

Florida **PALM**

Planning, Accounting, and Ledger Management



Reporting Workgroup Kickoff



Objectives

- ▶ Reporting Workgroup
- ▶ Report Activities Timeline
- ▶ Reporting Approach
- ▶ Florida PALM functionality
- ▶ Proviso Reports
- ▶ MRW Reporting Tasks



Reporting Workgroup

- ▶ Agriculture and Consumer Services
- ▶ Business and Professional Regulation
- ▶ Children and Family Services
- ▶ Economic Opportunity
- ▶ Environmental Protection
- ▶ Health
- ▶ Legislature
- ▶ Healthcare Administration
- ▶ Law Enforcement
- ▶ Revenue
- ▶ State
- ▶ Transportation



Reporting Workgroup Objectives

- ▶ Project to share information:
 - Reporting Approach
 - Florida PALM functionality
 - Planned reports
- ▶ Workgroup to share information:
 - Agency reporting and data needs
 - Agency feedback and questions
- ▶ Collaboration:
 - Create Baseline Inventory of Reporting and Data Needs
 - Review Proviso Reports



Reporting Activities Timeline



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



Reporting Approach

- ▶ Reporting roles are available to enterprise and agency end users.
- ▶ End users will access reports and data through standard reports, inquiries, data extracts, or dashboards.
- ▶ Identify reporting needs that require translation of legacy data.
- ▶ At each Wave, the remaining FLAIR subsystems will continue to provide reports and data for end users.
- ▶ [Project Highlights](#) page of the Florida PALM website

