Agenda

- Welcome and Introductions
- Solution Analysis and Design Overview
- Representative Agencies Workgroups (RAW) Overview
- Florida PALM Solution Overview
- Wrap-up and Next Steps
WELCOME AND INTRODUCTIONS
Implement a statewide accounting system that enforces standardization, acts as a scalable foundation to evolve as business needs change, and positions Florida for future innovation as it considers a true enterprise-wide solution.
Welcome and Introductions

Who are we?

- Housekeeping
  - Facilities Logistics
  - Cell Phone on Silent
  - Participant Questions
  - Break (No Later Than 10:15 a.m.)
  - Public Meeting with Published Meeting Minutes
- Introductions of Participating Organizations
Welcome and Introductions

Who are we?

<table>
<thead>
<tr>
<th>AHCA</th>
<th>DEP</th>
<th>DOS</th>
<th>LAS/PBS</th>
</tr>
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<tbody>
<tr>
<td>DACS</td>
<td>DFS</td>
<td>DOT</td>
<td>Lottery</td>
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<tr>
<td>DBPR</td>
<td>DLA</td>
<td>EOG</td>
<td>MFMP</td>
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<tr>
<td>DCF</td>
<td>DMS</td>
<td>FDLE</td>
<td>Auditor General</td>
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<td>DEM</td>
<td>DOH</td>
<td>FWC</td>
<td>A&amp;A</td>
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<tr>
<td>DEO</td>
<td>DOR</td>
<td>HSMV</td>
<td>Treasury</td>
</tr>
</tbody>
</table>
SOLUTION ANALYSIS AND DESIGN OVERVIEW
Established in July 2014 when the Legislature appropriated funds to begin the replacement of Florida Accounting Information Resource subsystem (FLAIR) and the Cash Management subsystem (CMS) after the completion of the FLAIR Study in March 2014

Florida PALM will replace the four components of FLAIR (Central, Departmental, Information Warehouse, Payroll) and select components of CMS

In July 2018, the CFO signed the contract for software and services
Solution Analysis and Design Overview

Project Overview

The Florida PALM Story
Solution Analysis and Design Overview

Project Overview

- During the life of the Project, through collaboration across the State, we have:
  - Created Business Requirements, which document what we want the capabilities of the new solution to be
  - Produced Level 2 Standardized Business Process Models, which document what we want the State’s business processes to be
  - Enhanced our understanding of the Solution capabilities by partnering with other local entities that use the same software
Solution Analysis and Design Overview

Project Overview

<table>
<thead>
<tr>
<th>Fiscal Year</th>
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</tbody>
</table>

Phase 1

90 Months

Phase 2

21 Months
Solution Analysis and Design Overview

Project Overview

Fiscal Year


Phase 1

90 Months

Pilot

Design-Build-Test

Post-impl Support

20 Months

Agy Soin Conf

9 Months

Wave 1

Build-Test

Wave 2

Build-Test

Wave 3

Design-Build-Test

Payroll functionality
(all agencies)

Phase 2

Design-Build-Test

Remaining functionality
(all agencies)

Production Support

72 Months

Initial Functionality
(Select agencies)

Initial Functionality
(1/2 agency users)

Initial Functionality
(1/2 agency users)

Go-live

A focus will be placed on readiness activities for the next waves.
# Solution Analysis and Design Overview

## Project Overview

<table>
<thead>
<tr>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 18/19 (Year 1)</td>
<td>FY 19/20 (Year 2)</td>
<td>FY 20/21 (Year 3)</td>
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</tbody>
</table>

### DDI Phase 1 (81 months)
- FY 18/19 (Year 1)
- FY 19/20 (Year 2)
- FY 20/21 (Year 3)
- FY 21/22 (Year 4)

### Pilot (39 months)
- Initiate
- Establishes approach
- Designs the Solution and creates foundation for all Agencies to use when they go live
- Configures and builds State-specific items into the Solution and engages Pilot Agencies for their activities
- Validates the Solution and Pilot Agencies are ready for deployment
- Deploys the Solution, Training, and Help Desk to Pilot Agencies
- Supports users and the business

