

FloridaP^{ALM}

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 document detailing 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 your agency manages data security and user access.
326	Technology	Update Current Agency Business Systems	Review and update the current Agency Business Systems. Record the current 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 additional support contacts.
330	People	Update Authorized Spreadsheet Users	Review, update and confirm authorized spreadsheet access to all Florida T resources.
331	N/A	Submit Monthly Agency Health Report	Agency Sponsor to confirm and submit the monthly report, in the Project Health Report, detailing the agency's progress in the project.
332	N/A	Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risks to Florida PALM implementation.
333	N/A	Create Webstore 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

OCTOBER 10, 2024



Agenda

- Segment IV Tasks – What's New, What's Important to Know
 - 541-D – Provide the agency-specific configurations needed for General Ledger (GL)
 - 555-A - Complete Data Cleansing Based on Mock Conversion 1 – Projects (PCC001)
- Reminders
- Save the Date
- Questions



Task Spotlight: 541-D Provide the agency-specific configurations needed for General Ledger (GL)

Due November 1

Direct Project Impact

Review supporting materials and resources

- RW 541 Agency Configuration Workbooks Supplemental
- Chart of Accounts Design
- Segment IV Design Workshop Materials

Complete the Smartsheet configuration workbooks for General Ledger (GL)

- Default Interest Apportionment
 - Not required to be completed by the following agencies: DJJ, DOEA, FCOR, FSDB, PSC, and SCS
- General Ledger Allocation
 - Not required to be completed by the following agencies: DOAH, DOL, FCOR, and PSC



Task Spotlight: 541-D Provide the agency-specific configurations needed for General Ledger (GL)

Default Interest Apportionment

- Organization
- State Program
- Configure Value
- New State Program Value (if applicable)
- Comments (optional)

Forms

Connections

DEMO Default Interest Apportionment

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Grid View

Filter

Arial

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Business Unit	Fund	Budget Entity	Organization	State Program	Configure Value	New State Program Value	Comments
12345	12345	12345678					
12345	54321	87654321					

Task Spotlight: 541-D Provide the agency-specific configurations needed for General Ledger (GL)

General Ledger Allocation

- Configure Value
- New Florida PALM Transactional Fund
- New Florida PALM Capital Assets Fund
- Comments

Forms

Connections

DEMO General Ledger Allocation

Grid View

Filter

Arial

10

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Task Spotlight: 555-A Complete Data Cleansing Based on Mock Conversion 1 – Projects (PCC001)

Due November 22

Direct Project Impact

Review supporting materials and resources

- Supplemental
- Conversion Approach
- Agency Data Readiness Guidance

Review conversion result documents

- Conversion Flat File
- Log File
- Error File
- Record Extract



Task Spotlight: 555-A Complete Data Cleansing Based on Mock Conversion 1 – Projects (PCC001)

Due November 22

Complete the PCC001
Conversion Workbook

- Success Tab
- Errors Tab

Complete the Mock
Conversions Workbook

n Forms Connections Dynamic View DEMO Mock Conversions ☆					
Grid View Filter Arial 10 B I U ☒ A					
	Conversion Name	Mock 1 - Total Number of Records Received	Mock 1 - Successful Load Percentage	Mock 1 - Data Cleansing Status	Reviewed 10/07/24 Conversion Approach
	PCC001 - Projects				
	AMC001 - Asset and Property				
	CTC001 - Contracts				
	GMC001 - Grants				
	POC001 - Open Encumbrances				
	PCC002 - Projects Life-To-Date Balances				

Reminder: Upcoming Due Dates

October 11

- ✓ 536-B – Create Agency Specific User Acceptance Testing Plan

October 18

- ✓ 542 – Complete Data Readiness Analysis and Data Cleansing Activities for Segment IV
- ✓ 543 – Identify Change Impacts and Update Agency Business Process Documentation for Segment IV
- ✓ 544 – Update Agency Business System Documentation for Segment IV
- ✓ 545-A – Update and Finalize Florida PALM Conversion Inventory for Segment IV
- ✓ 546 – Update Florida PALM Interface Inventory for Segment IV
- ✓ 553 – Prepare for Interface Testing

October 25

- ✓ 559 – Share Florida PALM Updates

October 31

- ✓ 552 – Manage Agency Specific Implementation Schedule, Risks and Issues

November 1

- ✓ 541-D - Provide the agency-specific configurations needed for General Ledger (GL)



Save the Date!

October 16

- Advisory Council Meeting at DCF

October 30

- Executive Steering Committee at DOR
- Project Management Liaison Forum at DOR

November 6

- Risk Writing Workshop: FLDS CoLab Opportunity for CCN members

November 12

- Design Summary and Test Preparation Workshop at Tallahassee Automobile Museum

November 20

- Advisory Council Meeting at DCF



Questions?



CONTACT INFORMATION

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