem – Asset records created by FLAIR Property Subsystem</td>
</tr>
<tr>
<td>Accounts Payable (AP) – AP will send financial data to AM for automatic creation of asset records</td>
<td>FLAIR Departmental – FLAIR Departmental will send financial data to the FLAIR Property Subsystem to create asset records</td>
</tr>
<tr>
<td>Pre-interface Table – Asset data from AP, listed on the Pre-Interface Table, reviewed, updated or deleted</td>
<td>Property Pending File – Asset data received from FLAIR is listed on the Property Pending File and can be reviewed, updated or deleted</td>
</tr>
</tbody>
</table>

Florida PALM

- Asset ID - System generated, unique alpha-numeric value used to identify an asset record in AM
- Asset Profile - A template that stores standard depreciation criteria for a type of asset and corresponding asset book. Each Asset Profile is assigned a unique alpha-numeric value.

FLAIR/CMS

- BPIN (Beginning Property Item Number) - User generated unique alpha-numeric value used to identify an asset record in FLAIR (same as Tag Number)
- Object Code - FLAIR Departmental – FLAIR Departmental will send financial data to the FLAIR Property Subsystem to create asset records
Overview of Business Process Grouping
40.1 Acquire and Set Up Assets

- Relationship with Other Business Processes
  - Vouchers containing asset related financial data, must first be processed in AP and transmitted to AM
  - 30.3 Enter and Process Vouchers

- Terminology
  - Unitize Assets – allows the splitting of a single line item on a voucher into multiple asset records, each with a unique Asset ID
Overview of Business Process Grouping
40.2 Deploy and Maintain Assets

Description of Business Process
- The Deploy and Maintain Assets business process encompasses all activities that are required to manage asset records and support statewide reporting such as:
  - Updating asset status (acquisition through disposal)
  - Recording the results of the physical inventory
  - Recording Asset transfers
  - Record and update depreciation expense
  - Update record for current custodian and location information
Overview of Business Process Grouping
40.2 Deploy and Maintain Assets

Similarities to Today
- ABS maintains details of inventory
- FLAIR Property Subsystem/AM maintains inventory count and Financial details
- Statewide reporting through FLAIR/AM (not ABS)
- Statewide Capitalization Threshold determines if asset is capitalized

Description of Business Subprocesses
- 40.2.1 Deploy and Maintain Assets
  - Verify physical status of asset
  - Determine record-keeping activity required
  - Maintain asset status
  - Maintain asset cost
  - Maintain asset depreciation profile
  - Forecast and Allocate Depreciation Expense
  - Maintain Parent/Child relationship
  - Perform asset transfers
Overview of Business Process Grouping
40.2 Deploy and Maintain Assets

Similarities to Today
- The FLAIR Property Subsystem/AM maintains asset records for financial purpose
- Asset records updated to reflect physical status of asset
- Scheduled Depreciation
- On-Demand Depreciation
- Straight-line Depreciation Method

Roles
- Agency Asset Processor
- Agency Asset Keeper

Description of Business Subprocesses
- 40.2.2 Inter-Unit Transfer
  - Initiate transfer approval workflow
  - Deny includes the return of the transaction for resolution
  - Update record for new location and ownership information
Overview of Business Process Grouping
40.2 Deploy and Maintain Assets

- Similarities to Today
  - Transfer agreement (verbal or written)
  - Depreciation expense allocation required prior to transfer of asset
  - Approval required (DMS and, or agency level(s))

- Roles
  - Agency A Approver
  - Agency A Asset Processor
  - Agency B Approver
  - Agency B Asset Processor
  - DMS Asset Approver

Overview of Business Process Grouping
40.2 Deploy and Maintain Assets

- Description of Business Subprocesses
  - 40.2.3 Intra-Unit Transfer
    - Initiate transfer approval workflow
    - Deny includes the return of the transaction for resolution
    - Update record for new location and ownership information
Overview of Business Process Grouping
40.2 Deploy and Maintain Assets

- Similarities to Today
  - Transfer agreement (verbal or written)
  - Approval required (agency level(s))

- Roles
  - Agency A Approver
  - Agency A Asset Processor
  - Agency B Approver
  - Agency B Asset Processor
  - DMS Asset Approver
Overview of Business Process Grouping
40.2 Deploy and Maintain Assets

- Similarities to Today
  - Approval required (DFS, DMS, or Surplus Board, and agency level(s))
  - Specific supporting documentation required based on type of disposition (write-off, surplus, other)
  - Depreciation expense allocation required prior to disposal of asset

- Roles
  - Agency Asset Approver
  - Agency Asset Processor
  - DFS Asset Approver
  - DMS Asset Approver
  - Surplus Review Board (Non-Florida PALM Role)

Overview of Business Process Grouping
40.2 Deploy and Maintain Assets

- Description of Business Subprocesses
  - 40.2.5 Physical Inventory
    - Setup physical inventory
    - Review/download extract
    - Perform inventory
    - Reconcile inventory results
    - Load inventory
    - Review inventory
    - Update asset records
Overview of Business Process Grouping
40.2 Deploy and Maintain Assets

