Task Instructions

Task ID: *544*	**Task ID**: *546*
Task Name: *Update Agency Business System Documentation for Segment IV*	**Task Name**: *Update Florida PALM Interface Inventory for Segment IV*
Task Start Date: *July 22, 2024*	**Task Start Date**: *July 22, 2024*
Task Due Date: *October 18, 2024*	**Task Checkpoint**: *September 1, 2024*
Project Impact: *N/A*	**Task Due Date**: *October 18, 2024*
	Project Impact: *Direct*

This document combined the task instructions for the above two tasks related to Segment IV since the effort to select Florida PALM interfaces (Task 546) must be complete in order to accurately update agency business system documentation (Task 544). An overview and guidance for completing both tasks is listed below.

Task Descriptions

Task 544 – Review Segment IV resources; update agency business system documentation including functional requirements, technical requirements, and test cases.

Task 546 – Review Segment IV resources; identify and document interface needs for Florida PALM implementation.

Task Overview

Florida PALM is a large-scale business transformation impacting your people, processes, technology, and data. You must plan for your transformation to be successful. Once you have a plan in place, you can begin to remediate based on your plans.

Transformation planning for your agency business systems requires:

1. An understanding of the current state of your business systems and the business needs the systems support;
2. An understanding of future state, including how Florida PALM will work and the related integration options; and
3. Selecting and planning for the integration option(s) that best fit your business needs then remediating your business systems.
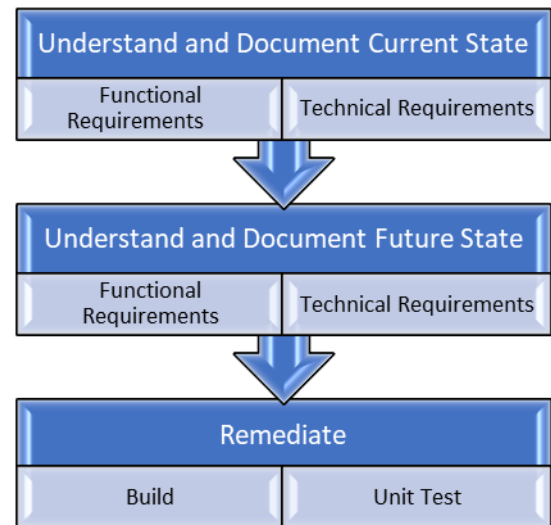

Figure 1: Transformation Planning

To complete these tasks, based on your understanding of the future design of Florida PALM, you will select the interfaces needed to support your business needs and update related agency business system (ABS) documentation. This is an iterative process you have completed for each design segment.

Task Elements

Gain Understanding of Segment IV Functionality

Review the Project-published resources related to Segment IV design with your functional and technical subject matter experts (SMEs) to gain an understanding of the related functions in Florida PALM.

- Business Process Models for Segment IV, which will be published to the Knowledge Center prior to each Workshop.
- Interface Catalog in the Knowledge Center.
- Design Workshops materials.

Table 1: Business Process Models and Related Interfaces in Segment IV

Business Process Grouping	Business Process or Subprocess	Related Interfaces	Design Workshop
Account Management and Financial Reporting	10.4 Close General Ledger and Consolidate Results	N/A	September 10 – 12
Budget Management and Cash Control	• 20.2.2 Manage Cash Checking • 20.3 Perform Budget Close • 30.3.7 Process Carry Forward Vouchers	• POI006 – Inbound Carry Forward Payable • POI007 – Outbound Carry Forward Payable	September 10 – 12
Disbursements Management	• 30.5.2 Manage ACH/EFT Notifications • 30.6. Manage Tax Reporting • 30.7 Manage Accounts Payable Transactions	N/A	July 25
Asset Accounting and Management	• 40.1.3 Work in Progress • 40.1.4 Leased Assets • 40.4 Asset Management Pre-Period Close	N/A	August 15
Projects Management	90.1 Create and Maintain Projects	• PCI001 – Outbound Project Information Extract • PCI006 – Inbound Project Details	July 23 – 24
Payroll	• 100.1 Set Up and Maintain Positions • 100.2 Set Up and Maintain Employees • 100.3 On-Cycle Payroll	• PRI007 – Outbound Salary Detail File • PRI058 – Outbound Payroll with Accounting Detail File	August 27 – 29

