INTERIM BUSINESS PROCESS MODELS
DIVISION AND OFFICE PREVIEW

TUESDAY, NOVEMBER 5, 2019
Agenda

- Introduction and Background
- Overview of Interim Business Processes
  - Disbursements Management
  - Asset Accounting and Management
  - Accounts Receivable
  - Cash Management
  - Account Management and Financial Reporting
  - Budget Management
- Wrap Up and Next Steps
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 and DFS Divisions/Office
Introduction and Background

Overview

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<td>Phase 1</td>
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<tr>
<td>Pilot</td>
<td>56 Months</td>
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<td>8/2020: Ready for Integration/Interface Testing</td>
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<td>2/2021: Ready for User Acceptance Testing</td>
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<td>Solution Confirmation</td>
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<tr>
<td>Wave 1</td>
<td>15 Months</td>
<td>Initial Functionality (1/2 organizational users)</td>
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<td>Wave 2</td>
<td>15 Months</td>
<td>Initial Functionality (1/2 organizational users)</td>
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<td>Wave 3</td>
<td>21 Months</td>
<td>Payroll functionality (all organizations)</td>
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<tr>
<td>Phase 2</td>
<td>21 Months</td>
<td>Remaining functionality (all organizations)</td>
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<tr>
<td>Production Support</td>
<td>72 Months</td>
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</tbody>
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Go-live

Interim Business Process Models Preview
November 2019
Introduction and Background

Overview

- Standardized Business Process Models:
  - Organized into eight Business Process Groupings representing collections of business processes
  - Include flow diagrams and supporting narratives
  - Represent the Florida PALM design for all organizations at the conclusion of Wave 2
  - Obtained ESC approval on July 24th
Introduction and Background

Overview

Central FLAIR and CMS Transition Timing

All State organizations will transition to Florida PALM in July 2021 for functions currently conducted using Central FLAIR and the Treasury Cash Management Systems (CMS).

The transition to Florida PALM from Central FLAIR and CMS may impact various activities within your organization. For example:

- Deposit and verification process
- Departmental account reconciliation /balancing
- Payment posting and voucher processing
- Budget and cash balance inquiry
- Warrant Cancellations

Stay Tuned!

After finalizing the design of Florida PALM, the Florida PALM Team will be working with organizations to review interface impacts and to support business process changes and training needs.

Questions? Contact the Team at FloridaPALM@MyFloridaCFO.com
Introduction and Background

Overview

Standardized Business Process Models

Interim Business Process Models

Legacy Processes
Introduction and Background

Overview

- The purpose of the Interim Business Process Models is to document, at Pilot, process variations:
  - that Wave Organizations will employ from legacy processes until transition to Florida PALM
  - that Pilot Organizations will employ from the Standardized Business Process Models until Wave 2

- Interim Business Process Model creation engagement includes:
  - DFS Divisions / Office
  - FFMIS Partners
  - All Organizations
Introduction and Background

Overview

- Assumptions considered in creating Interim Business Process Models were:
  - Revision of Departmental FLAIR will be minimized
  - Central FLAIR functions in Departmental will not be available
  - Wave organization users will be enabled to use Florida PALM, as appropriate
  - Revision of Florida PALM for Interim processes will be minimized
  - Florida PALM will support a crosswalk of COA values for data translation
Introduction and Background

Overview

- Interim Business Process Models:
  - align with Standardized Business Process Model numbering of Business Process Groupings and Business Processes
  - begin with an “I” and then the number of the corresponding Standardized Business Process
  - provide a lower level of detail than the Standardized Business Process Models
  - include interfaces between Departmental FLAIR and Florida PALM

<table>
<thead>
<tr>
<th>Standardized Business Process Model</th>
<th>Interim Business Process Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>30.3 – Enter and Process Vouchers</td>
<td>I.30.3.A – Process Vouchers</td>
</tr>
<tr>
<td></td>
<td>I.30.3.B – Audit Vouchers</td>
</tr>
</tbody>
</table>
Introduction and Background

Overview

- At pilot, Wave organizations will have access to Florida PALM for reporting for functions performed previously by Central and CMS.
- Data for Wave organizations will be translated and sent to the Information Warehouse.
- Information from PYRL will continue to be sent to the Information Warehouse for all organizations.
- The approach for historical and enterprise reporting is under discussion.
Introduction and Background
Chart of Accounts

- The Chart of Accounts (COA) Design:
  - includes structures, definitions, and individual design components of ChartFields and the Budget Structures by which budgetary and financial controls will be managed
  - has been supported by workshops and working meetings with all organizations
  - is a Major Project Deliverable that will be reviewed and approved by the Executive Steering Committee (ESC) in January and February 2020

- The minimum amount of COA values will be configured for all organizations at Pilot Go Live
Introduction and Background
Chart of Accounts

- A COA Crosswalk will be available, which will be a tool that supports bi-directional cross walking of values between Florida PALM ChartFields and FLAIR data elements.
- As a replacement for the function of Central FLAIR, the 29-Digit Account Code will be set-up and maintained within the tool.
- The tool will provide support for interfacing between Florida PALM and legacy systems for the extract of data in legacy-like formats.
## Introduction and Background

### Interim Models by Business Process Grouping

<table>
<thead>
<tr>
<th>Business Process Grouping</th>
<th># of Flows and Narratives</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 - Account Management and Financial Reporting</td>
<td>3</td>
<td>Wave; Pilot; A&amp;A</td>
</tr>
<tr>
<td>20 - Budget Management</td>
<td>2</td>
<td>Wave; A&amp;A</td>
</tr>
<tr>
<td>30 - Disbursements Management</td>
<td>8</td>
<td>Wave; A&amp;A</td>
</tr>
<tr>
<td>40 - Asset Accounting and Management</td>
<td>2</td>
<td>Wave; Pilot; A&amp;A</td>
</tr>
<tr>
<td>50 - Revenue Accounting</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>60 - Accounts Receivables</td>
<td>3</td>
<td>Wave; A&amp;A; Treasury</td>
</tr>
<tr>
<td>70 - Treasury Management</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>80 - Cash Management</td>
<td>7</td>
<td>Wave; Pilot; A&amp;A; Treasury</td>
</tr>
</tbody>
</table>
Introduction and Background
Interim Flows and Narrative

- Flows:
  - Include designation for “Wave” organization role
  - New icon to show connection back to Standardized flows

- Narratives:
  - Business Process Overview
  - Dependencies and Constraints
  - Business Process Flow Details
  - Interim Reports

Shape Key

Start
End
On Page
Off Page
Process Activity
System Activity
Decision or Process Branch
Florida PALM Manual Activity
Florida PALM System Activity
Standardized Business Process Model
Database
Interface File

Florida PALM
Planning, Accounting, and Ledger Management
Introduction and Background

Interim Overview

- Start at Business Process Grouping level with an overview
- Overlay how the Interims apply
- Deeper dive into each new Business Process
  - Overview
  - Roles
  - Key Concepts
  - Variance from Standardized and from Current Processes
  - Reports – Includes the type of data provided to IW
  - Relationship to Other Business Processes
Overview of Business Process Grouping

Disbursements Management (DM)
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
30.1 Set Up and Maintain Suppliers
  - 30.1.1 Add and Update Suppliers Online
  - 30.1.2 Import Suppliers
  - 30.1.3 Perform TIN Match
  - 30.1.4 Manage Intercepts

30.2 Establish and Maintain Encumbrances
  - 30.2.1 Create and Maintain Encumbrances
  - 30.2.2 Monitor Encumbrances

30.3 Enter and Process Vouchers
  - 30.3.1 Process Vouchers
  - 30.3.2 Voucher Matching
  - 30.3.3 Review and Approve Vouchers
  - 30.3.4 Process Travel Reimbursements

30.4 Process Payments
  - 30.4.1 Process Pay Cycle
  - 30.4.2 Process Warrant Payments

30.5 Manage Payments
  - 30.5.1 Record Manual Payments
  - 30.5.2 Manage ACH/EFT Notifications
  - 30.5.3 Manage Stale Payments
  - 30.5.4 Cancel and Reissue Payments

30.6 Manage Tax Reporting

30.7 Accounts Payable Period Close

November 2019

Interim Business Process Models Preview
I.30.1 Set Up and Maintain Suppliers
Description of Interim 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 supplier profile, validating a supplier Tax Identification Number (TIN), marking a supplier as confidential, and intercepting a supplier payment for various business events.

