

# FloridaPALM

Planning, Accounting, and Ledger Management



# **CENTRAL WAVE CHANGE IMPACT OFFICE HOUR**

APRIL 2021



# Agenda

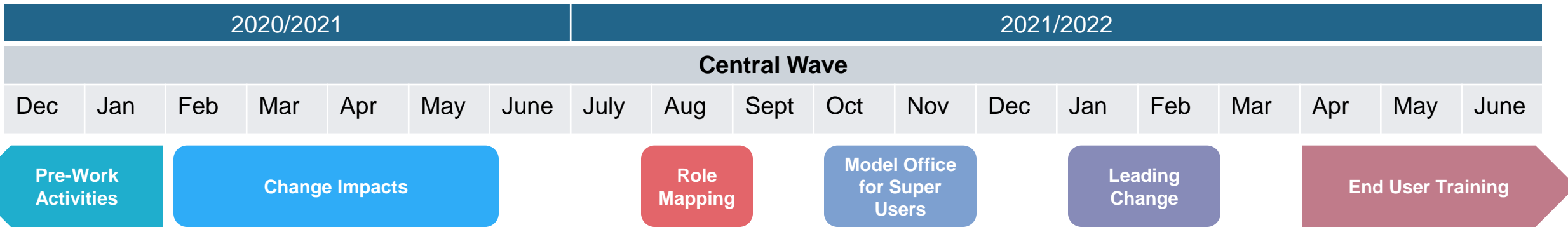
- ▶ Workforce Transition Activities
- ▶ Tools to Identify Changes
- ▶ Questions and Answers
- ▶ Next Steps



# WORKFORCE TRANSITION ACTIVITIES



# Timeline of Workforce Transition Activities



# Change Impact Activities

## What

- Compare current business processes to Central Wave business processes
- Identify change impacts to people, processes, and technology

## Who

- Change Champion Network and Super Users
- Subject matter experts
- Functional and technical collaboration

## Why now

- More impacts, more time
- Foundation for future Workforce Transition activities



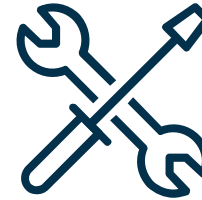
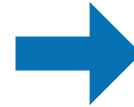
# TOOLS TO IDENTIFY CHANGES



# Tool to Determine People, Process, or Technology Changes



Journey  
Maps



Change  
Impact Tool

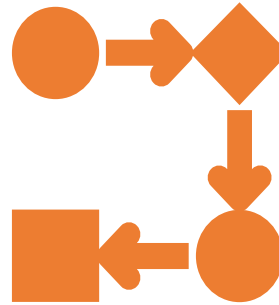




# Types of Change



People  
Changes



Process  
Changes



Technology  
Changes



# Journey Maps



- ▶ High-level end-to-end representation of the Central Wave Business Process Models

