

Florida **PALM**

Planning, Accounting, and Ledger Management



Reporting Workgroup December 17, 2020



Objectives

- ▶ Review updates to Reporting Catalog and Reporting Approach
- ▶ Review the Reporting Assessment
 - Requirement
 - Overview
 - Methodology
 - Results
- ▶ Survey Question
- ▶ Share Next Steps



Reporting Approach

- ▶ Florida PALM>Solution>Reporting:
- ▶ The Reporting Approach has been updated:
 - Comprehensive Project approach (remove CMS Wave specific items)
 - Address the availability of Information Warehouse (IW) reports.
- ▶ Legacy reports and data will continue to be available to users until Departmental Wave



Reports Catalog

- ▶ Florida PALM>Solutions>Reporting:
- ▶ The Reports Catalog was updated for the 50 reports planned for CMS Wave:
 - New columns added - Topics, Intended Users
 - New report added for DOR Deposits for Other Agencies
 - 7 Treasury reports moved to another Wave
 - 3 Treasury reports removed



Proviso Requirements

Chapter 2020-111, Laws of Florida

From the funds and positions provided in Specific Appropriation 2388, the Department of Financial Services, no later than July 30, 2020, shall designate one position that leads the implementation of reporting functionality for the Planning, Accounting, and Ledger Management (PALM) project. The project shall provide quarterly reports to state agencies on the design, development, and implementation of reporting functionality. By January 1, 2021, the Department of Financial Services shall provide the status of current Florida Accounting Information Resource (FLAIR) reports and data that will be retained in the PALM system to the chair of the Senate Appropriations Committee, the chair of the House of Representatives Appropriations Committee, and the Executive Office of the Governor's Office of Policy and Budget.



Reporting Assessment - Objectives

- ▶ Identify and validate the reporting needs for CMS Wave
- ▶ Determine if planned Florida PALM reports meet the identified reporting needs
- ▶ Address the disposition of legacy reports

