Date	11/20/2019	**Time**	8:30 – 11:30 a.m.
Location	First District Court of Appeal 2000 Drayton Drive Tallahassee, FL 32311		
Objective	Interim Business Process Models Workshop		
Attendees	Selected organization participants		
Attachments/ Related Documents	Agenda Presentation Standard Reports Inventory		
Action Items			

Review of Day 1: Facilitated by Deana Metcalf, Florida PALM

Ms. Deana Metcalf, Florida PALM began by recapping the information discussed in the previous day's session.

Account Management and Financial Reporting: Facilitated by LaVondria Norton and Tiffany Porter, Florida PALM

Ms. LaVondria Norton, Florida PALM, gave an overview of Account Management and Financial Reporting (AMFR). 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.10.1 – Establish Statewide Values: Facilitated by Lavondria Norton, Florida PALM

There were no questions asked about this interim process.

I.10.2 – Enter and Process Inter/Intra Unit Journals: Facilitated by Tiffany Porter, Florida PALM

Ms. Susan Lincoln, DEO, asked if the TR58 is automatically generated when transactions are denied. Ms. Porter responded yes, if the transaction began as a Journal Transfer (JT) voucher the TR58 is automatically interfaced back to Departmental FLAIR. If the transaction began as a revenue to revenue transfer, the transaction is marked as deleted in Departmental FLAIR.

Mr. Mike Mentillo, Legislature, asked if JTs are deleted in Florida PALM or Departmental FLAIR. Ms. Porter answered JTs are deleted in Florida PALM and updated in Departmental FLAIR with an auto TR58. If the automated process is unsuccessful, a manual TR58 is needed in Departmental FLAIR.

Ms. Kelly Sowell, DOT, asked how Wave organizations are notified of transfers from Pilot organizations. Ms. Porter answered Wave organizations are notified via an InterUnit Journal Entry report, which shows transfers that Wave organizations will update in Departmental FLAIR.

I.80.2.E Pilot InterUnit Payment and Transfers: Facilitated by Tiffany Porter, Florida PALM

A participant asked if Pilot organizations produce vouchers or journal entries in Florida PALM. Ms. Porter answered during the interim, transfers between organizations in Departmental FLAIR are journal entries. Transfers initiated in Florida PALM from Pilot organizations, generate a voucher and deposit for the receiving organization. Once all organizations are in Florida PALM, the standard process of generating a voucher and deposit applies.

I.10.3 – Analyze, Reconcile and Close Accounts: Facilitated by LaVondria Norton, Florida PALM

Mr. Mentillo questioned the requirement for Wave organizations managing and performing reconciliation within Florida PALM, when they are primarily operating in Departmental FLAIR. Ms. Norton stated that Florida PALM provides the added benefit for Wave organizations to access and manage transactions within Florida PALM. If there are budget errors, Wave organizations can log into Florida PALM and make necessary updates for the payment to process. An accounting entry is then needed in Departmental FLAIR to manage and correct the transaction.

Mr. Mentillo then expressed concern that working in two systems may cause reconciling items between Florida PALM and Departmental FLAIR. Ms. Norton responded that Wave organizations are responsible for reconciling on a regular basis, especially during the interim period. Additionally, the Bureau of Financial Reporting (BFR) requires organizations to close in balance.

Ms. Jennifer Reeves, Florida PALM, added there is no automatic delete function when a voucher is in error status. When vouchers fail to pass budget, Florida PALM provides tools to make modifications to allow transactions to process. Organizations can either wait for vouchers to clear or delete the voucher, which generates an automated transaction back to Departmental FLAIR.

Mr. Mentillo emphasized when Wave organizations make updates in Florida PALM, the automated interface back to Departmental FLAIR is essential to keep the systems in sync. However, if not automated, the issue becomes exacerbated and causes extra work for the organizations. Ms. Metcalf responded we are trying to provide options for organizations, so transactions are not delayed. Departmental FLAIR has jobs to delete vouchers, but not to update transactions. This would require code changes to Departmental FLAIR, which is not within scope. Mr. Mentillo then asked if it was preferable to keep Florida PALM and Departmental FLAIR in sync or processing payments timely and Ms. Metcalf answered both solutions offer flexibility. From a system perspective, processing transactions timely may reduce the need for deletes and returns.

