

In accordance with Proviso language for FY 21/22, the Florida PALM Project is providing an update, as provided by agencies<sup>1</sup>, on the progress and cost of each system interface and agency application remediation tasks required for deployment of Florida PALM functionality scheduled through December 31, 2022.

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<sup>1</sup> Status reports submitted by agencies at the time of the Florida PALM Proviso report submission.

## Agency for Health Care Administration

|                              |                                       |                      |                                       |
|------------------------------|---------------------------------------|----------------------|---------------------------------------|
| <b>Agency Sponsor:</b>       | <i>Julie Madden, Deputy Secretary</i> | <b>Submitted by:</b> | <i>Michael Murphy, Agency Liaison</i> |
| <b>Status Report Period:</b> | <i>December 1 – December 31, 2021</i> | <b>Submitted on:</b> | <i>01/04/2022</i>                     |

### **1 - STATUS OVERVIEW**

#### **Overview of Agency progress during reporting period:**

During the month of December, AHCA completed the following activities related to system interfaces and agency business system remediation:

- AHCA has participated in the Module Workgroup meetings in December,
- AHCA has participated in the December Monthly Touchpoint Meeting,
- FUNC54 - Completed and submitted the report on 12/15/2021,
- RPTG18 - Completed and submitted the report on 12/14/2021,
- SPON65 - Completed and submitted the report on 12/09/2021,
- FUNC52 - Worked on documenting AHCA business functions performed by agency business systems "...that Florida PALM will not perform", by participating in internal agency work group meetings, PALM workgroup meetings so that CCN and SMEs team members can evaluate the available materials. AHCA is on schedule to meet the due date, of 1/07/2022,
- TECH121 - Worked on the Florida PALM Technical Inventory Workbook, documenting AHCA's potentially needed Interface Connection Inventory (TECH119), Conversion Inventory (TECH120), to tie into AHCA's Agency Business System Analysis (FUNC52), by participating in internal agency work group meetings, PALM workgroup meetings, and Agency and Vendor technical review meetings, so that the parallel efforts can be matched up for completion of TECH121. AHCA is on schedule to meet the due date, of 1/07/2022.

0 FTEs are supporting the transition to Florida PALM on a full-time basis.  
21 FTEs are supporting the transition to Florida PALM on a part-time basis.

### **2 – AGENCY SYSTEM INTERFACE PROGRESS**

| Florida PALM Interface                                                                                                                                                                           | Agency Business System           | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assessing the Interface and Data Conversion catalogs in relationship to our assessment of the PALM Business Process Models, Business System Retirement or Retention and AHCA's functional needs. | SunFocus/<br>FABS/<br>Enterprise | August 2020        | February 2024       | TBD                               | \$9,713.36         | \$53,525.55            | This effort includes the review of PALM interfaces and data sets, against existing business system needs and the assessment of future interface needs resulting from PALM business process models. Additional monthly costs, related to Staff Augment support, will not be available until after the 10 <sup>th</sup> and will be reported in the February report. |

### **3 – AGENCY APPLICATION REMEDIATION PROGRESS**

| Agency Business System Remediation Task                         | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                               |
|-----------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-----------------------------------------------------------------|
| SUNFOCUS/Bureau of Financial Services Enterprise System (BFSES) | TBD                | TBD                 | TBD                               | 0.00               | 0.00                   | No activity or determination on remediation as of December 2021 |

### **4 – FLORIDA PALM PRODUCTION SUPPORT**

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident |
|--------------------------|-----------------|---------------------|
| NA                       | NA              | NA                  |

## Agency for Persons with Disabilities

|                              |                                       |                      |                                                                                     |
|------------------------------|---------------------------------------|----------------------|-------------------------------------------------------------------------------------|
| <b>Agency Sponsor:</b>       | <i>David Dobbs, Chief of Staff</i>    | <b>Submitted by:</b> | <i>Rose Salinas,<br/>Deputy Director Budget, Planning,<br/>&amp; Administration</i> |
| <b>Status Report Period:</b> | <i>December 1 – December 31, 2021</i> | <b>Submitted on:</b> | <i>01/07/2022</i>                                                                   |

### **1 - STATUS OVERVIEW**

#### **Overview of Agency progress during reporting period:**

During the month of November, APD completed the following activities related to system interfaces and agency business system remediation:

- **SPON65 - Provide Agency Update for Project Status Reporting**
- **FUNC54 – Feedback on PALM Functionality**
- **RPTG18 - Review Reports Catalog/Provide Feedback**
- **Continued work on upcoming PALM assignments**

0 FTEs are supporting the transition to Florida PALM on a full-time basis.

8 FTEs are supporting the transition to Florida PALM on a part-time basis.

### **2 – AGENCY SYSTEM INTERFACE PROGRESS**

| Florida PALM Interface                                                                                                                                              | Agency Business System      | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| The following interfaces will also be utilized by the agency, but are not tied to a specific business system:<br>API004*<br>API010*<br>GLI001*<br>GLI016*<br>GLI035 | No specific business system | 5/1/2021           | TBD                 |                                   | <u>\$1,050</u>     | \$2,100                | <b>During the past month, APD continued mapping current C6700TR1 interface data elements to the sources within the PALM Standard files.</b> |

### 3 – AGENCY APPLICATION REMEDIATION PROGRESS

| Agency Business System Remediation Task                                                                                                                                                           | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------------------------------------------------------------------------------|
| Financial Accounting System (FAS) and APD Financial Recon System – These business systems utilize the following interfaces:<br>API031<br>API109<br>GLI002<br>GLI030<br>GLI033<br>GLI051<br>KKI009 | 5/01/2021          | TBD                 |                                   | <u>\$1,050</u>     | \$4,200                | <b>Continuing research of PALM Standard interface files for use in direct conversion.</b> |

## **4 – FLORIDA PALM PRODUCTION SUPPORT**

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident |
|--------------------------|-----------------|---------------------|
| No tickets to report     |                 |                     |

## Department of Agriculture and Consumer Services

|                              |                                                     |                      |                                                       |
|------------------------------|-----------------------------------------------------|----------------------|-------------------------------------------------------|
| <b>Agency Sponsor:</b>       | <i>Matthew Van Name,<br/>Assistant Commissioner</i> | <b>Submitted by:</b> | <i>Thomas Poucher,<br/>Policy and Budget Director</i> |
| <b>Status Report Period:</b> | <i>December 1 – December 31, 2021</i>               | <b>Submitted on:</b> | <i>1/10/2022</i>                                      |

### **1 - Status Overview**

#### **A. Overview of Agency progress during reporting period:**

During the month of December, FDACS worked on numerous MRW tasks and activities including:

FUNC52 Submit Agency Business Systems Analysis for Financials Wave (In progress)  
 FUNC54 Identify Any Obstacles Prohibiting the Adoption of Commitment Control, Asset Management, and Project and Grants Modules Functionality (Completed)  
 RPTG18 Review the Reports Catalog and Provide Feedback (Completed)  
 SPON65 Provide Agency Update for Project Status Reporting for November (Completed)  
 SPON66 Provide Agency Update for Project Status Reporting for December (In progress)  
 TECH121 Technical Inventory Workbook (In progress)  
 FUNC55 Confirm Understanding of Planned Florida PALM Functionality for the Financials Wave and Submit Business Transformation Plan (In progress)

Several members of the team attended Tuesday Task Talk and seven Module Workgroups this month.