Roles
- DFS Supplier Approver
- DFS Supplier Processor
- Wave Organization Supplier Processor
Overview of Interim Business Process
I.30.1 Set Up and Maintain Suppliers

- Key Interim Business Process Concepts

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
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</thead>
<tbody>
<tr>
<td>Wave organizations use Florida PALM for all supplier add and update requests</td>
<td>Wave</td>
</tr>
<tr>
<td>Florida PALM sends a file to Departmental FLAIR to update the Statewide Vendor File (SWVF) and the EFT File</td>
<td>Wave</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process
I.30.1 Set Up and Maintain Suppliers

- Variances from Standardized Business Processes
  - The SWVF and EFT files in Departmental FLAIR are updated with supplier adds/updates in Florida PALM

- Variances from Current Processes
  - Florida PALM is used to search for supplier records
  - Florida PALM has an electronic form to request supplier updates
  - Supplier adds/updates are subject to A&A approval
Overview of Interim Business Process
1.30.1 Set Up and Maintain Suppliers

- Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name – Description</th>
<th>Type of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>None Identified</td>
<td>N/A</td>
</tr>
</tbody>
</table>

- Relationship with Other Business Processes
  - 30.1 Set Up and Maintain Suppliers
I.30.3.A Process Vouchers
Overview of Interim Business Process

I.30.3.A Process Vouchers

- Description of Interim Business Process
  - Encompasses all activities that are required to capture the disbursement requests which entail generating vouchers, performing editing, budget checking, and voucher posting for Wave organizations during interim.

- Roles
  - Wave Organization AP Processor
## Overview of Interim Business Process

### I.30.3.A Process Vouchers

- Key Interim Business Process Concepts

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wave organizations continue to process transactions in Departmental FLAIR</td>
<td>Wave</td>
</tr>
<tr>
<td>Departmental FLAIR provides a file to Florida PALM to create vouchers</td>
<td>Wave</td>
</tr>
<tr>
<td>Each invoice is a separate voucher in Florida PALM</td>
<td>Wave</td>
</tr>
<tr>
<td>Vouchers are budget checked in Florida PALM upon voucher creation</td>
<td>Wave</td>
</tr>
<tr>
<td>Florida PALM provides inquiry access to Wave organizations to view the Voucher Status report</td>
<td>Wave</td>
</tr>
<tr>
<td>Florida PALM allows users with proper access to correct or delete a voucher for budget or cash errors. Vouchers deleted or updated in Florida PALM require the Wave organization to update Departmental FLAIR</td>
<td>A&amp;A Wave Wave</td>
</tr>
<tr>
<td>Florida PALM provides a file of failed transactions to Departmental FLAIR</td>
<td>Wave</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process

I.30.3.A Process Vouchers

- Variances from Standardized Business Processes
  - Interfaces from Departmental FLAIR for disbursements are sent to Florida PALM
  - The documentation and audit process occurs in the source system for MFMP, STMS, and Works. DFS performs audits in Florida PALM for all other voucher types

- Variances from Current Processes
  - Reports available in today's reporting system are available in Florida PALM
  - Budget check and cash check occur separately
Overview of Interim Business Process
I.30.3.A Process Vouchers

- Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name – Description</th>
<th>Type of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher Errors – a report listing all vouchers errors, including budget errors</td>
<td>Voucher Status Information</td>
</tr>
<tr>
<td>Voucher Status – a report listing the status of each voucher (i.e., selected for audit, approved, deleted, paid)</td>
<td>Voucher Status Information</td>
</tr>
</tbody>
</table>

- Relationship with Other Business Processes
  - I.20.2 Manage Budget Check Errors
  - I.30.3.B Audit Vouchers
  - I.30.4 Process Pay Cycle
I.30.3.B Audit Vouchers
Overview of Interim Business Process
I.30.3.B Audit Vouchers

Key Interim Business Process Concepts

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
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</thead>
<tbody>
<tr>
<td>Vouchers entered in MFMP, STMS, and Works are audited in the source system</td>
<td>A&amp;A</td>
</tr>
<tr>
<td>Florida PALM provides inquiry access to Wave organizations to view the Voucher Errors report</td>
<td>Wave</td>
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</tbody>
</table>
Overview of Interim Business Process

I.30.3.B Audit Vouchers

- Variances from Standardized Business Processes
  - The documentation and audit process occurs in the source system for MFMP, STMS, and Works. DFS performs audits in Florida PALM for all other voucher types

- Variances from Current Processes
  - Reports available in today's reporting system are available in Florida PALM
  - Wave organizations review the Voucher Status report to determine if documentation is required by DFS
Overview of Interim Business Process

I.30.3.B Audit Vouchers

- Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name – Description</th>
<th>Type of Data Transferred to IW</th>
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<tbody>
<tr>
<td>Voucher Status – a report listing the status of each voucher (i.e., selected for audit, approved, deleted, paid)</td>
<td>Voucher Status Information</td>
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</tbody>
</table>

- Relationship with Other Business Processes
  - I.30.3.A Process Vouchers
  - I.30.4 Process Pay Cycle
I.30.4 PROCESS PAY CYCLE
Overview of Interim Business Process
I.30.4 Process Pay Cycle

- Description of Interim Business Process
  - Includes processing a pay cycle by selecting vouchers scheduled for payment, creating electronic and warrant payments, and verifying sufficient cash is available for creating the payments.

- Roles
  - DFS Payment Processor
  - Wave Organization AP Processor
### Overview of Interim Business Process

#### I.30.4 Process Pay Cycle

- **Key Interim Business Process Concepts**

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
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<tbody>
<tr>
<td>Wave organizations may access Florida PALM to run and review the Voucher Status report</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations receive/distribute the warrants generated from a pay cycle</td>
<td>Wave</td>
</tr>
<tr>
<td>Florida PALM allows users with proper access to correct or delete a voucher for budget or cash errors. Vouchers deleted or updated in Florida PALM requires the Wave organization to update Departmental FLAIR</td>
<td>Wave; A&amp;A</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process

I.30.4 Process Pay Cycle

- Variances from Standardized Business Processes
  - Wave organizations make corrections for cash errors in Florida PALM and in Departmental FLAIR

- Variances from Current Processes
  - Wave organizations may access Florida PALM to run and review the Voucher Status report
Overview of Interim Business Process
I.30.4 Process Pay Cycle

- Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name – Description</th>
<th>Type of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voucher Status – a report listing the status of each voucher (i.e., selected for audit, approved, deleted, paid)</td>
<td>Voucher Status Information</td>
</tr>
</tbody>
</table>

- Relationship with Other Business Processes
  - 30.4.1 Process Pay Cycle
  - I.80.1 Cash Checking
I.30.5.A MANAGE STALE PAYMENTS
Overview of Interim Business Process

I.30.5.A Manage Stale Payments

- Description of Interim Business Process
  - Addresses the methods for managing the transfer of stale payments to Unclaimed Property, or if applicable, the originating fund.

