

# Inventory Workbook Instructions

## Revision History

Table 1: Revision History Table

Version	Date	Revision Notes
1.0	02/18/2022	Original

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## Introduction

Information shared from agencies through the TECH121 Technical Inventory Workbook (102) submission was populated into Smartsheet to create an Inventory Workbook, unique for each agency. The purpose of the Inventory Workbook is to develop an inventory of Florida PALM interfaces, conversions, and agency business systems along with the agency development timelines. The Florida PALM Team will use your Inventory Workbook to maintain a consolidated list for the Financials and Payroll Wave implementation. This information will also be used to support interface and conversion testing activities. Agencies should continue maintaining their Inventory Workbook as changes occur. Agencies are requested to update and confirm their Inventory Workbook quarterly as part of their Readiness Workplan.

## Inventory Workbook

The Inventory Workbook in Smartsheet is comprised of three folders: The Interface Connection Inventory; Conversions Inventory; Business System Analysis. Each folder contains one or more sheets which can be updated by either the Florida PALM team or by agencies.

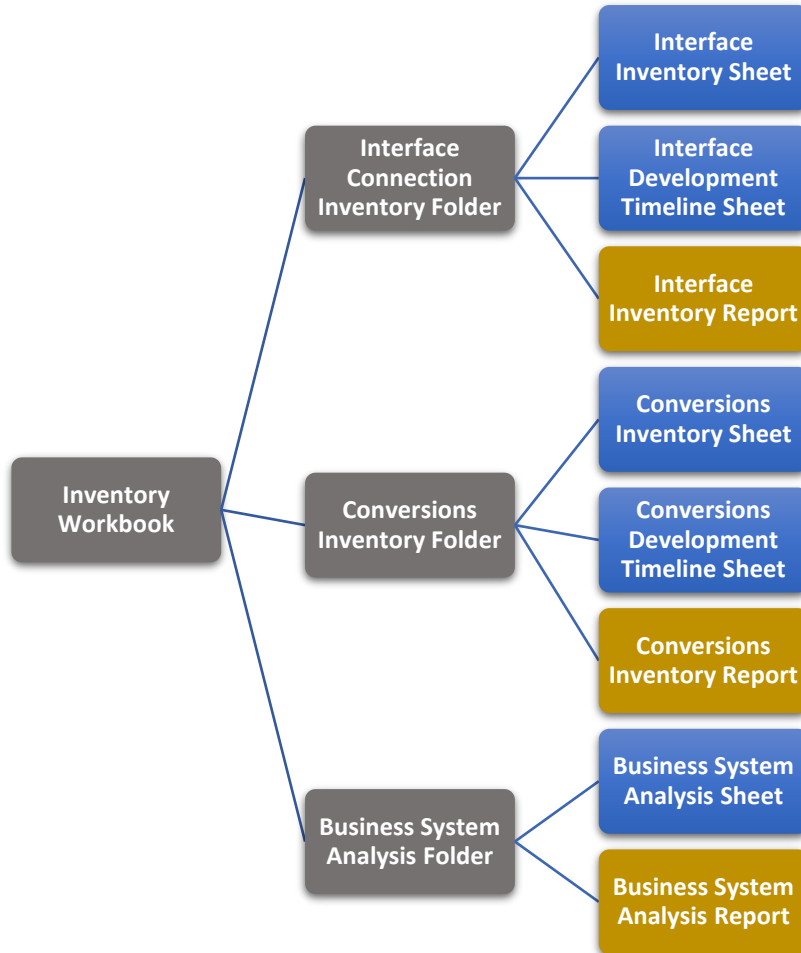


Figure 1: Inventory Workbook Structure

Agencies authorize individuals to make updates within Smartsheet to their Interface Workbook. Smartsheet highlights fields if information is left blank or the response is not consistent with responses provided in other sheets. An error message appears if the interface or conversion entered is not recognized or is not available to the agency. Agencies should review each sheet

for highlighted fields and make updates as necessary. Below is an example of fields with error messages or highlighted fields.

