Updates to Standardized Business Process Models Office Hours

March 9, 2021

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Updates to Standardized BPM Office Hours
Agenda

▸ Overview

▸ Process model updates due to shift to Phase 2

▸ Process model updates due to an Approach Change

▸ Process model updates to provide Additional Information

▸ Wrap Up

Updates to Standardized BPM Office Hours
Overview - Vision

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.

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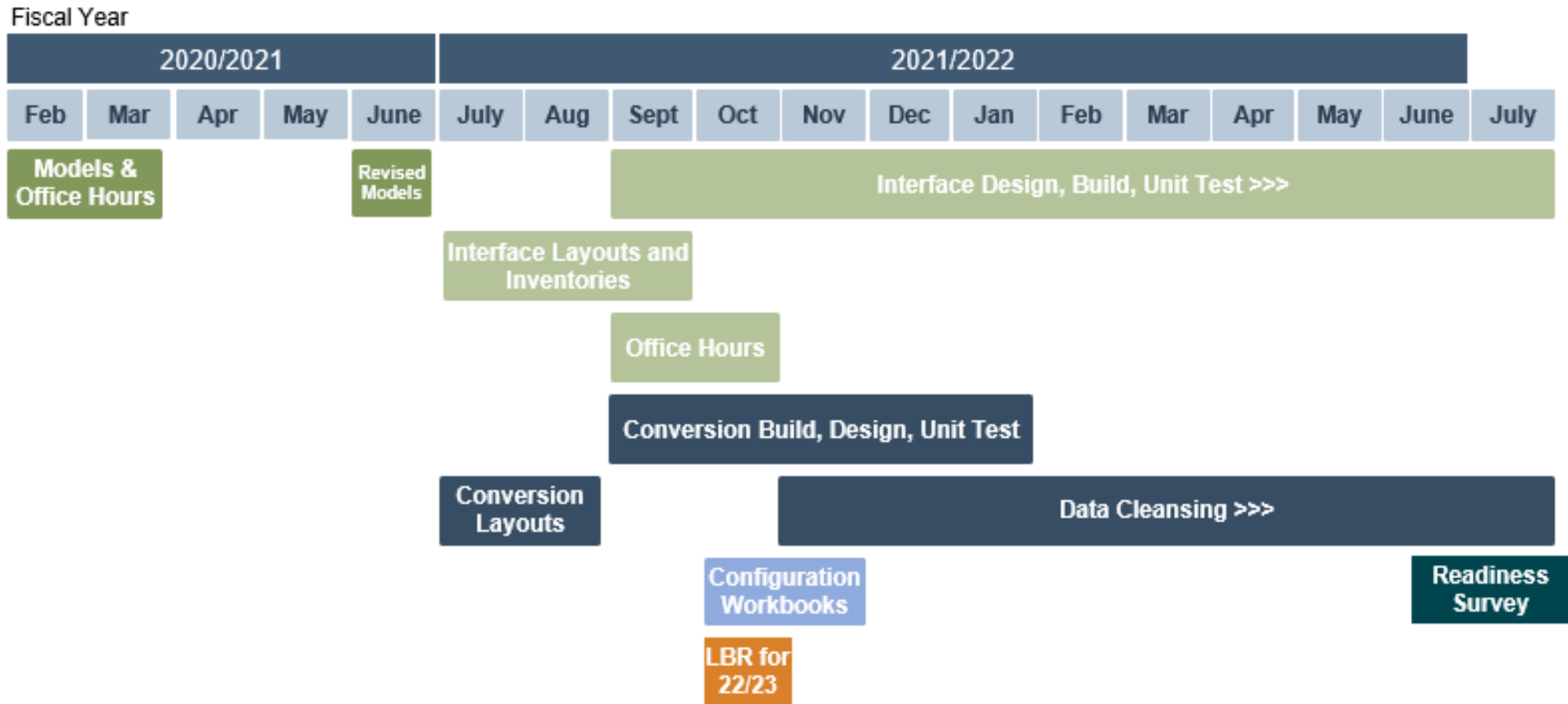
Updates to Standardized BPM Office Hours
Overview

▸ Purpose
  ◦ MRW Task FUNC40 requests agencies to participate in the Updates to Standardized Business Process Models Office Hours and come prepared to ask questions about the updated business processes
  ◦ Today's session will:
    • Provide updated key process activities and the impact to agencies
    • Provide dedicated time for questions and answers
    • Provide upcoming MRW tasks for Departmental Wave

Updates to Standardized BPM Office Hours
Overview – Departmental Wave Agency Activities

Fiscal Year

2020/2021					2021/2022												
Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July

