FLORIDA COMMERCE PALM MONTHLY UPDATE
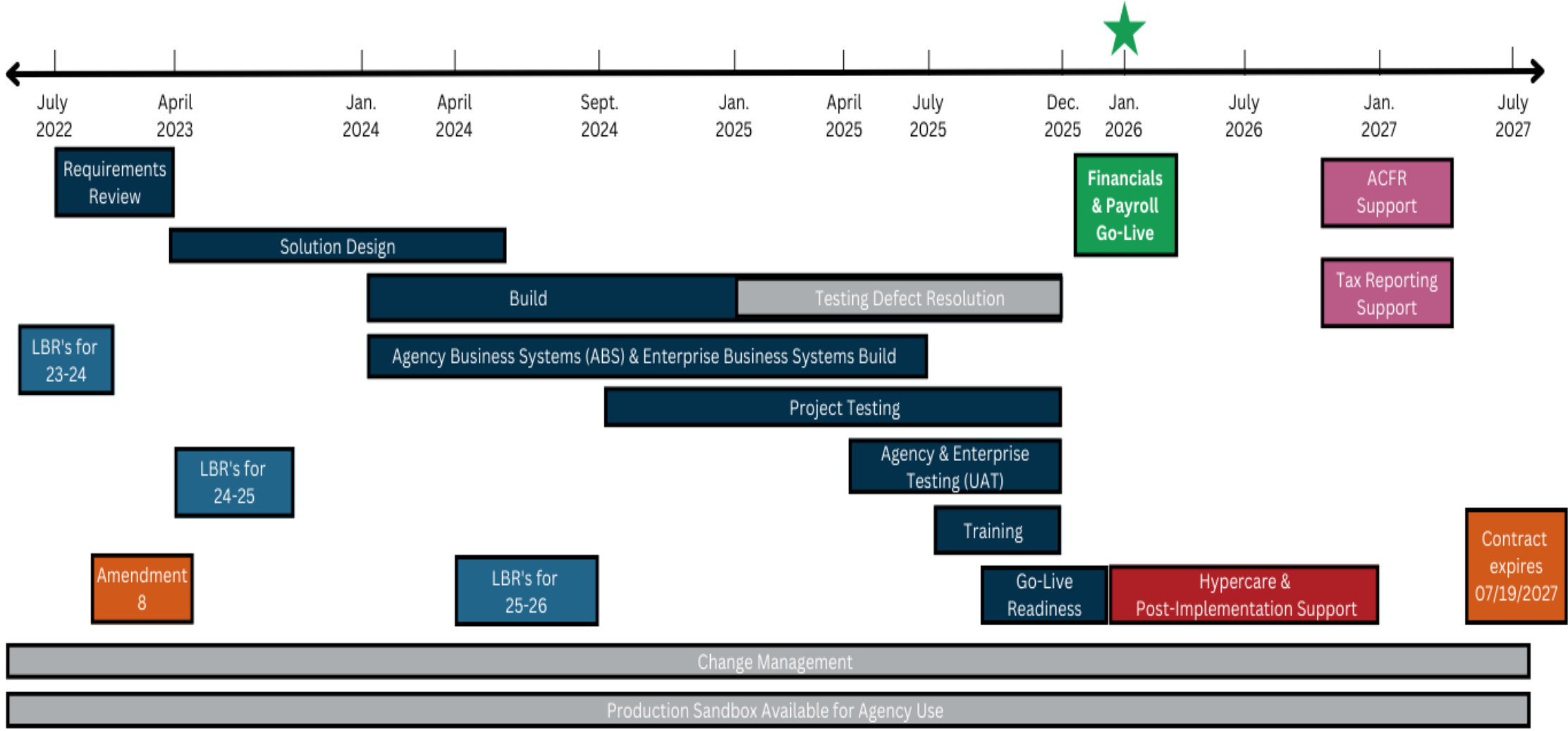
June 12, 2024 Agenda

