

Florida **PALM**

Planning, Accounting, and Ledger Management



EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF REVENUE

JANUARY 22, 2020



ROLL CALL AND OPENING REMARKS

FACILITATOR: SCOTT FENNELL



REVIEW OF DECEMBER 5, 2019 MEETING MINUTES

FACILITATOR: MELISSA TURNER



PROJECT UPDATE

FACILITATORS:

BRIAN CLIBURN, MATT COLE,
SCOTT FENNELL, JASON SHIVER,
ANGIE ROBERTSON, MELISSA TURNER



Florida PALM Project Update

Risks and Issues

- ▶ Since the last ESC meeting, there have been no new risks or issues added
- ▶ Since the last ESC meeting, there has been two risks closed
- ▶ Risks and Issues with a high probability and impact will continue to be shared via monthly status reports and discussed (if necessary or as requested) with the ESC



Florida PALM Project Update

Budget – Fiscal Year 19–20

FY 2019-2020 Baseline Adjustment As of January 1, 2020

Category	Original Projected	Revised Projected	Anticipated Savings
Special Category	\$25,078,783	\$24,405,522	\$673,261
SSI Contract	\$21,439,296	\$21,384,288	\$55,008
Project Admin	\$1,371,000	\$911,697	\$459,303
Support Services	\$1,329,000	\$1,170,050	\$158,950
IV&V	\$939,487	\$939,487	\$0
Salaries and Benefits	\$5,789,065	\$5,354,879	\$434,186
DMS Transfer and Risk Management	\$21,613	\$24,887	(\$3,274)
Total	\$30,889,461	\$29,785,288	\$1,104,173



Florida PALM Project Update

Budget – Fiscal Year 19–20

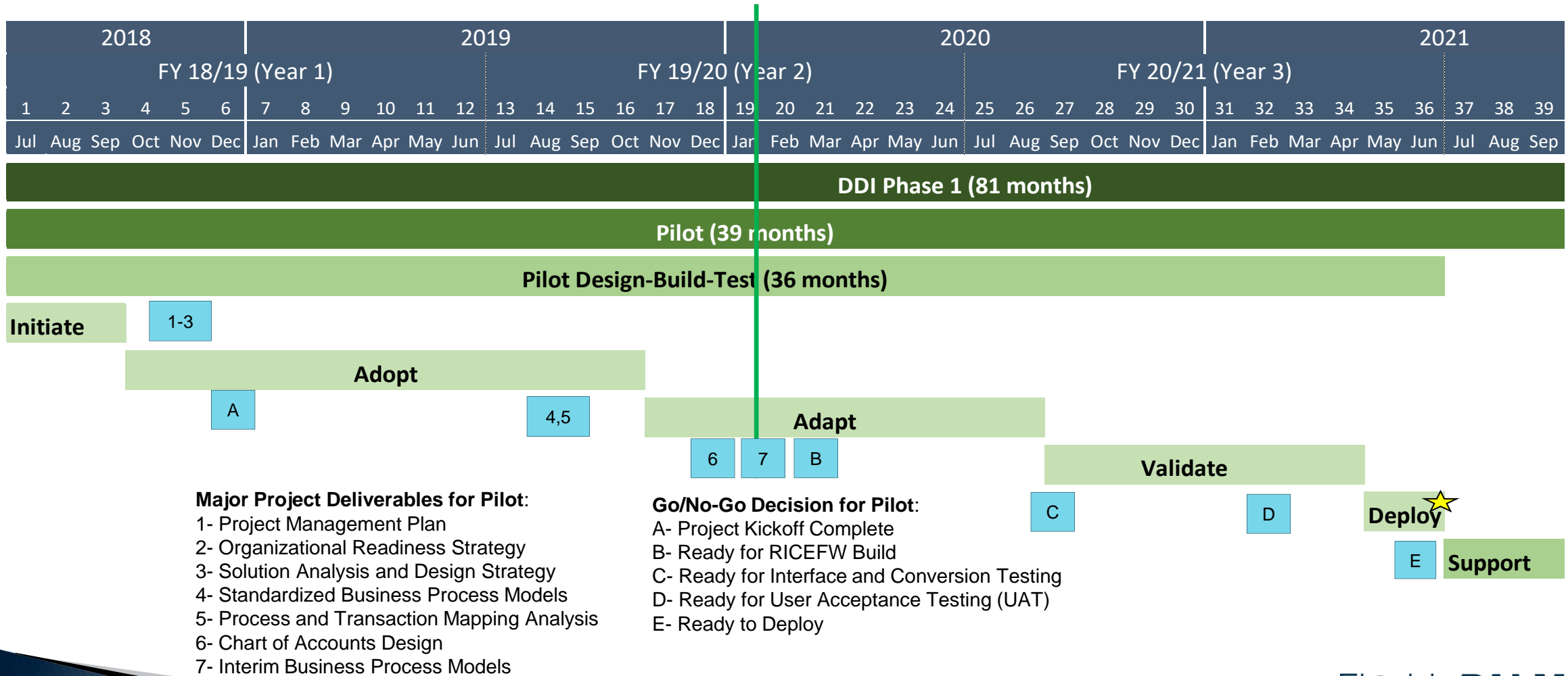
FY 2019-2020 Spend Plan Summary As of January 1, 2020

