

Florida **PALM**

Planning, Accounting, and Ledger Management



REPORTING WORKGROUP

APRIL 14, 2021



Objectives

- ▶ Discuss Workgroup Objectives
- ▶ Share the Proviso Reports
- ▶ Review the Updated Reports Catalog
- ▶ Discuss the Reporting Survey Purpose
- ▶ Discuss Reporting Functionality & Approach
- ▶ Share a Reporting Demonstration
- ▶ Discuss Workgroup Homework
- ▶ Highlight Reporting Resources



Reporting Workgroup Objectives

Task Instructions

Task ID: RPTG10

Wave: Central

Audience: *Select Agencies – DBPR, DOH, FLHSMV, DLA, DMS, FDOT, EOG, DACS, LEG, FDLE*

Task Name: *Identify and Prepare the Reporting Workgroup Participants*

Task Type: Reporting

Task Due Date: February 26, 2021

Task Overview

The Project Team will establish and lead a Reporting Workgroup for the Central and Departmental Waves made up of participants from representative agencies. Workgroup meetings are currently planned to occur once a month beginning in April 2021. Workgroup meetings will be used to:

- discuss agency reporting needs,
- demonstrate Florida PALM reporting tools and functionality,
- evaluate the Florida PALM Report Inventory, and
- share reporting samples.

Workgroup participants are expected to share this information within their agencies and may also be asked to provide input, complete surveys, and share updates with the Executive Steering Committee.



Proviso Reports

Florida PALM>Resources>Oversight

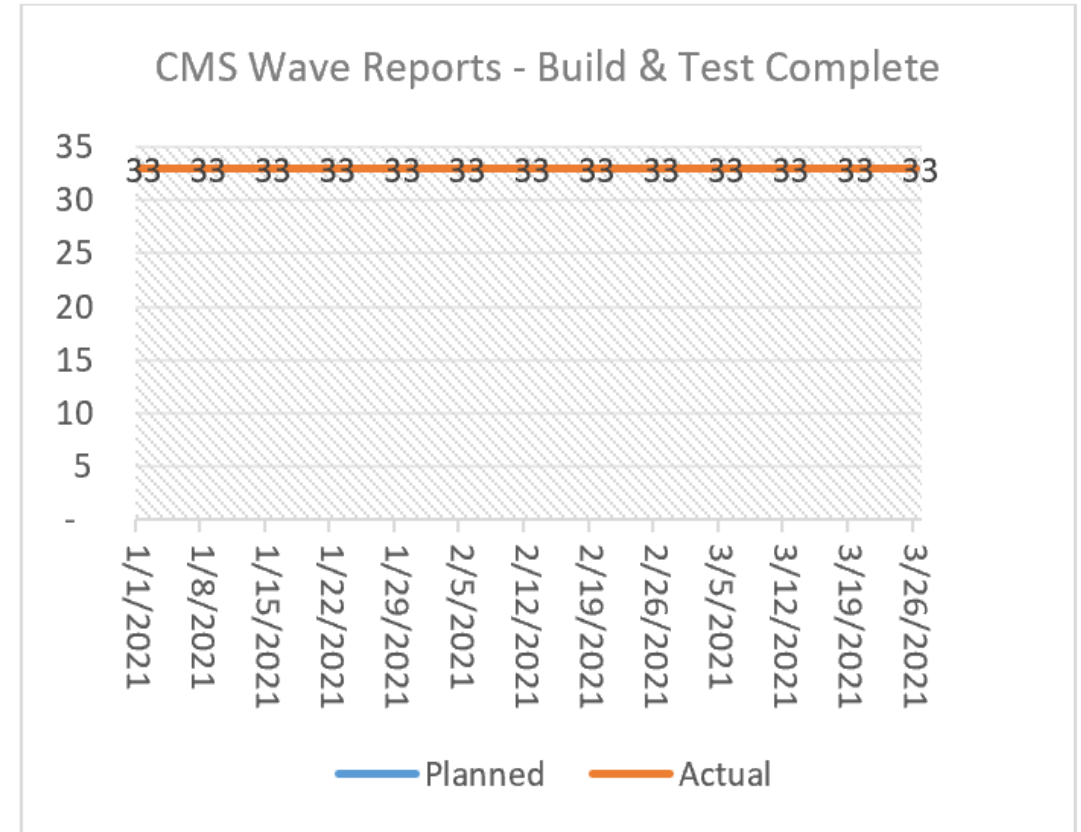
- ▶ Quarterly Reporting Update – A quarterly update on Florida PALM report design, development, and implementation, by Wave, is published to the Florida PALM website

- ▶ Reporting Assessment – An assessment of the Florida PALM report inventory, analysis of agency report needs, and status of legacy reports and data is completed by Wave.
 - CMS Wave – **Completed**
 - Central & Departmental Waves – **As required by new proviso**