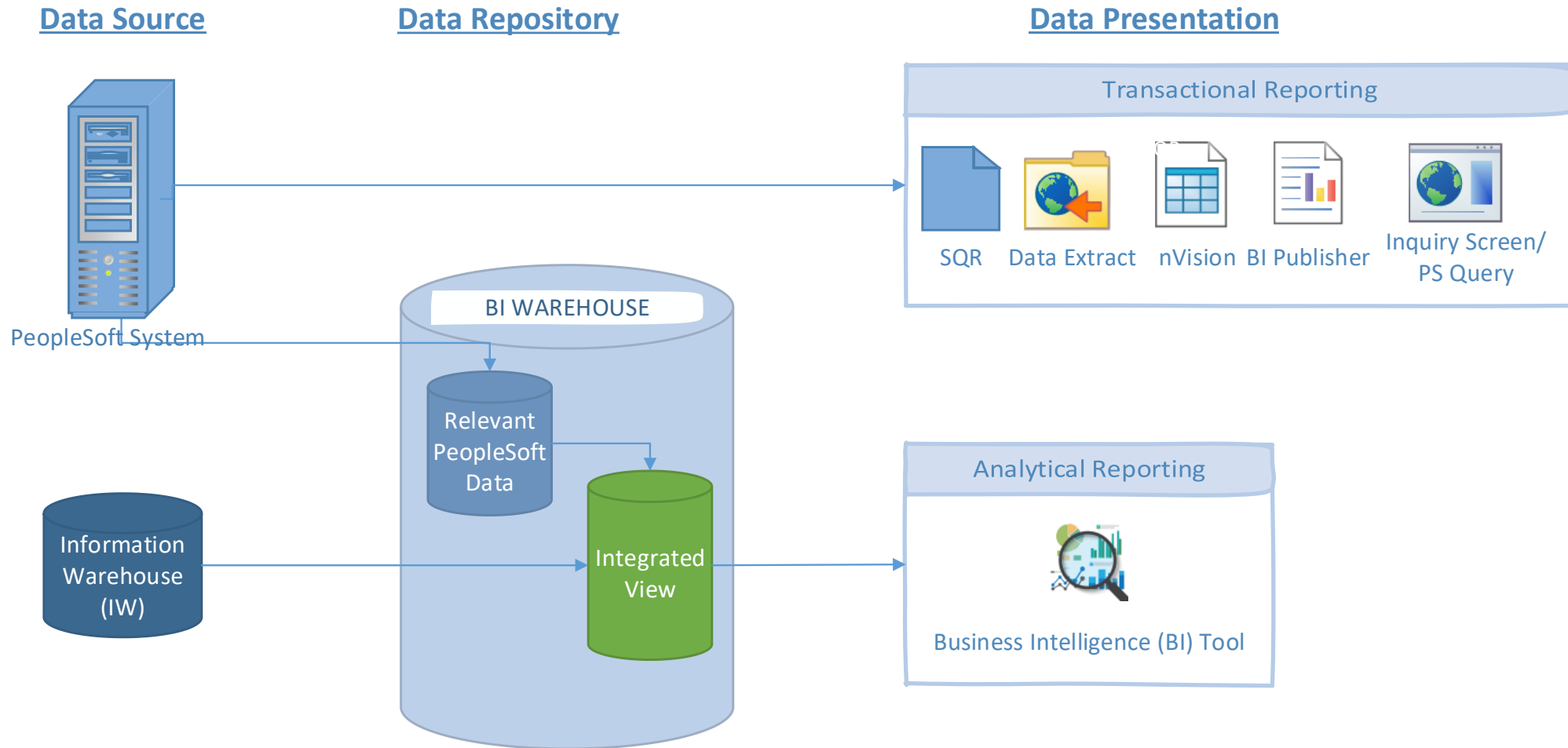


Florida PALM Terms

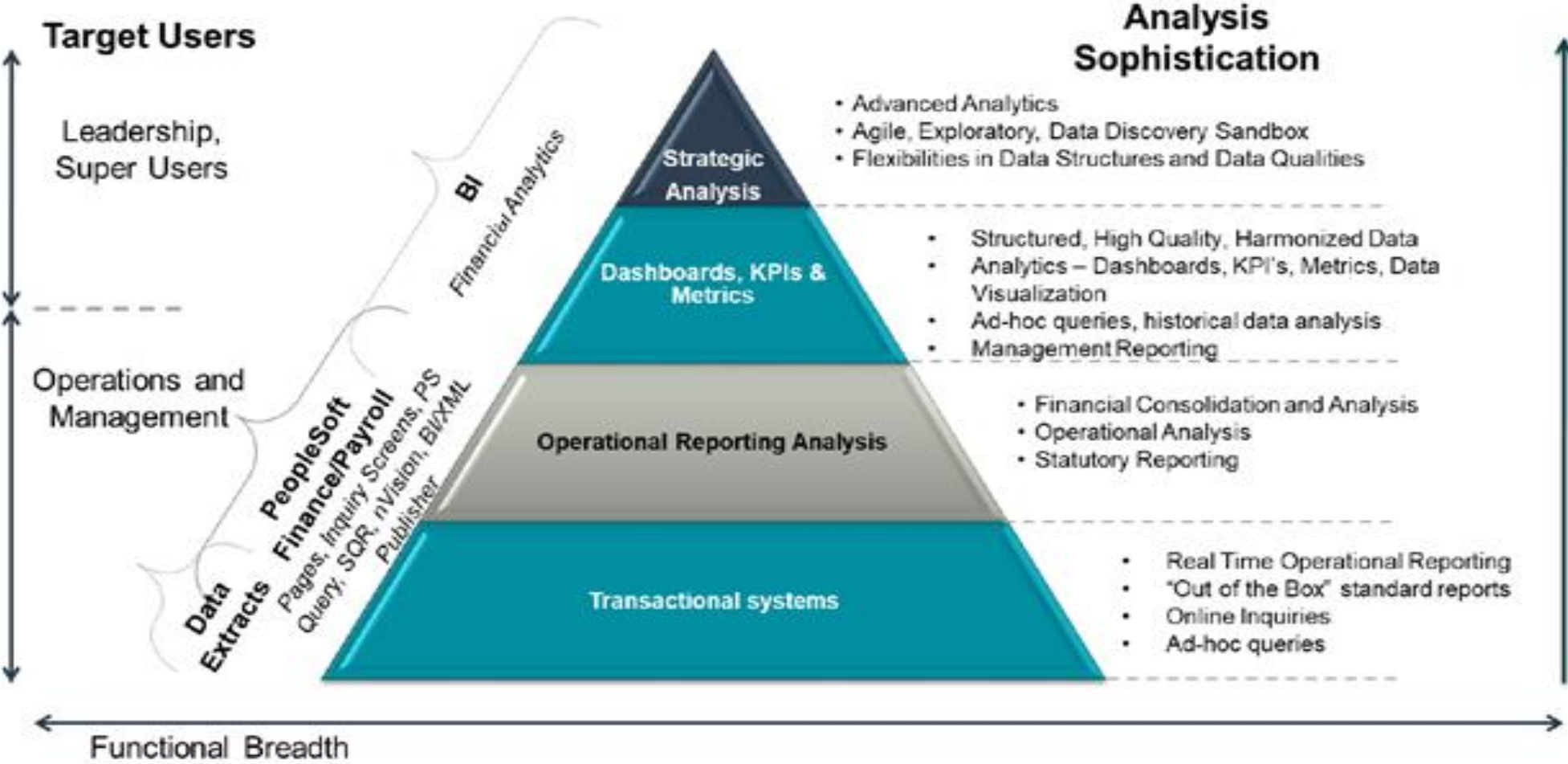
- ▶ Reports
- ▶ Inquiry
- ▶ Query
- ▶ Data Extract
- ▶ Drill-down
- ▶ Dashboard
- ▶ Business Intelligence