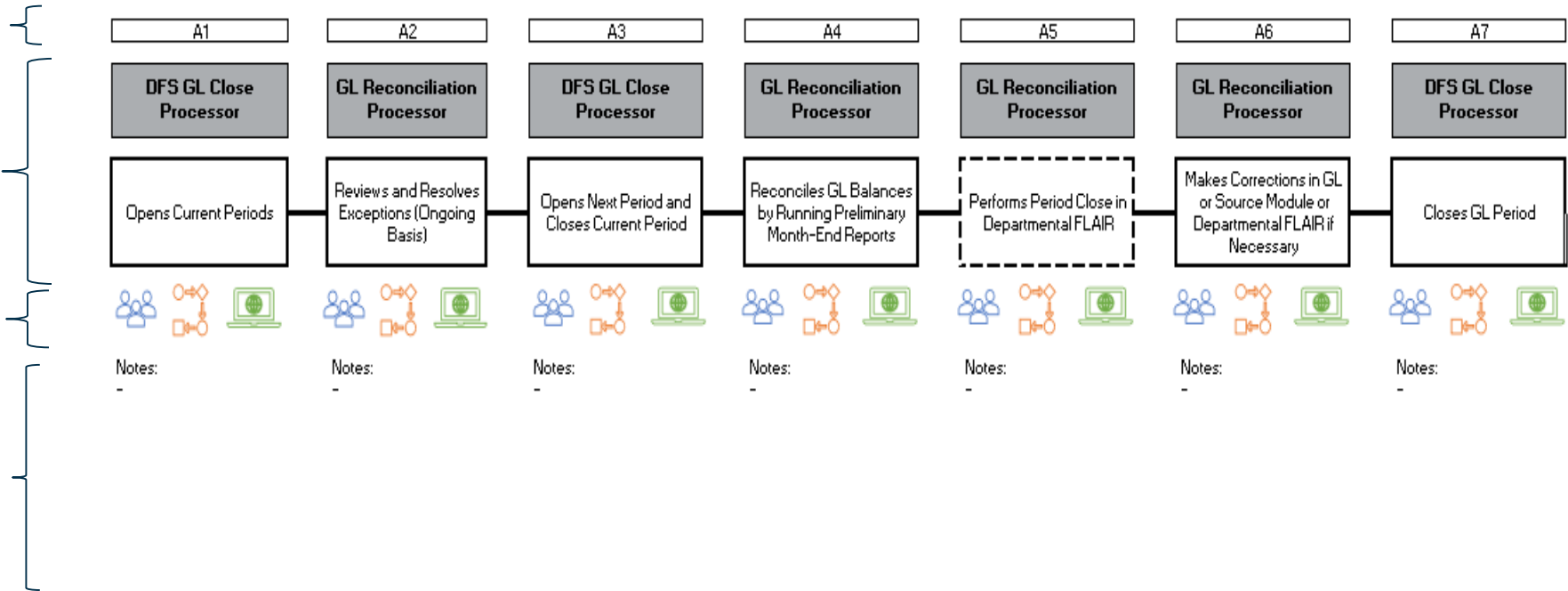
Activity number

End User or system performing the action and corresponding action

Place for you to indicate if the action is a people, process, or technology change

Place for you to document details about each change

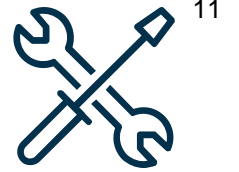
Journey Map: Month-End Close Process








# Change Impact Tool

Steps documented  
for each Journey Map

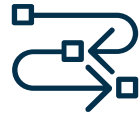
Area for you to document the people, process, and/or technology  
changes for each Journey Map activity step (as applicable)



Florida PALM Business Process Area: Account Management and Financial Reporting (AMFR)				 People	 Process	 Technology	 Communication		
Central Wave Business Process	Central Wave Business Sub-Process	Role	Journey Map Step	<ul style="list-style-type: none"><li>• How will this step affect my agency's end users?</li><li>• Who will be affected?</li><li>• How will their roles and responsibilities change?</li><li>• Is there currently someone who is responsible for this step or will someone need to take on this responsibility?</li><li>• Are there additional roles that are not part of our current process?</li><li>• Is there another role unique to our agency that needs to be included in the process (i.e., Manager or Supervisor)?</li></ul>	<ul style="list-style-type: none"><li>• What changes to our business processes are needed?</li><li>• Is this a new, same, or modified step in your agency's process?</li><li>• Is there a process specific to your agency that needs to happen before or after this step?</li><li>• Does your agency need to send a notification or communication outside of the documented process?</li><li>• Will your timing or frequency of completing an activity, reviewing information, or running reports change?</li><li>• What changes to our forms and materials are needed?</li><li>• What changes to our reports are needed?</li></ul>	<ul style="list-style-type: none"><li>• What changes are needed to our agency business systems?</li><li>• Do any of our business systems need an interface to Florida PALM?</li><li>• Is a current manual step for our agency becoming automated?</li><li>• Is an interface being added or removed?</li><li>• Is a report being added or removed?</li><li>• Is a form being added or removed?</li><li>• Has the system we currently enter information into changed?</li></ul>	<ul style="list-style-type: none"><li>• Who needs to know these changes?</li><li>• How and when will they know?</li><li>• Which external stakeholders do we need to inform (how/when)?</li></ul>		
CV.10.3 - Analyze and Reconcile Accounts	CV.10.3.1 - Perform Month-End Close	DFS GL Close Processor	A1	N/A	N/A	N/A	N/A		
CV.10.3 - Analyze and Reconcile Accounts	CV.10.3.1 - Perform Month-End Close	GL Reconciliation Processor	A2	No Change	Reviews and Resolves Exceptions (Ongoing Basis)	Will be done in Florida PALM			
CV.10.3 - Analyze and Reconcile Accounts	CV.10.3.1 - Perform Month-End Close	DFS GL Close Processor	A3	N/A	N/A	N/A	N/A		
CV.10.3 - Analyze and Reconcile Accounts	CV.10.3.1 - Perform Month-End Close	GL Reconciliation Processor	A4	No Change	Pulls month end report	Will be done in Florida PALM			
CV.10.3 - Analyze and Reconcile Accounts	CV.10.3.1 - Perform Month-End Close	GL Reconciliation Processor	A5	No Change	Perform Period Close in Departmental FLAIR - No change	In Departmental FLAIR - No Change	End users will need to know this step is completed in Departmental FLAIR, not in Florida PALM		
AMFR				AR	BM	CM	DM	TM	



