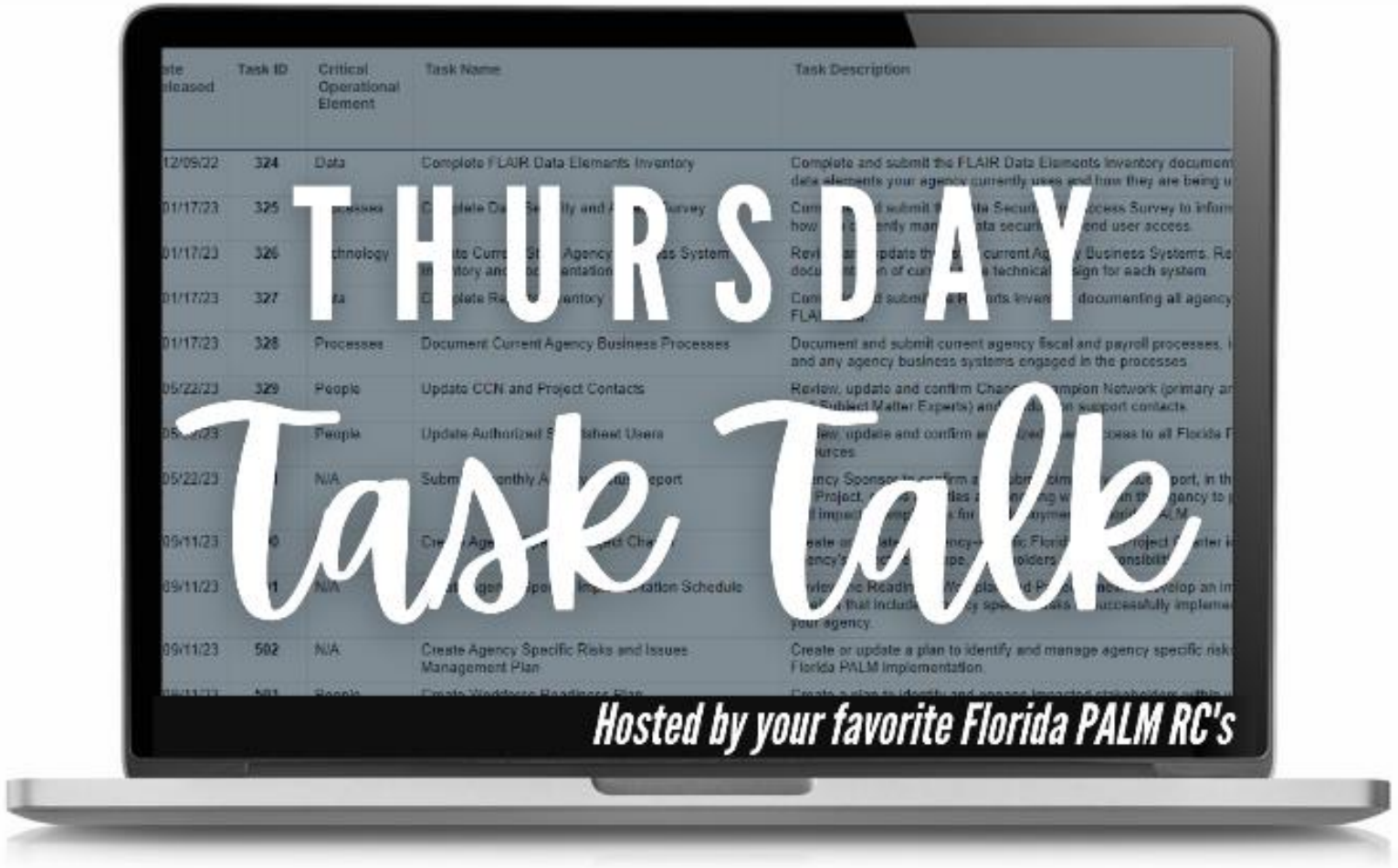
Florida PALM

Planning, Accounting, and Ledger Management

CHIEF FINANCIAL OFFICER
STATE OF FLORIDA



MAY 22, 2025

Florida PALM
Planning, Accounting, and Ledger Management

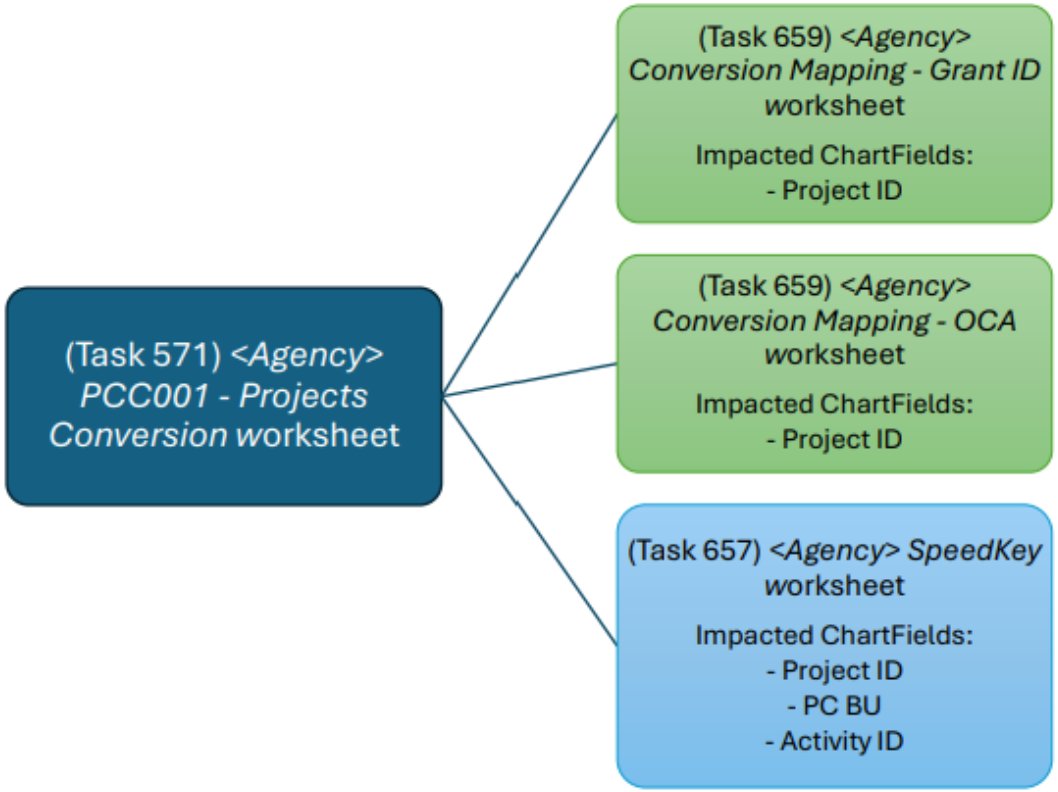
Agenda

- Task Spotlight:
  - 571 - Complete Data Cleansing Based on Mock Conversion 2
    - PCC001 Workbook
  - 657 – Submit Updated Configuration Workbooks
  - 659 - Update Conversion Field Mapping
  - 573 A - Complete and Submit End User Role Mapping Worksheet for UAT
- Reminders

571 – Complete Data Cleansing Based on Mock Conversion 2 – PCC001 Workbook

Midpoint Data Refresh Date: As of May 30, updating June 4, 2025
Due 6/20/2025

- Required for all agencies participating in Projects conversion – PCC001
- Review Projects and provide updated information for Mock Conversion 3
- Mock 2 Conversion Load Status
  - Successful
  - Excluded
  - Errors
- For all Projects, indicate if they should be included in Mock Conversion 3
  - If yes, you must include Project Type, Start Date and End Date



TIP: Complete this worksheet prior to Conversion Mapping and Speedkey worksheets

657 – Submit Updated Configuration Workbooks

Midpoint Data Refresh Date: As of May 30, updating June 4, 2025

Due 6/20/2025

Recommended Order

- Commitment Control (KK)
  - Allotments Budget Control Structure
- General Ledger (GL)
  - Organization
  - Budget Translation Tree Structure
  - Default Interest Apportionment
  - General Ledger
  - Allocation
  - Other Accumulator 1
  - Other Accumulator 2
- Project Costing (PC)
  - PC Source Type
  - PC Category
  - PC Subcategory