- Roles
  - DFS Stale Payment Processor
  - Unclaimed Property Processor
  - Wave Organization AP Processor
**Overview of Interim Business Process**

I.30.5.A Manage Stale Payments

- Key Interim Business Process Concepts

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
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</thead>
<tbody>
<tr>
<td>Wave organizations may access Florida PALM to review the Outstanding Warrants report and contact suppliers as necessary</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations may access Florida PALM to review the Canceled Payments report and manage funds exempt from transfer in Departmental FLAIR as necessary</td>
<td>Wave</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process
I.30.5.A Manage Stale Payments

- Variances from Standardized Business Processes
  - Wave organizations may review reports for stale payments in Florida PALM
  - Wave organizations manage funds exempt from transfer to Unclaimed Property in Departmental FLAIR

- Variances from Current Processes
  - Wave organizations may access Florida PALM for reports
  - Stale payments are processed in Florida PALM
Overview of Interim Business Process
I.30.5.A Manage Stale Payments

- Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name – Description</th>
<th>Type of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding Warrants - a report that lists the stale-date of all outstanding warrants not cleared by the Bank</td>
<td>Payment Information</td>
</tr>
<tr>
<td>Payment Status – a report of warrant and electronic payment detail and status (cleared, outstanding, canceled, or reissued)</td>
<td>Payment Information</td>
</tr>
<tr>
<td>Canceled Payments – a report that lists all canceled payments and the number of days outstanding at the point of cancellation</td>
<td>Payment Information</td>
</tr>
</tbody>
</table>
I.30.5.B CANCEL PAYMENTS
Overview of Interim Business Process

I.30.5.B Cancel Payments

- Description of Interim Business Process
  - Addresses the cancellation and reissuance of payments, which includes the methods to stop, cancel, and void payments made within Florida PALM.

- Roles
  - DFS Payment Cancellation Processor
  - Treasury Payment Cancellation Processor
  - Wave Organization Payment Cancellation Processor
## Overview of Interim Business Process

### I.30.5.B Cancel Payments

- Key Interim Business Process Concepts

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>All payment cancellations are processed in Florida PALM</td>
<td>Wave</td>
</tr>
<tr>
<td>Florida PALM sends a payment cancellations file to Departmental FLAIR</td>
<td>Wave</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process

I.30.5.B Cancel Payments

- Variances from Standardized Business Processes
  - Wave organization approval to initiate a payment cancellation occurs outside Florida PALM
  - Florida PALM sends a payment cancellation file to Departmental FLAIR

- Variances from Current Processes
  - Payment cancellations are processed in Florida PALM
  - Florida PALM sends a payment cancellation file to Departmental FLAIR
### Overview of Interim Business Process

**I.30.5.B Cancel Payments**

- **Reports**

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name – Description</th>
<th>Type of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Status – a report of warrant and electronic payment detail and status (cleared, outstanding, canceled, or reissued)</td>
<td>Payment Information</td>
</tr>
<tr>
<td>Canceled Payments – a report that lists all canceled payments and the number of days outstanding at the point of cancellation</td>
<td>Payment Information</td>
</tr>
</tbody>
</table>

- **Relationship with Other Business Processes**
  - 30.5.4 Cancel and Reissue Payments
  - I.30.3.A Process Vouchers
I.30.6 MANAGE TAX REPORTING
Description of Interim Business Process

- Addresses how tax reporting and withholding are handled for supplier and non-payroll payments. Florida PALM is used to report taxable payments to the IRS, the State of Florida, and the applicable suppliers. It is also used to withhold federal and state taxes from payments as required by federal and state laws. As part of the Set Up and Maintain Suppliers standardized business process, the 1099 information is collected and configured within Florida PALM.

Roles

- DFS 1099 Processor
- Wave Organization AP Processor
### Overview of Interim Business Process

#### I.30.6 Manage Tax Reporting

- **Key Interim Business Process Concepts**

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wave organizations access Florida PALM to review the Withhold 1099 IRS report to determine if corrections are needed to either the voucher coding or supplier configuration</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations make corrections in Florida PALM, as needed</td>
<td>Wave</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process

I.30.6 Manage Tax Reporting

- Variances from Standardized Business Processes
  - N/A

- Variances from Current Processes
  - Organizations review 1099 reports in Florida PALM for accuracy
Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name – Description</th>
<th>Type of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Withhold 1099 IRS Report – a report of all 1099s generated using transactional data and the specific configuration of the supplier profile</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Relationship with Other Business Processes
- 30.6 Manage Tax Reporting
I.30.7 ACCOUNTS PAYABLE PERIOD CLOSE
Overview of Interim Business Process
I.30.7 Accounts Payable Period Close

- Description of Interim Business Process
  - Activities to be completed in preparation to close the period for Wave organizations during interim.

- Roles
  - DFS AP Processor
  - Wave Organization AP Processor
### Overview of Interim Business Process

#### I.30.7 Accounts Payable Period Close

- **Key Interim Business Process Concepts**

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impact Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts Payable Period Close interim business process must be completed in Florida PALM by Wave organizations after reconciling accounts payable data with Departmental FLAIR</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations use inquiry access in Florida PALM to monitor for failed transactions</td>
<td>Wave</td>
</tr>
<tr>
<td>Florida PALM provides inquiry access to Wave organizations to view standard reports needed for reconciling Departmental FLAIR to Florida PALM</td>
<td>Wave</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process
I.30.7 Accounts Payable Period Close

- Variances from Standardized Business Processes
  - Wave organizations reconcile Florida PALM data to Departmental FLAIR data as part of the closing process

- Variances from Current Processes
  - Reports available in today's reporting system are available in Florida PALM
Overview of Interim Business Process
I.30.7 Accounts Payable Period Close

- Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name – Description</th>
<th>Type of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Register – a listing of electronic, warrant, or manual payments made as part of the pay cycle, and any offsets applied to those payments</td>
<td>Payment Information</td>
</tr>
<tr>
<td>Voucher Aging Schedule – an aging schedule of vouchers pending approval</td>
<td>N/A</td>
</tr>
<tr>
<td>Budget Exceptions – a listing of vouchers with budget exceptions</td>
<td>Voucher Status Information</td>
</tr>
<tr>
<td>Cash Exceptions – a listing of payments with cash exceptions</td>
<td>Voucher Status Information</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process
I.30.7 Accounts Payable Period Close

- Relationship with Other Business Processes
  - I.20.2 Budget Execution and Management
  - I.30.3.B Audit Vouchers
  - I.80.1 Cash Checking
Questions About the Interim Business Process Models

Disbursements Management (DM)
Overview of Business Process Grouping

Asset Accounting and Management (AAM)
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 statewide financial reporting
  - perform month-end and year-end closing activities
Business Process Grouping

Asset Accounting and Management

40.1 Acquire and Set Up Assets
40.2 Deploy and Maintain Assets
40.3 Set Up and Maintain Asset Controls
40.4 Asset Management Period Close

I.40.2 Asset Transfers
I.40.4 Asset Management Period Close

Interim Business Process Models Preview
November 2019
I.40.2 Asset Transfers
Description of Interim Business Process
- Transfers of assets between Pilot organizations and Wave organizations require separate independent transactions in Florida PALM and Departmental FLAIR. Assets are retired in one system and created in the other system.

Roles
- Pilot Organization Asset Processor
- Wave Organization Asset Processor
Overview of Interim Business Process

1.40.2 Asset Transfers

- Key Interim Business Process Concepts

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Pilot organization retires the asset or creates the asset record in Florida PALM</td>
<td>Pilot</td>
</tr>
<tr>
<td>The Wave organization retires the asset or creates the asset record in Departmental FLAIR</td>
<td>Wave</td>
</tr>
<tr>
<td>The initiating organization sends detailed asset information (asset description, acquisition date, original cost, accumulated depreciation) to the receiving organization</td>
<td>Pilot</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process

I.40.2 Asset Transfers

- Variances from Standardized Business Processes
  - No system to system transfer between the initiating organization and the receiving organization
  - Transfers between Pilot and Wave organizations require the use of ‘retire’ instead of ‘transfer’
  - Asset details are communicated outside of the system
  - Asset records for Wave organizations are managed in Departmental FLAIR

- Variances from Current Processes
  - Transfers between Pilot and Wave organizations require the use of ‘retire’ instead of ‘transfer’
Overview of Interim Business Process

1.40.2 Asset Transfers

- Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name – Description</th>
<th>Type of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transferred Asset Report – a report of assets acquired or disposed of through transfer</td>
<td>N/A</td>
</tr>
</tbody>
</table>

- Relationship with Other Business Processes
  - 40.2.2 InterUnit Asset Transfer
I.40.4 Asset Management Period Close
Overview of Interim Business Process
I.40.4 Asset Management Period Close

Description of Interim Business Process

- Activities to be completed in preparation to update asset records in Departmental FLAIR and balances are transmitted to the General Ledger (GL) in Florida PALM.