### Pilot Design-Build-Test (36 months)
- Establishes approach
- Designs the Solution and creates foundation for all Agencies to use when they go live
- Configures and builds State-specific items into the Solution and engages Pilot Agencies for their activities
- Validates the Solution and Pilot Agencies are ready for deployment
- Deploys the Solution, Training, and Help Desk to Pilot Agencies
- Supports users and the business

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FloridaPalm
Planning, Accounting, and Ledger Management

Representative Agencies Workgroups Kickoff
02/21/2019
Solution Analysis and Design Overview

Design Activities

- Each Phase and Wave is made up of five segments that represent the progressive development of the Solution design
- Chart of Account Design is a sixth segment that will define for all Phases and Waves, during the Pilot period

![Diagram showing the design activities with Project Recommended Solution, Representative Agencies Workgroup Solution, All Agencies Confirmation, Project and Executive Steering Committee Review and Approval, and All Agencies Workshops. Chart of Accounts Design is indicated at the bottom.](chart_of_account_design_diagram.png)
# Solution Analysis and Design Overview

## Design Activities

### Fiscal Year

<table>
<thead>
<tr>
<th>Year</th>
<th>DDI Phase 1</th>
<th>90 Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018/2019</td>
<td></td>
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<tr>
<td>2019/2020</td>
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<td>2020/2021</td>
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<td>2021/2022</td>
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<td>2022/2023</td>
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<td>2023/2024</td>
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<td>2024/2025</td>
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<td>2025/2026</td>
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<tr>
<td>2026/2027</td>
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</tbody>
</table>

### Design-Build-Test

- Wave 1: 36 Months
- Wave 2: 15 Months
- Wave 3: 21 Months
- DDI Phase 2: 21 Months
- Post-impln Support: 20 Months
- Adopt
- Payroll SMA

### Post-impln Support

- Wave 1: 15 Months
- Wave 2: 15 Months
- Wave 3: 21 Months
- DDI Phase 2: 21 Months

### Application of lessons learned and identification of how Agencies will implement the Solution

- Project Recommended Solution
- Representative Agencies Workgroup Solution
- All Agencies Confirmation
- Project and Executive Steering Committee Review and Approval
- All Agencies Workshops
- Chart of Accounts Design (For All Phases and Waves)

### Go-live

- 72 Months
- Adopt

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**Representative Agencies Workgroup Kickoff**

02/21/2019

**FloridaPalm**

Planning, Accounting, and Ledger Management
Solution Analysis and Design Overview

Design Activities

- Each segment includes activities focused on defining/refining the solution and communicating with impacted stakeholders

<table>
<thead>
<tr>
<th>Segments</th>
<th>Activities</th>
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</thead>
<tbody>
<tr>
<td>Project Recommended Solution</td>
<td>• Define Solution&lt;br&gt;• Conduct Strategic Design Sessions (<em>During Pilot Only</em>)</td>
</tr>
<tr>
<td>Representative Agencies Workgroup Solution</td>
<td>• Conduct Representative Agencies Workgroups (RAWs)&lt;br&gt;• Refine Solution</td>
</tr>
<tr>
<td>All Agencies Confirmation</td>
<td>• Conduct Feedback Workshops with All Agencies&lt;br&gt;• Refine Solution</td>
</tr>
<tr>
<td>Project and Executive Steering Committee Review and Approval</td>
<td>• Conduct Review Sessions&lt;br&gt;• Finalize and Approve Solution</td>
</tr>
<tr>
<td>All Agencies Workshops</td>
<td>• Conduct All Agencies Workshops&lt;br&gt;• Finalize Solution Design Documents</td>
</tr>
<tr>
<td>COA Design (<em>During Pilot Only</em>)</td>
<td>• Design COA</td>
</tr>
</tbody>
</table>
The Solution design is documented in the Standardized Business Process Models.

