

Florida **PALM**

Planning, Accounting, and Ledger Management



Reporting Workgroup November 16, 2020



Objectives

- ▶ Complete review of specific CMS reports
- ▶ Confirm agency reporting needs and the Reports Catalog
- ▶ Discuss data and legacy report expectations
- ▶ Highlight relevant Florida PALM resources
- ▶ Review the Query Writer Role and role requirements
- ▶ Solicit feedback for the Proviso reports
- ▶ Share the next steps for reporting and Workgroup members

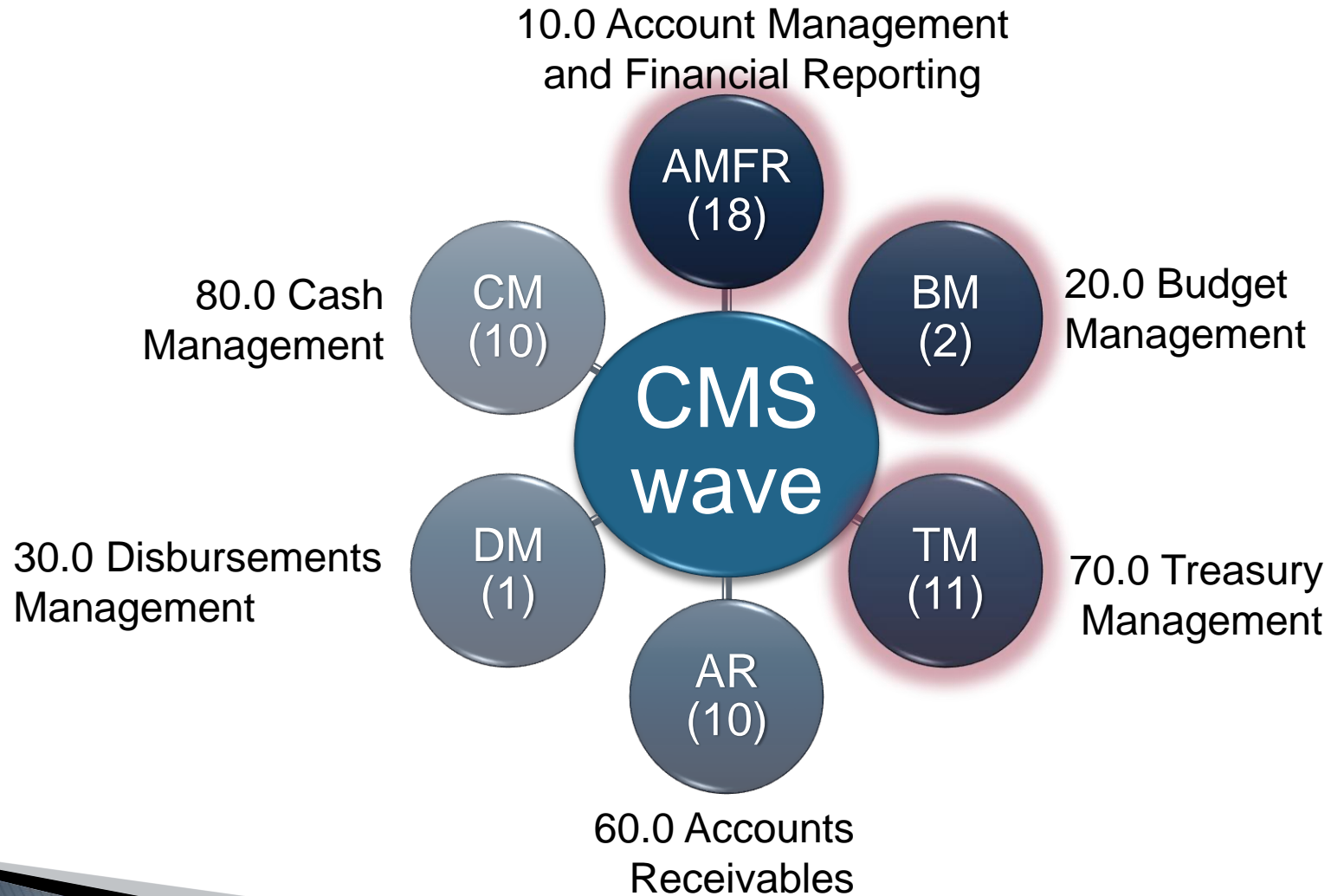


Review of CMS Reports

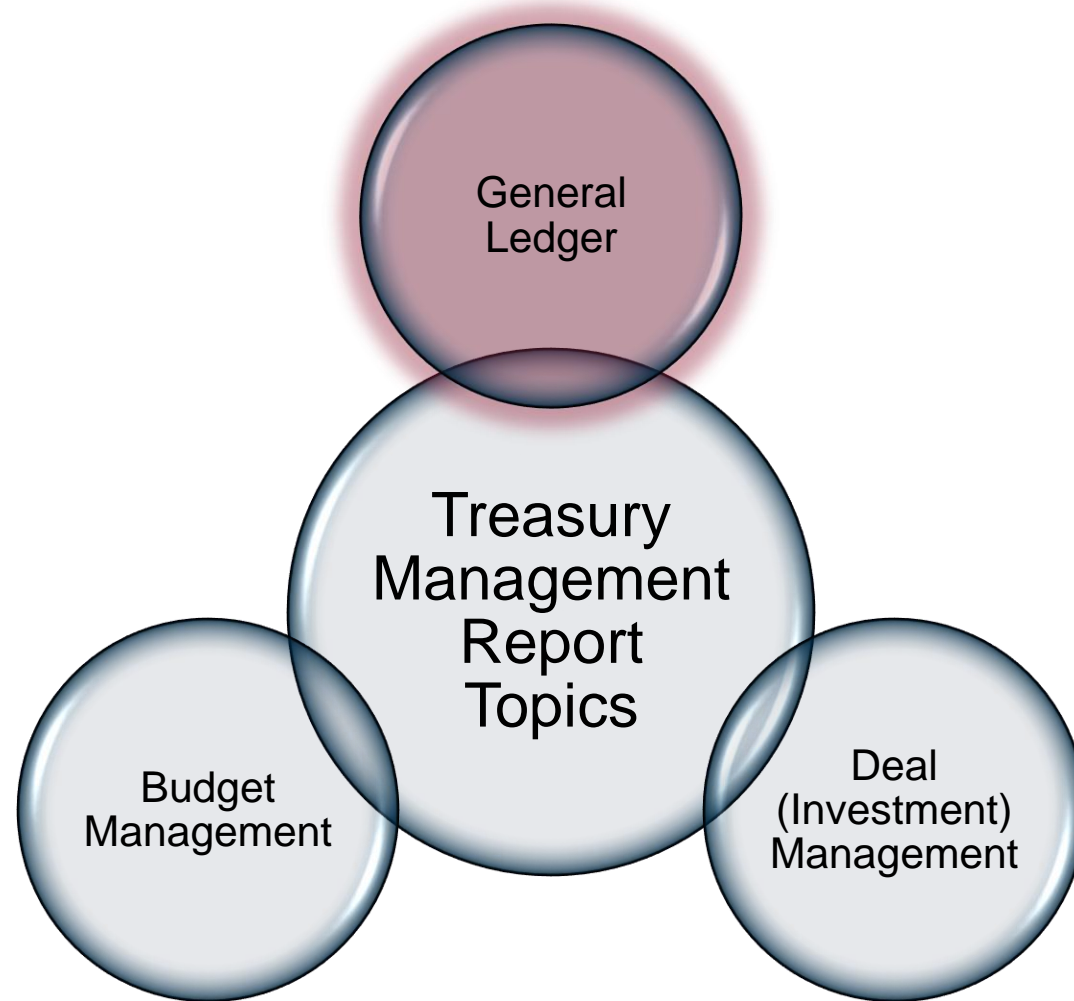
- ▶ Publish Reporting Catalog for Agency Review
- ▶ Survey – All Agencies
- ▶ Reporting Workgroup Discussion
- ▶ Agency Touch Point Meetings
- ▶ Analyses of Florida PALM and Legacy Reports



