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| <b>Date</b>                               | 11/19/2019   | <b>Time</b> | 9:00 a.m. - 12:00 p.m. |
| <b>Location</b>                           | First District Court of Appeal<br>2000 Drayton Drive<br>Tallahassee, FL 32311                        |             |                        |
| <b>Objective</b>                          | Interim Business Process Models Workshop   |             |                        |
| <b>Attendees</b>                          | Selected organization participants   |             |                        |
| <b>Attachments/<br/>Related Documents</b> | <a href="#">Agenda</a><br><a href="#">Presentation</a><br><a href="#">Standard Reports Inventory</a> |             |                        |
| <b>Action Items</b>                       |  |             |                        |

### Introduction and Background: Facilitated by Deana Metcalf and Matt Cole, Florida PALM

Ms. Deana Metcalf, Florida PALM, welcomed attendees, reviewed the agenda, and stated the goal of the session was to 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*

Ms. Michelle Harvey, DEO, asked if Pilot organizations add vendors in Florida PALM the same way they do today in Departmental FLAIR, and Mr. Buchanan replied yes. Ms. Harvey then asked if the TIN number is formatted the same way. Mr. Buchanan answered yes, the TIN numbers are formatted the same, however the TIN is no longer the supplier number in Florida PALM. The system generates a supplier number and provides the ability to add the TIN number on the supplier file.

Mr. John Mounts, DBPR, asked for elaboration on single payment suppliers for Wave organizations, and how the concept works with the electronic forms. Mr. Buchanan answered single payment suppliers aren't entered as supplier records in Florida PALM. Wave organizations

send necessary payee information with the voucher information to Florida PALM to create a payment. Ms. Pura Ahler, DOR, asked if organizations are given the supplier number to maintain. Mr. Buchanan answered that a file is provided for organization use which includes the supplier number.

Mr. Mounts asked about the turnaround time for completing the supplier form and the ability to use payments through FLAIR. Mr. Buchanan answered the workflow and review process determines that timeframe. There is a hold on the supplier payment until the TIN number is matched. Transactions can be keyed but not processed until the TIN match is complete.

Ms. Kelly Sowell, DOT, asked if restricted users can set up suppliers in Florida PALM as they are able to do today, and Mr. Buchanan responded yes. Ms. Candice Gibson, DBPR, asked if suppliers, or organizations are responsible for updating supplier profiles in MyFloridaMarketPlace (MFMP). Mr. Buchanan answered suppliers continue to update information in MFMP and a file containing information is sent to Florida PALM to create a supplier record.

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

Mr. Mounts asked how the auto TR58 process works for voucher deletions. Ms. Lane responded that the auto TR58 process updates Departmental for vouchers deleted in Florida PALM. However, a manual deletion is required in Florida PALM.

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

Ms. Susan Lincoln, DEO, asked if multiple invoices can still be contained on one voucher. Ms. Lane replied that each invoice is translated as a separate voucher in Florida PALM. Ms. Lincoln asked if checks can include multiple funds. Ms. Lane answered that payments are made according to how they appear on the voucher. Ms. Lincoln then asked if vouchers have a grouping character field to organize work once in Florida PALM. Ms. Lane stated Wave organizations continue to use site codes in Departmental FLAIR to manage the printing and sorting of vouchers. A grouping character is not used in Florida PALM. Interface layouts and design includes consideration of the use of the grouping character. The FLAIR Statewide Document Number (SWDN) is referenced to the Florida PALM voucher number and is significant for Wave organizations to map Florida PALM transactions to Departmental FLAIR information.

Ms. Sowell asked if vouchers are submitted for audit electronically. Ms. Lane answered Wave organizations continue the current process of submitting hardcopy vouchers to DFS.

Ms. Gibson asked if Wave organizations delete voucher lines by sending a request to DFS. Ms. Lane responded Wave organizations have limited access to Florida PALM, and can delete voucher lines depending on the status of the voucher.

Mr. Jeff Porter, DEP, asked about the complexities of transfers between Wave and Pilot organizations since they are not in Florida PALM simultaneously. Ms. Lane answered the complexities were considered and are discussed later the presentation.

Mr. Mounts asked if Wave organizations print vouchers as they currently do. Ms. Lane responded Wave organizations continue to print vouchers the same as they currently do until the transition into Florida PALM. Mr. Mounts then asked for the correlation between how the voucher looks in FLAIR and Florida PALM. Ms. Lane explained that currently, a voucher can have multiple invoices. In Florida PALM each voucher has a single invoice.

