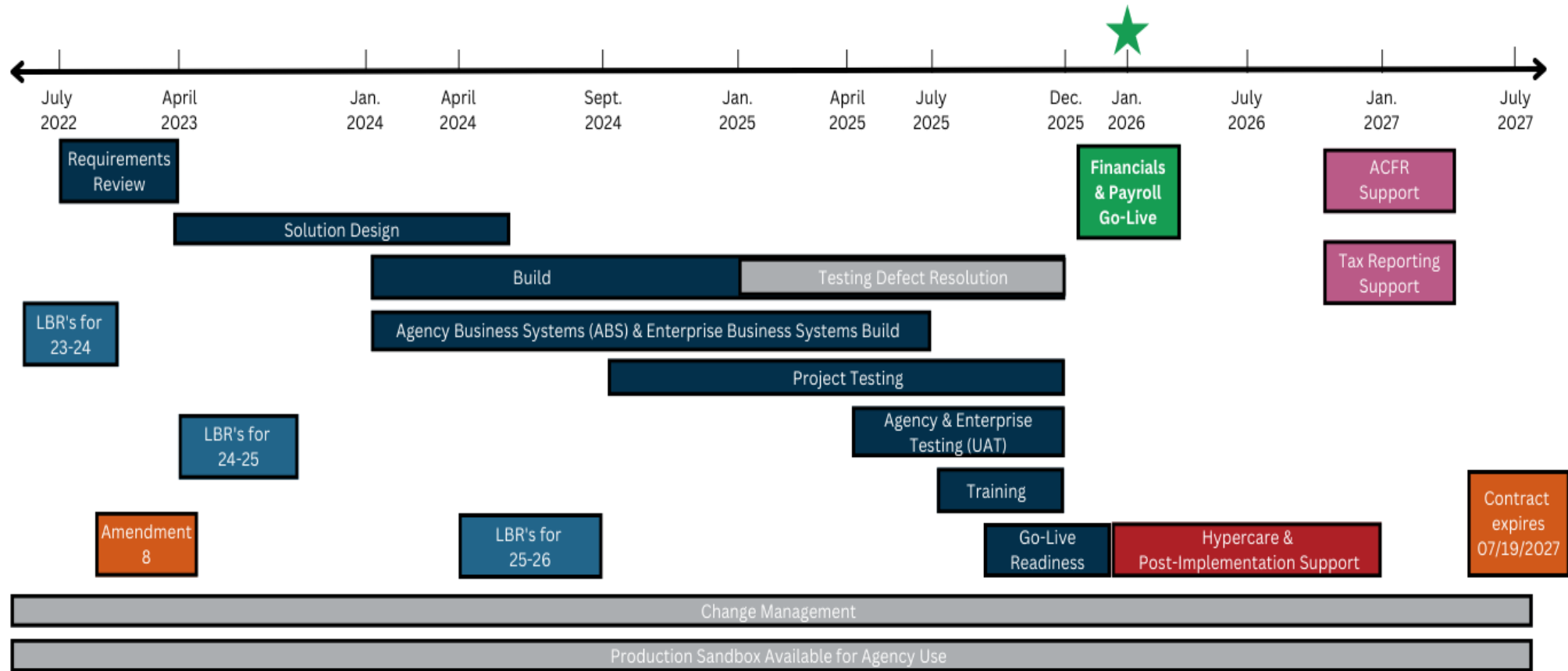# Florida Commerce PALM MONTHLY Update

JULY 10, 2024 AGENDA

- PROJECT TIMELINE & MILESTONES
- READINESS TASK UPDATES
- UPCOMING MEETINGS
- RESOURCES

Key Milestones

Oct. 2024

Ready for Mock Conversion

June 2025

Ready for Full Integration Testing

Jan. 2026

Go Live!

Ready for Interface Testing

Dec. 2024

Agency Readiness Certification

Nov. 2025

PALM TIMELINE

WHAT'S NEW?

