Date	11/13/2019	Time	9:00 a.m. - 12:00 p.m.
Location	Department of Children and Families 1317 Winewood Boulevard, Building 4 Tallahassee, FL 32399		
Objective	Interim Business Process Models Workshop		
Attendees	Selected organization participants		
Attachments/ Related Documents	Agenda Presentation Standard Reports Inventory		
Action Items			

Introduction and Background: Facilitated by Angie Robertson and Matt Cole, Florida PALM

Ms. Angie Robertson, Florida PALM, welcomed attendees, reviewed the agenda, and stated the goal of the session was to provide an overview of the interim business process models and inspire participants to review the information made available online and provide their feedback to Florida PALM.

Mr. Matt Cole, Florida PALM, continued with the Introduction and Background discussion. Mr. Cole recounted the Chart of Accounts (COA) design and the approach used to develop the proposed structure. Mr. Cole also mentioned plans to create a COA crosswalk to allow legacy systems to interface with Florida PALM during Pilot go-live. This allows systems that have not fully transitioned to Florida PALM the ability to interface using legacy like formats. Mr. Cole gave an overview of the narratives and flows and discussed the new icon found on the shape key within the flows. The new icon indicates a reference back to the standardized business process model.

Disbursements Management: Facilitated by Sean Buchanan, Heather Cleary and Joanne Lane, Florida PALM

Ms. Joanne Lane, Florida PALM, gave an overview of Disbursements Management. The presenters provided descriptions, roles, and activities for each interim business process. They also discussed the variances between the standardized business processes and the interim business processes.

I.30.1 – Set Up and Maintain Suppliers: Facilitated by Sean Buchanan, Florida PALM

A participant asked if the Vendor Information Portal used by MyFloridaMarketPlace (MFMP) remains active. Mr. Buchanan responded yes, the Vendor Information Portal continues to be active. Another participant asked if fictitious Vendor ID numbers remain the same way they are in FLAIR today. Mr. Buchanan answered we've not yet reached that point in the design. A participant asked if the Supplier file sent to Departmental FLAIR contains Pilot and Wave Supplier records during the interim period, and if there will be a report that tracks Supplier errors. Mr. Buchanan replied yes; the Supplier file contains both Pilot and Wave records and a report tracks Supplier errors.

A participant asked if there is a nightly exchange from Departmental FLAIR to Florida PALM. Mr. Buchanan answered, although a decision hasn't yet been made on how often batches are run, it will likely be a nightly batch. Another participant questioned whether data interfaces from MFMP to Florida PALM and from MFMP to Departmental FLAIR concurrently or independently. Mr. Buchanan answered data is sent from MFMP to Florida PALM and Florida PALM then sends it to Departmental FLAIR.

I.30.3.A – Process Vouchers: Facilitated by Joanne Lane, Florida PALM

A participant asked if Wave organizations can correct a voucher without deleting it in Florida PALM. Ms. Lane responded yes, however if a correction is made in Florida PALM, Departmental FLAIR also needs to be updated so both systems are in sync. Another participant asked who is responsible for reconciling, if organizations make changes in both Florida PALM and Departmental FLAIR. Ms. Lane mentioned the AP Period Close process discusses reconciling. Organizations are responsible for reconciling activities.

A participant asked if Wave organizations have a role in Florida PALM during the interim period or if they only have access to reports and data. Ms. Lane responded in addition to reports, Wave organizations will have limited access to Florida PALM during the interim period.

A participant asked if organizations manually perform a TR58 in Departmental FLAIR, when asking for a voucher to be deleted. Ms. Lane responded vouchers will need to be deleted in Florida PALM. If the voucher is deleted in Florida PALM, an automated TR58 is created for Departmental FLAIR. Organizations should still reconcile to verify the automated TR58 updated Departmental FLAIR.

A participant questioned why corrections weren't being done in the source system during the interim period. The participant mentioned corrections are made in Florida PALM when the original transaction was done in Departmental FLAIR and uploaded to Florida PALM. Ms. Lane responded corrections must be made in both Florida PALM and Departmental FLAIR during the interim period.

Another participant asked if vouchers will remain in a pending status if they are listed on an error report and not automatically deleted. Ms. Lane responded yes, it will remain unprocessed in the system. A participant asked if Florida PALM has scheduled timeframes to delete vouchers and how will transactions be prioritized. Ms. Lane answered vouchers are not automatically deleted.