# Additional Resources to Complete the Change Impact Tool



Central Wave  
Business Process  
Models



Central Wave Office  
Hour Materials



Agency Desktop  
Procedures

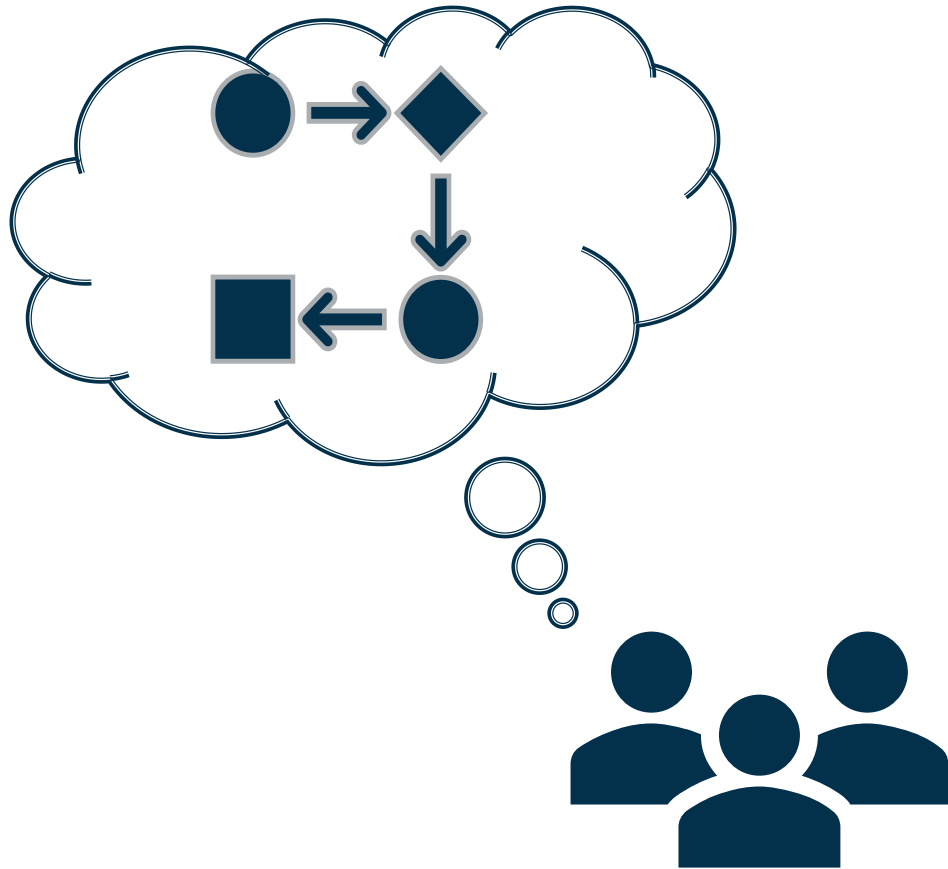


Agency Internal  
Policies



Inventory of Central  
Wave Documentation





# QUESTIONS



# NEXT STEPS



# Next Steps



Work with your Change Champion Network to complete the Change Impact tool



Complete and submit Change Impact Tool by June 18, 2021



Monitor any Legislative changes that may impact your agency's transition to Florida PALM



Update internal business process and procedures to reflect identified changes



Review people changes to prepare for Role Mapping Activities in August of 2021



# APPENDIX





# Central Wave Overview

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## Account Management and Financial Reporting