There are 10 FTE members of the Palm Change Champion Network. Four staff augmentation positions are part of the FDACS project team. Additionally, 1 PPMO representative and 40 division representatives comprise the FDACS project team.

## **2 – Agency System Interface Progress**

| Interface Modification for Florida PALM                              | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments                                                                                                                    |
|----------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Technical Inventory Workbook (TECH121)                               | 10/4/2021          | 1/7/2022            |                                   | \$31,655           | \$103,739              | The Interface Inventory has been implemented in DEV and is being expanded to address interface mapping and data conversion. |
|                                                                      |                    |                     |                                   |                    |                        |                                                                                                                             |
| Analysis of the Technical Inventory Workbook interfaces in progress. |                    |                     |                                   |                    |                        |                                                                                                                             |
|                                                                      |                    |                     |                                   |                    |                        | Short Description                                                                                                           |
| API004 – Outbound Payment Extract File                               |                    |                     |                                   |                    |                        | AIMS/Disbursements                                                                                                          |
| API020 – Outbound Supplier Data                                      |                    |                     |                                   |                    |                        | AIMS/Disbursements                                                                                                          |
| API024 – Outbound Voucher Status                                     |                    |                     |                                   |                    |                        | AIMS/Disbursements                                                                                                          |
| API031 – Outbound Voucher Accounting Detail                          |                    |                     |                                   |                    |                        | AIMS/Disbursements                                                                                                          |
| API041 – Inbound Voucher Spreadsheet Upload                          |                    |                     |                                   |                    |                        | AIMS/Disbursements                                                                                                          |
| API109 – Outbound Supplier Crosswalk                                 |                    |                     |                                   |                    |                        | AIMS/Disbursements, CATS                                                                                                    |
| API122 – Outbound Payment Extract Web Service                        |                    |                     |                                   |                    |                        | AIMS/Disbursements                                                                                                          |
| API123 – Outbound Voucher Accounting Detail Web Service              |                    |                     |                                   |                    |                        | AIMS/Disbursements                                                                                                          |



| Interface Modification for Florida PALM                    | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments                     |
|------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|------------------------------|
| API124 – Inbound Speed Chart                               |                    |                     |                                   |                    |                        | AIMS/Disbursements           |
| API125 – Outbound Speed Chart                              |                    |                     |                                   |                    |                        | AIMS/Disbursements           |
| ARI002 – Outbound Customer Data                            |                    |                     |                                   |                    |                        | Revenue                      |
| ARI006 – Inbound Customer Spreadsheet Upload               |                    |                     |                                   |                    |                        | Revenue                      |
| ARI007 – Inbound Deposit Data                              |                    |                     |                                   |                    |                        | Revenue                      |
| ARI008 – Inbound AR Data Spreadsheet Upload                |                    |                     |                                   |                    |                        | Revenue                      |
| ARI009 – Inbound Customer Data                             |                    |                     |                                   |                    |                        | Revenue                      |
| ARI010 – Inbound Direct Journal Deposit Spreadsheet Upload |                    |                     |                                   |                    |                        | Revenue                      |
| ARI011 – Inbound AR Data                                   |                    |                     |                                   |                    |                        | Revenue                      |
| ARI013 – Inbound AR Deposit Data Spreadsheet Upload        |                    |                     |                                   |                    |                        | Revenue                      |
| ARI024 – Outbound AR and Deposit Data                      |                    |                     |                                   |                    |                        | Revenue                      |
| BII001 – Inbound Billing Data                              |                    |                     |                                   |                    |                        | Revenue                      |
| BII002 – Inbound Billing Data Spreadsheet Upload           |                    |                     |                                   |                    |                        | Revenue                      |
| BII003 – Inbound Credit Billing Data Spreadsheet Upload    |                    |                     |                                   |                    |                        | Revenue                      |
| GLI001 – Outbound ChartField Values                        |                    |                     |                                   |                    |                        | All with financial component |

| Interface Modification for Florida PALM             | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments                                                                |
|-----------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------------------------------------------------------------|
| GLI002 – Outbound Actuals Extract                   |                    |                     |                                   |                    |                        | Revenue, Miscellaneous Division Systems, Payroll                        |
| GLI006 – Inbound Journal Entry                      |                    |                     |                                   |                    |                        | Revenue, Disbursements, Inventory, Purchasing/Contracts (AIMS), Payroll |
| GLI011 – Inbound Journal Entry Spreadsheet Upload   |                    |                     |                                   |                    |                        | Revenue, Disbursements, Inventory, Purchasing/Contracts (AIMS), Payroll |
| GLI017 – Outbound Combo Code Extract                |                    |                     |                                   |                    |                        | All with financial component                                            |
| GLI018 – Outbound SpeedType                         |                    |                     |                                   |                    |                        | All with financial component                                            |
| GLI020 – Inbound Speed Type                         |                    |                     |                                   |                    |                        | All with financial component                                            |
| GLI031 – Outbound Tree Extract                      |                    |                     |                                   |                    |                        | All with financial component                                            |
| GLI039 – Inbound ChartField Mass Spreadsheet Upload |                    |                     |                                   |                    |                        | All with financial component                                            |
| GLI051 – Outbound Detail GL Journal                 |                    |                     |                                   |                    |                        | Revenue, AIMS/Disbursements, CATS, Miscellaneous Division Systems       |
| KKI009 – Outbound Budget Extract                    |                    |                     |                                   |                    |                        | Budgeting                                                               |
| KKI012 – Inbound Budget Journal Spreadsheet Upload  |                    |                     |                                   |                    |                        | Budgeting                                                               |

| Interface Modification for Florida PALM       | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments |
|-----------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------|
| PCI001 – Outbound Project Information Extract |                    |                     |                                   |                    |                        | AIMS     |
| PCI004 – Outbound CFDA Extract                |                    |                     |                                   |                    |                        | AIMS     |
| PCI005 – Outbound CSFA Extract                |                    |                     |                                   |                    |                        | AIMS     |
| POI001 – Outbound Encumbrance Extract         |                    |                     |                                   |                    |                        | AIMS     |
| POI002 – Inbound Encumbrance Load             |                    |                     |                                   |                    |                        | AIMS     |