A participant asked if edits are deactivated when transactions are processed, since there is no ability to look at State Accounts (SA) balances in Central FLAIR. Cash and Release balances are held in SA. He questioned whether SA information would be available in Departmental FLAIR with the implementation of Florida PALM. The participant further explained the Available Balances (AB) are seen in Departmental FLAIR and together, SA balances and AB balances result in edits on transactions. If one is broken, the edit is no longer functional. Mr. Stanton Beazley, Florida PALM, and Ms. Robertson clarified an equivalent is available in Florida PALM.

I.30.3.B – Audit Vouchers: Facilitated by Joan Lane, Florida PALM

A participant asked the length of time purchasing card (P-card) error remains in the system. Ms. Lane responded it depends on the interface; however, we haven't configured the design yet.

I.30.4 – Process Pay Cycle: Facilitated by Heather Cleary, Florida PALM

A participant stated invoices aren't currently scheduled when sent to FLAIR for payment and asked if scheduling is turned off for Wave organizations in Florida PALM during the interim process. Mr. Buchanan and Ms. Robertson responded the design is being determined, however the vouchers will likely pay automatically.

I.30.5.A – Manage Stale Payments: Facilitated by Sean Buchanan, Florida PALM

A participant inquired about stale payments exempt from Unclaimed Property. Mr. Buchanan responded stale payments exempt from Unclaimed Property are managed in Florida PALM.

I.30.5.B – Cancel Payments: Facilitated by Sean Buchanan, Florida PALM

A participant asked if the Payment Status Report displays contact information. Mr. Buchanan responded the full report layout isn't finalized, however the Payment Status Report will display the Supplier name. Additional Supplier information is found on the Supplier record in Florida PALM.

I.30.6 – Manage Tax Reporting: Facilitated by Heather Cleary, Florida PALM

There were no questions asked about this interim process.

I.30.7 – Accounts Payable (AP) Period Close: Facilitated by Joanne Lane, Florida PALM

A participant asked if reconciling items should be addressed and resolved prior to the period being closed. Ms. Lane responded yes, changes made in Departmental FLAIR should also be made in Florida PALM prior to closing the period. The participant mentioned their organization closes on the last calendar day of each month and any reconciling items are made in the subsequent month. Ms. Lane replied this requires additional conversation with organizations.

Another participant mentioned reconciliation is currently done on a cash basis and asked if reconciliation in Florida PALM is performed on an accrual basis. Ms. Robertson answered yes; reconciliation is done on an accrual basis but maintained as close to cash as possible. The participant followed up by asking for clarification on the usage of payment scheduling for Pilot and Wave organizations. Ms. Robertson answered Pilot organizations will use payment scheduling now and the Project is still deciding the best course of action for Wave organizations.

Asset Accounting and Management: Facilitated by Al Brown, Florida PALM

Mr. Al Brown, Florida PALM, gave an overview of Asset Accounting and Management. He then provided descriptions, roles, and activities for each interim business process. Mr. Brown also discussed the variances between the standardized business processes and the interim business processes.

I.40.2 – Asset Transfers: Facilitated by Al Brown, Florida PALM

There were no questions asked about this interim process.

I.40.4 Asset Management Period Close: Facilitated by Al Brown, Florida PALM

A participant asked if there were different period dates for closing different modules in Florida PALM. Ms. Robertson responded yes, it's possible to have different dates for closing different

modules in Florida PALM. A clarification was made that assets are managed in Departmental FLAIR and brought into Florida PALM as part of year-end processes.

15-minute Break

Revenue Accounting: Deana Metcalf, Florida PALM

Ms. Deana Metcalf, Florida PALM, indicated Revenue Accounting processes remain in Departmental FLAIR or agency business systems during the interim period, therefore there are no interim business processes identified.

Accounts Receivable: Facilitated by Deana Metcalf, Florida PALM

Ms. Metcalf gave an overview of Accounts Receivable. She then provided descriptions, roles, and activities for each interim business process. Ms. Metcalf also discussed the variances between the standardized business processes and the interim business processes.

I.60.2.A – Deposits and Bank Reconciliation: Facilitated by Deana Metcalf, Florida PALM

A participant asked if expenditure refunds impact an expenditure category, as they do today. Ms. Metcalf responded the Departmental FLAIR process is the same. The refund is recorded with a revenue category and produces a JT2 voucher. The voucher is processed as a journal entry and once approved, the expenditure coding is created.

I.60.2.B – Returned Items: Facilitated by Deana Metcalf, Florida PALM

There were no questions asked about this interim process.

I.60.2.C – Wave Revenue Reclass: Facilitated by Deana Metcalf, Florida PALM

There were no questions asked about this interim process.

