FLORIDA PALM ADVISORY COUNCIL

JULY 19, 2023

Readiness Workplan Task Input
Task 328: Document Current Agency Business Processes

▶ Culmination of the previous current-state tasks

▶ Elements of the Task include:

1. Provide inventory of agency business processes
2. Create and/or update business process documentation

Readiness Workplan Task Input
Task 328: Document Current Agency Business Processes

Business Process Category	Business Process	Business Subprocess ⓘ	Primary Role	Other Role(s)	Related Reports	Related ABS	Documentation Status	Comments
▾								

▸ Gather a knowledgeable team

▸ Create an outline of key business processes within each Business Process Category

▸ Brainstorm the variations of the key business processes*

▸ Fill in the Details

◦ Identify the Primary Role (i.e., who has the primary responsibility) and the Other Roles (i.e., others who support the execution of the business process)

◦ Link the Related Reports and Related ABS from the prior current-state tasks

◦ Track Documentation Status (e.g., Not Started, In Progress, Complete)

◦ Record any additional, helpful information about the process or subprocess
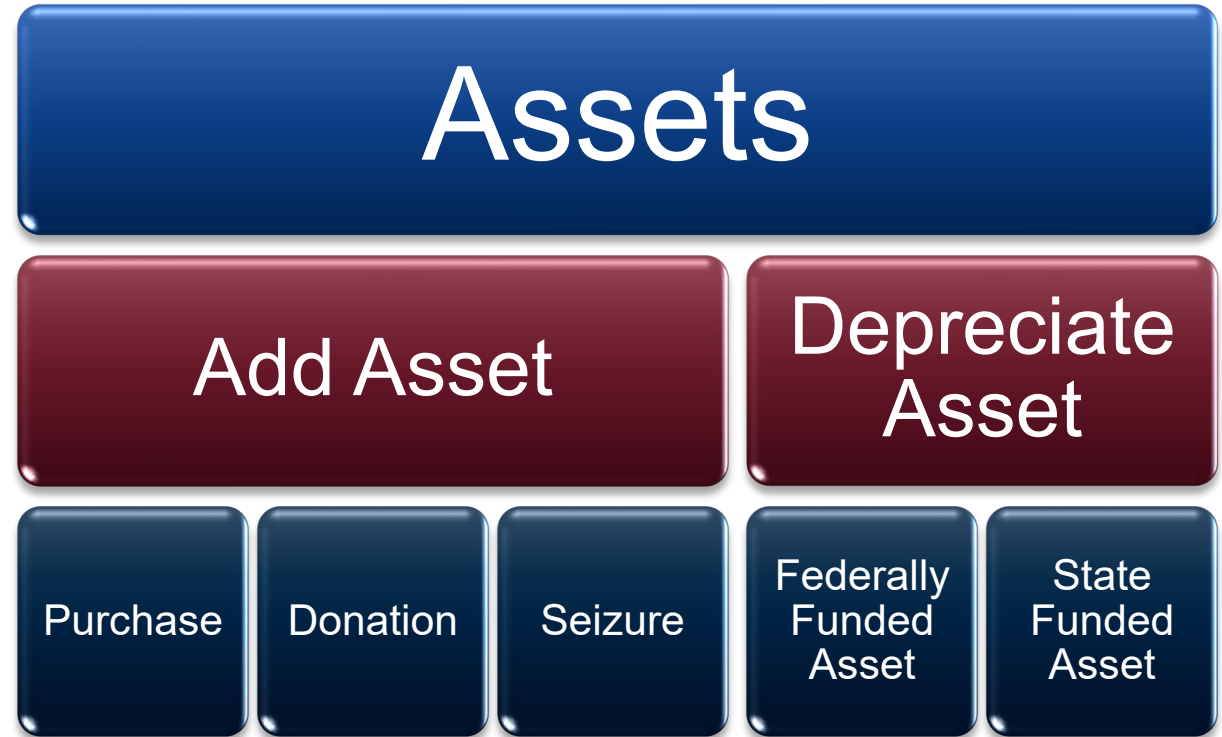
User Story Guide to be provided to support agency efforts

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Business Process Category:
A grouping that describes the high-level business purpose

Business Process:
The event accomplished with a discrete business objective

Business Subprocess:
A variation of the primary process; the smallest unit of work; represents its own User Story

Assets

Add Asset

Depreciate Asset

Purchase

Donation

Seizure

Federally Funded Asset

State Funded Asset

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▸ Create and/or Update Business Process Documentation

  ◦ Should be in the form or format that works best for your agency

  ◦ Should include the following, at a minimum:

   • Step / Description – activities completed and in what order within the process

   • Triggers – event(s) that initiate the process

   • Controls – elements that help ensure compliance or prevent errors or irregularities, such as sign-offs, reviews, or reconciliations

   • Roles – people and their level of responsibility or authority in completing the process

   • Inputs – data, interface, or report that is used in the process

   • Outputs – data, interface, or report that results from the process or the benefit or value that is achieved from completing the process

   • Technology – interface or agency business system that is used in the process

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▸ Why are these brainstorming and documentation efforts important?

