

Date	11/05/2019	Time	9:00 a.m. - 12:00 p.m.
Location	First District Court of Appeal 2000 Drayton Drive Tallahassee, FL 32311		
Objective	Interim Business Process Models Overview with DFS		
Attendees	Selected DFS participants		
Attachments/ Related Documents	Agenda Presentation		
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 provide an overview of the interim business process models and to 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.

1.30.1 – Set Up and Maintain Suppliers: Facilitated by Sean Buchanan, Florida PALM

A participant asked the following questions:

- If supplier and vendor were the same
- If organizations process encumbrances through Departmental FLAIR until all organizations have been onboarded to Florida PALM
- What is meant by getting the EFT file, a Central FLAIR file into Departmental FLAIR

Mr. Buchanan provided the following responses:

- Supplier and vendor are the same

- Wave organizations process encumbrances through Departmental FLAIR, Pilot organizations use Florida PALM
- EFT data is sent from Florida PALM to Departmental FLAIR on the same file

A participant asked for clarification on whether organizations will lose the ability to add/update the SWVF in Departmental FLAIR when Florida PALM goes live in July 2021. Mr. Buchanan responded yes, Florida PALM is the repository for all vendor or supplier updates for both Wave and Pilot organizations.

A participant asked if the MyFloridaMarketplace (MFMP) file will still be used for vendor updates. Mr. Buchanan answered yes, MFMP will still be used for updating the supplier record within Florida PALM. A participant asked if MFMP comes in pre-approved. Mr. Buchanan responded yes.

A participant asked what is done about supplier data collisions. A data collision was described as the same Federal Employer Identification Number (FEIN) in MFMP, but a different address or artifact difference entered by the organization. Mr. Buchanan answered there is a pause for all W-9 applicable suppliers. The W-9 is reviewed for validity of the TIN number. There is also a process to check for load errors.

Another participant asked if Florida PALM can keep records manually added in the SWVF in sync with records manually added in MFMP. Mr. Buchanan answered there is a process for keeping records in sync with one another. Ms. Robertson added the timing of business rules is still being determined. We have designed the business processes, but still working through how everything works together.

A participant asked if employees are brought in as suppliers and if organizations can create employee/supplier records. Mr. Buchanan replied there are interfaces that import employee records, and there are controls around who can create an employee record. There were no additional questions from the audience.

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

A participant mentioned vouchers can currently have multiple invoices and a unique Statewide Document Number (SWDN). When data is transferred to Florida PALM, each voucher has one invoice. The participant wanted to know how that data crosswalks into Florida PALM. Ms. Robertson responded it was part of interface design and has not been fully solutioned.

A participant asked if the failed transaction file (TR58) will still generate correcting entries for Wave organizations. Ms. Lane answered yes, that is the intent. However, manual entries are needed for the transactions not systematically corrected.

A participant asked if Pilot organizations have access to correct or delete a voucher with budget or cash errors. The participant also asked if vouchers are updated or deleted in both Florida PALM and Departmental FLAIR. Ms. Lane responded in addition to Pilot organizations, Wave organizations have limited access to correct or delete a voucher with budget or cash errors. Ms. Lane also reiterated manual entries are needed in Departmental FLAIR for the transactions not systematically corrected to keep both systems in sync.

A participant asked if there is a limit to the number of Wave organizations users with update capability in Florida PALM. Ms. Lane answered that number hasn't yet been determined.

1.30.3.B – Audit Vouchers: Facilitated by Joanne Lane, Florida PALM

A participant asked if the voucher status includes the reason why a voucher is returned, and Ms. Lane answered yes.

1.30.4 – Process Pay Cycle: Facilitated by Sean Buchanan, Florida PALM

A participant inquired whether the pay cycle times for Wave and Pilot organizations are different. Mr. Buchanan responded the cycle times have not yet been determined. The participant also mentioned manual vouchers created in Central FLAIR require a bookkeeping entry in Departmental FLAIR. The participant asked if the bookkeeping entry is done in Florida PALM for Wave organizations. Mr. Buchanan answered in Florida PALM, vouchers can be done with an immediate pay cycle. Once the voucher is created and necessary coding applied, pay cycle generates the payment.

A participant mentioned manual Electronic Funds Transfer (EFT) vouchers produce warrants three days later. The participant asked if the process remains the same in Florida PALM or if we'll have same day ACH payments. Mr. Buchanan answered there is no change to this process in Florida PALM.

A participant mentioned a current process that creates blank warrants for use for manual payments. Mr. Buchanan answered that this process can continue.

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

A participant asked if Payroll will still manage payroll stale warrants. Mr. Buchanan answered yes, there is a role to manage stale payments in Florida PALM, which includes payroll.

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

A participant asked for clarification on Treasury's role in cancelling payments. Mr. Buchanan answered it was related to the Consolidated Revolving Account (CRA).

Another participant asked if the payment status report is available daily. Mr. Buchanan responded yes, and it can also be run ad hoc.

A participant asked for elaboration on the variance that reads 'Wave organization approval to initiate a payment cancellation occurs outside of Florida PALM'. Mr. Buchanan clarified by saying Wave organizations continue the necessary approval steps within their organization prior to entering cancellations in Florida PALM.

