Task Instructions

Task ID: *557*
Task Name: *Confirm Interface Inventory for Cycle 2 Interface Testing*
Task Start Date: *November 18, 2024*
Task Due Date: *December 13, 2024*
Project Impact: *Direct*

Task Descriptions

Confirm agency interface selection in preparation for Cycle 2 Interface Testing.

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.
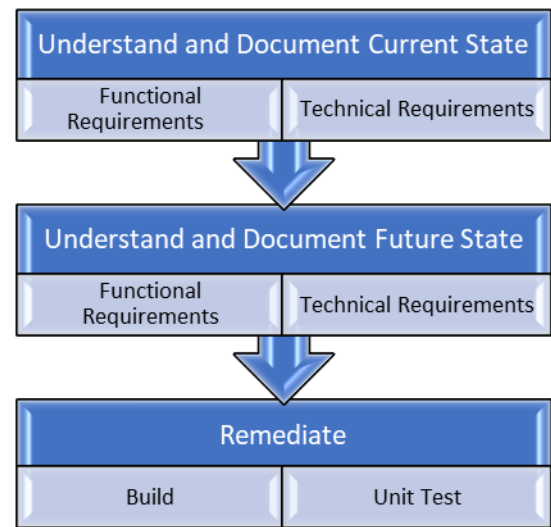

Figure 1: Transformation Planning

For this task, you will review and confirm the interfaces needed for Cycle 2 Interface Testing based on your understanding of the future design of Florida PALM.

Task Elements

This task requires you to:

1. Gain understanding of Florida PALM functionality.
2. Review and update agency business system planned integration in the *Current-State Business Systems* inventory worksheet.
3. Confirm needed interfaces in the *Implementation Interfaces & Documentation* worksheet.
4. Provide details for all interfaces selected in the *Implementation Interface Details* worksheet.

Gain Understanding of Florida PALM Functionality

Review the following Project-published resources related to Florida PALM Financials and Payroll waves designs with your functional and technical subject matter experts (SMEs) to gain an understanding of the related functions in Florida PALM:

- [Business Process Models](#) in the Knowledge Center
- [Interface Catalog](#) in the Knowledge Center
- [Design Workshops](#) materials

Identify How You Will Integrate with Florida PALM

Based on your business needs and the business functions impacted by Florida PALM Financials and Payroll waves 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 in the Data Warehouse. Core information recorded in Florida PALM will be available for self-service reporting 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:

- o Is the use of a Spreadsheet Upload a suitable option?
- o 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:
  - o Is the use of a Spreadsheet Upload a suitable option?
  - o Is the use of end user manual entry a suitable option?

Outbound Interfaces to Agency Business Systems:
- Is an outbound interface needed?
  - o Does your agency business system need transaction updates to support agency processes?
  - o Does your agency business system need other (non-transaction) information to support agency processes, such as Chart of Accounts or supplier information?
  - o 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?
  - o Does your agency need targeted information to support an agency business system's need?
  - o 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?

Review and Update Agency Business System Planned Integration

Through the completion of previous RW Task 326 – *Update Current State Agency Business System Inventory and Documentation*, 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. Now that the design of Florida PALM is complete and has been shared and published, your agency should have a plan for every impacted agency business system.

All fields should be reviewed and updated accordingly. Specifically, the Planned Integration column has been updated with the following options removed:

- 'Uncertain at this time' – This option has been removed because agencies must have an integration plan in place for each impacted agency business system.
- 'Data Load from Data Warehouse' and 'Both: Standard Interface and Data Warehouse' – These options have been removed because the Data Warehouse functionality will not support a direct integration with agency business systems at go live.

If your agency currently has any of those three options selected, the text will be red until updates have been made.

NOTE: *For Task 546, the 'Uncertain at this time' option was removed from the System Readiness Activity column in the Current-State Business Systems inventory. If your agency still has that option selected, it will appear as red text until updates have been made.*

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 Technical Interface Testing in April 2025. The system should also be included as a new agency business system in the *Current-State Business Systems* inventory and identified using the drop-down value of "Build New System" 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.

Confirm Needed Interfaces

The *Implementation Interfaces & Documentation* worksheet contains a pre-populated list of Agency Business System names and related information pulled from your *Current-State Business Systems* inventory, but *only* 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" (see figure 5).

This sheet also contains the multi-select drop down column titled Florida PALM Interface Selection(s) that includes all standard interfaces available for agencies. Use this drop down to make updates to your interface selections for each business system. This is your agency's **final opportunity** to select interfaces needed for Florida PALM go live.