Business Process Grouping	Business Process or Subprocess	Related Interfaces	Design Workshop
	• 100.4 Off-Cycle Payroll • 100.5 Miscellaneous Processing • 100.6 Payroll Adjustments • 100.7 Payroll Accounting Distributions • 100.8 End of Period Processing		
Inter/IntraUnit Transactions	• 110.1 Establish and Maintain Inter/IntraUnit Encumbrances • 110.2 Establish and Maintain Inter/IntraUnit Accruals • 110.3 Inter/IntraUnit Transaction Processing • 110.4 Inter/IntraUnit Period Close and Year-End Processing	• IUI002 – Inbound Inter-IntraUnit Interface • IUI003 – Outbound Inter-IntraUnit Interface	August 13 – 14

NOTE: Not all Business Processes Models and Interfaces have been published to the Knowledge Center. As it gets closer to Design Workshops, you will receive an email that more Business Process Models and Interfaces have been released.

Identify How You Will Integrate with Florida PALM

Based on your business needs and the business functions impacted by Segment IV designs, make decisions about how your agency will send and receive information to and from Florida PALM. When making those decisions, consider the following:

Figure 2: Inbound and Outbound Options

- For most processes, information can be entered into Florida PALM three different ways:
  - An inbound standard interface from an agency business system to Florida PALM; this requires the use of a standard layout.
  - A spreadsheet upload, requiring the use of a standard Excel spreadsheet template populated by a user and then uploaded as needed (by authorized roles) to Florida PALM.
  - End user manual entry.
- Information from Florida PALM can be extracted by:
  - An outbound standard interface from Florida PALM to support an agency business system.
  - End user access to reports, queries, or online inquiry in Florida PALM.
  - End user access to reports or data extracts in the Data Warehouse. Core information recorded in Florida PALM will be available for self-service use in the Data Warehouse. The Data Warehouse is expected to be updated on a nightly basis.

Consider the following questions to help determine if an interface is the best option to meet your agency's business needs.

Inbound Interfaces to Florida PALM:
- Is an existing interface used with FLAIR today? At what interval are files provided to FLAIR?
- Is an interface and/or a spreadsheet upload template available for the business process?
- Does your agency have a business system that generates transactions that need to be loaded to Florida PALM for continued processing?
- What is the volume of transactions that need to be loaded from the business system to Florida PALM? If a low volume of transactions is managed:
  - Is the use of a Spreadsheet Upload a suitable option?
  - Is the use of end user manual entry a suitable option?
- What is the frequency that transactions need to be loaded from the business system to Florida PALM? If transactions need to be loaded infrequently:
  - Is the use of a Spreadsheet Upload a suitable option?
  - Is the use of end user manual entry a suitable option?

Outbound Interfaces to Agency Business Systems:

- Is an outbound interface needed?
  - Does your agency business system need transaction updates to support agency processes?
  - Does your agency business system need other (non-transaction) information to support agency processes, such as Chart of Accounts or supplier information?
  - Does your agency business system need information on a continuous basis or will reports from Florida PALM suffice? What is the frequency that your agency business system needs to receive data from Florida PALM? Outbound interfaces will run in accordance with a set Florida PALM batch schedule.
- Is a manual extract from the Data Warehouse a suitable option for meeting information needs?
  - Does your agency need targeted information to support an agency business system's need?
  - Does your agency need information to meet ad-hoc or on-demand information needs?
- Does your agency receive an existing interface from FLAIR or FLAIR Information Warehouse today? Is an online report or query used to get this information?