CMS Wave Reports



Report Discussion – Treasury Management Reports



Reports Overview – General Ledger

▶ Applicable Reports

- ChartField Value
- Crosswalk Value
- Investment Activity
- SPIA Reconciliation
- Apportionment
- Investment Balances Comparison

▶ Roles

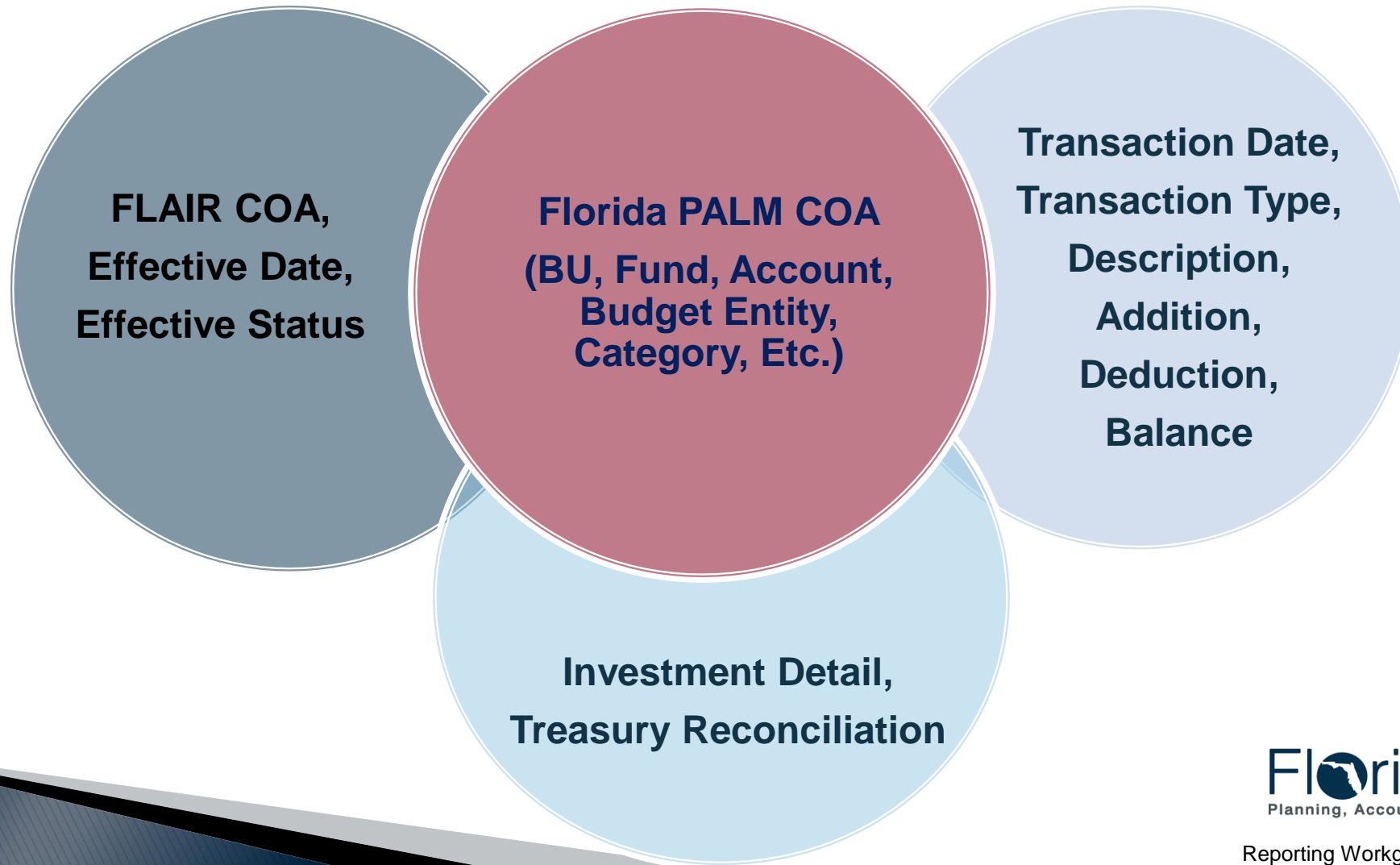
- DFS COA Maintainer
- DFS GL Journal Processor
- Agency CM Reporter
- DFS Investment Accounting Processor

▶ Business Process Models

- CMSW.10.1 – Set Up and Maintain Chart of Accounts
- CMSW.70.6 – Create and Maintain Deals
- CMSW.70.7 – Manage Investment Pools