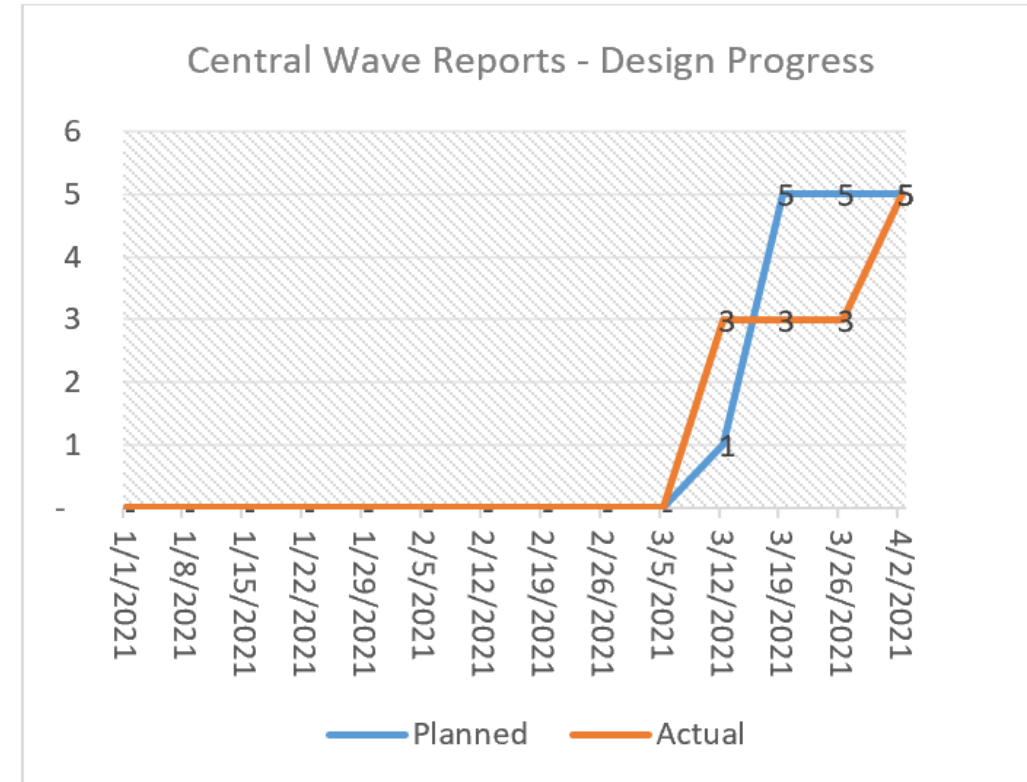
Quarterly Reporting Update – CMS Wave

CMS Wave Reports Status	
Wave	CMS
Total Number of Reports	49
Total Custom Reports	33
Report Design Progress	
Designs	33 completed
Report Development Progress	
Build and Unit Tests	33 completed
Report Implementation Progress	
Go-Live Date	July 2021



Quarterly Report Update – Central Wave

Central Wave Reports Status	
Wave	Central
Total Number of Reports	132
Total Custom Reports	105
Report Design Progress	
Designs	5 completed
Report Development Progress	
Build and Unit Tests	0 started
Report Implementation Progress	
Go-Live Date	July 2022



Reports Catalog

- ▶ Florida PALM Website>Solution>Reporting>[Reports Catalog](#)
- ▶ Updates:
 - Includes planned reports for CMS Wave, Central Wave, and Departmental Wave
 - Added descriptions for Topics (used for filtering)
 - Updated some descriptions for key search terms, such as reconciliation
 - Added navigation paths for reports and queries.



Reports Catalog – Topics

- ▶ Administrative (e.g., COA)
- ▶ Assets and Property
- ▶ Banking
- ▶ Billing and Receivables
- ▶ Cash and Budget
- ▶ Clearing and Revolving Accounts
- ▶ Deposits
- ▶ Employees and Payroll
- ▶ Encumbrances and Vouchers
- ▶ Financial (e.g., CAFR)
- ▶ Investments
- ▶ Journals
- ▶ Payments
- ▶ Projects, Grants and Contracts
- ▶ Suppliers and Payees



RPTG11 Report Survey – All Agencies

- ▶ MRW Task RPT11 - CCN response due April 16
- ▶ Survey Purpose:
 - Identify Agency reporting and data needs
 - Receive feedback about CMS Reports Catalog
 - Create baseline of reporting and data needs
- ▶ Survey Questions:
 - 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?



Reporting Overview

Florida PALM>Solution>Reporting: [Reporting Approach](#)

- ▶ Florida PALM is the book of record and source for all reports and data beginning at Departmental Wave. In the interim, reporting functionality and tools are available in Florida PALM for the relevant business processes.
- ▶ Florida PALM will support legacy reporting in Information Warehouse until Departmental Wave.
- ▶ Florida PALM will use links to legacy information for reports that use historical information.



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Reporting Workgroup

Florida PALM Roles

- ▶ Enterprise and agency users access reports and data in Florida PALM.
- ▶ Users have access to reports applicable to their business processes & functions based on role assignments.
- ▶ Access to confidential information is limited to specific roles.
- ▶ Reporter roles are available for view only access.
- ▶ Query Writer Roles are available for agency-specific reporting needs.



Reporting Functionality

Self-service functionality is used to access information:

- ▶ Inquiry Pages
- ▶ Running a Query
- ▶ Running a Report
- ▶ Creating a Query
- ▶ Access to Data
 - Drilldowns
 - WorkCenters



Report Access, Scheduling, and Distribution

- ▶ Each user selects the relevant data parameters to run a query or report.
- ▶ Confidential information is masked or obfuscated to unauthorized users.
- ▶ The user can schedule a query or report.
- ▶ Results are sent to the user's Report Manager within Florida PALM for use or for saving and distribution within an agency's control environment.
- ▶ Reports are not sent as attachments or links to external users (pursuant to data security requirements).



