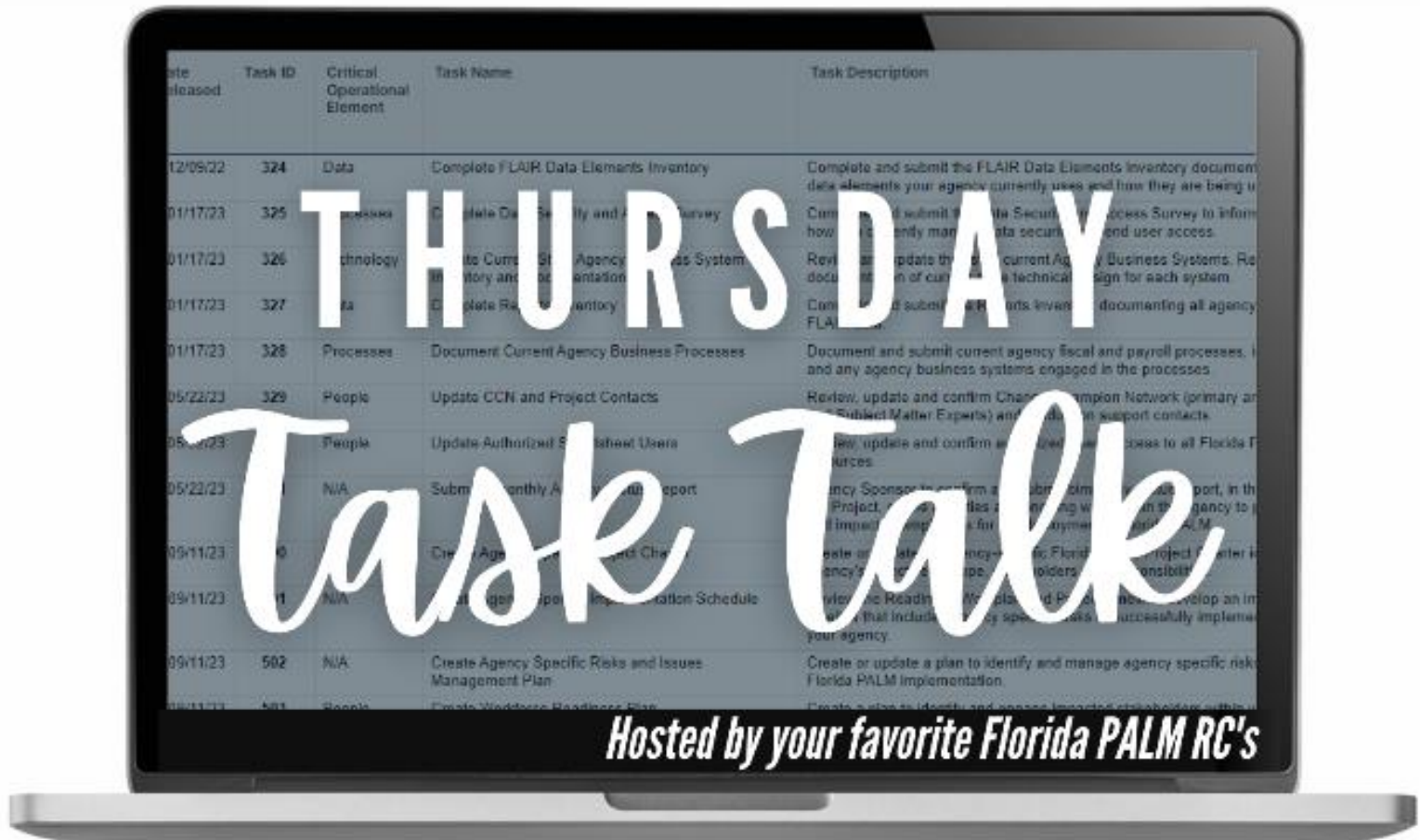


# FloridaPALM

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 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 you currently manage data security and user access.
326	Technology	Update 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 Sheet Users	Review, update and confirm authorized users to all Florida PALM resources.
331	N/A	Submit Monthly Agency Report	Agency Sponsor to confirm a monthly report, in the format of a Project Impact Report, to the agency to provide a summary of project progress for the month.
332	N/A	Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risks and issues related to Florida PALM implementation.
333	People	Create Webinars Readiness Plan	Create a plan to identify and assess impacted stakeholders within the agency that include agency specific roles to successfully implement Florida PALM.

