Overview

This Reporting Assessment describes the Project's activities to address Proviso requirements in the General Appropriations Act. Specific requirements include the following:

- Designate a position to lead the implementation of reporting functionality for Florida PALM
- Provide quarterly reports to state agencies on the design, development, and implementation of reporting functionality;
- Identify the tasks and deliverables to retain the current historical reporting functionality provided by the FLAIR Information Warehouse and inclusive of Florida PALM data.
- Provide an update on the status of current FLAIR reports and the data that will be retained in Florida PALM

Reporting Activities

The Project designated a position, the Reporting Architect, to lead the implementation of reporting functionality for Florida PALM. The Reporting Architect leads a team of functional and technical subject matter experts for design, development, and implementation activities for reports and conversions.

The Project published Quarterly Reporting Updates (Updates) to describe activities and resources related to Florida PALM reports and data. These Updates are published to the Florida PALM website for use by state agencies and other parties.

The Project initiated a contract amendment to include an assessment of the Information Warehouse. The Contractor will facilitate an assessment of the scope, effort, and cost to replace the IW within the Florida PALM Solution. The assessment will evaluate the scope of the IW and determine requirements for its migration and operation within Florida PALM. The assessment will focus on the IW business processes, data sources, reporting, technology, historical data conversion requirements, transaction capabilities, and integrations with other systems. It will conclude with a plan to replace the IW, including the recommended technology and migration approach to move legacy data from the IW into the Florida PALM reporting data warehouse. The Project expects to share options and considerations for the Information Warehouse in Spring 2022.

The Project updated or published the resources and tools to support understanding and adoption of Florida PALM. Most of these resources are available on the Florida PALM website. For items with protected data, access can be requested by the Agency Liaison to the Project. The key resources and tools include:

- Pathfinder –The Project published a Pathfinder tool to assist agencies in understanding and evaluating how they will use Florida PALM functionality beginning at Financials Wave. This tool links the business processes, legacy terminology for key activities, and the related interfaces, conversions, and report topics. This tool provides related legacy information for user reference, including a directory of legacy reports and the related topic used in the Pathfinder.
- Updated business process models – Florida PALM screenshots were included to share information about data elements based on delivered functionality.

- [Reports Catalog](#) – Navigation paths were provided for CMS Wave. Key roles were identified as the expected users, based on business processes.
- Catalog of Interface Offerings – The inventory of interfaces is available to agency-designated users. This tool includes access to the file layouts, screenshots, and sample data. These file layouts describe processing rules and key values.
- Catalog of Conversions – The inventory of conversions is available to agency-designated users. This tool includes access to the file layouts and sample data. These file layouts describe processing rules and key values.
- [Approach Documents:](#)
  - Reporting Approach – This approach describes expectations for meeting reporting and data needs.
  - Data Management Approach – This approach describes agency responsibilities for managing legacy data in preparation for conversion activities scheduled to begin in 2024.
  - Conversions Approach – This approach describes the legacy data that will be converted for use in Florida PALM.
- Data Dictionary – The Data Dictionary is available to agency-designated users. This tool identifies the 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.
- [Training](#) – Role-based training is available on-demand to all PeopleFirst users through the Learning Management System. Training includes coverage of reports and queries.
- [Manuals, Job-Aids, and Training Videos](#) – Numerous job aids and training videos for Florida PALM reporting tools and specific reports are available on the Florida PALM website.

Legacy Data and Reports

Upon the implementation of the Florida PALM Financials Wave and Payroll Wave, the legacy accounting system (e.g., Departmental FLAIR, Central FLAIR, and FLAIR PYRL) will be retired. Accounting and financial transactions will be recorded in Florida PALM, and maintained using the Florida PALM chart of accounts and data structure (which are different from the legacy chart of accounts and data structure). The accounting and financial information will be available to agencies and enterprise partners through Florida PALM reporting tools and outbound interfaces. Users will access Florida PALM information through standard reports, online inquiries, queries, data extracts, and dashboards.

Some legacy data will be converted for use in Florida PALM beginning at Financials Wave. The planned conversions are described in the Catalog of Conversions. Agencies should refer to the Conversion Approach, the Data Management Approach, and the Division of Accounting and Auditing's Data Management Project for more information on agency expectations for agency-managed records (e.g., data cleansing and use of standard file layouts).

Florida PALM will have functionality and data elements not currently available in the legacy accounting system. There is not a one for one relationship between all data elements or data values. In some instances, Florida PALM will have data elements and values, such as dates or status information, for which an equivalent is not captured in the legacy accounting system. Additionally, due to variations in the functionality and business process changes, some data elements will be fundamentally different in Florida PALM. For example, in the legacy accounting system, a voucher may include many payees or vendors, many invoices, and a single funding

source. In Florida PALM, each invoice corresponds to a single voucher (with one payee or supplier) and can be paid from one or more funding sources.

Report Inventory Validation

The Project completed a series of Module Workgroups to review planned functionality and resources (e.g., the Pathfinder, business process models, and file layouts) available to agencies for Financials Wave. Module Workgroup sessions were held for all modules planned for implementation. These sessions included an overview of module functionality by business process and discussion of key interfaces, conversions, and reports. Sessions were held twice a week from September through December 2021. There were 763 participants for the 41 sessions. Recorded sessions are available on-demand from the Florida PALM website.

The Florida PALM report inventory was created through the design and validation of the business process models and ESC-approved requirements. Agencies were asked to provide feedback about the reports and functionality through many forums including readiness touchpoints, Workgroup sessions, and readiness tasks including a Reporting Survey.

The Project reviewed the FLAIR manual and the list of reports available in the FLAIR Report Distribution System (RDS) and Information Warehouse. To support analysis, the Project created a legacy report inventory and indexed the reports by topic so there could be a related reference to the Florida PALM Reports Catalog. This legacy report inventory was included in the Pathfinder to support agency analysis and validation for agency-specific information needs. The Project also updated the Pathfinder to identify the related Florida PALM reports, by report name (in addition to topic) for analysis by legacy activities and Florida PALM functionality. The Project continues to review legacy sources to identify reports and logic applicable for consideration in designing and developing reports for the Financials Wave.

Through the various reporting activities, the Project is validating that the planned report inventory appropriately accounts for stakeholder reports and data needs. The results of the planned report inventory will be reviewed with the ESC, scheduled for Spring 2022. Design activities for specific reports will begin in 2022. Legacy reports will be considered in the design of Florida PALM reports.