- Project Timeline & Milestones
- What's New
- Current Readiness Task Updates
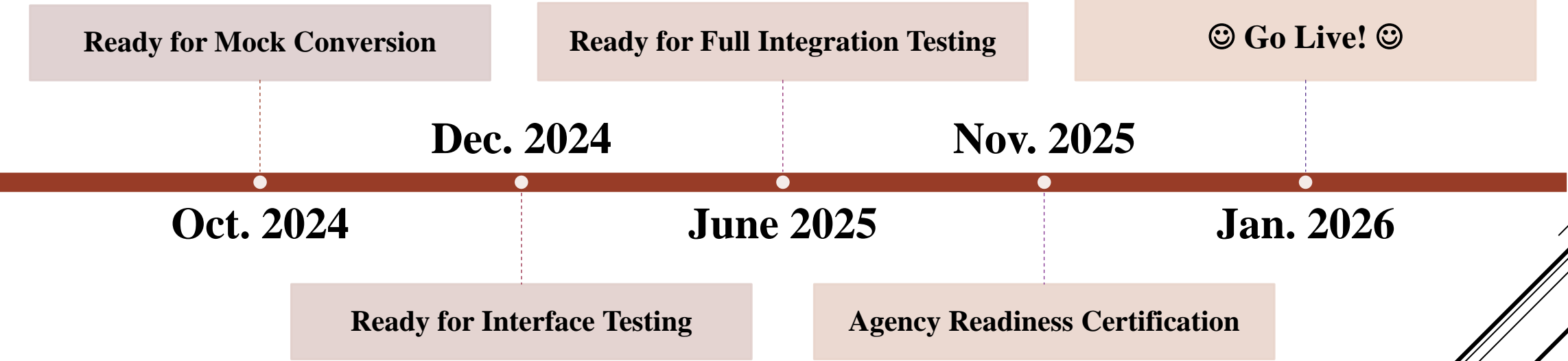- Upcoming Meetings
- Resources

Happy Wednesday

PALM TIMELINE

KEY MILESTONES

Ready for Mock Conversion

Ready for Full Integration Testing

☺ Go Live! ☺

Dec. 2024

Nov. 2025

Oct. 2024

June 2025

Jan. 2026

Ready for Interface Testing

Agency Readiness Certification

WHAT'S NEW?

- Current Readiness Tasks Updates
- New / Updated Resources (see Resources section)
  - Segment III Design Workshop videos now available
  - NEW PALMCast available
  - NEW Agency Readiness Reporting webpage
  - Knowledge Center Updates

Task	Lead SME	Task Talk Video & Instructions	Commerce Due Date
514 – Complete Data Readiness Analysis and Data Cleansing Activities for Segments I & II	Dean		
519 – Remediate Agency Business Systems based on Segment I	Lisa S.	Click Here	June 21, 2024
524 – Complete and Submit End User Readiness Survey Analysis	Tulani H.	Click Here	June 7, 2024
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

CURRENT READINESS TASKS

Task	Lead SME	Task Talk Video & Instructions	Commerce Due Date
530 – Update Florida PALM Interface Inventory for Segment III	Lisa S.	Click Here	July 5, 2024
531 – Remediate Agency Business Systems based on Segment II	Lisa S.	Click Here	September 20, 2024
533 – Manage Agency-Specific Implementation Schedule, Risks and Issues	Tulani H.	Click Here	June 21, 2024
534 – Update CCN and Project Contacts	Tulani H.	Click Here	June 14, 2024

CURRENT READINESS TASKS

SME TEAM BY TASK

Task	514	519	524	526	527	528
Lead SME	Dean M.	Dean M.	Lisa S.	Lisa S.	Lisa S.	Dean M.
SME	Lemuel T.			Lemuel T.	Lemuel T.	Lemuel T.
SME	Aniseh A.			Ken H.	Ken H.	Aniseh A.
SME	Elijah L.	See Implementation Plan for detailed list of team members.	See F & A Contact List for detailed list of team members.	Dean M.	Dean M.	Elijah L.
SME	Ramone S.					Ramone S.
SME	Janis T.					Budget Chief
SME	Tisha W.					Tisha W.
SME	Lisa S.					Lisa S.
SME						

SME TEAM BY TASK

Task	529	530	531	533	534	
Lead SME	Dean M.	Lisa S.	Lisa S.	Lisa S.	Lisa S.	
SME	See Implementation Plan for detailed list of team members.	See F & A Contact List for detailed list of team members.	Lemuel T.	Lemuel T.	Lemuel T.	
SME			Ken H.	Ken H.	Ken H.	
SME			Dean M.	Dean M.	Dean M.	
SME						
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SME						

