

FloridaPALM

Planning, Accounting, and Ledger Management



EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF FINANCIAL SERVICES

MAY 22, 2024



ADMINISTRATIVE

TOMMY WERNER



Administrative – Budget

FY 2023-2024 Spend Plan Summary as of April 30, 2024				
Category	Projected FYTD	Incurred FYTD	Released FYTD	Release Remaining
FLAIR System Replacement	\$36,792,746	\$34,362,606	\$43,537,735	\$9,175,129
SSI Implementation Services	\$25,779,800	\$23,529,800		
Facilities and Maintenance	\$346,410	\$346,410		
Production Support	\$7,423,351	\$7,423,351		
Production Support Administration	\$43,094	\$43,072		
Oracle Software and Maintenance	\$1,656,952	\$1,627,744		
Project Administration	\$114,838	\$69,704		
Additional Facilities	\$10,756	\$0		
ERP and OC Support Services	\$1,417,545	\$1,322,525		
QA Support Services	\$0	\$0		
IT Service Management	\$711,671	\$683,784	\$2,000,000	\$1,316,216
Contingency	\$0	\$0	\$0	\$0
DMS IV&V Transfer	\$6,053,061	\$6,053,061	\$6,053,061	\$0
Salaries & Benefits	\$5,871,679	\$5,823,700	\$9,743,087	\$3,919,387
HR Transfer and Risk Management Insurance	\$32,587	\$32,587	\$32,587	\$0
Total:	\$49,461,744	\$46,955,738	\$61,366,470	\$14,410,732



Administrative

Risks and Issues

- ▶ No new Issues have been opened or closed
- ▶ Six Risks with score of 6 or higher:
 - Risk 4 – Agency Engagement
 - Risk 5 – Timing and Efficiency of Information Sharing
 - Risk 6 – Contracts outside of the Project
 - Risk 7 – Design Segment IV
 - Risk 8 – Build Segments
 - Risk 9 – System Testing



Administrative Schedule

Stage Gate	Critical Path Item	Status
<p>SG2 - Ready to Begin System Testing 08/30/2024 Criteria: Design is at least 95% complete and Segment I Build is complete Approval Level: Project Director - ESC Awareness</p>	Solution Design – Segment III (D641)	Complete
	Process Models – Payroll (D639)	Complete
	Master Data Configuration Workbooks (D640)	Complete
	Updated Technical Architecture Design (D642)	Complete
	Update Process Models – Financials – Segment III (I-WP101)	Complete
	Build – Segment I (D646)	In Progress
	Solution Design – Segment IV (D644)	In Progress
	Update Process Models – Financials – Segment IV (I-WP101)	Future
	Environment Builds – System Test Environment	Future
<p>SG4 – Agency Readiness 11/26/2025 Criteria: Agency Readiness Certifications have been received Approval Level: ESC</p>	Training Build (I-WP110)	Future
	Role Mapping Worksheet (I-WP118)	Future
	Readiness Workplan (I-WP126)	Complete
	Agency Readiness Certification (I-WP128)	In Progress



Administrative Schedule

Stage Gate	Critical Path Item	Status
<p>SG3 – Ready to Begin UAT 03/28/2025 Criteria: Design is at least 95% complete and Segment I Build is complete Approval Level: ESC</p>	Establish DW/BI Environments (D647)	Complete
	Build – Segment II (D648)	In Progress
	Security Roles Matrix (WP405)	In Progress
	Environment Builds – Mock Conversion Test Environment	Future
	Environment Builds – Interface Test Environment	Future
	Solution Design – DW/BI (D650)	In Progress
	Mock Conversion I (D651)	Future
	Build – Segment III (D649)	Future
	Build – DW/BI – Segment I (D653)	Future
	System Test – Segment I (D652)	Future
	Mock Conversion II (System Test) (D655)	Future
	Build – Segment IV (D654)	Future
	Build – DW/BI – Segment II (D659)	Future
	Environment Builds - UAT Test Environment	Future
	System Test – Segment II (D656)	Future
	Build – DW/BI – Segment III (D688)	Future
	Mock Conversion III (UAT) (D657)	Future
	System Test – DW/BI (D661)	Future



INDEPENDENT VERIFICATION AND VALIDATION

CONTENT PROVIDED BY
PUBLIC CONSULTING GROUP



IV&V Update

PALM Project Management

- ▶ The Florida PALM IV&V Team tracks delayed tasks and SPI in the Florida PALM Project Schedule
 - Delayed tasks have increased from 228 in the April Monthly Assessment Report to 262 as of the 5/10/24 status date in the Florida PALM Schedule
 - Most are in D644 - Completion of Solution Design (Requirements) Segment IV and D648 – Completion of Build Segment II
 - The SPI has decreased slightly, from .91 in the April Monthly Assessment Report to .90 as of the 5/10/24 status date in the Florida PALM Schedule. This means the Project is progressing at 90% of the planned pace.
- ▶ The Florida PALM IV&V Team monitors the delayed tasks for Design Segment IV and Build Segment II tasks. IV&V is concerned with the increase in delayed tasks, primarily as they relate to Build Segment II delays, as the overlap in resources could impact future Stage Gates.



IV&V Update

Open Findings

- ▶ Finding 12 – Inconsistency in Requirements Traceability
 - Opened in the Florida PALM IV&V September Monthly Report
 - Additional cross-checks are in place to mitigate future inconsistencies between the RTM and the Functional Designs
 - Florida PALM IV&V Team completed the traceability assessment as part of reviewing D641 – Completion of Solution Design (Requirements) Segment III
 - Inconsistencies were identified during the Collaborative Review and Update phase but corrected during the review process before acceptance of D641
 - The Florida PALM IV&V Team is performing a similar review for D646 – Completion of Build Segment I



IV&V Update

Open Findings

- ▶ Finding 14 – Risk that Delays in Application Build Could Impact Completion of System Testing and Start of UAT
 - Build Segment I did complete on 5/10/24 (~7 weeks behind schedule)
 - Build Segment II is behind schedule for drafting and initial review of Application Designs
 - Build Segment II-IV will be much larger than Build Segment I
 - The Florida PALM Project Team is implementing mitigation activities as part of Risk #8:
 - Daily standups to assess Development status and blockers
 - Shifting Application Design review to ERP Support Services when possible
 - Adding Development staff



IV&V Update

Functional Design

▶ Segment IV Design

- The Florida PALM Project Team has increased the pace of drafting and reviewing Segment IV Functional Designs (FDs) in the last three weeks
 - Average of ~18 being reviewed and ~13 being drafted per week
- Of the 149 FDs (as of 5/15/24):
 - 126 have been drafted
 - 98 have completed the Initial review
 - 67 have been Approved
 - Approval of all FDs is targeted for the end of May
 - If the current pace continues, all FDs will be approved by 6/18/24
 - This is not currently expected to impact Stage Gate 2 – Ready to Begin System Testing
- Effort is impacted by the overlap with Build Segment II, with many of the same resources being required for both efforts



IV&V Update

Development

- ▶ Segment I Development – Build
 - Final Application Design for Build Segment I was approved on 5/10/24
 - ~7 weeks behind schedule
 - Delays were due to:
 - Need to conduct multiple review cycles and updates
 - Technical limitations were not known during Functional Design
 - Development staff did not understand the design
 - The Florida PALM IV&V Team is reviewing D646 – Completion of Build Segment I to ensure the quality remains high and is not compromised
- ▶ Segment II Development – Build
 - Segment II Build is starting behind schedule for drafting and review
 - Additional Development staff are being added



IV&V Update

PALM Organizational Change Management

- ▶ Readiness Coordinators continue to review and discuss Risks and Issues with Agencies, encouraging updates and attention in this area
 - Readiness Coordinators are working to support all areas and connect Agencies with support resources
- ▶ Agency Bi-Monthly Status Reports were submitted on 5/13, with Agency Sponsors approving reports this cycle
 - The Florida PALM IV&V Team reviews the reports for overall Agency progress, task completion/progress, and trends in Risks and Issues



IV&V Update

Agency Readiness

- ▶ Agencies, with Readiness Coordinators, continue monthly Agency Readiness Touchpoints to cover Task progression/completion, understanding Task instructions, Risks and Issues, and technical support
- ▶ Agencies are making progress through critical Tasks, but some are challenged to complete Tasks as scheduled and keep up with the pace of current work
- ▶ The Florida PALM IV&V Team has been conducting interviews with a selection of Agencies, with the discussions primarily focused on Task completion and Risk and Issue management
- ▶ The results of the interviews, including trends and IV&V's recommendations, will be forthcoming in the May 2024 Monthly Assessment Report



