

DATE: September 10, 2015

TO: Agency Addressed (No. 05, 2015-16)

FROM: Christina Smith, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: FLORIDA PALM REVIEW WORKSHOP NOTIFICATION

The Department of Financial Services (DFS) continues to engage agencies for its multi-year project to replace the Florida Accounting Information Resource (FLAIR) system and Cash Management System (CMS) with a newer, more efficient financial management system. The project is known as the Florida PALM Project, where PALM stands for Planning, Accounting, and Ledger Management.

DFS and the Project Team invite agency personnel to attend a Level 2 and Requirements Review Workshop later this month. As with the workshops conducted during June 2015, the Project Team continues to share information with state agencies about the State's proposed future financial management processes through these iterative workshops. During the Level 2 and Requirements Review Workshops, the Project Team will:

- Review the changes to the Level 2 Process Workflows and Narratives based on agency feedback since the June 2015 Workshops,
- Discuss common themes received in the Level 2 Process Evaluation Questionnaires completed by agencies in July 2015,
- And provide an overview of the planned business requirements review process.

As with the previous workshops, attendance is requested from agency personnel currently managing, overseeing, or serving as key agency resources for the Project's anticipated process areas (Accounts Receivable/Billing to Receipt, Asset Requisition to Disposal, Budget Preparation to Reversion, Cashing In-Flows to Out-Flows, Grant Application to Closeout, Payroll Hire to Separation, Procurement to Pay, Project Development to Closeout, Record to Report, and Treasury Management). *All agency personnel who have attended previous workshops are encouraged to continue participating.*

In these workshops, agency personnel will also learn about the process for agency-review of Florida PALM's business requirements scheduled to occur in October and November. The review activities will include both functional and technical requirements. *Agency personnel who may be assigned to oversee the requirements review process for their agency should attend to learn more about the planned activities.*

There are four (4) sessions of the same workshop offered.

Tues., September 22, 2015
10 a.m. - 12:30 p.m.
DCF Bldg. 4 1317 Winewood Blvd. Tallahassee, FL 32399

Wed., September 23, 2015
1:30 - 4:00 p.m.
DCF Bldg. 4 1317 Winewood Blvd. Tallahassee, FL 32399

Mon., September 28, 2015
1:30 p.m. - 4:00 p.m.
Betty Easley - Room 152 4075 Esplanade Way Tallahassee, FL 32399

Tues., September 29, 2015
10 a.m. - 12:30 p.m.
Betty Easley - Room 152 4075 Esplanade Way Tallahassee, FL 32399

Agency personnel headquartered in Tallahassee **MUST** register for workshops using the [DFS Learning Management System](#). If an attendee does not already have an account with the DFS Learning Management System, one must be created in order to register. The course title is Level 2 and Requirements Review Workshop (PALM 300).

A conference line has been reserved for agency personnel not located in Tallahassee. Agency personnel requesting access to the conference line should email FloridaPALM@myfloridacfo.com to receive conference line information.

Registration for all workshop sessions will close at noon on Monday, September 21, 2015. Please contact FloridaPALM@myfloridacfo.com if you have additional questions.