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

If the Planned Integration value (see previous step) selected for an agency business system is **not** set to "Interfaced / Direct Connection Using Standard Interface", 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 the Florida PALM Interface Selection(s) cell is greyed out, no interface selections should be selected.

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 & Documentatio*n 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.

When making decisions on what interfaces to select, consider the following:

1. Is the interface needed for go-live in January 2026?
   - If you intend to implement more than 6 months after the January 2026 go live, the testing and implementation for that interface will be scheduled outside of this Major Implementation.
2. Is the interface being generated from or loading into a Tier 1 ABS?
   - Interface selections should not be made where the data will solely be used in desktop applications like MS Excel, MS Access, etc. Data for these scenarios should be pulled by the user from Florida PALM or the Data Warehouse.
3. Will the ABS be ready to test in April – May 2025?
   - If the interface is not ready to test during this window, it will not be available for January 2026 go live. The testing and implementation for that interface will be scheduled outside of this Major Implementation.

Provide Details for All Inbound Interfaces

After confirming your interface selections, you must provide additional details for all selected interfaces in the *Implementation Interface Details* worksheet. This worksheet has been pre-populated with all selected interfaces, as described in figure 5.
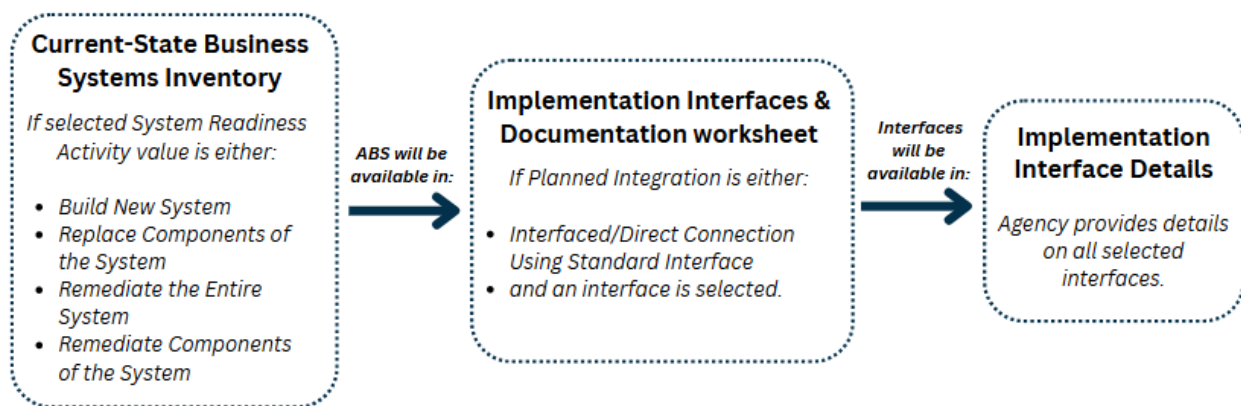

Figure 5: Interface Selection Process

As shown in Figure 6 below, the *Implementation Interface Details* worksheet has been updated to allow you to indicate:
- when your agency will need the selected interfaces,
- if your agency is planning to be ready to test the interface during Cycle 2 – Technical Interface Testing in April 2025, and
- if an inbound interface file will be sent directly from an agency business system or if multiple inbound interface files are being combined into one single file before being sent to Florida PALM.

This information is necessary for the Project to understand the needed interface connections at go-live and to plan for the expected number of inbound files Florida PALM will be loading.

Figure 6: Implementation Interface Details

Complete the required fields in this worksheet for all selected interfaces. All required fields are highlighted in yellow. 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 describes each column.

Table 1: Implementation Interface Details Table

Column Title	Column Use	Content Description
Interface Connection ID	Auto populated when an Interface Connection is created – locked from editing in this worksheet.	A unique identifier assigned to all selected interfaces.
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.
Associated ABS	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.
Interface Needed By	Agency Indicated – Required for **all** interfaces (*inbound and outbound*).	Select the time frame in which the interface will first be needed to support agency business processes. Selection Options: • Financials/Payroll Go-Live • 3-6 months after Go-Live • 6 months - 1 year after Go-Live • Beyond 1 year after Go-Live
Ready for Cycle 2 Interface Testing in April 2025?	Agency Indicated – Required for **all** interfaces (*inbound and outbound*).	Indicate if your agency will be prepared to test the interface during Cycle 2 – Technical Interface Testing beginning in April 2025. Selection Options: • Yes • No *NOTE: If an interface will be used at go-live or within 6 months of go-live, the interface is required to be tested during Cycle 2 –*

