Business Requirements Definitions

Florida**PALM**
Planning, Accounting, and Ledger Management

Department of Financial Services

Date: 01/19/2017

Revision: Version 2.0

Table of Contents

Overview

The Florida PALM Business Requirements are comprised of Functional and Technical Requirements. This document provides definitions for three key fields associated with each Business Requirement: Priority, Category, and SubCategory.

- The ***Priority*** field is a numeric value ranging from one to three which reflects each requirement's functionality significance, as determined by the State.

- The ***Category*** field represents the general grouping of functionality supported by most Enterprise Resource Planning (ERP) solutions. Functional and Technical Requirements are grouped by Category.

- The ***SubCategory*** field is a further breakdown of the Category based on functionality intent and similarities expressed by the requirement. Each Category may contain one or more SubCategories. Categories may also reflect one or more of the following standard SubCategories: Data Integration, Document Management, Inquiry and Reporting, Module Integration, Security, and Workflow.

Priority Field Values Definitions

The table below provides the definitions for each Priority value.

Priority	Definition
1	A requirement for functionality to replace FLAIR/CMS or technology necessary to support the new standard business processes for Florida PALM
2	A requirement for functionality to improve the business process from current FLAIR/CMS functionality or enhance the supporting technology
3	A requirement for functionality or technology that will either increase the performance or value of Florida PALM

Table 1: This table is the list of definitions of the Priority Field Values.

Functional Requirements Categories

Accounts Payable

Accounts Payable functionality includes electronically reserving budget; managing activities surrounding liabilities and payables; issuing and reconciling payments; and performing 1099 Reporting. The SubCategories and their definitions are outlined below.

SubCategory	Definition
1099 Processing	Tools and functionality to record, store, and report 1099 data.
Data Integration	Tools and processes used to combine data from disparate sources for the purposes of interoperability between those sources.
Document Management	Automated processes to capture, store, manage, and track electronic images of documents or data within documents in the Solution (e.g., scanned paper or in native format).
Encumbrance	An automated or manual entry into the accounting Solution to reserve the budget for the purchase of goods and/or services for the current and/or future fiscal year(s).
Inquiry and Reporting	Method of defining and retrieving, in a logical format for presentation either on screen or printed, information from the Solution relevant to specific needs.
Inter-agency Billing	Tools and processes to manage financial billing between State agencies.
Invoice Processing	Functionality to record and process an invoice.
Module Integration	Tools and processes used to combine data and/or functionality for the purposes of interoperability between the Solution's distinct modules.
Payment Processing	Functionality to record, process, and issue payment.
Payment Reconciliation	Tools and processes to automatically reconcile payment to the original invoice transaction, payment source, and update the payment status.
Printing and Handling	Functionality to print and record warrants per established schedules.
Receiving	Tools and processes used to document when the goods and/or services have been satisfactorily received.
Security	Method of regulating or controlling user access to the Solution or data at varying levels (e.g., read-only, input, approval level, agency level, process/functionality level).
Vendor Maintenance	Functionality and processes to collect and maintain data on a payee, their method of payment, and W9 status.
Workflow	Electronic routing, monitoring, or alerting capabilities used to manage business processes, such as sequential review or approval flows, to enhance efficiency and/or facilitate internal controls.

Table 2: This table is the list of definitions of the SubCategories within the Accounts Payable Category.

Accounts Receivable and Billing

Accounts Receivable and Billing functionality includes the establishment and maintenance of customer accounts and amounts owed/paid by customers. The SubCategories and their definitions are outlined below.

SubCategory	Definition
Billing and Invoicing	Processes and activities that relate to billing customers for amounts owed and posting accounts receivable balances to customer accounts.
Cash Receipts	Processes and activities that relate to posting moneys paid by customers.
Customer Maintenance	Processes and activities to establish a customer account and maintain information related to the customer account.
Data Integration	Tools and processes used to combine data from disparate sources for the purposes of interoperability between those sources.
Depositing	Processes and activities that relate to recording moneys received to the appropriate bank and fund within the Cash Control subsidiary ledger.
Document Management	Automated processes to capture, store, manage, and track electronic images of document or data within documents in the Solution (e.g., scanned paper or in native format).
Inquiry and Reporting	A logical method of defining and retrieving information from the Solution relevant to specific needs for printing or presentation.
Offset	Processes and activities that relate to applying outgoing payments to customer receivable balances.
Security	Method of regulating or controlling user access to the Solution or data at varying levels (e.g., read-only, input, approval level, agency level, process/functionality level).
Workflow	Electronic routing, monitoring, or alerting capabilities used to manage business processes, such as sequential review or approval flows, to enhance efficiency and/or facilitate internal controls.