- Models & Office Hours
- Revised Models
- Interface Design, Build, Unit Test >>>
- Interface Layouts and Inventories
- Office Hours
- Conversion Build, Design, Unit Test
- Conversion Layouts
- Data Cleansing >>>
- Configuration Workbooks
- Readiness Survey
- LBR for 22/23

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Updates to Standardized BPM Office Hours
Overview – Update Themes

- Shift to Phase 2:
  - Contracts
  - Offsets
  - CMIA reporting
- Approach Change:
  - InterUnit functionality
  - Consolidated Revolving Accounts (CRA)
- Additional Information:
  - Project and Grant activities
  - Budget activities
  - Cash and Invested Balance checking processes

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UPDATES DUE TO PHASE SHIFT

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Updates to Standardized BPM Office Hours
Phase Shift

Process Activity	Process Model Change	Agency Impact	Process Model Reference
Recording Contracts	Supplier contract functionality was removed from process models due to FACTS contract functionality being included in Phase 2.	No impact - agencies will continue to enter contract information in FACTS	30.2.1 Create and Maintain Encumbrances
Payment Offsets	Offsetting functionality was removed from process models due to decision to not introduce new functionality of offsetting payments to cover outstanding receivables until Phase 2.	No impact – this process is not done in FLAIR today	30.3.1 Process Vouchers 30.4.1 Process Pay Cycle 60.2.4 Offsets
CMIA Reporting	Cash Management Improvement Act (CMIA) annual report preparation was updated on models because grant billing information will not be maintained in Florida PALM until Phase 2	No impact – this process is not done in FLAIR	80.2.8 Monitor CMIA

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QUESTIONS

Phase Shift
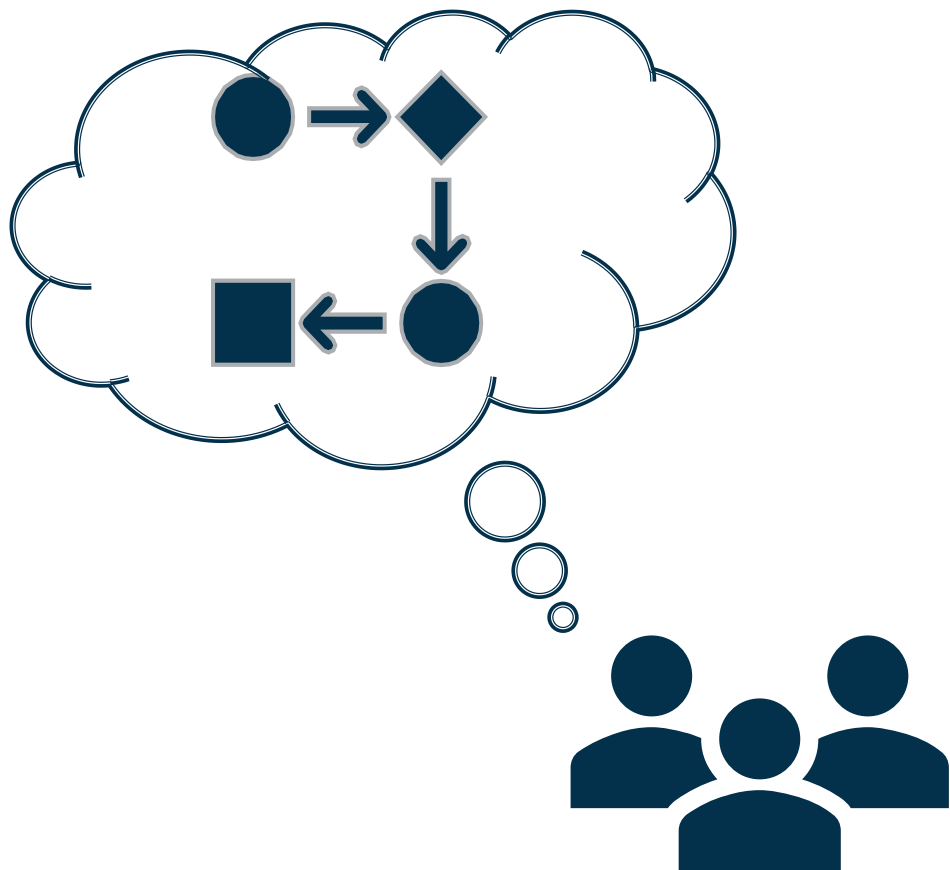
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UPDATES DUE TO APPROACH CHANGES

Updates to Standardized BPM Office Hours
Approach Change – InterUnit Functionality

▸ Payment for Goods and Services, Cash Transfers

Customer Billing 50.2.1	(Voucher &) Process Payment 30.4.1	AP Payment file integrates with AR to create Deposit	Direct Journal Deposit or AR Deposit 60.2.1 & 60.2.2

▸ Revenue to Revenue Transfers, Redistributions, and Reclassifications

Create Journal Entry 10.2.1

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Updates to Standardized BPM Office Hours
Approach Change – InterUnit Functionality