Ms. Porter added that in Florida PALM, vouchers do not hold the recipient coding, therefore processing two transactions is necessary for posting both the sending and receiving side of the transaction. Opening a transaction in Departmental FLAIR allows retrieval of detail codes (i.e., projects and contracts).

Mr. Mentillo mentioned the importance of role security and segregation of duties for staff making updates in Departmental FLAIR and Florida PALM. Ms. Metcalf responded Florida PALM will work with organizations on role mapping and security.

Ms. Diana McSwain, DOC, asked for an overview of the timing associated with year-end close functions and how the process works for Wave organizations. Ms. Norton answered Florida PALM

is collaborating with DFS Accounting & Auditing (A&A) on the process of timing, month-end, and year-end close functions.

Mr. Thomas Lemacks, DOT, asked if the data used for balancing Form 3 is retrieved from Florida PALM. Ms. Norton replied the report has not yet been designed but is intended to be produced from Florida PALM and aid all organizations with reconciliation. Ms. Norton also stated Wave organizations submit post-closing adjustments in accordance with financial reporting rules. Pilot organizations submit post-closing adjustments per the Florida PALM standardized business processes.

Mr. Mike Alexander, HSMV, asked if the Comprehensive Annual Financial Report (CAFR) is produced in Florida PALM in the 2021-2022 fiscal year (FY). Ms. Norton answered CAFR is expected to be produced in Florida PALM in FY 21-22. Mr. Alexander then asked if Wave organizations, provide adjusting entries to A&A using the Florida PALM Chart of Account (COA) values. Ms. Norton replied that process has not yet been fully vetted. Accounting and Auditing is organizationally a part of DFS which is a Pilot organization and therefore uses Florida PALM COA values at go-live. Wave organizations use both Departmental FLAIR and Florida PALM values, with a crosswalk available for reference.

Mr. John Mounts, DBPR, asked for the reconciliation link between transactions in Departmental FLAIR and Florida PALM. Mr. Matt Cole, Florida PALM, answered the Project is working through the detail design with the Office of Information Technology (OIT) and other interfacing partners on the transaction identifiers across both systems.

Mr. Lemacks asked if Wave organization's year-end processes are performed in Departmental FLAIR or Florida PALM. Ms. Norton answered Wave organizations continue the close process in Departmental FLAIR. Once Departmental FLAIR closes for each Wave organization, the balances are transferred to the Statewide Financial System; a system solely used by the A&A, Bureau of Financial Reporting (BFR). Once balanced by BFR, transactions are transferred to Florida PALM.

Ms. Charlotte Frazier, FDLE, asked if Departmental FLAIR continues to provide a transaction history report during the interim. Ms. Norton stated the transaction history report is directly related to an interface, and more information is forthcoming from the Interface Squad.

Budget Management: Facilitated by Robert Hicks, Florida PALM
Mr. Robert Hicks, Florida PALM, gave an overview of Budget Management. He provided descriptions, roles, and activities for each interim business process. Mr. Hicks also discussed the variances between the standardized business processes and the interim business processes.

I.20.2 – Budget Execution and Management: Facilitated by Robert Hicks, Florida PALM
Mr. Steve Burch, HSMV, asked if Florida PALM interfaces with Departmental FLAIR to import encumbrances when budget checking is performed. Mr. Hicks answered Wave organization encumbrances remain in and are budget checked in Departmental FLAIR. Budget checking performed in Florida PALM does not recognize Departmental FLAIR encumbrances.

I.20.3 – Perform Budget Close: Facilitated by Robert Hicks, Florida PALM

Mr. Mounts, DBPR asked if Wave organizations see a certified forward release in the Departmental FLAIR entries for the first year-end close. Mr. Hicks responded yes, the entries are in Departmental FLAIR and the associated reports are available in Florida PALM.

15-minute Break

Reports Approach and Plan: Facilitated by Iris Chung and Binoy Saha, Florida PALM

Ms. Iris Chung, Florida PALM, gave a high-level overview of the Florida PALM Reporting Approach. The presenters reviewed standards and formats, related activities, collaboration efforts and next steps.

Ms. Lydia Griffin, DEP, asked for the approximate number of reports available after the touchpoint phase is complete, and if organizations have another opportunity to review the reports. Mr. Saha responded there are future iterations in which Florida PALM will collaborate with organizations.

