## Florida PALM

Planning, Accounting, and Ledger Management



## FLORIDA PALM UPDATE

FASM MEETING AUGUST 18, 2023

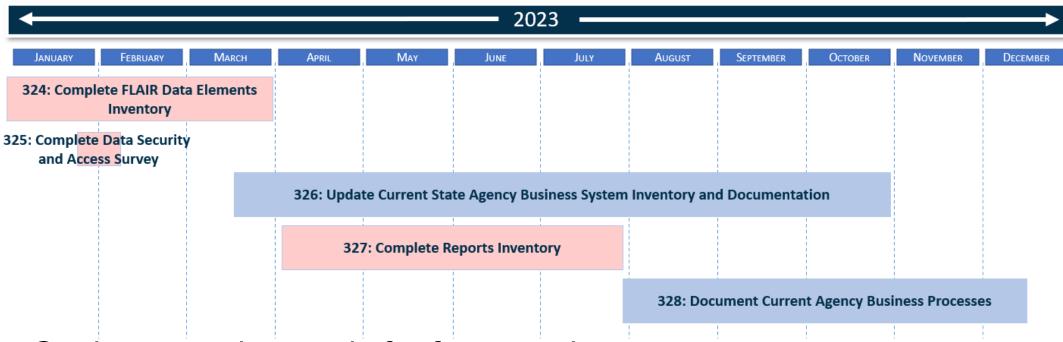






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## Florida PALM Update – Current State Analysis



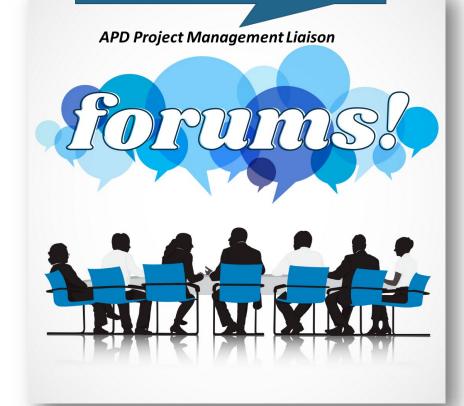
- Getting agencies ready for future tasks
- Inventories are living documents to be updated
- ▶ RW328 Document Current Agency Business Processes 7/31 Release
- Readiness Workplan Release Planned for September



## Florida PALM Update

- Forums
  - Project Management Liaisons June
    - First Forum Well received!
    - 32 attendees, 20 agencies represented
  - Change Management and Training Liaisons Forum - July
    - 50 attendees, 23 agencies represented
    - Many new faces

It was such a positive for all of us....the buzz was very comforting for all in that it helped the PM's measure where we are on this journey....







#### Florida PALM Update

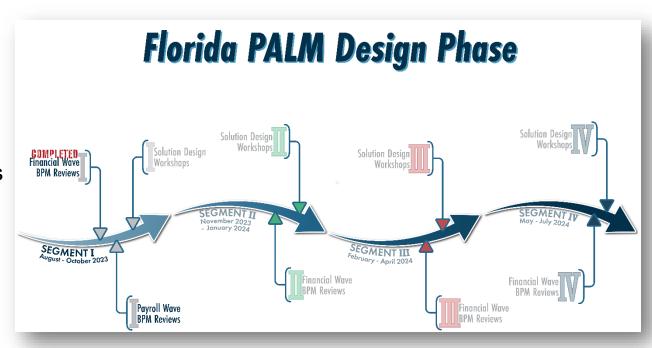
- Bimonthly Agency Readiness Status Report
  - Pursuant to Implementing Bill language
  - First will be due September 10th for July and August
  - Draft discussed with AC and ESC in June and July
  - Updated draft to be shared with ESC in August
  - Includes new information and presentation of already collected information:
    - New: Agency Risks, Issues and Assumptions, Agency-Specific Readiness Activities, and Sponsor Confirmation
    - Currently Collected: Status of RW Tasks and statistics from agency worksheets
  - Task Instruction Release Planned for August 28





## Florida PALM Update Business Process Model Reviews

- 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
- Payroll Wave Business Process Models Review
  - Wednesday, September 6 & Thursday, September 7, 1:00 – 5:00 p.m.





## Florida PALM Update Solution Design Workshops

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 <sup>1</sup>	10.1 Set Up and Maintain Chart of Accounts	X			
	10.2 Enter and Process Journals		Χ		
	10.3 Analyze and Reconcile Accounts			X	
	10.4 Close General Ledger and Consolidate Results				Χ
Budget Management and Cash Control <sup>1</sup>	20.1 Enter and Process Budget Journals	X			
	20.2 Budget Execution and Management				X
	20.3 Perform Budget Close				X
	30.1 Set Up and Maintain Suppliers			Χ	
	30.2 Establish and Maintain Encumbrances		X		
Disbursements Management	30.3 Enter and Process Vouchers	X			
	30.4 Process Payments		Χ		
	30.5 Manage Payments			X	
	30.6 Manage Tax Reporting <sup>2</sup>				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			Χ	
	40.3 Set Up and Maintain Asset Controls		Χ		
	40.4 Asset Management Period Close				X

<sup>&</sup>lt;sup>1</sup> Fund cash management functionality (previous 80 series business processes) has been incorporated into these process groupings



<sup>&</sup>lt;sup>2</sup> Enterprise Business Process

## Florida PALM Update Solution Design Workshops

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			Χ	
Accounts Receivables	60.1 Enter and Maintain Receivables			Χ	
	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 <sup>2</sup>				X
	70.4 Process Bank Cash Transfers <sup>2</sup>				X
	70.5 Reconcile Book to Bank Balances <sup>2</sup>				X
Projects Management	90.1 Create and Maintain Projects				X
Grants Management	90.2 Create and Maintain Grants		X		
	90.2.4 Monitor CMIA			Χ	
Contracts Management	90.3 Create and Maintain Contracts		Χ		
Inter/IntraUnit Transactions 1	110.1 Inter/IntraUnit Transaction Processing				X

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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



#### **CONTACT INFORMATION**

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