- Similarities to Today
  - Inventory details stored in ABS
  - Extract assets from FLAIR/AM to agency (AMS)
  - Upload reconciled asset records to FLAIR/AM

- Role
  - Agency Asset Processor

---

Overview of Business Process Grouping
40.2 Deploy and Maintain Assets

- Key Business Process Concepts

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR/CMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workflow – Approval workflow electronically initiated and documented</td>
<td>Workflow – Approval workflow tracked manually</td>
</tr>
<tr>
<td>Pre-interface Table – Asset data received from AP is listed on the Pre-Interface Table and can be reviewed, updated or deleted</td>
<td>Property Pending File – Asset data received from FLAIR is listed on the Property Pending File and can be reviewed, updated or deleted</td>
</tr>
</tbody>
</table>
Overview of Business Process Grouping
40.2 Deploy and Maintain Assets

- Relationship with Other Business Processes
  - Vouchers containing asset related financial data, must first be processed in AP and transmitted to AM
    - 30.3 Enter and Process Vouchers
  - Asset financial data uploaded via Excel, and AP Vouchers containing required asset related financial data, create asset records automatically
    - 40.1 Acquire and Set Up Assets
  - Asset financial data uploaded via Excel, and AP Vouchers not containing required asset related financial data, are deleted, or corrected and asset records created manually
    - 40.1 Acquire and Set Up Assets

- Terminology
  - What-If Depreciation - allows the user to examine the depreciation results to see the consequences of the depreciation parameter modifications that were made, or to see the projected depreciation if you ran depreciation for an asset. Results of the query can be exported to Excel.
40.3 Set Up and Maintain Asset Controls

Overview of Business Process Grouping
40.3 Set Up and Maintain Asset Controls

- Description of Business Process
  - Encompasses all activities that are required to establish controls that govern standardize recording and reporting such as:
    - Review Add/Update requests
    - Transmit requests
    - Execute requests
Overview of Business Process Grouping
40.3 Set Up and Maintain Asset Controls

- **Similarities to Today**
  - Access administered at agency and DFS level (dependent on standardization level required)
  - Role-based access control used

- **Roles**
  - Agency Asset Administrator
  - DFS Asset Administrator

---

Overview of Business Process Grouping  
40.3 Set Up and Maintain Asset Controls

- **Key Business Process Concepts**

<table>
<thead>
<tr>
<th>Florida PALM</th>
<th>FLAIR/CMS</th>
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</thead>
<tbody>
<tr>
<td>Authorized agency/enterprise roles for performing specified configuration and control</td>
<td>Authorized agency/enterprise roles for performing specified configuration and control</td>
</tr>
</tbody>
</table>
Overview of Business Process Grouping
40.3 Set Up and Maintain Asset Controls

Relationship with Other Business Processes
◦ Provide asset and depreciation information for financial reporting
  ▪ 10.4 Close General Ledger and Consolidate Results
◦ Provide structure for statewide financial reporting
  ▪ 10.1 Set Up and Maintain Chart of Accounts

Terminology
◦ Asset Profile – a template that contains standard depreciation criteria for an asset type and its corresponding asset books. The information established in an asset profile can be used as default values when adding assets to the system. Profiles associated with indexes enable replacement cost calculations
◦ ChartField – each informational field of the Florida PALM chart of accounts (COA), which provide the basic structure to segregate and categorize transactional and budget data.
Overview of Business Process Grouping
40.4 Asset Management Period Close

Description of Business Process
• Encompasses all activities that are required to close-out pending financial transactions in a timely manner such as:
  • Identify asset records to be created
  • Review pending transactions and delete perform corrections
  • Perform depreciation allocation
  • Reconcile GL/AM
Overview of Business Process Grouping

40.4 Asset Management Period Close

- Similarities to Today
  - End of period closing
  - Reconciliation of accounting modules

- Roles
  - Agency Asset Supervisor
  - Agency Financial Reporting Supervisor

---

### Florida PALM FLAIR/CMS

- Monthly Closing – Perform period closing on monthly basis
- Yearend Closing – Perform period closing annually
Overview of Business Process Grouping
40.4 Asset Management Period Close

- Relationship with Other Business Processes
  - Vouchers containing asset related financial data, must first be processed in AP and transmitted to AM
    - 30.3 Enter and Process Vouchers
  - Asset financial data uploaded via Excel, and AP Vouchers containing required asset related financial data, create asset records automatically
    - 40.1 Acquire and Set Up Assets
  - Asset financial data uploaded via Excel, and AP Vouchers not containing required asset related financial data, are deleted, or corrected and asset records created manually
    - 40.1 Acquire and Set Up Assets

- Provide asset and depreciation information for financial reporting
  - 10.4 Close General Ledger and Consolidate Results
Overview of Business Process Grouping
40.4 Asset Management Period Close

- Terminology
  - **Asset Management Period Close** - the process of monitoring and completing asset transactions for a specific accounting period and adjusting the transaction dates for the next accounting period.

Overview of Business Process Grouping
AAM System Preview
Questions About The Process Models
Asset Accounting and Management (AAM)

Wrap Up
Embrace the Journey

Questions About Today’s Materials
## Wrap Up

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

## CONTACT INFORMATION

**CONTACT US**  
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