

Date	11/21/2019	Time	9:00 – 10:30 a.m.
Location	Florida PALM 1650 Summit Lake Drive – Florida PALM Room Tallahassee, FL 32317		
Objective	Interim Business Process Models Workshop – Office Hours		
Attendees	Selected organization participants		
Attachments/ Related Documents	N/A		
Action Items			

Introduction: Facilitated by Deana Metcalf, Florida PALM

Ms. Deana Metcalf, Florida PALM, opened the session by capturing each participant’s name and organization. She stated questions would be taken by topic, as they were presented during the workshops; with an open forum at the end of the session.

Disbursements Management

Ms. Kelly McMullen, DMS, asked if more information is available for direct load payments, to fully understand the implications of using one-time payment suppliers. Ms. Jennifer Reeves, Florida PALM, commented there are additional in-depth meetings and conversations planned to identify and design each interface which includes one-time payment suppliers.

Mr. John Mounts, DBPR, asked if Wave organizations use single payees like they do today and if the payments are made through Florida PALM. Ms. Reeves answered yes; however, there are pending policy and procedure decisions regarding whether current direct load or single payee items should be a supplier record. Wave organizations access Florida PALM to request suppliers and create supplier records. Single payee payments are part of the voucher process.

Mr. Mounts asked for clarification that vouchers are invoice based not account code based, for preparing back-up documentation. Ms. Reeves responded vouchers continue to be processed as they are today. A voucher may contain multiple invoices in Departmental FLAIR; however, the Statewide Document Number (SWDN) is mapped to individual voucher numbers in Florida PALM. A code is currently shown on vouchers when they have been audited. In Florida PALM, a report lists which vouchers are audited. Only audited vouchers require inclusion of supporting documentation.

Mr. Mounts asked if the term voucher in FLAIR was synonymous to a journal in Florida PALM. Ms. Reeves answered the FLAIR term JT voucher (JT) may be an actual voucher or it may become a journal entry in Florida PALM. Journal Voucher is used when an accounting change is needed on a voucher in Florida PALM. Ms. Metcalf added that during the interim, JT vouchers are interfaced to post as journal entries so the accounting for both the Wave and Pilot organizations post simultaneously. This also allows approval without Wave organizations frequently accessing Florida PALM.

Mr. Mounts asked if the Voucher Audit screen remains active in Florida PALM. Ms. Metcalf responded the Voucher Audit screen is a Central FLAIR function that retires with the implementation of Florida PALM.

Mr. Mounts asked for elaboration on the following: voucher errors (i.e., what errors are found in Florida PALM), budget, cash, crosswalk. Ms. Metcalf provided the following answers: all Departmental FLAIR checks occur in Departmental FLAIR. The following checks are then performed in Florida PALM; edit checks, budget checks at the appropriation or release level then cash checks at the time of payment. Each check can fail at different times; therefore, reports are available for monitoring each.

Asset Accounting and Management

Mr. Mounts asked if information is provided on how to record asset retirement when the actual activity is a transfer. Mr. Al Brown, Florida PALM, answered organizations retire assets the same way in Florida PALM as they do in FLAIR. Pilot organizations are provided with instructions for retiring assets in Florida PALM along with the applicable codes to use.

Mr. Mounts then asked if Wave organizations are required to run depreciation or clear all pending items before monthly close. Mr. Brown responded there is no monthly close required for Assets. For Wave organizations, asset and depreciation balances are provided as part of year-end processes. Mr. Mounts then asked if the Property Master file remains the same and Mr. Brown responded yes.

Accounts Receivable

Ms. Susan Sloan, DFS, asked if write-off approvals occur in Florida PALM for Wave organizations. Mr. Yorke Davis, Florida PALM, responded write-offs for Wave organizations happen the same way they do today. There is no interim process for write-offs.