Roles

- DFS Asset Processor
- Wave Organization Asset Processor
Overview of Interim Business Process
I.40.4 Asset Management Period Close

- Key Interim Business Process Concepts

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Wave organization updates asset balances in Departmental FLAIR</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations transmit asset balances and depreciation from Departmental FLAIR to Florida PALM</td>
<td>Wave; A&amp;A</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process
I.40.4 Asset Management Period Close

- Variances from Standardized Business Processes
  - Wave organizations transmit asset balances and depreciation from Departmental FLAIR to Florida Palm

- Variances from Current Processes
  - The same concepts described above for current processes.
Overview of Interim Business Process
I.40.4 Asset Management Period Close

- Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name – Description</th>
<th>Type of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>None Identified</td>
<td>N/A</td>
</tr>
</tbody>
</table>

- Relationship with Other Business Processes
  - I.10.3 Analyze, Reconcile and Close Accounts
QUESTIONS ABOUT THE INTERIM BUSINESS PROCESS MODELS

Asset Accounting and Management (AAM)
BREAK
OVERVIEW OF BUSINESS PROCESS GROUPING

Accounts Receivables (AR)
Overview of Business Process Grouping

AR Overview

- Revenue Accounting (RA) Business Process Grouping
  - Includes processes that manage customer and billing information
  - Processes occur in agency business systems or Departmental FLAIR today
  - Processes remain in agency business systems or Departmental FLAIR during interim period
Overview of Business Process Grouping

AR Overview

- AR includes a collection of business processes that
  - manage accounting, reporting, and collection of outstanding State revenues
  - support the intake and accounting for cash receipts
  - ensure the write-off of outstanding debt is appropriately approved
1.60.2.A Deposits and Bank Reconciliation
Overview of Interim Business Process
I.60.2.A Deposits and Bank Reconciliation

- **Description of Interim Business Process**
  - Addresses how Wave organizations record deposits in Departmental FLAIR and monitor reconciliation of bank data in Departmental FLAIR and Florida PALM.

- **Roles**
  - DFS Audit Approver
  - DFS Bank Reconciliation Processor
  - DOR Wave Organization Exception Processor
  - Wave Organization Exception Processor
  - Wave Organization Deposit Reporter
## Key Interim Business Process Concepts

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verified Departmental FLAIR deposits are interfaced to Florida PALM to create and record direct journal deposits</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations log into Florida PALM to run reports and request DFS Treasury assistance</td>
<td>Wave Treasury</td>
</tr>
<tr>
<td>Wave organizations log into Florida PALM to update accounting on expenditure refunds, if not approved by DFS A&amp;A</td>
<td>Wave A&amp;A</td>
</tr>
<tr>
<td>Deposits processed by DOR on behalf of other organizations are interfaced to Florida PALM and, if needed, updated by DOR in Florida PALM. Wave organizations enter Departmental FLAIR transactions for DOR deposits</td>
<td>Wave DOR</td>
</tr>
<tr>
<td>DFS Treasury logs into Departmental FLAIR to manually approve for same day deposit verification</td>
<td>Treasury</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process
I.60.2.A Deposits and Bank Reconciliation

- Variances from Standardized Business Processes
  - Deposits are initiated in Departmental FLAIR and interfaced to Florida PALM for Wave organizations

- Variances from Current Processes
  - Wave organizations use Florida PALM reports and forms instead of CMS
  - DFS A&A audits expenditure refunds through the Florida PALM deposit workflow instead of the Central FLAIR audit process
Overview of Interim Business Process
I.60.2.A Deposits and Bank Reconciliation

- Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name – Description</th>
<th>Type of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unverified Deposits Report – provides a report of unverified deposits</td>
<td>N/A</td>
</tr>
<tr>
<td>Deposits Report – provides detailed information for deposits</td>
<td>Deposit Information</td>
</tr>
</tbody>
</table>

- Relationship with Other Business Processes
  - Not applicable
1.60.2.B Returned Items
Overview of Interim Business Process

I.60.2.B Returned Items

- Description of Interim Business Process
  - Addresses how Wave organizations record and reclassify returned deposits.

- Roles
  - DFS Deposit Processor
  - Wave Organization Deposit Reporter
Overview of Interim Business Process

I.60.2.B Returned Items

- Key Interim Business Process Concepts

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wave organizations enter a Departmental FLAIR only transaction to record the returned items</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations log into Florida PALM to run reports and request DFS Treasury assistance</td>
<td>Wave Treasury</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process
I.60.2.B Returned Items

- Variances from Standardized Business Processes
  - Wave organizations enter a Departmental FLAIR only transaction to reflect the returned item posted to Florida PALM

- Variances from Current Processes
  - Wave organizations use Florida PALM reports and forms instead of CMS
Overview of Interim Business Process

I.60.2.B Returned Items

- Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name – Description</th>
<th>Type of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposits Report – provides detailed information for deposits</td>
<td>Deposit Information</td>
</tr>
<tr>
<td>Debit Memo – provides returned item information</td>
<td>N/A</td>
</tr>
</tbody>
</table>

- Relationship with Other Business Processes
  - I.80.1 Cash Checking
  - I.60.2.C Wave Revenue Reclass
I.60.2.C WAVE REVENUE RECLASS
Overview of Interim Business Process

I.60.2.C Wave Revenue Reclass

- Description of Interim Business Process
  - Addresses the methods Wave organizations use to reclassify revenue (e.g., corrections, transfers) in Departmental FLAIR and Florida PALM between two organizations or within an organization.

- Roles
  - Wave Organization Deposit Reporter
## Overview of Interim Business Process

### I.60.2.C Wave Revenue Reclass

- **Key Interim Business Process Concepts**

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wave organizations use a $0 deposit in Departmental FLAIR to reclass revenue within an organization. Departmental FLAIR deposit data is interfaced to Florida PALM as a direct journal to keep the systems updated</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations log into Florida PALM to run the deposit report to confirm $0 deposit entries are accurate in Florida PALM</td>
<td>Wave</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process
I.60.2.C Wave Revenue Reclass

- Variances from Standardized Business Processes
  - $0 Deposits are initiated in Departmental FLAIR and interfaced to Florida PALM

- Variances from Current Processes
  - Wave organizations use Florida PALM reports instead of CMS
Overview of Interim Business Process
I.60.2.C Wave Revenue Reclass

- Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name – Description</th>
<th>Type of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposits Report – provides detailed information for deposits</td>
<td>Deposit Information</td>
</tr>
</tbody>
</table>

- Relationship with Other Business Processes
  - I.60.2.B Returned Items
  - I.80.1 Cash Checking
  - I.10.2 Enter and Process Inter/IntraUnit Journals
**Questions About The Interim Business Process Models**

Accounts Receivable (AR)
OVERVIEW OF BUSINESS PROCESS GROUPING

Cash Management (CM)
Overview of Business Process Grouping

CM Overview

- Treasury Management (TM) Business Process Grouping:
  - Includes processes that manage banking relationships and reconciliation to bank transactions; manage investment securities and investment earnings apportionment; support cash transfers between bank accounts; and support organization requests of Treasury
  - Processes occur in CMS applications today that will be replaced by Florida PALM
  - Wave and Pilot organizations will use the TM standardized business processes at Pilot Go Live
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.
Business Process Grouping

Cash Management

Business Process

80.1 Manage Cash Checking

Business Subprocess

80.2 Monitor and Manage Fund Cash

80.2.1 Monitor Trust Fund Cash Balance

80.2.2 Forecast Trust Fund Cash Balance

80.2.3 Monitor and Forecast GR Fund Cash Balance

80.2.4 Process InterUnit Cash Transfers

80.2.5 Process GR Service Charge

80.2.6 Manage Fund Loans

80.2.7 Manage Revolving Funds

80.2.8 Monitor CMIA
I.80.1 CASH CHECKING
Overview of Interim Business Process
I.80.1 Cash Checking

- Description of Interim Business Process
  - Addresses how Wave organization transactions are checked against fund cash balances in Florida PALM.