Design activities are supported by Prototype environment(s).

The Solution discussion with Agencies will be organized around Workstreams:
- A – Account and Budget Management and Financial Reporting
- B – Disbursements and Asset Accounting and Management
- C – Revenue Accounting and Accounts Receivables
- D – Treasury and Cash Management
Solution Analysis and Design Overview

Design Activities Timeline

- **10/2018 – 02/2019**: Project Recommended Solution
- **02/2019 – 04/2019**: Representative Agencies Workgroup Solution
- **04/2019 – 05/2019**: All Agencies Confirmation
- **06/2019 – 08/2019**: Project and Executive Steering Committee Review and Approval
- **09/2019 – 10/2019**: All Agencies Workshops

*Chart of Accounts Design*

- **12/2018 – 10/2019**
Solution Analysis and Design Overview

Project Recommended Solution

- Define the Solution
  - Drafted Standardized Business Process Models
  - Met with DFS Divisions of Accounting and Auditing and Treasury

- Conduct Strategic Design Sessions
  - Conducted Leading Practice Workshops in December 2018
  - Discussed 35 Leading Practices over the following topics:
    - Chart of Accounts Design
    - Approach for Managing Customer Record
    - Billing and Accounts Receivable Chain of Activities
    - Accounts Payable Chain of Activities
    - Approach to Reporting and Business Intelligence
## Solution Analysis and Design Overview

### Project Recommended Solution

#### Workstream A

<table>
<thead>
<tr>
<th>Business Process Grouping</th>
<th>Business Processes</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 - Account Management and Financial Reporting (AMFR)</td>
<td>10.1 - Set Up and Maintain Chart of Accounts</td>
</tr>
<tr>
<td></td>
<td>10.2 - Enter and Process Journals</td>
</tr>
<tr>
<td></td>
<td>10.3 - Analyze and Reconcile Accounts</td>
</tr>
<tr>
<td></td>
<td>10.4 - Close General Ledger and Consolidate Results</td>
</tr>
<tr>
<td>20 - Budget Management (BM)</td>
<td>20.5 - Budget Execution and Management</td>
</tr>
<tr>
<td></td>
<td>20.6 - Enter and Process Budget Journals</td>
</tr>
<tr>
<td></td>
<td>20.7 - Perform Budget Close</td>
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</tbody>
</table>

#### Workstream B

<table>
<thead>
<tr>
<th>Business Process Grouping</th>
<th>Business Processes</th>
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<tbody>
<tr>
<td>30 - Disbursements Management (DM)</td>
<td>30.1 - Set Up and Maintain Suppliers</td>
</tr>
<tr>
<td></td>
<td>30.2 - Establish Encumbrances</td>
</tr>
<tr>
<td></td>
<td>30.3 - Enter and Process Vouchers</td>
</tr>
<tr>
<td></td>
<td>30.4 - Process and Manage Payments</td>
</tr>
<tr>
<td></td>
<td>30.5 - Process 1099 Tax and Supplier Withholdings</td>
</tr>
<tr>
<td>40 - Asset Accounting and Management (AAM)</td>
<td>40.1 - Acquire and Set Up Assets</td>
</tr>
<tr>
<td></td>
<td>40.2 - Deploy and Maintain Assets</td>
</tr>
<tr>
<td></td>
<td>40.3 - Set Up and Maintain Asset Controls</td>
</tr>
</tbody>
</table>

#### Workstream C

<table>
<thead>
<tr>
<th>Business Process Grouping</th>
<th>Business Processes</th>
</tr>
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<tbody>
<tr>
<td>50 - Revenue Accounting (RA)</td>
<td>50.1 - Set Up and Maintain Customer</td>
</tr>
<tr>
<td></td>
<td>50.2 - Enter and Maintain Bills</td>
</tr>
<tr>
<td>60 - Accounts Receivables (AR)</td>
<td>60.1 - Enter and Maintain Receivables</td>
</tr>
<tr>
<td></td>
<td>60.2 - Deposit and Apply Receipts</td>
</tr>
<tr>
<td></td>
<td>60.3 - Perform Collections and Aging</td>
</tr>
</tbody>
</table>