Florida PALM Interface Name	Selected in Inventory	Listed on Business System Analysis Sheet?	Florida PALM Interface ID	Business System Name
Inbound Voucher Load	Yes	Yes	API002	SQL Reporting
Outbound Payment Extract File	Yes	Yes	API004	SQL Reporting
Outbound Payment Remittance Advice Data	No	Yes	API010	SQL Reporting
Outbound Supplier Data	Yes	Yes	API020	SQL Reporting
Outbound Supplier Data	Yes	Yes	API020	VANext
Interface Cancelled in Catalog of Interface Offerings - Please Remove!	Error	Yes	API021	SQL Reporting
Inbound Voucher Delete Web Service	Yes	Yes	API027	SQL Reporting
Inbound Voucher Web Service	Yes	Yes	API028	SQL Reporting
Outbound Voucher Accounting Detail	Yes	Yes	API031	SQL Reporting
Florida PALM Interface ID is Invalid - Please Remove!	Error	Yes	KKP016	SQL Reporting
Outbound Payment Extract Web Service	Yes	Yes	API122	SQL Reporting
Inbound SpeedChart	Yes	Yes	API124	SQL Reporting

Figure 2: Example of Highlighted Fields and Error messages

Authorized users to their Inventory Workbook will receive an email notification when Florida PALM changes, adds, or removes an interface or conversion.

Smartsheet does not have versioning history. It is recommended to routinely download a copy of agency's responses in the event of loss of data.

## Interface Connection Inventory Sheet

The Interface Connection Inventory Sheet includes information about Interfaces that are available for selection. This sheet is used by agencies to indicate the interfaces they plan to use. The available interfaces listed on the Interface Connection Inventory Sheet align with the Catalog of Interface Offerings. If Florida PALM updates this catalog, the Interface Connection Inventory Sheet will also be updated. Conversely, the Catalog of Interface Offerings will be updated when agencies select an interface on their Interface Connection Inventory Sheet.

A list of each column within the Interface Connection Inventory Sheet is listed below along with instructions for agencies. Fields highlighted in yellow or with an error messages should be addressed by agencies.

- **Wave Interface Offered** – The Florida PALM Wave (e.g., CMS, Financials, Payroll) the interface was originally offered. This field is provided and locked from editing.
- **Florida PALM Interface ID** – The Florida PALM Interface identifying number. This field is provided and locked from editing.
- **Florida PALM Interface Name** – The name of the Florida PALM interface. This field is provided and locked from editing.
- **Florida PALM Interface Description** – The description of the Florida PALM interface. This field is provided and locked from editing.
- **PALM Inbound/Outbound** – Identifies if the interface is either inbound or outbound to Florida PALM. This field is provided and locked from editing.
- **Interface Transmission Type** – Proposed transmission type such as Flat File or Web Service. This field is provided and locked from editing.

- **Data Type** – The category of data provided in the interface. This field is provided and locked from editing.
- **Implemented During CMS Wave** – Identifies whether the agency implemented the interface in the CMS Wave (i.e., Yes, No). This field is provided and locked from editing. If the interface was previously implemented in CMS Wave, the row is locked from editing and cannot be selected.
- **Interface Needed** – Identifies whether the agency plans to implement this interface. Agencies should answer using the drop-down menu: Yes, No, or Previously Selected. This field will be highlighted for the following scenarios:
  - Cell left blank
  - answered “No” however an agency business system was added in the Interface Development Timeline Smartsheet.
- **Agency Business Systems** – The field is auto populated from the responses provided in the Interface Development Timeline sheet. This field is locked from editing however the field auto populates when changes are made to the Interface Development Timeline.
- **Business System Count** – The field is auto populated from the responses on the Development Timeline sheet. It includes the total count of Businesses System. This field is locked from editing.