▸ Key Process Activity 1
  ◦ Payment for Goods and Services and Cash Transfers

▸ Agency Impact
  ◦ Agencies may create bills using Customer Billing process
  ◦ Agencies process payments for intra and inter unit transfers using the Accounts Payable Voucher which will generate and interunit payment
  ◦ The intra and inter unit payments are integrated to the deposits processes to automatically create a deposit using the invoice number to connect the transactions
  ◦ The receiving agency enters the accounting lines to properly record the deposit
  ◦ InterUnit report is used to monitor transactions to ensure they stay in sync

▸ Agency Interface Impacts
  ◦ Inbound Billing Data
  ◦ Inbound Voucher Load

▸ Process Model Reference
  ◦ 50.2.1
  ◦ 30.4.1
  ◦ 60.2.1 & 60.2.2

Updates to Standardized BPM Office Hours
Approach Change – InterUnit Functionality

▸ Key Process Activity 2
  ◦ Revenue Transfers, Redistributions, and Reclassifications

▸ Agency Impact
  ◦ Agencies process these transactions using a General Ledger Journal Entry
  ◦ Revenue Transfer journal entries will workflow to the receiving agency to review their accounting lines
  ◦ The invoice number will be the key element in processing redistributions and reclassifications related to interunit transfers

▸ Agency Interface Impacts
  ◦ Inbound Journal Entry

▸ Process Model Reference
  ◦ 10.2.1

Updates to Standardized BPM Office Hours
Approach Change – InterUnit Functionality

▶ The following processes were removed:
  ◦ 50.2.3 InterUnit Billing
  ◦ 80.2.4 Process InterUnit Cash Transfers

▶ The following processes were updated to reference the AR, AP, and GL processes:
  ◦ 80.2.5 Process GR Service Charge
  ◦ 80.2.6 Manage Fund Loans

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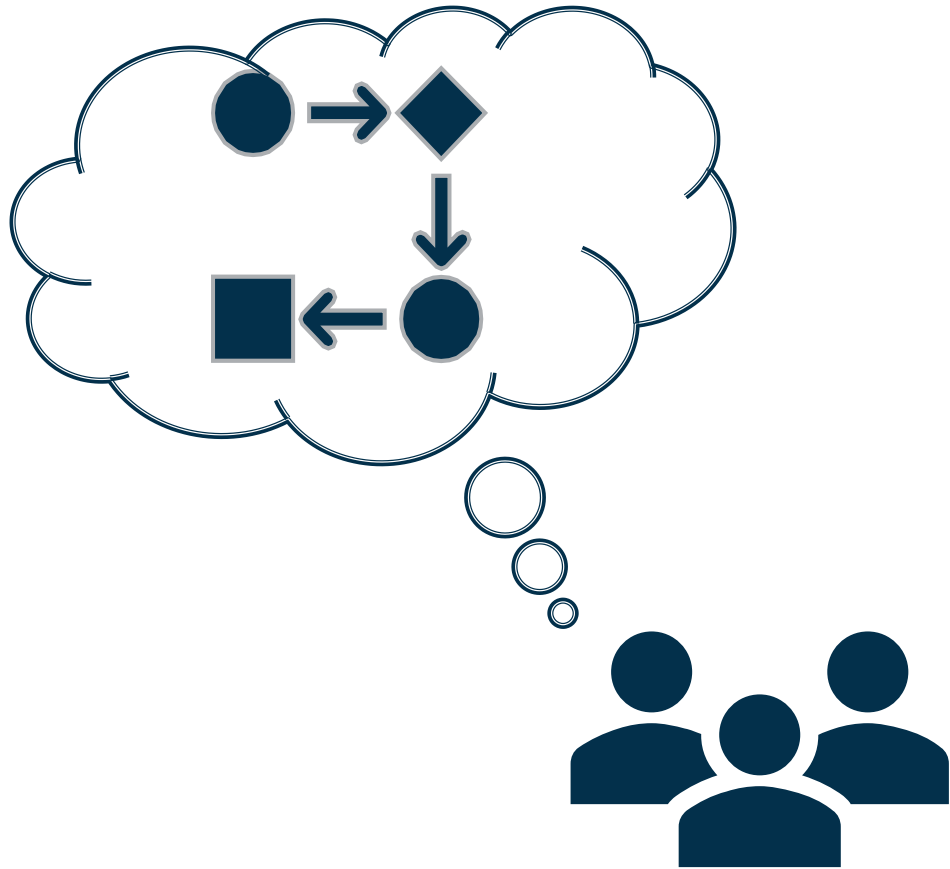
QUESTIONS

Approach Change – InterUnit

Updates to Standardized BPM Office Hours
Approach Change – Consolidated Revolving Funds