Current Readiness Tasks Updates

Upcoming Readiness Task List

New / Updated Resources

Current Readiness Tasks

Task	Lead SME	Task Talk Video & Instructions	Commerce Due Date
526 – Complete Data Readiness Analysis and Data Cleansing Activities for Segment III	Lisa S.	Click Here	July 5, 2024
527 – Identify Change Impacts and Update Agency Business Process Documentation for Segment III	Lisa S.	Click Here	July 5, 2024
528 – Update Agency Business System Documentation for Segment III	Lisa S.	Click Here	July 5, 2024
529 – Update Florida PALM Conversion Inventory for Segment III	Lisa S.	Click Here	July 5, 2024
530 – Update Florida PALM Interface Inventory for Segment III	Lisa S.	Click Here	July 5, 2024

Current Readiness Tasks

Task	Lead SME	Task Talk Video & Instructions	Commerce Due Date
531 – Remediate Agency Business Systems based on Segment II	Lisa S.	Click Here	September 20, 2024
534 – Update CCN and Project Contacts	Tulani H.	Click Here	June 14, 2024
535 – Update Workforce Readiness Plan	Tulani H.	Click Here	July 26, 2024
536A – Create Agency Specific User Acceptance Testing Plan	Tulani H.	Click Here	August 9, 2024
539 – Manage Agency Specific Implementation Schedule, Risks and Issues	Tulani H.	Click Here	August 29, 2024

UPCOMING Readiness Tasks

Task	Lead SME	Task Talk Video & Instructions	Commerce Due Date
541 – Complete Configuration Workbooks for Segment IV	Lisa S.	Available after 7/22/2024	8/2/2024
542 – Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV	Lisa S.	Available after 7/22/2024	10/11/2024
543 – Identify Change Impacts and Update Agency Business Process Documentation for Segment IV	Lisa S.	Available after 7/22/2024	10/11/2024
544 – Update Agency Business System Documentation for Segment IV	Lisa S.	Available after 7/22/2024	10/11/2024
545 – Update and Finalize Florida PALM Conversion Inventory for Segment IV	Lisa S.	Available after 7/22/2024	10/11/2024
546 – Update Florida PLAM Interface Inventory for Segment IV	Lisa S.	Available after 7/22/2024	10/11/2024
547 – Remediate Agency Business Systems based on Segment III	Lisa S.	Available after 7/22/2024	12/6/2024

IMPORTANT

▶ READ, READ, READ!!!

▶ MANGERS, please share your calendar with Project Manager

    ▶ Track PALM related meetings/activities

New / Updated Resources

UPDATED: Account Revenue and Expenditure ChartField Values

The list of future Florida PALM Revenue and Expenditure Account ChartField values have been updated!
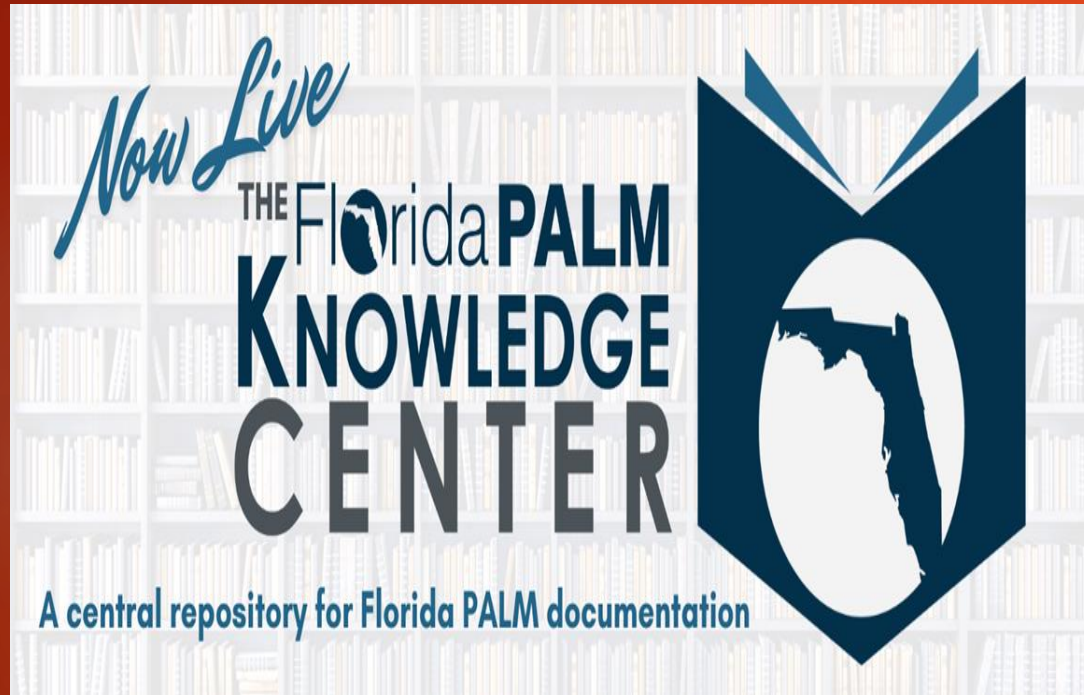
The Project team supported DFS-Division of Accounting and Auditing (A&A) in the standardization of the future Florida PALM Revenue Account values. The Revenue Account values have been updated to a new structure and naming convention. This list contains the new Revenue Account titles and updates made since the last publication in December 2023.