Query Writer Expectations

- ▶ Access to data and tables is based on role security.
- ▶ The Agency Query Writer can share the query with others.
- ▶ Queries are performed using data in Florida PALM.
- ▶ Controls to reduce performance impacts:
 - Reports/queries can run for 15 minutes before being timed out
 - Joins allowed for up to 6 tables when creating queries



Types of Data Elements

- ▶ Reports and queries are available for the data elements used for Florida PALM operations. Data elements include:
 - Chart of Accounts
 - Related data elements (e.g., fund type, grant)
 - Status information (e.g., journals, vouchers, suppliers)
 - Transaction information (e.g., amounts, dates)
 - Reference Numbers (e.g., voucher, deposit, supplier ID)



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Solution Demonstration



Florida PALM Training

- ▶ General and CMS Wave topics are available in PeopleFirst Learning Management System (LMS).
- ▶ Topics include:
 - General navigation
 - Reporting
 - CMS Business Processes/Roles
- ▶ LMS Training is available to any PeopleFirst users.



Homework for Workgroup

- ▶ Review Reports Catalog for Central Wave Reports.
- ▶ Review Report Training in PeopleFirst LMS:
 - Running an Inquiry
 - Running a Query
 - Running a Report
- ▶ Prepare for planned discussions in next Workgroup



Planned Discussion Topics

- ▶ What are examples of reports which require your agency to use external processes, systems, or tools to get financial information ready for reporting?
- ▶ Has your agency identified opportunities to use Florida PALM reporting functionality instead of external processes, systems, or tools?
- ▶ What are the barriers for your agency to adopt use of Florida PALM for meeting reporting and data needs?
- ▶ What information is needed for your agency to evaluate if Florida PALM can be used for reporting and data needs?
- ▶ Are there any specific report needs or design considerations we should discuss as part of the workgroup?



Next Steps – Review Central Wave Reports

- ▶ May 2021
 - Central Wave
 - Discuss Survey Results
 - Review Draft Designs for Central Wave Reports
 - Share Report Samples
- ▶ August – December 2021
 - Central Wave
 - Departmental Wave



APPENDIX

FREQUENTLY ASKED QUESTIONS & RESOURCES



Questions

- ▶ How will my agency get information from Florida PALM?
- ▶ What can I expect for reporting capabilities in Florida PALM?
- ▶ What reports are planned for Departmental Wave?
- ▶ Will Florida PALM have the report(s) to meet my agency needs?
- ▶ Will Florida PALM have the data elements needed for reporting?



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Answers

- ▶ Users can access reports and information in Florida PALM relevant to their duties and security profile.
- ▶ Users can access information using online inquiries and drilldown to supporting information, as applicable. Dashboards and WorkCenters are new sources of information. Users may run or schedule queries and reports. Query writers can create and share queries using Florida PALM.
- ▶ Reports planned through 2024 are described in the Reports Catalog.
- ▶ Data elements used in Florida PALM are available for reporting. Key data elements are described for each report in the Reports Catalog.



Reporting Functionality

- ▶ Self-service reporting functionality and tools are available to users in Florida PALM based on role assignments. [Video demonstrations](#) are available for inquires, queries and reports in Florida PALM.
- ▶ As described in the [Reporting Approach](#), Florida PALM will support legacy reporting until Departmental Wave. Florida PALM will use links to legacy information for reports that use historical information.



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Information Available for Agency Use

▶ Catalog of Interface Offerings

- Describes the inbound and outbound interfaces available for connection with Florida PALM, and includes file layouts for review
- Available in Smartsheet with access managed by your agency Change Champion Network (CCN)

▶ Reports Catalog

- Describes the planned reports, including key data elements, offered by Wave through 2024.
- Florida PALM>Solutions>[Reports Catalog](#)



Data Elements

- ▶ The Reports Catalog includes a description and the key data elements for each planned reports.
- ▶ Data elements used in Florida PALM operations can be accessed for reports and queries.
- ▶ The Agency Query Writer can create queries using the data elements used in the various business processes. Access to data and tables are based on the user's assigned role(s).



Key Resources

- ▶ Florida PALM > Solution
 - [Chart of Accounts](#)
 - [COA Design Structure Overview](#)