IV&V Update

PCR 117 Review Approach

- ▶ The Florida PALM IV&V Team reviewed PCR 117, which includes:
 - Cancelling two existing customizations and reducing scope of another one
 - Increasing scope of one previously approved customization
 - Three new customizations
 - Overall, PCR 117 results in a credit and represents a small decrease in the scope of the remaining Design effort
- ▶ As part of the review, the IV&V Team concluded:
 - Cancellation and modification of existing customizations was appropriate
 - Existing requirements do not address the functionality described in the new customizations and the new requirements are needed
 - Distribution of effort between Development, Functional Design and Management appears reasonable and consistent with previous PCRs
 - Credits applied for cancelled customizations are within the range of previously approved PCRs



READINESS AND IMPLEMENTATION

KIMBERLY KEMP, NIKKI KLEIN,
STACEY TERRY



APR

MAY

JUN

JUL

AUG

SEP

OCT

519: Remediate Agency Business Systems based on Segment I

541: Complete Configuration Workbooks for Segment IV

558: Update Agency Business System Documentation

524: Complete and Submit End User Readiness Survey Analysis

535: Update Workforce Readiness Plan

526: Complete Data Readiness Analysis and Data Cleansing Activities for Segment III

542: Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV

527: Identify Change Impacts and Update Agency Business Process Documentation for Segment III

543: Identify Change Impacts and Update Agency Business Process Documentation for Segment IV

528: Update Agency Business System Documentation for Segment III

544: Update Agency Business System Documentation for Segment IV

529: Update Florida PALM Conversion Inventory for Segment III

545: Update and Finalize Florida PALM Conversion Inventory for Segment IV

530: Update Florida PALM Interface Inventory for Segment III

546: Update Florida PALM Interface Inventory for Segment IV

531: Remediate Agency Business Systems based on Segment II

557: Update Florida PALM Interface Inventory for Data Warehouse

547: Remediate Agency Business Systems based on Segment III

561: Remediate Agency Business Systems based on Segment IV

534: Update CCN and Contacts

537: Update Authorized Smartsheet Users

540: Share Florida PALM Updates

549: Submit Training Survey

559: Share Florida PALM Updates

536: Create Agency Specific User Acceptance Testing Plan

540: Identify & Confirm File Managers

550: Confirm Receipt & Distribution of MFT Credentials

553: Prepare for Interface Testing

554: Participate in Connectivity Testing for Cycle 1 Interface Testing and Mock Conversion 1

555: Certify Data Readiness in Preparation for Mock Conversion 2

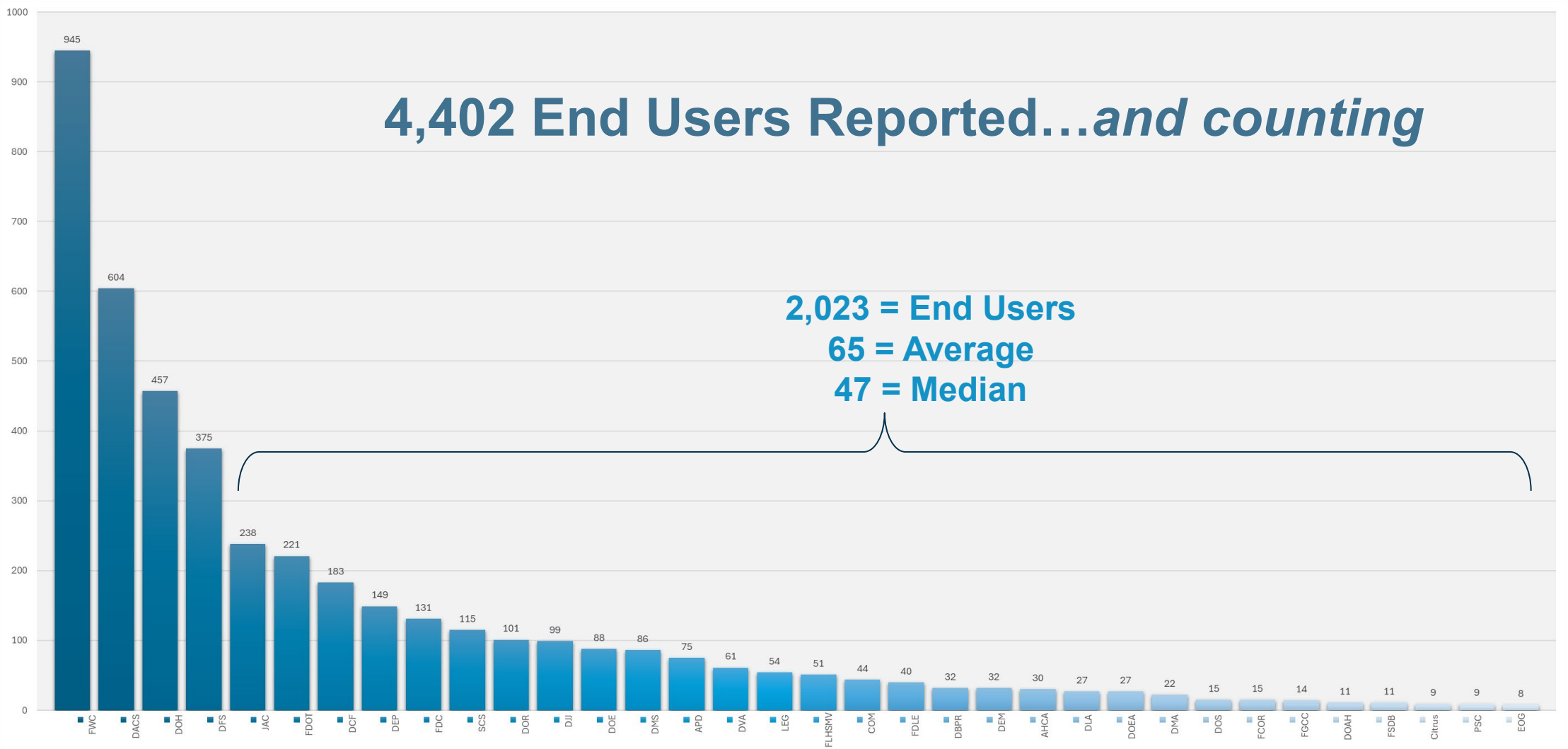
556: Certify Conversion Files in Preparation for Mock Conversion 2

560: Submit Change Analysis Tool



Readiness and Implementation

Updated Count of Future Florida PALM End Users



Readiness and Implementation

Task 524 – Complete and Submit End User Readiness Survey

- ▶ Task Due June 14, 2024
- ▶ Questions should be designed to provide insight across four domains:
 - Awareness of Florida PALM
 - Understanding of Florida PALM readiness activities within the agency
 - Acceptance that Florida PALM will impact their jobs
 - Commitment to participate in the change
- ▶ Agencies will analyze results and provide summary
 - Expectation vs outcome
 - Any outliers across end user groups
 - Action steps to increase levels across the domains

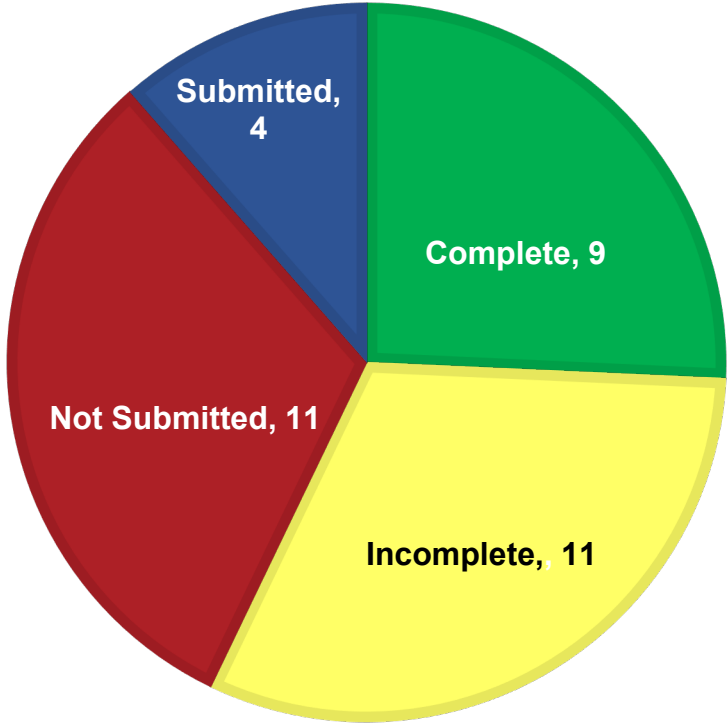


Readiness and Implementation

Task 513 – Complete Configuration Workbooks for Segments I and II

Task Due 5/13 with “Direct Impact” to Project

Module	Configuration Workbooks
Accounts Receivable (AR)	Distribution Code Worksheet
Asset Management (AM)	<ul style="list-style-type: none"> • Location Definition Worksheet • Area ID Values Worksheet
Commitment Control (KK)	Allotments Budget Structure Control Worksheet
General Ledger (GL)	<ul style="list-style-type: none"> • Organization Worksheet • Other Accumulator 1 (OA1) Worksheet • Other Accumulator 2 (OA2) Worksheet • Budgetary Value Combination Edit Worksheet • Local Funds Worksheet