Reports Overview – General Ledger Reports Key Data Elements ⁸



Report Sample 2 – Investment Activity

INVESTMENT ACTIVITY REPORT

Business Unit: 43000
Fund From: 00001 LEG HOUSE GR
Fund To: 00001 LEG HOUSE GR
Fiscal Year: 2021
Accounting Period From: 8
Accounting Period From: 9

Trans Date	Transaction Type	Account	Account Description	Additions	Deductions	Balance
*****			Beginning Balance			157,755,708.41
3/1/2020	Interest Earned	611171	REVENUE/INTEREST EARNED	353,490.09		158,109,198.50
3/1/2020	Admin Fee	780009	EXPENSE/ADMIN FEES		14,806.86	158,094,391.64
3/2/2020	Disinvestment	104001	POOL 1 DISINV - TREASURY		1,675,000.00	156,419,391.64
3/3/2020	Disinvestment	104001	POOL 1 DISINV - TREASURY		600,000.00	155,819,391.64
3/4/2020	Disinvestment	104001	POOL 1 DISINV - TREASURY		225,000.00	155,594,391.64
3/5/2020	Disinvestment	104001	POOL 1 DISINV - TREASURY		775,000.00	154,819,391.64
3/6/2020	Disinvestment	104001	POOL 1 DISINV - TREASURY		425,000.00	154,394,391.64
3/9/2020	Disinvestment	104001	POOL 1 DISINV - TREASURY		450,000.00	153,944,391.64
3/10/2020	Disinvestment	104001	POOL 1 DISINV - TREASURY		575,000.00	153,369,391.64
3/11/2020	Disinvestment	104001	POOL 1 DISINV - TREASURY		250,000.00	153,119,391.64
3/12/2020	Disinvestment	104001	POOL 1 DISINV - TREASURY		525,000.00	152,594,391.64
3/13/2020	Disinvestment	104001	POOL 1 DISINV - TREASURY		575,000.00	152,019,391.64
3/16/2020	Disinvestment	104001	POOL 1 DISINV - TREASURY		1,675,000.00	150,344,391.64
3/17/2020	Disinvestment	104001	POOL 1 DISINV - TREASURY		1,225,000.00	149,119,391.64
3/18/2020	Disinvestment	104001	POOL 1 DISINV - TREASURY		18,625,000.00	130,494,391.64
3/19/2020	Disinvestment	104001	POOL 1 DISINV - TREASURY		600,000.00	129,894,391.64
3/20/2020	Disinvestment	104001	POOL 1 DISINV - TREASURY		525,000.00	129,369,391.64
3/23/2020	Disinvestment	104001	POOL 1 DISINV - TREASURY		475,000.00	128,894,391.64
3/26/2020	Investment	104002	POOL 2 INV - TREASURY	15,000,000.00		143,894,391.64
4/1/2020	Disinvestment	104001	POOL 1 DISINV - TREASURY		950,000.00	142,944,391.64
4/1/2020	Interest Earned	611171	INT REVENUE	596,905.38		143,541,297.02
4/1/2020	Admin Fee	780009	ADMIN FEE		14,551.69	143,526,745.33

Account Summary

Transaction Types	Addition Transaction Types	Deduction Transaction Types	Addition Subtotals	Deduction Subtotals	Net Amount
Investment	1		15,000,000.00		15,000,000.00
Interest Earned	2		950,395.47		950,395.47
Disinvestment		17		30,150,000.00	30,150,000.00
Admin Fee		2		29,358.55	29,358.55
Total	3	19	\$ 15,950,395.47	\$30,179,358.55	143,526,745.33