#### Workstream D

<table>
<thead>
<tr>
<th>Business Process Grouping</th>
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<tbody>
<tr>
<td>70 - Treasury Management (TM)</td>
<td>70.1 - Manage Banking Relationships</td>
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<tr>
<td></td>
<td>70.2 - Manage and Reconcile Bank Statements</td>
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<tr>
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<td>70.3 - Process Bank Cash Transfers</td>
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<tr>
<td></td>
<td>70.4 - Reconcile Book to Bank Balances</td>
</tr>
<tr>
<td></td>
<td>70.5 - Create and Maintain Deals</td>
</tr>
<tr>
<td></td>
<td>70.6 - Manage Investment Pools</td>
</tr>
<tr>
<td></td>
<td>70.7 - Manage and Forecast Bank Cash Position</td>
</tr>
<tr>
<td>80 - Cash Management (CM)</td>
<td>80.1 - Monitor and Manage Fund Cash</td>
</tr>
<tr>
<td></td>
<td>80.2 - Manage Cash Checking</td>
</tr>
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</table>
Representative Agencies Workgroup (RAW) Overview
Workgroups will be conducted to refine the Project recommended solution through group review and discussion of the draft standardized business process models.

The workgroups will be organized by workstream and business process grouping.
RAW Overview
Workgroup Calendar

- Six weeks, excluding Spring Break week
- Avoids Mondays and Fridays
- Number of sessions based on quantity of materials to cover

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
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<tbody>
<tr>
<td>Week 1</td>
<td>02/25</td>
<td>02/26</td>
<td>02/27</td>
<td>02/28</td>
<td>03/01</td>
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<tr>
<td>AM</td>
<td>AMFR 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>PM</td>
<td></td>
<td>DM1</td>
<td>TM1</td>
<td></td>
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<tr>
<td>Week 2</td>
<td>03/04</td>
<td>03/05</td>
<td>03/06</td>
<td>03/07</td>
<td>03/08</td>
</tr>
<tr>
<td>AM</td>
<td>RA 1</td>
<td>DM 2</td>
<td>BM 1</td>
<td>AR 1</td>
<td></td>
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<tr>
<td>PM</td>
<td>TM 2</td>
<td>DM 3</td>
<td>AMFR 2, BM2, &amp; CM1</td>
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<tr>
<td>Week 3</td>
<td>03/11</td>
<td>03/12</td>
<td>03/13</td>
<td>03/14</td>
<td>03/15</td>
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<tr>
<td>AM</td>
<td>RA 2</td>
<td>CM 2</td>
<td>AR 2</td>
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<tr>
<td>PM</td>
<td>CM 3</td>
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<td>Week 4</td>
<td>03/25</td>
<td>03/26</td>
<td>03/27</td>
<td>03/28</td>
<td>03/29</td>
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<tr>
<td>AM</td>
<td>AMFR 3</td>
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<td>AMFR 4</td>
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<tr>
<td>PM</td>
<td>AAM 1</td>
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<td>BM 3</td>
<td>AAM 2</td>
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<td>04/05</td>
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<tr>
<td>AM</td>
<td>AMFR 5</td>
<td></td>
<td>DM 5</td>
<td></td>
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<tr>
<td>PM</td>
<td>BM 4 &amp; CM 4</td>
<td>AAM 3</td>
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<td>Week 6</td>
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<td>04/09</td>
<td>04/10</td>
<td>04/11</td>
<td>04/12</td>
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<tr>
<td>AM</td>
<td>RA 3</td>
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<td>CM 5</td>
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<tr>
<td>PM</td>
<td>AR 3</td>
<td>DM 6</td>
<td>AMFR 6 &amp; BM 5</td>
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</table>
A RAW workgroup will include the following activities:
- Registration, welcome, and introductions
- Introduction of the business process topic
- Discussion of draft business process models
- Collaboration and dialogue on the proposed processes
- Demonstration of related system functionality, as applicable
- Discussion of related business requirements, as needed
- Questions, action items, next steps
Organizations were invited to participate in workstreams to represent a combination of needs.