### **3 – Agency Application Remediation Progress**

| Agency Business System Remediation Task         | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost – FYTD | Comments                                                                                 |
|-------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|------------------------------------------------------------------------------------------|
| Four staff augmentation resources onboarded     | 9/1/2021           | 9/15/2021           | 9/15/2021                         |                    | \$11,236               | Contractor setup, security trainings, authorizations, privileges, FDACS familiarization. |
| System and Application Research (TECH119)       | 9/1/2021           | 10/1/2021           | 9/30/2021                         |                    | \$16,854               | Interfaces in and out of the FDACS Revenue system                                        |
| Review User Manuals and Documentation (TECH119) | 9/1/2021           | 10/1/2021           | 9/30/2021                         |                    | \$16,854               | For the Revenue system and associated processes.                                         |

| Agency Business System Remediation Task                                                                                                        | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost – FYTD | Comments                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| Business Process Analysis (FUNC52)                                                                                                             | 9/7/2021           | 1/7/2022            |                                   | \$21,103           | \$75,257               | Business process analysis of the current state concluded with SME review and drafted the Gap analysis for the AR component. |
| Identify Obstacles Prohibiting Adoption of GL, AP, PO, AR, BI, CM (FUNC53)                                                                     | 10/25/2021         | 11/12/2021          | 11/12/2021                        |                    |                        | Continue to participate in webinars and have begun the planning for identification with SMEs. Completed.                    |
| Submit Agency Sponsor Expectation Survey (SPON63)                                                                                              | 11/8/2021          | 11/19/2021          | 11/19/2021                        |                    |                        | Submitted.                                                                                                                  |
| Review the Reports Catalog and Provide Feedback (RPT18)                                                                                        | 11/15/2021         | 12/17/2021          | 12/17/2021                        |                    |                        | Completed.                                                                                                                  |
| Identify Any Obstacles Prohibiting the Adoption of Commitment Control, Asset Management, and Project and Grants Modules Functionality (FUNC54) | 11/29/2021         | 12/17/2021          | 12/17/2021                        |                    |                        | Completed.                                                                                                                  |
| Confirm Understanding of Planned Florida PALM Functionality for the Financials Wave and Submit Business Transformation Plan (FUNC55)           | 12/13/21           | (1/21/2022)         |                                   |                    |                        | In progress.                                                                                                                |
| The functional system analysis of the Business Processes is in progress.                                                                       |                    |                     |                                   |                    |                        |                                                                                                                             |
| AIMS (Purchasing/Contracts)                                                                                                                    |                    |                     |                                   |                    |                        | COA, organization codes                                                                                                     |

| Agency Business System Remediation Task                | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost – FYTD | Comments                                                                                                                                                        |
|--------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Business Sites and Features (BSF)                      |                    |                     |                                   |                    |                        |                                                                                                                                                                 |
| Contract Tracking (CATS)                               |                    |                     |                                   |                    |                        | COA, organization codes                                                                                                                                         |
| Contract Transparency Web Site (CTW)                   |                    |                     |                                   |                    |                        | Payment information from AIMS                                                                                                                                   |
| COOP and Personal Asset System (CAPAS)                 |                    |                     |                                   |                    |                        | Uses ELF                                                                                                                                                        |
| Department of Agriculture and Consumer Services (DACS) |                    |                     |                                   |                    |                        | Includes People First data; uses organization data; COA                                                                                                         |
| Disbursements                                          |                    |                     |                                   |                    |                        | COA, organization codes                                                                                                                                         |
| Driver License Audit (DLA)                             |                    |                     |                                   |                    |                        |                                                                                                                                                                 |
| Ecommerce (EGC/EGO/ROC/egoFDACS/roc FDACS)             |                    |                     |                                   |                    |                        | No COA data contained in these applications, but ecommerce items include pointers to Revenue processing codes which are used during import of data into Revenue |
| Ecommerce Reporting (ECRPT)                            |                    |                     |                                   |                    |                        | Uses revenue codes, which use underlying COA                                                                                                                    |

| Agency Business System Remediation Task                 | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost – FYTD | Comments                                                                                |
|---------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-----------------------------------------------------------------------------------------|
| Employee Lookup (ELF)                                   |                    |                     |                                   |                    |                        | Organization codes from DACS; division data; COA                                        |
| Employee Relations Data (ERD)                           |                    |                     |                                   |                    |                        | Uses ELF                                                                                |
| Final Orders (FINL)                                     |                    |                     |                                   |                    |                        | Administrative Fines uses organization, EO, and object codes for applying payments; COA |
| Financial Information System (FIS)                      |                    |                     |                                   |                    |                        | Includes historical departmental transactional data from FLAIR; title file data; COA    |
| Financial Management Reporting (previously Cash Report) |                    |                     |                                   |                    |                        | COA                                                                                     |
| Financial Management (FMS)                              |                    |                     |                                   |                    |                        | COA                                                                                     |
| Florida Automated Nutrition System (FANS)               |                    |                     |                                   |                    |                        | Food, Nutrition, and Wellness system; COA                                               |
| Forms Management (FORM)                                 |                    |                     |                                   |                    |                        |                                                                                         |
| Forms Search (FSRCH)                                    |                    |                     |                                   |                    |                        |                                                                                         |
| Fruit & Vegetable Commodity Cost System                 |                    |                     |                                   |                    |                        | COA                                                                                     |
| Fuel Card Billing (FCB)                                 |                    |                     |                                   |                    |                        | COA                                                                                     |

| Agency Business System Remediation Task  | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost – FYTD | Comments                                                         |
|------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|------------------------------------------------------------------|
| Invoice To/Ship To Maintenance (ISTO)    |                    |                     |                                   |                    |                        |                                                                  |
| Lease                                    |                    |                     |                                   |                    |                        |                                                                  |
| LMS365                                   |                    |                     |                                   |                    |                        |                                                                  |
| Mass Notification System (IRML)          |                    |                     |                                   |                    |                        | Uses ELF, DACS for division and employee data                    |
| New Employee Sign-up and Benefits (NESB) |                    |                     |                                   |                    |                        |                                                                  |
| Oracle PW Changer                        |                    |                     |                                   |                    |                        |                                                                  |
| Payroll Accounting Reporting (PAR)       |                    |                     |                                   |                    |                        | COA                                                              |
| Personnel Appointment Log (PERSONNEL)    |                    |                     |                                   |                    |                        | Uses personnel org code to determine personnel staff access; COA |
| Photo ID Badge                           |                    |                     |                                   |                    |                        | Uses ELF, DACS for division and employee data                    |
| Project Tracking System (APTS)           |                    |                     |                                   |                    |                        |                                                                  |
| Property Systems (SATS)                  |                    |                     |                                   |                    |                        | COA                                                              |
| Publications Management (PUBS)           |                    |                     |                                   |                    |                        |                                                                  |
| Revenue Receipts Accounting System       |                    |                     |                                   |                    |                        | COA                                                              |
| SmartServer                              |                    |                     |                                   |                    |                        |                                                                  |

## **4 – Florida PALM Production Support**

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident                       |
|--------------------------|-----------------|-------------------------------------------|
|                          |                 | None that are open over 10 business days. |



## Department of Business and Professional Regulation

|                              |                                       |                      |                                                           |
|------------------------------|---------------------------------------|----------------------|-----------------------------------------------------------|
| <b>Agency Sponsor:</b>       | <i>Thomas Philpot, Chief of Staff</i> | <b>Submitted by:</b> | <i>Lynn Smith, Planning &amp; Budgeting Administrator</i> |
| <b>Status Report Period:</b> | <i>December 1 – December 31, 2021</i> | <b>Submitted on:</b> | <i>01/11/2022</i>                                         |

### **1 - STATUS OVERVIEW**

#### **Overview of Agency progress during reporting period:**

During the month of December, DBPR completed the following activities related to system interfaces and agency business system remediation:

- Prepared and Participated in Module Workgroups for:
  - Project Costing & Grants
  - Asset Management
- Participated in December Tuesday Task Talk
- Participated in Webinars for:
  - Understanding Distributions and Allocations
  - Tips and Tricks for Monitoring Deposits
- Participated in Production Support Round Table
- Call with Florida PALM Functional Architect Deana Metcalf to discuss CMS issues
- Internal meetings with DBPR FL PALM team
- Completed the following tasks associated with the Master Readiness Workplan:
  - RPTG18 – REVIEW AND RESPOND TO THE REPORTS CATALOG AND SURVEY
  - SPON65 – PROVIDE AGENCY UPDATE FOR PROJECT STATUS REPORTING

0 FTEs are supporting the transition to Florida PALM on a full-time basis.

9 FTEs are supporting the transition to Florida PALM on a part-time basis.

### **2 – AGENCY SYSTEM INTERFACE PROGRESS**

| Florida PALM Interface | Agency Business System                                                   | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                          |
|------------------------|--------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AMI003                 | PALM Data Warehouse                                                      |                    |                     |                                   |                    |                        | Once FL PALM begins conducting Interface workshops, we hope more information will be provided to help us establish a timeline for creating/remediating any current/future business systems. |
| API002                 | PALM Transaction Builder;<br>Versa Regulation                            |                    |                     |                                   |                    |                        | See above comment                                                                                                                                                                           |
| API004, API020, API024 | FLAIR@BPR;<br>various files that interface through SAG Entire Connection |                    |                     |                                   |                    |                        | See above comment                                                                                                                                                                           |
| API025                 | PALM Data Warehouse                                                      |                    |                     |                                   |                    |                        | See above comment                                                                                                                                                                           |
| API028                 | PALM Transaction Builder                                                 |                    |                     |                                   |                    |                        | See above comment                                                                                                                                                                           |
| API031                 | FLAIR@BPR;<br>various files that interface through SAG Entire Connection |                    |                     |                                   |                    |                        | See above comment                                                                                                                                                                           |

| Florida PALM Interface    | Agency Business System                                                               | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments |
|---------------------------|--------------------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|--------------------|
| API109                    | FLAIR@BPR;<br>various files<br>that interface<br>through SAG<br>Entire<br>Connection |                    |                     |                                   |                    |                        | See above comment  |
| API122, API124,<br>API125 | PALM Data<br>Warehouse                                                               |                    |                     |                                   |                    |                        | See above comment  |
| ARI007                    | Versa<br>Regulation;<br>PALM<br>Transaction<br>Builder                               |                    |                     |                                   |                    |                        | See above comment  |
| ARI012, AR020             | PALM Data<br>Warehouse                                                               |                    |                     |                                   |                    |                        | See above comment  |
| ARI023                    | PALM<br>Transaction<br>Builder                                                       |                    |                     |                                   |                    |                        | See above comment  |
| GLI001, GLI002            | FLAIR@BPR;<br>various files<br>that interface<br>through SAG<br>Entire<br>Connection |                    |                     |                                   |                    |                        | See above comment  |
| GLI006                    | PALM<br>Transaction<br>Builder                                                       |                    |                     |                                   |                    |                        | See above comment  |
| GLI017                    | FLAIR@BPR;<br>various files<br>that interface<br>through SAG<br>Entire<br>Connection |                    |                     |                                   |                    |                        | See above comment  |

| Florida PALM Interface | Agency Business System                                                | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments |
|------------------------|-----------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|--------------------|
| GLI018                 | PALM Data Warehouse                                                   |                    |                     |                                   |                    |                        | See above comment  |
| GLI020                 | PALM Transaction Builder                                              |                    |                     |                                   |                    |                        | See above comment  |
| GLI031, GLI051         | FLAIR@BPR; various files that interface through SAG Entire Connection |                    |                     |                                   |                    |                        | See above comment  |
| KKI001                 | PALM Transaction Builder                                              |                    |                     |                                   |                    |                        | See above comment  |
| KKI009                 | FLAIR@BPR; various files that interface through SAG Entire Connection |                    |                     |                                   |                    |                        | See above comment  |
| KKI016, KKI017         | PALM Data Warehouse                                                   |                    |                     |                                   |                    |                        | See above comment  |
| POI001                 | PALM Data Warehouse                                                   |                    |                     |                                   |                    |                        | See above comment  |
| POI002, POI003         | PALM Transaction Builder                                              |                    |                     |                                   |                    |                        | See above comment  |

### 3 – AGENCY APPLICATION REMEDIATION PROGRESS

| Agency Business System Remediation Task  | Planned Start Date | Planned Finish Date | Actual Finish Date<br><i>(completed)</i> | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------------------|--------------------|---------------------|------------------------------------------|--------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PCUPLOAD thru ENTIRE Connection Software |                    |                     |                                          |                    |                        | <p>The Spreadsheet upload tools provided would require much more manual input and care to ensure the multiple record types requirements are met, and that the keys or sequences stay correct. This unknown complexity seems to defeat the efficiencies that existed with FLAIR, making it inevitable that some sort of in house automation be created to assist the users.</p> <p>The PALM Transaction Builder would be to replace this process.</p> |

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Screen Scraper program                  |                    |                     |                                   |                    |                        | While this exact process of ROBOTIC input into PALM, is not feasible for go live, some method to ensure same time notification of valid input is needed in order for us to operate efficiently. The Spread Sheet uploads and the Web Service interfaces have promise, but we are unsure of exactly what happens to the input. Some is rejected entirely, some create items that must be corrected, and we are not sure if there are other scenarios. The PALM Transaction Builder would be to replace this process. |
| Access Control Management               |                    |                     |                                   |                    |                        | This can be done online in FLAIR today, and could be done online in PALM, if you are a SAM in PALM. The PALM Data Warehouse would be to replace this process.                                                                                                                                                                                                                                                                                                                                                       |

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SAMAS Database (SQL)                    |                    |                     |                                   |                    |                        | The PALM Data Warehouse would be to replace this process.                                                                                                                                                                                                                                                                                                                                                                               |
| FLAIR@BPR                               |                    |                     |                                   |                    |                        | There will most likely be places the information needed can also be found in PALM, with out much trouble or even faster. Past experiences with data / reporting needs from large complex systems would indicate that some type of user / Agency centric data reporting and delivery tools will be necessary for efficient day to day operations. The PALM Data Warehouse and PALM Transaction Builder would be to replace this process. |
| Payroll Web App                         |                    |                     |                                   |                    |                        | If the Agency will be responsible for recording the payroll at the Organizational, Grant, Project, or OCA level, we will need some way to create those entries. The PALM Transaction Builder would be to replace this process.                                                                                                                                                                                                          |

| Agency Business System Remediation Task                             | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Automated Deposit and Deposit correction transaction Input. (TR30s) |                    |                     |                                   |                    |                        | The Spread Sheet uploads and the Web Service interfaces have promise, but we are unsure of exactly what happens to the input. Some is rejected entirely, some create items that must be corrected, and we are not sure if there are other scenarios. This method uses the Entire Connection mainframe emulator to submit the transactions directly into FLAIR by programmatically inputting field values on the screen. (Screen Scraper program). The Data source middleware software extract from our Versa Regulation Licensing system. The PALM Transaction Builder would be to replace this process. |



| Agency Business System Remediation Task  | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| TR21_22 Approp Release Recon Transaction |                    |                     |                                   |                    |                        | This tool is used to generate the Departmental posting of Appropriation, Approved Budget, and Release to keep it in balance with LAS/PBS -> State Accounts. Tables are maintained to all it to create Org level transactions to the specific 29 digit account used by Central accounting. The PALM Transaction Builder would be to replace this process, if needed. |
| Year End Helper application              |                    |                     |                                   |                    |                        | Creates Transactions from Excel input or direct query of in-house subsidiary files. Transactions are then input through the Screen Scaper methodology. The PALM Data Warehouse and PALM Transaction Builder would be to replace this process.                                                                                                                       |