## Interface Development Timeline Sheet

The Interface Development Timeline Sheet includes information about the planned timeline for Design/Build/Unit Testing of agency-selected interfaces and the associated agency business systems.

A list of each column within the Interface Development Timeline Sheet is listed below along with instructions for agencies. Fields highlighted in yellow or with an error messages should be addressed by agencies.

- **Florida PALM Interface Name** – The name of the Florida PALM interface. This field is auto populated when a valid Florida PALM Interface ID is entered. This field is locked from editing. This cell may be highlighted for the following scenarios:
  - Interface was cancelled and no longer available for selection. An error will appear and agencies should delete this row.
  - Interface was not selected in the Interface Connection Inventory sheet. Therefore, agencies should reevaluate their response on the Interface Connection Inventory sheet.
- **Selected in Inventory** – Indicates if the interface was selected from the Interface Connection Inventory. This field is auto populated when a valid Florida PALM Interface ID is entered. This field is locked from editing. This cell may be highlighted for the following scenarios:
  - Interface was cancelled and no longer available for selection. This row should be deleted.
  - Interface was either left blank or a “No” response was selected in the Interface Connection Inventory sheet.
- **Listed on Business System Analysis Sheet?** – Identifies if the agency business system within the sheet matches an agency business system name as provided on the Business System Analysis sheet. If an exact match exists, field will reflect “Yes.” If there is not an exact match or was not listed on the Business System Analysis sheet, the field will reflect “No” and cell will be highlighted.

- **Florida PALM Interface ID** – Lists the Florida PALM Interface identifying number. Agencies should enter the appropriate Interface ID when adding an agency business system. An error will appear if an invalid interface ID is entered.
- **Business System Name** – Lists the agency business system name associated with the Florida PALM Interface. This should only include one agency business system. Rows may be added for each agency business system. This cell may be highlighted for the following scenarios:
  - Cell was left blank
  - Business System Name within the sheet does not match a Business System Name on the Business System Analysis sheet. Agencies should verify the spelling or add the agency business system to the Business System Analysis sheet.
- **Design Start and End Dates** – Enter the design activity start and end dates for the identified agency business system in the following format: MM/DD/YY – MM/DD/YY. Cell may be highlighted if left blank.
- **Build Start and End Dates** – Enter the build activity start and end dates for the identified agency business system in the following format: MM/DD/YY – MM/DD/YY. Cell may be highlighted if left blank.
- **Unit Test Start and End Dates** – Enter the unit test activity start and end dates for the identified agency business system in the following format: MM/DD/YY – MM/DD/YY. Cell may be highlighted if left blank.
- **Level of Effort** – Enter the agency business system Design/Build/Unit Test activities level of effort: Small, Medium, Large. Cell may be highlighted if left blank.
- **Committed Resources?** – Indicate if the agency business system Design/Build/Unit Test activities have committed resources. Yes or No. Cell may be highlighted if left blank.
- **Related to LBR?** – Indicate the agency business system Design/Build/Unit Test activities related to an LBR. Yes or No. Cell may be highlighted if left blank.
- **Additional Notes** – Enter additional information pertinent to the agency business system development timeline.

## Conversion Inventory Sheet

The Conversion Inventory Sheet includes information about the conversions that are available for selection. This sheet is used by agencies to indicate the conversions they plan to use. The available conversions listed on the Conversion Inventory Sheet align with the Catalog of Conversion Offerings. If Florida PALM updates this catalog, the Conversion Inventory Sheet will also be updated. Conversely, the Catalog of Conversion Offerings will be updated when agencies select a conversion on their Conversion Inventory Sheet.

A list of each column within the Conversion Inventory Sheet is listed below along with instructions for agencies. Fields highlighted in yellow or with an error messages should be addressed by agencies.