Treasury Management: Facilitated by Tiffany Porter, Florida PALM

Ms. Tiffany Porter, Florida PALM, indicated functions currently performed in the Treasury Cash Management System (CMS) are performed directly in Florida PALM during the interim period, therefore there are no interim business processes identified.

Cash Management: Facilitated by Tiffany Porter, Florida PALM

Ms. Tiffany Porter, Florida PALM, gave an overview of Cash Management. She then provided descriptions, roles, and activities for each interim business process. Ms. Porter also discussed the variances between the standardized business processes and the interim business processes.

I.80.1 – Cash Checking: Facilitated by Daylin Reyes, Florida PALM

There were no questions asked about this interim process.

I.80.2.A – Trust Fund Investment and Disinvestments: Facilitated by Tiffany Porter, Florida PALM

A participant asked if organizations make entries in Departmental FLAIR to reflect interest earned, and how the process works in Florida PALM for Pilot organizations. Ms. Porter answered Wave

organizations will make Departmental FLAIR entries to reconcile with interest and administrative fee postings in Florida PALM. Interest and administrative fees for Pilot organizations will post automatically.

I.80.2.B – General Revenue Service Charge (GRSC) Payment: Facilitated by Daylin Reyes, Florida PALM

A participant asked if organizations will continue receiving an email from A&A notifying them that the GRSC report is available. A member from A&A responded that it could be investigated further.

I.80.2.C – Process Fund Loans: Facilitated by Tiffany Porter, Florida PALM

There were no questions asked about this interim process.

I.80.2.D – Consolidated Revolving Account Management: Facilitated by Daylin Reyes, Florida PALM

There were no questions asked about this interim process.

I.80.2.E – Pilot Interunit Payments and Transfers: Facilitated by Tiffany Porter, Florida PALM

A participant asked if Wave organizations use Florida PALM for transactions received from Pilot organizations, and if they make Departmental FLAIR entries to match the Florida PALM transactions. Ms. Porter answered yes, Wave organizations use Florida PALM to complete deposits from Pilot organizations and will also make Departmental FLAIR entries to match the Florida PALM balance. A participant asked if there is data exchanged between Departmental FLAIR and Florida PALM, and Ms. Porter answered no, not in this instance.

Another participant asked how reconciliation is performed if a Wave organization changes the designation of a payment after receipt from a Pilot organization. Ms. Porter and Ms. Metcalf responded there are reports to assist with reconciliation. The Pilot organization isn't required to indicate where the payment was sent, but the receiving organization must indicate where the payment was received. Pilot organizations also utilize the invoice number from the voucher, which helps to sync the transactions together. The invoice number also assists with linking any subsequent moves.

A participant asked if organizations are responsible for accessing a report to see where a receiving organization recorded a transfer, since benefitting data is no longer entered on a transfer. Ms. Porter answered yes, a report is available if there is a need to see where benefitting information was recorded.

A participant suggested Florida PALM generate the Form 3 for organizations. Ms. Robertson responded the invoice number field is the linkage for sending and receiving organization transactions. If the invoice number is used as intended, Florida PALM reports can be used for reconciliation and to assist in the completion of the Form 3.

A participant asked if Pilot organizations manually input invoice numbers received from Wave organizations. Ms. Porter responded yes, the Pilot organization manually keys invoice numbers in Florida PALM.

Another participant asked if invoice discrepancies between Pilot and Wave organizations occur outside of Florida PALM until the amount is agreed upon. Ms. Porter responded yes, and this process is also covered in I.10.2, Enter and Process Journals.

I.80.2.F – Annual Cash Management Improvement Act (CMIA) Report: Facilitated by Daylin Reyes, Florida PALM
A participant asked if organizations give the Florida PALM account codes to Treasury to calculate the Clearance Pattern. Ms. Reyes responded yes, Treasury then uploads the information to Florida PALM.

Another participant asked if CMIA was an independent module, since the full Grants module functionality is available at phase two. Ms. Reyes responded CMIA isn't a module. The information is uploaded and calculated to generate a Clearance Pattern report in Florida PALM.

Another participant asked if organizations can still to do TR10 transactions and Ms. Robertson answered yes.

Wrap up and Next Steps: Facilitated by Angie Robertson, Florida PALM
Ms. Robertson closed out the session by asking participants for feedback via the pulse survey. She briefed participants on the expectations for the following day. Ms. Robertson reminded participants about the upcoming office hours, where additional questions and concerns are addressed and mentioned the possibility of a designated workshop for the Interunit process.

The meeting adjourned at 12:00 p.m.