▸ Key Process Activity 1
  ◦ Florida PALM automatically creates transactions for CRA activity from the bank statement to capture average daily balances for interest apportionment

▸ Agency Impact
  ◦ Agencies do not enter deposits or payments in Florida PALM for CRA activity
  ◦ Agencies continue to reconcile CRA activity outside of Florida PALM

▸ Agency Interface Impacts
  ◦ N/A

▸ Process Model Reference
  ◦ 80.2.7

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Updates to Standardized BPM Office Hours
Approach Change – Consolidated Revolving Funds

▶ Key Process Activity 2

   ◦ Agencies complete the CRA Stop Payment Form to request cancellation of CRA payments

▶ Agency Impact

   ◦ CRA Stop Payment Form is used instead of the AP Payment Cancellation form

   ◦ Electronic form workflows directly to Treasury to stop payment at the bank

▶ Agency Interface Impacts

   ◦ N/A

▶ Process Model Reference

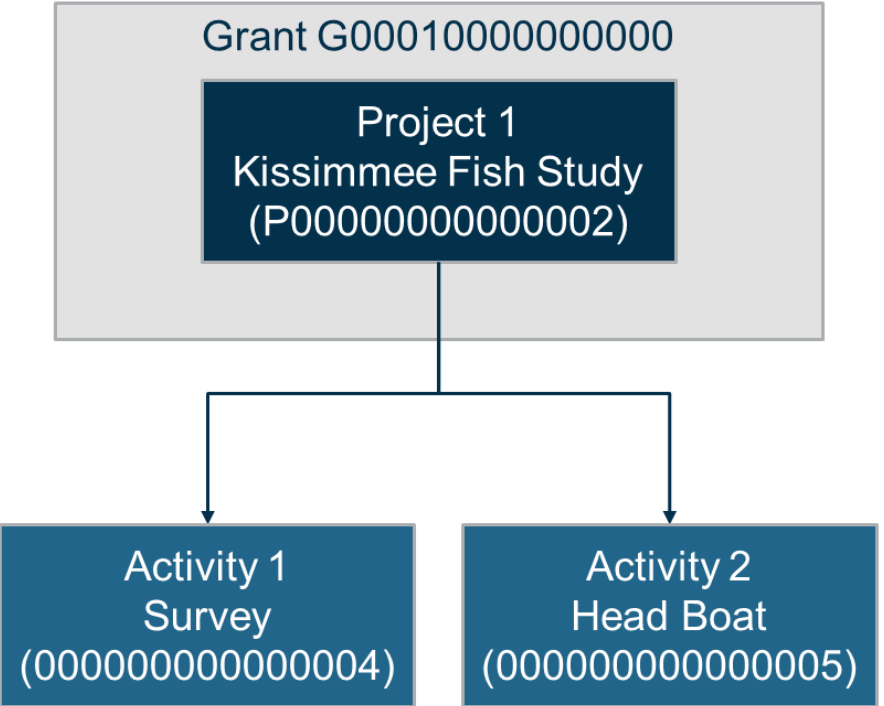   ◦ 80.2.7

   ◦ 30.5.4
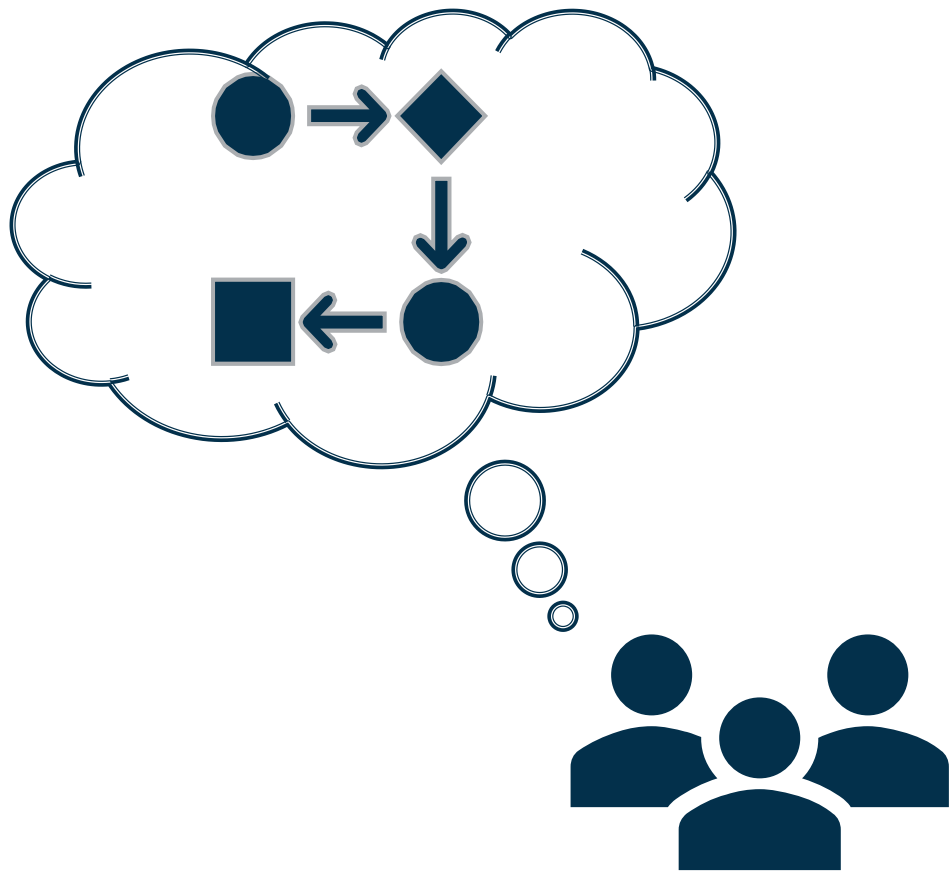
QUESTIONS
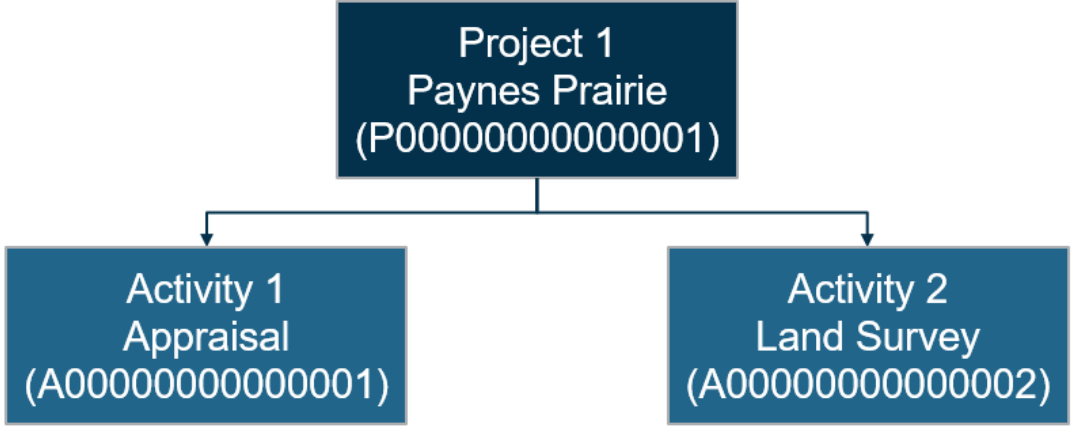## Approach Change - CRA

UPDATES TO PROVIDE ADDITIONAL INFORMATION

Updates to Standardized BPM Office Hours
Additional Information – Project and Grant Activities

Updates to Standardized BPM Office Hours
Additional Information – Project and Grant Activities

▸ Key Process Activity 1
  ◦ Establishing the Project ChartFields

▸ Agency Impact
  ◦ Use Florida PALM to request new CFDA/CSFA numbers
  ◦ Tree functionality will provide association across Projects/Grants and roll up reporting

▸ Agency Interface Impacts
  ◦ CFDA and CFSA Extract
  ◦ Inbound Grant Details from FACTS/Agency Business Systems
  ◦ Inbound Project Details from Agency Business Systems

▸ Process Model Reference
  ◦ 10.1.4 Add Grant and/or Project Value

Updates to Standardized BPM Office Hours
Additional Information – Project and Grant Activities

▸ Key Process Activity 2
  ◦ Financial Monitoring and Closeouts

▸ Agency Impact
  ◦ Agencies will perform monthly monitoring of Project and Grants financial status within Florida PALM
  ◦ Agencies will perform closeout financial activities within Florida PALM

▸ Agency Interface Impacts
  ◦ Inbound Grant/Project Details
  ◦ Outbound Grant/Project Details