Category	Projected FYTD	Incurred FYTD	Released FYTD
Special Category	\$8,869,826	\$8,869,826	\$12,371,527
SSI Contract	\$7,796,894	\$7,796,894	
Project Admin	\$171,641	\$171,641	
Services	\$487,301	\$487,301	
IV&V	\$413,990	\$413,990	
Salaries and Benefits	\$2,460,347	\$2,460,347	\$6,464,626
DMS Transfer and Risk Management	\$15,965	\$15,965	\$24,887
Total	\$11,346,138	\$11,346,138	\$18,861,040




Florida PALM Project Update

Schedule














Florida PALM Project Update

Schedule – Ready for RICEFW Build








-  Not Started
-  In Progress
-  Complete

Deliverable Components



-  Application Configuration and Development Strategy
-  Gap Inventory
-  Leading Practice Decisions and Outcomes
-  **Process and Transaction Mapping Analysis**
-  Reporting Strategy
-  Requirements Management Plan
-  Requirements Traceability Matrix
-  RICEFW Inventory
-  **Standardized Business Process Models**
-  **Chart of Accounts Design**
-  **Interim Business Process Models**

-  Data Architecture Strategy
-  Data Conversion and Migration Strategy
-  Data Conversion Inventory
-  Information Technology Controls Strategy
-  Security and Technical Compliance Strategy
-  System Infrastructure Strategy
-  Technical Architecture Strategy
-  Interface and Integration Strategy

-  Communications Measurement Plan
-  Communications Plan
-  Knowledge Transfer Plan
-  Organizational Readiness Assessment
-  Organizational Readiness Plan
-  Training Strategy
-  Workforce Transition Plan

-  Project Guidelines and Operating Principles



Florida PALM Project Update

Scope

-  Not Started
-  In Progress
-  Complete

▶ FY19-20 Objectives Update

- Complete Interim Process Models
- Conduct Training Needs Assessment
- Confirm Chart of Accounts design, including crosswalk
- Complete detailed design and configuration
- Identify required interfaces and confirm layouts
- Identify conversions and associated cleansing opportunities
- Establish non-production infrastructure and environments
- Establish approach to identify Wave 1 and Wave 2 organizations
- Confirm Production Support Strategy



Florida PALM Project Update

Scope

- ▶ Interim Business Process Models Update
 - All 38 organizations responded to feedback request
 - Over 300 lines of feedback received
 - Account Management and Financial Reporting and Disbursements Management received greatest amount of feedback, accounting for 57% of the feedback lines
 - Accounts Receivables and Cash Management accounted for 25% of the feedback lines
 - Asset Accounting and Management, Budget Management, and General feedback was the remaining



Florida PALM Project Update

Scope

- ▶ Interim Business Process Models Update – *continued*
 - Key Themes and Feedback:
 - Access to more specific information (i.e., how, when, where) for interim and standardized processes, interfaces, and conversions
 - Additional responsibilities for Wave staff at Pilot, including training
 - Request to correlate to current processes
 - Enterprise procedure items such as warrant distribution, scheduled payments, combining multiple organizations' vouchers on one warrant
 - InterUnit process changes (i.e., no benefitting information)
 - Reconciliation between Florida PALM and Departmental