Chart of Accounts Design



Department of Financial Services
Chart of Accounts Design

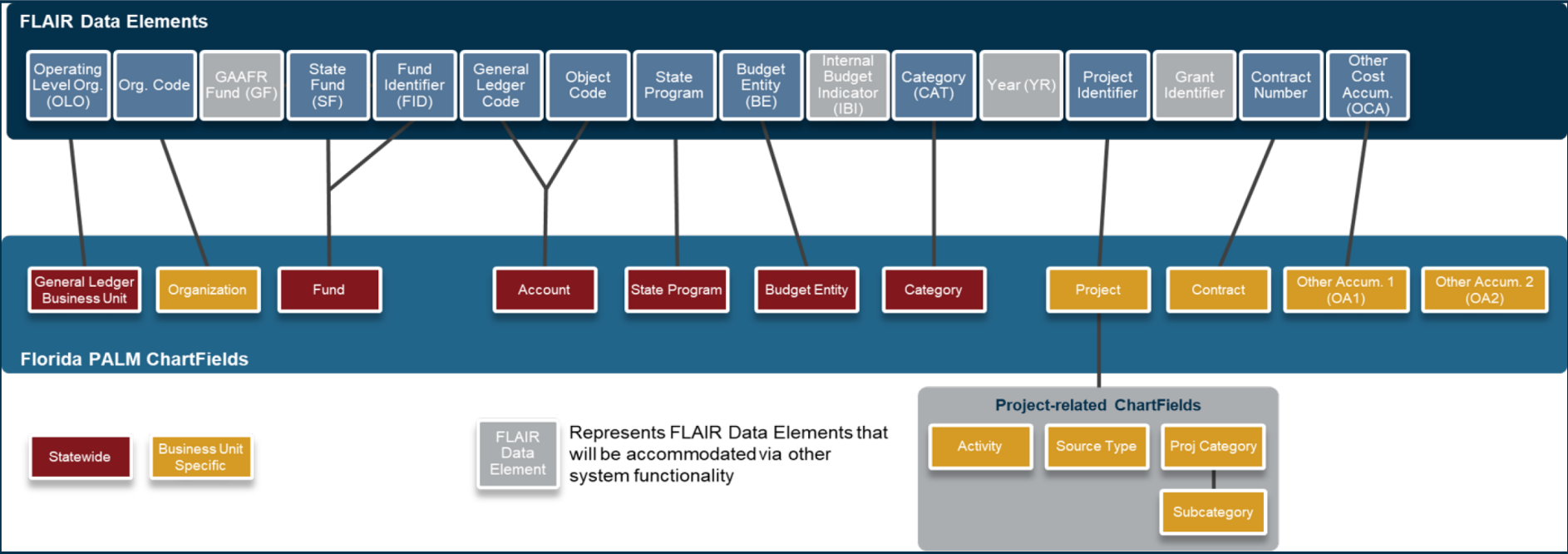


Figure 2: Florida PALM ChartField Mapping



Chart of Accounts

Data Mapping

FLAIR Data Element (Length)	Florida PALM ChartField (Length)	Explanation	Required?	Use
Operating Level Organization (OLO) (6)	GL Business Unit (5)	Used to define an organization or organizational subset that is independent with regards to one or more accounting or operational functions.	Yes	Statewide
Organization Code (11)	Organization (10)	Identifies the organizational entity or accounting function associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization.	Yes	Business Unit Specific
GAAFR Fund (2)	<i>Not a Florida PALM ChartField</i>	Will be a configuration feature of the Fund ChartField and accounted for as part of a Fund tree.	N/A	N/A
State Fund (1)	Fund (5)	Used to segregate and capture specific activities or classify certain objectives in accordance with special regulations, restrictions, or limitations (e.g., restricted Fund).	Yes	Statewide
Fund Identifier (FID) (6)				
General Ledger Code (GLC) (5)	Account (6)	Classifies the nature of a transaction by identifying the type of asset, liability, fund balance, receipt, expense, transfer, or statistical measurement involved in a transaction.	Yes	Statewide
Object Code (OBJ) (6)				
State Program (10)	State Program (10)	Used to identify the plan for an organization and use of resources to meet specified objectives of the State.	Yes	Statewide
Budget Entity (BE) (8)	Budget Entity (8)	Used to represent an organization and/or function to which appropriations are made.	Yes	Statewide



Chart of Accounts

Data Mapping (continued)

FLAIR Data Element (Length)	Florida PALM ChartField (Length)	Explanation	Required?	Use
Internal Budget Indicator (IBI) (2)	<i>Not a Florida PALM ChartField</i>	Agencies have the option of using Organization, Fund, or Other Accumulator ChartFields.	N/A	N/A
Category (6)	Category (6)	Used as a dual-purpose code that either sub-defines appropriations made to a budget entity or identifies a specific source of revenue funding.	Yes	Statewide
Year (2)	<i>Not a Florida PALM ChartField</i>	Dates will be recorded on all transactions that use ChartFields.	N/A	N/A
Project Identifier (11)	Project (15)	Used for the tracking of, and billing for, costs associated with activities having a finite duration.	No	Business Unit Specific
<i>Not a FLAIR Data Element</i>	Activity (15) <i>(Project-related ChartField)</i>	Used to track specific tasks that make up a Project and record transactional details; required with a Project value.	No	Business Unit Specific
<i>Not a FLAIR Data Element</i>	Source Type (5) <i>(Project-related ChartField)</i>	Used to identify the purpose or origin of a transaction.	No	Business Unit Specific
<i>Not a FLAIR Data Element</i>	Proj Category (5) <i>(Project-related ChartField)</i>	Used to provide more flexibility and granularity in tracking and analyzing financial activity associated with a Project.	No	Business Unit Specific
<i>Not a FLAIR Data Element</i>	Subcategory (5) <i>(Project-related ChartField)</i>	Used to provide more flexibility and granularity in tracking and analyzing financial activity associated with a Project.	No	Business Unit Specific
Grant (5)	<i>Not a Florida PALM ChartField</i>	Grants will be established in a Grants module which will require association of a Grant with a Project.	N/A	N/A
Contract (5)	Contract (10)	Used to identify expenditure and revenue transactions with two party agreements.	No	Business Unit Specific
Other Cost Accumulator (OCA) (5)	Other Accumulator 1 (OA1) (5)	Used to track optional organizational reporting, cost pools, revenues, or another specific use.	No	Business Unit Specific
<i>Not a FLAIR Data Element</i>	Other Accumulator 2 (OA2) (10)	Used to track optional organizational reporting, cost pools, revenues, or another specific use.	No	Business Unit Specific



Questions

- ▶ How were the planned reports identified?
- ▶ How will the Florida PALM reports compare to legacy reports?