- Roles
  - DFS Override Processor
  - Wave Organization Fund Cash Manager
  - Wave Organization Exception Transaction Processor
Overview of Interim Business Process

I.80.1 Cash Checking

- Key Interim Business Process Concepts

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departmental FLAIR transactions are interfaced to Florida PALM to validate there is sufficient spendable Fund cash</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations log into Florida PALM to review and manage the Cash Checking exceptions</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations decide whether to update the source transaction in Florida PALM if appropriate, hold the transaction until cash is available, or request DFS assistance to delete or override the transaction</td>
<td>Wave A&amp;A</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process
I.80.1 Cash Checking

- Variances from Standardized Business Processes
  - Cash impacting transactions originating in Departmental FLAIR are cash checked in Florida PALM

- Variances from Current Processes
  - Exceptions are managed in Florida PALM
Overview of Interim Business Process
I.80.1 Cash Checking

- Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name – Description</th>
<th>Type of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Checking Exception – displays cash check exceptions including reasons for exceptions, and the length of</td>
<td>N/A</td>
</tr>
<tr>
<td>time outstanding</td>
<td></td>
</tr>
<tr>
<td>Cash Check Override – all transactions for which cash check has been overridden</td>
<td>N/A</td>
</tr>
</tbody>
</table>

November 2019
Overview of Interim Business Process

I.80.1 Cash Checking

- Relationship with Other Business Processes
  - I.10.2 Enter and Process Inter/IntraUnit Journals
  - I.30.4 Process Pay Cycle
  - I.60.2.B Returned Items
  - I.60.2.C Wave Revenue Reclass
  - I.80.2.E Pilot InterUnit Payments or Transfers
I.80.2.A TRUST FUND INVESTMENTS AND DISINVESTMENTS
Overview of Interim Business Process

I.80.2.A Trust Fund Investments and Disinvestments

- Description of Interim Business Process
  - Addresses how Wave organizations perform Trust Fund Investments and Disinvestments in Florida PALM, and how interest apportionment is recorded.

- Roles
  - DFS GL Journal Processor
  - Wave Organization GL Journal Processor
# Overview of Interim Business Process

## I.80.2.A Trust Fund Investments and Disinvestments

### Key Interim Business Process Concepts

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wave organizations log into Florida PALM to review Cash and Investment balances</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations record journal entries in Florida PALM to invest and disinvest cash</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations enter Departmental FLAIR transactions for investments, disinvestments, apportioned interest, and administrative fees to reconcile with Florida PALM cash balances</td>
<td>Wave</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process
I.80.2.A Trust Fund Investments and Disinvestments

- Variances from Standardized Business Processes
  - Investment, disinvestment, and apportionment transactions recorded in Florida PALM must be entered in Departmental FLAIR

- Variances from Current Processes
  - Investment, disinvestment, and apportionment transactions are initiated in Florida PALM instead of Departmental FLAIR and CMS-Disinvestments
# Overview of Interim Business Process

## I.80.2.A Trust Fund Investments and Disinvestments

- **Reports**

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name – Description</th>
<th>Type of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Balance and Activity Report – cash balance and related cash transactions for requested combination ChartFields</td>
<td>Cash Balance and Transaction Information</td>
</tr>
<tr>
<td>Investment Activity Report – investment/disinvestment activity by requested combination of ChartFields</td>
<td>Investment Information</td>
</tr>
<tr>
<td>Apportionment Report – interest and administrative fee apportionment details by pool and participant</td>
<td>Investment Information</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process
I.80.2.A Trust Fund Investments and Disinvestments

- Relationship with Other Business Processes
  - 70.7.2 Distribute Interest Apportionment
  - 10.2.1 Create and Approve Journals
I.80.2.B General Revenue Service Charge Payment
Overview of Interim Business Process
I.80.2.B General Revenue Service Charge Payment

- Description of Interim Business Process
  - Addresses how Wave organizations remit payment to the General Revenue Fund and access the GRSC Report. It also describes how A&A tracks outstanding GRSC balances for Wave organizations.

- Roles
  - DFS GL Journal Approver
  - Wave Organization Fund Cash Reporter
Overview of Interim Business Process

I.80.2.B General Revenue Service Charge Payment

- Key Interim Business Process Concepts

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wave organizations log into Florida PALM to run and review the GRSC Report</td>
<td>Wave</td>
</tr>
<tr>
<td>A&amp;A tracks outstanding GRSC payments for Wave organizations outside of Florida PALM</td>
<td>A&amp;A</td>
</tr>
<tr>
<td>Departmental GRSC payments are interfaced to Florida PALM to create journal entries</td>
<td>Wave, A&amp;A</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process
I.80.2.B General Revenue Service Charge Payment

- Variances from Standardized Business Processes
  - Outstanding GRSC payments are tracked externally instead of through the Florida PALM Customer Billing process
  - GRSC payments are recorded as journal entries instead of accounts payable vouchers

- Variances from Current Processes
  - GRSC Report will be generated from Florida PALM instead of RDS
Overview of Interim Business Process
I.80.2.B General Revenue Service Charge Payment

Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name – Description</th>
<th>Type of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>GR Service Charge Report – lists service charges by ChartField combination for each organization</td>
<td>N/A</td>
</tr>
<tr>
<td>InterUnit Journal Entry Report – provides a listing of all Inter/IntraUnit journal entries for a designated period recorded in Florida PALM</td>
<td>Journal Information</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process
I.80.2.B General Revenue Service Charge Payment

- Relationship with Other Business Processes
  - 70.7.2 Distribute Interest Apportionment
  - 10.2.1 Create and Approve Journals
1.80.2.C PROCESS FUND LOANS
Overview of Interim Business Process

I.80.2.C Process Fund Loans

- Description of Interim Business Process
  - Addresses how Wave organizations request, receive, and make payment on Fund loans. It also describes how A&A records and tracks outstanding Fund loan balances for Wave organizations.

