Task Instructions

Task ID: *TECH120*
Wave: *Financials Wave*
Audience: *All Agencies*
Task Name: *Begin Reviewing and Confirming Planned Conversions*
Task Type: *Conversions*
Task Due Date: *October 1, 2021*

Task Overview

You received Florida PALM conversions catalog (TECH112) and conversion layouts (TECH118). The next step is to document which agency business system(s) data you plan to use for the Financials Wave. Review and begin completing the Florida PALM Technical Inventory documenting your planned data conversion(s) and listing which agency business system(s) will use each conversion. The Technical Inventory was created as one workbook to help you document chosen interfaces and conversions, as well as an agency business systems analysis.

Attend the Module Workgroups this fall to gain a better understanding of the business processes, interface files, data conversions, and reports.

What will the Florida PALM Team do with this information?

The Florida PALM Team will use your agency's identified conversions to maintain a consolidated list for the Financials Wave implementation.

Task Instructions

Please work with your Change Champion Network (CCN) and team familiar with Financials Wave functions to coordinate who will be completing each of the items involved with this task.

Instructions
1) *Review and begin completing the Florida PALM Technical Inventory with your CCN and staff familiar with FLAIR data.*
2) *Attend and participate in Module Workgroups to gain a better understanding of the business processes, interface files, data conversions, and reports.*
3) *Complete the **Conversion Inventory** by following the steps provided on the **Conversions Instructions Tab**.*
4) *Your Readiness Coordinator will review your progress for this task at a Readiness Touchpoint.*
5) *Contact your Readiness Coordinator if you have detailed or technical questions regarding the Conversion Inventory.*

Supporting Materials & Resources:

- *Florida PALM Technical Inventory*
- *Catalog of Conversion Offerings*
- *Conversion Approach*