Florida PALM Project Update

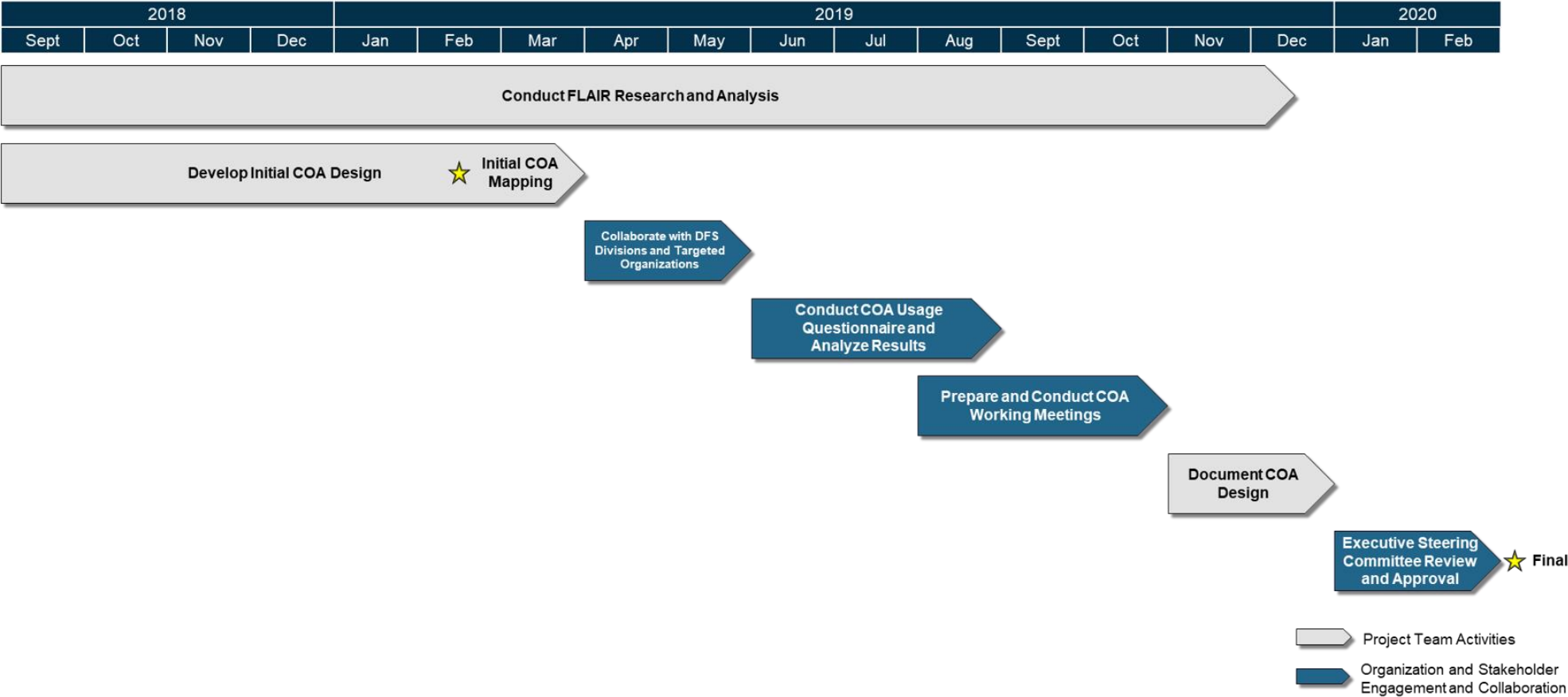
Scope

- ▶ Chart of Accounts (COA) Design Update
 - Establish the structures, definitions, and individual design components of the Florida PALM **ChartFields** and **Budget Structures** by which budgetary and financial controls will be managed and financial transactions tracked and recorded
 - Through collaborative efforts with FFMIS partners, DFS, and organizations, design a Chart of Accounts that includes appropriate considerations of all Phases and Waves to establish a standardized Chart of Accounts