- Roles
  - DFS GL Journal Processor
  - Wave Organization Fund Cash Reporter
Overview of Interim Business Process
I.80.2.C Process Fund Loans

Key Interim Business Process Concepts

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wave organizations log into Florida PALM to run and review the Cash Balance and Activity Report</td>
<td>Wave</td>
</tr>
<tr>
<td>A&amp;A tracks outstanding Fund loans for Wave organizations outside of Florida PALM</td>
<td>A&amp;A</td>
</tr>
<tr>
<td>Wave organizations enter Departmental FLAIR transactions for Fund loans received to reconcile with Florida PALM cash balances</td>
<td>Wave</td>
</tr>
<tr>
<td>Departmental Fund Loan payments are interfaced to Florida PALM to create journal entries</td>
<td>Wave, A&amp;A</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process
I.80.2.C Process Fund Loans

- Variances from Standardized Business Processes
  - Outstanding Fund loan balances are tracked externally instead of through the Florida PALM Customer Billing process
  - Fund loan payments are recorded as a journal entry instead of an accounts payable voucher

- Variances from Current Processes
  - Cash Balance and Activity Report can be generated from Florida PALM
Overview of Interim Business Process
I.80.2.C Process Fund Loans

- Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name – Description</th>
<th>Type of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Balance and Activity Report – cash balance and related cash transactions for requested combination of ChartFields</td>
<td>Cash Balance and Transaction Information</td>
</tr>
<tr>
<td>InterUnit Journal Entry Report – provides a listing of all Inter/Intraunit journal entries for a designated period recorded in Florida PALM</td>
<td>Journal Information</td>
</tr>
</tbody>
</table>

- Relationship with Other Business Processes
  - 10.2.1 Create and Approve Journals
  - I.10.2 Enter and Process Inter/IntraUnit Journals
I.80.2.D CONSOLIDATED REVOLVING ACCOUNT MANAGEMENT
Overview of Interim Business Process
I.80.2.D Consolidated Revolving Account Management

- Description of Interim Business Process
  - Addresses how Wave organizations receive the CRA statements, reconcile activity, and manage reconciliation exceptions. This process also includes tracking CRA balances to support interest apportionment and the recording of CRA interest apportionment in Departmental FLAIR at the end of each month.

- Roles
  - DFS Bank Reconciliation Processor
  - Wave Organization CRA Reporter
Overview of Interim Business Process

I.80.2.D Consolidated Revolving Account Management

Key Interim Business Process Concepts

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRA Bank statements are imported into Florida PALM to facilitate Treasury</td>
<td>Treasury</td>
</tr>
<tr>
<td>accounting and interest apportionment</td>
<td></td>
</tr>
<tr>
<td>Florida PALM interfaces CRA bank statement data to business systems</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations log into Florida PALM to run and review the CRA Statement</td>
<td>Wave</td>
</tr>
<tr>
<td>Report</td>
<td></td>
</tr>
<tr>
<td>Wave organizations log into Florida PALM to run and review the Apportionment</td>
<td>Wave</td>
</tr>
<tr>
<td>Report</td>
<td></td>
</tr>
<tr>
<td>Wave organizations manage and track CRA activity outside of Florida PALM</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations enter Departmental FLAIR transactions for apportioned</td>
<td>Wave</td>
</tr>
<tr>
<td>interest and administrative fees to reconcile with Florida PALM cash balances</td>
<td></td>
</tr>
</tbody>
</table>
Overview of Interim Business Process
I.80.2.D Consolidated Revolving Account Management

- Variances from Standardized Business Processes
  - Bank reconciliation to reconcile bank transactions to payments recorded in AP and replenishments receipts recorded in AR occurs outside of Florida PALM

- Variances from Current Processes
  - Stop payments are requested in Florida PALM
  - Exceptions are managed through the Treasury Assistance Request Form in Florida PALM
  - Interest will be apportioned to the advancing fund
### Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name – Description</th>
<th>Type of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRA Bank Statement Report – provides the bank statement for sub accounts and CRA bank accounts</td>
<td>N/A</td>
</tr>
<tr>
<td>Apportionment Report – interest and administrative fee apportionment details by pool and participant</td>
<td>Investment Information</td>
</tr>
<tr>
<td>Wave Organization Revolving Fund Replenishment Report – details the amount due from the advancing fund to replenish the revolving fund activity</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process
I.80.2.D Consolidated Revolving Account Management

- Relationship with Other Business Processes
  - 70.7.2 Distribute Interest Apportionment
  - 70.1.2 Manage Treasury Correspondence
  - 30.5.4 Cancel and Reissue Payments
  - I.30.3.A Process Vouchers
1.80.2.E Pilot InterUnit Payments and Transfers
Overview of Interim Business Process
I.80.2.E Pilot InterUnit Payments and Transfers

- Description of Interim Business Process
  - Addresses how Pilot organizations transfer cash to Wave organizations. This interim business process includes A&A audit and approval.

- Roles
  - Pilot Organization AP Processor
  - Wave Organization Deposit Processor
  - DFS AP Approver
# Overview of Interim Business Process

## I.80.2.E Pilot InterUnit Payments and Transfers

- **Key Interim Business Process Concepts**

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pilot organizations create AP vouchers for payments or transfers to Wave organizations</td>
<td>Pilot Wave</td>
</tr>
<tr>
<td>Florida PALM automatically creates Wave organization deposits for vouchers received from Pilot organizations</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations log into Florida PALM to update and process the deposits received from Pilot organizations</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations log into Florida PALM to run and review the InterUnit Deposit Report</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations enter Departmental FLAIR transactions for vouchers received from Pilot organizations to reconcile with Florida PALM cash balances</td>
<td>Wave</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process
I.80.2.E Pilot InterUnit Payments and Transfers

- Variances from Standardized Business Processes
  - Vouchers received from Pilot organizations must be entered in Departmental FLAIR for Wave organizations

- Variances from Current Processes
  - Wave organizations log into Florida PALM to record the accounting for deposits received from Pilot organizations
Overview of Interim Business Process
I.80.2.E Pilot InterUnit Payments and Transfers

- Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name – Description</th>
<th>Type of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>InterUnit Deposit Report – provides a listing of all InterUnit Deposits recorded in Florida PALM for a designated period</td>
<td>Deposit Information</td>
</tr>
</tbody>
</table>

- Relationship with Other Business Processes
  - 30.3.1 Process Vouchers
  - 30.4.1 Process Pay Cycle
1.80.2.F ANNUAL CMIA REPORT
Overview of Interim Business Process
I.80.2.F Annual CMIA Report

- Description of Interim Business Process
  - Addresses how the CMIA grant data for Wave organizations is compiled and how the clearance pattern is calculated and reported in accordance with CMIA.

- Roles
  - DFS CMIA Processor
  - Wave Organization Grant Manager
Overview of Interim Business Process
I.80.2.F Annual CMIA Report

Key Interim Business Process Concepts

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFS Treasury gathers the Florida PALM COA coding for each CMIA grant from</td>
<td>Treasury Wave</td>
</tr>
<tr>
<td>applicable organizations and uploads to Florida PALM</td>
<td></td>
</tr>
<tr>
<td>DFS Treasury generates the Wave Organization Clearance Pattern Report from</td>
<td>Treasury</td>
</tr>
<tr>
<td>Florida PALM</td>
<td></td>
</tr>
</tbody>
</table>
Overview of Interim Business Process

I.80.2.F Annual CMIA Report

- Variances from Standardized Business Processes
  - Wave Organizations clearance pattern is calculated on voucher received date and not the payment schedule date

- Variances from Current Processes
  - Wave Organizations provide the Florida PALM COA coding for each CMIA grant instead of FLAIR coding
  - Florida PALM calculates the CMIA clearance pattern
Overview of Interim Business Process

I.80.2.F Annual CMIA Report

- Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name – Description</th>
<th>Type of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wave Organization Clearance Pattern Report – details the clearance pattern for designated CMIA grants</td>
<td>N/A</td>
</tr>
</tbody>
</table>

- Relationship with Other Business Processes
  - 80.2.8 Monitor CMIA
QUESTIONS ABOUT THE INTERIM BUSINESS PROCESS MODELS

Cash Management (CM)
OVERVIEW OF BUSINESS PROCESS GROUPING

Account Management and Financial Reporting (AMFR)
Overview of Business Process Grouping

AMFR Interim 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

Business Subprocess

Interim Business Process Models Preview November 2019
I.10.1 Establish Statewide Values
Overview of Interim Business Process

I.10.1 Establish Statewide Values

- **Description of Interim Business Process**
  - Addresses how statewide values are added or modified in Departmental FLAIR and Florida PALM.