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Versa Regulation Licensing System       |                    |                     |                                   |                    |                        | <p>This system does not directly interface with FLAIR today but does hold some accounting values used for processing Deposits and Refunds. These values are recorded here and through middleware programs are extracted for input into FLAIR. The Codes held currently are the Org EO Object Code and some sort of vendor number. The PALM Transaction Builder and PALM Data Warehouse would be what utilizes information from this system to create transactions.</p> |

## **4 – FLORIDA PALM PRODUCTION SUPPORT**

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12/10/2021               | INC25565517     | Chargeback matching issue – our Central Intake Unit is still having difficulties locating certain chargebacks.                                                                                                                                                                                                                                                      |
| 12/15/2021               | INC25676028     | Deposit discrepancy situation – DBPR has a \$30.00 transaction that was received by Bank of America and posted to Versa Regulation, but we have not received a file for it in FL PALM in order to deposit it. We confirmed with Treasury that the transaction was successful and now FL PALM is trying to locate where the file might be or where it was deposited. |

## Department of Children and Families

|                              |                                                               |                      |                                                          |
|------------------------------|---------------------------------------------------------------|----------------------|----------------------------------------------------------|
| <b>Agency Sponsor:</b>       | <i>Tony Lloyd,<br/>Assistant Secretary for Administration</i> | <b>Submitted by:</b> | <i>Matthew Christovich,<br/>DCF PALM Project Manager</i> |
| <b>Status Report Period:</b> | <i>December 1, 2021 – December 31, 2021</i>                   | <b>Submitted on:</b> | <i>3/9/2021</i>                                          |

### 1 - STATUS OVERVIEW

#### A. Overview of Agency progress during reporting period:

During the month of December, DCF had one (1) FTE dedicated to directing the execution of PALM tasks and completed the following activities related to system interfaces and agency business system remediation:

- DCF is currently participating in the Module Workgroups and analyzing our business system needs for the Financials, Payroll, and Expansion Waves.

### 2 – AGENCY SYSTEM INTERFACE PROGRESS

| Interface Modification for Florida PALM                                 | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments                                                                     |
|-------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|------------------------------------------------------------------------------|
| Interface needs for the Financials wave are currently being determined. | N/a                | N/a                 | N/a                               | N/a                | N/a                    | Initial interface needs for the Financials wave will be submitted in FUNC52. |

### 3 – AGENCY APPLICATION REMEDIATION PROGRESS

| Agency Business System Remediation Task                                               | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments |
|---------------------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------|
| Application remediation needs for the Financials wave are currently being determined. |                    |                     |                                   |                    |                        |          |

### 4 – FLORIDA PALM PRODUCTION SUPPORT

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident |
|--------------------------|-----------------|---------------------|
| N/a                      | N/a             | N/a                 |

## Department of Citrus

|                              |                                             |                      |                                             |
|------------------------------|---------------------------------------------|----------------------|---------------------------------------------|
| <b>Agency Sponsor:</b>       | Christine Marion, Deputy Executive Director | <b>Submitted by:</b> | Christine Marion, Deputy Executive Director |
| <b>Status Report Period:</b> | December 1 – December 31, 2021              | <b>Submitted on:</b> | 12/22/21                                    |

### 1 - STATUS OVERVIEW

#### Overview of Agency progress during reporting period:

During the month of December, Citrus completed the following activities related to system interfaces and agency business system remediation:

- Attended 2 PALM meetings
- Contacted Solutions Center regarding notification of PLAM issues, but no notification when resolved. This is concerning and may impact daily operations.

0 FTEs are supporting the transition to Florida PALM on a full-time basis.

2 FTEs are supporting the transition to Florida PALM on a part-time basis.

### 2 – AGENCY SYSTEM INTERFACE PROGRESS

| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments |
|------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------|
| NA                     |                        |                    |                     |                                   |                    |                        |                   |

### 3 – AGENCY APPLICATION REMEDIATION PROGRESS

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments |
|-----------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------|
| NA                                      |                    |                     |                                   |                    |                        |                   |

## **4 – FLORIDA PALM PRODUCTION SUPPORT**

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident |
|--------------------------|-----------------|---------------------|
| NA                       |                 |                     |

## Department of Education

|                                  |                                                                              |                      |                                                |
|----------------------------------|------------------------------------------------------------------------------|----------------------|------------------------------------------------|
| <b>Agency Sponsor:</b>           | <i>Suzanne Pridgeon,<br/>Deputy Commissioner, Finance and<br/>Operations</i> | <b>Submitted by:</b> | <i>Sasa Stefanovic,<br/>Deputy Comptroller</i> |
| <b>Status Report<br/>Period:</b> | <i>12/01/2021 – 12/31/2021</i>                                               | <b>Submitted on:</b> | <i>1/21/2022</i>                               |

### 1 - STATUS OVERVIEW

#### Overview of Agency progress during reporting period:

During the month of December, Florida Department of Education working on the following activities related to system interfaces and agency business system remediation:

- TECH 121
  - Identified system/applications that need to be retained
  - Analyzing business needs on the systems to retain
  - Working towards to provide a tentative timeline for transitioning the retained systems to use PALM layouts

0 FTEs are supporting the transition to Florida PALM on a full-time basis.

11 FTEs are supporting the transition to Florida PALM on a part-time basis.

### 2 – AGENCY SYSTEM INTERFACE PROGRESS

| Florida<br>PALM<br>Interface | Agency Business System                             | Planned<br>Start<br>Date | Planned<br>Finish<br>Date | Actual<br>Finish Date<br>(completed) | Cost for the<br>Month | Cumulative<br>Cost -<br>FYTD | Progress/<br>Comments                 |
|------------------------------|----------------------------------------------------|--------------------------|---------------------------|--------------------------------------|-----------------------|------------------------------|---------------------------------------|
|                              | Application Extender                               | TBD                      | TBD                       | TBD                                  |                       |                              | In the process of interface selection |
|                              | Client Rehabilitation Informational System (AWARE) | TBD                      | TBD                       | TBD                                  |                       |                              | In the process of interface selection |
|                              | Deposit F023                                       | TBD                      | TBD                       | TBD                                  |                       |                              | In the process of interface selection |