Task 546: Update Florida PALM Interface Inventory

This task requires you to:

1. Review and update agency business system planned integration
2. Make interface selections
3. Provide details for all inbound interfaces selected

Review and Update Agency Business System Planned Integration

Through the completion of previous Task 326, you provided an initial determination of which agency business systems will require remediation and indicated the integration plan in the *Current-State Business Systems* inventory worksheet. By now, your agency should have a plan for every impacted agency business system. Therefore, for this task, we have removed the 'Uncertain at this time' option in the System Readiness Activity column in the *Current-State Business Systems* inventory. See available drop-down options for the System Readiness Activity column below in Figure 3. Review your agency business system plans in the *Current-State Business Systems* inventory and make updates to the Planned Integration status and the System Readiness Activity column, if needed.
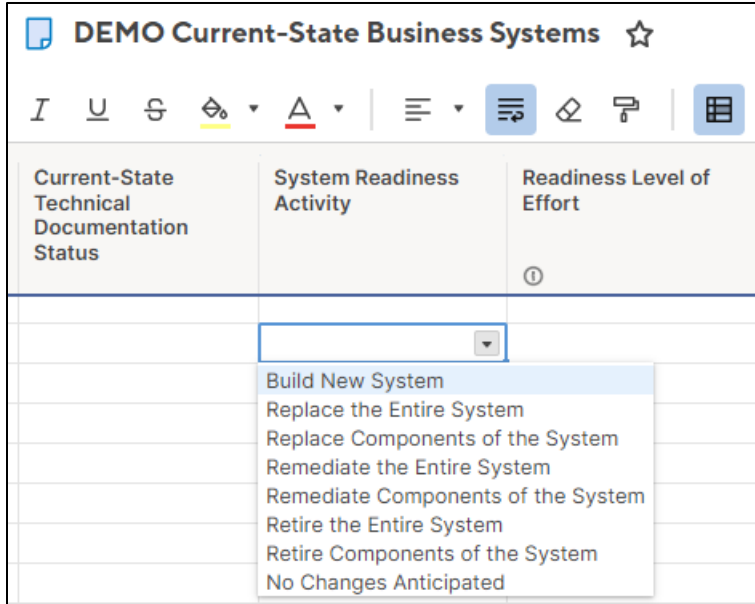
Figure 3: <Agency Acronym> Current-State Business Systems inventory in Smartsheet

It is important to note that if you are building a new or replacement agency business system that will require an interface with Florida PALM, that system must be ready to participate in Connectivity Testing in September 2024 and Technical Interface Testing in January 2025. The system should also be added as a new agency business system in the Current-State Business Systems inventory and identified using the drop-down value of "Build New System" (Figure 3) in the System Readiness Activity column. You should use the comments field to provide information about the current build status of the new agency business system.

Select Interfaces

The *Implementation Interfaces & Documentation* worksheet contains a pre-populated list of Business System Names and related information pulled from your *Current-State Business Systems* inventory, but <u>only</u> those agency business systems where the System Readiness Activity value selected is "Build New System", "Replace Components of the System", "Remediate the Entire System", or "Remediate Components of the System".

This sheet also contains the multi-select drop down column titled Florida PALM Interface Selection(s) that includes standard interfaces released for Segments I, II, III, and now IV. Use this drop down to make updates to your interface selections for each business system, including any selections made for the prior Segment.
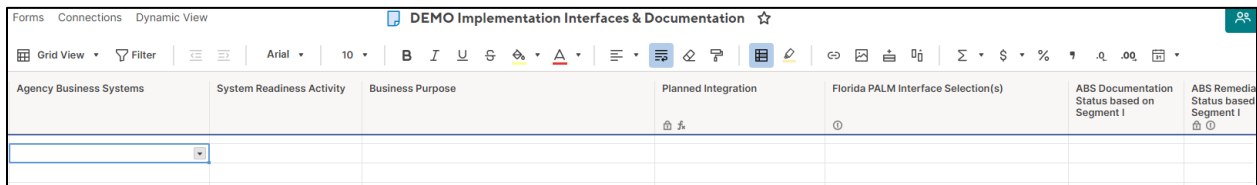

Figure 4: <Agency Acronym> Implementation Interfaces & Documentation inventory in Smartsheet

If the Planned Integration value selected for an agency business system is not set to "Interfaced / Direct Connection Using Standard Interface" or "Both: Standard Interface and Data Warehouse", then the Florida PALM Interface Selection(s) cell for that system will be greyed out through conditional formatting. If you selected that in error, you may change your selection in the *Current-*

State Business Systems Inventory and the value will be changed overnight through an automation process in the *Implementation Interfaces & Documentation* worksheet.