Key Process Activity	Agency Impact
Request FLAIR values	Continue current process to request FLAIR values through DFS (FLAIR Account Code, object code, revenue category)
Confirm requested values have been added to the COA crosswalk tool	Agencies will retrieve a Crosswalk Values report from Florida PALM to validate the correct set up of values in Departmental FLAIR and Florida PALM
Request Florida PALM transactional fund or local fund	Agencies will make requests for these ChartFields using an automated Fund Questionnaire form and workflow in Florida PALM
Interunit transactions received via interface from Departmental	Agencies will have the ability to update or delete interunit journal entries in Florida PALM. Updates made in Florida PALM will require a matching entry in Departmental FLAIR. Journal entries deleted in Florida PALM will be interfaced to Departmental FLAIR to initiate the TR58



# Central Wave Overview

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## Account Management and Financial Reporting

Key Process Activity	Agency Impact
Investment/Disinvestments journal entries are systematically routed for approval	Agencies will enter journal entries for investment/disinvestment in Florida PALM which are routed via workflow rules to designated agency accounting staff for review. Journal status reports can be retrieved from Florida PALM
DFS Audit Review of journal entries meeting designated criteria	Agencies will retrieve reports identifying journals routed for audit and provide supporting documentation as requested by DFS
Month End closing	Review and resolution of exceptions affecting source modules and GL balances will occur in Florida PALM. Journal status reports can be retrieved from Florida PALM. Departmental FLAIR processes remain unchanged
Reconciliation of Florida PALM to Departmental FLAIR	Departmental FLAIR reports will continue to be available for agency use. Florida PALM reports will be available for agency use
Year End closing and financial statement preparation	Agencies will continue all year end financial statement preparation activities within Departmental FLAIR



# Central Wave Office Hours

## Account Management and Financial Reporting

### Accounts Management and Financial Reporting (AMFR)

- **CW.10.1 Set Up and Maintain Chart of Accounts**
  - CW.10.1.2 Add or Modify Statewide
  - CW.10.1.3 Add or Modify Fund Values
  - CW.10.1.5 Set Up and Maintain Trees and/or Combination Edits
- **CW.10.2 Enter and Process Journals**
  - CW.10.2.1 Create and Approve Journals
  - CW.10.2.2 Edit Check
  - CW.10.2.3 Source Module Journal Entry
- **CW.10.3 Analyze and Reconcile Accounts**
  - CW.10.3.1 Perform Month End Close
  - CW.10.3.2 Perform Allocations
- **CW.10.4 Close General Ledger and Consolidate Results**



# Central Wave Overview

## Budget Management

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Key Process Activity	Agency Impact
Appropriations, Release, Reserve received from LAS/PBS in Florida PALM COA	Agencies will monitor balances via screens and reports in Florida PALM
Florida PALM Appropriations control – Budget Checking	Appropriations budget checking will occur in Florida PALM. Agencies will monitor errors via screens and reports in Florida PALM and resolve by making updates in the Florida PALM source modules and/or Departmental FLAIR
Manage agency Allotments, Appropriations, Approved Budget, and Estimated Revenue	Agencies will continue to enter TR20, TR21, & TR22 in Departmental FLAIR. These transactions <b>do not</b> transition to Florida PALM
Encumbrances	Agencies will continue to manage encumbrances in Departmental FLAIR. Encumbrances <b>do not</b> transition to Florida PALM
Reallocation/movement of appropriations between transactional funds	Using a Florida PALM spreadsheet upload tool (provided) containing Florida PALM COA, agencies will communicate transactional funds moves to DFS. Agencies will monitor via screens and reports in Florida PALM



# Central Wave Overview

## Budget Management

Key Process Activity	Agency Impact
Trust Fund terminations	Agencies follow existing legislative directives concerning termination of trust funds and communicate with DFS for inactivation of the Trust Fund value at the appropriate time
Year End budget close	Agencies will continue internal budget management and accounting practices by using Departmental FLAIR for all Carry Forward and Certified Forward transactions (i.e. encumbrances, payable, receivables). Florida PALM reports can be retrieved to assist with the process



# Central Wave Office Hours

## Budget Management

### Budget Management (BM)

- **CW.20.1 Enter and Process Budget Journals**
  - CW.20.1.1 Post Appropriations
  - CW.20.1.3 Budget Ledger Reconciliation
  - CW.20.1.5 Trust Fund Balance Transfers
  - CW.20.1.6 Reallocation of Appropriations
- **CW.20.2 Budget Execution and Management**
- **CW.20.3 Perform Budget Close**
  - CW.20.3.1 Carry Forward
  - CW.20.3.2 Certified Forward