Florida PALM Project Update

Scope



Florida PALM Project Update

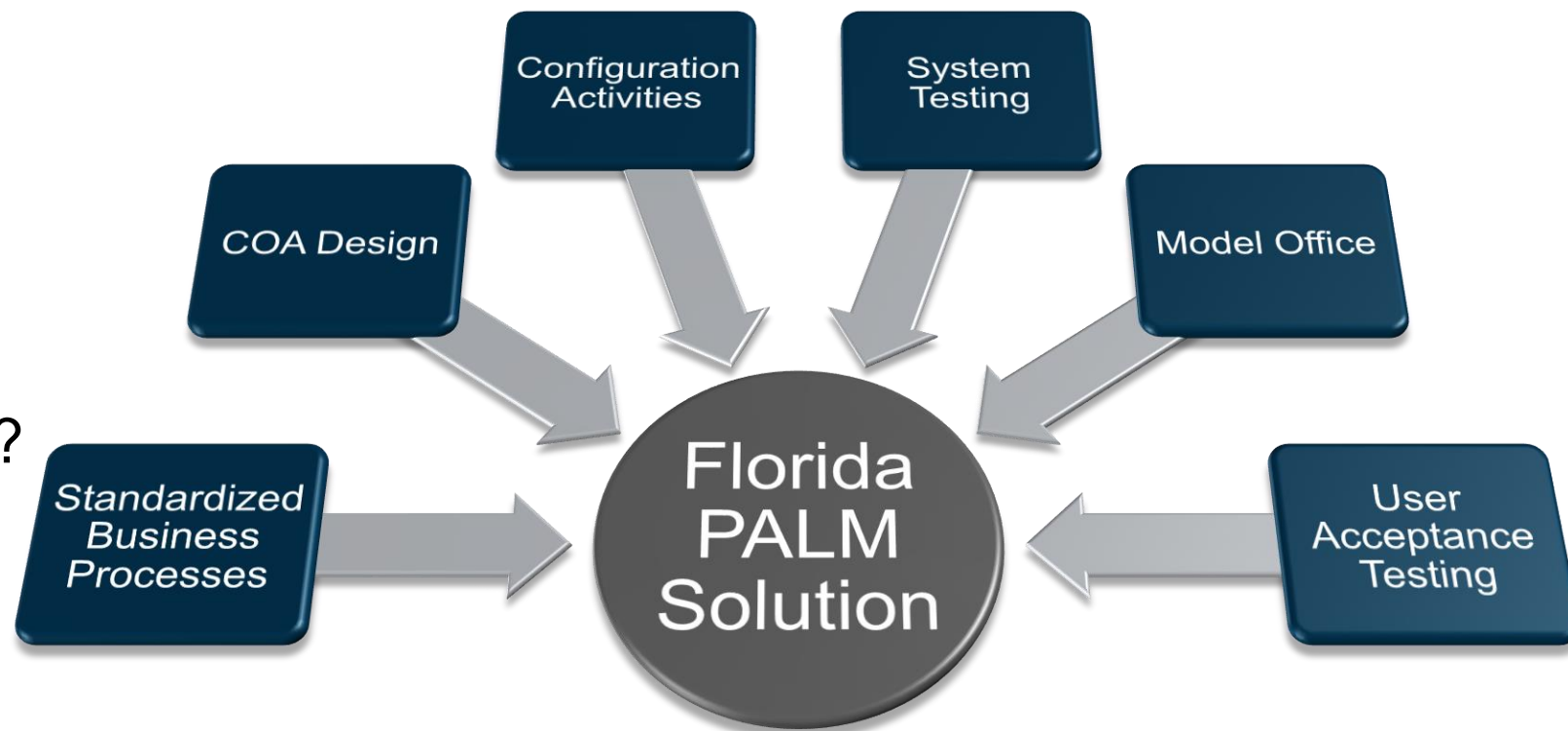
Scope

- ▶ Chart of Accounts (COA) Design Update – *continued*

What is the role of the COA Design?

What happens next?

How will we know the COA Design is effective?



Florida PALM Project Update

Scope

▶ Chart of Accounts (COA) Design Update – *continued*

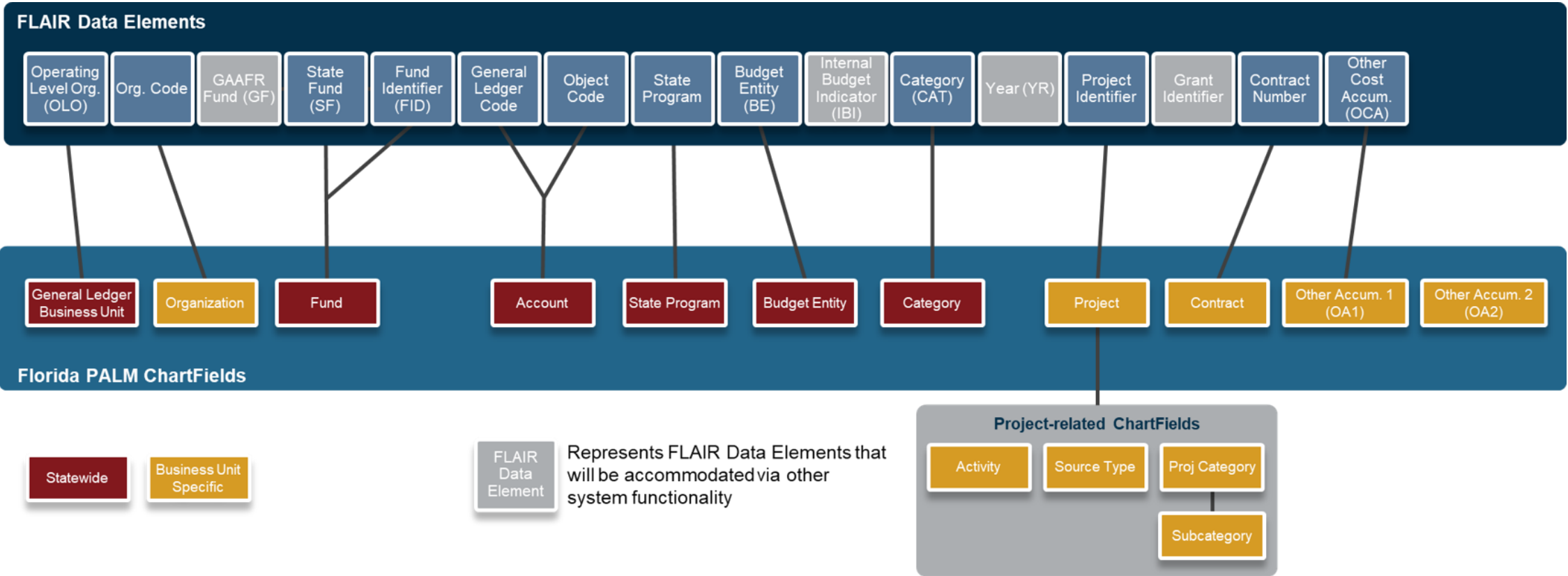


- Determine statewide values (Fund, Account)
- Enable configuration (i.e., set up ChartField Structure, Attributes, and Combination Edits)
- Set up trees
- Work with organizations to determine their organization-specific values
- Prepare for System Testing
- Update configuration, as needed, based on testing efforts

