Project Team:	*Florida PALM Reporting and Data Services*
Period:	*April 1, 2021 – June 30, 2021*
Submission Date:	*July 2, 2021*

1 - PROJECT STATUS OVERVIEW WITH KEY HIGHLIGHTS

A. Overview of reporting activities for the current period:

During the fourth quarter of the fiscal year 2020-21, the Project completed the following activities related to reporting and data.

- Florida PALM end users will have access to reports in Florida PALM (based on user security & role assignments) beginning at launch. Training is available to these users, and others, through the PeopleFirst Learning Management System. Agency Change Champion Networks (CCNs) are currently managing user completion of required training based on user role. These trainings include the use of reports needed for CMS Wave activities, running reports and queries, and an orientation for creating queries for agency-specific needs.
- The Project created and shared a Data Dictionary with agencies which identifies Florida PALM tables and data fields applicable at CMS Wave. Additional data tables and data fields will be added for the functionality planned for the next Wave. This resource will be helpful for Query Writers to identify relevant tables for creating agency-specific queries. This tool will also be helpful for agencies to evaluate and plan for use of Florida PALM interfaces and reports.
- CMS Wave reports are available for use beginning at launch. As part of testing activities, the Project team and agency testing participants provided feedback to improve some of the reports. This feedback was logged by the Project as known issues to be updated on an on-going basis. Some report improvements may be completed after launch. Examples of the known issues include items such as adjustments needed to the layouts and default print settings; dollar sign placement; and column widths.
- The Project shared an overview of Florida PALM reporting with the Reporting Workgroup on April 14. The following agencies participated: DBPR, DOH, FLHSMV, DLA, DMS, FDOT, EOG, DACS, LEG, FDLE, and DFS Division of Accounting and Auditing. Workgroup materials were published on the Florida PALM website, under Meetings and Workshops. This Workgroup was created to review the Florida PALM reports planned to replace the legacy Central FLAIR reports. Meetings are currently paused but will resume when the next steps for Florida PALM implementation and the related timeline are updated and approved.
- The Project created and shared a new format of the Reports Catalog with the Reporting Workgroup. This version, created in Smartsheet, includes the same report descriptions but also allows for the inclusion of report samples as attachments. This version was then published to the Florida PALM website for use by all agencies.
- The Reports Catalog identifies the reports planned for use by 2024. These reports were identified through design of processes, specific requirements, and user feedback, to replace the legacy reports used today in the Cash Management System, Central FLAIR, and Departmental FLAIR. The Reports Catalog will be updated for new or updated report descriptions as work progresses for the replacement of each FLAIR subsystem, including PYRL.
- The Project created an Accounting Workgroup to review and provide feedback on the planned Florida PALM accounting entries for CMS Wave. Representatives from DFS, Auditor General, FDOT, Lottery, and SBA participated in multiple meetings in May to discuss and review the following: the accounting events and scenarios applicable at CMS Wave; the purpose and objectives of the Florida PALM accounting entries; expectations for ongoing FLAIR processes and accounting entries to support financial reporting, such as the Comprehensive Annual Financial Report; and over 600 Florida PALM accounting entries described in an Accounting Workbook. All questions applicable to Florida PALM accounting entries at CMS Wave launch were addressed and resolved, and corresponding updates were made and discussed for the Accounting Workbook and/or the Florida PALM journal templates.

2 – PROJECT PROGRESS

	CMS Wave	Future Wave(s)
Number of Reports	53	Approximately 400 - 500
Status	Ready for Use	Report design, development, and testing activities are paused due to the change in implementation approach.