Project Team:	*Florida PALM Reporting and Data Services*
Period:	*July 1, 2022 – September 30, 2022*
Submission Date:	*October 14, 2022*

1 - PROJECT STATUS OVERVIEW WITH KEY HIGHLIGHTS

A. Overview of reporting activities for the current period:

During the first quarter of the fiscal year 2022-23, the Project continued supporting CMS Wave operations and began planning and validation activities for future Waves. Key activities related to reports and data are described below:

CMS Wave (Production Support and Operations)

- The Project continued to support enterprise closing processes for Florida PALM, Central FLAIR, and Departmental FLAIR. The DFS enterprise divisions led the operational activities to support monthly and annual activities, such as reconciliations, error handling, Chart of Accounts maintenance, and period close. DFS incorporated changes to year-end legacy close processes (i.e., Central FLAIR and Departmental FLAIR), to include necessary activities for Florida PALM. Support activities continue for remaining year-end activities, such as annual audits and preparation of financial statements and other reports.
- The Project created the GL Outbound Treasury Investment Balances (GLI067) interface to support the DFS Division of Accounting and Auditing's legacy processes for enterprise reporting needs.
- The Investment Inventory Report (DMR002), used by Treasury, was updated to change the mapping for cost.
- Additional end user resources continue to be shared to the End User Training page.
  - A graphic, *Difference Between Reports and Queries*, describes an overview of these methods of using Florida PALM information.
  - An In Real Life (IRL) video was shared for using the *ChartField Value Report* (GLR091).
  - A graphic for *How to Avoid Disinvestment Journal Errors* was shared to support agency end users. Information includes the reports to use for managing disinvestments and a summary of the resources available to support end users for disinvestments.
- In August, DFS hosted a Production Support Round Table session for agencies to share information, ideas and knowledge relevant to Florida PALM operations. Two agency guest speakers provided a demonstration of their agency processes for managing investments and disinvestments in Florida PALM and FLAIR. The demonstrations included a review of Florida PALM reports to support error handling and ongoing operations in FLAIR. Also, the Project team provided a walk-through of the updated Reports Catalog and Data Dictionary.

Financials Wave and Payroll Wave

- In July, the Project hosted a Personalized Agency Working Sessions kickoff. The Personalized Agency Working Sessions are agency-specific opportunities for agencies to ask questions and support their planning activities for using Florida PALM when FLAIR is retired. The Project scheduled sessions with each agency during the period September through December 2022, at each agency's office location. These length of these agency sessions ranges from a few hours, up to three days, depending on the agency and the complexity of their unique agency needs. These discussions are to support the Project's validation of Florida PALM business requirements and to support agency understanding of Florida PALM essential functions, chart of accounts structure, and other design concepts.
- In September, the Project hosted the Change Champion Network (CCN) Townhall. In this session, representatives from two agencies shared their approach for preparing for the in-person working meetings and the Project team provided information on the FLAIR to Florida PALM landscape, highlighting key differences and similarities.

- The Project created and shared a self-assessment tool for agencies to evaluate current operations. This tool, *Understanding Agency Unique Processes,* describes some general change considerations for Florida PALM, and lists questions by topic area, including reports and data. These self-assessment questions are provided for agencies to evaluate current agency business needs and identify unique processes to discuss during their session. The questions are also intended to support agencies in developing agency activities to inventory, define and standardize current operations. This tool was shared originally as part of the CCN Townhall for September and then updated and shared again as part of the Personalized Agency Working Sessions Checkpoint on October 3, 2022.
- In September, the Project and two agencies (e.g., FWC and DOT) met and discussed their agency-unique needs and questions. Personalized Agency Working Sessions are scheduled with the remaining agencies through the end of the calendar year.
- The Project continues to work with Gartner, Inc. for the on-going assessment of the Information Warehouse. By year-end, DFS will update stakeholders with more information about the options for its replacement and recommended reporting tools.
- The Approach documents for several topics (e.g., Configuration, Reporting, and Conversions) were updated. These documents provide an overview of these topics and describe general expectations relevant for agencies.
- Beginning in July, the Project started a series of reviews for FLAIR functions and subfunctions with the DFS Division of Accounting and Auditing and the Office of Information Technology. These reviews will support the Project's review and validation of the requirements for future implementation Waves. These reviews will continue through December 2022.

2 – PROJECT PROGRESS

Implementation (design, build, and test) activities are on hold for Financials and Payroll Waves.