Ms. Diana McSwain, DOC, asked if the one to one relationship between the invoice number and SWDN is lost. Ms. Lane answered that Florida PALM plans to use the SWDN in addition to another number on the voucher.

Kelly Adams, DACS, mentioned the automated process of translating multiple invoice numbers onto single vouchers, and asked how the process works when organizations manually assign voucher numbers. Ms. Robertson answered that was part of interface design and urged participants to write down their interface questions for future discussion.

Mr. Mounts asked how budget checking is affected for Wave organizations, and if the Available Balance (AB) file functions the same way. Ms. Lane stated these processes are similar.

*1.30.3.4 – Process Pay Cycle: Facilitated by Heather Cleary, Florida PALM*

Ms. Adams asked how errors are corrected in Departmental FLAIR and Florida PALM. Ms. Cleary replied it depends on the status of the voucher. The auto TR58 process automatically updates Departmental FLAIR. Mr. Buchanan added the timing for budget checking and cash checking is different. Cash check happens when pay cycle is run, and the processes may happen weeks apart when payment scheduling is used.

Mr. Mike Mentillo, Legislative Services, asked if Wave organizations access Florida PALM to look at the voucher status report. He also asked if Florida PALM includes the voucher number for the Departmental side on the status report since they won't match. Mr. Buchanan explained the report design is still in development, however if the voucher number is imported from Departmental FLAIR, the data element is available on the Voucher Status report.

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

There were no questions asked about this interim process.

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

Mr. Mounts asked about the turnaround time on cancelling a warrant. Mr. Buchanan stated workflow is generated in the system to cancel payments. The workflow populates in a Work Center. Work Centers are monitored daily. Turnaround time for cancelling warrants is dependent upon Work Center rules.

Ms. Harvey asked if cancel and reissue are the only options to cancel payments, or if requesting a duplicate warrant is also an option. Mr. Buchanan explained that the process is to cancel the payment then return to the same voucher and issue a new payment. Ms. McSwain asked if they can still request duplicate warrants when crossing fiscal years without impacting budget. Mr. Buchanan reiterated the same voucher is used, however, the payment is cancelled and reissued, without impacting budget.

*1.30.6 – Manage Tax Reporting: Facilitated by Heather Cleary, Florida PALM*

Mr. Tommy Lemacks, DOT, asked if the crosswalk specifies whether a supplier is 1099 reportable. Mr. Buchanan answered object code is a factor, but supplier configuration also determines whether the supplier is 1099 reportable.

*I.30.7 – Accounts Payable (AP) Period Close: Facilitated by Joanne Lane, Florida PALM*

Ms. Terry Speed, FDLE, asked if there is a standard way to reconcile Departmental FLAIR and Florida PALM. Ms. Lane stated that Florida PALM provides the data and reports needed for reconciliation. Mr. Mounts asked if a formal document exists stating payments in error status must be reconciled prior to monthly closing. Ms. Lane stated policies will determine the AP module closing rules. Reports are available to assist with reconciliation. Ms. Speed asked if there are other closings in Florida PALM. Ms. Lane answered there are module closings, which are different than the yearend closing processes.

## 15-minute Break

### Asset Accounting and Management: Facilitated by Al Brown, Florida PALM

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

*I.40.2 – Asset Transfers: Facilitated by Al Brown, Florida PALM*

A participant asked how to overcome recognizing gains or losses when retiring, not disposing of an asset. The participant further stated the system normally auto-generates gains or losses based on the outstanding balance when retiring an asset. Mr. Brown answered we acknowledge loss/gain calculations are necessary, and the way to move the asset is through retirement.

Mr. Dean Brown, State Courts System, asked if there is a way to differentiate between an asset marked as retired and transferred versus an asset that is truly retired. Mr. Al Brown responded that we do want to differentiate and still categorize the asset as a transfer. Reports and other system functionality assist with differentiating between pseudo-retired asset and fully retired asset.

*I.40.4 Asset Management Period Close: Facilitated by Al Brown, Florida PALM*

Mr. Mounts asked if Wave organizations are required to run the depreciation process before each period close. Mr. Brown responded depreciation is done prior to transferring or disposing of an asset. The system captures balances on a monthly basis, resulting from transactional or operational activity. If those activities are as accurate as possible, there is no need for a monthly depreciation.