- ◦ Identify the variations that need to be considered in your agency's unique preparations for Florida PALM (i.e., agency-unique reports and training, documentation changes)

- ◦ Create a set of documents that can be leveraged for future-state updates

- ◦ Better understand the roles and individuals involved today so that you may efficiently map them in the future (i.e., during role mapping)

- ◦ Confirm the technology impacted, which will require remediation

- ◦ Further your agency's change management efforts by providing an opportunity to discuss Florida PALM with a broad set of impacted stakeholders (e.g., roles)

- ◦ Prepare your team to absorb the future-state information that will be shared for Segments I through IV

Business Process Models
Advisory Council Review

▸ **Financials Wave Business Process Model Updates – Segment I**

- Monday, August 14, 1:00 – 5:00 p.m.
  - 30.3 Enter and Process Vouchers

- Tuesday, August 15, 1:00 – 5:00 p.m.
  - 10.1 Set Up and Maintain Chart of Accounts
  - 20.1 Enter and Process Budget Journals

Future Segments	Planned Dates
Segment II	November 6 – 21, 2023
Segment III	February 5 – 27, 2024
Segment IV	April 29 – May 3, 2024

▸ **Payroll Wave Business Process Models Review**

- Monday, August 28 – Wednesday, August 30, 1:00 – 5:00 p.m.
- Wednesday, September 6, 1:00 – 5:00 p.m.

Business Process Models
Solution Design Workshops – All Agencies

Process Grouping	Business Process	Segment I Sep/Oct 2023	Segment II Dec 2023/ Jan 2024	Segment III Mar/Apr 2024	Segment IV Jun/Jul 2024
Account Management and Financial Reporting [1]	10.1 Set Up and Maintain Chart of Accounts	X			
	10.2 Enter and Process Journals		X		
	10.3 Analyze and Reconcile Accounts			X	
	10.4 Close General Ledger and Consolidate Results				X
Budget Management and Cash Control [1]	20.1 Enter and Process Budget Journals	X			
	20.2 Budget Execution and Management				X
	20.3 Perform Budget Close				X
Disbursements Management	30.1 Set Up and Maintain Suppliers			X	
	30.2 Establish and Maintain Encumbrances		X		
	30.3 Enter and Process Vouchers	X			
	30.4 Process Payments		X		
	30.5 Manage Payments			X	
	30.6 Manage Tax Reporting [2]				X
	30.7 Manage Accounts Payable Reporting				X
Asset Accounting and Management	40.1 Acquire and Set Up Assets		X		
	40.2 Deploy and Maintain Assets			X	
	40.3 Set Up and Maintain Asset Controls		X		
	40.4 Asset Management Period Close				X

[1] Fund cash management functionality (previous 80 series business processes) has been incorporated into these process groupings

[2] Enterprise Business Process

Business Process Models
Solution Design Workshops – All Agencies

Process Grouping	Business Process	Segment I Sep/Oct 2023	Segment II Dec 2023/ Jan 2024	Segment III Mar/Apr 2024	Segment IV Jun/Jul 2024
Revenue Accounting	50.1 Set Up and Maintain Customer			X	
Accounts Receivables	60.1 Enter and Maintain Receivables			X	
	60.2 Deposit and Apply Receipts		X		
	60.2.2 AR Deposits			X	
Banking	70.1 Manage Banking Relationships				X
	70.2 Manage and Reconcile Bank Statements [2]				X
	70.4 Process Bank Cash Transfers [2]				X
	70.5 Reconcile Book to Bank Balances [2]				X
Projects Management	90.1 Create and Maintain Projects				X
Grants Management	90.2 Create and Maintain Grants		X		
	90.2.4 Monitor CMIA			X	
Contracts Management	90.3 Create and Maintain Contracts		X		
Inter/IntraUnit Transactions [1]	110.1 Inter/IntraUnit Transaction Processing				X

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[2] Enterprise Business Process

Business Process Models
Solution Design Workshops – All Agencies

Process Grouping	Business Process	Segment I Sep/Oct 2023	Segment II Dec 2023/ Jan 2024	Segment III Mar/Apr 2024	Segment IV Jun/Jul 2024
Payroll Management	100.1 Set Up and Maintain Positions				X
	100.2 Set Up and Maintain Employees				X
	100.3 On Cycle Payroll Run				X
	100.4 Off Cycle Payroll Run				X
	100.5 Ad Hoc Payroll				X
	100.6 Payroll Adjustments				X
	100.7 Payroll Accounting Distributions				X
	100.8 End of Period Processing				X

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