▸ Process Model Reference
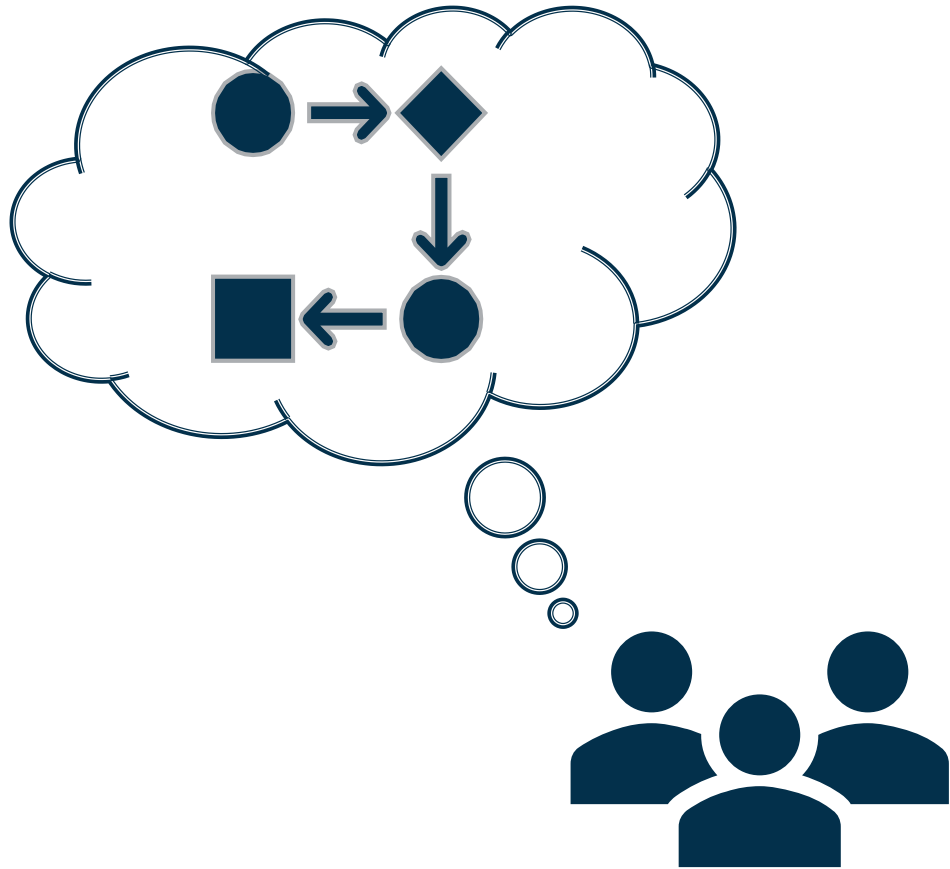 ◦ 10.3.3 Grant/Project Financial Monitor and Closeout

Updates to Standardized BPM Office Hours
Additional Information – Project and Grant Activities

▸ Key Process Activity 3
- ◦ Fixed Capital Outlay (FCO) Certifications Process

▸ Agency Impact
- ◦ FCO projects require a Project ChartField value
- ◦ FCO Project budget must be regularly reconciled against appropriation budget
- ◦ Requests for FCO Certification will be generated from the Projects module
- ◦ Integrate into FCO Projects Worksheets generated through Commitment Control

▸ Agency Interface Impacts
- ◦ N/A

▸ Process Model Reference
- ◦ 10.3.3 Grant/Project Financial Monitor and Closeout
- ◦ 20.3.2 Certified Forward

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QUESTIONS

Project and Grant Activities

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Updates to Standardized BPM Office Hours
Additional Information – Budget Activities

- ▶ Key Process Activity 1
  - ◦ Agency Allotments
    - • Budgetary Fund - Used on budgetary transactions only to store appropriations, releases, and reserves budgets
    - • Transactional Fund - Used to record financial accounting entries or budget entries for allotments
- ▶ Agency Impact
  - ◦ Transactional Fund is the mechanism to create and manage allotments
- ▶ Agency Interface Impacts
  - ◦ Inbound Budget Journals
  - ◦ Outbound Budget Extract Layout
- ▶ Process Model Reference
  - ◦ 20.1.2 Manage Agency Allotments
  - ◦ 20.3.1 Carry Forward