Florida PALM Project Update

Scope

▶ Chart of Accounts (COA) Design Update – *continued*



Florida PALM Project Update

Scope

- ▶ Chart of Accounts (COA) Design Update – *continued*

ChartField Differences and Similarities

FLAIR	Florida PALM
OLO is six (6) numeric digits	GL Business Unit (BU) is five (5) alphanumeric digits
Org Code is eleven (11) numeric digits comprised of five hierarchical levels, the first representing the OLO	Organization is ten (10) alphanumeric digits, none of which represent the BU, resulting in one additional available character
Category and Budget Entity are six (6) and eight (8) numeric digits	The field lengths remain unchanged, but are alphanumeric
Fund ID is six (6) numeric digits	Fund is five (5) alphanumeric digits
Required data elements include Org, Fund, BE, Category, GL, and Object	Required data elements include BU, Organization, Fund, BE, Category, and Account



Florida PALM Project Update

Scope

- ▶ Chart of Accounts (COA) Design Update – *continued*

ChartField Differences and Similarities	
FLAIR	Florida PALM
General Ledger Code and Object are five (5) and six (6) numeric digits	Account is six (6) alphanumeric digits
Budget is booked at General Ledger Codes that are budgetary only (9####)	Accounts are identified as Budgetary or Transactional
Project ID is eleven (11) alphanumeric digits	Project is fifteen (15) alphanumeric digits and is supported by four Project-related ChartFields
Grant is a data element that is used on transactions	A Grant value is associated with a Project value, with the Project value being used on transactions



Florida PALM Project Update

Scope

- ▶ Chart of Accounts (COA) Design Update – *continued*

ChartField Differences and Similarities	
FLAIR	Florida PALM
IBI is available within the 29-digit account code in Central	Fund will be configured to support organizations needs
Year is available within the 29-digit account code in Central	Budget date will allow for identification of the appropriate budget year
Expanded State Program represents the last six (6) digits of the State Program Component field for small number of organizations	Applicable Organizations will utilize organization-specific ChartFields to represent the expanded State Program, as necessary



Florida PALM Project Update

Scope

- ▶ Chart of Accounts (COA) Design Update – *continued*

ChartField Differences and Similarities

FLAIR	Florida PALM
Data elements support transactions that are recorded on the Transaction History and Master Files under TR codes	ChartField values are configured in the General Ledger but are used within all modules, with information captured in the module tables and at a higher level within the General Ledger
Hierarchy of values is accomplished through “smart coding”	Ability to use trees to show relationships and create varying levels of detail mitigates need to renumber for new relationships



Florida PALM Project Update

Scope

- ▶ Chart of Accounts (COA) Design Update – *continued*

ChartField Differences and Similarities	
FLAIR	Florida PALM
Correlation tables are used to enforce relationships between two data elements / values, including State Program to Budget Entity	Combination Edits are established to enforce ChartField relationships
Expansion Options: <ul style="list-style-type: none"> • support data input • are maintained centrally within an organization • are captured as part of the transaction 	Speed Charts / Speed Types: <ul style="list-style-type: none"> • support data input • can be set up by an individual • are not captured as part of the transaction
Information is captured as a separate data value (i.e., SF, GF) or is managed outside of FLAIR (i.e., investable fund indicator)	ChartFields values can be tagged with Attributes to support reporting



