

<b>Date</b>	12/11/2019	<b>Time</b>	10:00 a.m. – 11:00 a.m.
<b>Location</b>	Florida PALM 1650 Summit Lake Drive – Florida PALM Room Tallahassee, FL 32317		
<b>Objective</b>	Interim Business Process Models Workshop – Office Hours		
<b>Attendees</b>	Selected organization participants		
<b>Attachments/ Related Documents</b>	<a href="#">InterUnit Interim Business Process Overview</a>		
<b>Action Items</b>			

**Introduction: Facilitated by Deana Metcalf, Florida PALM**

Ms. Deana Metcalf, Florida PALM, opened the session by capturing participant’s names and agency. Ms. Metcalf stated options were considered for Wave organizations paying Pilot organizations during the interim phase, as a result of feedback on this process. Revised flows are posted to the Florida PALM website, demonstrating Wave organization payments brought in as Accounts Payable (AP) vouchers processed by Pilot organizations as a deposit.

Ms. Brittany Perry, DOL, asked what transactions are included in the interim InterUnit process. Ms. Metcalf answered this process includes journal transfer (JT) vouchers; TR51, TR70, TR94 and zero-dollar deposits. Ms. Perry asked if this includes TR96. Ms. Tiffany Porter, Florida PALM, answered no, TR96 is an internal and Departmental only transaction that bypasses Central FLAIR. However, organizations enter a TR96 to record the receipt of an InterUnit transfer.

Ms. Lydia Griffin, DEP, asked if organizations can attach additional documentation to vouchers in Florida PALM. Ms. Metcalf answered Pilot organizations have access to attach additional documentation to vouchers in Florida PALM. Wave organizations do not have access to attach documentation during the interim phase. Attaching requires all Wave organizations to have voucher access in Florida PALM, and system user access is limited during the initial Pilot phase. Wave organizations continue to provide hardcopy vouchers to DFS for sampled vouchers.

Ms. Lisa Simpson, DEO, and Mr. Erik Green, DOC, asked if Wave organizations can view attachments added in Florida PALM by Pilot organizations. Ms. Metcalf answered due to Business Unit security, voucher information is not viewable by other organizations. However, we are exploring ways to provide additional voucher details.

Ms. Simpson asked how much detail is provided to the Pilot organization on the Wave initiated deposit. Ms. Metcalf answered the information included on the Departmental FLAIR voucher and where it is stored is a detail configuration decision. Once fully determined, details will be provided.

Ms. Amber Burns, FWC, asked if the receiving Wave organizations can adjust account codes prior to accepting transfers from Pilot organizations. Ms. Porter responded Pilot to Wave transactions do not include the account codes, therefore Wave organizations can input account code information on the deposit in Florida PALM.

Ms. Nona McCall, JAC, asked if Pilot organizations can adjust account code information on deposits from Wave organizations and Ms. Metcalf answered yes. The account code information is not on the deposits so the Pilot organizations must fully record the accounting. Organizations may utilize the spreadsheet upload tool if many lines of data exist.

Ms. Griffin asked if transactions in Florida PALM include accounting information for receiving agencies. Ms. Metcalf answered if transactions are recorded directly into the General Ledger (GL) then both sides of the accounting are recorded. For Wave to Pilot transactions, the Wave organization side of the transaction is recorded, and the Pilot organization processes their own accounting codes in the deposit transaction.

Ms. Simpson asked if DMS will post individual vouchers when multiple invoices are processed for another agency. Ms. Metcalf answered yes, the process creates separate vouchers, linked by invoice numbers. Each invoice number essentially becomes a deposit for DMS to post. If DMS has receivables set up, the payment predictor process could auto-post the deposits.

Ms. Burns asked if revenue to revenue is defined as a TR94 only, or if it also includes revenue corrections processed with a TR30. Ms. Metcalf answered the I.60.2.C Wave Revenue Reclass interim process includes the zero-dollar deposits, which are TR30s. Those reclasses are handled in Departmental FLAIR and are automatically posted as a deposit for Wave organizations. The TR94s post directly to the GL. Revenue Reclass includes TR30 or TR94 depending on how you currently process them in FLAIR today.

Mr. John Mounts, DBPR, asked if Wave to Pilot revenue to revenue JT vouchers are initiated in FLAIR and uploaded into Florida PALM as GL journal entries that are completed in Florida PALM by the Pilot organization before being posted. Mr. Mounts also asked if both sides must agree before posting is completed. Ms. Porter responded for this process, Wave to Pilot journal entries are initiated in Florida PALM by the Wave organization. Therefore, both organizations are operating in Florida PALM and input their account codes before the journal entry officially approves.