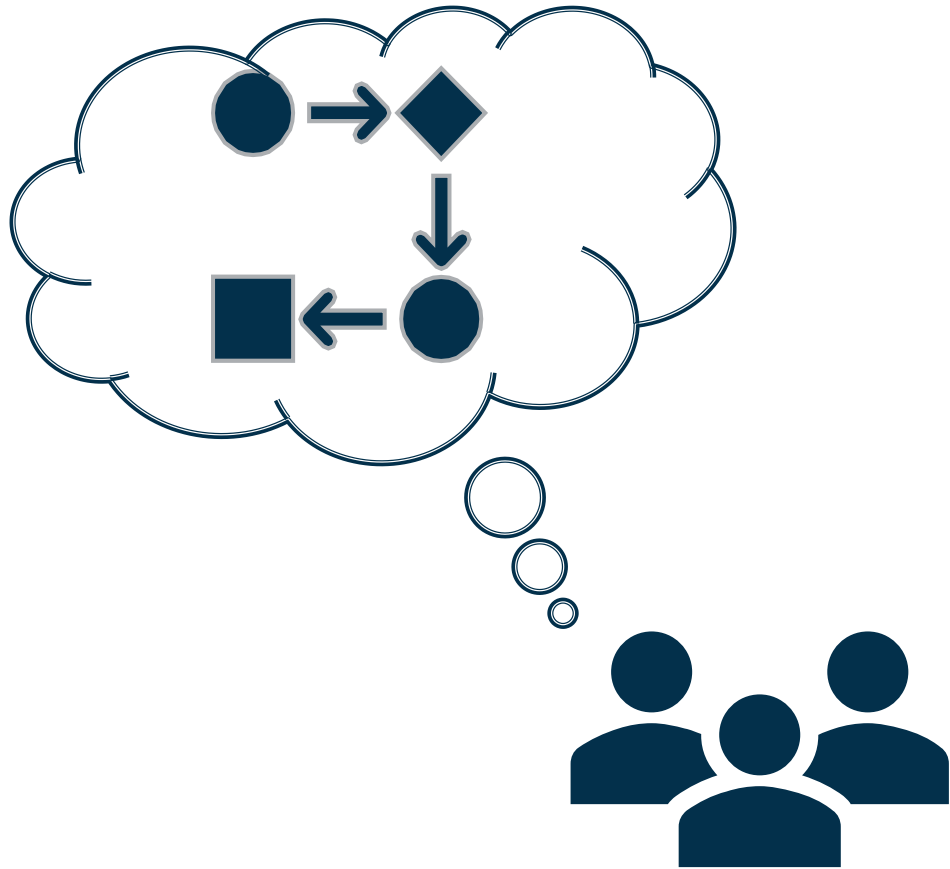**Florida PALM**
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Updates to Standardized BPM Office Hours
Additional Information – Budget Activities

▸ Key Process Activity 2
  ◦ Override Request Form

▸ Agency Impact
  ◦ Form available to request DFS override of available appropriation, when appropriate
  ◦ Electronic form and workflow to support the process

▸ Agency Interface Impacts
  ◦ N/A

▸ Process Model Reference
  ◦ 20.2 Budget Execution and Management

QUESTIONS
Budget Activities

Updates to Standardized BPM Office Hours
Additional Information - Cash Balance Checking

▸ Key Process Activity 1
  ◦ Override Request Form

▸ Agency Impact
  ◦ Form available to request DFS override of available cash, when appropriate
  ◦ Electronic form and workflow to support the process

▸ Agency Interface Impacts
  ◦ N/A

▸ Process Model Reference
  ◦ 80.1.1 Manage Cash Checking

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Updates to Standardized BPM Office Hours
Additional Information - Invested Balance Checking

- ▸ Key Process Activity 1
  - ◦ Invested Balance Checking
- ▸ Agency Impact
  - ◦ System process to confirm balances of invested funds prior to disinvesting
  - ◦ Electronic form with workflow allows request to DFS to override available invested balance exception, when appropriate
  - ◦ Introduced during CMS wave and will continue as end-state
- ▸ Agency Interface Impacts
  - ◦ N/A
- ▸ Process Model Reference
  - ◦ 80.1.2 Invested Balance Checking
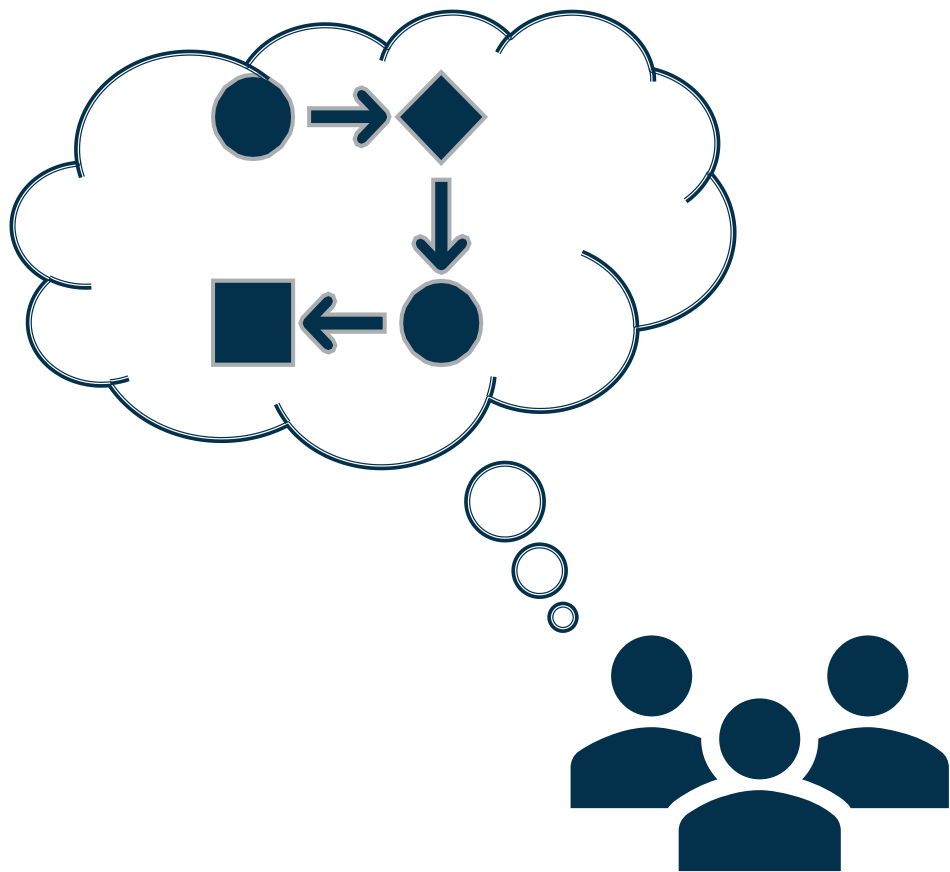
QUESTIONS