Florida PALM Reporting Solution



Reporting Tools and Technology



Florida PALM Report Inventory

Report Delivery Type	CMS Wave	Central Wave	Payroll Wave	Departmental Wave	Total
Custom Reports	40	138	0	174	352
Delivered Report	16	52	0	104	172
Online Inquiry	3	18	0	1	22
Total	59	208	TBD	279	546



Reporting Demonstrations and Project Highlights

- ▶ Florida PALM > Agency > Solution Demonstration:
 - [Solution Demonstration](#)
 - Report Inquiry
 - Report Query

- ▶ Other demonstrations available on the website

- ▶

- ▶ Florida PALM>Agency>Project Highlights>Reporting Approach
 - Link
 - Other topics, such as Interfaces, Conversions, and Training



Proviso Reports

- ▶ Quarterly Reporting Update – An update on Florida PALM reports will be provided to agencies beginning with the quarter ended September 30, 2020
- ▶ Reporting Assessment – An assessment of the Florida PALM report inventory, analysis of agency report needs, and status of legacy reports and data will be provided to Legislature, the Executive Office of the Governor, and agencies by January 1, 2021



MRW Reporting (RPTG) Tasks

- ▶ Review CMS Reports Catalog and Complete Survey (*RPTG03*)
 - Respond in Survey Monkey by 9/21
 - <https://www.surveymonkey.com/r/BTMNG6C>

- ▶ Workgroup Meetings
 - October (*RPTG04*)
 - November (*RPTG05*)
 - December (*RPTG06*)



CMS Reports Catalog

▶ <https://www.myfloridacfo.com/floridapalm/solution/>

CMS Wave Reports Catalog					
Counter	Reference	Name of the report	Name of the report	Detailed description of the report:	General description of fields and types of information
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
4	ARR020	Cash Management	Reconciled Deposits Report	This report provides reconciled deposits. This report is used to list verified / reconciled transactions, sorted by user defined method.	Dates, Transactions, Amounts, Data Entry Employee, Accounting, Deposit Number, Bank Deposit Information



CMS Reports Catalog - Topics

- ▶ Deposits and Returns
- ▶ Outstanding Payments
- ▶ Bank Reconciliations
- ▶ Cash Balances
- ▶ Transfers/Journals
- ▶ Investments
- ▶ Interest
- ▶ Credit Risk
- ▶ Financial Statement Note Disclosures



CMS Report Survey – All Agencies

▶ Survey Purpose

- Identify Agency reporting and data needs
- Receive feedback about CMS Reports Catalog
- Create baseline of reporting and data needs

▶ Survey Questions

- Use of data sources and tools
- Agency-unique reporting processes and roles
- By Report – Identify Uses: Law or Rule; Financial Statements; External Users; Grant Requirement; Bond/Contract Requirement; Internal Users; or Other
- Additional reports or data needs?



Reports Survey

- ▶ Florida PALM>Agency>MRW
 - RPTG03 – Review CMS Reports Catalog and Complete Survey
 - <https://www.surveymonkey.com/r/BTMNG6C>

Reporting Survey

Please submit one report per agency. Refer to the CMS Reports Catalog for more information on each report.

For purposes of this survey, the reports are grouped as follows:

Cash Management Reports: Includes topics such as deposits, payments, bank reconciliations, journals/transfers, and cash balances.

Treasury Management Reports: Includes topics such as investments, interest, and credit risk.

For survey questions about specific reports, please indicate whether the report is required by law or rule, used for financial statements, provided to external users (e.g., Legislature, Executive Office of the Governor, Auditor General), required by a grant agreement, bond or contract requirement, or used by internal users.

At the end of the survey, any reports used for purposes not listed here, please identify the report and describe how it is used. Agencies should also identify any necessary reports not listed in the survey.

Next



Next Steps

- ▶ Agencies should refer to the MRW for reporting tasks
 - Review Reports Catalog and Complete Survey by 9/21
- ▶ Workgroup participants
 - Plan to attend Workgroup meetings
 - Provide feedback to your agency CCN
 - Share information with others
- ▶ Check out the Florida PALM website for reporting information
 - Florida PALM Home>Agency>Solution Demonstrations
 - Florida PALM Home>Project Highlights>Reporting Approach



CONTACT INFORMATION

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