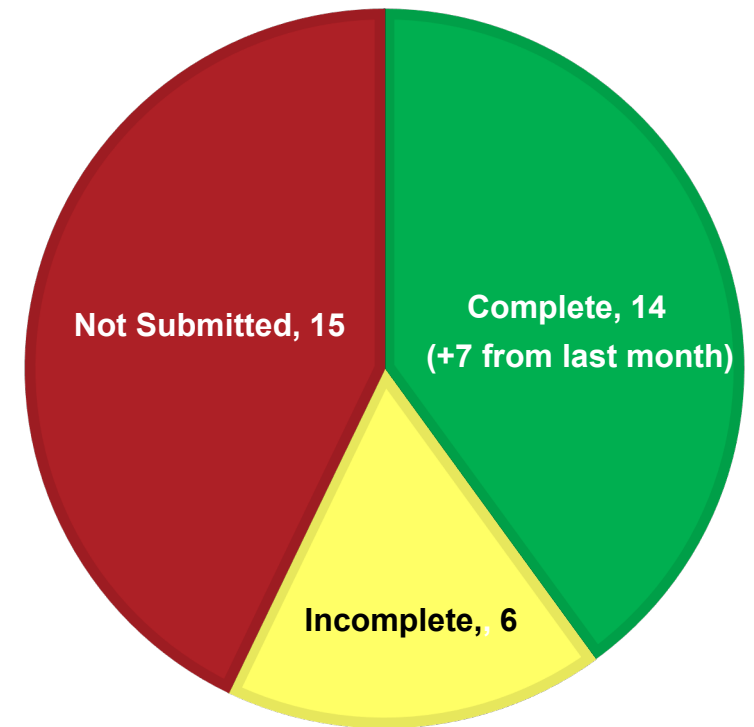
*Task Status as of 5/19



Readiness and Implementation

Task 515 – Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II

- ▶ Task Due 4/12 with “Indirect Impact” to Project
- ▶ 26 agencies have identified Spreadsheet Uploads
- ▶ More than 3,700 business processes identified across all agencies
- ▶ 517 business processes with “High” level of impact

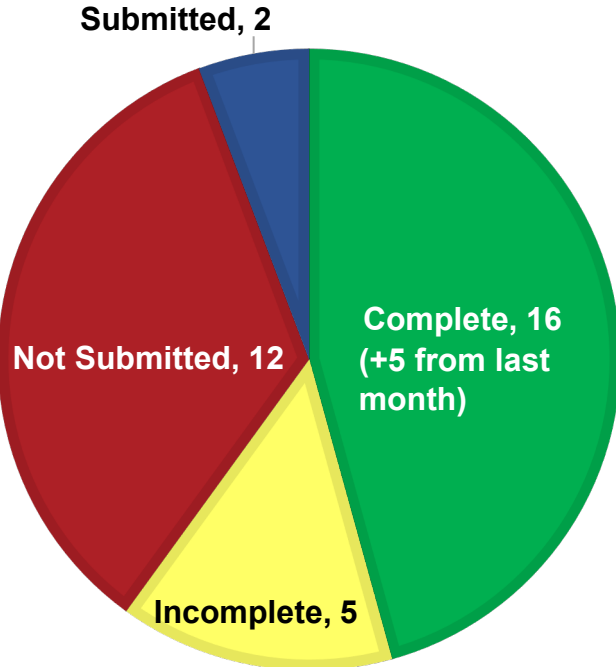


*Task Status as of 5/19



Readiness and Implementation

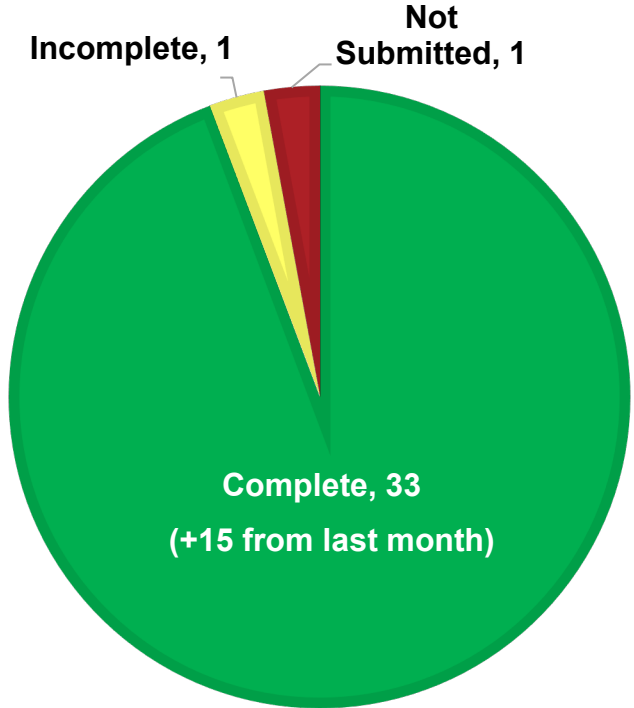
RW Task Status – Conversion and Data Readiness



Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II

Agency Conversion Needs

- ▶ **Assets – 33**
 - 5 Agencies with data outside primary source system
- ▶ **Encumbrances – 33**
 - 4 Agencies with data outside primary source system
- ▶ **Customers – 9**
 - 1 Agency with data outside primary source system
- ▶ **Grants – 25**
 - 6 Agencies with data outside primary source system

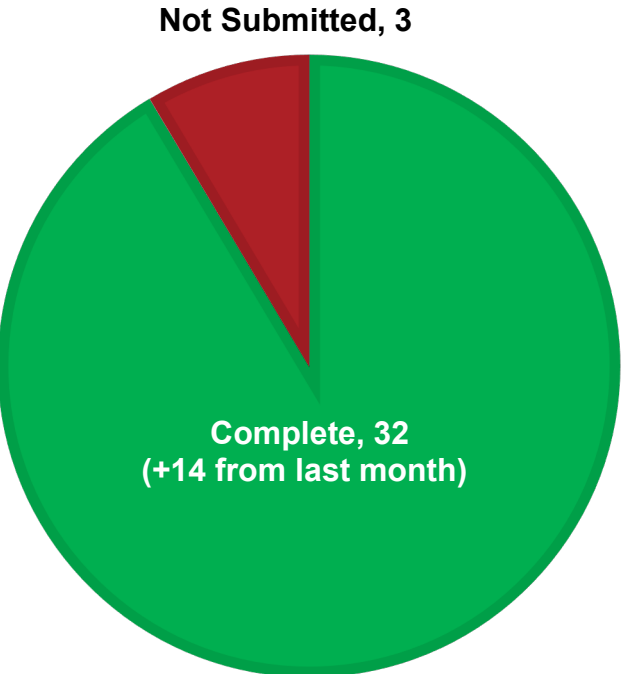


Update Florida PALM Conversion Inventory for Segment II



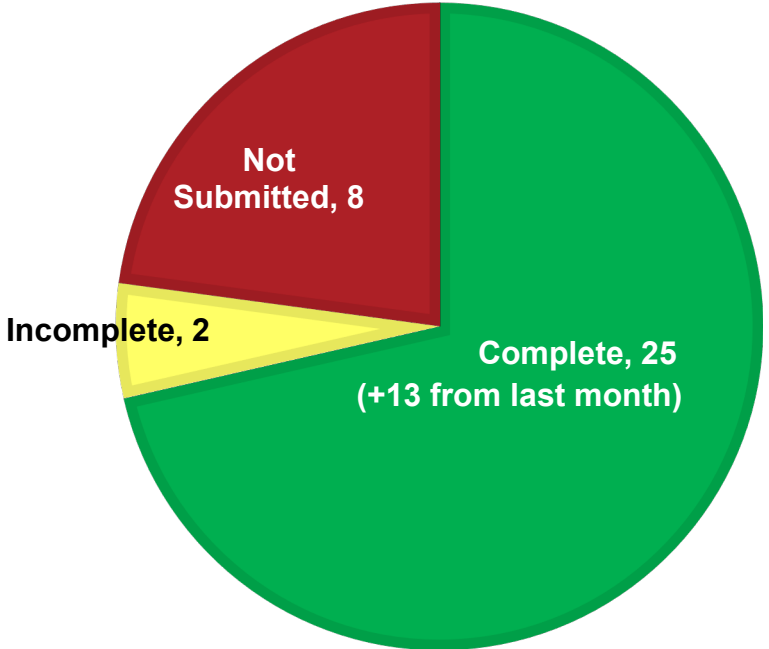
Readiness and Implementation

RW Task Status – Interface Selection and ABS Updates



Update Florida PALM Interface Inventory for Segment II

- ▶ 27 of 35 agencies with Interface Selections
- ▶ 241 Interfaces Selected
- ▶ 166 Agency Business Systems planned for standard interface



