

Project Team:	Florida PALM Reporting and Data Services
Period:	April 1, 2022 – June 30, 2022
Submission Date:	July 6, 2022

1 - PROJECT STATUS OVERVIEW WITH KEY HIGHLIGHTS

A. Overview of reporting activities for the current period:

During the fourth quarter of the fiscal year 2021-22, the Project focused on CMS Remediation activities including: reconciliation, resolving incident tickets, solution updates, training, and agency assistance. Activities related to reports and data are described below:

- DFS created and updated enterprise processes, queries and resources to support reconciliation of Florida PALM and Central FLAIR transactions and cash balances. These processes include error handling, Chart of Accounts maintenance, month-end close activities and an automated reconciliation of transactions. DFS made accounting adjustments in Florida PALM and Central FLAIR to correct errors and reached out to agencies for support in making accounting adjustments, as needed. These activities are completed on an ongoing basis to support the accuracy and completeness of the Florida PALM information used in reports, queries, interfaces and online inquiries, and to provide assurance that Florida PALM and Central FLAIR cash balances are in-sync and that differences are appropriately dispositioned for timing or any other reason.
- Florida PALM reports and queries were updated to support agency monitoring of transactions and balances in Florida PALM. These reports are used to support agency accounting activities in Departmental FLAIR.
 - The *Unreconciled Deposits Report (ARR021)* was updated to include “statement activity type” and “statement activity type description” to help agencies identify and determine the entries to create in FLAIR related to National Information Center (NIC) ePayments transactions.
 - The *Deposit Report (ARR007)* was modified to enhance search results. Previously, the Agency Deposit Number field required an exact match for searching deposit numbers. Now, end users can enter a Business Unit, date range and a wildcard symbol “%” after a full or partial Agency Deposit Number and receive results. Additionally, the report provides a method to search for adjustments made for deposit corrections by entering “%-C” which locates and identifies corrections entries without requiring an exact number.
 - The *Cash Balance by Fund Report (GLR151)* was updated to support comparison of Florida PALM cash balance to agency trust fund balances found in Central and Departmental FLAIR. The report also includes general revenue fund information for enterprise end users.
 - The *Consolidated Revolving Account (CRA) Activity Statement Report (CMR028)* was revised to support agency reconciliation activities. The report provides a summary of CRA balances as of a specific date and includes: a Bank Transaction section that can be used to reconcile bank statement activity against the agency records; a GL Transaction section that can be used to confirm that the bank transactions were posted to the General Ledger; and an Interest Apportionment Transactions section to view interest revenue journal transactions.
- The [Reports Catalog](#) was updated and expanded to include additional information about each report or query available during CMS Wave. Additional columns were added for the following: Report Use; Report Filter Criteria; Legacy Report Name; Legacy Report Source; and Things to Know. This information has been added for the CMS Wave reports. Where applicable, the Florida PALM reports were mapped to comparable legacy reports. The report mapping indicates that the information provided is comparable, but not necessarily the same. In some cases, the Florida PALM report does not have a legacy counterpart.
- The [Data Dictionary](#) was updated and published to the Florida PALM website. The Data Dictionary describes the tables and fields, and where applicable, related legacy data elements that are populated from on-going interfaces or the conversions that occurred in July 2022. This information, previously provided to users assigned as Query Writers, is now publicly available to all end users. A new tab, Functional Definitions, was added to describe all data elements and report terms (for calculated

amounts) used in Florida PALM reports and queries for the CMS Wave. These definitions will help support the end users' understanding of Florida PALM information and reports.

- Additional resources and tools were developed and published to the PALM TECH End User Training page. Highlights include:
 - A [Disinvestment Journal Line Values Job Aid](#) was developed to assist end users in processing Disinvestment Journals in Florida PALM. The [Approving Disinvestment Journal Checklist](#) was created for agency approvers to confirm the values entered by the GL Journal Processor prior to approving the Journal in Florida PALM. These tools are intended to be updated by the agency with agency-specific values, printed and used as a desk reference when processing or approving disinvestment journals.
 - The [Fund Values Job Aid](#) provides instructions on how to filter a Florida PALM report by Business Unit (BU) or Agency Acronym to show only your agency's list of Fund values.
 - One page reference tools, referred to as [Placemats](#), were developed for the following reports: *Deposit Report (ARR007)*, *Reconciled Deposits Report (ARR020)*, *Unreconciled Deposits Report (ARR021)*, *Debit Memo Report (ARR024)*, *DOR Agency Deposit Report (ARR070)*, *Reconciled/Unreconciled Bank Transactions (CMR005)*, *Bank Statement Report (CMR007)*, *Bank Statement Addenda Report (CMR026)*, *Investment Activity Report (GLR083)*, *CRA Activity Statement Report (CMR028)*, *ACH Notification of Change (NOC) Report (ARR035)*, *Clearing and Revolving Accounts Report (GLR084)*, and *CRA Revolving Fund Replenishment Report (GLR119)*. Brief instructional videos, referred to as [In Real Life](#) videos, were created to describe how four of these reports are used.
 - A graphic explaining the [Run Control ID](#) concept was created. The Project is continuing to develop report-specific guidance for end users.
 - A recording of the [Tips and Tricks for CRA Activities](#) session is available.
 - The [Viewing End User Roles Job Aid](#) provides instructions for Security Access Managers (SAM) to use the Access Control Report. A one-page graphic, [Roles and Access](#), describes the importance of roles and the SAM responsibilities.
- A CMS Wave [Sandbox](#) was developed and shared with agencies. The Sandbox is a stand-alone environment that looks and feels like the Florida PALM Production (live) environment for CMS Wave. It mimics the Production environment for users to practice entering transactions and running queries and reports without impacts to Florida PALM or agency operations. Each Friday, the data will be refreshed, and all practice transactions and queries will be erased and replaced with current data from the Production environment. Batch processing of interface files are not used. User access in the Sandbox is based on the assigned Florida PALM roles for the Production environment.
- DFS hosted Production Support Roundtable sessions for agencies to share information, ideas and knowledge relevant to Florida PALM operations. The presentations and recordings are available on the Florida PALM website. In the [April](#) and [May](#) sessions, guest speakers from DOT, DFS and DHSMV demonstrated their use of specific Florida PALM reports and functionality in their agency operations.
- DFS hosted the [CCN Townhall](#) on June 1, 2022. The session included numerous topics, including a guest speaker from DEO. The DEO guest speaker shared their agency experience with Florida PALM user support sessions for creating and correcting disinvestment journals and Speed Types.
- At agencies' request, the Project training team met with end users to answer questions, share tips for customizing their home pages, and validate end users are using Florida PALM correctly.
- The DFS Office of Florida Financial Education (OFFE) developed and made available an online training course, *Governmental Accounting Basics*. This 45-minute (self-paced) training is available on-demand through the People First Learning Management System. The training provides a general overview of the State of Florida's accounting, including fund accounting, basis of accounting, fundamental accounting concepts, T-accounts, debits and credits, and double-entry accounting.

2 – PROJECT PROGRESS

No activities were completed for Financials and Payroll Waves.