For additional information on Revenue Account Values, including a crosswalk from current FLAIR Object Codes to the Florida PALM Account values, please visit the Proposed Revenue Standardization List on DFS Accounting & Auditing webpage.

Update as of 7/1/2024

UPDATE

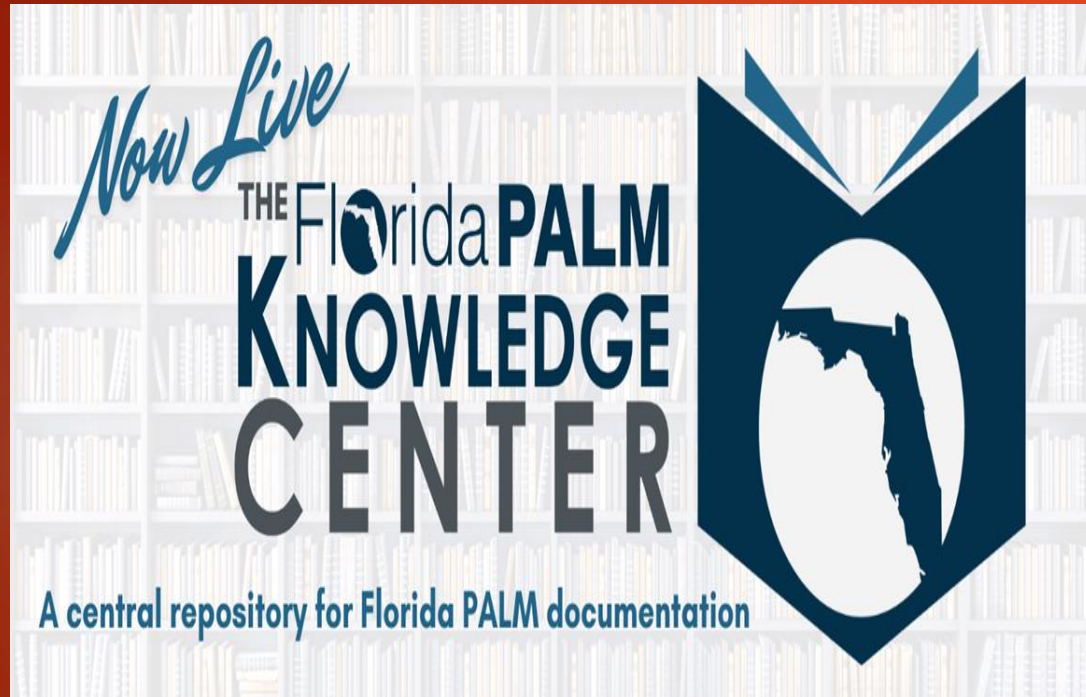THE KNOWLEDGE CENTER HAS BEEN UPDATED WITH NEW INFORMATION! TAKE A MOMENT AND REVIEW WHAT'S NEW:

REPORTS:
- APR102 - AP ACH RETURNS AND REVERSAL WARRANTS
- APR126 - CASH CHECK ERRORS (WORKCENTER)
- KKR046 - FEBRUARY REVERSION FCO PROJECTS WORKSHEET REPORT
- KKR057 - TENTATIVE CARRY FORWARD/CERTIFIED FORWARD BALANCES REPORT
- PRR010 - PAYROLL REGISTER
- PRR035 - PAYROLL WARRANT STATUS REPORT
- PRR036 - EDITING PAYSHEETS CHANGES REPORT
- PRR059 - INACTIVE POSITION FUNDING SPEEDKEYS REPORT
- PRR068 - EXPIRED W-4 EXEMPTION

