

# 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 u  |
| 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                   | Update Current Agency Business Systems                 | Review and update the current Agency Business Systems. Re document each of current systems technical design for each system.   |
| 327     | Data                         | Complete Reports Inventory                             | Complete and submit the Reports Inventory documenting all agency FLAIR 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 Sheet Users                          | Review, update and confirm authorized users access to all Florida T resources.   |
| 331     | N/A                          | Submit Monthly Agency Report                           | Agency Sponsor to confirm a monthly report, in the Project, to the Florida Department of Financial Services. The report should include a summary of the agency's progress, challenges, and next steps. The report should be submitted to the Florida Department of Financial Services by the 15th of each month. |
| 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 your agency.   |

# THURSDAY Task Talk

*Hosted by your favorite Florida PALM RC's*

MARCH 14, 2024



# Agenda

- ▶ Configuration Worksheet Updates



# Agency Configuration Workbooks

| Config ID | Config Name                      | Business Process Grouping                | Segment | Comment / Description  |
|-----------|----------------------------------|--|---------|--|
| GL020     | Organization                     | Account Management & Financial Reporting | II      | <b>Required</b> - 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      | <b>Optional</b> - 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      | <b>Optional</b> - 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      | <b>Required</b> - 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      | <b>Required</b> - 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      | <b>Required</b> - 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      | <b>Optional</b> - 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      | <b>Required</b> - 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



# CONTACT INFORMATION

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