Ms. Dawn McWilliams, DOH, asked if the Accounts Receivable (AR) process remains the same for invoices sent between two Wave organizations. Ms. McWilliams also asked if Wave organizations have the Pilot organization's accounting data on invoices and vice versa. Ms. Metcalf answered when a Wave organization pays a Pilot or Wave organization, the receiving organization's account code information is entered as a JT voucher in Departmental FLAIR. The JT voucher is interfaced into Florida PALM and both the sender's and receiver's account information are recorded. When a Pilot organization pays a Wave organization, the receiving Wave organization accesses Florida PALM to process the deposit because the voucher does not contain the account code information. The receiving Wave organization then enters a TR96 entry in Departmental FLAIR to reconcile with Florida PALM. Ms. McWilliams also asked how reconciliation is performed between Florida PALM and Departmental FLAIR if the fields are different. Ms. Metcalf answered although the ChartFields are different, Florida PALM posts entries at the same level Central FLAIR posts today. Also, reports are provided to assist with reconciliation.

Ms. Alexandra Weimorts, DFS, asked for clarification on whether a JT deposit is created in Florida PALM when a Wave organization pays another Wave organization. Ms. Metcalf clarified that Wave to Wave transactions interface from Departmental FLAIR to Florida PALM as a journal entry directly into the general ledger (GL), and post both the sender's and receiver's accounting entries.

The receiving Wave organization then enters a TR96 transaction in Departmental FLAIR to record receipt of the JT and reconcile with Florida PALM balances.

Mr. Mounts asked for a review of the expenditure refund process. Ms. Metcalf answered after deposits are verified, an automated FLAIR job runs and generates an automated TR79. The TR79 creates a JT2 voucher, which updates the revenue account codes to expense codes. Accounting & Auditing (A&A) audits the voucher and if approved, the process ends. If A&A rejects the voucher, a TR58 is generated in Departmental FLAIR to adjust the transaction and change the expenditure codes back to revenue codes.

Mr. Mounts then asked if Florida PALM initiates the journal entry that changes the transaction from a revenue category to an expense category. Ms. Metcalf answered yes; JT vouchers from any Departmental FLAIR process are interfaced from the standardized business process, 10.2 Enter and Process Journals process. The vouchers are subject to an audit process and expenditure refunds are included in the audit. If approved, transactions post. If rejected, Florida PALM initiates a TR58. Mr. Mounts then asked if the TR58 doesn't auto-generate, will it show on the Departmental FLAIR batch error report for manual input. Ms. Metcalf answered yes, the batch error report is a Departmental FLAIR report that continues during the interim process.

Mr. Mounts asked if the deposits processed by Department of Revenue (DOR) on behalf of other organizations post to Florida PALM and Departmental FLAIR immediately, and all interest is earned on the DOR deposit until transactions are divided between organizations. Ms. Metcalf responded the deposits processed by DOR are interfaced and posted to Florida PALM. Wave organizations post a matching entry in Departmental FLAIR, because there is no mechanism to automatically send deposits to Departmental FLAIR.

Cash Management

Mr. Mike Alexander, HSMV, asked if transactions are still held until eleven o'clock when organizations invest and disinvest in Florida PALM. Ms. Tiffany Porter, Florida PALM, answered a timeline hasn't been determined, but it has been logged as a policy/procedure decision. The current deadline was set to accommodate system processes, which aren't necessary in Florida PALM.

Mr. Mounts asked if payment schedules are set to immediate for Wave organizations. Mr. Mounts also asked if Wave organizations still have cash forecasting. Ms. Reeves responded the process closely resembles what happens today. Wave organizations have no way to manage scheduling of payments, therefore the expectation is to pay immediately. The frequency of pay cycle is a pending decision but could run daily or overnight.

Mr. Mounts then asked if the Cash Forecasting report continues to show upcoming obligations. Ms. Reeves replied Pilot organizations using scheduling in Florida PALM can use Cash Forecasting reports. However, the report isn't available for Wave organizations until they begin scheduling payments in Florida PALM.

Ms. McMullen asked if scheduling is done on the direct load file. Ms. Reeves answered the Direct Load files are a part of Interface design and scheduling the Interface jobs.

Ms. Sloan asked when does cash checking happen, on interface jobs, to see if it's available for payment. Ms. Reeves responded budget checking happens when the voucher is created, and

cash checking happens at the point of payment. If there is a delay for a direct load, then the cash check happens at the point of payment. Ms. Sloan then asked how the process moves forward if there isn't enough budget to fulfill the job. Ms. Metcalf answered this will be evaluated during our configuration activities.

