Project Team:	*Florida PALM Reporting and Data Services*
Period:	*October 1, 2021 – December 31, 2021*
Submission Date:	*December 20, 2021*

1 - PROJECT STATUS OVERVIEW WITH KEY HIGHLIGHTS

A. Overview of reporting activities for the current period:

During the second quarter of the fiscal year 2021-22, the Project completed the following activities related to reporting and data.

- Agency representatives participated in the Module Workgroup series for an overview of Florida PALM functionality planned to be implemented with the Financials Wave. Sessions were completed for all modules and business processes planned. Agencies were provided study guides for each session which identified key resources and questions for agencies to consider in preparing for the sessions and for making decisions about planned connections with Florida PALM for relevant agency business systems. The Project discussed the key reports, interfaces, and conversions, and provided guidance for using the published catalogs and file layouts. A *Questions and Answers* log, and recorded sessions are available on the [Florida PALM website](#).
- The Project published a [Pathfinder](#) tool in September 2021 to help agencies connect Florida PALM business processes to the related interfaces and reports, and understand the planned functionality using legacy terminology as a directory. In December 2021, the Pathfinder was updated to include an Interface Pathfinder and the Legacy Reports Pathfinder. The Interface Pathfinder was added as a tab within the tool which provides a directory for the interfaces used today to the relevant Florida PALM interfaces. This tool is helpful for identifying relevant Florida PALM interfaces for agency analysis and selection. The legacy report inventory was included in the Pathfinder to support agency analysis and validation for agency-specific information needs. The Project also updated the Business Process Pathfinder to identify the related Florida PALM reports, by report name (in addition to topic) for analysis by legacy activities and Florida PALM functionality.
- Additional [Learning Resources](#) were created and shared with agencies to support agency understanding of Florida PALM data elements for and file layouts. Two videos, How to Read a Flat File Interface, and How to Select an Interface were published. Screenshots from Florida PALM (before configuration and design activities occur) were shared as part of the Catalog of Interface Offerings.
- The Data Dictionary was updated to identify related legacy data elements for data conversions completed for CMS Wave. The Data Dictionary will be updated with additional data elements and information for Financials Wave when relevant design activities for reports, interfaces, and conversions are completed in 2022.
- The [Reporting Approach](#) was updated to describe the expectations for reports and data needs for Financials Wave, and to describe the assessment of the Information Warehouse planned to begin in January 2022. The Reporting Approach includes a table to highlight the approach applicable to each type of data need that is currently met using the Information Warehouse or other legacy sources, and references to applicable Project resources. The assessment of the Information Warehouse will identify options for retaining and accessing legacy data currently held on the mainframe. The assessment will also consider solutions for meeting user reporting or data needs that require inclusion of legacy data with Florida PALM data.
- Agencies were asked to review the updated Reporting Approach and Reports Catalog, and to complete a survey to provide feedback on their agency reporting and data needs. The agency feedback, due in December 2021, will be used to evaluate the planned inventory of reports for the Financials Wave. Feedback regarding specific reports will be considered in report design activities, which are scheduled to begin in Spring 2022.
- Episode 8 of the Florida PALM [podcast](#) series was released in November 2021, and highlighted Query Writing. The guest speaker, an accountant from the DFS Reconciliation and Reporting Unit in the Office of Finance and Budget, provided an agency-user perspective for using Florida PALM reporting tools and data during CMS Wave.

- In December 2021, the Project and the Office of Florida Financial Education hosted a learning opportunity, *Tips and Tricks for Monitoring Deposits*, to support agency use of Florida PALM reports and data in CMS Wave and to consider the relationship to ongoing activities in FLAIR.
- Functional, Technical, and Reporting Architects participated in agency meetings to support discuss planned and existing functionality, provide direction for readiness tasks, highlight Florida PALM resources, and provide operations support.

2 – PROJECT PROGRESS

The Reports Catalog describes the reports planned for Financials Wave. Activities are on-going to validate user information needs and the planned reports.

The Project is planning to provide additional learning opportunities for the Florida PALM chart of accounts structure as these data elements may significantly affect agency internal, state, and federal reporting activities.