Florida PALM Project Update

Scope

- ▶ Chart of Accounts (COA) Design Update – *continued*

ChartField Differences and Similarities

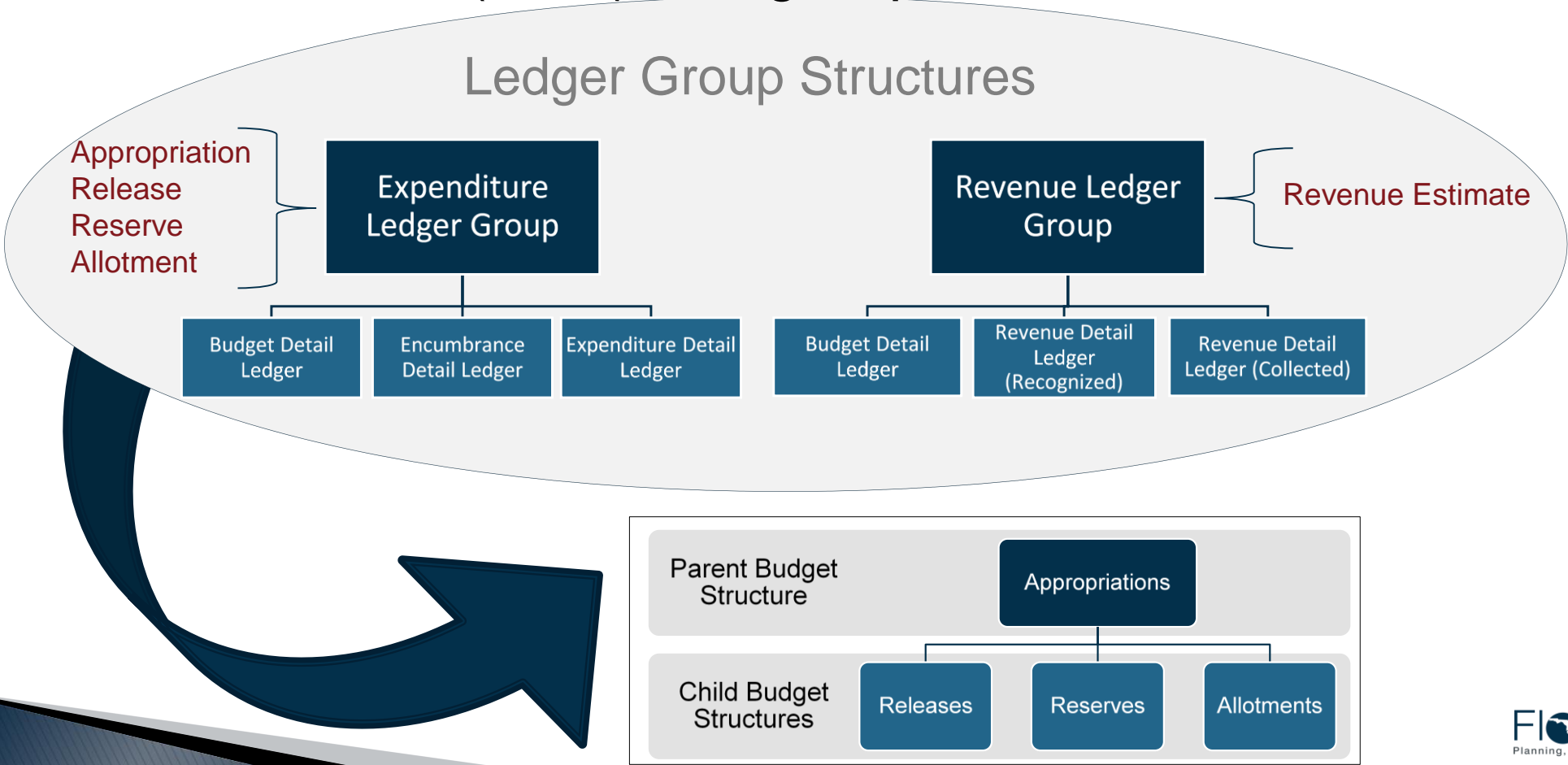
FLAIR	Florida PALM
User IDs are limited to accessing one OLO	Users can be assigned authority to access one or more Business Units, including GL BU and module BUs (AR, AP)
User IDs are given access to all Orgs Codes or to limited Org Codes within an OLO	Organization-level security is managed through ChartField security (i.e., through permission list and the Organization security tree)
Data elements are only shared within a particular organization	Organization-specific values are shared across the Business Unit and statewide values are shared across all Business Units



Florida PALM Project Update

Scope

- ▶ Chart of Accounts (COA) Design Update – *continued*



Florida PALM Project Update

Scope

- ▶ Chart of Accounts (COA) Design Update – *continued*

Budget Structures Differences and Similarities	
FLAIR	Florida PALM
In Departmental, General Ledger Code identifies the various budgetary balances (appropriation, release)	Detail Ledgers (i.e., budget, expenditures, and encumbrances) track and control various balances
LAS/PBS provides Fund, Budget Entity, and expenditure Category values	No Change
In compliance with the GAA, budgets are established at the 29-digit level in Central from LAS/PBS and organizations mirror in Departmental	GAA amounts are recorded in the applicable Budget Structure (Appropriations or Release) using the Budgetary Fund (equivalent to LAS/PBS fund), Budget Entity, Category, and Account ChartFields



Florida PALM Project Update

Scope

- ▶ Chart of Accounts (COA) Design Update – *continued*

Budget Structures Differences and Similarities	
FLAIR	Florida PALM
Organizations establish and maintain allotments	No change
Encumbrances can exceed appropriation balances in Departmental	Encumbrances will be a part of the remaining spending authority calculation
Budget checking in Departmental (against Allotment) happens separately from budget checking in Central (against appropriation and release)	Budget checking is simultaneous – all applicable budgets (allotment, release, appropriation) are checked in the same system process
Certified Forward (CF) indicator is used to denote when transactions use prior year budget	Budget date is used to denote the budget year from the Budget Calendar