Intent is to foster collaboration in meaningful and manageable engagement.

Participants should have received calendar invitations for the workgroups within their business process grouping.

Organizations not invited for particular workstreams will have opportunity to review all process models during the *All Agencies Confirmation* workshops planned for this summer.
Participants are asked to:

- Participate fully and share your thinking
- Provide insight into what drives the process for your organization (i.e., compliance, statute, agency practice)
- Apply an enterprise-wide lens to the process, “What is best for Florida?”
- Have constructive dialogue on the process, be open to what is possible
- Ask questions within the session
- Be mindful of your organization’s business system and reporting needs to ensure they’re captured in the design
- Share examples (e.g., documents, reports) as input to process discussion
- Conduct any follow-up from workgroup meetings (“homework”)
As participants attend a workgroup, it is expected to bring an “enterprise-wide solution mindset”. Guiding questions:

- What is the intended outcome of this process?
- What information is needed to inform this outcome?
- Where does information come from (input), and where does information go (output)?
- How is the outcome achieved?
- Who completes this work?
- What works well in this process?
- What could improve in this process?
- What cannot change about this process? Why?
10.1 - Set Up and Maintain Chart of Accounts
10.1.3 - Add or Modify Fund Values

DFS COA Approver DFS COA Maintainer... No
4
Load Values 
to Fund 
ChartField
R3
14
Send 
Notification
Start
5
Need for Fund 
Determined
R2

Sub-Process Flow
RAW Overview

Reading the Business Process Flow

- Each Flow is numbered to indicate the Business Process and Sub-Process

10.1 - Set Up and Maintain Chart of Accounts
10.1.3 - Add or Modify Fund Values

AA.B.C
AA = Business Process Grouping
B = Business Process
C = Business Sub-Process
RAW Overview

Reading the Business Process Flow

- Shapes indicate an event or activity in the process
Indicates the start and end points in a process. The start is used to depict a trigger action that sets the process in motion.

Indicates a process or action step being performed. If the process or action is performed in Florida PALM, the icon is shaded grey.

Indicates a process or action step in a partner system. The title designates in which system the process occurs.

Indicates a process in Florida PALM that is scheduled to run automatically.
RAW Overview

Reading the Business Process Flow

- **Decision or Process Branch**
  - Indicates a question or branch in the process flow. This icon is used in flow and will **not** carry a Process Step ID number. Discussion about the alternative path is included in the step preceding or succeeding the decision point.

- **Ledger Impact**
  - Indicates that a business event results in a financial transaction that is captured in the ledger. These are **not** used in the flow.

- **Database**
  - Indicates the use of a database in the process flow.

- **Interface File**
  - Indicates when an interface file is exchanged, either to Florida PALM or from Florida PALM.
Indicates a process step where information is displayed to a person (e.g., PC user, machine operator).

Indicates designated points in the process flow to identify when a report is generated, received, or used in completing a step of the process.

Indicates a loop in the process flow to another step on the same page. It will contain an indicator to the location where the process will resume.

