

Date	11/14/2019	Time	9:00 a.m. -12:00 p.m.
Location	Department of Children and Families 1317 Winewood Boulevard, Building 4 Tallahassee, FL 32399		
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 Angie Robertson, Florida PALM

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

A participant asked if Pilot organizations close out the prior fiscal year in FLAIR. Ms. Robertson answered yes. Transactions and General Ledger (GL) balances exist in FLAIR; therefore, close-out happens in Departmental FLAIR with additional closing efforts taking place in the Statewide Financial Statement System. Prior year's budget moves forward from an operating perspective into Florida PALM, however financial statement activities close out in FLAIR.

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.

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

A participant asked if the Chart of Accounts (COA) crosswalk is a template to be completed by organizations. Ms. Norton replied the crosswalk design efforts are in progress. The data contained on the crosswalk consists of the 29-digit FLAIR account code and the Florida PALM equivalent ChartField (CF) strings.

Ms. Alexandra Weimorts, DFS, asked if there is a crosswalk of FLAIR transactions (e.g., TR51, 70). Ms. Norton replied GL code and object code are cross walked to the Account CF. In addition to the FLAIR 29-digit account code, the Account CF is a key value within Florida PALM. The Account CF is comprised of the transactional values needed for posting within Florida PALM to maintain consistency.

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

Ms. Lisa Simpson, DEO, asked if the Exception Processor role is for the paying organization. Ms. Porter answered yes, the sending organization works exceptions from Florida PALM. Ms. Dawn McWilliams, DOH, asked if Wave to Wave journal transfer (JT) vouchers are processed in Florida PALM and Departmental FLAIR (e.g., TR51, TR94, TR70). Ms. Porter answered transactions that create JT vouchers are in FLAIR. If a discrepancy is found and updated in Florida PALM, a matching correcting entry is needed in Departmental FLAIR. However, if all the codes are valid, additional FLAIR entries aren't needed.

A participant asked if the receiving organizations input the receiving coding like the Wave to Pilot transfers. Ms. Porter answered no, because the sending and receiving codes are on the JT. The journals post to the account designated by the receiving codes on the JT.

A participant asked how the receiving GLs that are not linked to the TR51s import without having all the elements. Ms. Porter stated the receiving account CF is mapped as part of Interface design.

A participant asked what controls the category data that is input by a receiving organization. The participant also asked if federal funds must be received in a federal receipt category. Ms. Robertson answered combo edits is a feature within Florida PALM that allow a valid combination of values. Ms. Norton further elaborated receipt of federal funds in federal receipt category is a financial statement requirement. Florida PALM is in collaboration with A&A to confirm the edits and values associated with transfers are correct for SEFA reporting.

A participant asked if organizations can establish unique object codes within Florida PALM. Ms. Norton stated organizations must work with A&A to determine if the unique value is needed. Ms. Robertson added the Florida PALM Conversion team is also beginning efforts to identify what some of those account values are and will share results.

Ms. Simpson commented it may be beneficial for the Wave to Wave organization recipient to input their coding into Florida PALM to assist with reconciliation of transfers and Form 3 preparation.

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

A participant asked if Florida PALM has staggered close dates. Ms. Norton replied the timing of close dates is in discussion and is based upon A&A determination.

A participant asked about reconciliation between Florida PALM and Departmental FLAIR and mentioned some organizations have business systems to assist with transactional level reconciliation. Ms. Norton reiterated Florida PALM intends to maintain a legacy-like reconciliation process. More discussions are forthcoming on what the reconciliation process entails.

A participant asked if corrections can be made in Departmental FLAIR only and imported into Florida PALM. Ms. Robertson stated this depends on what corrections are needed. If Departmental FLAIR needs to be corrected, the correction is done in Departmental FLAIR and will import and update Florida PALM. If the transaction was correct in Departmental FLAIR but not in Florida PALM, the correction is done in Florida PALM. If a manual correction is made in Florida PALM, a corresponding manual correction may also be needed in Departmental FLAIR.

A participant asked if Florida PALM will contain agency unique data for reconciliation purposes. Ms. Norton stated the Florida PALM reconciliation process is not at the agency unique level. During the interim, only values considered to be Statewide values to Florida PALM will be interfaced from FLAIR.

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.

Ms. Marcia Haye, DJJ, asked if Florida PALM has a function like FLAIR's Account Balance (AB) and Budget Control (BC) screens. Mr. Hicks responded organizational roles and reports are used to facilitate specific processes, such as overrides in Florida PALM.

Ms. Simpson asked if Wave organizations have log-in access to Florida PALM to delete or edit transactions. Mr. Hicks answered yes, Wave organization roles can access Florida PALM to make updates without interacting with A&A.

Ms. Simpson asked if payroll will continue to create atypical unexpended release balances in Florida PALM. Mr. Hicks stated if an atypical balance is encountered, payroll will continue as the process will mirror the existing process with the Bureau of State Payrolls (BOSP) contacting organizations for appropriate modifications.

