

FloridaPALM

Planning, Accounting, and Ledger Management



Task ID	Critical Operational Element	Task Name	Task Description
324	Data	Complete FLAIR Data Elements Inventory	Complete and submit the FLAIR Data Elements Inventory documenting data elements your agency currently uses and how they are being used.
325	Processes	Complete Data Security and Access Survey	Complete and submit the Data Security and Access Survey to inform how you currently manage data security and user access.
326	Technology	Complete Current Agency Business Systems	Review and update the current Agency Business Systems. Record the technical design for each system.
327	Data	Complete Reports Inventory	Complete and submit the Reports Inventory documenting all agency reports.
328	Processes	Document Current Agency Business Processes	Document and submit current agency fiscal and payroll processes, and any agency business systems engaged in the processes.
329	People	Update CCN and Project Contacts	Review, update and confirm Change Champion Network (primary and Subject Matter Experts) and other support contacts.
330	People	Update Authorized Staffsheet Users	Review, update and confirm authorized users to all Florida T resources.
331	N/A	Submit Monthly Agency Report	Agency Sponsor to confirm a monthly report, in the Project, to the Agency to provide a summary of the impact of the project for the Agency.
332	N/A	Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risk Florida PALM implementation.
333	People	Create Webinars Readiness Plan	Create a plan to identify and assess impacted stakeholders within the agency that includes agency specific tasks to successfully implement your agency.

THURSDAY Task Talk

Hosted by your favorite Florida PALM RC's

FEBRUARY 08, 2024



New RW Task 520 – Update Authorized Smartsheet Users

- ▶ February 5, 2024 – February 16, 2024
- ▶ Agency Liaisons and Project Management Liaisons to review and update access to agency workspace in Smartsheet
- ▶ Considerations:
 - Recent CCN and SME updates
 - Task workload
 - Level of access needed – view vs. edit access
- ▶ New Resources:
 - [Granting and Removing Access in Smartsheet Video](#)
 - [Creating a Smartsheet Account Video](#)



January RW Tasks

RW Task	JSYK	People	Processes	Technologies	Data
512 – Identify Future Florida PALM End Users	First User ID Task	P	S		
513 - Complete Configuration Workbooks for Segments I and II	Pending Supplement First Config Task		S		P
514 - Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II	Guidance Released Shared Task Instruction		S	S	P
517 - Update Florida PALM Conversion Inventory for Segment II			S	S	P
515 - Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II	First Change Impact and Process Update Task	P	P	P	P
516 - Update Agency Business System Documentation for Segment II	Segment Repeat Shared Task Instruction		S	P	
518 - Update Florida PALM Interface Inventory for Segment II			S	P	S
519 - Remediate Agency Business Systems based on Segment I	First Remediation Task			P	

P – Primary S – Secondary



Agency Configuration Workbooks

Config ID	Config Name	Business Process Grouping	Segment	Comment / Description
GL020	Organization	Account Management & Financial Reporting	II	Required - Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (i.e., division, bureau, section) or operating unit of the organization. The Organization ChartField aids in reporting, security, and budgeting using a tree structure
GL025	OA2	Account Management & Financial Reporting	II	Optional - Used to track optional agency reporting, cost pools, expenditures, revenues, or other specific use. Can be used to further subclassify a financial transaction that has not already been accommodated by the primary ChartFields.
GL026	OA1	Account Management & Financial Reporting	II	Optional - Used to track optional agency reporting, cost pools, expenditures, revenues, or other specific use. Can be used to further subclassify a financial transaction that has not already been accommodated by the primary ChartFields.
GL027	Fund (Local Funds)	Account Management & Financial Reporting	II	Required - Only specify the Local Fund types / information. Five-character field used to segregate and capture specific activities or classify certain objectives in accordance with special regulations, restrictions or limitations.
GL080	Budgetary Value Combination Edit	Budget Management & Cash Control	II	Required - Represents the combination of Transactional Fund, Budget Entity and Category values that will control transaction entry across Florida PALM. This includes interfaces, spreadsheet uploads and online entry.
AM014	Location Definition	Asset Accounting & Management	II	Required - Locations listed in the DMS SOLARIS system and Agency Primary Locations published by the Division of Library and Information Services.
AM062	Area ID	Asset Accounting & Management	II	Optional - Provide a more specific area within a Location Code. One ore more Area ID may be provided per Location Code.
AR031	Distribution Code	Accounts Receivable	II	Required - Represents a combination of Florida PALM ChartField values, which is used to create accounting entries for returned items/debit memos. Organization and State Program values are required from agencies