Table 3: This table is the list of definitions of the SubCategories within the Accounts Receivable and Billing Category.

Asset Management

Asset Management functionality includes the management of property throughout its lifecycle – from acquisition to disposal. The SubCategories and their definitions are outlined below.

SubCategory	Definition
Additions and Maintenance	Recording, classification, and use of property to ensure adequate accounting for, care, and safeguarding of property.
Data Integration	Tools and processes used to combine data from disparate sources for the purposes of interoperability between those sources.
Depreciation	Functionality to account for and perform the process of charging depreciation to select assets.
Disposal, Retirement, and Theft	Process of controlling, recording, and accounting for disposition of property.
Document Management	Automated processes to capture, store, manage, and track electronic images of documents or data within documents in the Solution (e.g., scanned paper or in native format).
Inquiry and Reporting	A logical method of defining and retrieving information from the Solution relevant to specific needs for printing or presentation.
Physical Inventory	Process of documenting, e.g., plan, record, report existence, condition, and accountability of selected property.
Security	Method of regulating or controlling user access to the Solution or data at varying levels (e.g., read-only, input, approval level, agency level, process/functionality level).
Workflow	Electronic routing, monitoring, or alerting capabilities used to manage business processes, such as sequential review or approval flows, to enhance efficiency and/or facilitate internal controls.

Table 4: This table is the list of definitions of the SubCategories within the Asset Management Category.

Budget Management

Budget Management includes functionality to manage and control appropriation, allocation, and consumption of an agency's budget (operating, non-operating, and fixed capital outlay) and carry forward/certified forward to reversions within the Budget Control subsidiary ledger. The SubCategories and their definitions are outlined below.

SubCategory	Definition
Allotment/Internal Budget Management	Activities related to agency allotment processing and internal budget management, including controls, projections, and reporting.
Budget Monitoring and Control	Activities related to agency preparation and submission of Legislative Budget Requests, Long Range Program Plans, and Capital Improvement Program Plans.
Data Integration	Tools and processes used to combine data from disparate sources for the purposes of interoperability between those sources.
Document Management	Automated processes to capture, store, manage, and track electronic images of document or data within documents in the Solution (e.g., scanned paper or in native format).
Inquiry and Reporting	A logical method of defining and retrieving information from the Solution relevant to specific needs for printing or presentation.
Module Integration	Tools and processes used to combine data and/or functionality for the purposes of interoperability between the Solution's distinct modules.
Security	Method of regulating or controlling user access to the Solution or data at varying levels (e.g., read-only, input, approval level, agency level, process/functionality level).
Workflow	Electronic routing, monitoring, or alerting capabilities used to manage business processes, such as sequential review or approval flows, to enhance efficiency and/or facilitate internal controls.

Table 5: This table is the list of definitions of the SubCategories within the Budget Management Category.

Cash Management

Cash Management functionality includes the establishment and maintenance of the Cash Control subsidiary ledger. The SubCategories and their definitions are outlined below.

SubCategory	Definition
Cash Accounting	Processes and activities that relate to establishing the cash ledger, recording designated fund attributes, and balance checking and recording transactions to the funds within the Cash Control subsidiary ledger.
Inquiry and Reporting	A logical method of defining and retrieving information from the Solution relevant to specific needs for printing or presentation.
Module Integration	Tools and processes used to combine data and/or functionality for the purposes of interoperability between the Solution's distinct modules.
Monitor and Forecast Cash Position	Processes and activities that relate to monitoring cash balances within funds in the Cash Control subsidiary ledger and forecasting cash balances of funds for future periods.
Security	Method of regulating or controlling user access to the Solution or data at varying levels (e.g., read-only, input, approval level, agency level, process/functionality level).
Workflow	Electronic routing, monitoring, or alerting capabilities used to manage business processes, such as sequential review or approval flows, to enhance efficiency and/or facilitate internal controls.

