

## Current Period

*The following are highlights of key Project activities during the current update period:*

### July 2024

- Published the draft list of Florida PALM Revenue and Expenditure Account ChartField values. *\*Note, an updated [Statewide Chart of Accounts Workbook](#) has been published to the Knowledge Center as of October 09, 2024.*
- Hosted a portion of Design Segment IV Workshops:
  - 90.1 Create and Maintain Projects
  - 30.7 Manage Accounts Payable Transactions

### August 2024

- Hosted a portion of Design Segment IV Workshops:
  - 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
  - 40.1.2 Work In Progress
  - 40.1.4 Leases
  - 40.4 Asset Management Pre-Period Close
  - 100.1 Set Up and Maintain Positions
  - 100.2 Set Up and Maintain Employees
  - 100.3 On-Cycle Payroll
  - 100.4 Off-Cycle Payroll
  - 100.5 Miscellaneous Processing
  - 100.6 Payroll Adjustments
  - 100.7 Payroll Accounting Distributions
  - 100.8 End of Period Processing
- Cash Management System (CMS) job aids were updated:
  - [Personalizing the Create/Update Journal Entry Columns Job Aid](#)
  - [Journal Reversal](#)
  - [Journal Processing/Disinvestment Informational Job Aid](#)
  - [Using SpeedTypes Job Aid](#)
- Published a '[Who Should Attend UAT](#)' flyer to help agencies with UAT planning (RW task 536).
- Hosted a portion of Design Segment IV Workshops:
  - 100.1 Set Up and Maintain Positions
  - 100.2 Set Up and Maintain Employees
  - 100.3 On-Cycle Payroll
  - 100.4 Off-Cycle Payroll
  - 100.5 Miscellaneous Processing
  - 100.6 Payroll Adjustments
  - 100.7 Payroll Accounting Distributions
  - 100.8 End of Period Processing

## September 2024

- Hosted a portion of Design Segment IV Workshops:
  - 30.3.7 Process Carry/Certified Forward Payables and Vouchers
  - 20.3 Perform Budget Close
  - 20.2.2 Manage Cash Checking
  - 10.4 Close General Ledger and Consolidate Results
  - Statewide and Agency ChartField Values
  - Allotments Budget Structures/Transactions
  - SpeedKeys
- Discussed agency options for [Budgetary Allotment and Organization ChartField Rollups for Allotments](#) in the Advisory Council [Meeting](#).
- Concluded the series of Design Segment workshops (I-IV). A huge [Thank You](#) to agencies for their commitment to preparing for Florida PALM.
- Published an [Agency Question Log](#) where agencies' questions for the Project team and a public view of responses can be seen, benefiting not only the agency who asked the question but all agencies who may also have similar questions.
- Agencies can now quickly view their [current and past due Readiness Workplan tasks](#) on the Agency Readiness Reporting webpage. This is a real-time snapshot will provide awareness and transparency of agency readiness activities.

## Next Period

*The following are highlights of what agencies will be doing during the next update period (October – December 2024):*

- Participate in Cycle 1 Connectivity Testing; one of three [testing cycles for agencies](#).
- Review the [Mock Conversion Approach](#), analyze Mock Conversion 1 results and perform data cleansing to prepare for Mock Conversion 2.
- Continue preparing for interface testing by updating confirming interface selections.
- Begin updating Configuration Workbooks in preparation for [User Acceptance Testing](#) set to begin in April 2025.
- Attend the Design Summary and Testing Preparation Workshop to be held November 12-14, 2024. This will cover Segments I-IV designs and technical (agency) testing preparation topics.
- Agency Sponsors will have an opportunity to attend a Summit on December 4 with Executive Agency Sponsor, Steven Fielder, for leadership conversations, and Project updates.

## Potential Topics

*The following questions are provided for agency consideration to generate communication / messaging topics:*

- **Impact of Changes:** What are key process changes that your agency learned about during the Segment IV design workshops? Are there discussions internally to understand impacts and changes? Have you translated the change to your end users and their supervisors? Have you determined if any agency business system is impacted? If so, are you creating a remediation plan, updating internal documents and processes, sharing impacts with your team and Agency Sponsor?

- **User Acceptance Testing Preparation:** UAT will be the first time your end users will access Florida PALM! Have you shared your UAT timeline and expectations with your SME's and managers of end users? Are your SME's planning to attend the Design Recap and Testing Planning Workshop?