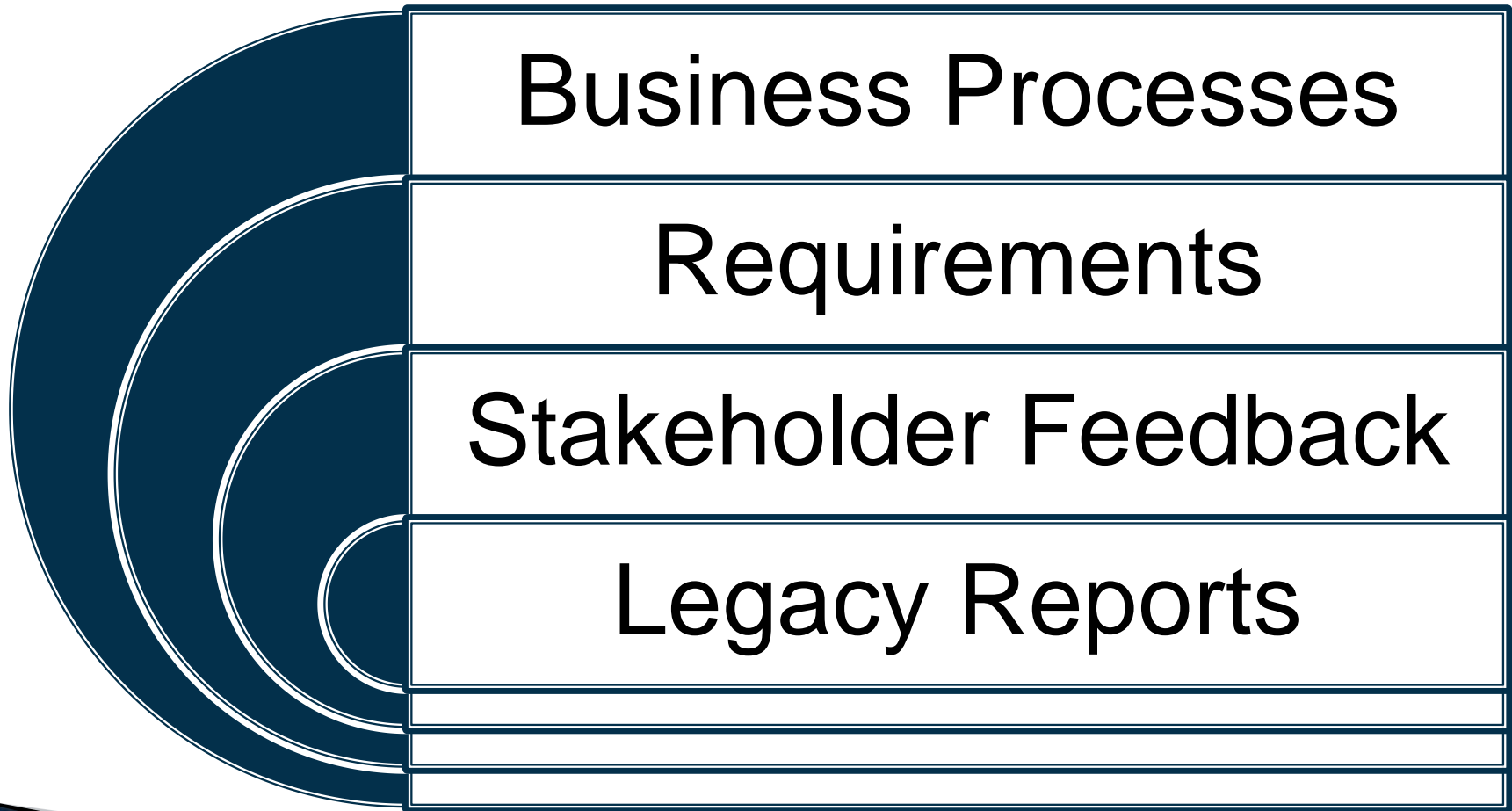


Reporting Assessment - Overview

- ▶ Over 500 reports are planned for use when Florida PALM is fully implemented. Reports are identified during the design, development, and implementation activities for each Wave.
- ▶ There are 50 reports planned for CMS Wave, as described in the Reports Catalog (Catalog). The Catalog will be updated as additional reports as work continues for Central Wave, Payroll Wave, and Departmental Wave.
- ▶ The Project created a repeatable process to validate the planned reports by Wave.
- ▶ Florida PALM provides online inquires and self-service queries to fulfill agency-specific reporting and data needs.



Identification of Reporting Needs



Reporting Assessment – Methodology

The Reporting Assessment required multiple steps of analysis, research, and discussion with stakeholders.

- ▶ Create and publish a Reporting Catalog for reports
- ▶ Request feedback on reporting needs and the planned reports
 - Survey – All Agencies
 - Stakeholders – Agencies and Enterprise
 - Workgroup – 12 Agencies
- ▶ Identify and review legacy reports
- ▶ Categorize, review, and discuss planned and legacy reports by topic



