

Date	11/19/2019 – 11/20/2019	Time	9:00 a.m. – 12:00 p.m. (11/19) 8:30 a.m. – 11:30 a.m. (11/20)
Location	First District Court of Appeals 2000 Drayton Drive Tallahassee, Florida 32311 Agencies located outside of Tallahassee may participate online via GoToMeeting. Contact FloridaPALM@MyFloridaCFO.com for virtual meeting information.		
Objective	Day 1: Overview of Interim Business Processes Day 2: Continue Overview of Interim Business Processes and Overview of Reports, Interfaces, and Conversions		
Invitees	Representatives from all Florida organizations		
Attachments/ Related Documents	N/A		

Topic	Facilitator(s)	Allotted Time
Day 1		
Introduction and Background	Angie Robertson Matt Cole	9:00 a.m. – 9:30 a.m. (30 minutes)
Overview of Disbursements Management and Asset Accounting and Management Interim Business Processes	Sean Buchanan Joanne Lane Al Brown Hemanth Agarwal	9:30 a.m. – 10:30 a.m. (60 minutes)
Break (15 minutes)		
Overview of Accounts Receivables and Cash Management Interim Business Processes	Tiffany Porter Derek Miller Yorke Davis Keith Myers	10:45 a.m. – 11:45 a.m. (60 minutes)
Wrap up / Questions	Angie Robertson Matt Cole	11:45 a.m. – 12:00 p.m. (15 minutes)
Day 2		
Day 1 Summary and Recap and Day 2 Agenda Overview	Angie Robertson Matt Cole	8:30 a.m. – 8:45 a.m. (15 minutes)
Overview of Account Management and Financial Reporting and Budget Management Interim Business Processes	La’Vondria Norton Rob Hicks Binoy Saha	8:45 a.m. – 9:30 a.m. (45 minutes)
Break (15 minutes)		
Reports Approach and Plan	Iris Chung Binoy Saha	9:45 a.m. – 10:15 a.m. (30 minutes)
Interfaces Approach and Plan	Richard Saltford Stacey Pollock Bryan Sohayda	10:15 a.m. – 10:45 a.m. (30 minutes)
Conversions Approach and Plan	Jennifer Grant Kapil Khandelwal	10:45 a.m. – 11:15 a.m. (30 minutes)
Wrap up / Questions	Angie Robertson Matt Cole	11:15 a.m. – 11:30 a.m. (15 minutes)