Mr. Jeff Porter, DEP, asked for the current FLAIR equivalent of the Florida PALM reports and commented that matching reports based on name or title alone was difficult. Mr. Saha responded Pilot organizations can reference the standardized business process model flows and narratives to review the reports listed. If the descriptions provided aren't helpful or if organizations have additional questions, they can reach out to their Readiness Coordinator.

Mr. Mentillo commented that pictures of reports are more helpful than descriptions. Ms. Chung responded that samples are provided later in the segment.

A participant mentioned a listing of tables and fields (i.e., relational databases), rather than standard reports may be helpful so organizations can build their own reports. Mr. Saha responded training and job aids on reporting enablement are available at the appropriate time. Ms. Chung added that Florida PALM will consider ways to get data other than the standard reports.

A participant asked if Report Writers require a special skillset, and if they should be functional or technical. Ms. Chung responded the Report Writer should be a technical person with a business or functional mind. Organizations can identify the report writers and the number of report writers needed for each role. However, this is contingent upon organizational needs.

Ms. Griffin asked if reports are solely available in Florida PALM, or if they are accessible outside of Florida PALM. Mr. Saha answered Report Writers access Florida PALM to run queries they've developed. Once queries are run, data can be extracted to Excel. Once retrieved and exported, organizations can then upload the data into another business system.

Mr. Porter stated great effort went into rewriting older programs which are dependent on daily File Transfer Protocol (FTP) data from FLAIR. Mr. Porter asked if organization have access to the same data extracted from Florida PALM, so they can create their own reports with secondary programs. Ms. Chung answered data is directly interfaced from Florida PALM to agency systems. More information about the interface process is forthcoming from the Interface Squad.

Mr. Alexander asked if there is a limit to the number lines returned when running queries. Ms. Chung mentioned the query results can include returning all data or a specific number of rows.

Ms. Kelly McMullen, DMS, asked if report layouts can be modified to fit organizational needs. Mr. Saha responded the layout of the report is controlled at a project level. However, once the report is obtained, the data can be modified.

Mr. Mounts asked if the reports included accounting fields typically used as search criteria. Mr. Saha answered yes, and the reports in the prototype environment display more accounting ChartField details.

Interfaces Approach and Plan: Facilitated by Stacey Pollock, Bryan Sohayda, and Richard Saltford, Florida PALM

Ms. Stacey Pollock, Florida PALM, gave a high-level overview of the Florida PALM Interfaces Approach. The presenters reviewed standards and formats, related activities, collaboration efforts and next steps.

A participant asked for clarity on interfaces from FLAIR. Ms. Pollock stated although Central FLAIR and CMS will retire at go-live, Florida PALM must continue to send Central FLAIR and CMS data files to Wave organizations in a format similar to what is received today so business systems aren't impacted. Other interface files from Departmental FLAIR and Payroll continue from those systems.

A participant asked about availability of interface layouts, in case changes are needed to agency business systems. Ms. Pollock answered draft versions of standard file layouts for Pilot organizations come out in January. More information is provided on legacy-like layouts during interface workshops; approximately February or March. The goal is to resemble the current file layouts. If that goal is met, the file layout will remain the same. Florida PALM will collaborate with Pilot and Wave organizations during interface workshops, where any necessary changes can be expressed.

Ms. Pura Ahler, DOR, asked if the month of April was the baseline to know what is tested. Ms. Pollock answered the connection inventory explains which organization uses specific interfaces. Workshops have more information about interfaces and layouts. Organizations can then determine which interfaces are used and which ones can retire. Organizations can also determine whether functionality for retired interfaces is handled in Florida PALM. Ms. Pollock added that if Wave organizations have no interfaces from Central or CMS, there is no impact at Pilot go-live. If a Wave organization receives interfaces from Central FLAIR or CMS, they are impacted at Pilot go-live and will perform testing.

Mr. Lemacks asked if reports are available to show a disconnect between modules for reconciliation purposes and Ms. Pollock answered yes.

Mr. Mounts asked if Florida PALM will replicate the Central FLAIR tables in Information Warehouse (IW). Mr. Cole answered yes, the current plan is to backfill IW.

Conversions Approach and Plan: Facilitated by Jennifer Grant and Kapil Khandelwal, Florida PALM

Ms. Jennifer Grant, Florida PALM, gave a high-level overview of the Florida PALM Conversions Approach. The presenters reviewed current and upcoming related activities, collaboration efforts and next steps.