- **Roles**
  - Wave Organization COA Requester
  - DFS COA Maintainer
Overview of Interim Business Process
I.10.1 Establish Statewide Values

- Key Interim Business Process Concepts

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wave organizations log into Florida PALM to submit the request and supporting</td>
<td>Wave</td>
</tr>
<tr>
<td>documentation to have a statewide values created or modified</td>
<td></td>
</tr>
<tr>
<td>DFS A&amp;A adds newly created or modified values to the Florida PALM COA crosswalk</td>
<td>DFS A&amp;A</td>
</tr>
<tr>
<td>Wave organizations review and reconcile the Florida PALM COA crosswalk and</td>
<td>Wave</td>
</tr>
<tr>
<td>communicate any reconciling items to DFS A&amp;A for updates to the crosswalk</td>
<td>DFS A&amp;A</td>
</tr>
<tr>
<td>Wave organizations leverage the Florida PALM COA crosswalk extract for</td>
<td>Wave</td>
</tr>
<tr>
<td>organization purposes (i.e., agency business systems, offline reconciliations)</td>
<td></td>
</tr>
</tbody>
</table>
Overview of Interim Business Process

I.10.1 Establish Statewide Values

- Variances from Standardized Business Processes
  - Bi-directional crosswalk of values between Florida PALM and Departmental FLAIR

- Variances from Current Processes
  - DFS A&A will title all new fund, general ledger, and object code values within Departmental FLAIR
Overview of Interim Business Process
I.10.1 Establish Statewide Values

- Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name - Description</th>
<th>Type of Data Transferred to IW?</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Budgetary Code Report – report listing of new budgetary codes loaded within Florida PALM</td>
<td>Title Information (FLAIR Titles)</td>
</tr>
<tr>
<td>Crosswalk Value Report – report listing all statewide FLAIR values and the corresponding Florida PALM values</td>
<td>N/A</td>
</tr>
</tbody>
</table>

- Relationship with Other Business Processes
  - 10.1.3 – Add or Modify Fund Values
  - 70.1 – Manage Banking Relationships
I.10.2 Enter and Process Inter/Intra Unit Journals
Description of Interim Business Process

- Addresses how Wave organizations transfer funds for payments of goods and services, expenditure moves, and transfers. It also addresses how Pilot and Wave organizations perform revenue to revenue transfers.

Roles
- DFS GL Journal Approver
- Initiating Wave Organization GL Journal Processor
- Pilot Organization GL Journal Processor
- Receiving Wave Organization Reporter
# Overview of Interim Business Process

## I.10.2 Enter and Process Inter/IntraUnit Journals

### Key Interim Business Process Concepts

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wave organizations journal transfer vouchers are interfaced to create GL journal entries within Florida PALM</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations revenue to revenue transfers are interfaced to create GL journal entries within Florida PALM</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations log into Florida PALM to review and manage exceptions</td>
<td>Wave</td>
</tr>
<tr>
<td>DFS A&amp;A review and approve/deny GL journal entries subject to audit</td>
<td>A&amp;A</td>
</tr>
<tr>
<td>Wave organizations request deletion for journal entries denied by DFS audit</td>
<td>Wave</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process

I.10.2 Enter and Process Inter/IntraUnit Journals

Key Interim Business Process Concepts (cont.)

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wave and Pilot organizations log into Florida PALM to run and review the InterUnit Journal Entry Report</td>
<td>Wave, Pilot</td>
</tr>
<tr>
<td>Wave organizations enter Departmental FLAIR transactions to reconcile with Florida PALM posted balances</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations enter Departmental FLAIR transactions to record a Revenue to Revenue transfer received from a Pilot or Wave organization</td>
<td>Wave</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process

I.10.2 Enter and Process Inter/IntraUnit Journals

- Variances from Standardized Business Processes
  - Payment of goods/services and transfers requiring budget authority are recorded as GL journal entries instead of accounts payable vouchers

- Variances from Current Processes
  - Wave organizations log into Florida PALM to manage exceptions
# Overview of Interim Business Process

## I.10.2 Enter and Process Inter/IntraUnit Journals

### Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name - Description</th>
<th>Type of Data transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transactional Reports – listing of GL Journal Entries</td>
<td>FLAIR Account Balances</td>
</tr>
<tr>
<td>InterUnit Journal Entry Audit Report – provides a listing of all Inter/IntraUnit journal entries identified for audit review</td>
<td>Voucher Status Information</td>
</tr>
<tr>
<td>Ledger Inquiry Report – listing of all successfully posted journals including inter/intraunit journals</td>
<td>FLAIR Account Balances</td>
</tr>
<tr>
<td>Deleted Journals Report – listing of all journals that were deleted</td>
<td>Voucher Status Information</td>
</tr>
</tbody>
</table>
## Overview of Interim Business Process

### I.10.2 Enter and Process Inter/IntraUnit Journals

- **Reports (cont.)**

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name - Description</th>
<th>Type of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Error Report – listing of journals that have failed edit check</td>
<td>N/A</td>
</tr>
<tr>
<td>InterUnit Journal Entry Report – provides a listing of all Inter/IntraUnit journal entries for a designated period recorded in Florida PALM</td>
<td>Voucher Information</td>
</tr>
<tr>
<td>InterUnit Journal Entry Reconciliation Report – assists in reconciling initiating and receiving agency Inter/IntraUnit journals</td>
<td>Voucher Information</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process
I.10.2 Enter and Process Inter/IntraUnit Journals

- Relationship with Other Business Processes
  - 10.2.1 Create and Approve Journals
  - I.60.2.C Wave Revenue Reclass
I.10.3 Analyze, Reconcile, and Close Accounts
Overview of Interim Business Process
I.10.3 Analyze, Reconcile, and Close Accounts

- Description of Interim Business Process
  - Describes how Wave organizations approach reconciliations and year end close processing

- Roles
  - Wave Organization GL Close Processor
  - DFS Financial Statement Processor
Overview of Interim Business Process
I.10.3 Analyze, Reconcile, and Close Accounts

Key Interim Business Process Concepts

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wave organizations reconcile Departmental FLAIR and Florida PALM regularly</td>
<td>Wave</td>
</tr>
<tr>
<td>Wave organizations log into Florida PALM to manage reconciling items affecting</td>
<td>Wave</td>
</tr>
<tr>
<td>Florida PALM balances</td>
<td></td>
</tr>
<tr>
<td>Wave organizations perform year end closing activities within Departmental FLAIR</td>
<td>Wave</td>
</tr>
<tr>
<td>DFS A&amp;A perform year end closing activities in Florida PALM</td>
<td>DFS</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process

I.10.3 Analyze, Reconcile, and Close Accounts

- Variances from Standardized Business Processes
  - Wave organization balances are interfaced from Departmental FLAIR into Florida PALM

- Variances from Current Processes
  - Wave organizations will log into Florida PALM in addition to Departmental FLAIR to perform reconciliation
### Overview of Interim Business Process

#### I.10.3 Analyze, Reconcile, and Close Accounts

#### Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name - Description</th>
<th>Types of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Register – a listing of electronic, warrant, or manual payments made as part of the pay cycle</td>
<td>Payment Information</td>
</tr>
<tr>
<td>Voucher Aging Schedule – an aging schedule of vouchers pending approval from DFS</td>
<td>Voucher Information</td>
</tr>
<tr>
<td>Budget Exceptions – displays budget exceptions and adequate reasons for the exceptions with the capability to drill into transactions</td>
<td>N/A</td>
</tr>
<tr>
<td>Cash Exceptions – a listing of payments with cash exceptions</td>
<td>N/A</td>
</tr>
<tr>
<td>Source Module Transactional Reports – detailed reports of successful posted transactions and exceptions</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process
I.10.3 Analyze, Reconcile, and Close Accounts

- Reports (cont.)