1.20.2 – Budget Execution and Management: Facilitated by Robert Hicks, Florida PALM

There were no questions about this Interim Process.

1.20.3 – Perform Budget Close: Facilitated by Robert Hicks, Florida PALM

Ms. Simpson asked if there is an interface between Departmental FLAIR and Florida PALM for payables details. Mr. Hicks answered yes. The carry forward and certified forward processes are more robust but doesn't change during the transition into 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 standard formats, related activities, collaboration efforts and next steps.

Ms. Simpson asked how many report writers are being trained for each agency. Ms. Robertson answered a role mapping exercise takes place next summer/fall. Organizations can identify the number of report writers needed for each role. However, this is contingent upon organizational needs.

A participant asked if a system like the Information Warehouse is available for reporting outside of Florida PALM once conversion is complete. The participant further stated she uses crosswalks to classify many object codes and needs the ability to access the information outside of Florida PALM. Ms. Robertson answered the concept of trees is one way to categorize or classify CF values. That way, the relationship or hierarchy is always there. BI Tools are available as well as excel. Organization's specific examples and scenarios can be further explored once we approach their Wave.

Ms. Weimorts asked how Florida PALM plans to build and support the standard reports inventory list provided to agencies. Ms. Chung responded once confirmations are received, the Reports team reviews each classification and decides which is the best fit. Ms. Weimorts then asked if all reports listed on the reports package were extractable to Excel. Mr. Binoy Saha, Florida PALM, answered the total list was compiled from all business processes. Of the total list, there are some delivered inquiry screens, and some are Excel extractable. Ms. Weimorts then asked if the Report Writer role is envisioned to be a technical role or a functional role. Mr. Saha stated that is an agency decision and should be based on who they determine would best fit the role. Ms. Weimorts then asked if Wave organizations have access to Florida PALM to run reports at Pilot go-live. Mr. Saha answered Wave organizations have access to run reports identified for interim processes.

A participant questioned how long data is kept in Florida PALM and asked how long live queries are available. Ms. Robertson answered we have the ability as a State to make that decision as we determine the data needs. We can maintain larger amounts of data for a longer period.

A participant asked if the following features were available on the inquiry screen in Florida PALM: data range, scheduling and emailing, and Mr. Saha answered yes.

Ms. Simpson asked if Report Writers develop data in a test environment prior to Florida PALM validating and moving to production. Ms. Simpson also asked if the production environment is enterprise-wide or agency specific. Mr. Matt Cole, Florida PALM, stated prior to go-live, Report Writers build reports during User Acceptance Testing, in a testing environment. The reports are then migrated to production. Once we've moved into a production environment, the Report Writers are building reports in production. Mr. Cole also stated there is a way to designate reports as agency specific. Anything intended to be enterprise would likely be vetted through Florida Palm first.

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 if there was a current mapping between FLAIR and Florida PALM COA values. Ms. Robertson answered yes, a crosswalk of mapped fields is available on the Florida PALM website. However, the data values have not yet been defined. The participant then asked when the data values would be mapped. Ms. Robertson estimated the values being mapped within the next couple of months.

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.

A participant asked which transaction components, beyond the COA, are referenced in the encumbrance conversion layout. Ms. Robertson answered in addition to the COA, the layout includes anything needed to complete a transaction.

A participant asked if data cleanup includes the master balance. Ms. Robertson responded yes, because that is the ledger balance brought forward into Florida PALM.

A participant asked if determining options for using COA values or other agency preparation is needed for data conversion prior to the Spring office hours. Mr. Khandelwal answered Florida PALM will provide a sample layout for each data component prior to the Spring office hours. Agencies should refer to the sample layout to know what source information is needed.

Ms. Simpson mentioned that since DOR provides services on behalf of other agencies, there should be conversation around the business process for each agency's unique scenario.

Ms. Tammy Pugh, DFS, asked if agencies continue to receive a batch error report. Ms. Robertson answered a standard error report is produced each time there is an interface between an external system. Ms. Pugh then asked how the report is received. Ms. Robertson answered errors are immediately received for spreadsheet uploads. If the data is received in a batch upload, the error report is accessed through the report distribution. Reports can also be configured for email.

Ms. Weimorts mentioned sometimes agencies issue warrants to other State agencies, and sometimes they create a JT for services provided. Ms. Weimorts asked what the process is in Florida PALM. Ms. Robertson stated the System should recognize payments made to other State agencies during the batch load process, and it processes according to our standard process.

Ms. Aniseh Abou-Saeb, APD, asked if agencies still receive the overnight files (e.g., master file, transaction history) or if the information is accessible in Florida PALM. Ms. Robertson answered that agencies can decide; however, informational and reporting needs are available in Florida PALM for input into an agency business system.

Wrap up and Next Steps: Facilitated by Angie Robertson, Florida PALM

Ms. Robertson closed out the session by asking participants for feedback via the pulse survey. Ms. Robertson reminded participants about the upcoming office hours, where additional questions and concerns are addressed.

The meeting adjourned at 12:00 p.m.