Date	12/05/2019	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			
Action Items			

Introduction: Facilitated by Deana Metcalf, Florida PALM

Ms. Deana Metcalf, Florida PALM, opened the session by capturing participant's name and organization. She stated another call-in session is scheduled for the following week, to address additional questions about the InterUnit process. Ms. Metcalf then opened the floor for questions.

Mr. John Mounts, DBPR, wanted to level-set single payee vendors and how the process works in Florida PALM. Mr. Mounts mentioned single payee vendors are currently entered in a Statewide Vendor File; and asked if organizations have access to enter them in Departmental FLAIR and if they will have access in Florida PALM to accommodate the functionality. Mr. Hemanth Agarwal, Florida PALM, responded we are working with Bureau of Vendor Relations (BVR) and discussing ways to accommodate the functionality in Florida PALM.

Ms. Lisa Simpson, DEO, asked if the vendor information should be included when the single payee file is transmitted. Mr. Agarwal answered yes, voucher payments made to a single payee need to contain the basic details of the payee (e.g., first name, last name, address). Mr. Agarwal also stated that the interface file will accommodate all those fields.

Mr. Mounts asked if Wave organizations submitting payments in Departmental FLAIR results in JT vouchers being created in Florida PALM. Ms. Metcalf stated Pilot organizations submitted questions and feedback about the inability to process their own deposits and enter their own coding. Therefore, the InterUnit process is changing for Pilot organizations. The following process change is being evaluated for Pilot organizations during the interim period. When Wave organizations pay Pilot organizations, the sending Wave organization enters the account code information in Departmental FLAIR as a JT voucher. The JT voucher is interfaced to Florida PALM as a journal entry directly into the GL, where both the Wave and Pilot organizations' account information are recorded. The Pilot organization can then complete the deposit process and input their own account code entries.

Ms. Simpson then asked how Wave organizations will receive the necessary information to complete financial statements, if Pilot organizations input their own account code entries. Ms. Metcalf answered Florida PALM reports are available to assist.

A participant asked if the reports show if a Pilot organization later reclassifies the revenue after the initial transfer has occurred. Ms. Metcalf answered if the revenue is reclassified later, the same

invoice number will need to be used on the reclassification entry to keep the transactions in sync. A participant asked if the sending organization or the receiving organization does the reclassification of revenue. Ms. Metcalf answered that the receiver performs the reclassification entry.

Mr. Mounts asked if the Statewide Document Number (SWDN) is used along with the invoice number. Ms. Reeves answered yes, the intent is to use the SWDN on the back end to link to the original transaction.

Ms. Amy Warrick, DOS, mentioned many organizations reclassify and reconcile transactions by category, rather than invoice number. Ms. Porter stated the invoice number is used to keep transactions in sync and may not be part of the financial report.

Ms. Simpson and Mr. Mounts asked about ways to prevent duplicate invoice numbers on transactions. Ms. Reeves stated one solution is to amend the invoice number to include a sequence number at the end.

Ms. Lydia Griffin, DEP, stated their organization must use the vendor's account number in the invoice number field which results in the same invoice number every monthly billing. Ms. Reeves suggested using the account number and date to create a unique invoice number. Ms. Simpson asked how frequently invoice numbers can be repeated. Mr. Agarwal answered the invoice number field is 30 characters and should never be repeated.

A participant from DOT mentioned that Wave organizations can only input 9 characters in the invoice number field in FLAIR. The participant asked how transactions between Wave and Pilot organizations will tie, if Pilot invoice numbers exceed 9 characters. Ms. Reeves answered that the system edits may be relaxed during the interim period. Ms. Simpson asked if Pilot organizations should limit their invoice numbers to fit the 9-character field in FLAIR, when paying a Wave organization. Ms. Tiffany Porter, Florida PALM, responded Wave organizations will do a deposit in Florida PALM for transfers received from Pilot organizations and can use the same invoice number from the Pilot organization. When the Wave organization keys the Departmental only entry in FLAIR, the invoice number will then need to be shortened.

Ms. Angie Booker, DEP, asked for clarification that Pilot organizations input their own account code information in Florida PALM, on transfers from Wave organizations. Ms. Booker asked if Wave organizations initiate transfers in Departmental FLAIR and Pilot organizations accept transfers in Florida PALM. Ms. Booker mentioned FLAIR requires benefitting information be input when completing transfers to other organizations. Ms. Metcalf answered the interim business process models originally showed both sides booked as a journal entry and the Pilot organization could reclassify those entries. However, Pilot organizations responded via feedback that they would rather process their own accounting through a deposit. As a result, the interim business process is being modified. Wave to Pilot transactions will create a Departmental voucher that contains both sets of coding. When the voucher is interfaced to Florida PALM, only the voucher entries for the sending Wave organization are recorded. A deposit is staged for the receiving Pilot organization that contains no accounting information. The Pilot organization can then add their accounting entries. When all organizations are implemented, the sending organization will initiate a voucher to be processed as a deposit by the receiving organization.

Ms. Booker asked how the Pilot organization knows what the Wave organization is paying for, if they add their own account code information. Ms. Metcalf responded two options are possible: both sides can be posted as a journal entry; or the voucher can be interfaced but excludes the supporting account code information.

Ms. Alexandra Weimorts, DFS, asked if Wave organizations can work with Pilot organizations during the interim period to let them know what they are receiving money for and Ms. Metcalf answered yes; if we choose the voucher deposit route.