# THURSDAY Task Talk

*Hosted by your favorite Florida PALM RC's*

NOVEMBER 21, 2024



# Agenda

- Task Spotlight
  - 557 - Confirm Interface Inventory for Cycle 2 Interface Testing
  - 558 - Update Agency Business System Documentation
  - 567 - Share, Review, and Update Configuration Workbooks
    - A: Allotments Budget Structure Control
    - B: Organization
    - C: OA1
    - D: OA2
    - E: Budgetary Value Combination Edit
    - G: Location, Area ID
    - H: Source Type, Category, Subcategory
    - I: Org Security Rule
- Reminders
- Save the Date
- Questions



# 557: Confirm Interface Inventory for Cycle 2 Interface Testing (Direct Impact – Due 12/13)

**Goal** – Provide final list and details of interfaces needed for interface testing

1. Review and update *Current State Business Systems Inventory* worksheet
  - Updated Planned Integration column options, update as necessary
    - Removed options for direct integration to Data Warehouse
    - Removed “Uncertain at this time’ option
2. Confirm needed interfaces in *Implementation Interfaces & Documentation* worksheet
3. Provide interface details in *Implementation Interface Details* worksheet



# 557: Confirm Interface Inventory for Cycle 2 Interface Testing (Direct Impact – Due 12/13)

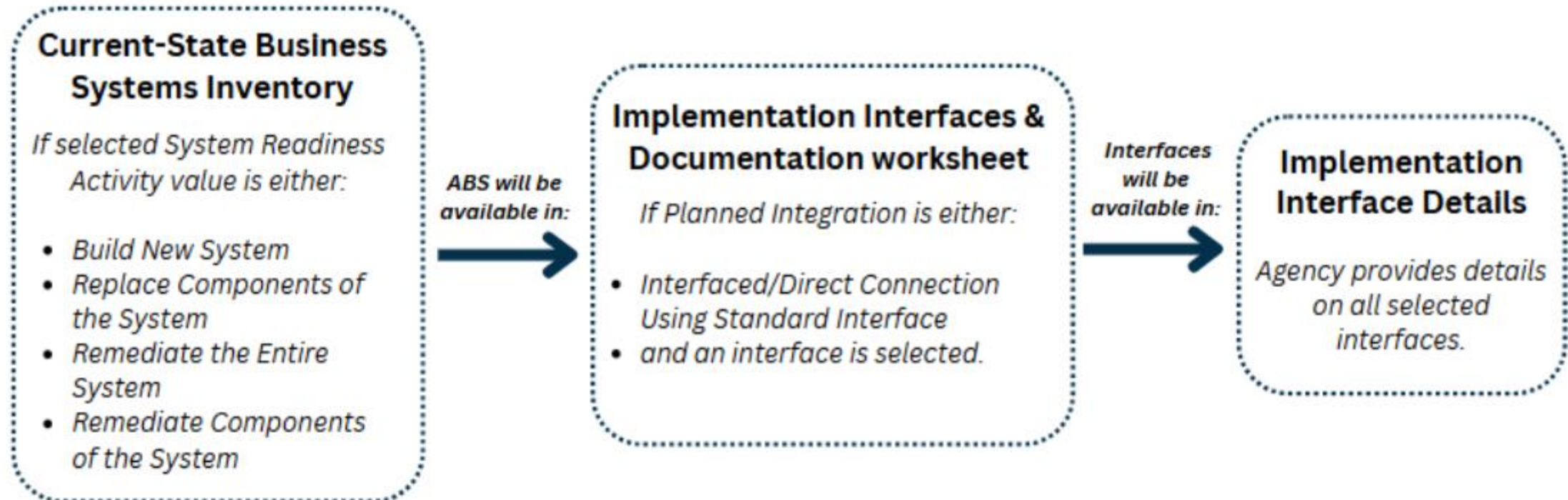


Figure 5: Interface Selection Process



# 557: Confirm Interface Inventory for Cycle 2 Interface Testing (Direct Impact – Due 12/13)

Forms Connections Dynamic View DEMO Implementation Interface Details ☆

Grid View Filter Arial 10 B I U Σ \$ % .0 .00

Interface Connection ID	Florida PALM Interface	Associated ABS	Interface Needed By:	Ready for Cycle 2 Interface Testing in April 2025?	Connection to Florida PALM	Name Source, if not ABS	File Contents	Interface Connection(s) included on File	Frequency of File Transfer	Normal Number of Transactions Per File	Peak Number of Transactions Per File	Single Pay Vouchers	Comments