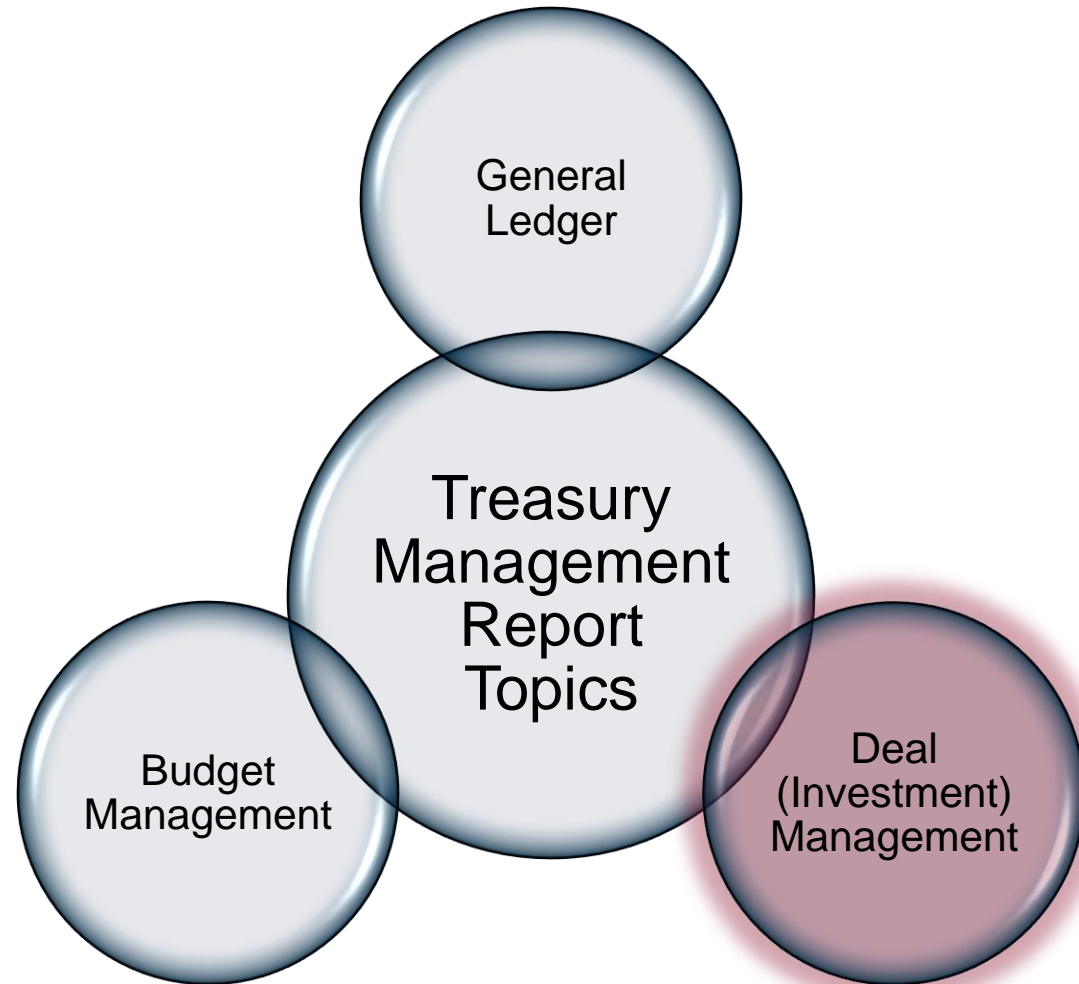


Discussion Questions

- ▶ Do you have questions about the Crosswalk Report ?
- ▶ Are there additional considerations or data elements for these reports?



Report Discussion – Treasury Management Reports



Reports Overview – Deal (Investment) Management

▶ Applicable Reports

- Income Summary
- Investment Maturity and Accrual
- Inventory
- Cash Movement
- Floating Rate Payment
- Reconciliation of Trades Entered but not Settled
- Trades
- Commercial Paper
- Confirm Deals (Work Center)

▶ Roles

- DFS Investment Accounting Processor
- DFS Investment Reporter
- DFS GL Journal Processor
- Agency CM Reporter

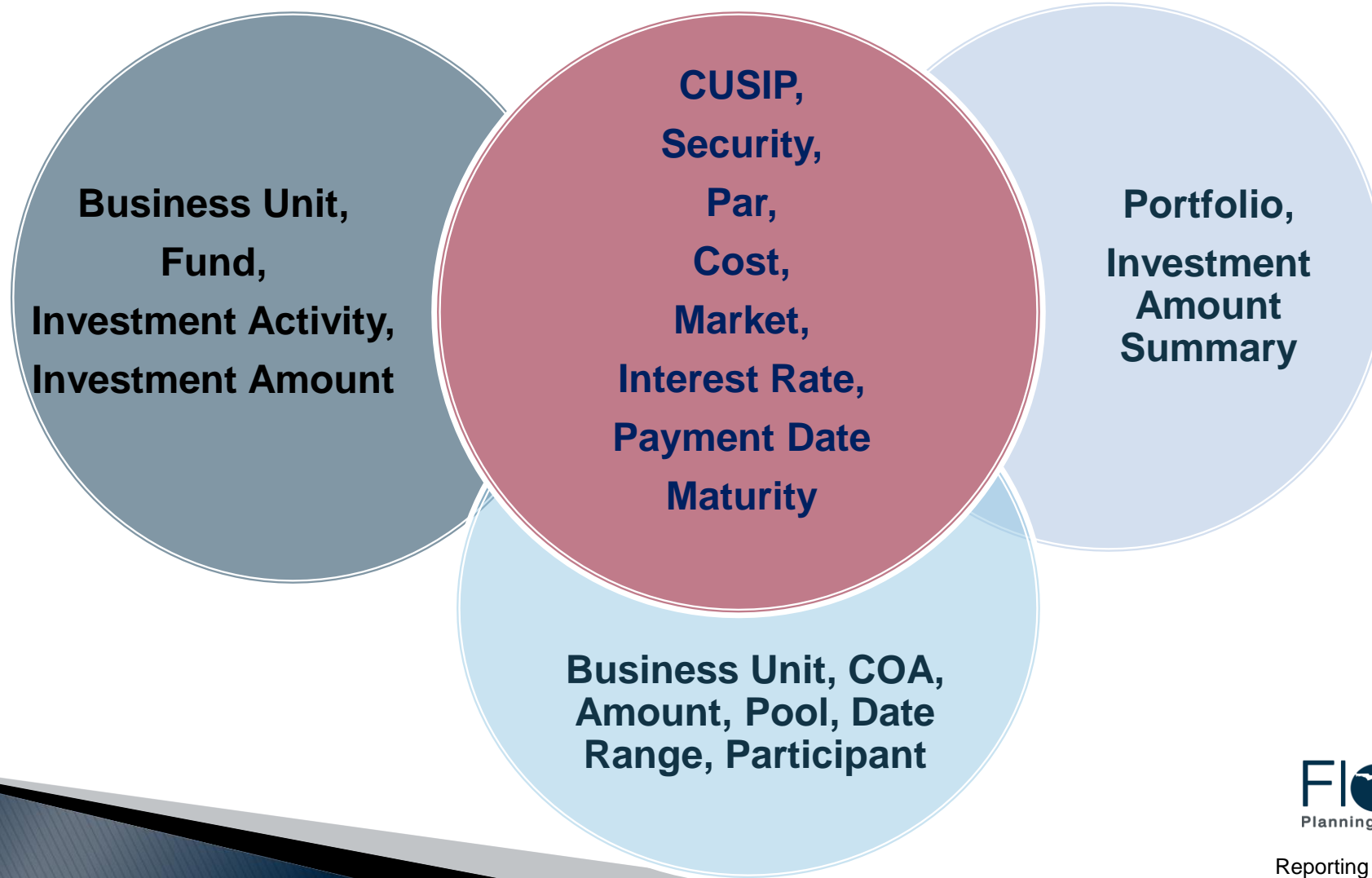
▶ Business Process Models

- CMSW.70.6 Create and Maintain Deals
- CMSW70.7 Manage Investment Pools
- CMSW.70.7.2 Distribute Interest Apportionment
- CMSW.80.2.1 Monitor and Manage Fund Cash



Reports Overview – Deal (Investment) Management

Reports Key Data Elements



Report Sample 1 – Income Summary



Page No. 1 of 1
 Report ID: DMR008
 Run Date: MM/DD/YYYY
 Run Time: HH:MM:SS AM

INCOME SUMMARY REPORT

Business Unit: 43001
 Portfolio: All
 Portfolio Short Description: Internal
 01-Nov-2020 to 31-Jan-2020