| Florida<br>PALM<br>Interface | Agency Business System                                  | Planned<br>Start<br>Date | Planned<br>Finish<br>Date | Actual<br>Finish Date<br><i>(completed)</i> | Cost for the<br>Month | Cumulative<br>Cost -<br>FYTD | Progress/<br>Comments                        |
|------------------------------|---------------------------------------------------------|--------------------------|---------------------------|---------------------------------------------|-----------------------|------------------------------|----------------------------------------------|
|                              | EFT Mailer (F12)                                        | TBD                      | TBD                       | TBD                                         |                       |                              | In the process of interface selection        |
|                              | FLDOE Florida Grants System (FLAGS)                     | TBD                      | TBD                       | TBD                                         |                       |                              | In the process of interface selection        |
|                              | Indirect Cost F039                                      | TBD                      | TBD                       | TBD                                         |                       |                              | In the process of interface selection        |
|                              | PARS/PARSVR/PARSDBS (F004)                              | TBD                      | TBD                       | TBD                                         |                       |                              | In the process of interface selection        |
|                              | Payroll                                                 | TBD                      | TBD                       | TBD                                         |                       |                              | In the process of interface selection        |
|                              | Prorated F038                                           | TBD                      | TBD                       | TBD                                         |                       |                              | In the process of interface selection        |
|                              | Rehabilitation Information Management System.Net (RIMS) | TBD                      | TBD                       | TBD                                         |                       |                              | In the process of interface selection        |
|                              | SAMAS – Main Database                                   | TBD                      | TBD                       | TBD                                         |                       |                              | In the process of identifying new structures |



### 3 – AGENCY APPLICATION REMEDIATION PROGRESS

| Agency Business System Remediation Task                                                                              | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Process/Comments |
|----------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|------------------|
| SAMAS database & other DTI business systems to retain after PALM goes live with Financial wave:<br>Analysis underway | TBD                | N/A                 | N/A                               | \$4,014.31         | \$24,588.05            |                  |
| Rehabilitation Information Management System.Net (RIMS):<br>Analysis underway                                        | TBD                | N/A                 | N/A                               | \$149.76           | \$1,235.52             |                  |
| Client Rehabilitation Informational System (AWARE) and OEL activities:<br>Analysis underway                          | TBD                | N/A                 | N/A                               | \$1,500.18         | \$2,591.22             |                  |

### 4 – FLORIDA PALM PRODUCTION SUPPORT

| The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open: |                 |                     |
|-------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------|
| Incident Submission Date                                                                                                | Incident Number | Summary of Incident |
| NA                                                                                                                      | NA              | NA                  |

## Department of Elder Affairs

|                              |                                                |                      |                                           |
|------------------------------|------------------------------------------------|----------------------|-------------------------------------------|
| <b>Agency Sponsor:</b>       | <i>Laura Anderson, Chief Financial Officer</i> | <b>Submitted by:</b> | <i>Ciera Cason, Accounting Supervisor</i> |
| <b>Status Report Period:</b> | <i>December 1 – December 31, 2021</i>          | <b>Submitted on:</b> | <i>01/10/2021</i>                         |

### 1 - STATUS OVERVIEW

#### Overview of Agency progress during reporting period:

During the month of December 2021, DOEA completed the following activities related to system interfaces and agency business system remediation:

DOEA does not utilize internal business systems that require the development of interfaces for Florida PALM. DOEA continues to analyze internal business processes and activities related to Central, Departmental, and Payroll FLAIR. Internal reporting needs are also being identified for analysis. If our comparative analysis of the current internal business needs (to include process workflows and reporting requirements) to the known capabilities of Florida PALM reveals there is a need for additional funding to ensure an efficient and successful transition, DOEA will submit a legislative budget request for the applicable fiscal year.

0 FTEs are supporting the transition to Florida PALM on a full-time basis.

3 FTEs are supporting the transition to Florida PALM on a part-time basis.

### 2 – AGENCY SYSTEM INTERFACE PROGRESS

| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments |
|------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|--------------------|
| N/A                    | N/A                    | N/A                | N/A                 | N/A                               | N/A                | N/A                    | N/A                |

### 3 – AGENCY APPLICATION REMEDIATION PROGRESS

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments |
|-----------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------|
| N/A                                     | N/A                | N/A                 | N/A                               | N/A                | N/A                    | N/A               |

## **4 – FLORIDA PALM PRODUCTION SUPPORT**

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident |
|--------------------------|-----------------|---------------------|
| N/A                      | N/A             | N/A                 |

## Division of Emergency Management

|                              |                                       |                      |                             |
|------------------------------|---------------------------------------|----------------------|-----------------------------|
| <b>Agency Sponsor:</b>       | <i>Mark Mahoney, Fiscal Mgmt Adm</i>  | <b>Submitted by:</b> | <i>Karen Peyton, OMC II</i> |
| <b>Status Report Period:</b> | <i>December 1 – December 31, 2021</i> | <b>Submitted on:</b> | <i>01/11/2021</i>           |

### **1 - STATUS OVERVIEW**

#### **Overview of Agency progress during reporting period:**

During the month of December FDEM completed the following activities related to system interfaces and agency business system remediation:

- Completed Technical Workbook

0 FTEs are supporting the transition to Florida PALM on a full-time basis.  
4 FTEs are supporting the transition to Florida PALM on a part-time basis.

## 2 – AGENCY SYSTEM INTERFACE PROGRESS

| Florida PALM Interface                               | Agency Business System | Planned Start Date | Planned Finish Date                                | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                     |
|------------------------------------------------------|------------------------|--------------------|----------------------------------------------------|-----------------------------------|--------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| API004<br>Outbound<br>Payment Extract                | Central Ingest         | 03/2021            | Central ingest point for FDEM has been completed . | 08/2021                           |                    |                        | Central Ingest point/ Reduced amount of requested modifications after meeting with PALM Staff<br><br>*Central ingest point refers to the FDEM central ingest for its applications and not Central Wave |
| API122<br>Outbound<br>Payment Extract<br>Web Service | Central Ingest         | 03/2021            | Central ingest point for FDEM has been completed . | 08/2021                           |                    |                        | Central Ingest point/ Reduced amount of requested modifications after meeting with PALM Staff<br><br>*Central ingest point refers to the FDEM central ingest for its applications and not Central Wave |

| Florida PALM Interface                                               | Agency Business System | Planned Start Date | Planned Finish Date                              | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                                                                                                                                         |
|----------------------------------------------------------------------|------------------------|--------------------|--------------------------------------------------|-----------------------------------|--------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| API123<br>Outbound<br>Voucher<br>Accounting<br>Detail Web<br>Service | Central Ingest         | 03/2021            | Central ingest point for FDEM has been completed | 08/2021                           |                    |                        | Central Ingest point/<br>Reduced amount of requested modifications after meeting with PALM Staff<br><br>*Central ingest point refers to the FDEM central ingest for its applications and not Central Wave |

### 3 – AGENCY APPLICATION REMEDIATION PROGRESS

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date                               | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                            |
|-----------------------------------------|--------------------|---------------------------------------------------|-----------------------------------|--------------------|------------------------|------------------------------------------------------------------------------|
| Financial Dashboard                     | 03/2021            | Central ingest point for FDEM has been completed. | 08/2021                           |                    |                        | Application connects to FDEM central ingest point for Florida PALM Offerings |
| GMS                                     | 03/2021            | Central ingest point for FDEM has been completed. | 08/2021                           |                    |                        | Application connects to FDEM central ingest point for Florida PALM Offerings |