INTERFACES:
- POI005 – INBOUND CARRY FORWARD PAYABLE SPREADSHEET UPLOAD

UPDATE AS OF 6/18/2024

UPDATE

THE KNOWLEDGE CENTER HAS BEEN UPDATED WITH NEW INFORMATION! TAKE A MOMENT AND REVIEW WHAT'S NEW:

REPORTS:
- GLR079 – GR CASH BALANCE AND ACTIVITY REPORT
- GLR110 – CAPITAL ASSETS ACCOUNT RECONCILIATION REPORT
- KKR059 – TRUST FUND CASH BALANCE AND ACTIVITY REPORT
- KKR018 – AGENCY COMMITMENTS REPORT
- PRR023 – PAYROLL CASH AND BUDGET BALANCE REPORT

INTERFACES:
- PRI007 – OUTBOUND SALARY DETAIL FILE

CONVERSIONS:
- KKC001 – BUDGETS

UPDATE AS OF 7/2/2024

UPDATE

THE KNOWLEDGE CENTER HAS BEEN UPDATED WITH NEW INFORMATION! TAKE A MOMENT AND REVIEW WHAT'S NEW:

ADDED THE FOLLOWING ACCOUNT MANAGEMENT AND FINANCIAL REPORTING (AMFR) OVERVIEW/LIFECYCLE PAGES:

- SET UP AND MAINTAIN CHART OF ACCOUNTS LIFECYCLE
- ENTER AND PROCESS JOURNALS LIFECYCLE
- ANALYZE AND RECONCILE ACCOUNTS LIFECYCLE

PUBLISHED THE FOLLOWING SEGMENT IV BUSINESS PROCESS MODELS:

- 30.5.2 MANAGE ACH/EFT NOTIFICATIONS
- 30.6 MANAGE TAX REPORTING
- 30.7 MANAGE ACCOUNTS PAYABLE TRANSACTIONS

UPDATE AS OF 7/9/2024

Upcoming Meetings & Workshops

Florida Commerce Hosted PALM Meetings

Meeting	Date	Time
PALM Monthly Update	8/14/2024	10:45a – 11:00a
Task Team Meetings	TBD by Lead SME	TBD
IMPORTANT: Please send team meeting notes for meetings you have with your area about PALM to Tulani (tulani.honablew@commerce.fl.gov)		

PALM Hosted Meetings

Meeting	Date	Time	Location	Registration
Task Talks	Thursdays	10a – 10:30a	Virtual	*Click here to register and watch meetings*
*Florida PALM Readiness Touchpoint Meeting	July 9, 2024	3p - 4p	Caldwell 132	
Segment IV Design Meetings	See next slide			

Segment IV Design Meetings

Design Workshop	Date	Time	Location
Project Costing	July 23 – 24, 2024	8:30a – 5p	TCC Student Union Ballroom 444 Appleyard Drive, Tallahassee, Fl 32304
Accounts Payable / Purchase Orders	July 25, 2024	8:30a – 5p	TCC Student Union Ballroom 444 Appleyard Drive, Tallahassee, Fl 32304
Inter / IntraUnit	Aug. 13 – 14, 2024	8:30a – 5p	Tallahassee Automobile Museum 6800 Mahan Drive Tallahassee, Fl 32308
Asset Management	Aug. 15, 2024	8:30a – 5p	Tallahassee Automobile Museum 6800 Mahan Drive Tallahassee, Fl 32308
Payroll	Aug. 27-29, 2024	8:30a – 5p	TCC Student Union Ballroom 444 Appleyard Drive, Tallahassee, Fl 32304
Carry Forward / Certified Forward	Sept. 10, 2024	8:30a – 5p	TCC Student Union Ballroom 444 Appleyard Drive, Tallahassee, Fl 32304
Cash Check / Financial Statement Close / Budget Close	Sept. 11-12, 2024	8:30a – 5p	TCC Student Union Ballroom 444 Appleyard Drive, Tallahassee, Fl 32304
Design Recap	Oct. 1-3, 2024	TBA	TBA

Questions anyone?