Portfolio	Instrument Type	Pay Date	Custodian	SK#	CUSIP	Coupon	Floater	Issuer	Cost	Income	Total
Liquidity	Commercial Paper	11/29/2018	BNY	0789CP	59562KLV1	0.00	N	MID AMER	49,996,916.67	3,083.33	50,000,000.00
Liquidity	Commercial Paper	11/29/2018	BNY	0790CP	71838MLV0	0.00	N	PHILIP MORRIS	49,996,944.44	3,055.56	50,000,000.00
Commercial Paper Sub Total:									\$99,993,861.11	\$6,138.89	\$100,000,000.00
Liquidity	Disc Note	11/29/2018	BNY	0778DN	313385R32	0.00	N	FHLB DN	199,893,500.00	106,500.00	200,000,000.00
Disc Note:									\$199,893,500.00	\$106,500.00	\$200,000,000.00
Liquidity	Money Market	1/31/2016	BNY	9300MF	31607A885	0.00	N	FID MONEY MKT	-	-	-
Liquidity	Money Market	1/31/2016	BNY	9300MF	31607A885	0.00	N	FID MONEY MKT	-	-	-
Liquidity	Money Market	1/31/2016	BNY	9300MF	31607A885	0.00	N	FID MONEY MKT	-	-	-
Money Market Sub Total:									\$0.00	\$0.00	\$0.00
Liquidity Sub Total:									\$299,887,361.11	\$112,638.89	\$300,000,000.00
Ultra Short Duration	FFCB	11/29/2018	BNY	30183A	3133EJQL6	0.00	Y	FFCB	-	48,521.88	48,521.88
FFCB Sub Total:									\$0.00	\$48,521.88	\$48,521.88
Ultra Short Duration	Money Market	1/31/2016	BNY	3900MF	31607A885	0.00	N	FID MONEY MKT	-	-	-
Ultra Short Duration	Money Market	1/31/2016	BNY	3900MF	31607A885	0.00	N	FID MONEY MKT	-	-	-
Ultra Short Duration	Money Market	1/31/2016	BNY	3900MF	31607A885	0.00	N	FID MONEY MKT	-	-	-
Ultra Short Duration	Money Market	1/31/2016	BNY	3900MF	31607A885	0.00	N	FID MONEY MKT	-	-	-
Ultra Short Duration	Money Market	1/31/2016	BNY	3900MF	31607A885	0.00	N	FID MONEY MKT	-	-	-
Ultra Short Duration	Money Market	1/31/2016	BNY	3900MF	31607A885	0.00	N	FID MONEY MKT	-	-	-
Ultra Short Duration	Money Market	1/31/2016	BNY	3900MF	31607A885	0.00	N	FID MONEY MKT	-	-	-
Ultra Short Duration	Money Market	1/31/2016	BNY	3900MF	31607A885	0.00	N	FID MONEY MKT	-	-	-
Ultra Short Duration	Money Market	1/31/2016	BNY	3900MF	31607A885	0.00	N	FID MONEY MKT	-	-	-
Ultra Short Duration	Money Market	1/31/2016	BNY	3900MF	31607A885	0.00	N	FID MONEY MKT	-	-	-
Ultra Short Duration	Money Market	1/31/2016	BNY	3900MF	31607A885	0.00	N	FID MONEY MKT	-	-	-
Ultra Short Duration	Money Market	1/31/2016	BNY	3900MF	31607A885	0.00	N	FID MONEY MKT	-	-	-
Money Market Sub Total:									\$0.00	\$0.00	\$0.00
Ultra Short Duration Sub Total									\$0.00	\$48,521.88	\$48,521.88
Short Duration	Corporate	11/29/2018	BNY	50435C	14913Q2F5	0.00	N	CATERPILLAR FIN	-	20,000.00	20,000.00
Corporate Sub Total									\$0.00	\$20,000.00	\$20,000.00
Short Duration Sub Total									\$0.00	\$20,000.00	\$20,000.00
BNY Grand Totals									\$299,887,361.11	\$181,160.77	\$300,068,521.88