Reporting Assessment – Results

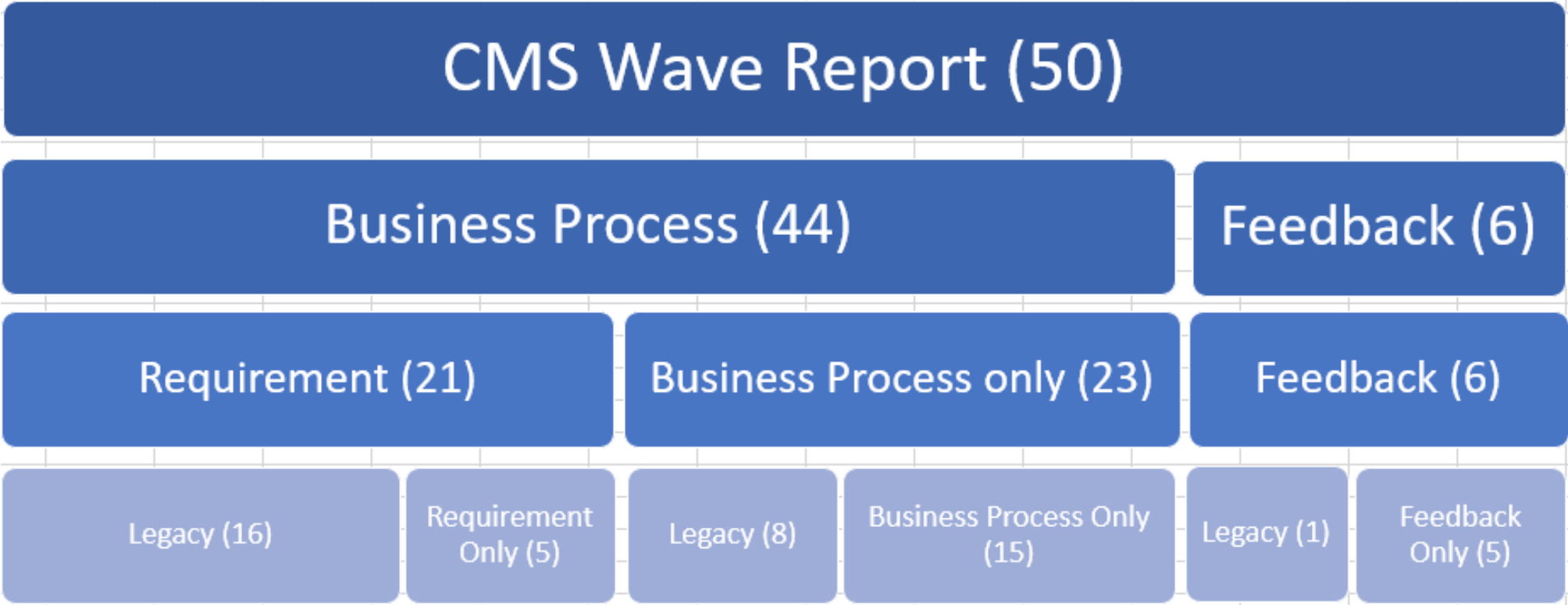
- ▶ 50 CMS Wave Reports
 - 25 comparable reports
 - 25 new reports

- ▶ 51 Legacy Reports*
 - 39 are comparable to CMS Wave reports
 - 12 are not applicable

*As of 12/16/2020



CMS Wave Reports Analysis



Legacy Reports Analysis

Legacy Report (51)

Legacy Report with
Comparable PALM Report (39)

Legacy Report
disposition (12)



Comparison of Legacy and Florida PALM Reports

Report Topic	Count of Legacy Report	Count of Comparable FL PALM Report
Deposits	13*	11
Balance	3	4
Banking	9*	5*
Investment	13	14
Consolidated Revolving Account (CRA)	1	2
Payment	0	1
Journal	0	11
Administrative	0	2
Totals	39	50

* Some reports are identified as comparable reports in multiple groups.
We assigned counts based on primary topic group.



Report Groupings - Deposits

Legacy Report

- ACH Notice of Change
- Debit Memo-Legacy
- Paper Returns
- ACH/EFT Returns
- Foreign Item Returns
- Credit Card Returns
- Bank Transaction Inquiry
- CFO Zero Treasury Report (List/Form)
- Daily CMS Transactions to Bank Account
- Deposit By FLAIR Code
- Agency Unverified Deposits
- CFO Verified Treasury Receipt
- Performance Measure(Deposits Verified within 4 business Days)
- DOR EFT Account*
- DOR EFT Summary*
- DOR EFT Detail By Agency Deposit*

FL PALM Report

- ACH Notifications of Change Report
- Debit Memo
- Deposit Report *
- Reconciled Deposit Report
- Reconciled/Unreconciled Bank Transactions *
- Unreconciled Deposits Report
- Reconciled Deposit Summary Report
- Aging Reconciled Deposit Summary Report
- Agency Bank Deposit Extract Report
- Deposit Balancing Errors
- DOR Agency Deposit Report *

* Report has other comparable report in Banking group as well



Report Groupings - Balances

Legacy Report

Summary of the Three Primary Funds

Annual Report Trust Fund (Division)

Trust Fund Cash Balance report (Transparency Site)