# Central Wave Overview

## Cash Management

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Key Process Activity	Agency Impact
Cash & Invested Balance Checking	Agencies access Florida PALM to view and manage cash and invested balance checking exceptions and reports
Manage Exceptions	Agencies update or delete source transaction in Florida PALM; Agencies enter the correcting transaction in Departmental FLAIR
Investments/Disinvestments	Agencies create Investment and Disinvestment journal entries in Florida PALM and enter a corresponding transaction in Departmental FLAIR
Trust Fund Cash Transfer	Agencies continue to enter Trust Fund Cash Transfers in Departmental FLAIR. Transfers are interfaced and recorded as Journal Entry in Florida PALM
GR Cash Balance and anticipated GR cash shortage	GR transactions are cash checked and GR Cash Balances are monitored in Florida PALM; if there is an anticipated cash shortage, DFS will either modify payment schedules for disbursements or request a loan for GR



# Central Wave Overview

## Cash Management

Key Process Activity	Agency Impact
GR Service Charge	Agencies generate the GR Service Charge Report in Florida PALM. Agencies continue to record GRSC Payment vouchers in Departmental FLAIR. Vouchers are interfaced to record as journal entries in Florida PALM.
Monitor and Manage Fund Loans	Agencies review the Cash Balance and Activity Report and Vouchers for Loan Report in Florida PALM. Agencies continue to record Fund Loan payment vouchers in Departmental FLAIR. Vouchers are interfaced to record as journal entries in Florida PALM.
CRA Replenishments	Agencies continue to record Revolving Fund Disbursement vouchers in Departmental FLAIR. Disbursement vouchers are interfaced to record supplier vouchers in Florida PALM.
CRA Payment Cancellation Request	Agencies complete the CRA Stop Payment Form to request cancellation of CRA payments through Florida PALM
CMIA	Agencies provide Florida PALM CMIA coding to Treasury to facilitate the CMIA Clearance Pattern Report





# Central Wave Office Hours

## Cash Management

### Cash Management (CM)

- **CW.80.1 Manage Cash Checking**
  - CW.80.1.1 Manage Cash Checking
  - CW.80.1.2 Invested Balance Checking
- **CW.80.2 Monitor and Manage Fund Cash**
  - CW.80.2.1 Monitor Trust Fund Cash Balance
  - CW.80.2.2 Forecast Trust Fund Balance
  - CW.80.2.3 Monitor and Forecast GR Fund Cash Balance
  - CW.80.2.4 Process GR Service Charge
  - CW.80.2.5 Manage Fund Loads
  - CW.80.2.6 Manage Revolving Funds
  - CW.80.2.7 Monitor CMIA



# Central Wave Overview

## Accounts Receivables

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Key Process Activity	Agency Impact
Deposit Entries	Agencies continue to record deposits in Departmental FLAIR which will be interfaced to Florida PALM
DOR Deposit Entries	The Department of Revenue (DOR) creates deposits on behalf of agencies in Florida PALM. Agencies access Florida PALM to run and review deposit reports to assist in identifying and recording Departmental FLAIR-only transactions.
Posting Spendable Cash	Agencies receive spendable cash after successful bank reconciliation and deposit posting. Reports are utilized to reconcile between Departmental FLAIR and Florida PALM.
Reporting and Treasury Assistance	Agencies access Florida PALM to run and review reports and request Treasury assistance (e.g., deposit assistance and same day verification)
ACH Notifications of Change Interface and Report	Agencies obtain the ACH Notifications of Change interface and report from Florida PALM



# Central Wave Overview

## Accounts Receivables

Key Process Activity	Agency Impact
Treasury Receipts, Adjustments, and Returned Items Deposit Entries	Treasury Receipts, Adjustments, and Returned Items are initially recorded in Florida PALM as deposits. Agencies access Florida PALM to run and review deposit reports to assist in identifying and recording Departmental FLAIR-only transactions.
Expenditure Refunds	In the Central Wave, Expenditure Refunds are interfaced from Departmental FLAIR and recorded as a Journal Entry in Florida PALM. These journal entries are audited by DFS. If the Journal Entry in Florida PALM is modified or deleted, correcting entries in Departmental FLAIR may be needed.
Manage Deposit Exceptions	Agencies may need to enter correcting entries in Departmental FLAIR, if a deposit is updated or deleted in Florida PALM.