Report Sample 2 – Inventory

Date as of: 11/28/2018													
Deal ID	Portfolio	Instrument Type	CUSIP	Trade #	SK#	Par	Cost	Trade Date	Maturity Date	Book Yield	Discount Rate	Issuer	Broker
TRD00000011	LIQUIDITY	COMMERCIAL PAPER	71838MLV0	170569	0790CP	50,000,000.00	49,996,944.44	11/28/2018	11/29/2018	2.200	2.200	PHILLIP MORRIS INTERNATIONAL	BARC
TRD00000012	LIQUIDITY	COMMERCIAL PAPER	59562KLV1	170571	0789CP	50,000,000.00	49,996,916.67	11/28/2018	11/29/2018	2.200	2.220	MID AMERICAN ENERGY CO	WELLSFAR
TRD00000013	LIQUIDITY	DISCOUNTED NOTES	313385R32	170511	0778DN	200,000,000.00	199,893,500.00	11/20/2018	11/29/2018	2.131	2.131	FHLB DN	RBS
TRD00000014	LIQUIDITY	MONEY MARKET	31607A885	170557	9300MF	52,303,547.75	52,303,547.75	11/26/2018	N/A	0.000	0.000	FIDELITY MONEY MARKET	FIDELITY
TRD00000015	LIQUIDITY	MONEY MARKET	31607A885	170565	9300MF	9,814,643.89	9,814,643.89	11/27/2018	N/A	0.000	0.000	FIDELITY MONEY MARKET	FIDELITY
TRD00000016	LIQUIDITY	MONEY MARKET	31607A885	170524	9300MF	53,228,239.40	53,228,239.40	11/21/2018	N/A	0.000	0.000	FIDELITY MONEY MARKET	FIDELITY
TRD00000017	LIQUIDITY	T NOTE	912828RT9	168636	0365N	100,000,000.00	99,683,593.75	6/18/2018	11/30/2018	2.028	1.375	TREASURY NOTES	WELLSFAR
TRD00000018	LIQUIDITY	T NOTE	912828ST8	168939	0440N	100,000,000.00	99,164,062.50	7/11/2018	4/30/2019	2.304	1.250	TREASURY NOTES	SCOTIA CAP
TRD00000019	LIQUIDITY	T NOTE	912828ST8	169868	0639N	200,000,000.00	198,593,750.00	9/18/2018	4/30/2019	2.304	1.250	TREASURY NOTES	BMO
	COMMERCIAL PAPER	2			SUB TOTAL	\$ 100,000,000.00	\$ 99,993,861.11		WEIGHTED AVG.	2.200	2.210		
	DISCOUNTED NOTES	1			SUB TOTAL	\$ 200,000,000.00	\$ 199,893,500.00		WEIGHTED AVG.	2.130	2.130		
	MONEY MARKET	3			SUB TOTAL	\$ 115,346,431.04	\$ 115,346,431.04		WEIGHTED AVG.	0.000	0.000		
	T NOTE	3			SUB TOTAL	\$ 400,000,000.00	\$ 397,441,406.25		WEIGHTED AVG.	2.212	1.292		
	TOTAL HOLDINGS	9			TOTAL	\$ 815,346,431.04	\$ 812,675,198.40						
Page Break													
Custodian: Bank of New York Mellon													
Portfolio: ULTRA SHORT DURATION													
Date as of: 11/28/2018													
Deal ID	Portfolio	Instrument Type	CUSIP	Trade #	SK#	Par	Cost	Trade Date	Maturity Date	Book Yield	Discount Rate	Issuer	Broker
TRD00000030	ULTRA SHORT DURATION	CORPORATE BONDS	713448CK2	169075	30193C	2,500,000.00	2,498,350.00	7/19/2018	1/7/2019	2.394	2.250	PEPSICO INC	STATEOFI
TRD00000031	ULTRA SHORT DURATION	CORPORATE BONDS	037833BQ2	169074	30194C	2,000,000.00	1,991,600.00	7/19/2018	2/22/2019	2.432	1.700	APPLE INC	STATEOFI
TRD00000032	ULTRA SHORT DURATION	CORPORATE BONDS	94974BFU9	166564	30185C	3,000,000.00	2,994,300.00	1/22/2018	4/22/2019	2.279	2.125	WELLS FARGO & CO	BNY
TRD00000033	ULTRA SHORT DURATION	CORPORATE BONDS	46625HHL7	168404	30186C	18,750,000.00	19,361,437.50	5/25/2018	4/23/2019	2.607	6.300	JP MORGAN CHASE	JPM
TRD00000034	ULTRA SHORT DURATION	CORPORATE BONDS	89236TFB6	168191	30347C	25,000,000.00	25,000,000.00	5/11/2018	5/15/2019	2.415	2.676	TOYOTA MTR CR	BAML
TRD00000035	ULTRA SHORT DURATION	CORPORATE BONDS	172967EV9	168383	30185C	32,991,000.00	34,836,846.45	5/24/2018	5/22/2019	2.659	8.500	CITIGROUP INC.	BARC
TRD00000036	ULTRA SHORT DURATION	ISRAEL BONDS	46513XAV2	165117	30094I	10,000,000.00	10,000,000.00	5/1/2017	5/1/2019	2.000	2.000	STATE OF ISRAEL	STATEOFI
TRD00000037	ULTRA SHORT DURATION	ISRAEL BONDS	46513XQP8	165121	30096I	10,000,000.00	10,000,000.00	8/1/2017	8/1/2019	2.050	2.050	STATE OF ISRAEL	STATEOFI
TRD00000039	ULTRA SHORT DURATION	T NOTE	912828B33	165079	30001N	200,000,000.00	200,328,125.00	9/22/2017	1/31/2019	1.377	1.500	TREASURY NOTES	CITI
TRD00000040	ULTRA SHORT DURATION	T NOTE	912828P95	166302	30166N	29,400,000.00	29,099,109.37	1/5/2018	3/15/2019	0.000	1.000	TREASURY NOTES	JEFF
TRD00000041	ULTRA SHORT DURATION	T NOTE	912828ST8	165078	30002N	200,000,000.00	199,539,062.50	9/22/2017	4/30/2019	1.395	1.250	TREASURY NOTES	DAIWA
TRD00000042	ULTRA SHORT DURATION	T STRIPS	912833KU3	166681	30198S	15,000,000.00	14,695,200.00	1/29/2018	2/15/2019	1.977	0.000	TREASURY STRIPS	DEUTSCHE
TRD00000043	ULTRA SHORT DURATION	T STRIPS	912833KU3	166258	30117S	35,000,000.00	34,286,700.00	1/2/2018	2/15/2019	1.852	0.000	TREASURY STRIPS	CANTOR
TRD00000044	ULTRA SHORT DURATION	T STRIPS	912833KU3	165206	30118S	50,000,000.00	49,060,500.00	9/29/2017	2/15/2019	1.320	0.000	TREASURY STRIPS	RBC
TRD00000045	ULTRA SHORT DURATION	T STRIPS	912833KU3	165207	30117S	100,000,000.00	98,124,000.00	9/29/2017	2/15/2019	1.388	0.000	TREASURY STRIPS	BAML
TRD00000046	ULTRA SHORT DURATION	T STRIPS	912833KU3	166680	30197S	25,000,000.00	24,492,500.00	1/29/2018	2/15/2019	1.975	0.000	TREASURY STRIPS	BAML
	CORPORATE BONDS	6			SUB TOTAL	\$ 84,241,000.00	\$ 86,682,533.95		WEIGHTED AVG.	2.464	3.925		
	ISRAEL BONDS	2			SUB TOTAL	\$ 20,000,000.00	\$ 20,000,000.00		WEIGHTED AVG.	2.025	2.025		
	T NOTE	3			SUB TOTAL	\$ 429,400,000.00	\$ 428,966,296.87		WEIGHTED AVG.	0.924	1.250		
	T STRIPS	5			SUB TOTAL	\$ 225,000,000.00	\$ 220,658,900.00		WEIGHTED AVG.	1.702	0.000		
	TOTAL HOLDINGS	16			TOTAL	\$ 758,641,000.00	\$ 756,307,730.82						