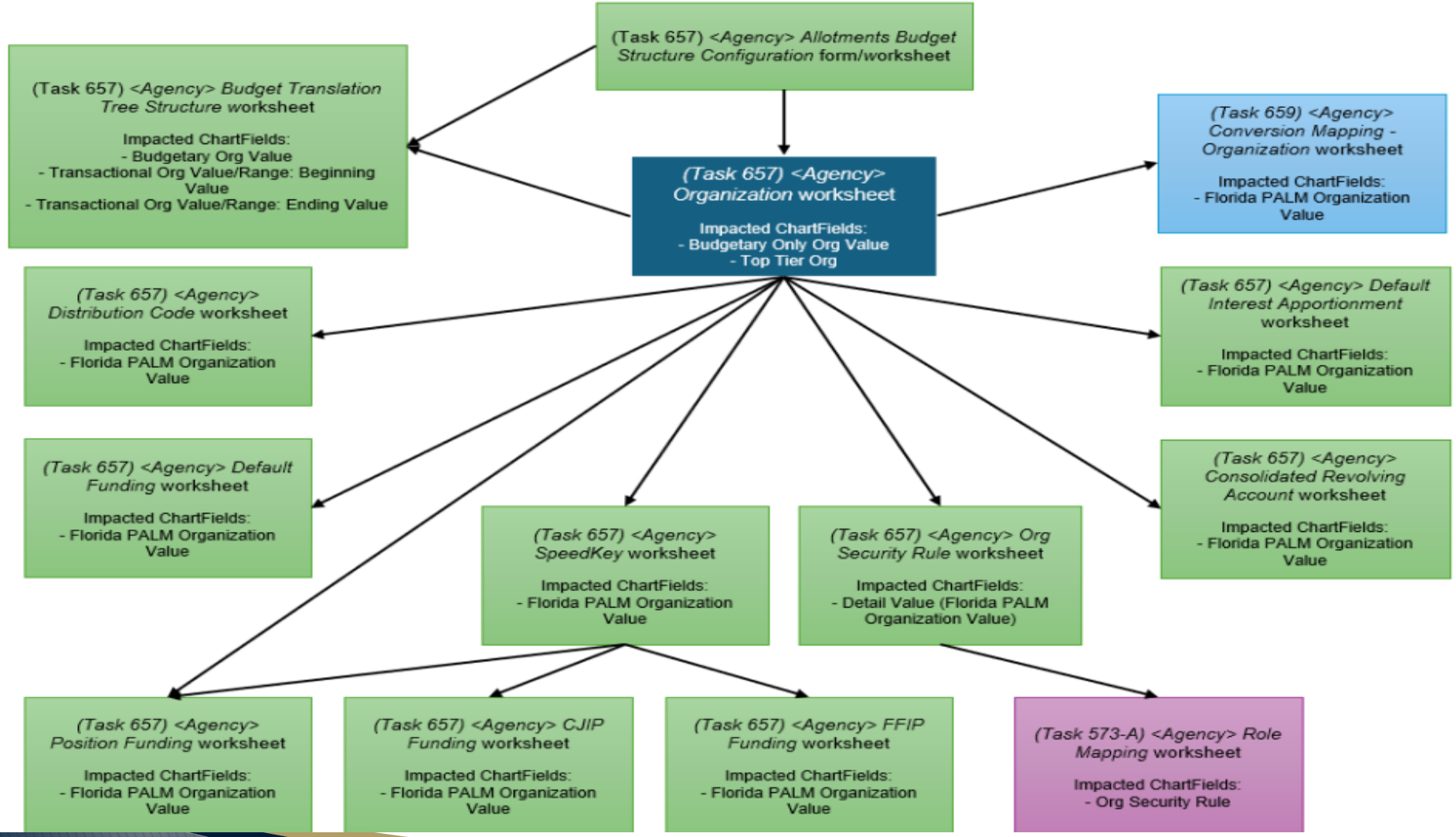
- All
  - Org Security Rule
  - SpeedKey
- Payroll (PR)
  - Default Funding
  - Position Funding
  - CJIP Funding
  - FFIP Funding
- Accounts Receivable (AR)
  - Distribution Code
- Cash Management (CM)
  - Consolidated Revolving Account
- Asset Management (AM)
  - Location
  - Area ID

657 – Submit Updated Configuration Workbooks

Midpoint Data Refresh Date: As of May 30, updating June 4, 2025
Due 6/20/2025

- **What is new this time?**
  - Worksheet connections to allow for real-time and API error messages. API will be processed nightly.
    - NEW *Consolidated Error Report*
    - Each supplemental document provides graphic indicating cross worksheet connections
  - Look-up sheets indicate valid values populated in worksheet drop downs
  - Budgetary Combo Edits – no longer a required configuration worksheet. All valid budgetary combo edits, as confirmed by A&A will be configured.