Completed READINESS Tasks

Readiness Tasks COMPLETED

*Each task title is linked to the Tuesday Task Talk page. You may view Task Instructions and other supplemental documents or updates. You will have access to associated video recordings as well.

TASK	DUE DATE
Task 324 – FLAIR Data Elements Inventory	03/31/2023
Task 325 – Data Security and Access Survey	02/03/2023
Task 326 – Update Current State Agency Business System Inventory and Documentation	10/27/2023
Task 327 – Reports Inventory	07/28/2023
Task 328 – Document Current Agency Business Processes	12/15/2023
Task 329 – Update CCN and Project Contacts	6/2/2023
Task 330 – Update Authorized Smartsheet Users	6/23/2023
Task 331 – Submit Bimonthly Agency Status Report	9/11/2023
Task 500 – Create Agency Specific Project Charter	12/15/2023
Task 501 – Create Agency Specific Implementation Schedule	12/15/2023
Task 502 – Create Agency Specific Risks & Issues Management Plan	12/15/2023
Task 503 – Create Workforce Readiness Plan	12/15/2023
Task 506 – Submit Bimonthly Agency Status Report (see Task 331)	11/13/2023

Readiness Tasks COMPLETED

*Each task title is linked to the Tuesday Task Talk page. You may view Task Instructions and other supplemental documents or updates. You will have access to associated video recordings as well.

TASK	DUE DATE
507 – Manage Agency Specific Implementation Schedule, Risks, and Issues	12/27/2023
508 – Review Payroll Wave Business Process Models	1/26/2024
509 – Submit Bimonthly Agency Business Status Report	1/10/2024
511 – Update CCN and Contacts	1/26/2024
512 – Identifying Future Florida PALM End Users	3/1/2024
513 – Complete Configuration Workbooks for Segment I and II	4/12/2024
514 – Complete Data Readiness Analysis & Data Cleansing Activities for Segments I and II	4/12/2024
515 – Identify Change Impacts & Update Agency Business Process Documentation for Segments I and II (incomplete as of 6/10/2024)	4/12/2024
516 – Update Agency Business System Documentation for Segment II	4/12/2024
517 – Update Florida PALM Conversion Inventory for Segment II	4/12/2024
518 – Update Florida PALM Interface Inventory for Segment II	4/12/2024

GO TEAM!

AI   EPS   JPG   PNG   PSD   DXF   SVG

Readiness Tasks COMPLETED

*Each task title is linked to the Tuesday Task Talk page. You may view Task Instructions and other supplemental documents or updates. You will have access to associated video recordings as well.

TASK	DUE DATE
519 – Remediate Agency Business Systems based on Segment I	6/28/2024
520 – Update Authorized Smartsheet Users	2/16/2024
523 – Share Florida Palm Updates	4/19/2024
524 – Complete and Submit End User Readiness Survey Analysis	6/14/2024
532 – Submit Bimonthly Agency Readiness Status Report	5/13/2024
533 – Manage Agency Specific Implementation Schedule, Risks and Issues	6/28/2024
537 – Update Workforce Readiness Plan	7/12/2024
538 – Submit Bimonthly Agency Readiness Status Report	7/12/2024

GO TEAM!

AI   EPS   JPG   PNG   PSD   DXF   SVG

Content in the following slides have been introduced in previous presentations! This content will NOT be reviewed during update meetings, however, I am happy to meeting one-on-one for questions/concerns.

Design Meetings – Segment III
Financials Wave Design Workshops

BPM	Date	Material/Resources	Meeting Recording
Disbursement Management	3/27/2024	➢ 30.1 Set Up and Maintain Suppliers ➢ Presentation ➢ Registering a Supplier Demo Video ➢ Submitting a Supplier Change Request Video Demo Video	Click here to watch
Asset Accounting & Management	3/28/2024	➢ 40.2 Deploy and Maintain Assets ➢ Presentation ➢ Mobile Inventory Demo Video	Click here to watch