Column Title	Column Use	Content Description
		Technical Interface Testing beginning in April 2025.
Connection to Florida PALM	Agency Indicated – Required for **all** inbound interfaces.	Select how the inbound interface file will be sent to Florida PALM. Selection Options: • ABS Directly to Florida PALM • Other to Florida PALM
Name Source, if not ABS	Agency Provided – Required if 'Other to Florida PALM' is selected in the 'Connection to Florida PALM' column.	Provide the name of the system or tool that will be sending the inbound file to Florida PALM.
File Contents	Agency Indicated – Required if 'Other to Florida PALM' is selected in the 'Connection to Florida PALM' column.	Select if the inbound files are separate/individual files or if the inbound file will be combined with other inbound files. Selection Options: • Separate File for this ABS • Combined File with Multiple ABS
Interface Connection(s) included on File	Agency Indicated – Required for all inbound interfaces.	Select all associated ABS with the Florida PALM Interface by selecting the Interface Connection ID. Selection Options: All Interface Connection IDs are provided in a drop down, multi-select list.
Frequency of File Transfer	Agency Indicated - Required for all inbound interfaces.	Select how often you plan to send the interface file from the associated agency business system. Selection Options: • 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 - 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 Indicated - 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". Selection Options: • Yes* • No *Single payment vouchers will require approval from DFS – Division of Accounting and Auditing.
Comments	Agency Specified - Required if 'Other' is selected in the 'Frequency of File Transfer' column 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.

How will agencies use this information?

Confirming your interface needs will help your agency to:

- Refine your timeline and plan for remediation
- Support resource requests (e.g., legislative budget requests)
- Prepare for Cycle 2 – Technical Interface Testing in April 2025 and end-to-end User Acceptance 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 Project team will use your selection of interfaces, as well as the additional details provided for all inbound interfaces, to inform interface testing schedules, as well as batch schedule planning.

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

Table 2: Task Completion Rubric

Task Completion Rubric	
Applicable Worksheet	**Rubric Item**
Current-State Agency Business Systems Worksheet	All required information is provided for all ABS. *No yellow highlighted cells

Task Completion Rubric	
Applicable Worksheet	**Rubric Item**
	All ABS have a valid System Readiness Activity selected. 'Uncertain at this time' is not a valid selection. *No red font in the System Readiness Activity column
	All ABS have a valid Planned Integration selected. 'Uncertain at this time', 'Data Load for Data Warehouse' and 'Both: Standard Interface and Data Warehouse' are no longer valid selections. *No red font in the Planned Integration column.
Implementation Interfaces & Documentation Worksheet	For each ABS with known interface needs, the Florida PALM Interface Selection(s) column should have one or more selected interfaces.
	No interfaces should be selected in the 'Florida PALM Interface Selection(s)' column if it is greyed out.
Implementation Interface Details Worksheet	All required fields for each interface have been completed *No yellow highlighted cells.

Task Instructions

Collaborate with your Change Champion Network and functional and technical SMEs to identify interfaces to support your business needs. 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 Florida PALM Financials and Payroll waves design impact to the agency business system. 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 are 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 2 above.

Table 3: Summary of Task Completion Steps

Summary of Task Completion Steps
1) *Collaborate with your CCN and functional and technical SMEs to understand the Florida PALM Financials and Payroll Wave designs and integration needs to support your agency business functions.*
2) *Review and confirm your ABS information provided in your Current-State Business Systems worksheet. Update as necessary by **December 13, 2024.***
3) *Review and confirm Florida PALM Interface selections in the Implementation Interfaces & Documentation worksheet. Update as necessary by **December 13, 2024.***
4) *Provide all required information for all selected interfaces in the Implementation Interface Details worksheet by **December 13, 2024.***
5) *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 Technical Readiness Team.*
6) *When complete, update the RW Task Tracker, Agency Reported Task Progress column, to 100% and save by **December 13, 2024.***
7) *If you have questions regarding this task, participate in Thursday Task Talks or contact your Readiness Coordinator.*

Supporting Materials and Resources:

- RW Task 326 - Update Current-State Agency Business System Inventory and Documentation Materials
- Business Process Models in the Knowledge Center
- Interface Catalog in the Knowledge Center
- Design Workshops materials (Business process flows, recordings, presentations)