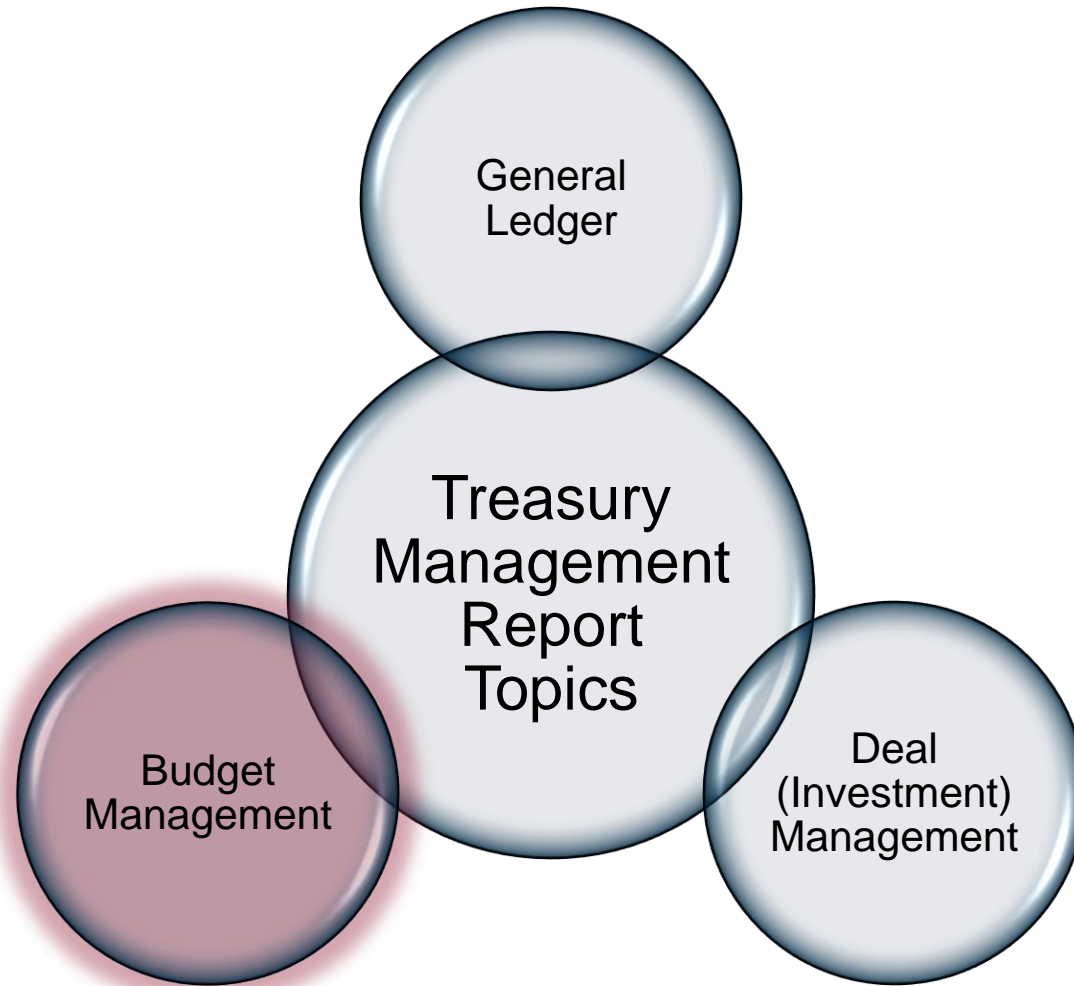


Discussion Question

- ▶ Are there agency activities that require reports to manage investments other than what Treasury does for agencies?



Report Discussion – Treasury Management Reports



Reports Overview – Budget Management Reports

▶ Applicable Reports

- Invested Balance Exceptions
- Invested Balance Override

▶ Roles

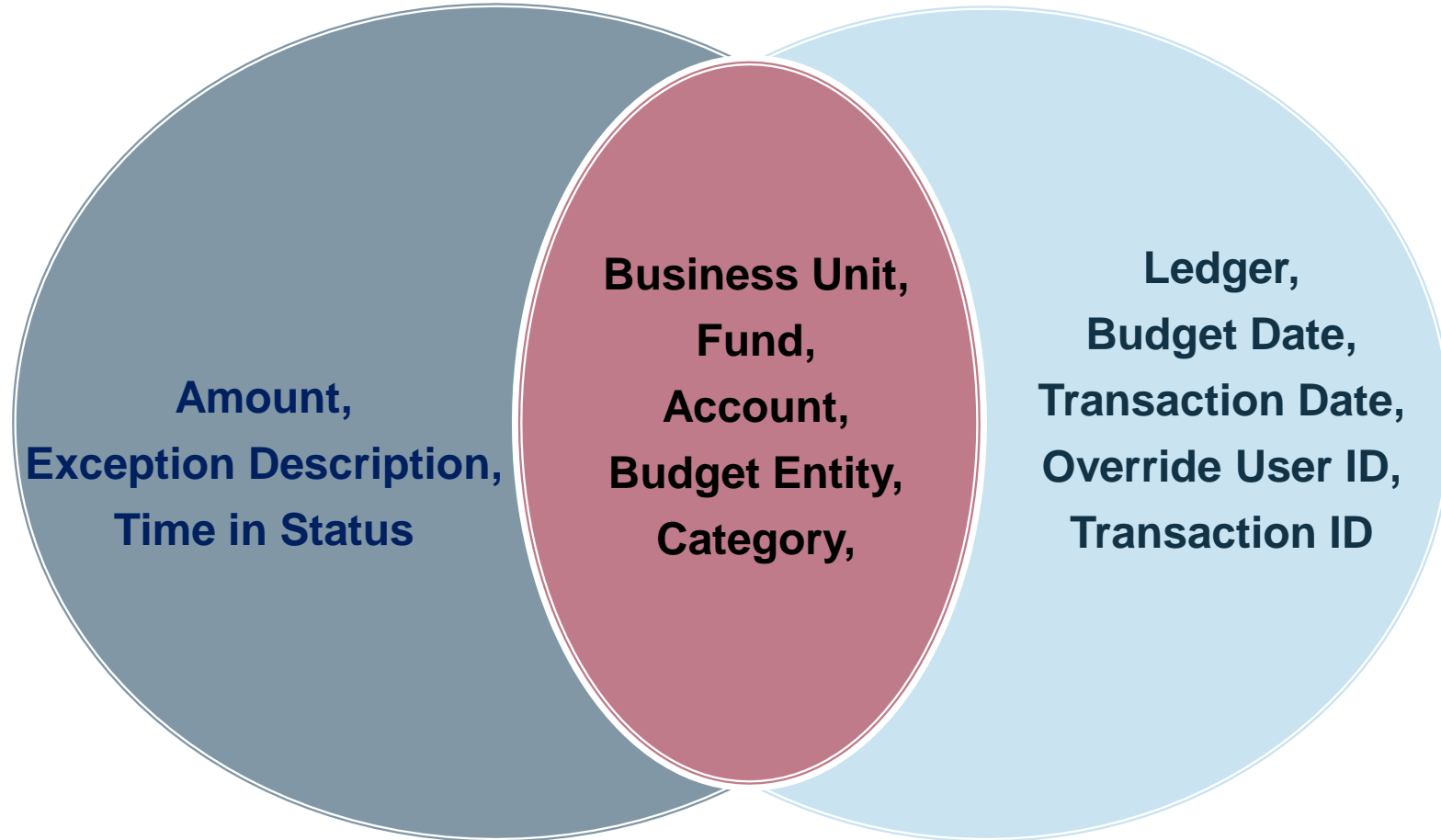
- GL Journal Processor
- DFS Override Processor