UPCOMING MEETINGS & WORKSHOPS

FLORIDA COMMERCE HOSTED PALM MEETINGS

Meeting	Date	Time
PALM Monthly Update	7/17/2024	10a – 10:20a
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	June 13, 2024	11a – 12:30p	Caldwell G-32	
Segment IV Design Meetings	See next slide			

SEGMENT IV DESIGN MEETINGS

- Phase: May 2024 – Sept 2024

- *Financial Wave BPM*

Design Workshop	Date	Time	Location
Project Costing	July 23 – 24, 2024	9a – 5p	TCC Student Union Ballroom 444 Appleyard Drive, Tallahassee, Fl 32304
Accounts Payable / Purchase Orders	July 25, 2024	9a -5p	TCC Student Union Ballroom 444 Appleyard Drive, Tallahassee, Fl 32304
Inter / IntraUnit	Aug. 13 – 14, 2024	9a – 5p	Tallahassee Automobile Museum 6800 Mahan Drive Tallahassee, Fl 32308
Asset Management	Aug. 15, 2024	9a – 5p	Tallahassee Automobile Museum 6800 Mahan Drive Tallahassee, Fl 32308
Payroll	Aug. 27-29, 2024	9a – 5p	TCC Student Union Ballroom 444 Appleyard Drive, Tallahassee, Fl 32304
Carry Forward / Certified Forward	Sept. 10, 2024	9a – 5p	TCC Student Union Ballroom 444 Appleyard Drive, Tallahassee, Fl 32304
Cash Check / Financial Statement Close / Budget Close	Sept. 11-12, 2024	9a – 5p	TCC Student Union Ballroom 444 Appleyard Drive, Tallahassee, Fl 32304
Design Recap	Oct. 1-3, 2024	TBA	TBA

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

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
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

Resources New and Updated

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 resource as of May 2024

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*

Updated resource as of June 2024

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

UPDATE: *KNOWLEDGE CENTER*

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.

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.

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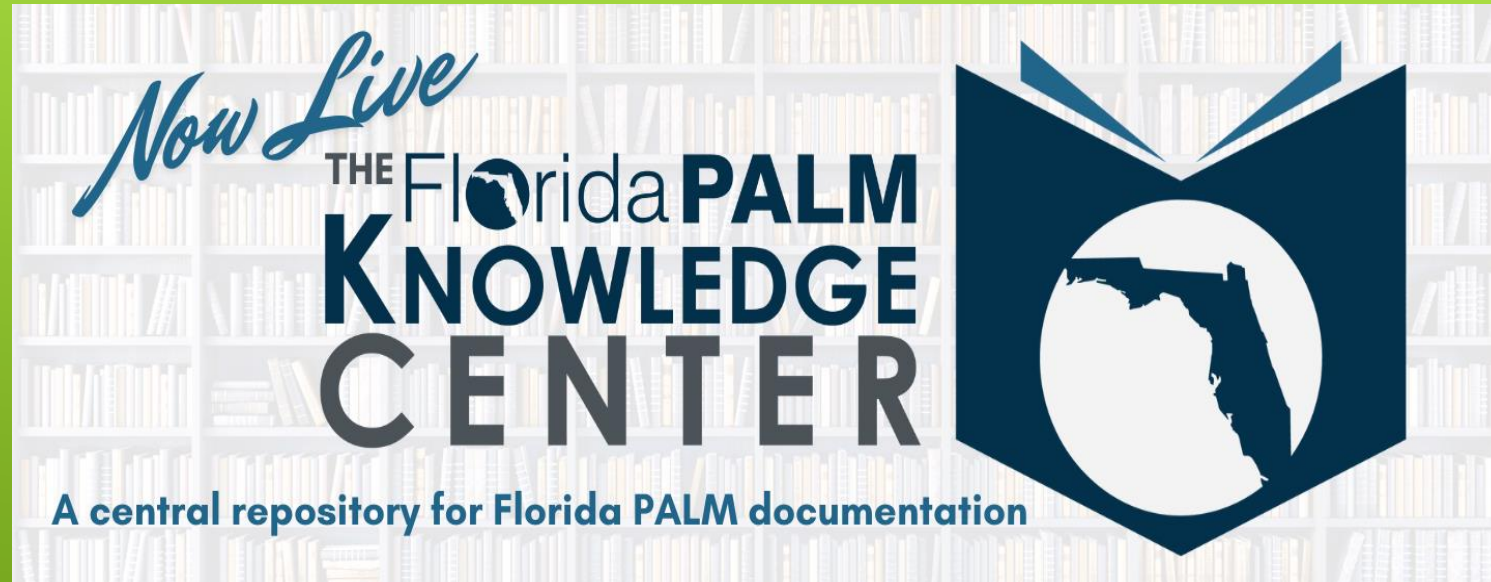
SAMPLE:

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

AP Holds by Hold Type Report (APR091)   New
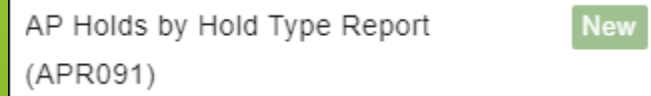
NEW CONTENT ALERT!!!

☺ NEW PALM RESOURCE ☺

Now Live
THE Florida **PALM**
KNOWLEDGE
CENTER
A central repository for Florida PALM documentation

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 ☺

Florida PALM Revenue and Expenditure Account ChartField values have been published!!

The new document, found on the Florida PALM COA webpage, 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.
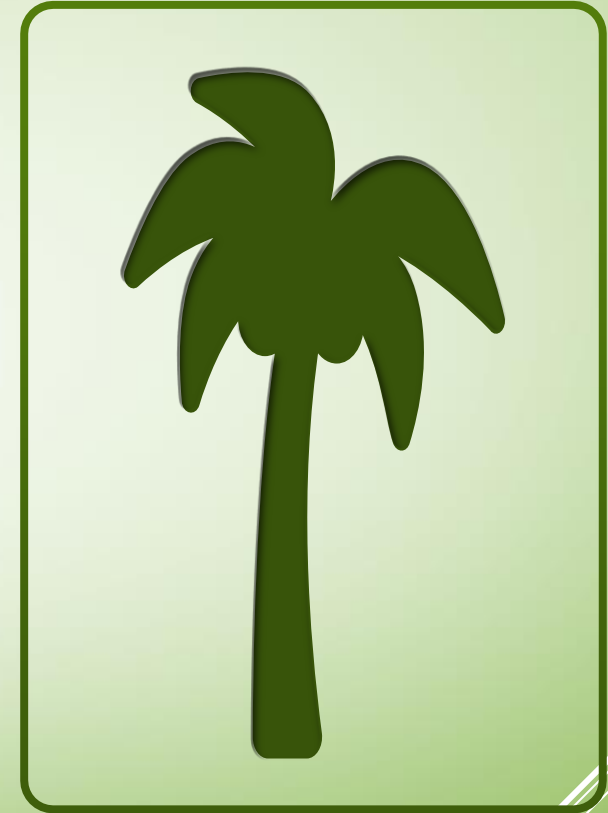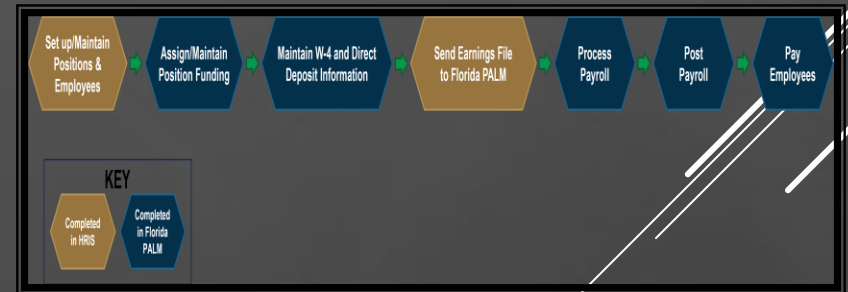
☺ NEW PALM RESOURCE ☺

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

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 BPM REVIEWS

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)

DESIGN MEETINGS INFORMATION – SEGMENT II
FINANCIALS WAVE DESIGN WORKSHOPS

PEOPLE FIRST TRAINING

*Type *PALM* Into THE search bar