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name - Description</th>
<th>Types of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Inquiry – online display of requested journals</td>
<td>Voucher Information</td>
</tr>
<tr>
<td>GL Reconciliation Report – report to display reconciled and unreconciled balances by ChartField and source module</td>
<td>N/A</td>
</tr>
<tr>
<td>Florida PALM Accounts Payable Balance Report – report of the GL balance for accounts payable</td>
<td>FLAIR Account Balances</td>
</tr>
<tr>
<td>Florida PALM Accounts Receivable Report – report of GL balance for accounts receivable</td>
<td>FLAIR Account Balances</td>
</tr>
<tr>
<td>Cash Transfer Report – provides a listing of all Interunit Cash Transfers for a designated period recorded in Florida PALM</td>
<td>Voucher Information</td>
</tr>
</tbody>
</table>
Reports (cont.)

- **Florida PALM Interim Report Name - Description**
  - **Cash Transfer Reconciliation Report** – detailed list of initiating and receiving organization cash transfers
  - **Atypical Balance Report** – provides atypical balances by account values, report could include additional ChartFields such as Business Unit and Fund
  - **Inconsistent Transfer Report** – details journal entries containing transfer and non-transfer accounts

- **Types of Data Transferred to IW**
  - FLAIR Account Balances
  - FLAIR Account Balances
  - N/A

Relationship with Other Business Processes
- 10.4 – Close General Ledger and Consolidate Results
Questions About The Interim Business Process Models

Account Management and Financial Reporting (AMFR)
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
Interim Business Process

Standardized Business Process

Budget Management

20.2 Budget Execution and Management

20.3 Perform Budget Close

I.20.2 Budget Execution and Management

I.20.3 Perform Budget Close

November 2019
1.20.2 BUDGET EXECUTION AND MANAGEMENT
Overview of Interim Business Process

I.20.2 Budget Execution and Management

- Description of Interim Business Process
  - Addresses how Wave organization transactions are budget checked in Florida PALM

- Roles
  - Wave Organization Exception Transaction Processor
  - Wave Organization Budget Office
  - DFS Budget Maintainer
Overview of Interim Business Process
I.20.2 Budget Execution and Management

- Key Interim Business Process Concepts

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wave organizations validate the interfaced Departmental FLAIR transactions have</td>
<td>Wave</td>
</tr>
<tr>
<td>sufficient appropriations (releases and reserves)</td>
<td></td>
</tr>
<tr>
<td>Wave organizations and DFS A&amp;A review and manage Budget Checking exceptions</td>
<td>Wave</td>
</tr>
<tr>
<td>in Florida PALM and Departmental FLAIR as appropriate</td>
<td>DFS/A&amp;A</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process
I.20.2 Budget Execution and Management

- Variances from Standardized Business Processes
  - Wave organizations access Florida PALM to update or delete Budget Check exceptions

- Variances from Current Processes
  - Wave organizations may access Florida PALM’s Budget Overview Screen to check available budget balance
Overview of Interim Business Process
I.20.2 Budget Execution and Management

- Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name - Description</th>
<th>Types of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Exceptions Report – displays budget exceptions and adequate reasons for the exceptions with the capability to drill into transactions</td>
<td>N/A</td>
</tr>
</tbody>
</table>

- Relationship with Other Business Processes
  - 20.1.2 – Manage Agency Allotments
  - 30.2 – Establish and Maintain Encumbrances
20.3 Perform Budget Close
Overview of Interim Business Process

I.20.3 Perform Budget Close

- Description of Interim Business Process
  - Addresses how Wave organizations will close the fiscal year for the Carry Forward and Certified Forward processes.

- Roles
  - DFS GL Close Processor
  - Wave Organization Budget Processor
Overview of Interim Business Process

I.20.3 Perform Budget Close

Key Interim Business Process Concepts

<table>
<thead>
<tr>
<th>Process/Activity</th>
<th>Impacted Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wave organizations prepare for budget close and manage incurred obligations in</td>
<td>Wave</td>
</tr>
<tr>
<td>Departmental FLAIR</td>
<td></td>
</tr>
<tr>
<td>Wave organizations and DFS A&amp;A review and reconcile the Departmental FLAIR</td>
<td>Wave</td>
</tr>
<tr>
<td>budget closing data interfaced to Florida PALM</td>
<td>DFS/A&amp;A</td>
</tr>
<tr>
<td>Wave organizations log into Florida PALM to review appropriations Carry Forward</td>
<td>Wave</td>
</tr>
<tr>
<td>and Certified Forward balances and obligations</td>
<td></td>
</tr>
</tbody>
</table>
Overview of Interim Business Process

I.20.3 Perform Budget Close

- Variances from Standardized Business Processes
  - DFS/A&A and Wave organizations review and reconcile budget closing data interfaced to Florida PALM

- Variances from Current Processes
  - Wave organization reviews and reconciles the Florida PALM COA crosswalk and communicate any reconciling items to DFS A&A for updates to the crosswalk
Overview of Interim Business Process
I.20.3 Perform Budget Close

- Reports

<table>
<thead>
<tr>
<th>Florida PALM Interim Report Name - Description</th>
<th>Types of Data Transferred to IW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carry Forward Monitoring Report – provides organizations incurred obligations and balances</td>
<td>N/A</td>
</tr>
<tr>
<td>Carry Forward Balances Report – provides balances to be carried forward and not included in reversions process</td>
<td>FLAIR Carry Forward Account Balances</td>
</tr>
<tr>
<td>Crosswalk Value Report – Report listing all statewide Florida PALM values and the corresponding FLAIR values.</td>
<td>N/A</td>
</tr>
<tr>
<td>Carry Forward/Certified Forward Variance Reports – includes the Operating and FCO transactions not approved and any other necessary adjustments</td>
<td>FLAIR Account Balances</td>
</tr>
<tr>
<td>Continuing Appropriations Balances Report – configured annually to provide available balances per organizations to be rolled forward, as granted continuing appropriation, as defined under Section 216.011(1)(i), F.S.</td>
<td>FLAIR Account Balances</td>
</tr>
</tbody>
</table>
Overview of Interim Business Process

I.20.3 Perform Budget Close

- Relationship with Other Business Processes
  - 20.1 – Enter and Process Budget Journal:
  - 30.7 – Accounts Payable Period Close
Questions About the Interim Business Process Models

Budget Management (BM)
Wrap Up and Next Steps
Wrap Up and Next Steps
Interim Business Process Model Review

- Review the draft Interim Business Process Models
- Seek clarification through Office Hours by asking questions of the Project Team
- Contribute to your organization’s collective feedback
  - One feedback form per organization from the designated point of contact for the organization
  - Word document organized by the Business Process Groupings, with space provided to include specific feedback by Interim Business Process
## Wrap Up and Next Steps
### Interim Business Process Model Review

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/11 Veterans Day</td>
<td>11/12</td>
<td>11/13 Workshop Session 1 Day 1 (9 am -12 pm)</td>
<td>11/14 Workshop Session 1 Day 2 (9 am -12 pm)</td>
<td>11/15</td>
</tr>
<tr>
<td>11/18</td>
<td>11/19 Workshop Session 2 Day 1 (9 am -12 pm)</td>
<td>11/20 Workshop Session 2 Day 1 (8:30 -11:30 am)</td>
<td>11/21 Office Hours (9 -10 am) (via phone)</td>
<td>11/22</td>
</tr>
<tr>
<td>12/2</td>
<td>12/3</td>
<td>12/4</td>
<td>12/5 Office Hours (9 -10 am) (via phone)</td>
<td>12/6</td>
</tr>
<tr>
<td>12/9</td>
<td>12/10</td>
<td>12/11</td>
<td>12/12</td>
<td>12/13 Organization Collective Feedback Due</td>
</tr>
</tbody>
</table>
QUESTIONS
Embrace the Journey
CONTACT INFORMATION

CONTACT US
FloridaPALM@myfloridacfo.com

PROJECT WEBSITE
www.myfloridacfo.com/FLORIDAPALM/