1.30.6 – Manage Tax Reporting: Facilitated by Sean Buchanan, Florida PALM

A participant asked if the ability to update vouchers is available at Pilot go-live. Mr. Buchanan answered yes. A participant asked what happens to the 1099 transactions that occurred the first half of the year, prior to Pilot go-live. Ms. Robertson answered we are still working through cutover activities.

A participant asked if Florida PALM uses object code as a qualifier in addition to using the business designation (e.g., sole proprietor). Mr. Buchanan answered the process going forward is a combination of supplier profile configuration and the object code.

1.30.7 – Accounts Payable (AP) Period Close: Facilitated by Joanne Lane, Florida PALM
There were no questions asked about this interim process.

Asset Accounting and Management: Facilitated by Heather Cleary, Florida PALM

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

1.40.2 – Asset Transfers: Facilitated by Heather Cleary, Florida PALM

A participant asked for the difference between retiring and transferring an asset. Ms. Cleary explained that retiring means the asset is going away and transferring means the asset is being retired in one organization and created in another organization. A participant followed up by asking if the retired asset no longer exists in Departmental FLAIR, does it exist in Florida PALM. Ms. Cleary clarified by stating if an asset is retired in Departmental FLAIR and created in Florida PALM, it is only active in Florida PALM. The participant then asked if the property for Pilot organizations is retired and transferred at go-live. Ms. Robertson answered we are still working on the conversion aspect.

A participant asked if there are two books of record for financial reporting; Florida PALM and Departmental FLAIR. Ms. Robertson responded that property detail is in Departmental FLAIR for Wave organizations, but the balances are recorded in Florida PALM. The book of record is Florida PALM.

1.40.4 Asset Management Period Close: Facilitated by Heather Cleary, Florida PALM
There were no questions asked about this interim process.

Revenue Accounting: Facilitated by Yorke Davis, Florida PALM

Mr. Yorke Davis, 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 Yorke Davis, Florida PALM

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

1.60.2.A – Deposits and Bank Reconciliation: Facilitated by Yorke Davis, Florida PALM

A participant asked if Florida PALM is the financial reporting system for deposits. Mr. Davis responded yes. The participant then asked if Florida PALM becomes the General Ledger for the State. Ms. Robertson responded yes, for cash and budget for all organizations. However, there won't be projects, grants, or OCA for Wave organizations.

I.60.2.B – Returned Items: Facilitated by Yorke Davis, Florida PALM

There were no questions asked about this interim process.

I.60.2.C – Wave Revenue Reclass: Facilitated by Yorke Davis, Florida PALM

Participants asked if the Wave Revenue Reclass process includes the \$0 Treasurer's Receipt and the TR94 processes. Mr. Davis replied yes. The Revenue to Revenue (TR94) process is handled by a Journal Entry 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) applications 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 Tiffany Porter, 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

There were no questions asked about this interim process.

I.80.2.B – GR Service Charge Payment: Facilitated by Tiffany Porter, Florida PALM

There were no questions asked about this interim process.

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 Tiffany Porter, 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

There were no questions asked about this interim process.

I.80.2.F – Annual Cash Management Improvement Act (CMIA) Report: Facilitated by Tiffany Porter, Florida PALM

A participant asked how Florida PALM will collect reporting information before Pilot go-live. Ms. Robertson answered there is a transition period to collect this data.

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. 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.

1.10.1 – Establish Statewide Values: Facilitated by Lavondria Norton, Florida PALM

A participant asked if the crosswalk is accessible in Florida PALM and Ms. Norton answered yes. Another participant inquired about the process to add new values to the crosswalk. Ms. Norton responded that A&A is responsible for titling new values within Florida PALM and Departmental FLAIR and adding to the crosswalk. A participant asked if the Account Description (AD) files still exist or if the entire functionality goes away. Ms. Norton responded the AD file as well as the Account Add (AA) functionality are both non-existent during the interim process.

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

There were no questions asked about this interim process.

1.10.3 – Analyze, Reconcile, and Close Accounts: Facilitated by Lavondria Norton, Florida PALM

A participant asked how balances are imported to Florida PALM. Ms. Norton replied that organizations continue their work in Departmental FLAIR. The balance data is transferred to the Statewide Financial System (SWFS) for A&A cleanup. The data then interfaces and posts into Florida PALM.

Budget Management: Facilitated by Janice Jackson, Florida PALM

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

1.20.2 – Budget Execution and Management: Facilitated by Janice Jackson, Florida PALM

There were no questions asked about this interim process.

1.20.3 – Perform Budget Close: Facilitated by Janice Jackson, Florida PALM

A participant asked if A&A can access Florida PALM during the interim period to see encumbrances for both Wave and Pilot organizations at fiscal year-end or is it strictly budgetary and cash balances. Ms. Jackson answered encumbrances remain in Departmental FLAIR for Wave organizations. Data is imported through SWFS to get balances into Florida PALM to be used in preparation of the Comprehensive Annual Financial Report (CAFR).

Another participant asked if A&A will have two closings. Ms. Jackson responded that while this may be a transition decision, the goal is to perform closing in Florida PALM.

Wrap up and Next Steps: Facilitated by Matt Cole, Florida PALM

Mr. Cole closed out the session by asking participants for feedback via the pulse survey. He also stated questions the participants may have should be funneled through their agency liaisons. Mr. Cole reminded participants about the upcoming office hours, where additional questions and concerns are addressed.

The meeting adjourned at 12:00 p.m.