Ms. Renee Hermeling, DFS, asked if Wave organizations will put the account code in Departmental FLAIR to process the JT. Can that information come over on the deposit, but the Pilot organization could change it if they wanted to? Ms. Metcalf answered yes, the account codes come over on the deposit. There isn't a way, without an extension to hold the information and use it for the deposit during the interim period.

Ms. McWilliams asked if Wave organizations can differentiate between payments made with multiple invoices. Ms. Reeves replied each invoice is its own voucher in Florida PALM.

Ms. Metcalf added that once all organizations are in Florida PALM, deposits are staged. This means organizations must input their own accounting entries for any payment received from another organization.

Mr. Mounts asked if there is a report that shows transactions details in Departmental FLAIR before they are interfaced to Florida PALM. Ms. Metcalf answered when the files are imported, transactions are created and only hold one side of the code. The data from the file isn't stored independently, and therefore prevents retroactively reporting on the receiving account codes. Mr. Mounts then asked if the voucher is completely disconnected from the originating FLAIR entry once it imports to Florida PALM. Ms. Metcalf answered the vouchers will be kept in sync, but there isn't a way to maintain the receiver's account code without a customization.

Ms. Simpson asked if a report can be created in Information Warehouse (IW) that shows the Departmental FLAIR information and voucher information that was input by the Wave organizations, if organizations agree with the proposed change to the interim models. Ms. Porter clarified the question and answered yes; IW reports will continue to be available for the sending and receiving organizations to view.

Ms. Hermeling asked how organizations can anticipate what transfers are for, once all organizations are implemented in Florida PALM (end-state). Ms. Metcalf answered options for a long-term solution will be explored.

Ms. Tammy Pugh, DFS, asked about reclassifying revenue to the correct accounts in the debit memo process. Ms. Pugh mentioned the revenue reclass is currently performed in their agency business system, which sends the debit entry to FLAIR. Ms. Pugh asked how this process works with Florida PALM. Ms. Metcalf answered agency business systems can interface a $0 entry to Florida PALM, if the debits and credits balance. Mr. Mounts added that once a credit has been recognized, the transaction is input in the agency business system. A $0 TR30 is then keyed in Departmental FLAIR. In the interim period, journal entries are uploaded via spreadsheet to create the $0 deposit, and a Departmental only transaction with a bookkeeping indicator is also input. Ms. Metcalf stated a Departmental only entry is needed for the original debit to the default account.

If a $0 TR30 is done in Departmental FLAIR to reclassify the revenue, it will interface and automatically post in Florida PALM.

Ms. Simpson asked how grant reporting is done if the value isn't on the transaction. Ms. LaVondria Norton, Florida PALM, answered FLAIR has a Project field and a Grant field. Florida PALM has one field that serves dual purposes, in addition to modules that support the one field. If the field labels are removed, you're left with values on the accounting lines. Values are based on their titling. If titled within the Grants module, then it's a grant related value. If titled within the Project module, it's a project related value. The functionality of the value is determined by where it is set up.

Ms. McWilliams asked where are grants seen, where the Other Cost Accumulator (OCA) is seen, and how the two are tied. Ms. McWilliams also asked how incurred expenditures or revenue is seen. Ms. Metcalf answered the organization's grant number is stored in the Project field in Florida PALM. Ms. Norton added that OCA is an organization controlled ChartField (CF) and has been mapped in the Chart of Accounts (COA) design, therefore it will be on the face of transactions. The Project CF can represent either a project value or a grant value. The relationship between grant and OCA is accommodated with the Grants Management module in Florida PALM.

Ms. Simpson asked if there is a Grants module and a Projects module in Florida PALM, or is the project part of the Grants module. Ms. Norton answered there are two modules; a Project module and a Grants module, that will support the Project CF value. Ms. Simpson asked how the relationship works between a project funded by multiple federally funded revenue sources. Ms. Norton answered a project can be funded by multiple grants and funding sources and will maintain the same Project ID number. Ms. Metcalf added this functionality will be implemented in Phase II within the Grants Management module. The Grants Management module includes the Grants Module, Project Module, percentage splits and other ways to allocate costs. Mr. Keith Myers, Florida PALM, further explained that grant number is the project number, keyed in the Project ID field on the expenditure transaction.

Ms. Metcalf also stated a project that equates to a grant can have multiple activities. Activities can also be used on transactions. Ms. Simpson asked if the activity field is available on revenue and expenditure transactions. Ms. Norton replied yes, either a revenue transaction or an expenditure transaction must be used. If you use the Project CF value, you must also have one activity value. Ms. Simpson asked if the activity field is reportable from the Project module at go-live for Pilot organizations and Ms. Norton answered yes.

Ms. Simpson asked if she would have to switch from the activity fields back to grants when the Grants Management module is implemented in Phase II. Ms. Metcalf answered no, the activity fields are still available. Ms. Reeves added that the existing processes organizations perform at Pilot go-live will remain the same. The Grants Management module adds additional functionality in Phase II.

Mr. Mounts asked if Wave organization encumbrances entered in FLAIR will interface to Florida PALM. Ms. Metcalf answered encumbrances remain in Departmental FLAIR and do not interface to Central FLAIR today. During the interim period, we will continue managing encumbrances in Departmental FLAIR.

Wrap Up

Ms. Metcalf asked if participants had additional questions, and there were none. Ms. Metcalf notified participants that they will receive information about upcoming office hours. She then reminded participants that model feedback responses are due on next Friday, December 13, 2019. Ms. Metcalf asked participants to review the process models in preparation for the InterUnit office hours session.

The meeting adjourned at 10:30 a.m.