Florida PALM Project Update

Scope

- ▶ Chart of Accounts (COA) Design Update – *continued*

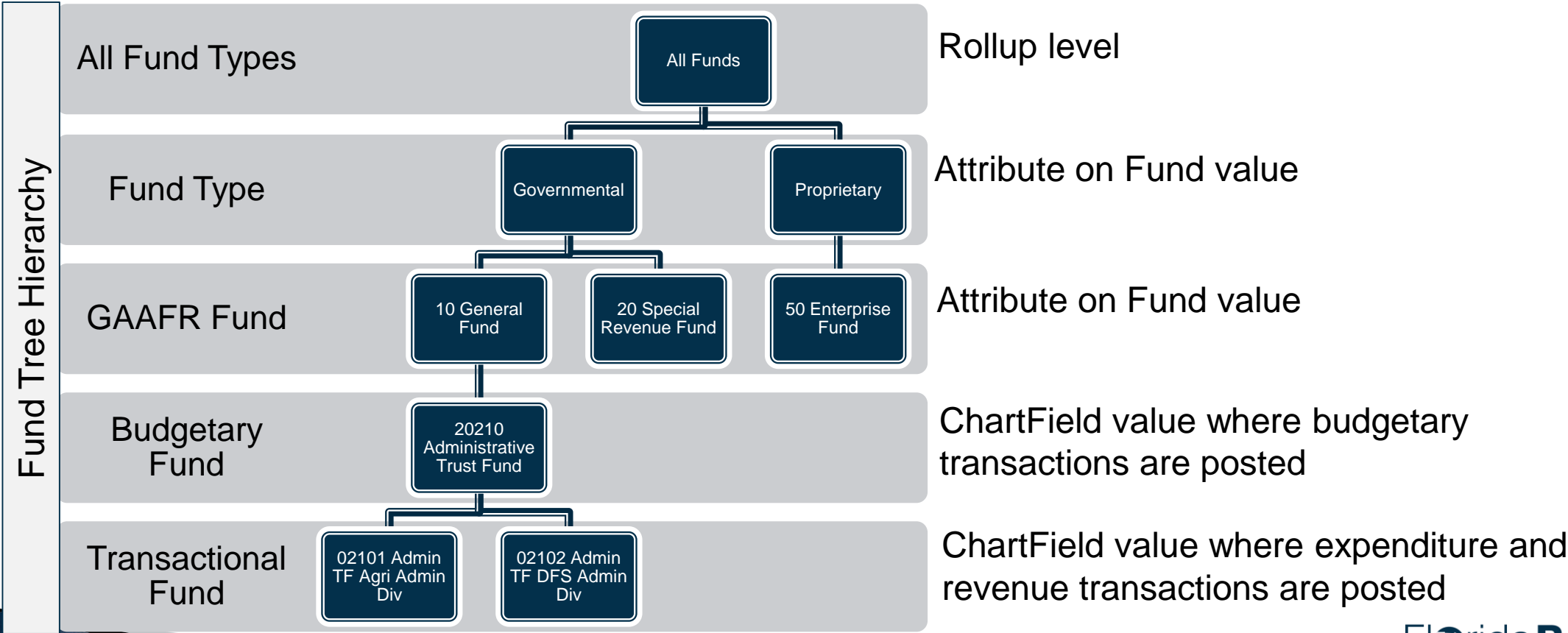
Budget Structures Differences and Similarities	
FLAIR	Florida PALM
Allotments can be established at various data elements	No change
Object code is required on budgetary transactions	Budgetary Account value is required on budgetary transactions, which allows budget to be established and controlled at a higher level than the expenditure using trees
Revenue estimates are booked in General Ledger Codes 8#####	Revenue Estimate ledger is available for recording and tracking throughout the year



Florida PALM Project Update

Scope

▶ Chart of Accounts (COA) Design Update – *continued*



Florida PALM Project Update

Scope

- ▶ Chart of Accounts (COA) Design Update – *continued*
 - Demonstration of:
 - Account ChartField Set Up
 - Tree Manager