Indicates continuation of the same flow on another page. Icon will be used as the last step of the process flow on a given page before transitioning to a new page.
Roles that work within a business process are indicated by a **swim lane**

For example:
- EOG/OPB
- DFS COA Maintainer
- DFS COA Approver
- Agency COA Requester
Contents of the Narrative include:

- General Information
- Dependencies and Constraints
- Business Process Overview
- Subprocess Flow Details
- Ledger Impacts
- Reports
- Terminology
FLORIDA PALM SOLUTION OVERVIEW
Florida PALM Solution Overview

Functionality in Scope

- PeopleSoft v9.2:
  - PeopleSoft Financials
  - PeopleSoft Payroll

- Oracle Business Intelligence Enterprise Edition (OBIEE)

<table>
<thead>
<tr>
<th>Solution Functions by Phase and Wave</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phase 1</strong></td>
</tr>
<tr>
<td>Pilot / Wave 1 / Wave 2</td>
</tr>
<tr>
<td>- Accounts Payable</td>
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<tr>
<td>- Accounts Receivable</td>
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<tr>
<td>- Asset Accounting</td>
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<tr>
<td>- Billing</td>
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<tr>
<td>- Cash Management</td>
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<tr>
<td>- Commitment Control</td>
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<tr>
<td>- Contract Accounting (for</td>
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<tr>
<td>Integration with FACTS)</td>
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<tr>
<td>- Deal Management</td>
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<tr>
<td>- General Ledger</td>
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<tr>
<td>- Grant and Project Accounting</td>
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<tr>
<td>- Oracle Business Intelligence</td>
</tr>
<tr>
<td>- Purchasing (for Integration with</td>
</tr>
<tr>
<td>MFMP and encumbering)</td>
</tr>
<tr>
<td><strong>Phase 2</strong></td>
</tr>
<tr>
<td>Wave 3</td>
</tr>
<tr>
<td>- ePay (to support employee</td>
</tr>
<tr>
<td>self-service)</td>
</tr>
<tr>
<td>- Human Resources (to support payroll)</td>
</tr>
<tr>
<td>- Payroll</td>
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<tr>
<td>- Asset Management</td>
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<tr>
<td>- Grants Management</td>
</tr>
<tr>
<td>- Project Management</td>
</tr>
<tr>
<td>- Contract Management</td>
</tr>
</tbody>
</table>
Florida PALM Solution Overview
Anticipated Application Structure at the end of Phase 1

Legend:
- Florida PALM
- External System
- FFMIS System / Out of Scope

Florida PALM

- Transparency sites
- Collateral Administration Program (CAP)

Vendor site
- Vendor payment history
- Consolidated vendor payments

LAS/PBS (Budgeting)

myFlorida Marketplace (Purchasing)

People First (Human Resources)

Information warehouse (Reporting)

SPIA (Investing)

CD (Investing)

Archives (Reporting)

US Dept of Commerce IRS/SSA OFAC (Lexis/ Naxis US Federal Reserve)

Agency systems

Bank systems

Other financial institution systems
Florida PALM Solution Overview

Financial Management Solution

- Asset Management (Asset Accounting)
- Purchasing
- Accounts Payable
- Project Costing
- Grants
- Expenses
- Cash Mgmt, Deal Mgmt
- Customer Contracts
- Billing
- Accounts Receivable
- General Ledger / Commitment Control
- ePay
- Payroll
- Core HR (limited)

Flowchart showing the integration and processes within the financial management system.
Florida PALM Solution Overview

Financial Management Solution – Reporting

Leadership, Super Users

Oracle Business Intelligence
Financial Analytics

Target Users

PeopleSoft
Finance/Payroll
nVision, PS Query, BI Publisher

Data Extracts

Operations and Management

Strategic Analysis

- Advanced Analytics
- Exploratory, Data Discovery Sandbox
- Flexibilities in Data Structures and Data Qualities

Dashboards, KPIs & Metrics

- Analytics – Dashboards, KPI’s, Metrics, Data Visualization
- Structured, High Quality, Harmonized Data
- Ad-hoc queries, historical data analysis
- Management Reporting

Operational Reporting Analysis

- Financial Consolidation and Analysis
- Operational Analysis
- Statutory Reporting

Transactional systems

- Real Time Operational Reporting
- “Out of the Box” standard reports
- Online Inquiries
- Ad-hoc queries