Answers

- ▶ Reporting needs were identified as part of the business process design and as identified in ESC-approved requirements. Agency feedback provided throughout the process is considered in designing specific reports, and identifying reports needed by business process.



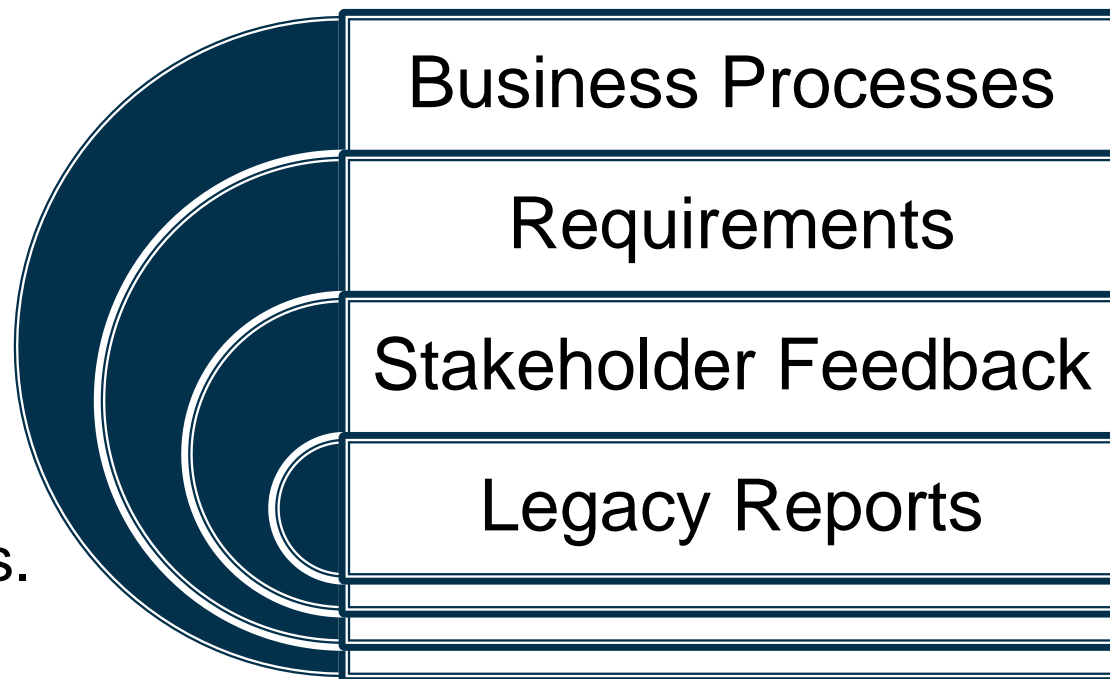
Answers

- ▶ The Florida PALM reports will be different from the legacy reports due to differences in business processes and data structure. An analysis of the reporting needs represented by legacy reports is completed for each Wave, by the Project with feedback from agencies in the Reporting Workgroup, to evaluate whether the Florida PALM reports provide information needed by agencies and other users.



Reporting Assessment & Workgroup

- ▶ Florida PALM > Resources > Oversight >
 - [Reporting Assessment](#)
 - Addresses consideration and disposition of legacy reports
 - Identifies comparable Florida PALM and legacy reports by topic.
 - Describes the sources for reports.

