

|                         |  |
|-------------------------|--|
| <b>Project Team:</b>    | Florida PALM Reporting and Data Services |
| <b>Period:</b>          | January 1, 2023 – March 31, 2023         |
| <b>Submission Date:</b> | April 11, 2023                           |

# 1 - PROJECT STATUS OVERVIEW WITH KEY HIGHLIGHTS

## A. Overview of reporting activities for the current period:

During the third quarter of the fiscal year 2022-23, the Project focused on planning activities for Financials Wave and Payroll Waves, including the Florida PALM data warehouse and reporting solution, and supporting Florida PALM operations. A summary of these activities is provided below:

### Production Support and Operations

- In March 2023, Florida PALM applied a [PeopleSoft PeopleTools](#) maintenance upgrade which included changes to the user interface and process monitor page.
- In March 2023, Florida PALM implemented an enhancement to the Reconciled Deposit Reports query, enabling easier and faster search results.
- As part of the [Production Support Round Table](#) on February 1, 2023, a Florida PALM report user from Department of Revenue demonstrated use of the query scheduler. The agenda and a video recording of the session are available on the Florida PALM website.
- A control was implemented to preserve the system-generated journal identification number and prevent users from editing this number. Effective February 10, 2023, the system will default to the next number and produce an error message if a user attempts to change the number.

### Financials Wave and Payroll Wave

- Upon the Project's completion of the Personalized Agency Working Sessions (PAWS) and review of FLAIR functionality, the Project finalized the review and update of the Florida PALM [business requirements](#). During February and March, the Project discussed the updated business requirements with the Advisory Council and the Executive Steering Committee. Reasons for the changes included the revised implementation timeline and approach, additional clarity, and to incorporate agency feedback, including a user-friendly reporting solution.
- The Project shared a PAWS recap in the CCN Townhalls held in [January](#) and [March](#) 2023. In the PAWS, agencies described their use of business systems, data warehouses, databases, and other tools to support their accounting and reporting needs. These agency unique systems, tools and processes are used to provide information to FLAIR to initiate or record transactions, and/or to use information from FLAIR or the Information Warehouse. Agencies also described unique practices for using FLAIR data fields. Examples include:
  - Agencies identified information needs that are not currently met by an existing FLAIR data field, so other FLAIR fields are used to collect information, such as the invoice service period.
  - Agencies described unique processes for managing grant activities. Most agencies use the grant field and/or the Other Cost Accumulator (OCA) field to identify applicable transactions tied to a grant. Some agencies identified the relevant grant at the time of the transaction while others identified it after the transactions were completed, using allocation processes of varying complexity. Some agencies used other data fields, such as organization codes, rather than the grant field, to track grant activities.
- On March 29, 2023, the Executive Steering Committee approved the changes to the Software and System Integrator Contract, which includes an updated implementation scope and timeline. A January 2026 go-live date is planned for the concurrent Financials and Payroll Waves. As part of this implementation, Florida PALM will replace Central and Departmental FLAIR and the FLAIR Information Warehouse. The Project shared a new PALMcast message, episode 10, which provides an overview of the approach, timeline, and expectations for agencies.
- The Readiness Workplan identifies a series of agency readiness tasks that are focused on agency self-analysis of current operations. These tasks include review of agency data; business systems and

interfaces; reports; and business processes. Remediation and readiness planning will be needed for those users, systems, and processes that rely on FLAIR data, interfaces, or reports. The current tasks are described below:

- [Readiness Task 324 Complete FLAIR Data Elements Inventory](#) was shared in December 2022 and responses were due by March 31, 2023. Agencies were asked to identify how the most common FLAIR data elements are used by their agency and to identify any alternative uses of FLAIR data fields. Agency-unique uses of FLAIR data elements will require additional effort by agencies in planning their remediation and readiness activities for Florida PALM.
- [Readiness Task 326 – Update Business System Inventory and Documentation](#) was shared in March 2023. This task requires agencies to update the inventory of business systems and current state interfaces and to assess and confirm the completeness of the documentation for those business systems. The Project shared a template, *Agency Business System Documentation*, for optional agency use. Agency responses are due October 27, 2023.
- The Advisory Council Data Management Workgroups are on-going. These Workgroups allow for cross-agency collaboration and discussion for topics including encumbrances, assets, and more. These Workgroups are tasked with discussing how the FLAIR information is recorded and used and providing feedback to the DFS Division of Accounting and Auditing for policy and guidance for managing the existing legacy data. Clean-up of legacy data will support agency readiness for future implementation activities, such as data conversion and configuration.

## **2 – PROJECT PROGRESS**

Implementation (design, build, and test) activities were on hold for Financials and Payroll Waves.