

FloridaPALM

Planning, Accounting, and Ledger Management



| Due Date | Task ID | Critical Operational Element | Task Name | Task Description |
|----------|---------|------------------------------|---|---|
| 12/09/23 | 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. |
| 01/17/23 | 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. |
| 01/17/23 | 326 | Technology | Update Current Agency Business Systems | Review and update the current Agency Business Systems. Record the technical design for each system. |
| 01/17/23 | 327 | Data | Complete Reports Inventory | Complete and submit the Reports Inventory documenting all agency reports. |
| 01/17/23 | 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. |
| 05/22/23 | 329 | People | Update CCN and Project Contacts | Review, update and confirm Change Champion Network (primary and Subject Matter Experts) and additional support contacts. |
| 05/22/23 | | People | Update Authorized Worksheet Users | Review, update and confirm authorized worksheet users to all Florida FAS systems. |
| 05/22/23 | | N/A | Submit Monthly Agency Report | Agency Sponsor to confirm a monthly report, in the format of a Project Report, detailing work on the agency to project impact reports for the implementation of PALM. |
| 09/11/23 | 500 | N/A | Create Agency Specific Risks and Issues Management Plan | Create or update a plan to identify and manage agency specific risk Florida PALM implementation. |
| 09/11/23 | 501 | People | Create Workforce Headlines Plan | Create a plan to identify and assess impacted stakeholders within your agency. |

THURSDAY Task Talk

Hosted by your favorite Florida PALM RC's

DECEMBER 19, 2024



Agenda

➤ Task Spotlight

- 567: Share, Review, and Update Configuration Workbooks
 - 567-J Distribution Code
 - 567-K Consolidated Revolving Accounts
 - 567-P SpeedKey
- 658: Submit Mapping of Org Codes
 - 658-A Organization
 - 658-B OCA

➤ Reminders

➤ Questions



567-J, K, P: Share, Review, and Update Configuration Workbooks

Due January 17, 2025

- 567-J Distribution Code

- * locked until 567-B task has been verified complete.

- 567-K Consolidated Revolving Accounts

- * locked until 567-B task has been verified complete.

- 567-P SpeedKey

- *locked until 567-B-D and H tasks have been verified complete.

| | | |
|-------|--|-------------------------------|
| 567-J | Agencies will be required to review and update the Distribution Code (AR) Configuration Workbook. | Dec. 18, 2024 – Jan. 17, 2025 |
| 567-K | <u>Select</u> agencies will be required to review and update the Consolidated Revolving Account (CM) Configuration Workbook. Applicable Agencies: AHCA, APD, COM, DBPR, DCF, DEP, DFS, DLA, DOH, EOG, FDACS, FDLE, FDOT, HSMV, JAC, LEG. | Dec. 18, 2024 – Jan. 17, 2025 |
| 567-P | Agencies will be required to review and update the SpeedKey Configuration Workbook. | Dec. 18, 2024 – Jan. 17, 2025 |



658-A: Submit Mapping of Org Codes - Organization

Due January 17, 2025

*This worksheet will remain locked until 567-B task has been verified complete.

Your worksheet is pre-populated with FLAIR Organization Codes that were found in the following active record types in FLAIR as of November 30, 2024:

- GL Balances
- Assets
- Encumbrances (with balances)
- Open Accounts Receivables

| Value Mapping Confirmation | FLAIR Organization Code | Mapped Florida PALM Organization ID | Update Mapping to Florida PALM Organization ID | Comments |
|--|-------------------------|-------------------------------------|--|----------|
| Yes - Mapping is Correct | | | | |
| Remove - FLAIR Organization Code Not Valid | | | | |
| Update Mapping | | | | |

Conversion Resources

As a helpful resource for understanding the Florida PALM Financials / Payroll conversions, a mapping spreadsheet is provided. Included in the spreadsheet are the mappings from the source system (e.g. FLAIR) to Florida PALM for the following conversions:

AMC001, APC001, ARC001, ARC002, CTC001, GLC001, GMC001, KKC001, PCC001, PCC002, and POC001.

 [Agency Conversion Field Mapping Spreadsheet.xlsx](#)



658-B: Submit Mapping of Org Codes - OCA

Due January 17, 2025

*This worksheet will remain locked until 567-C & D tasks have been verified complete.

Your worksheet is pre-populated with FLAIR OCA Codes that were found in the following active record types in FLAIR as of November 30, 2024:

- GL Balances
- Assets
- Encumbrances (with balances)

| Value Mapping Confirmation | FLAIR Organization Code | Mapped Florida PALM Organization ID | Update Mapping to Florida PALM Organization ID | Comments |
|--|-------------------------|-------------------------------------|--|----------|
| Yes - Mapping is Correct | | | | |
| Remove - FLAIR Organization Code Not Valid | | | | |
| Update Mapping | | | | |

Conversion Resources

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Reminder: Upcoming Due Dates

December 27

- ✓ 563 – Manage Agency-specific Implementation Schedule, Risks and Issues

January 10

- ✓ 564 – Update Future Florida PALM Users
- ✓ 568 – Update Agency Business System Documentation
- ✓ 569 – Submit Bimonthly Agency Readiness Status Report

January 17

- ✓ 567-J – Distribution Code
- ✓ 567-K – Consolidated Revolving Account
- ✓ 567-P – SpeedKey
- ✓ 658A & B – Submit Mapping Org Codes



Questions?



CONTACT US

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