Design Meetings – Segment III
Financials Wave Design Workshops

BPM	Date	Material/Resources	Meeting Recording
Revenue Accounting and Accounts Receivables	4/3/2024	➢ 50.1 Set Up and Maintain Customer ➢ 60.1 Enter and Maintain Receivables ➢ 60.2.2 AR Deposits ➢ Presentation ➢ Create Customer Demo Video ➢ Create AR Demo Video ➢ Create Maintenance Worksheet Demo Video ➢ Create AR Deposit Demo Video	Click here to watch
Accounting Management and Financial Reporting Budget Management and Cash Control	4/4/2024	➢ 10.3.1 Perform Month End Close ➢ 20.2.1 Manage Budget Checking ➢ 20.2.3 Invested Balance Checking ➢ Presentation	Click here to watch

NEW: *AGENCY READINESS REPORTING Webpage*

On the webpage, by clicking on the below icons, you'll find the following: (click image to go to webpage)

• **Summary of Dashboards** – This table shows the real–time, live status of each agency's readiness dials. It mirrors the dial information on an agency's report dashboard. *Note, if you do not see table column headers, refresh the page and they should appear.*

• **Bimonthly Reports** – In this section, all Bimonthly Agency Status Reports are listed by agency, along with a link for each reporting period, which includes all agency reports.

• **Readiness Certification** – More to come in this section in 2025 as RW tasks are released that will guide agencies on how to certify their readiness.

NEW: *PALMCast Episode #16*

NEW resource as of June 2024

Organizational Change Management: Engaging Managers of End Users
This episode features guest speaker Daniella Cross-Wilkins from the Department of Transportation on the topic Engaging Managers of End Users. Hear her top 5 practices and learn how to incorporate them into your change management strategies.
(click image to listen ☺)

UPDATE: *Knowledge Center*

THE KNOWLEDGE CENTER HAS BEEN UPDATED WITH NEW INFORMATION! TAKE A MOMENT AND REVIEW WHAT'S NEW:

REPORTS:

- PCR013 - FCO CERTIFIED FORWARD REQUEST DETAIL REPORT

- PCR015 - APPROPRIATIONS BUDGET VS. PROJECT BUDGET REPORT

- PRR001 - HR ACCOUNTING LINE REPORT

- PRR011 - PAYROLL TAX REPORT

- PRR045 - EMPLOYEE W-4 EXEMPT STATUS REPORT

- PRR062 - DEDUCTIONS REGISTER

INTERFACES:

- PCI006 - INBOUND PROJECT DETAILS

- PCI001 - OUTBOUND PROJECT INFORMATION EXTRACT

- PCI008 - PROJECT COSTING BUDGET UPLOAD

CONVERSIONS:

- PCC001 - PROJECTS (FOR ACCOUNTING PURPOSES)

- PCC002 - PROJECTS LIFE-TO-DATE BALANCES

AS A REMINDER, NEWLY POSTED INFORMATION WILL INCLUDE NEW ICON AND UPDATED INFORMATION ICON

Now Live
THE Florida PALM
KNOWLEDGE
CENTER

A central repository for Florida PALM documentation

You may also locate new or revised content using the Advanced Search feature to filter by date (week, month, year, or specific date) and by tags and categories.

1. Access Advanced Search: Navigate to the Advanced Search Bar on the Homepage.
2. Use Date Filters:
    a. By Week, Month, Year: Specify the timeframe to filter results according to recent updates.
    b. Specific Date: Refine your search by entering a particular date.
3. Use Tags and Categories:
    a. Tags: These help classify content based on specific topics or keywords. Use relevant tags to narrow your search.
    b. Categories: Filter results based on predefined categories to find specific information.

Click anywhere within this box to watch a video demonstrating how to use the Advanced Search feature.

PALM Resource QUICKLINKS

RESOURCE	Link
Agency Readiness Webpage	https://myfloridacfo.com/floridapalm/agency-readiness
Meetings and Workshops • Advisory Council Meetings • CCN Forums • CCN Town Hall Meetings • Tuesday Task Talks (RW Tasks)	https://myfloridacfo.com/floridapalm/meetings-workshops
PALMcast *most episodes are 15 minutes or less	https://myfloridacfo.com/floridapalm/palmcast
Statewide Chart of Accounts Design	https://myfloridacfo.com/floridapalm/chart-of-accounts
Business Processes and Modules	https://myfloridacfo.com/floridapalm/business-processes-and-modules
Reporting	https://myfloridacfo.com/floridapalm/reporting
Interfaces	https://myfloridacfo.com/floridapalm/interfaces
Florida PALM Communications Subscription	https://app.smartsheet.com/b/form/01bce82ec64d4c9aa312af96aff86113
End User Training	https://myfloridacfo.com/floridapalm/user-support/end-user-training

NEW CONTENT ALERT!!!