If you make a change to the name or qualifying criteria of an agency business system in your *Current-State Business Systems Inventory*, the business system name listed in your Implementation Interfaces & Documentation inventory will turn red. This indicates that an error has occurred, and action must be taken to replace or remove the business system name by selecting the correct value in the drop-down list.
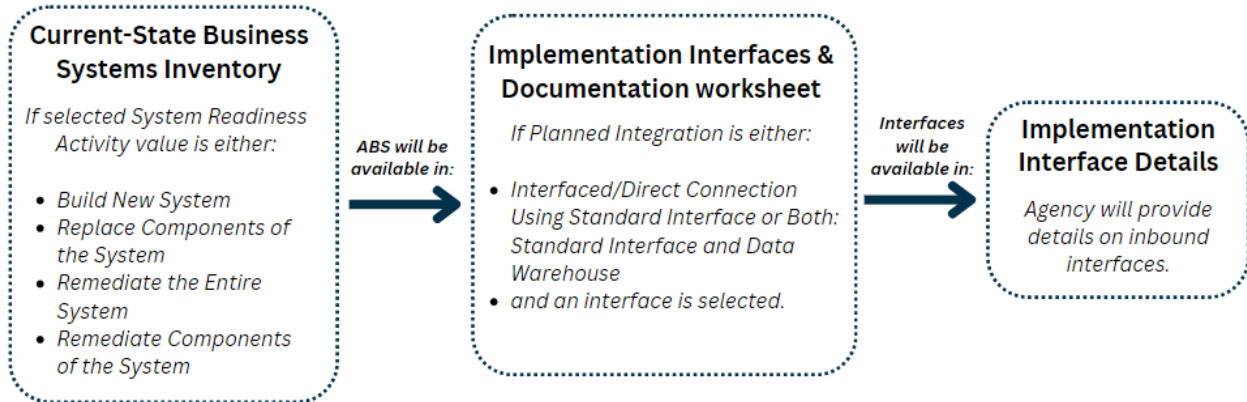

Figure 5 : Interface Selection Process

As shown in Figure 6, complete the required fields in this worksheet for all identified inbound interfaces to provide additional information about the planned use for each interface. All required fields are highlighted in yellow and all outbound interfaces are highlighted in grey and no additional detail is needed. Table 2 describes each column. Any changes made in interface selections in the *Implementation Interfaces & Documentation* worksheet will appear in the *Implementation Interface Details* overnight through an automation process.

Figure 6: Implementation Interface Details

Table 2: Implementation Interface Details Table

Column Title	Column Use	Content Description
Florida PALM Interface	Populated from other worksheet – locked from editing in this worksheet	All interfaces selected in your agency's Implementation Interfaces & Documentation worksheet are listed here.
Interface Description	Populated from other worksheet – locked from editing in this worksheet	A description of the interface is pre-populated here.
Associated ABS Sending / Receiving File	Populated from other worksheet – locked from editing in this worksheet	All associated business systems related to the interface, as documented in the agency's Implementation Interfaces & Documentation worksheet, are listed here.

Column Title	Column Use	Content Description
Frequency of File Transfer	Agency Specified - Requried for all inbound interfaces	Select how often you plan to send the interface file from the associated agency business system. Valid Values Available in Drop-down: Daily, Weekly, Bi-Weekly, Monthly, Annually, Semi-Annually, Other* *If 'Other' is selected, you must provide a comment in the 'Comments' column with additional frequency information.*
Normal Number of Transactions Per File	Agency Specified - Requried for all inbound interfaces	Indicate the normal or typical expected number of transactions for this interface file. For example: 100 transactions or lines per file
Peak Number of Transactions Per File	Agency Specified - Requried for all inbound interfaces	Indicate the peak number of transactions expected for this interface file. For example: 250 transactions or lines per file
Comments	Agency Specified - Required for "Other" Frequency only	Use to capture agency notes or to provide additional clarification to the Project. For example, if peak files occur on a set frequency (e.g., quarterly, specific day of the month) include information here to clarify that.

