

Task Instruction Addendum

546 Task Addendum Release: August 26, 2024

Task ID: 544

Task Name: *Update Agency Business System Documentation for Segment IV*

Task Start Date: *July 22, 2024*

Task Due Date: *October 18, 2024*

Project Impact: *N/A*

Task ID: 546

Task Name: *Update Florida PALM Interface Inventory for Segment IV*

Task Start Date: *July 22, 2024*

Task Checkpoint: *September 3, 2024*

Task Due Date: *October 18, 2024*

Project Impact: *Direct*

Task Instruction Update

The initial release of this combined task required you to begin planning for how your systems will integrate with Florida PALM. Based on your understanding of the future design of Florida PALM, you are required to select the interfaces needed to support your business needs, provide interface details for all selected inbound interfaces, and update related agency business system (ABS) documentation.

This change, or addendum, to the initial instructions for Task 546 requires you to provide additional information if your agency has selected to use the *API002 – Inbound Voucher Load* interface. The *API002 – Inbound Voucher Load* interface can be used to create:

- regular vouchers, which requires the payee to be maintained as a Supplier in Florida PALM;
- single payment vouchers, which do not require the payee to be maintained as a Supplier in Florida PALM; or
- adjustment vouchers, which are used to make corrections such as amounts and to relate two vouchers in Florida PALM.

NOTE: *If agencies intend to create Single Pay Vouchers using API002 – Inbound Voucher Load, approval is required by the Department of Financial Services, Division of Accounting and Auditing.*

Implementation Interface Details Worksheet Update

If your agency has selected to use API002 – Inbound Voucher Load, you must indicate if you plan to use the interface to create Single Pay Vouchers. The Implementation Interface Details worksheet in Smartsheet has been updated to include one additional column to provide this information, if applicable.

Florida PALM Interface	Interface Description	Associated ABS Sending / Receiving File	Frequency of File Transfer	Normal Number of Transactions Per File	Peak Number of Transactions Per File	Single Pay Vouchers	Comments
						Yes No	

Figure 1: Implementation Interface Details

As shown in Figure 1, complete the required fields in this worksheet for all identified inbound interfaces to provide additional information about the planned use for each interface. For any row that includes *API002 – Inbound Voucher Load* file, the required *Single Pay Vouchers* field is highlighted in yellow. If the interface selected is not *API002*, this field will be grey and not require you to complete.

Table 1 describes each column within the worksheet, including the new *Single Pay Vouchers* column (highlighted in blue). As shared in the initial task instructions, any changes made in interface selections in the *Implementation Interfaces & Documentation* worksheet will appear in the *Implementation Interface Details* overnight through an automation process.

Table 1: 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.
Frequency of File Transfer	Agency Specified - Required 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* <i>*If ‘Other’ is selected, you must provide a comment in the ‘Comments’ column with additional frequency information.</i>
Normal Number of Transactions Per File	Agency Specified - Required 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.

Column Title	Column Use	Content Description
Peak Number of Transactions Per File	Agency Specified - Required for all inbound interfaces	Indicate the peak number of transactions expected for this interface file. For example: 250 transactions or lines per file.
Single Pay Vouchers	Agency Specified – Required for all API002 interface selections	For each associated ABS sending the API002 interface file, select if your agency intends to use API002 to create and load Single Pay Vouchers. For all other interfaces, select “N/A”. Valid Values Available in Drop-down: Yes*, No <i>*Single payment vouchers will require approval from DFS – Division of Accounting and Auditing.</i>
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.

As a reminder, the Project team will review your task submission based on the following criteria to confirm completion:

Table 2: 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 <i>Implementation Interfaces & Documentation</i> worksheet.	For each Agency Business System, the ABS Documentation Status based on Segment IV column must have a status of one of the following: <ul style="list-style-type: none"> • Documentation Update Not Needed • Documentation Update Complete
All required fields for inbound interfaces have been filled out in the <i>Implementation Interface Details</i> worksheet.	Task tracker has been marked as 100% complete.
No agency business systems are selected as ‘Uncertain at this time’ for System Readiness Activity in the <i>Current-State Agency Business Systems</i> inventory worksheet.	
Task tracker has been marked as 100% complete.	

As you are working, continue to 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 2 above.

Table 3: Summary of Task Completion Steps

Summary of Task Completion Steps
<i>1) Continue progress on these combined tasks, per the original task instructions. 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.</i>
<i>2) Complete initial Segment IV Florida PALM Interface selections in the Implementation Interfaces & Documentation worksheet in Smartsheet by September 3, 2024.</i>
<i>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.</i>
<i>4) Complete all required fields in the Implementation Interface Details worksheet.</i>
<i>5) Update Agency Business System documentation to reflect integration changes.</i>
<i>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.</i>
<i>7) Finalize interface selections, details, and updates to agency business system documentation by October 18, 2024.</i>
<i>8) When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save.</i>
<i>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.</i>