▶ New Reports, Interfaces, and Conversions for Segment III of the Design Phase are now available at the Knowledge Center

AP Holds by Hold Type Report (APR091)   New

SAMPLE:

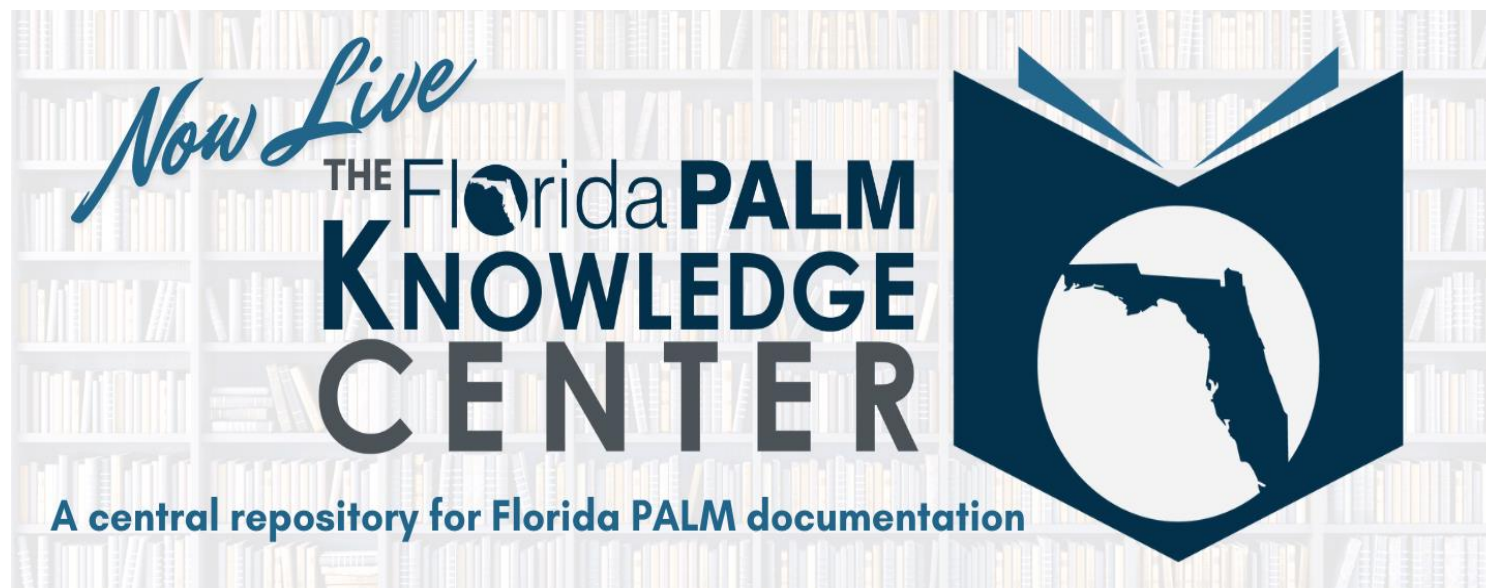AP Holds by Hold Type Report (APR091)" has been added to the Knowledge Center

☺ New PALM Resource ☺

Florida PALM <u>Revenue and Expenditure Account ChartField</u> values have been published!!

The new document, found on the Florida PALM <u>COA webpage</u>, contains three tabs. The first includes "General Information" about the content of the document. The second includes the list of Revenue Accounts and identifying information (e.g., Grouping, Family). The third includes the Expenditure Accounts, which have been cross walked to the applicable FLAIR Object and / or General Ledger Code.