- ▶ Workbooks and Supplemental - Coming soon
- ▶ Due date will be extended



Understanding Future State

- ▶ Design Resources
 - Knowledge Center
 - Business Process Models
 - Interface Catalog
 - Reports Catalog
 - Conversion Catalog
 - Segment Design Workshops
 - Account Codes
 - Chart of Account Design
- ▶ Collaboration
 - Leverage your SMEs
 - Ongoing discussions about potential change impacts
 - Debrief after design workshops



Fiscal Year 2024/2025

Critical Components

Key Activities

Mock Conversion(s)
Begins in November

Data Readiness & Data Cleansing
Conversion Selections
Data Clean Up *(Based on Mock)*

Interface Testing
Begins in January

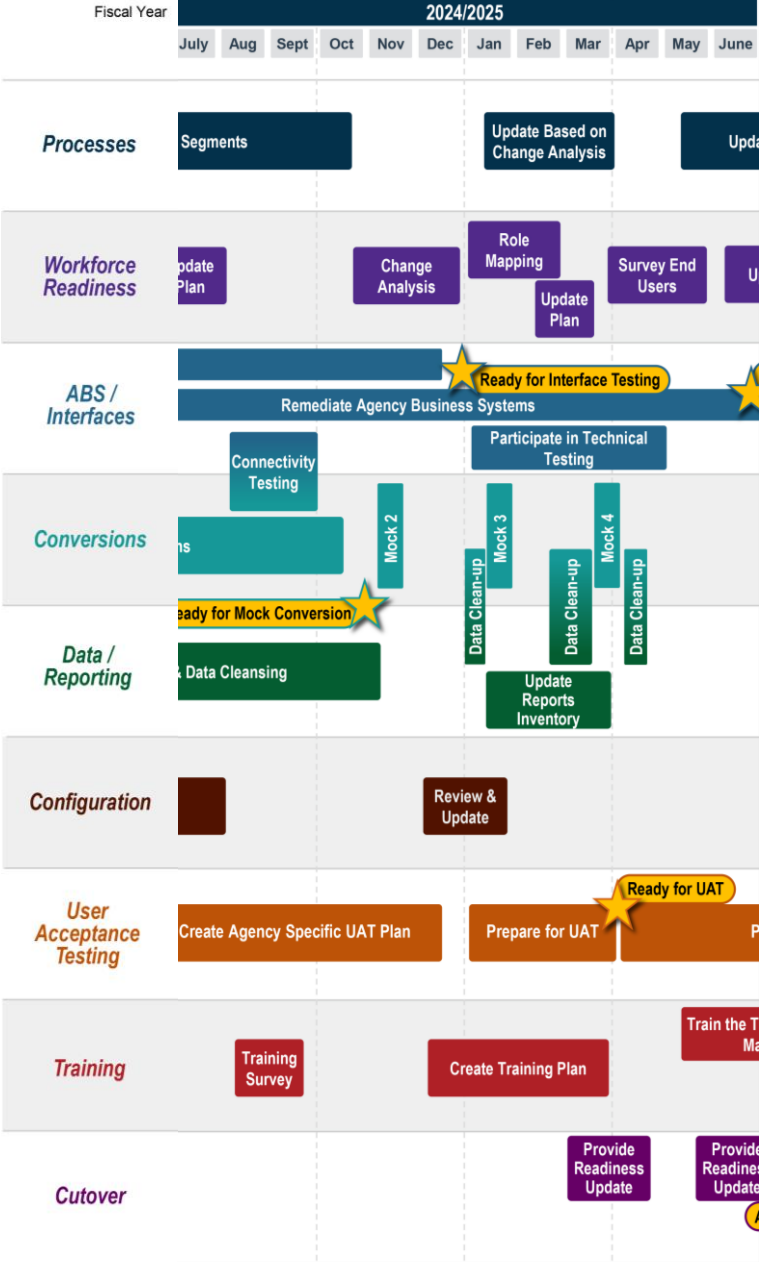
Interface Selections
Business System Remediation
Technical Testing Participation

User Acceptance Testing
Begins in April

UAT Planning and Preparation
Interface Selections
Business System Remediation
Change Analysis
Configurations
Role Mapping

Training
Preparing for July 2025

Training Survey
Training Plan



CONTACT INFORMATION

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