Ms. Charlotte Frazier, FDLE, asked if Wave organizations are required to send receivable billings to FLAIR at Pilot go-live, if they are currently maintained in a subsidiary system. Ms. Grant answered layouts are provided and organizations determine what information they want populated in Florida PALM. Mr. Cole added that Florida PALM expects receivable information being used by Pilot organizations at go-live, although Accounts Receivable (AR) is an optional capability. If Pilot organizations choose to not use the AR functionality, they are expected to continue reporting year-end receivable balances as they currently do. Wave organizations are not expected to send detailed receivable information.

A participant asked about the anticipation for the Florida Accounting Contracts Tracking System (FACTS) and if FACTS validates Florida PALM and Departmental FLAIR simultaneously. Mr. Cole answered yes, FACTS validates Florida PALM and Departmental FLAIR simultaneously. Mr. Cole also stated the plan is to retire FACTS during Phase II functionality, which is a several years away. For now, the process in FACTS remains the same. Florida PALM requires a contract number, which is why FACTS is listed on contracts and grants.

Ms. Ahler asked if the FLAIR references implied Central FLAIR or Departmental FLAIR. Ms. Grant answered all Pilot organization data that exists in both Central FLAIR and Departmental FLAIR, is converted in Florida PALM. Ms. Ahler also commented it is helpful to know which conversions apply to Departmental FLAIR vs. Central FLAIR in addition to Wave Organizations vs. Pilot organizations.

Ms. Amber Burns, FWC, mentioned the on-screen timelines referenced Pilot organizations, and asked when a timeline is available for Wave organizations. Ms. Grant mentioned future iterations will mention timelines for both Wave and Pilot organizations.

Wrap up and Next Steps: Facilitated by Deana Metcalf, Florida PALM

Ms. Metcalf closed out the session by providing an open forum for questions. Mr. Alexander asked if Wave organizations continue to enter information into the Purchasing Card (P-Card) Works system and MyFloridaMarketplace (MFMP) after Pilot go-live, using FLAIR transactions or Florida PALM transactions. Ms. Reeves answered Wave organizations continue to operate in P-Card Works and MFMP using FLAIR language, with interfaces to Departmental FLAIR.

A participant from HSMV asked if there was an opportunity in Florida PALM to incorporate a batch process or spreadsheet upload for internal TR94 transactions. Ms. Metcalf responded during the interim, Wave organizations will continue to do internal TR94 transactions in FLAIR. There is no plan to interface transfers within organizations to Florida PALM in a batch process.

A participant asked which ChartFields are available and where are Grants mapped. Deana answered ChartFields are available for reporting needs and available on every transaction in every module. Ms. Metcalf also mentioned Grants are mapped to project fields. Part of the Florida

PALM Grants module is available for titling at go-live for Pilot organizations, so the grant connects with the project being used.

A participant asked which modules in Florida PALM perform monthly closing, if each organization is required to close every month, and if it applies to Pilot and Wave organizations beginning at go-live. Mr. Cole answered each module with Florida PALM has a closing concept, but the General Ledger is the ultimate close. Capability exists to close submodules first, however the process has not been fully vetted.

A participant asked about revenue object code standardization and what transition is needed for Florida PALM. Ms. Metcalf answered A&A is working on the standardization and will notify organizations when information is ready to be distributed.

Ms. Sowell asked if the FLAIR site carry over to Florida PALM. Ms. Metcalf answered this process has not yet been fully determined, however Florida PALM intends to use a similar process. Ms. Sowell then mentioned certain sites are designated as load and post, and vouchers are not audited. Ms. Sowell questioned whether this process carries over to Florida PALM. Ms. Metcalf stated the functionality still exists.

Mr. Steve Waters, DEP, asked how Payroll posts during the interim. Ms. Reeves answered PYRL System will continue to provide Payroll files until Wave 3. Florida PALM works in conjunction with PYRL for interfaces to Florida PALM to create payments. EFT payments are processed through Florida PALM and warrant payments continue being processed outside of Florida PALM. Payroll information received by Florida PALM for payee level detail creates generic entries. We are working with Pilot organizations regarding the use of old codes and new codes.

Ms. Metcalf asked participants for feedback via the pulse survey and reminded them about the upcoming office hours, where additional questions and concerns are addressed.

The meeting adjourned at 11:30 a.m.