☺ New PALM Resource ☺

The Florida PALM Knowledge Center will provide a consolidated source for documentation about the functions and use of Florida PALM, including *business process models*, *interfaces*, and *reports*. This central repository will replace the Pathfinder, which has been retired in anticipation of the roll out of the Knowledge Center.
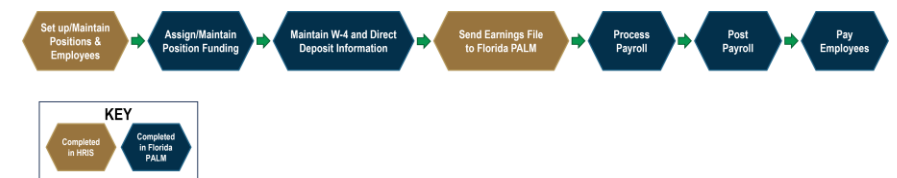
☺ New PALM Resource ☺

PAYROLL MANAGEMENT WEBPAGE

Information on this webpage will assist Commerce as we prepare for Payroll Wave implementation in January 2026, by building understanding of the changes anticipated with Florida PALM.

Most immediately, this webpage may help in completion of Readiness Workplan *Task 508: Review Payroll Wave Business Process Models*.

Information will be updated as we progress towards go-live, including adding new business process grouping-specific webpages in the near future.

BPM	Date	Material/Resources	Meeting Recording
Disbursements Management	12/5/2023	➤ Presentation ➤ 30.2 Establish and Maintain Encumbrances ➤ 30.4 Process Payments ➤ 30.5 Manage Payments	Video Time: 3 hrs 24 mins Register and View Meeting Here
Asset Accounting and Management	12/5/2023	➤ Presentation ➤ 40.1 Acquire and Set Up Assets ➤ 40.3 Set Up and Maintain Asset Controls	Video Time: 3 hrs 4 mins Register and View Meeting Here
Account Management and Financial Reporting System Access and Controls	12/6/2023	➤ Presentation ➤ 10.2 Enter and Process Journals ➤ 120.1 Interface Error Handling Process	Video Time: 2 hrs 39 mins Register View Meeting Here

Design Meetings Information – Segment II Financials Wave BPM Reviews

Design Meetings Information – Segment II
Financials Wave BPM Reviews

BPM	Date	Material/Resources	Meeting Recording
Accounts Receivable	12/7/2023	➢ Presentation ➢ 60.2 Deposit and Apply Receipts	Video Time: 1 hr 18 mins Register and View Meeting Here
Grants Management Contracts Management	12/7/2023	➢ Presentation ➢ 90.2 Create and Maintain Grants ➢ 90.3 Create and Maintain Contracts	Video Time: 1 hr 54 mins Register and View Meeting Here

Design Meetings Information – Segment II
Financials Wave Design Workshops

BPM	Date	Material/Resources	Meeting Recording
Disbursements Management	1/10/2024	➤ Presentation ➤ 30.4 Process Payments ➤ 30.5 Manage Payments	Video Time: 4 hrs 43 mins Register and View Meeting Here
Asset Accounting and Management	1/11/2024	➤ Presentation ➤ 40.1 Acquire and Set Up Assets ➤ 40.3 Set Up and Maintain Asset Controls	Video Time: 5 hrs Register and View Meeting Here
Disbursements Management	1/12/2024	➤ Presentation ➤ 30.2 Establish and Maintain Encumbrances	Video Time: 4 hrs 5 mins Register View Meeting Here

Design Meetings Information – Segment II
Financials Wave Design Workshops

BPM	Date	Material/Resources	Meeting Recording
Accounts Receivables	1/16/2024	➢ Presentation ➢ 60.2 Deposit and Apply Receipts	Video Time: 3 hrs 32 mins Register and View Meeting Here
Grants Management Contracts Management System Access and Controls	1/17/2024	➢ Grants and Contracts Presentation ➢ Grant Structure (Draft) Presentation ➢ 90.2 Create and Maintain Grants ➢ 90.3 Create and Maintain Contracts ➢ Interface and Error Handling Process Presentation ➢ 120.1 Interface Error Handling Process	Video Time: 4 hrs 29 mins View Meeting Here (as of 2/12/24)
Account Management and Financial Reporting	1/18/2024	➢ Presentation ➢ 10.2 Enter and Process Journals	Video Time: View Meeting Here (as of 2/12/24)

People First Training

*Type _PALM_ Into THE search bar