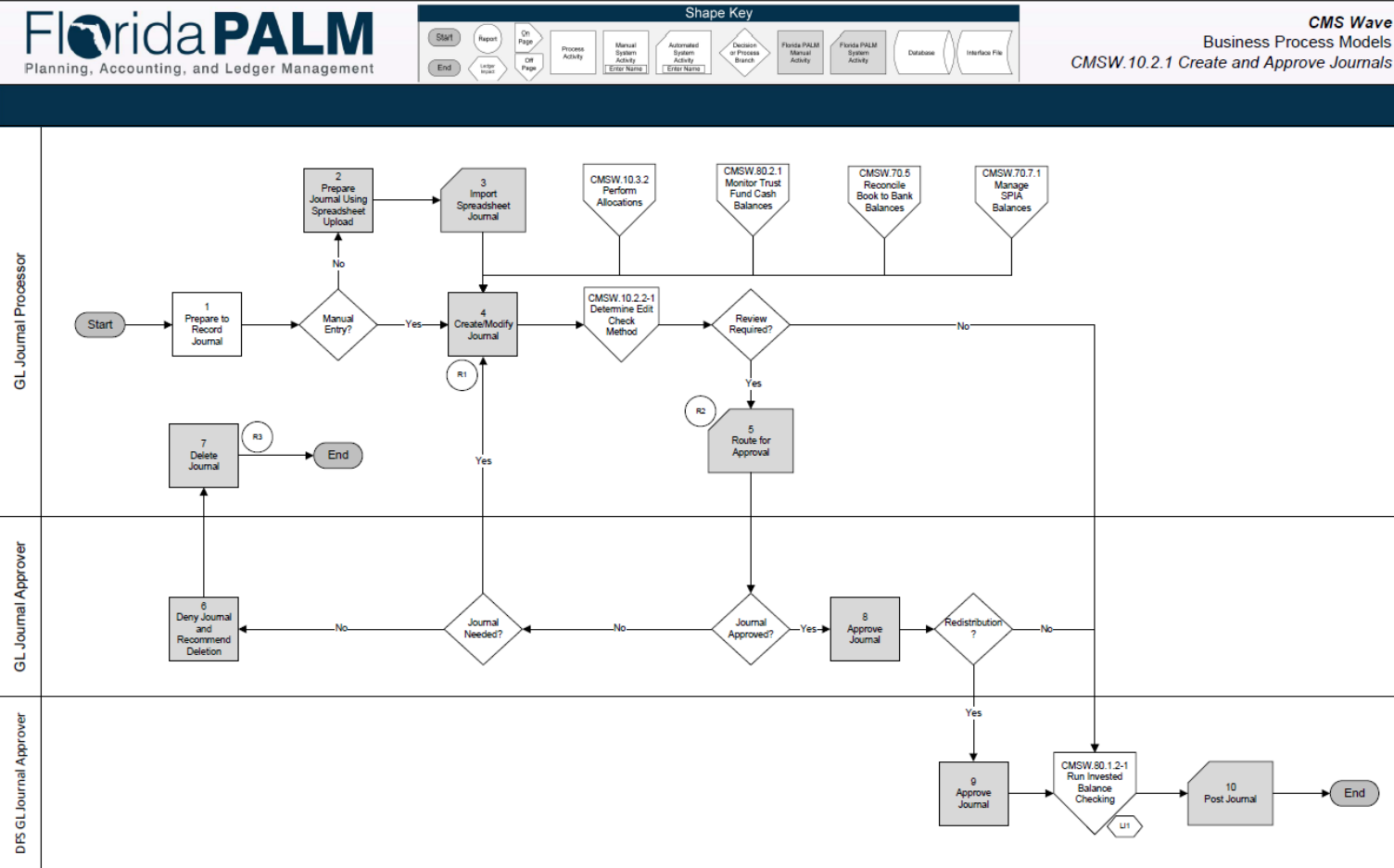


Reporting Workgroup – CMS Wave

- ▶ The Workgroup presentations are available to all agencies.
 - CMS Wave Workgroup presentations include report samples and disposition of legacy reports.
- ▶ Link:
 - Florida PALM>Meetings & Workshops:
 - [Reporting Workgroups](#)



Example – Business Process Model Report Icons



Example – Report Descriptions in Business Process Narrative Reports

Table 5: Reports Included on CMSW Business Process Model Flow

Report Number	Report Description	Report Frequency	Audience
R1	Journals with Errors – Journals with any type of error that requires action	Periodic	Agency, DFS
R2	Pending Journal Report – Listing of journals that are pending approval	Periodic	Agency, DFS
R3	Deleted Journals Report – Listing of all journals that were deleted	Periodic	Agency, DFS
R4	Source Module Transactional Report – Detailed report used to determine successful posting and exception handling of source module transactions	Periodic	Agency, DFS



Change Impacts

- ▶ FLAIR component(s) retired by Wave
- ▶ New COA replaces legacy COA
- ▶ ERP functionality – relationships, trees, one system
- ▶ Changes in business processes
- ▶ Changes in data structure
- ▶ Changes in functionality
- ▶ Self-service reporting functionality in Florida PALM

Business Process & Transaction Analysis



4/14/2021

Questions

- ▶ Who can access reports in Florida PALM?
- ▶ How does my agency satisfy unique reporting needs?



Answers

- ▶ Users in Florida PALM can access reports applicable to the business processes for each role and based on security.
- ▶ Agencies may identify users as the Agency Query Writer to write agency-specific queries. This role can access Florida PALM data, applicable to the agency, for creating and sharing queries.



Role Access to Information and Data

- ▶ Roles are available to enterprise and agency users to access reports and information in Florida PALM.
 - Users can access the reports in their relevant module.
 - Reporter – View-only role to access reports by Module
 - Query Writer – Role to create queries for agency-specific needs and sharing with other users



Roles - Reporting Capabilities

Role Type	View & Run Reports	Create Queries
Requestor	No	No
Processor	Yes	No
Approver	Yes	No
Maintainer	Yes	No
Reporter	Yes	No
Query Writer	Yes	Yes



Questions

- ▶ How can information be viewed or exported?
- ▶ How will legacy information be accessed?
- ▶ Will business intelligence (BI) tools be available?
- ▶ When are BI tools used in lieu of other reporting tools?



Answers

- ▶ Information can be viewed in Florida PALM or exported using a variety of format types.
- ▶ Legacy information will be maintained in the Information Warehouse and maintained in accordance with record retention requirements. Florida PALM will include links to legacy information for use in specific reports that require multiple years of data, until such information is accumulated in Florida PALM.
- ▶ The use of BI tools is planned for some reports. Most operational reports do not require the use of BI tools. BI tools are used for certain analytical reports that require complex logic.



Florida PALM Terms

- ▶ **Reports** is an umbrella term for various form of data/information provided by the financial solution for internal/external users. It encompasses all formatted/unformatted data to consume, such as formatted printed reports, result of database query, data extracts, etc.
- ▶ **Query** is a reporting tool used to perform operational reporting. It allows the user to use prompts, expressions, criteria, to retrieve selected data from the database.



