

## Task Instructions

**Task ID:** TECH121

**Wave:** Financials Wave

**Task Name:** Submit Florida PALM Technical Inventory Workbook

**Task Type:** Interfaces/Conversions

**Task Due Date:** January 7, 2022

### Task Overview

A Florida PALM Technical Inventory Workbook was provided as a single document for you to identify your agency business system analysis (FUNC52) and interfaces and conversions (TECH119, TECH120) needed by your agency for the Financials Wave. Your agency's subject matter experts are attending Module Workgroups and are gaining a better understanding of the business processes, interfaces, data conversions, and reports. These understandings should help your team make decisions on business systems and interface and conversion needs. As a reminder, the [Interface Approach](#) and [Conversion Approach](#) documents have been updated and will assist with completing the design, build, and unit test timelines in the Technical Inventory Workbook. Complete and submit the Technical Inventory Workbook by January 7, 2022.

### What will the Florida PALM Team do with this information?

The Project team will use your agency's interface connection inventory, conversion inventory, and agency business systems analysis to maintain a consolidated list for the Financials Wave implementation. This information will also support interface and conversion testing activities.

### Task Instructions

Work with your agency's Change Champion Network (CCN) and functional and technical team familiar with Financials Wave functions to coordinate who will be completing each of the items involved with this task.

Instructions
1) Attend and participate in <a href="#">Module Workgroups</a> to gain an understanding of the business processes, interfaces, data conversions, and reports.
2) Complete the Florida PALM Technical Inventory with your agency's CCN and staff familiar with your agency's data and business needs. <ol style="list-style-type: none"> <li>a. Complete the <b>Interface Connection Inventory Tab</b> by following the steps provided on the <b>Interface Instructions Tab</b>.</li> <li>b. Complete the <b>Conversion Inventory Tab</b> by following the steps provided on the <b>Conversion Instructions Tab</b>.</li> <li>c. Complete the <b>Agency Business Systems (ABS) Analysis Tab</b> by following the steps provided on the <b>ABS Analysis Instructions Tab</b>.</li> </ol>
3) Be prepared to discuss your agency's progress on the Florida PALM Technical Inventory at monthly touchpoint meetings. Contact your Readiness Coordinator if you have detailed or technical questions regarding the Florida PALM Technical Inventory.
4) Submit the completed Florida PALM Technical Inventory to <a href="mailto:FloridaPALM@myfloridacfo.com">FloridaPALM@myfloridacfo.com</a> by <b>January 7, 2022</b> .

### Supporting Materials & Resources:

- [Agency Business Systems Video](#)
- [Business Case for Maintaining Agency Business Systems](#)

- [Catalog of Conversion Offerings](#)
- [Catalog of Interface Offerings](#)
- [Conversion Approach](#)
- *Florida PALM Technical Inventory (sent previously)*
- [Interface Approach](#)
- [Pathfinder](#)
- [Reports Catalog](#)
- [Standardized Business Process Models](#)