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date                               | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                            |
|-----------------------------------------|--------------------|---------------------------------------------------|-----------------------------------|--------------------|------------------------|------------------------------------------------------------------------------|
| Axiom Voucher System                    | 03/2021            | Central ingest point for FDEM has been completed. | 08/2021                           |                    |                        | Application connects to FDEM central ingest point for Florida PALM Offerings |
| FOCUS                                   | 03/2021            | Central ingest point for FDEM has been completed. | 08/2021                           |                    |                        | Application connects to FDEM central ingest point for Florida PALM Offerings |

## **4 – FLORIDA PALM PRODUCTION SUPPORT**

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident |
|--------------------------|-----------------|---------------------|
| N/A                      | N/A             | N/A                 |

## Department of Environmental Protection

|                              |                                                         |                      |                                                     |
|------------------------------|---------------------------------------------------------|----------------------|-----------------------------------------------------|
| <b>Agency Sponsor:</b>       | Darinda McLaughlin, Deputy Chief of Staff of Operations | <b>Submitted by:</b> | Lydia Griffin, Bureau Chief of Finance & Accounting |
| <b>Status Report Period:</b> | <i>December 1 – December 31, 2021</i>                   | <b>Submitted on:</b> | 1/10/2022                                           |

### **1 - STATUS OVERVIEW**

#### **Overview of Agency progress during reporting period:**

During the month, DEP worked on or completed the following activities related to system interfaces and agency business system remediation:

These Florida PALM Readiness Workplan tasks required interface preparation work for the agency:

TECH121 - Complete and submit the Florida PALM Technical Inventory Workbook, documenting your agency's Interface Connection Inventory (TECH119), Conversion Inventory (TECH120), and Agency Business System Analysis (FUNC52); Due: January 7, 2022; COMPLETED

These Florida PALM Readiness Workplan tasks required business system remediation preparation work for the agency:

FUNC54 - Identify Any Obstacles Prohibiting the Adoption of Commitment Control, Asset Management, and Project and Grants Modules Functionality, COMPLETED

RPTG18 - Review the Reports Catalog and Provide Feedback, COMPLETED

DEP's approach to assessing impacts to their business systems involves any potential changes to reports, interfaces, conversions, and business processes.

Zero FTEs are supporting the transition to Florida PALM on a full-time basis.

Fifteen FTEs are supporting the transition to Florida PALM on a part-time basis.

One contractor is supporting the transition to Florida PALM on a part-time basis.



## 2 – AGENCY SYSTEM INTERFACE PROGRESS

| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/<br>Comments                                                                                                                               |
|------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| TBD                    |                        | TBD                | TBD                 | TBD                               | TBD                | TBD                    | This information will be provided in the January 2022 status report after the submission of MRW TECH121 to the project on January 7 <sup>th</sup> . |

| Interface Modification for Florida PALM                                                                                                | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|--------------------------------------------------------------------------------------------------------|
| Monthly interface coordination, documentation creation, and agency communication for Financial Wave interfaces. Tasks are listed here. | 7/01/2020          | 6/30/2024           |                                   | 2,060.00           | 12,875.00              | Contracted Project Management support for list of MRW tasks listed in the section 1 – status overview. |
| TECH121 - Submit Florida PALM Technical Inventory Workbook                                                                             | 10/04/2021         | 1/07/2022           |                                   | 2,060.00           | 5,562.00               |                                                                                                        |

### 3 – AGENCY APPLICATION REMEDIATION PROGRESS

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                                                                                   |
|-----------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| TBD                                     | TBD                | TBD                 | TBD                               | TBD                | TBD                    | This information will be provided in the January 2022 status report after the submission of MRW TECH121 to the project on January 7 <sup>th</sup> . |

| Agency Business System Remediation Task                                                                                                                                                      | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|--------------------------------------------------------------------------------------------------------|
| Monthly coordination, documentation creation, and agency communication for business system remediation for Financial Wave. Tasks are listed here.                                            | 7/01/2020          | 6/30/2024           |                                   | 2,060.00           | 13,081.00              | Contracted Project Management support for list of MRW tasks listed in the section 1 – status overview. |
| FUNC53 - Identify Any Obstacles Prohibiting the Adoption of General Ledger, Accounts Payable and Purchase Order, and Accounts Receivable, Billing, and Cash Management Modules Functionality | 10/25/2021         | 11/12/2021          | 11/11/2021                        |                    | 515.00                 |                                                                                                        |
| FUNC52 - Submit Agency Business Systems Analysis for the Financials Wave                                                                                                                     | 9/07/2021          | 1/07/2022           |                                   |                    | 515.00                 |                                                                                                        |

| Agency Business System Remediation Task                                                                                                        | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments |
|------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------|
| FUNC54 - Identify Any Obstacles Prohibiting the Adoption of Commitment Control, Asset Management, and Project and Grants Modules Functionality | 11/29/2021         | 12/17/2021          | 12/17/2021                        |                    |                        |          |
| RPTG18 - Review the Reports Catalog and Provide Feedback                                                                                       | 11/15/2021         | 12/17/2021          | 12/17/2021                        |                    |                        |          |

## **4 – FLORIDA PALM PRODUCTION SUPPORT**

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident                                                                                                                                                                                                                                                                                                                |
|--------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12/07/2021               | INC25534465     | Email sent to Solution Center on 12/07/2021, Incident resolved on 12/20/2021<br>We have had several debits come through one of our FLAIR accounts that has caused a negative (or atypical) receipt balance. We cannot find where we generated these transactions, and it is clearing an account that we do not receive revenue in. |

## Department of Financial Services

|                              |                                                          |                      |                      |
|------------------------------|----------------------------------------------------------|----------------------|----------------------|
| <b>Agency Sponsor:</b>       | <i>Scott Fennell, Deputy Chief<br/>Financial Officer</i> | <b>Submitted by:</b> | <i>Tanya McCarty</i> |
| <b>Status Report Period:</b> | <i>December 1 – December 31, 2021</i>                    | <b>Submitted on:</b> | <i>01/10/2022</i>    |

### **1 - STATUS OVERVIEW**

#### **Overview of Agency progress during reporting period:**

During the month of December, DFS completed the following activities related to system interfaces and agency business system (ABS) remediation:

#### **Financials Wave**

##### **ABS Remediation**

- **MRW – SPON65** – ABS team has completed update for Project Status Reporting.
- **MRW – RPTG18** – ABS team has completed working on the Reports Catalog and Survey.
- **MRW – FUNC54** – ABS team has completed identifying any Obstacles Prohibiting the Adoption of Commitment Control, Asset Management, and Project and Grants Modules Functionality.
- **MRW – TECH121** – ABS team is finalizing work on the FL PALM Technical Inventory Workbook with Interface Inventory, Conversion Inventory and ABS Analysis data and submitted to FL PALM.
- ABS team continued cadence meetings with all application technical teams and is currently collecting as-is FLAIR data connections for the functional design document.
- ABS team continued working on the FLAIR – FL PALM Replacement Operational Work Plan. Specifically, the Assumptions document, Work Breakdown Structure, Work Breakdown Structure dictionary, and project schedule.
- ABS team hired three of the five positions.
- ABS team began work on CODA and FL PALM integration analysis and surveyed technical teams for data elements in the CODA extract file that are used by each respective agency business system. CODA surveys are due from technical teams by mid-January.