Cross-worksheet Connection Example for Organization Configuration Worksheet



657 – Submit Updated Configuration Workbooks

Midpoint Data Refresh Date: As of May 30, updating June 4, 2025

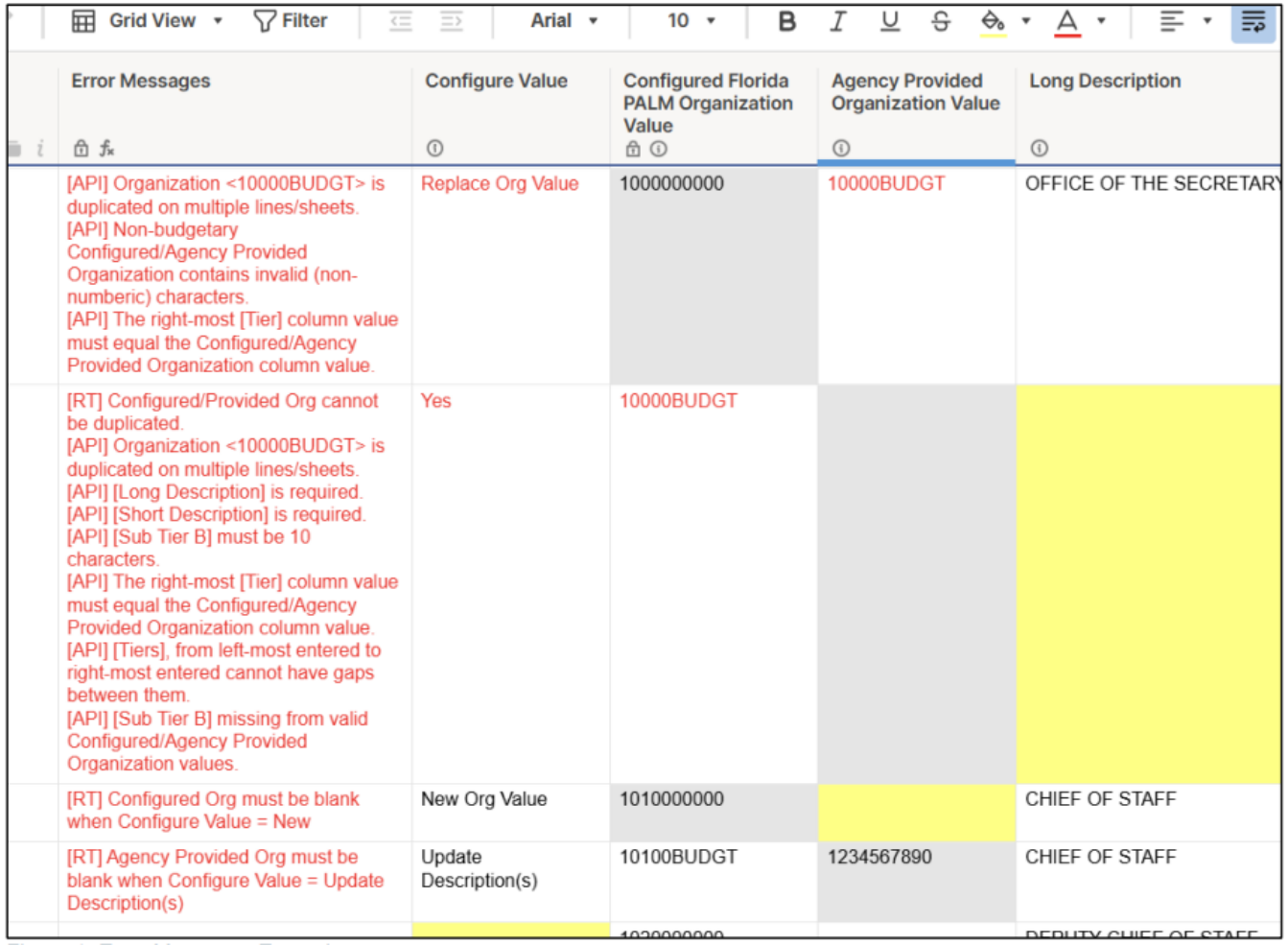
Due 6/20/2025

Resources

- Task Instructions
- Supplementals for each Configuration
- Configuration Lookup Values
- "June 20 Tasks Checklist" *(Located in Agency Readiness Folder)*

Guidance

- Error Messages:
  - Description of errors
  - "[RT]" Real Time
  - "[API]" Application Program Interface – nightly
- NEW *Consolidated Error Report (Located in Inventories Folder)*



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Error Messages	Configure Value	Configured Florida PALM Organization Value	Agency Provided Organization Value	Long Description
[API] Organization <10000BUDGT> is duplicated on multiple lines/sheets. [API] Non-budgetary Configured/Agency Provided Organization contains invalid (non-numberic) characters. [API] The right-most [Tier] column value must equal the Configured/Agency Provided Organization column value.	Replace Org Value	1000000000	10000BUDGT	OFFICE OF THE SECRETARY
[RT] Configured/Provided Org cannot be duplicated. [API] Organization <10000BUDGT> is duplicated on multiple lines/sheets. [API] [Long Description] is required. [API] [Short Description] is required. [API] [Sub Tier B] must be 10 characters. [API] The right-most [Tier] column value must equal the Configured/Agency Provided Organization column value. [API] [Tiers], from left-most entered to right-most entered cannot have gaps between them. [API] [Sub Tier B] missing from valid Configured/Agency Provided Organization values.	Yes	10000BUDGT		
[RT] Configured Org must be blank when Configure Value = New	New Org Value	1010000000		CHIEF OF STAFF
[RT] Agency Provided Org must be blank when Configure Value = Update Description(s)	Update Description(s)	10100BUDGT	1234567890	CHIEF OF STAFF

659 - Update Conversion Field Mapping

Midpoint Data Refresh Date: As of May 30, updating June 4, 2025

Due 6/20/2025

Resources

- Task Instructions
- Agency Data Field Mapping Supplementals
- Knowledge Center
- Agency Conversion Field Mapping Spreadsheet, under Conversion Catalog
- “June 20 Tasks Checklist”

	Conversion Worksheet Description
Grant ID	Agencies will be required to review and update mapping of FLAIR Grant ID values to Florida PALM values. *The following agencies do not have Grant ID Mapping: DOAH, DOL, FCOR, FGCC, LEG and are not required to complete this worksheet.*
Location Code	Agencies will be required to review and update mapping of FLAIR Location Codes values to Florida PALM Location Code values. *JAC is not participating in the assets conversion and is not required to complete this worksheet.*
OCA	Agencies will be required to review and update mapping of FLAIR OCA values to Florida PALM values. *The following agencies do not have OCA Mapping: DOAH and PSC and are not required to complete this worksheet.*
Organization	Agencies will be required to review and update mapping of FLAIR Org values to Florida PALM Organization values.