- **Wave Conversion Offered** – The Florida PALM Wave (e.g., Financials, Payroll) the conversion was originally offered. This field is provided and locked from editing.
- **Florida PALM Conversion ID** – The Florida PALM Conversion identifying number. This field is provided and locked from editing.
- **Florida PALM Conversion Name** – The name of the Florida PALM conversion. This field is provided and locked from editing.
- **Florida PALM Conversion Description** – The description of the Florida PALM conversion. This field is provided and locked from editing.

- **Conversion Needed** – Identifies whether the agency plans to implement this conversion. Agencies should answer using the drop-down menu: Yes or No. This field will be highlighted for the following scenarios:
  - Cell left blank
  - Answered “No” however an agency business system was added in the Conversion Development Timeline sheet.
- **Agency Business Systems** – The field is auto populated from the responses provided in the Interface Development Timeline sheet. This field is locked from editing however the field auto populates when changes are made to the Interface Development Timeline.
- **Business System Count** – The field is auto populated from the responses on the Development Timeline sheet. It includes the total count of Businesses System. This field is locked from editing.

## Conversions Development Timeline Sheet

The Conversions Development Timeline Sheet includes information about the planned timeline for Design/Build/Unit Testing of the selected Conversions and associated agency business system.

A list of each column within the Conversions Development Timeline Sheet is listed below along with instructions for agencies. Fields highlighted in yellow or with an error messages should be addressed.

- **Florida PALM Conversion Name** – The name of the Florida PALM conversion. This field is auto populated when a valid Florida PALM Conversion ID is entered. This field is locked from editing. This cell may be highlighted for the following scenarios:
  - Conversion was cancelled and no longer available for selection. An error will appear, and agencies should delete this row.
  - Conversion was not selected in the Interface Connection Inventory sheet. Therefore, agencies should reevaluate their response on the Conversion Inventory sheet.
- **Selected in Inventory** – Indicates if the conversion was selected from the Conversion Inventory. This field is auto populated when a valid Florida PALM Conversion ID is entered. This field is locked from editing. This cell may be highlighted for the following scenarios:
  - Conversion was cancelled and no longer available for selection. This row should be deleted.
  - Conversion was either left blank or a “No” response was selected in the Conversion Inventory sheet.
- **Listed on Business System Analysis Sheet?** – Identifies if the Business System Name within the sheet matches a Business System Name as provided on the Business System Analysis sheet. If an exact match exists, field will reflect “Yes.” If there is not an exact match or was not listed on the Business System Analysis sheet, the field will reflect “No” and cell will be highlighted.
- **Florida PALM Conversion ID** – The Florida PALM Conversion identifying number. Agencies should enter the appropriate Conversion ID when adding an agency business system. An error will appear if an invalid Conversion ID is entered.
- **Business System Name** – The agency business system name associated with the Florida PALM Conversion. This should only include one agency business system. Rows may be added for each agency business system. This cell may be highlighted for the following scenarios:



- Cell was left blank
- agency business system name within the sheet does not match an agency business system name on the Business System Analysis sheet. Agencies should verify the spelling or add the business system to the Business System Analysis sheet.
- **Design Start and End Dates** – Enter the design activity start and end dates for the identified agency business system in the following format: MM/DD/YY – MM/DD/YY. Cell may be highlighted if left blank.
- **Build Start and End Dates** – Enter the build activity start and end dates for the identified agency business system in the following format: MM/DD/YY – MM/DD/YY. Cell may be highlighted if left blank.
- **Unit Test Start and End Dates** – Enter the unit test activity start and end dates for the identified agency business system in the following format: MM/DD/YY – MM/DD/YY. Cell may be highlighted if left blank.
- **Additional Notes** – Enter additional information pertinent to the business system development timeline.

## Business System Analysis Sheet

The purpose of the Business System Analysis Sheet is to document which agency business systems are selected for retirement and which are selected to be retained. For systems being retired, document the planned retirement date for that system. For agency business systems being retained, document the business need for that system.

A list of each column within the Business System Analysis Sheet is listed below along with instructions for agencies. Fields highlighted in yellow or with an error messages should be addressed by agencies.