Cash and Invested Balance Checking

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WRAP UP

Updates to Standardized BPM Office Hours
Wrap Up – Updated Process Models

Business Process Model	Grouping	Change
10.1.4 Add or Modify Grant and/or Project Values	Additional Information – Project/Grant	Modified
10.2.1 Create and Approve Journals	Approach Change – InterUnit	Modified
10.3.3 Grant/Project Financial Monitor and Closeout	Additional Information – Project/Grant	New
20.1.2 Manage Agency Allotments	Additional Information – Budget Activities	Modified
20.2 Budget Execution and Management	Additional Information – Budget Activities	Modified
20.3.1 Carry Forward	Additional Information – Budget Activities	Modified
20.3.2 Certified Forward	Additional Information – Project/Grant	Modified
30.2.1 Create and Maintain Encumbrances	Phase Shift – Contracts	Modified
30.3.1 Process Vouchers	Phase Shift – Offsets	Modified
30.4.1 Process Pay Cycle	Approach Change - InterUnit, Phase Shift - Offsets	Modified
30.5.4 Cancel and Reissue Payments	Approach Change – CRA	Modified
50.2.1 Customer Billing	Approach Change – InterUnit	Modified
50.2.3 InterUnit Billing	Approach Change – InterUnit	Removed

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Updates to Standardized BPM Office Hours
Wrap Up – Updated Process Models

Business Process Model	Grouping	Change
60.2.1 Direct Journal Deposits	Approach Change – InterUnit	Modified
60.2.2 AR Deposits	Approach Change – InterUnit	Modified
60.2.4 Offsets	Phase Shift – Offsets	Removed
70.6 Create and Maintain Deals	Approach Change – Treasury Only Process*	New
70.6.1 Create Deals	Approach Change – Treasury Only Process*	Removed
70.6.2 Maintain Deals	Approach Change – Treasury Only Process*	Removed
80.1.1 Manage Cash Checking	Additional Information – Cash Balance Checking	Modified
80.1.2 Invested Balance Checking	Additional Information – Invested Balance Checking	New
80.2.3 Monitor and Forecast GR Fund Cash Balance	Additional Information – A&A Only Process*	Modified
80.2.4 Process InterUnit Cash Transfers	Approach Change – InterUnit	Removed
80.2.5 Process GR Service Charge	Approach Change – InterUnit	Modified
80.2.6 Manage Fund Loans	Approach Change – InterUnit	Modified
80.2.7 Manage Revolving Funds	Approach Change – CRA	Modified
80.2.8 Monitor CMIA	Phase Shift – CMIA	Modified

* Treasury and A&A Only processes not included in Office Hours discussion

Updates to Standardized BPM Office Hours
Wrap Up

▶ Upcoming Master Readiness Workplan (MRW) Tasks (to be released 3/31/2021):
  ◦ Business Process Models
    • Share and Review models – MRW Task FUNC39 (due 03/31/2021)
    • Available on Florida PALM website
  ◦ Interfaces and Conversions
    • Share and Review Interface layouts (August 2021)
    • Share and Review Conversion Layouts (August 2021)
    • Complete and Submit Connection Inventory (September 2021)
    • Participate in Departmental Wave Interface Office Hours (September 2021)
  ◦ Configuration Items
    • Share, Review, and Submit Configuration Workbooks (November 2021)

Updates to Standardized BPM Office Hours
Wrap Up

▸ Question and Answers Session
  ◦ March 10 (tomorrow) from 9 a.m. to 10 a.m.

▸ The updated models are available on the Florida PALM, Agency Meetings & Workshops, <u>Standardized Business Process Models Office Hours</u> page.

▸ The original Standardized Business Process Models are available on the Florida Palm, Resources, <u>Standardized Business Models</u> page.

Embrace the Journey

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