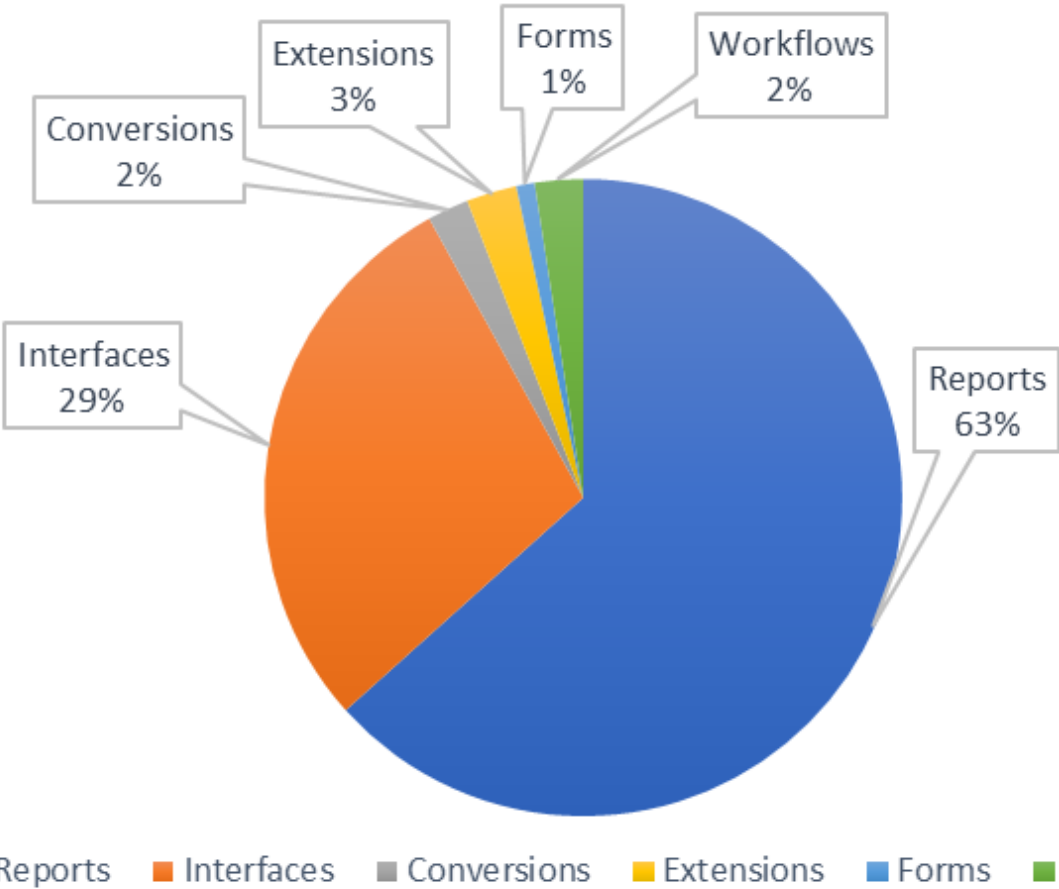
Florida PALM Project Update

Scope

► RICEFW Inventory Update

RICEFW Type	Count
Reports	544
Interfaces	246
Conversions	18
Extensions	22
Forms	8
Workflows	21
Total	859

RICEFW Type Breakdown



Florida PALM Project Update

Scope

- ▶ Oracle Cloud Infrastructure Console
- ▶ Oracle Management Cloud
- ▶ Oracle Cloud Infrastructure 360






INDEPENDENT VALIDATION AND VERIFICATION (IV&V)

FACILITATOR: MARK FAIRBANK



IV&V Assessment

December 2019 Reporting Period

Overall Status			
Current Period	Prior Period	Overall Trend	Observations Based on standardized IV&V scoring
			<ul style="list-style-type: none"> • The DDI Phase continues to progress according to plan. • The Project regularly conducts proactive communications to stakeholders including partner system organizations such as FFMIS, Pilot agencies, and Wave agencies. • The Project has developed and consistently conducts a multi-faceted organizational change management program. • Risks and Issues are being managed proactively and with an appropriate sense of urgency. The Project is actively managing risk to the implementation schedule and developing contingencies to address concerns relative to alignment of fiscal cycles. • The project’s managerial and reporting structure supports staff development, process definition, quality assurance, and other functions necessary for project success. • PMO demonstrates consistent and strong cost management practices. • Quality control, financial control, and vendor processes are established and consistently executed. • The Project trend is stable as work toward executing the statement of work and producing deliverables is proceeding according to plan with some schedule variation that presently does not affect milestones.



IV&V Assessment

Additional Observations

- ▶ The Project is effectively managing completion of the activities according to the project schedule
- ◆ Additional time may be needed to enable critical partner systems, State agencies, and other organizations to obtain resources and complete necessary technical changes in time to begin testing by September 2020
- ▶ Interim business process models present complexities for which the feedback received indicates operational and capacity concerns that need to be managed to ensure viability of the interim solution



UPCOMING

MELISSA TURNER



Florida PALM Project Update

Upcoming

- ▶ Change Champion Network Open House in January
- ▶ Planned topics for voting in February:
 - COA Design
 - Interim Business Process Models
 - Ready for RICEFW Build Go/No-Go Decision



NEW BUSINESS

FACILITATOR: MELISSA TURNER



NEXT MEETING

FEBRUARY 26, 2020

LOCATION TO BE DETERMINED



CONTACT INFORMATION

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