# Agency and Contact Information

|  |  |
| --- | --- |
| **Agency Name***(Name of the responding Agency)* | |
|  | |
| **Agency Point of Contact Information** *(One point of contact)* | |
| Name |  |
| Title |  |
| Email Address |  |

# Instructions

Following the completion of the Module Workgroup sessions for Accounts Payable (AP), Purchasing (PO), General Ledger (GL), Accounts Receivable (AR), Billing (BI), Cash Management (CM), Commitment Control (KK), Asset Management (AM), Project Costing (PC), and Grants, each agency is expected to confirm their understanding of planned Florida PALM functionality and document a business transformation plan for any obstacles that your agency identified may prohibit the adoption of each module functionality on this template.

# Agency Confirmation of Understanding of Florida PALM Functionality

| **Module** | **Transformation Plan** | **Timeline** |
| --- | --- | --- |
| *(Example)*  *General Ledger (GL)* | *(Example of confirmation)*  *(Insert Agency Name) confirms understanding of the General Ledger Module functionality and has not identified obstacles prohibiting adoption of this functionality.*  *(Example of obstacles)*  *Obstacle Summary: The Chart of Accounts (COA) is changing and expansion option (EO) will no longer be applicable.*  *Step 1: Identify processes that currently use EO.*  *Step 2: Determine if SpeedType, SpeedChart or other Florida PALM feature is an option to the meet the need performed by the EO in those processes.*  *Step 3: Determine how the identified Florida PALM feature can be integrated into your business process.*  *Step 4: Create agency specific training program on Florida PALM COA.*  *Step 5: Update agency documentation that references COA and EOs to reflect the change for Florida PALM.*  *Step 6: Implement training program.* | *(Example)*  *N/A*  *(Example)*  *Jan – Mar 2022*  *Apr – Aug 2022*  *Sep – Jan 2023*  *Feb – Jun 2023*  *Feb – Jun 2023*  *July 2023 – July 2024* |
| *Accounts Payable (AP)* |  |  |
| *Purchasing (PO)* |  |  |
| *General Ledger (GL)* |  |  |
| *Accounts Receivable (AR)* |  |  |
| *Billing (BI)* |  |  |
| *Cash Management (CM)* |  |  |
| *Commitment Control (KK)* |  |  |
| *Asset Management (AM)* |  |  |
| *Project Costing (PC)* |  |  |
| *Grants* |  |  |

Be prepared to discuss the steps of your agency’s transformation plan for any identified obstacles prohibiting adoption of Florida PALM module functionality with a Florida PALM team or your Readiness Coordinator during the monthly touchpoint. Submit this to [FloridaPALM@myfloridacfo.com](mailto:FloridaPALM@myfloridacfo.com) by January 21, 2022.