# Central Wave Office Hours

## Accounts Receivables

### Accounts Receivables (AR)

- **CW.60.2 Deposit and Apply Receipts**
  - CW.60.2.4 Manage Electronic Receipts Data
  - CW.60.2.5 Process FLAIR Deposits
  - CW.60.2.6 Treasury Receipts, Adjustments, and Returned Items
- **CW.60.4 Manage AR Transactions**



# Central Wave Overview

## Treasury Management

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Key Process Activity	Agency Impact
Treasury Request Forms	Agencies access Florida PALM for EPS, banking service requests, supplies, and other Treasury related requests
Request for clearing and revolving accounts	Agencies request local fund and associated bank account through the Fund Questionnaire in Florida PALM
Banking Reports	Agencies access Florida PALM for banking reports
Wire Transfers	Agencies request bank to bank transfers in Florida PALM
Interest Apportionment	Agencies will access Florida PALM for interest apportionment reports, as the basis for recording transactions in Departmental FLAIR



# Central Wave Office Hours

## Treasury Management

### Treasury Management (TM)

- **CW.70.1 Manage Banking Relationships**
  - CW.70.1.1 Maintain Bank Accounts
  - CW.70.1.2 Manage Treasury Correspondence
- **CW.70.2 Manage and Reconcile Bank Statements**
- **CW.70.4 Process Bank Cash Transfers**
- **CW.70.5 Reconcile Book to Bank Balances**
- **CW.70.6 Create and Maintain Deals**
- **CW.70.7 Manage Investment Pools**
  - CW.70.7.1 Manage SPIA Balances
  - CW.70.7.2 Distribute Interest Apportionment



# Central Wave Overview

## Disbursements Management

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Key Process Activity	Agency Impact
Supplier Management	Supplier Adds/Updates continue in the Departmental FLAIR Statewide Vendor File. No impact to Agencies.
Supplier Interface	Supplier information interfaced to Florida PALM from the Statewide Vendor File, Vendor Employee File and the EFT File. No impact to Agencies.
TIN Matching	W-9 Verification and TIN Matching functionality to be conducted within Florida PALM. No impact to Agencies.
Encumbrances	Encumbrances continue to be recorded in Departmental FLAIR. No impact to Agencies.
Voucher Audit Packages	Voucher Audit packages continue to be submitted to A&A outside of the system. No impact to Agencies.
Exception Handling	Agency AP Maintainer role to correct/delete vouchers as needed.



# Central Wave Overview

## Disbursements Management

32

Key Process Activity	Agency Impact
Delete/Correct Vouchers	A Deleted Vouchers File will be sent from Florida PALM to Departmental FLAIR to initiate the TR58. Corrections made in Florida PALM will need to be manually updated in Departmental FLAIR.
Direct Loads to Florida PALM	Agency Business Systems need to be ready to provide standard interface files using the new Chart of Accounts.
Outbound Payment File	Standard outbound payment interface from Florida PALM
Payment Consolidation	Payments are consolidated to a supplier by business unit. No impact to Agencies.
Reporting	Reports available in Florida PALM for agency consumption.
1099 Reporting	1099s are processed in Florida PALM. No impact to Agencies.
Stale Payments	Stale payment management occurs in Florida PALM.
Payroll	Payroll processes continue in PYRL. No impact to Agencies.





# Central Wave Office Hours

## Disbursements Management

### Disbursements Management (DM)

- **CW.30.1 Set Up and Maintain Suppliers**
  - CW.30.1.2 Import Suppliers
- **CW.30.3 Enter and Process Vouchers**
  - CW.30.3.1 Process Vouchers
  - CW.30.3.3 Review and Approve Vouchers
- **CW.30.4 Process Payments**
  - CW.30.4.1 Process Pay Cycle
  - CW.30.4.2 Process Warrant Payments
- **CW.30.5 Manage Payments**
  - CW.30.5.1 Record Manual Payments
  - CW.30.5.2 Manage ACH/EFT Notifications
  - CW.30.5.3 Manage Stale Payments
  - CW.30.5.4 Cancel and Reissue Payments
- **CW.30.6 Manage Tax Reporting**
- **CW.30.7 Manage Accounts Payable Transactions**
- **CW.30.9 Manage Payroll Payments**
  - CW.30.9.1 Set Up and Maintain Employees and Payroll Suppliers
  - CW.30.9.2 Process Payroll EFTS and Record Warrants
  - CW.30.9.3 Process Payroll Cancellations

