Design Phase

Design work is divided into four segments, with completion planned for June 2024. Each Segment includes the business process models and functional design specifications for specific work units, including reports, interfaces, and conversions. The Project publishes business process models, file layouts and report samples for each segment. Meeting materials and recordings are available on the Florida PALM website

Design Phase – Segment I

In October 2023, the Project hosted the Segment I Design Workshops. These meetings included review and discussion of the planned functionality related to the following business process models:

- 10.1 Set Up and Maintain Chart of Accounts
- 20.1 Enter and Process Budget Journals
- 30.3 Enter and Process Vouchers

Design Phase – Segment II

In December 2023, the Project hosted the Segment II Business Process Model Reviews. These meetings included review and discussion of the following business process models:

- 10.2 Enter and Process Journals
- 30.2 Establish and Maintain Encumbrances
- 30.4 Process Payments
- 40.1 Acquire and Set Up Assets
- 40.3 Set Up and Maintain Asset Controls
- 120.1 Interface and Error Handling Process
- 60.2 Deposit and Apply Receipts
- 90.2 Create and Maintain Grants
- 90.3 Create and Maintain Contracts

The Segment II Design Workshops (related to the above-described business process models) are scheduled for January 2024.

Future Segments

Information applicable to future Segments will be shared based on this schedule:
Segment III – March through April 2024
Segment IV – June through July 2024

The *Segment III* Segment business process models include:

- 10.3 Analyze and Reconcile Accounts
- 30.1 Set Up and Maintain Suppliers
- 40.2 Deploy and Maintain Assets
- 50.1 Set Up and Maintain Customers
- 60.1 Enter and Maintain Receivables
- 60.2.2 Accounts Receivable (AR) Deposits
- 90.2.4 Monitor Cash Management Improvement Act (CMIA)

The *Segment IV* business process models topics include:

- 10.4 Close General Ledger and Consolidate Results
- 20.2 Budget Execution and Management
- 20.3 Perform Budget Close
- 30.3.7 Process Carry Forward Vouchers
- 30.5.2 Manage ACH/EFT Notifications
- 30.6 Manage Tax Reporting
- 30.7 Manage Accounts Payable Reporting
- 40.4 Asset Management Period Close
- 70.1 Manage Banking Relationships
- 70.2 Manage and Reconcile Bank Statements
- 70.4 Process Bank Cash Transfers
- 70.5 Reconcile Book to Bank Balances
- 90.1 Create and Maintain Projects
- 100.1 Set Up and Maintain Positions
- 100.2 Set Up and Maintain Employees
- 100.3 On Cycle Payroll Run
- 100.4 Off-Cycle Payroll Run
- 100.5 Ad Hoc Payroll
- 100.6 Payroll Adjustments
- 100.7 Payroll Accounting Distributions
- 100.8 End of Period Processing
- 110.1 Inter/IntraUnit Transaction Processing

Agency Readiness

A soft launch for the *Florida PALM Knowledge Center* occurred in December 2023 with the agency's Change Champion Network. This resource will serve as a central repository of Florida PALM documentation designed to support the understanding of the system. The Knowledge Center currently includes information from the business process models, interfaces and reports for Segment I. The Florida PALM website includes a video to help navigate this tool. The Knowledge Center will be launched and shared with agencies in January, including the Segment II design information.

A new *Payroll Management* webpage was published in December to assist the agency's understanding of anticipated changes for the Payroll Wave implementation. This is the first of many business process groupings that will have their own dedicated webpage.

The Project will host a workshop in February focused on data topics for Design information shared during Segments I, II and III. The objectives of this workshop will be to support agency understanding of Florida PALM data relationships and functionality, walk-through interface and conversion file layouts, and provide recommendations for agencies to evaluate and cleanse legacy data in preparation for conversion and configuration activities.

Agency Readiness , cont.

Two agency current state analysis tasks were due this quarter. Task 326 – Update Current State Agency Business Systems Inventory and Documentation was due October 27, 2023. Task 328 – Document Current Agency Business Processes was due December 15, 2023. Completion of these tasks supports an in-depth understanding of current state processes and systems which is needed for future Project activities.

This quarter, agencies began tasks related to reviewing and understanding Florida PALM Design information shared by the Project, identifying changes for their systems and processes, and making decisions about how their systems will connect with Florida PALM. These decisions require evaluation of current state and understanding the Florida PALM functionality, including available interfaces and reports. The Project's Technical Team met with agencies as part of the monthly Readiness Touchpoints to support agencies in these tasks.

- Two tasks, started in October 2023 and due in January 2024, include Task 504 – Update Agency Business System Documentation for Segment I and Task 505 – Update Florida PALM Interface Inventory for Segment I.
- Task 508 – Review Payroll Wave Business Process Models was started in November 2023 and is also due in January 2024.

Agency Readiness, cont.

Additional tasks related to Segment I and II information begin in January 2024 and are due in April and June 2024. These tasks (related to reports and data) are a continuation of the efforts started this quarter based on the progression of information made available by the Project. These upcoming tasks include:

- Task 514 – Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II
- Task 515 – Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II
- Task 516 – Update Agency Business System Documentation for Segment II
- Task 517 – Update Florida PALM Conversion Inventory for Segment II
- Task 518 – Update Florida PALM Interface Inventory for Segment II
- Task 519 – Remediate Agency Business Systems based on Segment I

Data Warehouse

This quarter, the Project purchased the licenses for the Oracle reporting tools for the Data Warehouse and Business Intelligence solution. The Project will begin planning and implementation activities next quarter.

Production Support

A Solution Center Round Table was held in October 2023. The discussion topics included a review of the simplified disinvestment journals process, the PeopleSoft Update Manager (PUM) and People Tools Upgrade, Year End processes, and invested balances. These meeting materials and a meeting recording are available on the Florida PALM website.

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