Update Agency Business System Documentation for Segment II



Readiness and Implementation

Bimonthly Agency Readiness Status Reports

General Observations

▶ Submission:

- 5 agencies submitted after the due date (+1 from last bimonthly)
- Sign off for 4 agencies was by other than Sponsor (-3 from last bimonthly)
- Zero Agency Sponsor roles vacant (-2 from last bimonthly)

▶ Completed or Open Items:

- 28 outstanding / late tasks across 17 agencies, concentrated around completing Configuration Workbooks for Segments I and II
- First full reporting period with evaluation of “task completeness”
- Lingering questions about how Florida PALM works should be tracked within the agency or discussed with the Project



Readiness and Implementation

Bimonthly Agency Readiness Status Reports

General Observations - *Continued*



CCN Composition

Green - 18
Yellow - 17
Red - 0



Completeness

Green - 25
Yellow - 9
Red - 1



Timeliness

Green - 30
Yellow - 5
Red - 0



Participation

Green - 32
Yellow - 2
Red - 1



Readiness and Implementation

Bimonthly Agency Readiness Status Reports

Summary of Agency Risks Reported		Risk Probability		
		Low = 1	Medium = 2	High = 3
Risk Impact Rating	Low = 1	Score = 1 8 (+1)	Score = 2 5 (+0)	Score = 3 1 (+0)
	Medium = 2	Score = 2 18 (+4)	Score = 4 58 (+6)	Score = 6 19 (+3)
	High = 3	Score = 3 26 (+6)	Score = 6 48 (-1)	Score = 9 62 (+10)

Risk Metric	Prior Report	Current Report
Agencies Reporting	34	34
Open Risks	216	245
Closed Risks	16	13
Risks Scored 6+	125	129

Issue Metric	Prior Report	Current Report
Agencies Reporting	23	24
Open Issues	52	72
Closed Issues	26	13
Issues Scored Critical or High	48	58

Assumptions Metric	Prior Report	Current Report
Agencies Reporting	30	29
Assumptions Logged	128	138



Readiness and Implementation

Bimonthly Agency Readiness Status Reports

Themes Across Risks, Issues, and Assumptions

- ▶ **Data and Data Cleansing** – Information needed for configurations and quality of the information to be converted
- ▶ **Clarity Around System Functionality** – As information becomes available and as questions arise
- ▶ **Staffing and Resource Availability** – Funding is available, but finding the right fit is challenging (project and operational)
- ▶ **Revisiting Areas** – Current state and previous decisions are getting some fresh attention
- ▶ **Momentum** – Some strong and some moving in the right direction



Readiness and Implementation

Bimonthly Agency Readiness Status Reports

Readiness Activities

- ▶ 24 agencies reported 600+ activities since the last reporting period
- ▶ Observations:
 - Broadening reach within the agency
 - Agency branding of their Florida PALM remediation activities
 - Targeted messaging and understanding of future functionality based on change impact analysis
 - More data analysis / clean up
 - Sharing of information between agencies
 - Creative and engaging outreach



Readiness and Implementation

Agency Reporting Webpage



Dashboard Summary

Agency	CCN Composition	RW Task Completeness	RW Task Timeliness	Project-led Meeting Participation
AHCA	Green	Yellow	Yellow	Green
APD	Yellow	Green	Green	Green
CITRUS	Yellow	Green	Green	Green
DBPR	Green	Yellow	Green	Green
DCF	Yellow	Green	Yellow	Green
DEM	Green	Green	Green	Green
COM	Yellow	Green	Green	Green
DEP	Green	Green	Green	Green
DFS	Green	Green	Green	Green
DJJ	Green	Green	Green	Green
DLA	Green	Yellow	Green	Green
DMA	Green	Green	Green	Green
DMS	Yellow	Green	Green	Green
DOAH	Yellow	Green	Green	Green
DOE	Yellow	Green	Green	Green
DOEA	Yellow	Green	Yellow	Green
DOH	Green	Green	Green	Green
DOL	Yellow	Green	Green	Green
DOR	Green	Yellow	Green	Green
DOS	Green	Green	Yellow	Green
DVA	Yellow	Green	Green	Green
EOG	Yellow	Green	Green	Green
FCOR	Green	Green	Green	Green
DACS	Green	Green	Green	Green
FDC	Green	Green	Green	Green
FDLE	Yellow	Green	Green	Green
FDOT	Green	Green	Green	Green
FGCC	Yellow	Yellow	Green	Yellow
FLHSMV	Green	Green	Green	Green
FSDB	Yellow	Red	Green	Yellow
FWC	Green	Green	Green	Green
JAC	Green	Green	Yellow	Green
LEG	Green	Green	Green	Green
PSC	Yellow	Green	Green	Red
SCS	Green	Green	Green	Green



Readiness and Implementation

Learning Journey

Knowledge Center

Lifecycles Business Process Models Glossary

Other Project Resources

Updated Training Webpage







External Resources

(e.g., CCN - Training Liaison, Agency Resource Library)



Readiness and Implementation

Implementation Activities

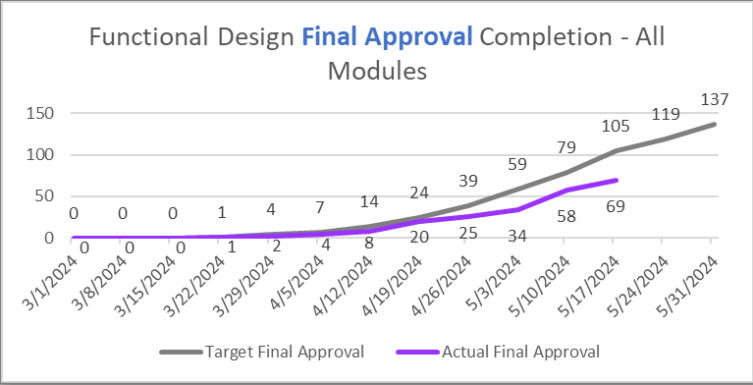
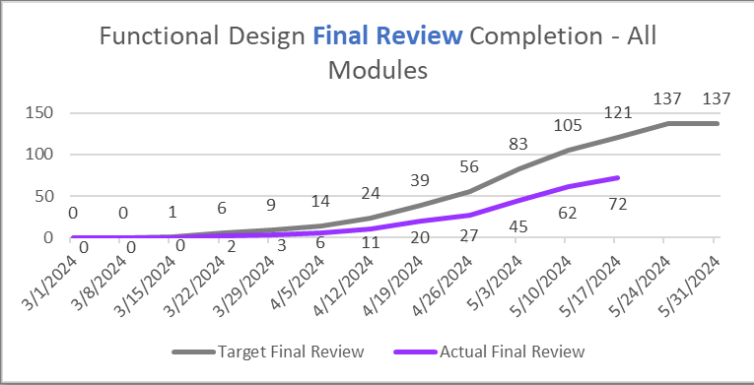
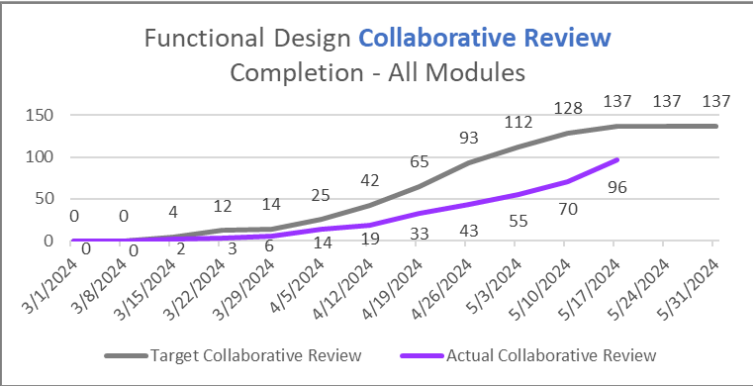
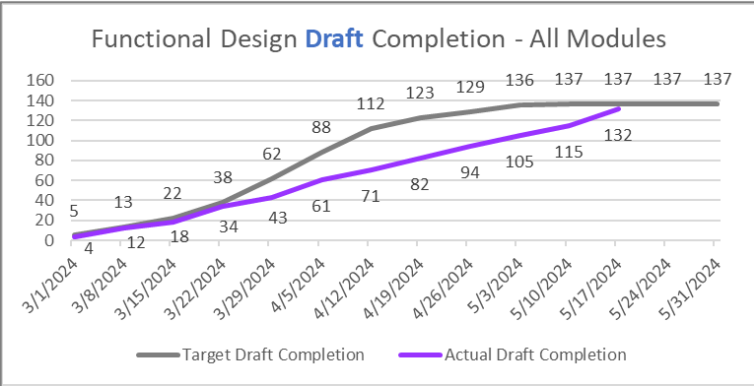
 <p>Requirements Traceability Matrix May 2023 - May 2024</p>	 <p>RICEFW Inventory May 2023 - May 2024</p>	 <p>Business Process Models May 2023 - July 2024</p>	 <p>Configuration Workbooks May 2023 – September 2024</p>	 <p>Functional Design Specifications May 2023 - May 2024</p>	 <p>Security Roles Matrix May - July 2024</p>
Review/Update RTM Segment I ●	Review/Update RICEFW Segment I ●	Create Payroll BPMs ●	Define & Load Non-Agency Configuration ●	FD Segment I ●	Define Security Roles Matrix ◐
Review/Update RTM Segment II ●	Review/Update RICEFW Segment II ●	Advisory Council Review – Payroll BPMs ●	Create Agency Configuration Workbook Templates ●	FD Segment II ●	
Review/Update RTM Segment III ●	Review/Update RICEFW Segment III ●	ESC Approval – Payroll BPMs ●	Complete Agency Configuration Workbooks ◐	FD Segment III ●	
Review/Update RTM Segment IV ◐	Review/Update RICEFW Segment IV ◐	Update Financials BPMs by Segment ◐ Update Payroll BPMs ◐		FD Segment IV ◐	