Table 6: This table is the list of definitions of the SubCategories within the Cash Management Category.

Contracts

Contracts includes functionality to establish and maintain agency contract data for contract administration and transmission to public transparency websites. The SubCategories and their definitions are outlined below.

SubCategory	Definition
Contract Administration	Tools and processes used to record and maintain contract data, integrate with other modules to create encumbrances, and generate deliverable payment data.
Data Integration	Tools and processes used to combine data from disparate sources for the purposes of interoperability between those sources.
Document Management	Automated processes to capture, store, manage, and track electronic images of document or data within documents in the Solution (e.g., scanned paper or in native format).
Inquiry and Reporting	A logical method of defining and retrieving information from the Solution relevant to specific needs for printing or presentation.
Vendor Performance	Automated online complaint tracking process on poor performing vendors.
Workflow	Electronic routing, monitoring, or alerting capabilities used to manage business processes, such as sequential review or approval flows, to enhance efficiency and/or facilitate internal controls.

Table 7: This table is the list of definitions of the SubCategories within the Contracts Category.

General Ledger

General Ledger includes functionality to manage the State's Chart of Accounts code structure and facilitate the capture, validation, and overall accuracy of financial data. The SubCategories and their definitions are outlined below.

SubCategory	Definition
CAFR Reporting (Comprehensive Annual Financial Report)	Process and related functionality to support the compilation of financial data used in preparing and publishing the State's financial statements.
Chart of Accounts	Sets forth accounting codes or values and associated Solution functionality that allows/controls the collection and reporting of the State's financial events.
Closing	Functionality which controls accounting processes to manage the period-end and year-end procedures to close and open the State's books.
Data Integration	Tools and processes used to combine data from disparate sources for the purposes of interoperability between those sources.
Document Management	Automated processes to capture, store, manage, and track electronic images of document or data within documents in the Solution(e.g., scanned paper or in native format).
Fund Accounting	Establishes the underlying controls for financial transactions occurring in all modules of the Solution.
Inquiry and Reporting	A logical method of defining and retrieving information from the Solution relevant to specific needs for printing or presentation.
Inter/Intrafund/Interagency Journal Transactions	Sets forth the underlying configuration needs for controlling transactions between multiple funds as well as within a designated fund.
Journal Entry	Sets forth the underlying configuration needs and controls for recording financial transactions to the General Ledger.
Security	Method of regulating or controlling user access to the Solution or data at varying levels (e.g., read-only, input, approval level, agency level, process/functionality level).
Workflow	Electronic routing, monitoring, or alerting capabilities used to manage business processes, such as sequential review or approval flows, to enhance efficiency and/or facilitate internal controls.

Table 8: This table is the list of definitions of the SubCategories within the General Ledger Category.

Grants

Grants functionality includes the establishment, maintenance, and accounting of Federal and State grant records. The SubCategories and their definitions are outlined below.

SubCategory	Definition
Cost Allocation	Processes and activities to capture, store, monitor, and assign and/or redistribute direct and indirect costs and revenues to one or more cost and/or revenue objectives (e.g., grants, programs, activities, contracts, projects).
Data Integration	Tools and processes used to combine data from disparate sources for the purposes of interoperability between those sources.
Document Management	Automated processes to capture, store, manage, and track electronic images of document or data within documents in the Solution (e.g., scanned paper or in native format).
Grant Budget	Processes and activities to establish, monitor, control, and report financial and non-financial assistance received and/or awarded in order to carry out a specific Federal or State grant program.
Grants Accounting	Tools and processes to capture, store, track, and report grant financial events.
Grants Management	Processes and methods to identify, monitor, control, and report all phases of grant activity from application and award to close out and archival.
Inquiry and Reporting	A logical method of defining and retrieving information from the Solution relevant to specific needs for printing or presentation.
Module Integration	Tools and processes used to combine data and/or functionality for the purposes of interoperability between the Solution's distinct modules.
Security	Method of regulating or controlling user access to the Solution or data at varying levels (e.g., read-only, input, approval level, agency level, process/functionality level).
Workflow	Electronic routing, monitoring, or alerting capabilities used to manage business processes, such as sequential review or approval flows, to enhance efficiency and/or facilitate internal controls.