### 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*

Mr. Mentillo asked about the process for non-revenue receivables, (i.e., expense refunds). Mr. Davis responded expenditure refunds are entered in Departmental FLAIR, become a voucher, and are interfaced into Florida PALM as a journal entry. The main change is Accounting and Auditing (A&A) audits the journal entry in Florida PALM.

Mr. Mounts asked if Wave organizations should anticipate confirmation of data processed by Department of Revenue. Ms. Metcalf answered that during the interim, DOR records deposits directly in Florida PALM to a default account on behalf of organizations. Wave organizations then enter a Departmental FLAIR only entry to match Florida PALM. After which, deposit entries can be reclassified if deemed necessary. Documentation is sent to organizations to know what was deposited on their behalf.

*1.60.2.B – Returned Items: Facilitated by Yorke Davis, Florida PALM*

There were no questions asked about this interim process.

*1.60.2.C – Wave Revenue Reclass: Facilitated by Yorke Davis, Florida PALM*

A participant asked for clarification on a Wave to Pilot revenue reclassification done in Florida PALM on whether a Wave organization records the sending side in Departmental FLAIR to remain in balance with Florida PALM. Ms. Metcalf answered yes, the two systems will need to remain in sync. Wave organizations will not use a TR94 to record this transaction, but they will use another Departmental FLAIR only transaction.

Mr. Mounts asked if the current year expenditure refunds process is similar in Florida PALM. Mr. Davis replied yes, the process is similar. The A&A approval happens in Florida PALM through the journal entry. If the transaction is rejected and the voucher is deleted, a TR58 reverses the accounting and updates Departmental FLAIR.

A participant asked if revenue transfers journal entries to Pilot organizations include transfers using non-operating budget. Ms. Metcalf answered no, this process only includes true revenue to revenue transfers. A different process model covers expenditure transfers.

### **Treasury Management: Facilitated by Tiffany Porter, Florida PALM**

Ms. Tiffany Porter, Florida PALM, indicated functions currently performed in the Treasury Cash Management System (CMS) 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.

*1.80.1 – Cash Checking: Facilitated by Daylin Reyes, Florida PALM*

Mr. Mounts asked if the Available Balance (AB) function remains in Departmental FLAIR for Wave organizations. Ms. Porter answered yes; managing cash at a lower level in Departmental FLAIR continues during the interim. The Central FLAIR cash balance is checked at a fund level. If the Departmental FLAIR cash balance remains in sync, organizations will only see what fails in Central FLAIR.

*1.80.2.A – Trust Fund Investment and Disinvestments: Facilitated by Tiffany Porter, Florida PALM*

There were no questions asked about this interim process.

*1.80.2.B – General Revenue Service Charge (GRSC) Payment: Facilitated by Daylin Reyes, Florida PALM*

A participant reiterated the GRSC report is listed by ChartField combinations for Wave organizations. The participant then asked if a report is available with corresponding account code information, since Wave organizations aren't yet using the Florida PALM Chartfields. Ms. Porter answered a crosswalk with the corresponding FLAIR and Florida PALM account codes is available.

*1.80.2.C – Process Fund Loans: Facilitated by Tiffany Porter, Florida PALM*

There were no questions asked about this interim process.

*1.80.2.D – Consolidated Revolving Account Management: Facilitated by Daylin Reyes, Florida PALM*

There were no questions asked about this interim process.

*1.80.2.F – Annual Cash Management Improvement Act (CMIA) Report: Facilitated by Daylin Reyes, Florida PALM*

There were no questions asked about this interim process.

**Wrap up and Next Steps: Facilitated by Deana Metcalf, Florida PALM**

Ms. Metcalf discussed the expectations for the following day and opened the floor for additional questions.

Mr. Mounts asked if all organizations' fund information remains active on the Account Description file during the interim to avoid errors when processing transactions between Wave and Pilot organizations. Ms. Metcalf answered this is still in development.

A participant asked if AB override is an option for Wave organizations in Florida PALM. Ms. Metcalf stated the same override options available in Departmental FLAIR are available in Florida PALM. There is no automatic delete in Florida PALM because transactions can remain in Florida PALM until budget and cash are available.

The meeting adjourned at 12:00 p.m.