Key

○ Not Started
◐ Partial Progress
◑ Progressing
◒ Substantial Progress
● Complete



Readiness and Implementation Implementation Activities



Segment IV Functional Designs

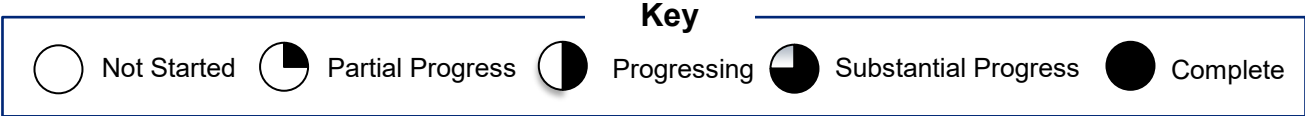
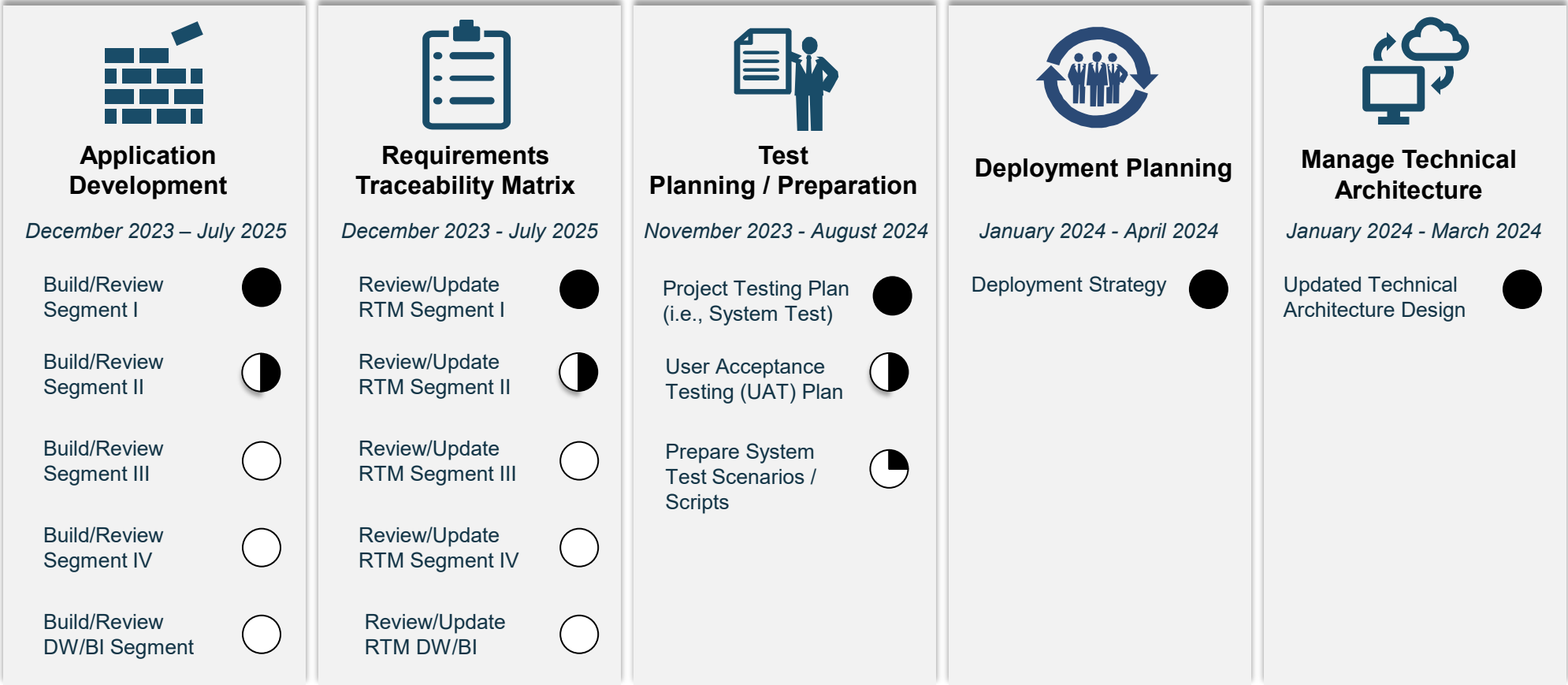
- Segment IV on track for May 31 target completion:
 - 3 of the remaining drafts are related to customizations requesting to be cancelled per PCR117, thus would be removed upon approval
 - 2 of the remaining drafts (1 conversion, 1 extension) will be submitted for review week of 5/20

Segment IV Functional Design Status (as of 5/17/2024)

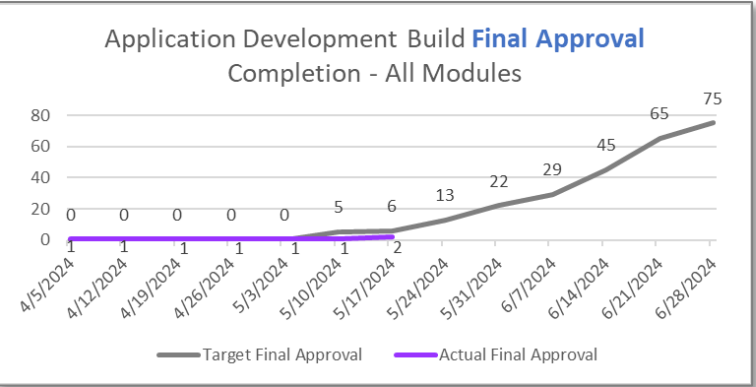
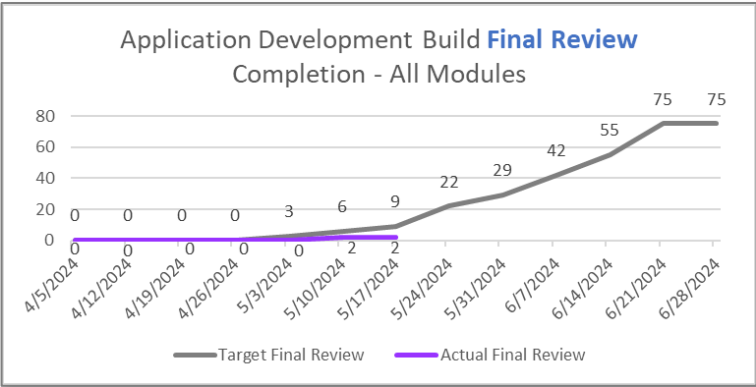
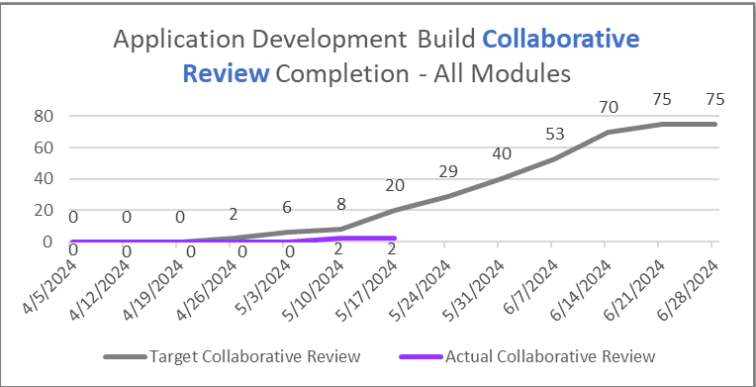
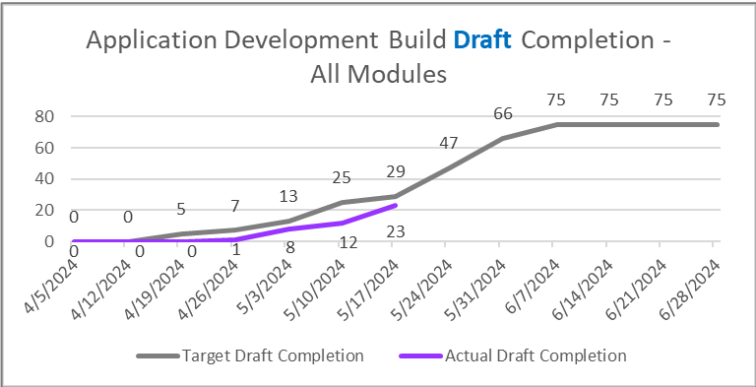