- **Business System Name** – Enter name of the agency business system.
- **Retain Post-PALM Implementation** – Indicate if an agency business system will be retained or retired after Florida PALM launch? Answer “Yes” if the agency business system will be retained after the Florida PALM launch. Answer “No” if the agency business system will be retired after the Florida PALM launch. This cell will highlight if left blank.
- **Justification for Retention** – List the justification for retaining an agency business system after the Florida PALM launch. List the business process and data the agency business system will provide that Florida PALM will not. This field will highlight if left blank.
- **Retirement Date** – List the retirement date of agency business system being retained. This field will highlight if left blank.
- **Comments** – Additional information pertinent to the agency business system.

## Filters and Reports

### Filters

Smartsheet has filters that can be applied. Smartsheet allows agencies to create, but not save filters. Florida PALM created several filters in the Inventory Workbook that are universally shared (*displayed is a partial list of available filters*). Use filter to help define the search:

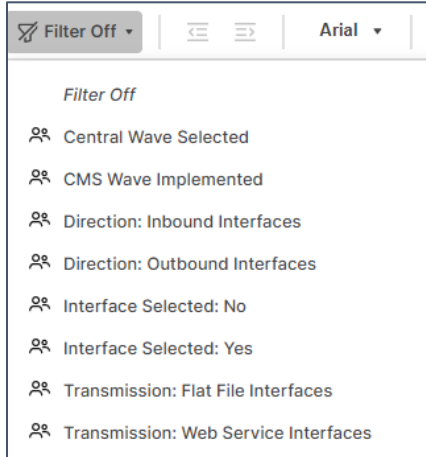


Figure 3: Toolbar Filter Menu Options

## Reports

### Interface Connection Inventory Report

The Interface Connection Inventory Report provides a listing and count of the interfaces selected. This report provides a comprehensive view of the selected interfaces planned for implementation and assists with verifying the selected interfaces and associated agency business systems.

Florida PALM Interface ID	Florida PALM Interface Name	Agency Business Systems (auto populated)
<b>▼ Total</b>		Count <b>35</b>
AMI002	Inbound Asset Transfer and Disposal Request	SATS-FLAIR (Stategic Systems & Technology Corp)
AMI003	Outbound Asset Extract	SQL Reporting

Figure 4: Interface Connection Inventory Report

### Conversions Inventory Report

The Conversions Inventory Report provides a listing and count of the conversions selected. This report provides a comprehensive view of the selected conversions planned for implementation and assists with verifying the selected conversions and associated agency business systems.

Florida PALM Conversion ID	Florida PALM Conversion Name	Agency Business Systems (auto populated)
<b>▼ Total</b>		Count <b>8</b>
AMC001	Fixed Assets	Sql Reporting
ARC001	Customers	Sql Reporting
ARC002	Open Receivables	Sql Reporting

Figure 5: Conversions Inventory Report

*Business System Analysis Report*

The Business System Analysis Report provides a listing of the agency business systems selected and are grouped by retained and not retained. This report provides a comprehensive view of the agency business systems planned to be retained versus those planned to be retired.

Primary	Justification for Retention	Comments	Retirement Date
▼ Retain Post-PALM Implementation <b>Yes</b>			
Access/SQL	SQL data is used by many internal applications and generation of scheduled reports		
eGrants	eGrants is used for grant management from application to close out		

Figure 6: Business System Analysis Report

**Add or Disable Agency User Access**

Agencies have two authorized users within their agency who can make edits to the Inventory Workbook. A request to add or disable an authorized user to the Inventory Workbook can be submitted via the Smartsheet Access Request Form to the Florida PALM Team by the Agency Liaison. Readiness Coordinators may also submit a request on behalf of the agency in the event the Agency Liaison is unable to submit the request.

The form can be accessed using the following link through Chrome:

<https://app.smartsheet.com/dashboards/mM7342v7wCfX6cqHf2XvxmgW87gGCpRJ2J5QmR41>