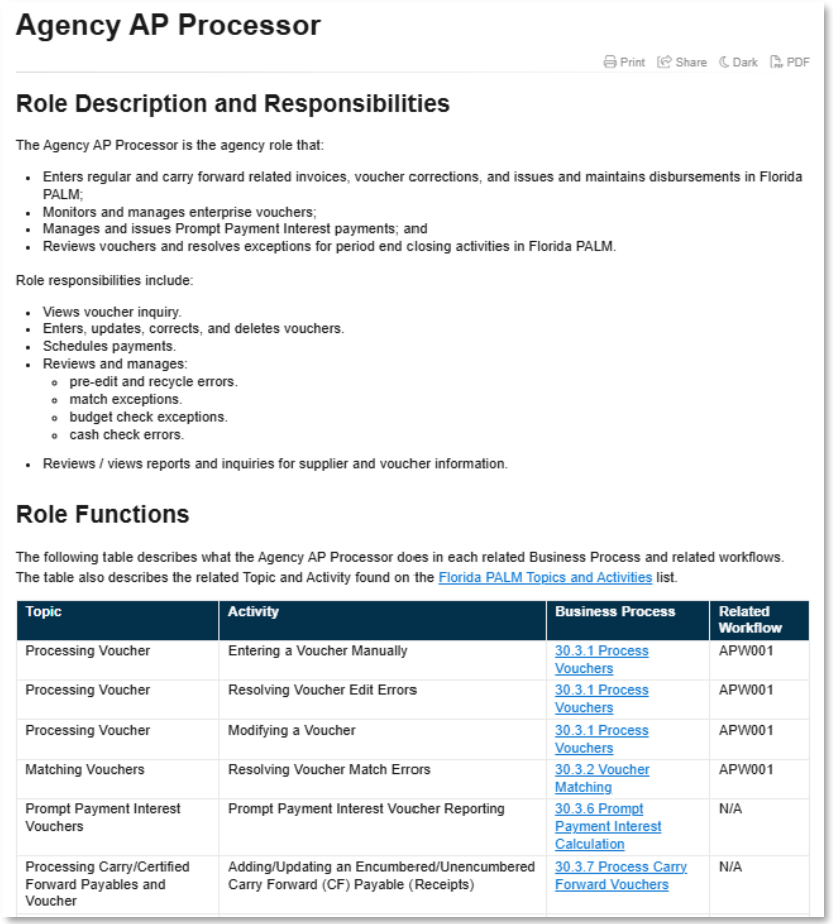
TIP: Complete ORG, OA1, OA2, and Location Definition configuration worksheets and PCC001 Worksheet before completing mapping. Those worksheets create/populate the valid values for mapping.

573 A - Complete and Submit End User Role Mapping Worksheet for UAT

Due 6/20/2025

Resources

- Task Instructions
  - Confirm UAT SMEs and related information
  - Assign End User Roles
  - Indicate Org Security Rule if applicable
  - Resolve SOD conflicts or provide compensating controls
  - Indicate need for DW/BI access
- Knowledge Center
  - Role Assignment Overview – Role Conflict Matrix
  - User Roles
  - Reporting Solution
  - Organization Security
- “June 20 Tasks Checklist”



Agency AP Processor

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Role Description and Responsibilities

The Agency AP Processor is the agency role that:

- Enters regular and carry forward related invoices, voucher corrections, and issues and maintains disbursements in Florida PALM;
- Monitors and manages enterprise vouchers;
- Manages and issues Prompt Payment Interest payments; and
- Reviews vouchers and resolves exceptions for period end closing activities in Florida PALM.

Role responsibilities include:

- Views voucher inquiry.
- Enters, updates, corrects, and deletes vouchers.
- Schedules payments.
- Reviews and manages:
  - pre-edit and recycle errors.
  - match exceptions.
  - budget check exceptions.
  - cash check errors.
- Reviews / views reports and inquiries for supplier and voucher information.