Readiness and Implementation

Implementation Activities



Readiness and Implementation Implementation Activities



Segment I App Dev Build

- App Dev Build Segment I completed on May 10
- Lessons Learned was conducted with the Project team to denote successes and recommendations to improve execution of future Build segments

Segment II App Dev Build







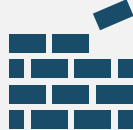





- Build Segment II is in progress with a June 28 target completion date:
 - 75 App Dev items
 - 1 item has been removed to align to a later segment due to a Build dependency with another RICEFW item
- Revised approach to conduct Pre-Meetings upfront to support efficiencies in completing Build and App Dev documentation
- Collaborative Review feedback will be addressed in the coming week to reflect progress

Segment II App Dev Build Status (as of 5/17/2024)






Readiness and Implementation

Implementation Activities – DW/BI

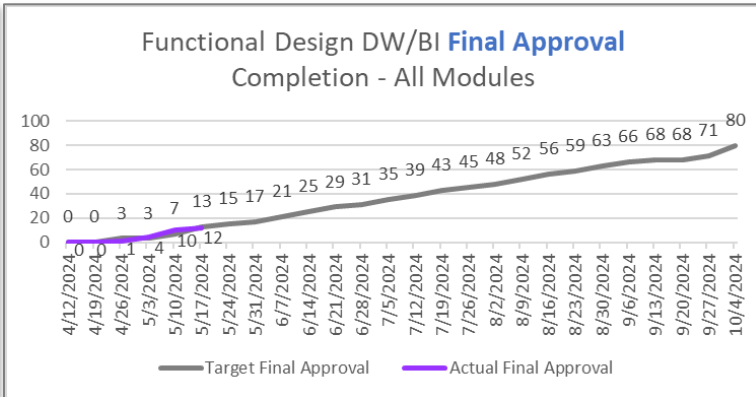
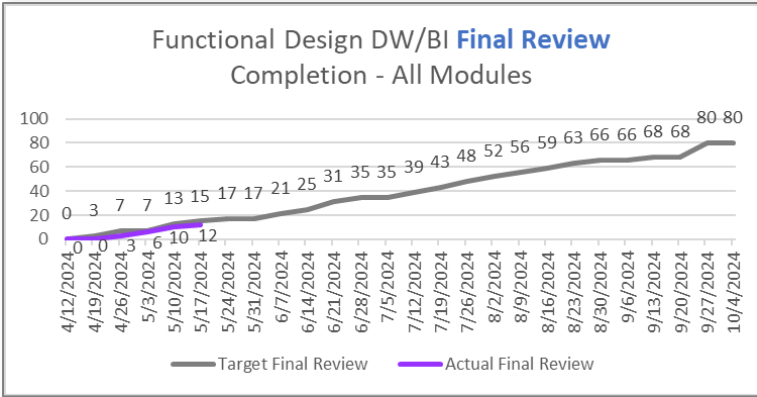
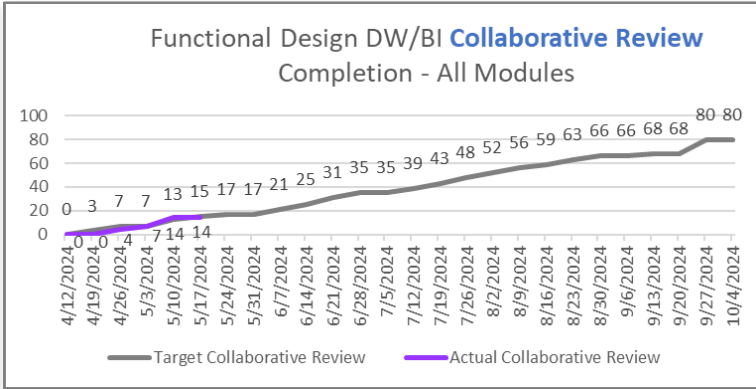
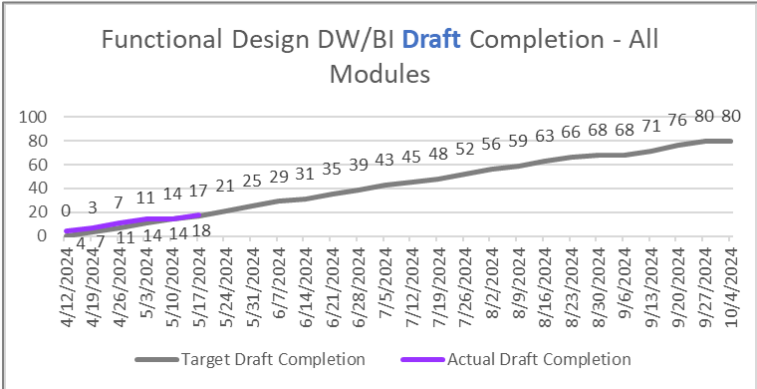
 <p>Requirements Traceability Matrix</p> <p>April 2024 - October 2024</p> <p>Review/Update RTM DW/BI </p>	 <p>RICEFW Inventory</p> <p>April 2024 - October 2024</p> <p>Review/Update RICEFW DW/BI </p>	 <p>Functional Design Specifications</p> <p>April 2024 - October 2024</p> <p>DW/BI Segment </p>	 <p>Application Development</p> <p>August 2024 – January 2025</p> <p>DW/BI Build/Review Segment I </p> <p>DW/BI Build/Review Segment II </p> <p>DW/BI Build/Review Segment III </p>	 <p>Security Roles Matrix</p> <p>August - December 2024</p> <p>Define Security Roles Matrix </p>
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Key

	Not Started		Partial Progress		Progressing		Substantial Progress		Complete
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Readiness and Implementation Implementation Activities



DW/BI Design Segment

- DW/BI design has begun and is trending well

DW/BI Design Segment Status (as of 5/17/2024)



OTHER

JIMMY COX, STEVEN FIELDER



Testing

Preparation

- ▶ Generally, test-specific plans are prepared in advance of the test and define the activities needed to prepare for the execution of the test / test cycles
- ▶ Key preparation activities for most test types include:
 - Finalize and prioritize test scenarios and test scripts inventory
 - Create test scripts
 - Map test scripts to test cycles
 - Define test data
 - Create test script tracker
 - Confirm environment readiness