Analytical Sophistication
# Florida PALM Solution Overview

## Workstreams

### Workstream A

<table>
<thead>
<tr>
<th>Business Process Grouping</th>
<th>Business Processes</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 - Account Management and Financial Reporting (AMFR)</td>
<td>10.1 - Set Up and Maintain Chart of Accounts</td>
</tr>
<tr>
<td></td>
<td>10.2 - Enter and Process Journals</td>
</tr>
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<td></td>
<td>10.3 - Analyze and Reconcile Accounts</td>
</tr>
<tr>
<td></td>
<td>10.4 - Close General Ledger and Consolidate Results</td>
</tr>
<tr>
<td>20 - Budget Management (BM)</td>
<td>20.1 - Budget Execution and Management</td>
</tr>
<tr>
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<td>20.2 - Enter and Process Budget Journals</td>
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### Workstream B

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<td>30.1 - Set Up and Maintain Suppliers</td>
</tr>
<tr>
<td></td>
<td>30.2 - Establish Encumbrances</td>
</tr>
<tr>
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<td>30.3 - Enter and Process Vouchers</td>
</tr>
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<td>30.4 - Process and Manage Payments</td>
</tr>
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<td>30.5 - Process 1099 Tax and Supplier Withholdings</td>
</tr>
<tr>
<td>40 - Asset Accounting and Management (AAM)</td>
<td>40.1 - Acquire and Set Up Assets</td>
</tr>
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<td>40.2 - Deploy and Maintain Assets</td>
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<td>40.3 - Set Up and Maintain Asset Controls</td>
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<td>50.2 - Enter and Maintain Bills</td>
</tr>
<tr>
<td>60 - Accounts Receivables (AR)</td>
<td>60.1 - Enter and Maintain Receivables</td>
</tr>
<tr>
<td></td>
<td>60.2 - Deposit and Apply Receipts</td>
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### Workstream D

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<tr>
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<tbody>
<tr>
<td>70 - Treasury Management (TM)</td>
<td>70.1 - Manage Banking Relationships</td>
</tr>
<tr>
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<td>70.2 - Manage and Reconcile Bank Statements</td>
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<td>70.6 - Manage Investment Pools</td>
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<td>70.7 - Manage and Forecast Bank Cash Position</td>
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<tr>
<td>80 - Cash Management (CM)</td>
<td>80.1 - Monitor and Manage Fund Cash</td>
</tr>
<tr>
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</tr>
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# Florida PALM Solution Overview

## Account and Budget Management and Financial Reporting

### Workstream A

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10.2 - Enter and Process Journals  
10.3 - Analyze and Reconcile Accounts  
10.4 - Close General Ledger and Consolidate Results | • Chart of Accounts  
• Enter and approve Journal Entries  
• Manage commitments and expenditures  
• Create and process allocations  
• Perform financial reporting  
• Consolidations  
• Accounting Period and Fiscal Year End Close |
| 20 - Budget Management (BM) | 20.1 - Budget Execution and Management  
20.2 - Enter and Process Budget Journals  
20.3 - Perform Budget Close | • Budget Journals, adjustments entry/approvals/posting  
• Budget controls at appropriate levels  
• Error handling options  
• Encumbrances  
• Carry forward of encumbered operating budget, open payables and receivables |
The Chart of Accounts is comprised of individual ChartFields
Florida PALM Solution Overview
Chart of Accounts – Hierarchies

- Trees are tools to establish ChartField values at summary levels, in addition to detailed levels, to enable “roll-up” reporting

Usage
- Used to translate transaction-level ChartField values to higher-level budget ChartField values
- Used in Reporting
- Used by Summary ledgers
- Used in ChartField Combination Editing
Combinations of ChartField values can be edited to determine such things as:
- Which ChartFields are required on a transaction
- Which ChartFields are not allowed based on values entered in other ChartFields

The use of ChartField Combination Editing helps to maintain data integrity across all modules.
Florida PALM Solution Overview