Table 9: This table is the list of definitions of the SubCategories within the Grants Category.

Payroll

Payroll functionality includes the preparation of agency employee compensation; establishment and maintenance of employee records; accrual of employer contribution of taxes, retirement, and benefits; remittance of taxes; and submission of quarterly and annual payroll tax forms. The SubCategories and their definitions are outlined below.

SubCategory	Definition
Data Integration	Tools and processes used to combine data from disparate sources for the purposes of interoperability between those sources.
Document Management	Automated processes to capture, store, manage, and track electronic images of document or data within documents in the Solution(e.g., scanned paper or in native format).
Employee Records	The process of establishing and updating an employee master record to include records for payroll transactions and activity.
Inquiry and Reporting	A logical method of defining and retrieving information from the Solution relevant to specific needs for printing or presentation.
Module Integration	Tools and processes used to combine data and/or functionality for the purposes of interoperability between the Solution's distinct modules.
Payroll Controls	The functionality that provides operating parameters to control payroll transactions processed according to federal and state laws and rules.
Payroll Deductions	The process of establishing, maintaining, and remitting amounts withheld from employees' pay for garnishments and other nontax deductions.
Payroll Processing	The system of preparing and delivering employee pay from calculating gross wages to net pay.
Security	Method of regulating or controlling user access to the Solution or data at varying levels (e.g., read-only, input, approval level, agency level, process/functionality level).
Tax Reporting	The process of remitting and reconciling employee and employer portions of federal withholding, social security, and Medicare taxes, and reconciling and filing payroll forms.
Workflow	Electronic routing, monitoring or alerting capabilities used to manage business processes, such as sequential review or approval flows, to enhance efficiency and/or facilitate internal controls.

Table 10: This table is the list of definitions of the SubCategories within the Payroll Category.

Projects

Projects functionality includes the establishment, maintenance, and accounting of Federal and State project records. The SubCategories and their definitions are outlined below.

SubCategory	Definition
Data Integration	Tools and processes used to combine data from disparate sources for the purposes of interoperability between those sources.
Document Management	Automated processes to capture, store, manage, and track electronic images of document or data within documents in the Solution (e.g., scanned paper or in native format).
Inquiry and Reporting	A logical method of defining and retrieving information from the Solution relevant to specific needs for printing or presentation.
Module Integration	Tools and processes used to combine data and/or functionality for the purposes of interoperability between the Solution's distinct modules.
Project Accounting	Tools and processes to capture, store, track, and report financial events related to projects.
Project Budgets	Processes and activities to establish, monitor, control, and report financial and non-financial resources allocated for the particular purpose of the project for a specified period of time.
Project Management	Processes and methods to identify, monitor, control, and report all phases of the project and its activities from conception and award to close out and archival.
Security	Method of regulating or controlling user access to the Solution or data at varying levels (e.g., read-only, input, approval level, agency level, process/functionality level).
Workflow	Electronic routing, monitoring, or alerting capabilities used to manage business processes, such as sequential review or approval flows, to enhance efficiency and/or facilitate internal controls.

Table 11: This table is the list of definitions of the SubCategories within the Projects Category.

Treasury Management

Treasury Management functionality includes the establishment and maintenance of the bank accounts, investments, and the Treasury Management Control subsidiary ledger. The SubCategories and their definitions are outlined below.