Task Checkpoint (September 1) - The Project's Technical Readiness team will review agency interface selections and related details and will discuss those selections in your agency's September touchpoints. This checkpoint will allow the Project and agencies to confirm progress in selecting the appropriate interface(s) for the impacted system(s). The Project will use this preliminary information to inform the development of the interface testing schedule.

Task 544: Update Agency Business System Documentation

As you are reviewing Segment IV designs and making interface selections, you must update any related agency business system documentation to reflect the changes needed to prepare for the new integration to Florida PALM. As you are making plans for all business systems impacted by Segment IV designs (all tiers), you may also need to update information documented in your *Current-State Agency Business Systems* inventory, such as the Readiness Level of Effort or Planned Integration columns.

The updates to your previously completed current-state documentation should include functional and technical specification requirement changes needed to integrate with Florida PALM. The Agency Business System Documentation Template (initially provided in RW Task 326) is a good resource to review to determine the nature of the critical elements of business system specification changes.

When reviewing and updating your documentation, consider the following questions:

- What does the agency business system do (functional process) and how might it have to change to meet Florida PALM requirements?
- How does the Florida PALM workflow process change agency business processes and how does it affect related agency business systems?
- What interface connections will be needed between Florida PALM and agency business systems (Reference your agency reply to RW Task 546?
- Are there any user interface design changes needed for agency business systems?
- Does the Florida PALM report offerings or Data Warehouse availability change agency reporting needs (Reference your agency reply to RW Task 327)? What report design changes are needed for Florida PALM integration?
- Are there any middle tier or backend application programming design changes needed?
- What agency business system configuration changes are needed?
- Are there any database design changes needed?
- What unit test plans (for testing all design changes) are needed before testing begins?

Based on your review and evaluation of Project-provided Segment IV design resources, you will determine if there are impacts to any of your agency business systems and whether there are no updates needed or updates needed to your agency business system documentation. The existing ABS Documentation Status based on Segment IV column, within your agency specific *Implementation Interfaces & Documentation* worksheet, has now been unlocked. As you complete your evaluation and documentation is being updated, use this column to provide the appropriate documentation status from the following options:

- Not Started
- Evaluation In Progress
- Evaluation Complete
- Documentation Update Not Needed
- Documentation Update Not Started
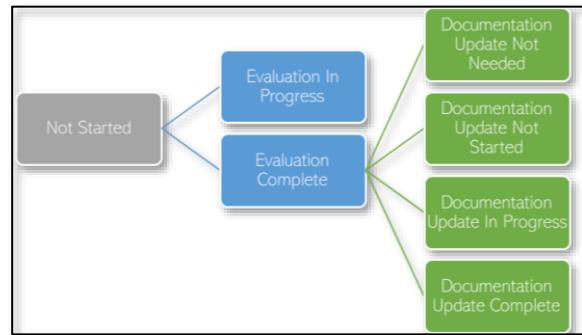- Documentation Update In Progress
- Documentation Update Complete

Figure 7: ABS Status

While not requested as part of this Task, you should be prepared to show updated agency business system documentation with the Project as part of readiness touchpoints or through other requests, as needed.

NOTE: *Following your agency's previous completion of RW Task 528, all agency business systems listed in your agency specific Implementation Interfaces & Documentation worksheet should have a status of "Documentation Update Not Needed" or "Documentation Update Complete" in the ABS Documentation Status based on Segment III column. For all agencies who reported meeting this required task completion criteria, that column has now been locked. If your agency did not meet the required completion criteria, the column will remain unlocked and available for continued update, and the completion status on your Task Tracker will remain incomplete.*

Figure 8: <Agency> Implementation Interfaces & Documentation worksheet in Smartsheet

How will agencies use this information?