Florida PALM Terms

- ▶ **Inquiry** is for the most immediate information needs that are met by viewing the data on a page in Florida PALM. Inquiry pages allow users to search for transactional information in real-time, see the results online, and download data to offline, if needed.
- ▶ **Drill down** is a capability to see all the relevant details from top summary level to the lowest raw data level. This drill down capability can be found in various places such as in reports, inquiry pages, dashboards, etc.



Florida PALM Terms

- ▶ **Dashboard** is a type of graphical user interface which often provides at-a -glance views of key performance indicators relevant to a particular objective or business process to a particular user.
- ▶ **Data Extract** is a discrete file created with data obtained by executing a query or running a report. Agencies may choose to retain existing external reporting platforms by taking advantage of data extracts. The Solution will make data extracts available through the Florida PALM interface approach.



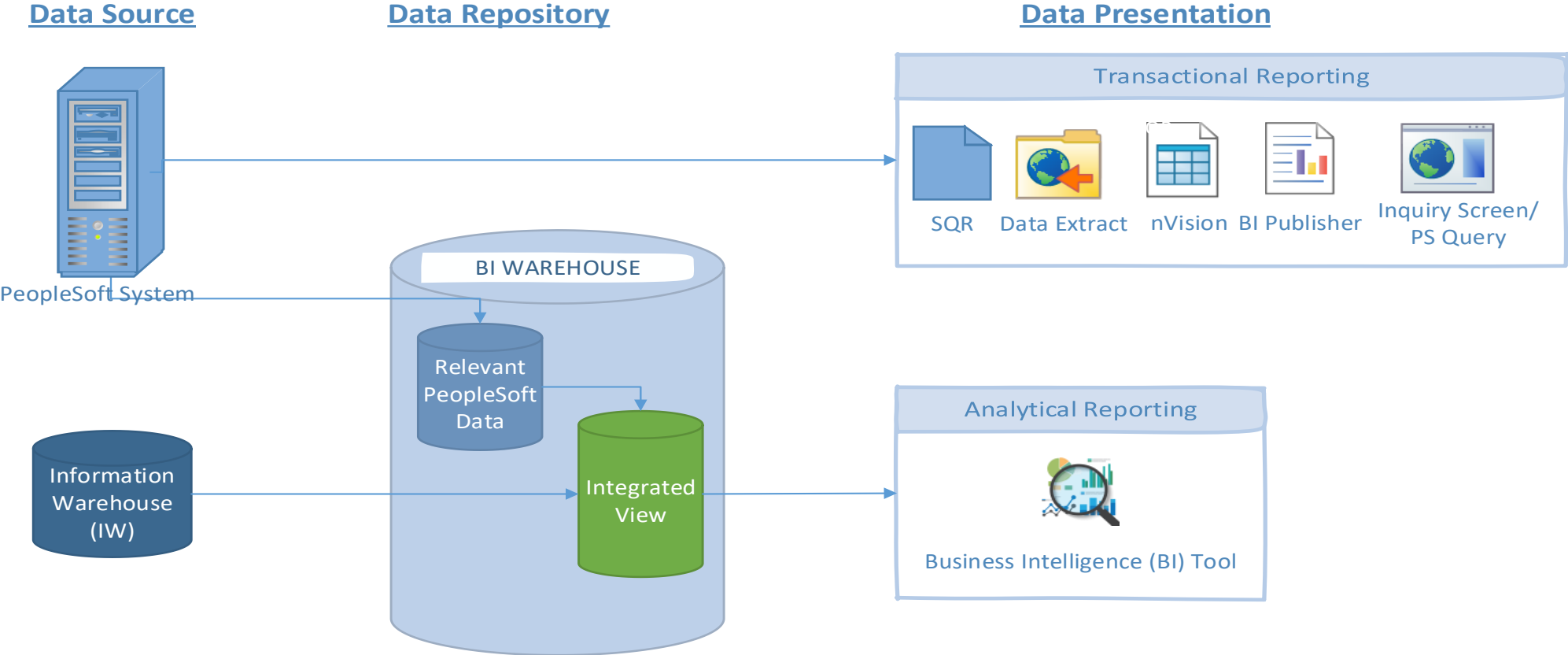
Florida PALM Terms

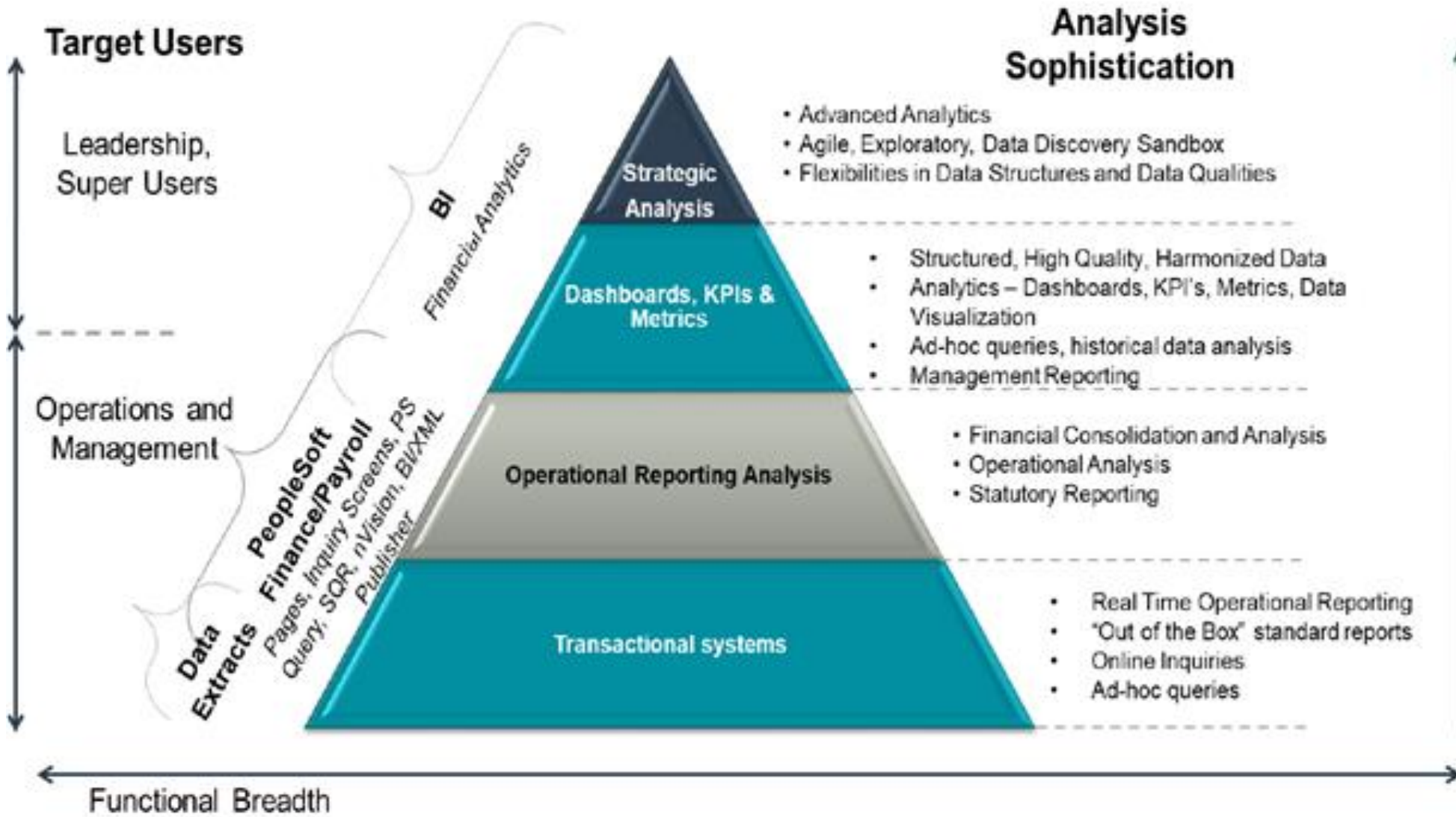
- ▶ **Business Intelligence (BI)** comprises the strategies and technologies used by the enterprise for the data analysis of business information. Business Intelligence technology provides historical, current, and predictive views of business operations. Business Intelligence leverages software to transform data into actionable insights that inform an organization's business decisions.



Overview

Florida PALM Reporting Solution





Questions

- ▶ How do I run a report?
- ▶ How do I run a query?
- ▶ When will we be trained to use the system?



Answers

- ▶ End-user training describes the steps for how to use Florida PALM and the available reporting tools. Additionally, navigational information is included in the Reports Catalog
- ▶ End-user training for reporting is now available in Peoplesoft Learning Management System. Training is offered before each Wave implementation for the applicable business processes.



Demonstration Videos

- ▶ Florida PALM>Agency>Solution Demonstration
 - New
 - [Running A Report](#)
 - [Running a Query](#)
 - [Running an Inquiry](#)