Budget Structures – Concepts

- **Commitment Control**
  - Represents the PeopleSoft terminology for budgetary accounting
  - Enables budget rules to control and track (i.e., control options) expenditures against expenditure budgets and revenues against revenue estimates

- **Budget Ledgers**
  - Defines the type of budget (e.g., expenditure or revenue) and the type of transaction (e.g., budgets, expenditures, revenues) that will be recorded on the ledger
  - Provides the ability to operate in multiple periods
Florida PALM Solution Overview
Budget Structures – Representative Budget Ledgers

- Revenue Estimates
- Expense Appropriation Budget
  - Release Budget
  - Reserve Budget
  - Allot Budget
- Expense Project Budget
Florida PALM Solution Overview
Disbursements and Asset Accounting and Management

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30.2 - Establish Encumbrances  
30.3 - Enter and Process Vouchers  
30.4 - Process and Manage Payments  
30.5 - Process 1099 Tax and Supplier Withholdings | • Integration with MFMP  
• Supplier set up and maintenance  
• Online voucher entry, budget checking, and approvals  
• Employee reimbursements  
• Payment auditing / sampling  
• Payments  
• Escheatment  
• 1099 reporting |
| **40 - Asset Accounting and Management (AAM)** | 40.1 - Acquire and Set Up Assets  
40.2 - Deploy and Maintain Assets  
40.3 - Set Up and Maintain Asset Controls | • Asset addition, transfers, disposal, retirement  
• Asset useful life and depreciation  
• Construction In Process (CIP) assets  
• Workflow approvals for asset additions  
• Deploy, utilize, and maintain assets  
• Physical inventory |
# Florida PALM Solution Overview

## Revenue Accounting and Accounts Receivables

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| 50 - Revenue Accounting (RA) | 50.1 - Set Up and Maintain Customer 50.2 - Enter and Maintain Bills | • Customer creation / maintenance  
• Online bill entry  
• Creation and workflow approval of bills  
• Review, finalization, and electronic billing  
• Recurring / Installment Billing |
| 60 - Accounts Receivables (AR) | 60.1 - Enter and Maintain Receivables 60.2 - Deposit and Apply Receipts 60.3 - Perform Collections and Aging | • Receipts / deposits  
• Interunit Transfers  
• Aging and collection  
• Credit and collections workbench  
• Calculation and assessment of fees  
• Dunning / delinquent notices  
• Offsetting Accounts Payable / Accounts Receivable  
• AR closeouts  
• Write-offs |
# Florida PALM Solution Overview

## Treasury and Cash Management

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70.4 - Reconcile Book to Bank Balances  
70.5 - Create and Maintain Deals  
70.6 - Manage Investment Pools  
70.7 - Manage and Forecast Bank Cash Position | • Set up and manage bank accounts  
• Reconcile accounting transactions and balances to bank transactions and bank account balances  
• Bank account transfers, EFTs, Wires  
• Track and account for all investment security activity and portfolios  
• Investment pools to track participants' balances  
• Pending sales and maturities, payments, and receipts for bank cash forecasting  
• Bank cash position reporting |
| 80 - Cash Management (CM)        | 80.1 - Monitor and Manage Fund Cash  
80.2 - Manage Cash Checking        | • Fund cash reconciliation and monitoring  
• Cash forecasting - short and long term  
• Fund investing, disinvesting, and interest distribution  
• Cash Management Improvement Act (CMIA) monitoring and reporting  
• Revolving fund transaction recording, reconciliation and replenishment |
WRAP-UP AND NEXT STEPS
Florida PALM Solution Overview
Wrap-Up and Next Steps

- Reply to follow-up email about your experience today
- Consider the information from today’s session
- Share information from today’s session with others in your organization
- Prepare to share information and to ask questions during the upcoming workgroups
- Let us know if you have any questions

….and…
CONTACT INFORMATION

CONTACT US

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PROJECT WEBSITE

WWW.MYFLORIDACFO.COM/FLORIDAPALM/