Identifying future interface needs and documenting needed agency business system changes will help your agency to:

- Better understand scope, level of effort, and resource needs for agency business system transformation
- Refine your timeline and plan for remediation
- Support resource requests (e.g., legislative budget requests)
- Prepare for Inteface Testing in January 2025 and end-to-end User Aceptance Testing in July 2025

How will Florida PALM use this information?

This task has a direct impact to the Florida PALM Project as your interface selections will be used to develop plans for interface testing. The Florida PALM Project team will use your selection of interfaces, as well as the frequency and projected volume, to inform interface testing schedules as well as batch schedule planning.

By providing your updated agency business system documentation, the Project team will gain insights into your agency's unique planning and level of remediation efforts, as well as identify trends across agencies. Collectively the readiness tasks provide the Project team insights that allow us to better assist each agency.

The Project team will review your task submission based on the following criteria to confirm completion:

Table 3: Task Completion Rubric

Task Completion Rubric	
Task 546	**Task 544**
For each Agency Business System with known interface needs (Segment IV), the Florida PALM Interface Selection(s) column should have one or more selected interfaces in the *Implementation Interfaces & Documentation* worksheet	For each Agency Business System, the ABS Documentation Status based on Segment IV column must have a status of one of the following: • Documentation Update Not Needed • Documentation Update Complete
All required fields for inbound interfaces have been filled out in the *Implementation Interface Details* worksheet	Task tracker has been marked as 100% complete
No agency business systems are sleceted as 'Uncertain at this time' for System Readiness Activity in the *Current-State*	

Task Completion Rubric	
Task 546	**Task 544**
Agency Business Systems inventory worksheet	
Task tracker has been marked as 100% complete	

Task Instructions

Collaborate with your Change Champion Network and functional and technical SMEs to identify interfaces to support your business needs and update the related agency business system documentation. Update the existing *Current-State Business Systems* worksheet in Smartsheet, as needed. Next, update the *Implementation Interfaces & Documentation* worksheet in Smartsheet to include:

- Interfaces needed per agency business system based on the Segment IV impact to the agency business system, if any; and
- Progress of agency business system documentation updates based on Segment IV impact.

Finally, complete the columns of required information for all selected inbound interfaces in the *Implementation Interface Details* worksheet.

Smartsheet Navigation:

- Current-State Business Systems is located in:
  Florida PALM Workbook for (Agency) > Inventories > Business System Inventory
- Implementation Interfaces & Documentation and Implementation Interface Details is located in: *Florida PALM Workbook for (Agency) > Inventories > Interface Inventory*

As you are working, track progress in your RW Task Tracker. Indicate task completion by updating the RW Task Tracker to 100% only when you have completed the rubric included in Table 3 above.

Table 4: Summary of Task Completion Steps

Summary of Task Completion Steps
1) *Collaborate with your CCN and functional and technical SMEs to understand the designs for Segment IV and integration needs to support your agency business functions.*
2) *Complete **initial** Segment IV Florida PALM Interface selections in the Implementation Interfaces & Documentation worksheet in Smartsheet by **September 1, 2024**.*
3) *Be prepared to discuss interface selections with the Project team in September. Agencies may choose to make changes to interface selections after discussions with the Project team.*
4) *Complete all required fields in the Implementation Interface Details worksheet.*
5) *Update Agency Business System documentation to reflect integration changes.*
6) *Track and record task progress in the RW Task Tracker in Smartsheet until finalized. Be prepared to discuss progress in Agency Touchpoints with your Readiness Coordinator and the Technical Readiness Team.*
7) *Finalize interface selections, details, and updates to agency business system documentation by **October 18, 2024**.*

Summary of Task Completion Steps
8) When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save.
9) If you have questions regarding this task, participate in Thursday Task Talks, listen to available Task recordings, participate in Segment IV Design Workshops, or contact your Readiness Coordinator.

Supporting Materials and Resources:

- [RW Task 326 - Update Current-State Agency Business System Inventory and Documentation Materials](link)
- [Knowledge Center](link)
- [Segment IV Design Workshop](link) (Business process flows, recordings, presentations)