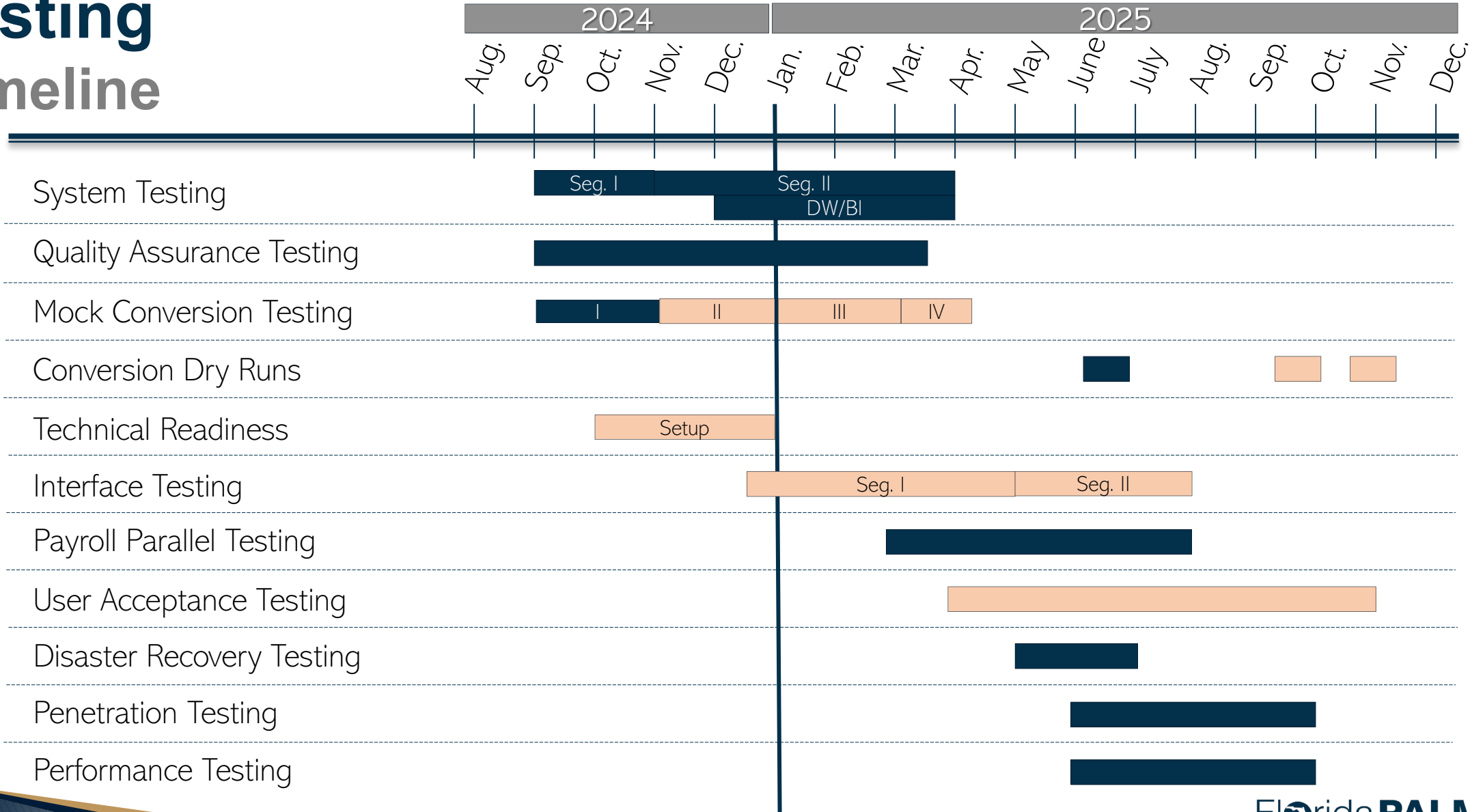
Testing

System/Quality Assurance Testing

- ▶ Accenture is responsible for system testing
- ▶ State Project team will review and assist with system testing
- ▶ State Project team has onboarded a separate Quality Assurance testing team to run parallel with the Accenture System Testing team
- ▶ Goal – cover as much ground as possible during system testing to reduce the number of issues found during UAT
- ▶ Key Activities
 - Create Cycle 0-9 scripts - Ongoing
 - Conduct Cycle 0-9 Testing:
 - Cycle 0 – Configuration validations (Aug. 2024)
 - Cycle 1 – Security validations (Aug./Sept. 2024)
 - Cycles 2 - 7 – Functional validations (Sept. 2024 - March 2025)
 - Cycles 8 & 9 – FYE and CYE validations (March - April 2025)
 - Separate cycle for the DW/BI (Feb. - April 2025)



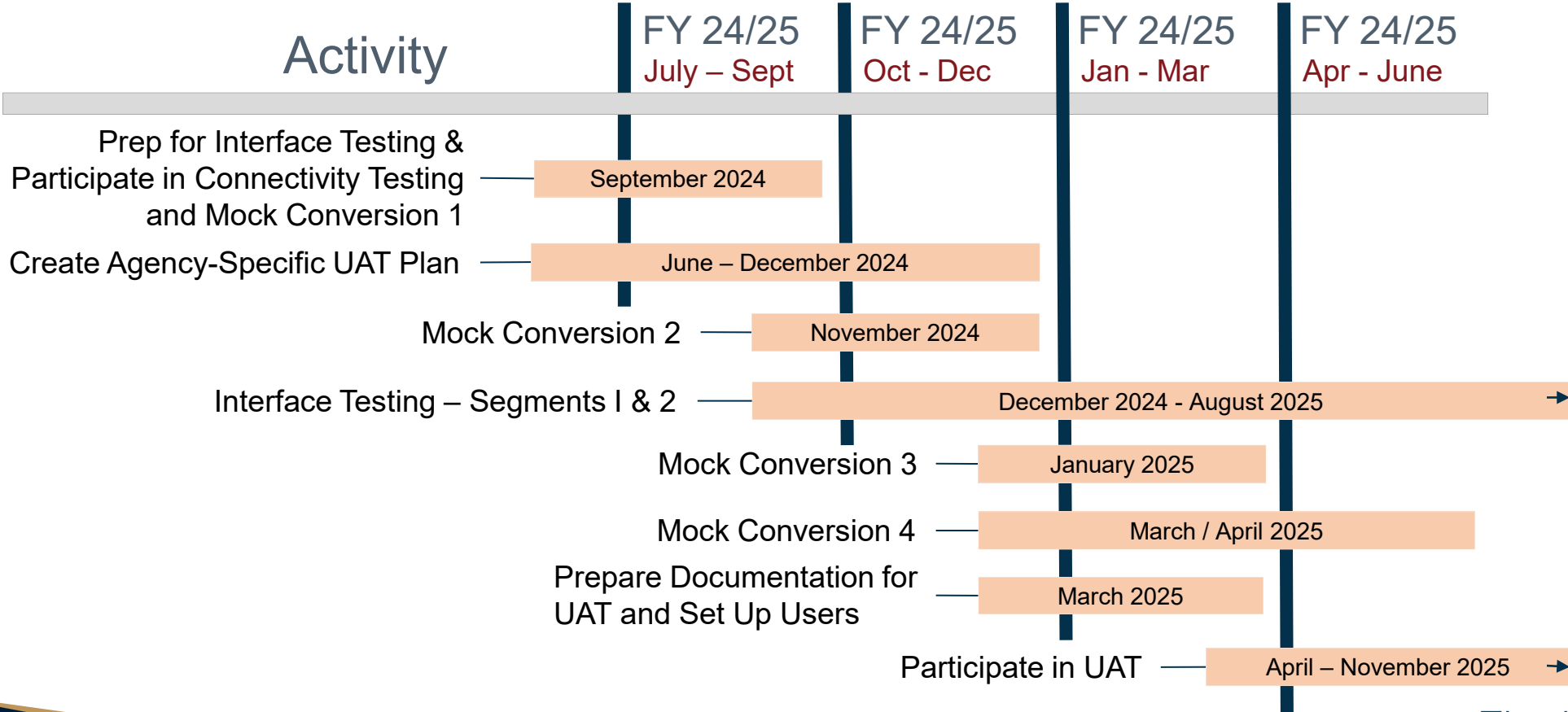
Testing Timeline



Agency Involved

Testing

Agency Testing in FY 24/25



Solution Design Segment Update

Segment IV

- ▶ Segment IV Functional Design Updates
 - April 2024 – 149 Functional Designs
 - May 2024 – 134 Functional Designs
 - Difference – (15)
 - Cancelled – 10
 - Moving – 5



Solution Design Segment Update

Segment IV

- ▶ Segment IV Functional Design Updates – Cancelled Designs (10)
 - 4 Extensions –
 - 2 - PCR 117
 - 2 - Decision 324
 - 2 Interface Files
 - 1 - Decision 324
 - 1 - Decision 329
 - 4 Reports
 - 1 - Decision 324
 - 3 - Decision 329
- ▶ Reason for cancellations
 - Duplicative of other RICEFW items
 - Using Delivered Reports
 - Determined no longer needed after working with business owners



Solution Design Segment Update

Segment IV

- ▶ Segment IV Functional Design Updates – Moved Designs (5)
 - 2 Extensions
 - 1 - PCR 117
 - 1 - Decision 329 (\$0 Enhancement for Batch Control)
 - 1 Interface File (ACFR outbound)
 - 2 Reports (moved to Data Warehouse)
- ▶ Reason for moves
 - Pending business decision on cancelling or building
 - Impacted by other build items
 - Moved to DW/BI segment