Role Functions

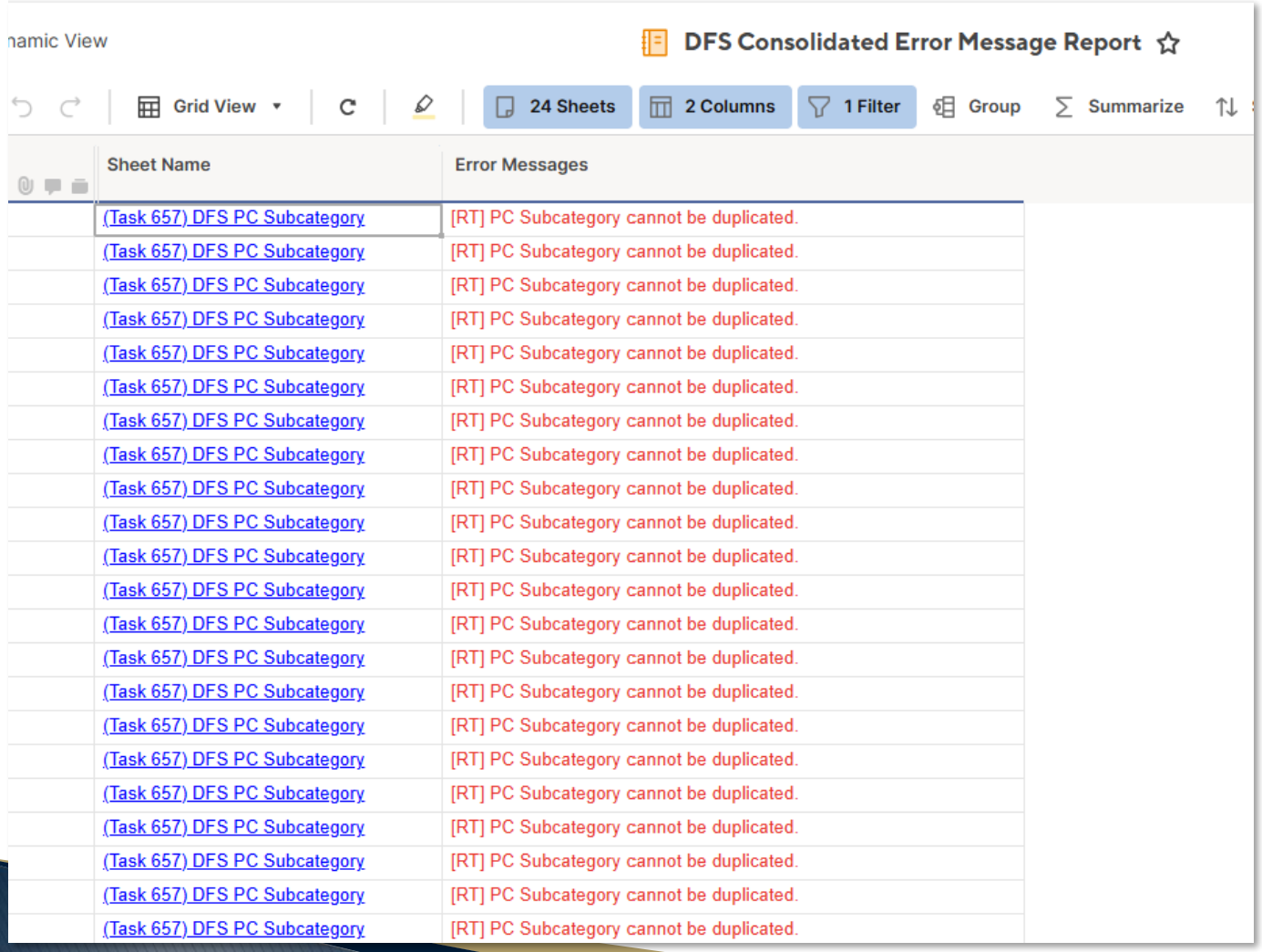
The following table describes what the Agency AP Processor does in each related Business Process and related workflows. The table also describes the related Topic and Activity found on the Florida PALM Topics and Activities list.

Topic	Activity	Business Process	Related Workflow
Processing Voucher	Entering a Voucher Manually	30.3.1 Process Vouchers	APW001
Processing Voucher	Resolving Voucher Edit Errors	30.3.1 Process Vouchers	APW001
Processing Voucher	Modifying a Voucher	30.3.1 Process Vouchers	APW001
Matching Vouchers	Resolving Voucher Match Errors	30.3.2 Voucher Matching	APW001
Prompt Payment Interest Vouchers	Prompt Payment Interest Voucher Reporting	30.3.6 Prompt Payment Interest Calculation	N/A
Processing Carry/Certified Forward Payables and Voucher	Adding/Updating an Encumbered/Unencumbered Carry Forward (CF) Payable (Receipts)	30.3.7 Process Carry Forward Vouchers	N/A

TIP: If your agency has Org Security Rule, you must complete that configuration worksheet before completing Role Mapping