Figure 6: Implementation Interface Details



# 558: Update Agency Business System Documentation (Due 1/10)

**Goal** – Final update to Agency Business System documentation to support remediation efforts, in preparation for Cycle 2 – Technical Interface Testing

1. Review and update ABS documentation based on final interface selections (RW Task 557)
2. Provide confirmation of completion in the “*Final ABS Documentation Complete*” column

Agency Business Systems	System Readiness Activity	Business Purpose	Planned Integration	Florida RLM Interface Selection(s)	ABS Documentation Status based on Segment I	ABS Remediation Status based on Segment I	ABS Documentation Status based on Segment II	ABS Remediation Status based on Segment II	ABS Documentation Status based on Segment III	ABS Remediation Status based on Segment III	ABS Documentation Status based on Segment IV	ABS Remediation Status based on Segment IV	ABS Documentation Updates Complete
Agency Engineering	Remediate Components of the System	Agency Engineering	Interfaced / Direct Connection Using Standard Interface	(API002) - Inbound Voucher Load (API001) - Outbound Voucher and Payment Extract	Documentation Update Complete	Remediation Complete	Documentation Update Not Needed	Remediation Complete	Documentation Update Complete	Remediation Complete	Documentation Update Complete	Remediation In Progress - 50%	+
Financial Reporting Application	Remediate Components of the System	ADFR reporting	Interfaced / Direct Connection Using Standard Interface	(DL001) - Outbound CheckField Values	Documentation Update Not Needed	Remediation Not Needed	Documentation Update Not Needed	Remediation Not Needed	Documentation Update Not Needed	Remediation Not Needed	Documentation Update Complete	Remediation In Progress - 25%	+

Figure 2: <Agency> Implementation Interfaces & Documentation worksheet in Smartsheet

# 567 – Share, Review, and Update Configuration Workbooks – (Direct Impact, Due 12/13)

- 567-A: Allotments Budget Structure Control
- 567-B: Organization
- 567-C: OA1
- 567-D: OA2
- 567-E: Budgetary Value Combination Edit
- 567-G: Location, Area ID
- 567-H: Source Type, Category, Subcategory
- 567-I: Org Security Rule

*\*Note – 567-F: Local Funds has been cancelled. This information will be shared with agencies for awareness but does not require an agency submission.*





# 567 – Share, Review, and Update Configuration Workbooks – (Direct Impact, Due 12/13)

## ➤ Dependencies

- RW Tasks releasing 12/18
  - 567-J – AR Distribution Code
  - 567-K – CM Consolidated Revolving Accounts
  - 567-P – Speedkey
  - 658 – Submit Mapping of Org Codes (NEW)
- Role Mapping releasing 1/6
- Payroll Configurations releasing 1/21
- Mock Conversions



# Reminder: Upcoming Due Dates

## November 22

- ✓ 555-A - Complete Data Cleansing Based on Mock Conversion 1 – Projects (PCC001)
- ✓ 555-B - Complete Data Cleansing Based on Mock Conversion 1

## December 6

- ✓ 555-C - Complete Data Cleansing Based on Mock Conversion 1 (*FLAIR data pull 11/30*)

## December 13

- ✓ 547 - Remediate Agency Business Systems based on Segment III
- ✓ 557 - Confirm Interface Inventory for Cycle 2 Interface Testing
- ✓ 567 - Share, Review, and Update Configuration Workbooks



# Save the Date!

## December 4

Sponsor Summit – 2-4pm, Location Tallahassee Automobile Museum

## December 5

UAT CoLab - User Story focused



Learn about user stories and how they will support your agency's testing efforts

**FL[DS] CoLab**

**Florida PALM UAT Training**

December 5, 2024  
9:00 a.m. - 12:00 p.m.  
Florida Digital Service FL[DS]

Space is limited Please no more than 3 registrations per agency

**CoLab**

 [Registration](#)  [Colab@digital.fl.gov](mailto:Colab@digital.fl.gov)



# Questions?



CONTACT US

[FLORIDAPALM@MYFLORIDACFO.COM](mailto:FLORIDAPALM@MYFLORIDACFO.COM)

PROJECT WEBSITE

[WWW.MYFLORIDACFO.COM/FLORIDAPALM/](http://WWW.MYFLORIDACFO.COM/FLORIDAPALM/)

KNOWLEDGE CENTER

[HTTPS//:MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO](https://:MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO)