Ms. Simpson asked if a field exists on the Florida PALM revenue record to store the federal subaccount number. This value is currently stored in the Letter of Credit field in FLAIR. Ms. LaVondria Norton, Florida PALM, answered this will be evaluated during configuration activities.

A participant asked if the transaction amount can be reduced, if a JT from a Wave to a Pilot organization fails audit. Ms. Jennifer Reeves, Florida PALM, answered Wave organizations have access to Florida PALM to resolve errors if the voucher is not yet paid. Vouchers that fail the audit, may require additional documentation be provided, or be deleted and recreated. Interim business process I.30.3 Process Vouchers provides further details on error resolution for Wave organizations.

Ms. Aniseh Abou-Saeb, APD, asked the following questions:

- What type of reports can be run;
- If reports can export to Excel;
- Can agencies write their own queries; and
- When can agencies test Florida PALM.

Ms. Metcalf provided the following answers:

- Many reports are available to run. An InterUnit JT report is also available and shows transactions sent to organizations through the InterUnit process;
- Most reports are query type reports that can be exported to Excel format;
- Each organization has a Report Writer role and can create their own queries. This role isn't given to each user of the system, but organizations can identify who the role is given to. Standard queries can also be shared amongst others within an agency; and
- Mr. Matt Cole, Florida PALM, answered Interface or Integration testing begins September 2020. User Acceptance Testing begins in Spring of 2021.

Ms. Simpson asked if information is available on enterprise system interfaces with Florida PALM, (i.e., Purchasing Card Works) for Pilot and Wave organizations. Ms. Reeves replied we are currently working with our Florida Financial Management Information System (FFMIS) partners to design the interfaces and establish what they will look like. For P-Card Works, there are pending decisions and ongoing discussions. Florida PALM intends to provide the same type of information provided today.

Ms. Peggy Brown, DACS, asked why access isn't given to everyone to write queries. Mr. Cole answered the query writing tool generally requires someone with functional and technical knowledge. Agencies can designate the appropriate person or group of people to write queries. Ms. McCall asked if agencies can perform monthly closing at will or if Florida PALM closes at one time. Ms. Janice Jackson, Florida PALM, answered the closing process has not yet been determined. We are collaborating with A&A on establishing a closing process.

Regarding interim process I.30.4 step 2, Mr. Mounts asked how applied credits are tied back to the scheduled payments; and if only credits due to paying agencies are considered. Ms. Reeves answered for Pilot organizations; if a supplier has a credit balance or owes the State, the amount owed is reduced from future amounts paid to the supplier. Wave organizations continue their current process. During the interim phase, Wave organizations do not schedule payments. Credits are managed in Departmental FLAIR and not in Florida PALM.

Ms. Simpson asked how Pilot agencies handle P-Card credits. In this process, credits are applied to a FLAIR account code and combined with a positive invoice. A JT is then created to move the credit to the account code where the original invoice was paid. Ms. Simpson asked if agencies can initially apply credits to the correct account code in Florida PALM. Ms. Reeves responded this will be evaluated during our configuration activities.

Ms. Abou-Saeb asked if it was possible to have a recorded presentation about each interim business process model. Ms. Metcalf replied we have not created recorded presentations; however, the flows and narratives are available to view on the Florida PALM website.

Mr. Mounts asked if the Statewide Vendor File is maintained, cross-walked, or updated to include Florida PALM Vendor data. Mr. Mounts also asked if the information is provided to Wave organizations on the File Transfer Protocol site. Ms. Reeves answered Wave organizations access Florida PALM to manage Supplier adds and updates. The Departmental Vendor File is populated from Florida PALM data, so there is a conversion effort in the beginning. Afterwards, the data is maintained by Florida PALM and fed to Departmental FLAIR for use. The Statewide

Vendor File continues to exist but is managed with data interfaced from Florida PALM. The Departmental FLAIR Vendor File continues to post for agency consumption.

Ms. Abou-Saeb asked for the deadline to read interim business process models and ask questions. Ms. Metcalf answered feedback responses are due on Friday, December 13, 2019. Presentations were held in November 2019 and call-in sessions were also held to address additional questions.

The meeting adjourned at 11:00 a.m.