Solution Design Segment Update

Segment V

▶ Segment V Functional Designs

- When?
 - June – July 2024
- Agency Impact?
 - Minimal –
 - Project is not moving Segment IV Workshops or Recap Meetings
 - Most Functional Designs have no agency impact

◦ Expected Functional Designs (*subject to change*) - 12

- Extensions (10)
 - PCR 116 (Approved April 2024) – 4
 - PCR 117 (vote in May ESC Meeting) – 4
 - PCR #TBD (vote in June ESC Meeting) – 1 (ESS Payroll Credentialing)
 - Batch Run Enhancement (\$0) – 1
- 1 New Interface File – Agency Salary Detail Equivalent
 - File is being separated out from Enterprise Salary Detail file
 - Potential for ACFR outbound file to be added
 - Updates to Assets interfaces will be made as part of PCR 117 updates to include asset scan date.
- 1 New Report – Negative Cash and Budget Report



Project Change Request

Voting PCR 117

- ▶ Project Change Request 117: Financials and Payroll Customizations
 - Attachment 5.1 Business Requirements
 - *Cancelled:* (tied to C66)
 - 60.1003 – Provide the ability for all agencies to perform general revenue refunds using DFS COA values and appropriation.
 - *Revise:* (tied to C68)
 - 30.0299 (Current) – Provide ability to produce a warrant for EFT returns, including creation of a remittance advice and update of the payment data to indicate payment by warrant instead of EFT.
 - 30.0299 (Revise) – Provide ability to systematically cancel a returned ACH payment and close the voucher or cancel and reissue the returned ACH Payment as a warrant, to include creation of a remittance advice and inactivation of the supplier ACH Location, as applicable.



Project Change Request

Voting PCR 117

- Attachment 5.1 Business Requirements (updates tied to C81)
 - *Revise:*
 - 80.0023 (Current) – Provide the ability to display a real-time cash position screen showing selected available fields (e.g., fund, project, other fields) from the Cash Control subsidiary ledger that displays: Verified cash; anticipated receivables; Unverified cash; and scheduled payments for user defined periods.
 - 80.0023 (Revised) – Provide the ability to display a cash position by BU and Fund from the Spendable Cash Ledger and associated modules that displays: spendable cash, deposits, scheduled AP payments, Inter/IntraUnit and GL transactions not successfully cash checked.
 - *Change How Met from Extension to Report*
 - 10.0359 – Provide ability to produce budgeted as compared to actuals reports for Chart of Accounts codes combinations (e.g., appropriation, agency operating, and multiple grant/project budget structures).
 - *Change Implementation Period from Financials to Optional Services*
 - 20.0141 – Provide online dashboard that displays available budget ledger balances by Chart of Account code combinations selected by end users. At a minimum, this will include: appropriations, releases, reserves, allotments, encumbrances, expenditures, cash, and revenue.
 - 80.0074 – Provide daily cash balance by grant.



Project Change Request

Voting PCR 117

- Attachment 5.1 Business Requirements
 - *Added:*
 - 40.1002 – Provide the ability to record the actual date an asset is scanned when performing asset physical inventory activities. (C128)
 - 200.1122 (New) - Provide the ability to establish State Disbursement Unit (SDU) banking information at the employee level by selecting from SDU banking configuration. (C129)
 - 200.1123 (New) – Provide the ability to specify when Writs of Garnishment can be released for payment using release functionality. (C130)



Project Change Request

Voting PCR 117

- Attachment 5.2 Customizations
 - C66 – GR Revenue Refunds (Proposed Cancel – Credit of \$104,973)
 - *Original Source:* Amendment 8
 - *Original Intent:* Customize the GR Revenue Refunds process to allow agencies to process the refunds using DFS non-operating authority
 - *Reason for Cancelling:*
 - Customization options were not viable.
 - Process will be implemented that does not require a customization.



Project Change Request

Voting PCR 117

- Attachment 5.2 Customizations
 - C68 – High Volume Bank Reconciliation (Proposed Update of Existing Customization – Cost of \$72,509)
 - Includes updating Customization title to “Automated ACH Returns Processing”
 - *Original Source:* Amendment 8
 - *Original Intent:* Support high volume bank reconciliations in mass.
 - *Update to systematically:*
 - Cancel a returned ACH payment and close the voucher; or
 - Cancel and reissue returned ACH payments as Warrants; and
 - Inactivate the supplier ACH location (ACH record).



Project Change Request

Voting PCR 117

- Attachment 5.2 Customizations
 - C81 – Available Balance Dashboard (Proposed Cancel – Credit of \$145,410)
 - *Original Source:* Amendment 8
 - *Original Intent:* Create custom dashboards that include the applicable available balances.
 - *Reason for Cancelling:*
 - Dashboard technology is a future release item from PeopleSoft.
 - Implementing dashboards now would result in throwaway customizations.
 - Delivered functionality and custom reports will be implemented to meet this need at Financials Wave.



Project Change Request

Voting PCR 117

- Attachment 5.2 Customizations
 - C122 – Payroll Redistributions (Proposed Update of Existing Customization – Credit of \$34,441)
 - *Original Source:* PCR 115
 - *Original Intent:* Provide the ability to redistribute payroll accounting entries as IntraUnit transactions that are posted to the General Ledger (GL) and Financials HR Accounting Lines table.
 - *Update:*
 - Remove the aspect of the original customization to prepopulate the original transaction details in the IntraUnit transaction.
 - Agencies will continue to be able to process payroll redistribution through the IntraUnit transaction or spreadsheet upload.



Project Change Request

Voting PCR 117

- Attachment 5.2 Customizations - Added
 - C128 Asset Physical Inventory Scan Date (\$19,224)
 - As delivered, the interface files do not include individual scan dates by inventory item.
 - Customization will update the applicable delivered interface files to include the individual scan dates by inventory item.
 - If not implemented, agencies would have to either maintain the scan dates outside of Florida PALM or would have to manually update each inventory item manually to update the scan date.
 - C129 Child Support Garnishment Banking Information (\$35,859)
 - As delivered, the State Disbursement Unit banking information has to be entered on each garnishment order.
 - Customization will default and mask the banking information on each child support garnishment.
 - Without this customization the banking information would have to be entered on each child support garnishment record.



Project Change Request

Voting PCR 117

- Attachment 5.2 Customizations - Added
 - C130 Writ of Garnishment Holding and Releasing Payments (\$43,401)
 - As delivered, payments are distributed once payroll has completed.
 - With garnishment orders, the recipient is not identified at the time the garnishments start being deducted, requiring the garnishment amount to be held until further instructions are received for distribution.
 - Customization will support processing of garnishment deductions and holding of garnishments amounts until recipient information is received.
 - Without this customization payments would be sent to AP and Warrants would be created that would have to be cancelled. This information would then have to be manually tracked outside of Florida PALM and manual payments created once the recipient information was received.
- *Cost: Approval: Requires ESC Approval (Vote)*



Project Change Request

PCR Cost Projection

- ▶ Request for public comments
- ▶ Voting action for PCR 117
- ▶ If approved, the amount of Additional Funding needed from the Florida PALM Contingency Funding for FY 24/25 will be reduced by \$113,831.00

Enhancement	Source	Additional Funding Required
Segment IV Payroll Customizations	PCR #113	\$173,940.00
Segment IV Customizations	PCR #114	\$369,130.00
Segment IV Payroll Redistribution Customization	PCR #115	\$98,019.00
Segment IV Payroll Requirements and Customizations	PCR #116	\$219,525.00
Segment IV Financials and Payroll Customizations	PCR #117	(\$113,831.00)
Contingency Funding FY 24-25		\$3,000,000.00
Total Additional Funding Required		\$746,783.00
Remaining Contingency Funding FY 24-25		\$2,253,217.00



UPCOMING

JIMMY COX



Upcoming

- ▶ Segment IV Design Workshops (July, August, September)
- ▶ All Design Segments Recap (October)
- ▶ Sponsor Summit (November)
- ▶ November and December ESC meetings will be moved one week earlier due to holidays

Florida PALM
Planning, Accounting, and Ledger Management

Summer of Segment IV Workshops

July						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	PC	PC	AP/PO	25	26
27	28	29	30	31		

August						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5	6	7	8	9	10
11	12	IU	IU	AM	16	17
18	19	20	21	22	23	24
25	26	PAYROLL		29	30	31

September						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		CF	Cash Check; Fin. Stmt & Budget Close		13	14

Autumn Design Recap

October						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		RECAP				

Discussion Topics:

- Financials
- Payroll
- All Segments

Meeting information can be found on the Design Meetings page on the Florida PALM website:
www.myfloridacfo.com/floridapalm/design-meetings



NEXT MONTHLY MEETING

JUNE 26, 2024

DEPARTMENT OF CHILDREN AND FAMILIES



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