Resources for Tasks Due June 20

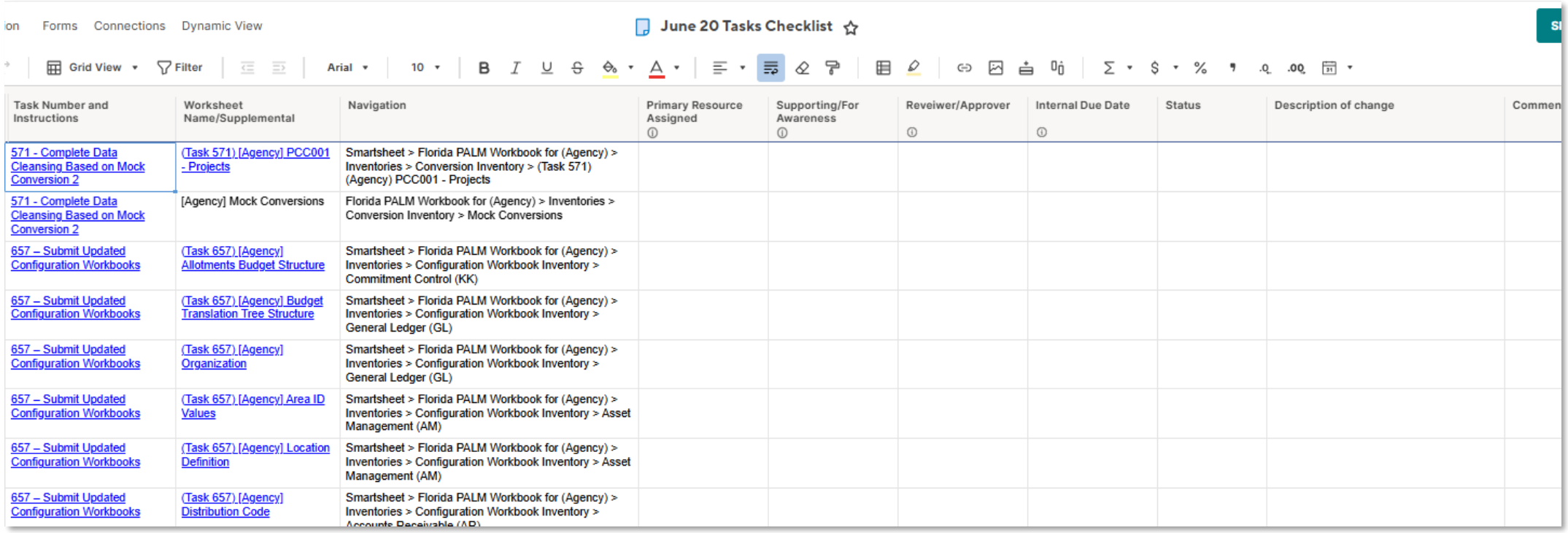
Consolidated Error Message Report



Navigation: *Agency Workbook > Inventories folder*

Resources for Tasks Due June 20

Task Checklist (Optional)



ion Forms Connections Dynamic View — June 20 Tasks Checklist

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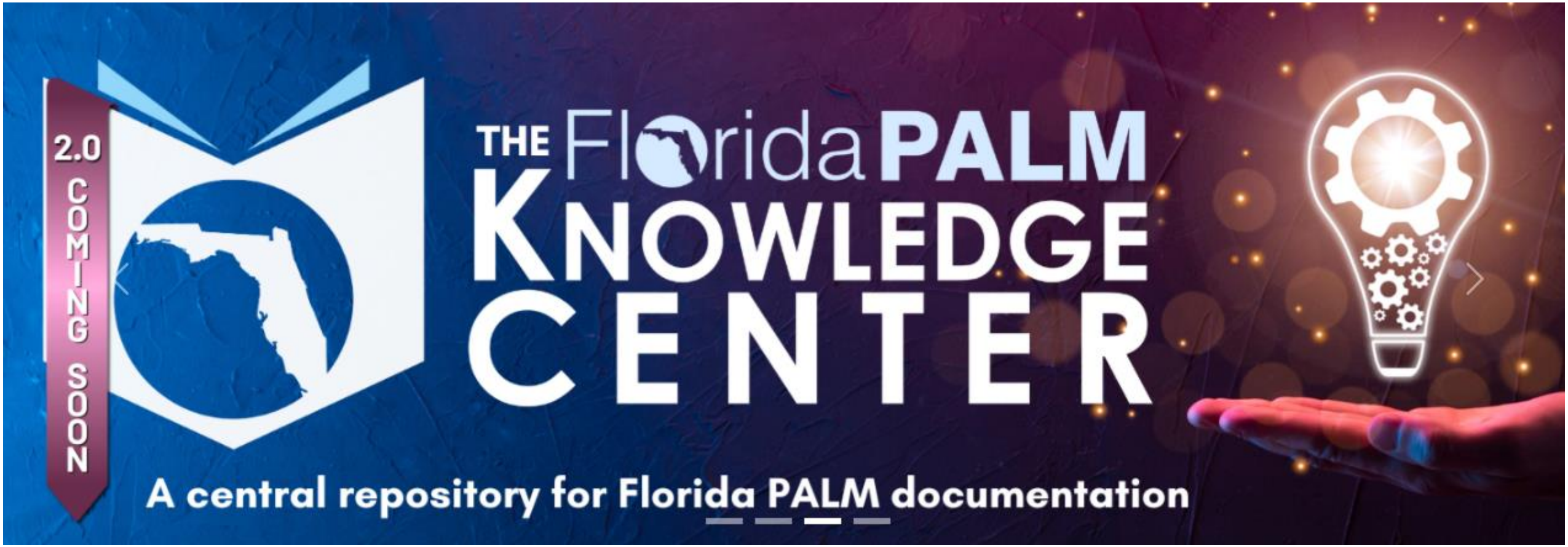
Task Number and Instructions	Worksheet Name/Supplemental	Navigation	Primary Resource Assigned	Supporting/For Awareness	Reveiwer/Approver	Internal Due Date	Status	Description of change	Commen
571 - Complete Data Cleansing Based on Mock Conversion 2	(Task 571) [Agency] PCC001 - Projects	Smartsheet > Florida PALM Workbook for (Agency) > Inventories > Conversion Inventory > (Task 571) (Agency) PCC001 - Projects							
571 - Complete Data Cleansing Based on Mock Conversion 2	[Agency] Mock Conversions	Florida PALM Workbook for (Agency) > Inventories > Conversion Inventory > Mock Conversions							
657 – Submit Updated Configuration Workbooks	(Task 657) [Agency] Allotments Budget Structure	Smartsheet > Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Commitment Control (KK)							
657 – Submit Updated Configuration Workbooks	(Task 657) [Agency] Budget Translation Tree Structure	Smartsheet > Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > General Ledger (GL)							
657 – Submit Updated Configuration Workbooks	(Task 657) [Agency] Organization	Smartsheet > Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > General Ledger (GL)							
657 – Submit Updated Configuration Workbooks	(Task 657) [Agency] Area ID Values	Smartsheet > Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Asset Management (AM)							
657 – Submit Updated Configuration Workbooks	(Task 657) [Agency] Location Definition	Smartsheet > Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Asset Management (AM)							
657 – Submit Updated Configuration Workbooks	(Task 657) [Agency] Distribution Code	Smartsheet > Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Accounts Receivable (AR)							