▶ Business Process Models

- CMSW.80.1.2 Invested Balance Checking



Reports Overview – Budget Management Key Data Elements




Workcenter Reports

- ▶ Page for reviewing activities and balances.
- ▶ CMS Wave
 - GL Processors
 - GL Approvers



Reports Catalog

► Solution > Reporting > Reports Catalog

 <small>Planning, Accounting, and Ledger Management</small>					
CMS Wave Reports Catalog					
Counter	Reference Number	Name of the report topic	Name of the report	Detailed description of the report: Information that the report is expected to convey	General description of fields and types of information to be presented within the report
Item #	Report ID	Report Topic	Report Name	Report Description	Key Data Elements
1	APR136	Cash Management	Outstanding Payments by COA	Report that can be generated daily, monthly, annually, or by specified date range; shows the total amount and number of outstanding AP payments by type for selected chart of account fields. This report is used to identify the liability for issued payments that have not yet cleared the bank (unreconciled) for selected COA values.	Business Unit, Voucher ID, Payment ID, Payment Amount, Payment Date(s), GL BU, Budget Entity, Fund, Category, Account, Journal ID, Sum Count of Payments, Sum Payment Amount
2	ARR007	Cash Management	Deposit Report	A report that provides detailed information for deposits. The report is used to account for deposits entered into the system.	Dates, Deposit Number, Deposit Type, Bank, Customer Name, Amount, Accounting, Payment Line Information
3	ARR068	Cash Management	Verified Deposit Summary Report	This report lists the total count and dollar amount for all deposits. The daily deposits are listed with a monthly total. This report is used to provide summary totals for receipts.	Dates, Deposits Total, Deposit Count



Overview of Report Topics

- ▶ CMS Report topics include:
 - Payments
 - Deposits
 - Banking
 - Balances/Journals
 - Investments
 - Administrative

- ▶ What are your thoughts on these topics?
- ▶ Are there other relevant topics for CMS Wave?



Overview of Report Uses

- ▶ Identified reporting needs for CMS reports include:
 - Financial Statements
 - Grants/Bonds
 - Law or Rule
 - External Users
 - Internal Users

- ▶ Are there other report needs for CMS Wave that we need to discuss?



Data Expectations – Data Conversions

- ▶ Florida PALM will include the data necessary for CMS processes included in Florida PALM beginning at July 1, 2021.
 - Types of Data:
 - Master Data (examples: bank accounts, limited chartfields)
 - Balances (examples: investment balances, cash balances)
 - In-flight transactions (examples: outstanding payments, bank adjustments)
 - Subsidiary Data (examples: investment details)



Data Expectations – Chart of Accounts

- ▶ The new chart of accounts is used in Florida PALM.
 - The chart of accounts is limited to values needed for CMS processes.
 - Additional values will be added in later Waves.
- ▶ Examples – Business Unit, Fund, Account
- ▶ [COA Configuration Workbook](#)
- ▶ [COA Design Structure Overview](#)

The Florida PALM chart of accounts will be fully implemented at Departmental Wave.



Data Expectations – Florida PALM Reports

- ▶ Florida PALM offers reports based on applicable business processes
 - CMS Wave – cash management, investments, banking information
 - Central Wave – cash and budget balances, payments, Supplier tax reporting
 - Payroll Wave – payroll payments, employer and employee deductions and remittances, employee payroll tax reporting
 - Departmental Wave – General ledger and related subsidiary records, all State accounting and financial reports

- ▶ Information is available through on-line access, reports, and standard interfaces



Data Expectations – Information Warehouse

- ▶ Florida PALM will provide legacy-like information to the Information Warehouse to support user transition to Florida PALM reports and standard interfaces until **Departmental Wave**.
 - Legacy data sources, reporting tools, and existing reports
 - IW
 - Informational Database
 - FLAIR@Agency
 - Report Distribution System (RDS)
 - Managed Reporting Environment (MRE)



Discussion – Information Warehouse

- ▶ Do you expect your agency to use Florida PALM or legacy reports, or both?



Query Writer

- ▶ Agencies can designate qualified users to the Query Writer role to create queries for agency-specific use.
- ▶ The Query Writer role uses Florida PALM report tools and data to produce queries.
- ▶ Queries can be shared with other users or designated for general use.



Query Writer Role

- ▶ How many query writers in your agency?
- ▶ What are the prerequisite requirements currently to get this role?



Proviso Reports

- ▶ Quarterly Reporting Update
 - Was this information helpful?
 - Did anyone share this update with others in your agency?
 - Are there any suggestions for changes to content or format?

- ▶ Reporting Assessment
 - In progress
 - Reviewing reports in groups by topic
 - Baseline report inventory – needs, usage, new processes



Next Steps

- ▶ Agencies –
 - Provide feedback
 - Share the PALMcast, episode five - Reporting

- ▶ Complete analyses of Florida PALM and legacy reports
- ▶ Complete and share Reporting Assessment for user feedback
- ▶ Update and publish Reporting Assessment and Reporting Catalog
- ▶ Plan to repeat the cycle beginning in 2021



Reporting Activities Timeline



- All Agencies, Enterprise Partners
- Select Agencies
- Project Team



CONTACT INFORMATION

CONTACT US

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PROJECT WEBSITE

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