

# 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 to best 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 provide a summary of the agency to project impact reports for the Agency's A.M.
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*

MAY 9, 2024



# Agenda

- Task 513 - Complete Configuration Workbooks for Segment I and II
  - Task Completion Criteria
  - Questions
  
- Task Reminders



# Task 513 - Complete Configuration Workbooks for Segment I and II – Due Tomorrow

## ➤ Accounts Receivable – Distribution Code

- Default accounting string used to create returned items/debit memos systematically from the bank interfaces
- Completion Criteria –
  - Valid Organization ChartField has been selected for each row of data
  - State Program has been provided for each row of data
  - Configure Value – Yes or No
    - If No, a new value has been provided
  - All required fields contain values – no red/yellow cells



# Task 513 - Complete Configuration Workbooks for Segment I and II – Due Tomorrow

## ➤ Asset Management – Location Definition

- Indicates an agency's physical location (e.g., address) for each Location Code
- Completion Criteria –
  - Configure Value – Yes or No
  - All required fields are complete for values to be configured
    - Florida PALM Location Code (Unique Values)
    - Location Detail
      - City
    - Description
      - County
    - Country
      - State
    - Address 1
      - Postal
  - All required fields contain values – no red/yellow cells



# Task 513 - Complete Configuration Workbooks for Segment I and II – Due Tomorrow

- **Asset Management – Area ID (optional)**
  - Identifies specific areas within an established location
  - Completion Criteria –
    - Configure Value – Yes or No
    - All required fields are complete for values to be configured
      - Florida PALM Location Code
      - Area ID
      - Description
    - All required fields contain values – no red/yellow cells



# Task 513 - Complete Configuration Workbooks for Segment I and II – Due Tomorrow

- **Commitment Control – Allotments Budget Structure Control**
  - Specifies how your allotment budget will be managed – Control or Track with Budget
  - Completion Criteria –
    - Agency Sponsor has selected an option and submitted the form





# Task 513 - Complete Configuration Workbooks for Segment I and II – Due Tomorrow

## ➤ General Ledger – Organization

- Identifies the organizational entity associated with a transaction and tracks information according to a structural breakdown (division, bureau, section) or operating unit
- Completion Criteria –
  - Worksheet Complete – Yes
  - Each row has a selection for Configure Value
    - If yes – Florida PALM Long Description and Short Description are provided
    - If new – new Agency Provided Organization ID, Florida PALM Long Description and Short Description are provided
  - For all Organization Values to be configured (Yes or New), a single value has been provided in the tree structure
  - All required fields contain values – no red/yellow cells





# Task 513 - Complete Configuration Workbooks for Segment I and II – Due Tomorrow

- **General Ledger – Other Accumulator 1 (OA1) and Other Accumulator 2 (OA2)**
  - Used to track optional agency reporting needs including cost pools, expenditures, revenues, or other specific uses
  - Completion Criteria –
    - Configure Value – Yes or No
    - For values to be configured, the following are provided
      - OA1 ID/OA2 ID
      - Long Description
      - Short Description
    - All required fields contain values – no red/yellow cells



# Task 513 - Complete Configuration Workbooks for Segment I and II – Due Tomorrow

- **General Ledger – Budgetary Funds Combination Edits**
  - Limits the COA used on transactions to the specified values in the designated edit
  - Completion Criteria –
    - Configure Value – Yes or No



# Task 513 - Complete Configuration Workbooks for Segment I and II – Due Tomorrow

## ➤ General Ledger – Local Funds

- Used to account for funds held outside the State Treasury
- Completion Criteria –
  - Account Type is valid (black text) for each for of data
  - If Revolving Fund, agency provided
    - Reimbursing Fund/Funding Source
    - Authorized Amount
    - Florida Statutes
- All required fields contain values – no red/yellow cells



# Task Reminders

- ▶ Task 532 - Submit Bimonthly Agency Readiness Status Report – **Due tomorrow**
  - Must be confirmed by Agency Sponsor for task completion
  - Don't forget to update Task Tracker after confirmation
  
- ▶ Task 524 - Complete and Submit End User Readiness Survey Analysis – Due June 14
  - Be sure to send survey soon, to ensure enough time for analysis of survey responses
  
- ▶ Technical Readiness Team Checkpoints during June Touchpoints
  - Be sure to have initial selections of Segment III Interfaces (Task 530) and Conversion (RW Task 529)



# Questions?



# CONTACT INFORMATION

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