SubCategory	Definition
Bank Deposits	Processes and activities that relate to recording moneys received to the appropriate bank and fund within the Treasury Management Control subsidiary ledger.
Bank Reconciliation	Processes and activities that relate to reconciling transactions and balances within bank accounts and funds recorded in the Cash and Treasury Management Control subsidiary ledgers.
Banking	Processes and activities that relate to accounting for bank transactions and monitoring cash position of bank accounts.
CMIA (Cash Management Improvement Act)	Processes and activities that relate to identifying grants applicable to the CMIA, accounting for transactions for those grants, tracking, and monitoring clearance patterns, and CMIA reporting.
Data Integration	Tools and processes used to combine data from disparate sources for the purposes of interoperability between those sources.
Document Management	Automated processes to capture, store, manage, and track electronic images of document or data within documents in the Solution (e.g., scanned paper or in native format).
Inquiry and Reporting	A logical method of defining and retrieving information from the Solution relevant to specific needs for printing or presentation.
Investing	Processes and activities that relate to recording, accounting for, and monitoring investments.
Issuance Reconciliation	Processes and activities that relate to exchanging payment information with financial institutions and recording, monitoring, and reconciling payment data.
Module Integration	Tools and processes used to combine data and/or functionality for the purposes of interoperability between the Solution's distinct modules.
Revolving Funds	Processes and activities to establish and control revolving funds.
Security	Method of regulating or controlling user access to the Solution or data at varying levels (e.g., read-only, input, approval level, agency level, process/functionality level).
Treasury Accounting	Processes and activities that relate to establishing Treasury Management Control subsidiary ledger and bank accounts.
Workflow	Electronic routing, monitoring, or alerting capabilities used to manage business processes, such as sequential review or approval flows, to enhance efficiency and/or facilitate internal controls.

Table 12: This table is the list of definitions of the SubCategories within the Treasury Management Category.

Technical Requirements Categories

Business Intelligence (BI) and Analytics

Business Intelligence (BI) and Analytics functionality includes activities, infrastructure, and tools that support access to and analysis of information, and the creation of analysis models to improve and optimize decisions and performance. The SubCategories and their definitions are outlined below.

SubCategory	Definition
Data Warehouse Analytical Capabilities	Tools and processes used to apply BI capabilities to and analyze data extracted from transaction systems, operational data stores, and external sources.
Data Warehouse Architecture	The overall design of a data warehouse including hardware, software, access methods, and protocols used throughout the Solution.
Data Warehouse Functions and Features	Capabilities to support the query and analysis of historical data.

Table 13: This table is the list of definitions of the SubCategories within Business Intelligence (BI) and Analytics Category.

Data Management

Data Management functionality includes the method to govern the activities of defining, creating, storing, maintaining, and providing access to data and associated processes in one or more information systems. The SubCategories and their definitions are outlined below.

SubCategory	Definition
Data Integration	Tools and processes used to combine data from disparate sources for the purposes of interoperability between those sources.
Data Integrity	Tools and processes to validate the quality of data including parsing and standardization, cleansing, matching, profiling, monitoring, and enrichment.
Database	Data structure of one or more tables comprised of columns and row that store data and allow for the expression of logical relationships within datasets.

Table 14: This table is the list of definitions of the SubCategories within the Data Management Category.

Enterprise Security

Enterprise Security functionality includes the method of strategically applying enterprise-wide security focused on increased accuracy and breadth of security detection and protection, optimal security, and risk management. The SubCategories and their definitions are outlined below.

SubCategory	Definition
Data Warehouse Security and Controls	Tools and processes related to the security, governance, and management of the data warehouse.
Security	Method of regulating or controlling user access to the Solution or data at varying levels (e.g., read-only, input, approval level, agency level, process/functionality level).

Table 15: This table is the list of definitions of the SubCategories within Enterprise Security Category.

General System

General System functionality includes the tools, processes and capabilities for the entire technical Solution. The SubCategories and their definitions are outlined below.

SubCategories	Definitions
Custom Development	Tools and processes used to design and create specialized software applications for a specific purpose and/or user group.
Document Management	Automated processes to capture, store, manage, and track electronic images of document or data within documents in the Solution (e.g., scanned paper or in native format).
Functional System Documentation	Documentation to describe in detail a computing system's intended capabilities, features, and all user interaction.
System Tools	Tools designed to preserve, maintain or correct the operation of the Solution. Included are such routine and critical processes as hardware diagnostics, software distribution, backup and recovery, file and disk integrity checking, and virus scanning.
Technical Architecture	The overall design of the Solution and the logical and physical interrelationships between its components. This architecture includes the hardware, software, access methods, and protocols used throughout the Solution.
Technical System Documentation	Documentation to describe in detail the Solution's components, procedures, dependencies, sequence, and specific performance parameters.