Navigation: *Agency Workbook > Agency Readiness folder*

Knowledge Center 2.0



Reminders: Upcoming Due Dates for Current Tasks

May 23

- ✓ 578 – Confirm Identity Provider for Florida PALM

May 30

- ✓ 568 – Create Training Plan for Agency End User Training

June 20

- ✓ 571 - Complete Data Cleansing Based on Mock Conversion 2
- ✓ 657 – Submit Updated Configuration Workbooks
- ✓ 659 - Update Conversion Field Mapping
- ✓ 573 A - Complete and Submit End User Role Mapping Worksheet for UAT

July 25

- ✓ 576 - Complete Internal Agency Business System Test and Remediation to Prepare for Cycle 2 - Technical Interface Testing

QUESTIONS?

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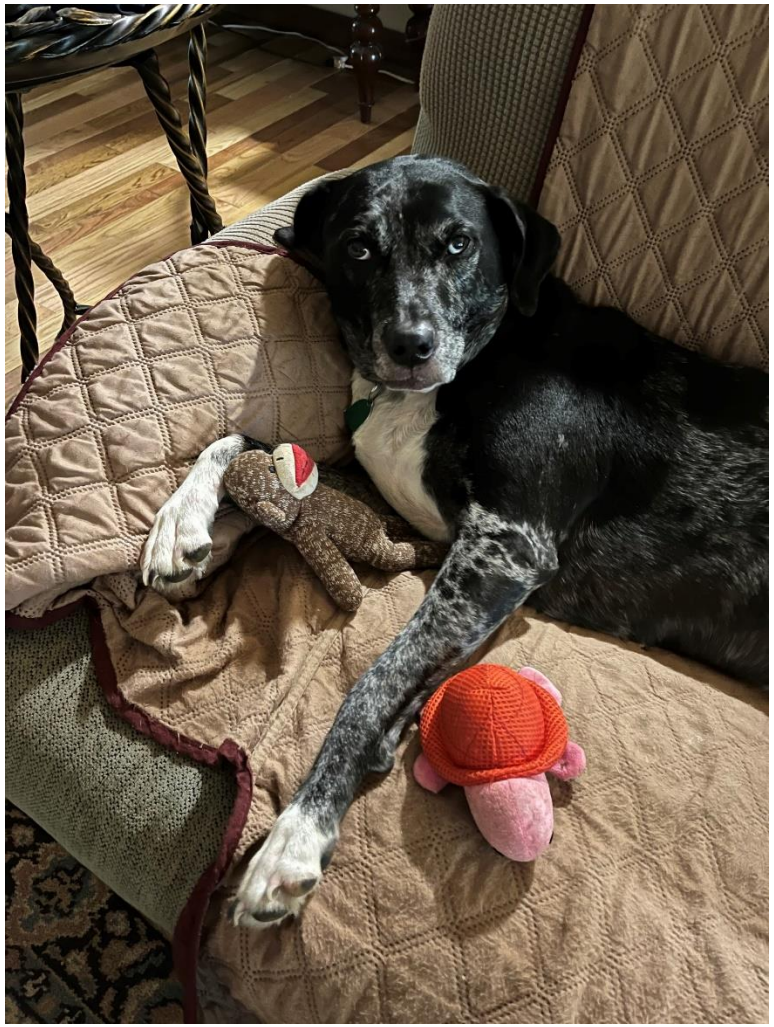

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