 - Other demonstration videos are available on the website.
- ▶ Florida PALM training resources are available in the PeopleFirst Learning Management System.
 - New topics will continually be provided for each implementation Wave.



Questions

- ▶ Will detail transaction data remain available in Florida PALM after each yearend?
- ▶ Will agencies have limits on accessing data?



Answers

- ▶ Transaction data will remain in Florida PALM and be available for reporting on an on-going basis. Each module includes details for operations for the relevant business processes. These activities are summarized and posted to the General Ledger.
- ▶ In the legacy environment, data was off-loaded for use in the Information Warehouse or other external tools.



Questions

- ▶ Can my agency schedule and distribute reports as is done in the legacy environment?
- ▶ How will casual users access reports?



Answers

- ▶ Users with roles in Florida PALM can run or schedule queries/reports. Results are sent to the user's Reporting Manager page in Florida PALM. The report can be created in multiple formats (i.e., PDF, Excel) and saved by the user for external use.
- ▶ Agencies may choose to assign Reporter roles to casual users. The Reporter roles allows view only access to queries and reports and offers the most up-to-date information. Alternatively, agencies may choose to save reports outside of Florida PALM for email or other distribution to users. Agencies are responsible for creating an appropriate control structure to distribute reports which include sensitive information.



Questions

- ▶ When will reports used for managing payroll be added to the Reporting Catalog?
- ▶ When will the Reporting Workgroup discuss reports for Departmental Wave? For Payroll Wave?



Answers

- ▶ Design activities are on-going for Payroll Wave. When these activities are completed and business process models are approved, payroll reports will be added to the Reports Catalog.
- ▶ The Reporting Workgroup will review Central Wave Reports and Departmental Wave reports in 2021.
- ▶ A new Reporting Workgroup will be created to review Payroll Wave reports in 2022.



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