Table 16: This table is the list of definitions of the SubCategories within the General System Category.

Integration Architecture

Integration Architecture functionality includes the overall design of the Solution comprised of hardware and software that fulfills a specific integration purpose. The SubCategories and their definitions are outlined below.

SubCategory	Definition
Enterprise Application Integration	Tools and processes used to integrate certain applications together facilitating cooperation and coordination of work across an enterprise. The objective is to integrate core business processes and control such processes in real time.
Extract Transform and Load Tools	Tools used to automate the removal of data from a source system, conversion of data where necessary, and disposition into a target system.
Networking	Tools and processes related to integrated systems of computers, servers, and other electronic devices grafted together by physical communication links which allow information to be passed between any computer or device irrespective of location.

Table 17: This table is the list of definitions of the SubCategories within Integration Architecture Category.

Operations Management

Operations Management functionality includes the daily oversight, control, and maintenance of the Information Technology ("IT") services and infrastructure. The SubCategories and their definitions are outlined below.

SubCategory	Definition
Archiving	Tools, processes, and capabilities to manage the backup, storage, purging, and retrieval of data from the Solution.
Data Warehouse Administration	Tools and functionality for the overall management and support of the data warehouse.
Job Scheduling and Processing	Tools and functionality for the management and control of the Solution's batch jobs.
Performance	Functionality for the current and future responsiveness and stability of the Solution.
Report Administration	Tools and functionality required for the overall management and support for the Solution's reporting services.

Table 18: This table is the list of definitions of the SubCategories within the Operations Management Category.

Reporting

Reporting functionality includes report and query capabilities and tools within the Solution. The SubCategories and their definitions are outlined below.

SubCategory	Definition
Ad Hoc Query	Tools and functionality required for users to get information from the Solution using non-standard data inquiries when the need arises.
Reporting - General Requirements	Functions, features, and tools for reporting services and a data warehouse/business intelligence solution.
Reporting Portal	Capabilities required for a reporting solution allowing users to manage and run reports and ad-hoc queries.
Standard Report Features	Tools and functionality for report development, maintenance, execution, and distribution.

Table 19: This table is the list of definitions of the SubCategories within the Reporting Category.

Support

The Support functionality includes the back-end services to ensure stability, accuracy, and maintainability within the Solution. The SubCategories and their definitions are outlined below.

SubCategory	Definition
Audit Trails	Capabilities to record, log, and retrieve changes to the Solution's data and programs.
Error Handling	Functionality for the anticipation, detection, and resolution of errors in the solution.
Online Help	Functionality to incorporate topic-oriented, procedural or reference information within the solution.
Reliability	Tools and capabilities to ensure the Solution's availability and recoverability.
Supportability	Tools and functionality to effectively keep all aspects of the Solution maintained, patched, and upgraded after initial deployment.

Table 20: This table is the list of definitions of the SubCategories within the Support Category.

Transaction System

Transaction System functionality includes the Solution's handling of all financial and related transaction processing. The SubCategories and their definitions are outlined below.

SubCategory	Definition
Application Architecture	The design of the structure and interaction of the application as groups of capabilities that provide key business functions and manage the data assets.
Functions and Features	Capabilities provided within the transaction system.

Table 21: This table is the list of definitions of the SubCategories within the Transaction System Category.

Workflow and User Interface (UI)

Workflow and User Interface (UI) functionality includes tools and functionality for online Solution processes and usability within the entire solution. The SubCategories and their definitions are outlined below.

SubCategory	Definition
User Interface	Functionality within the online Solution for user input, searches, alerts, messages, and the general user experience.
Workflow	Electronic routing, monitoring, or alerting capabilities used to manage business processes, such as sequential review or approval flows, to enhance efficiency and/or facilitate internal controls.

Table 22: This table is the list of definitions of the SubCategories within the Workflow and User Interface (UI) Category.