FL PALM Report

Balance Summary Register

Cash Balance by Fund

GL Reconciliation Report

Ledger Inquiry



Report Groupings - Banking

Legacy Report

DOR EFT Account*

DOR EFT Summary*

DOR EFT Detail By Agency Deposit*

Wells Fargo DOR Addenda Report

CFO Monthly Report of BAI Detail

BAI Credit Debit Summary

Partially Verified Debits & Credits

Daily Bank Account Balances

Consolidated Revolving Account Selected Sub-Account Statement

FL PALM Report

BAI Transaction Summary

Deposit Report *

Reconciled/Unreconciled Bank Transactions *

Bank Statement Report

Bank Account Listing Report

Unreconciled Book to Bank Accounts

DOR Agency Deposit Report *



Report Groupings - Investment

Legacy Report

- SPIA Monthly Interest Allocation Report
- Investment Portfolio Commercial Paper
- Floater Next Payment Dates Report For Internal Funds
- Income Summary Report - Government Securities
- Investment Portfolio - State of Florida Internal Fund
- Transaction Ledger Report
- Daily Balance Sheet (Worksheet)
- LTD Accruals
- Investment Holdings
- Monthly Maturities and Sales Report
- Unsettled Trade
- Fund Summary Report - Special Investment
- Investment report - General Journal

FL PALM Report

- Apportionment Report
- Commercial Paper Report
- Floating Rate Payment Report
- Income Summary
- Inventory Report
- Investment Activity Report
- Investment Balances Comparison Report
- Investment Maturity and Accrual Report
- Reconciliation Report of Trades Entered but not Settled
- SPIA Reconciliation Report
- Trades Report
- Cash Movement Report
- Invested Balance Exceptions
- Invested Balance Override



Report Groupings - CRA

Legacy Report

Clearing and Revolving Accounts Quarter Ending

FL PALM Report

Report for Clearing and Revolving Accounts
CRA Revolving Fund Replenishment Report



Report Groupings - Payment

Legacy Report

N/A

FL PALM Report

Outstanding Payments by COA



Report Groupings - Journal

Legacy Report

N/A

FL PALM Report

Accounting Errors

Approve Transfer Templates

Deleted Journals

Direct Journal Accounting Entry Errors

Direct Journals to GL

Finalize Accounting Entries

General Ledger Journal Entries Report

Journal Inquiry

Journals Pending My Approval

Journals with Errors

Source Module Transactional Report



Report Groupings - Administrative

Legacy Report

N/A

FL PALM Report

ChartField Value Report

Crosswalk Value Report



Legacy Reports - Other Dispositions

Legacy Report Name
Departmental FLAIR Manual Verification Balance Report
AS400 Bank Entries Not in CMS
Manual Treasury Receipt and Deposit Adjustment
Monthly Bank Analysis
%EFT and Credit Card returns outstanding greater than 5 days
%Outstanding Bank Adjustments
%Outstanding Deposit greater than 45 days
%Paper Returns outstanding greater than 3 days
Detail of TRs & DMs Submitted to Central FLAIR
Detail of TRs & DMs Pending Central FLAIR
Detail of TRs & DMs Processed Central FLAIR
Inter-Bank Transfer

- ▶ Change in business process
- ▶ Use of online inquiry
- ▶ Filter functionality
- ▶ Derived in other reports
- ▶ Obsolete due to CMS retirement



Reporting Assessment - Results

- ▶ Florida PALM will meet the reporting needs for enterprise and agency users.



Reporting Roles

Roles are available to enterprise and agency users to access reports and information in Florida PALM.

- ▶ Reporter – Inquiry-only role to access reports by Module
- ▶ Report Writer – Role to create queries for agency-specific needs



Florida PALM Reports



Poll Question 1

- ▶ Are your agency CMS Wave reporting and data needs met for CMS Wave?
- ▶ Yes
- ▶ No



Planned Reports Summary

Wave	Planned Reports
CMS Wave	50
Central Wave	139
Payroll Wave	38
Departmental Wave	347
Total	574



Next Steps

- ▶ Distribute and publish the Reporting Assessment
- ▶ Publish the Quarterly Reporting Update - FY2020-21, Quarter 2
- ▶ Update the Reports Catalog to include Central Wave and Departmental Wave reports
- ▶ Repeat review of reports for next cycle

- ▶ Agencies:
 - RDNS233 – Identify the Agency Mapping for Report Writer Roles
 - RPTG09 – Review the Quarterly Reporting Update and Reporting Assessment
 - RPTG10 – Identify Reporting Workgroup Participants
 - RPTG11 – Review and Respond to Reports Catalog



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