Account Management and Financial Reporting

A participant asked if there is a Central FLAIR and Departmental FLAIR reconciliation for Pilot organizations. Ms. Metcalf responded there is no Departmental FLAIR to Florida PALM reconciliation for Pilot organizations, all reconciliation is done within Florida PALM. During the interim, Wave organizations reconcile Departmental FLAIR to Florida PALM. Many interim reports are available to assist with reconciliation. Ms. Porter added that although Departmental FLAIR to Central FLAIR reconciliation is obsolete, organizations should still perform analytical and trial balance reviews to make sure transactions are recorded as anticipated. Ms. Janice Jackson, Florida PALM, added reconciliation processes are captured in the standardized business processes.

Ms. McWilliams asked for further explanation of the transactional fund, and if it applies to both revenue and disbursement transactions. Ms. Jackson stated the transactional fund is what is currently recognized as the fund in FLAIR and used for both revenue and disbursement transactions. The first three characters remain as the state level identifier to that fund and the last two characters become the future Fund Identifier (FID). Ms. Jackson added that the last two characters are independently assigned values. If an organization requests to have additional fund breakdowns, then the system numbers them accordingly.

Mr. Mounts asked if there are different types of crosswalks. Ms. Jackson answered, from the Chart of Accounts perspective, there is one primary crosswalk that take the combinations we need from FLAIR and turns it into the value we need in Florida PALM. That Florida PALM value can then be cross-walked back to FLAIR values. Different values may be added, but only one crosswalk is used.

Mr. Mounts asked if agency-controlled values are included on the crosswalk. Ms. Jackson answered agency-controlled values are not included on the crosswalk for Wave organizations because we don't intend to bring Wave organizations unique values into Florida PALM. There may, however, be cross-walking for Pilot agencies.

Mr. Mounts asked if Wave organizations take any actions to perform monthly closing in Florida PALM. Ms. Jackson referred Mr. Mounts to interim process I.10.3 Analyze, Reconcile and Close, which contain the reconciliation steps needed to keep both systems in sync. Mr. Mounts asked if there is a hard stop that ends reconciliation if the monthly balance is zero and Ms. Jackson answered no.

Budget Management

Ms. Cheryl Ward, DOT, asked if budget is allotted in both Florida PALM and Departmental FLAIR for Wave organizations. Mr. Robert Hicks, Florida PALM, answered Wave organization allotments are only recorded in Departmental FLAIR.

Mr. Mounts asked if budget checking in Florida PALM for Wave organizations is at the Legislative Appropriations System/Planning and Budgeting Subsystem (LAS/PBS) appropriation and release

level. Mr. Hicks answered yes; appropriations, releases and reserves are controlled at the DFS enterprise level and set to control with a hard stop. Allotments are not recorded in Florida PALM for Wave organizations.

Mr. Mounts asked if Florida PALM holds budget balances carried forward from the previous year. Mr. Hicks responded this will be included in the cut-over process that impacts all process areas. Florida PALM isn't yet prepared to define all intricacies of the cut-over process.

Mr. Mounts asked if encumbrances affect Commitment Control (KK) ledgers or budget checking for Wave organizations. Ms. Metcalf answered KK ledgers and budget checking in Florida PALM is not affected by encumbrances entered in Departmental FLAIR. Encumbrance checking happens in Departmental FLAIR today and this process continues during the interim period.

Mr. Mounts asked if encumbrances are available on Florida PALM reports, and Ms. Metcalf responded encumbrances are available on Florida PALM reports for Pilot organizations, not Wave organizations.

General

Mr. Dean Brown, State Courts System, asked if Departmental FLAIR and Report Distribution System (RDS) access is transferred to Florida PALM. Ms. Metcalf answered access is based on role mapping and security. Mr. Brown also asked if RDS forms can be split in Florida PALM the way they are currently done in RDS. Ms. Porter responded reporting in Florida PALM is more robust and is different than RDS reporting. Mr. Brown asked if scripts are provided for Information Technology (IT) to make coding changes in the current business systems that interface with Information Warehouse (IW) or Managed Reporting Environment (MRE). Ms. Porter answered, the Interface team is working with organizations to provide legacy-like file formats.

Mr. Mounts asked how long a Florida PALM session remains active before you must log on again. Ms. Metcalf answered this has not yet been determined.

The meeting adjourned at 10:30 a.m.