##### **FLAIR Transition**

- The FLAIR Transition project schedule was revised to include a comprehensive assessment of all the functionality of FLAIR. Specifically, this assessment will formally document all processes which will be transitioned to FL PALM and identify any process which will need to be operationally retained (e.g. the printing of warrants).
- The FLAIR - FL PALM Transition Assumptions document was completed and presented to A&A for their review.

- Research and analysis continued for FLAIR Retirement and Final Fiscal Year End Closing activities.

107 FTEs are supporting the transition to Florida PALM on a part-time basis.

## **2 – AGENCY SYSTEM INTERFACE PROGRESS**

| Florida PALM Interface                             | Agency Business System             | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                            |
|----------------------------------------------------|------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Financials Wave</b>                             |                                    |                    |                     |                                   |                    |                        |                                                                                                               |
| AMI003 - Outbound Asset Extract                    | OIT Budget Tool, Barcode Inventory | 07/01/21           | 03/31/23            |                                   | \$141.20           | \$1,51.90              | Reviewing interface layouts and business processes until TECH121 - Technical Inventory Workbook is finalized. |
| AMI004 - Outbound Asset Physical Inventory Extract | Barcode Inventory                  | 07/01/21           | 03/31/23            |                                   | \$129.50           | \$129.50               | Reviewing interface layouts and business processes until TECH121 - Technical Inventory Workbook is finalized. |
| AMI008 - Inbound Asset Physical Updates            | Barcode Inventory                  | 07/01/21           | 03/31/23            |                                   | \$129.50           | \$656.00               | Reviewing interface layouts and business processes until TECH121 - Technical Inventory Workbook is finalized. |
| API002 - Inbound Voucher Load                      | PTDP, UPMIS, WaPR, CODA, Origami   | 07/01/21           | 03/31/23            |                                   | \$807.43           | \$1,245.63             | Reviewing interface layouts and business processes until TECH121 - Technical Inventory Workbook is finalized. |
| API004 - Outbound Payment Extract                  | SPIA, UPMIS, OIT Budget            | 07/01/21           | 03/31/23            |                                   | \$779.96           | \$1,413.86             | Reviewing interface layouts and business processes until TECH121 - Technical Inventory Workbook is finalized. |

|                                                                         |                                     |          |          |  |          |            |                                                                                                                        |
|-------------------------------------------------------------------------|-------------------------------------|----------|----------|--|----------|------------|------------------------------------------------------------------------------------------------------------------------|
|                                                                         | Tool,<br>CODA                       |          |          |  |          |            |                                                                                                                        |
| API006 -<br>Inbound<br>Payment<br>Cancellation                          | UPMIS,<br>Origami                   | 07/01/21 | 03/31/23 |  | \$89.70  | \$89.70    | Reviewing interface layouts and<br>business processes until<br>TECH121 - Technical Inventory<br>Workbook is finalized. |
| API010 -<br>Outbound<br>Payment<br>Remittance<br>Advice Data            | UPMIS                               | 07/01/21 | 03/31/23 |  | \$19.50  | \$19.50    | Reviewing interface layouts and<br>business processes until<br>TECH121 - Technical Inventory<br>Workbook is finalized. |
| API015 -<br>Inbound Supplier<br>Load                                    | PTDP,<br>UPMIS,<br>WaPR,<br>Origami | 07/01/21 | 03/31/23 |  | \$567.54 | \$1,500.74 | Reviewing interface layouts and<br>business processes until<br>TECH121 - Technical Inventory<br>Workbook is finalized. |
| API016 -<br>Inbound W9<br>System Updates                                | W-9                                 | 07/01/21 | 03/31/23 |  | \$146.25 | \$1,076.25 | Reviewing interface layouts and<br>business processes until<br>TECH121 - Technical Inventory<br>Workbook is finalized. |
| API019 -<br>Outbound W-9<br>System Data                                 | W-9                                 | 07/01/21 | 03/31/23 |  | \$146.25 | \$446.25   | Reviewing interface layouts and<br>business processes until<br>TECH121 - Technical Inventory<br>Workbook is finalized. |
| API020 -<br>Outbound<br>Supplier Data                                   | SPIA,<br>PTDP,<br>UPMIS,<br>WaPR    | 07/01/21 | 03/31/23 |  | \$844.71 | \$1087.71  | Reviewing interface layouts and<br>business processes until<br>TECH121 - Technical Inventory<br>Workbook is finalized. |
| API023 -<br>Outbound Stale<br>Payments File to<br>Unclaimed<br>Property | UPMIS                               | 07/01/21 | 03/31/23 |  | \$19.50  | \$110.70   | Reviewing interface layouts and<br>business processes until<br>TECH121 - Technical Inventory<br>Workbook is finalized. |

|                                                         |                      |          |          |  |          |          |                                                                                                               |
|---------------------------------------------------------|----------------------|----------|----------|--|----------|----------|---------------------------------------------------------------------------------------------------------------|
| API024 - Outbound Voucher Status                        | UPMIS                | 07/01/21 | 03/31/23 |  | \$19.50  | \$19.50  | Reviewing interface layouts and business processes until TECH121 - Technical Inventory Workbook is finalized. |
| API031 - Outbound Voucher Accounting Detail             | UPMIS                | 07/01/21 | 03/31/23 |  | \$19.50  | \$19.50  | Reviewing interface layouts and business processes until TECH121 - Technical Inventory Workbook is finalized. |
| API122 - Outbound Payment Extract Web Service           | SPIA, Origami, UPMIS | 07/01/21 | 03/31/23 |  | \$366.86 | \$425.36 | Reviewing interface layouts and business processes until TECH121 - Technical Inventory Workbook is finalized. |
| API123 - Outbound Voucher Accounting Detail Web Service | UPMIS                | 07/01/21 | 03/31/23 |  | \$19.50  | \$19.50  | Reviewing interface layouts and business processes until TECH121 - Technical Inventory Workbook is finalized. |
| ARI007 – Inbound Deposit Data                           | CODA                 | 07/01/21 | 03/31/23 |  | \$239.90 | \$929.90 | Reviewing interface layouts and business processes until TECH121 - Technical Inventory Workbook is finalized. |
| ARI009 - Inbound Customer Data                          | Origami              | 07/01/21 | 03/31/23 |  | \$70.20  | \$70.20  | Reviewing interface layouts and business processes until TECH121 - Technical Inventory Workbook is finalized. |
| ARI011 - Inbound AR Data                                | Origami              | 07/01/21 | 03/31/23 |  | \$70.20  | \$70.20  | Reviewing interface layouts and business processes until TECH121 - Technical Inventory Workbook is finalized. |

|                                             |                        |          |          |  |            |           |                                                                                                               |
|---------------------------------------------|------------------------|----------|----------|--|------------|-----------|---------------------------------------------------------------------------------------------------------------|
| ARI024 – Outbound AR and Deposit            | OIT Budget Tool        | 07/01/21 | 03/31/23 |  | \$173.20   | \$657.40  | Reviewing interface layouts and business processes until TECH121 - Technical Inventory Workbook is finalized. |
| BII001 - Inbound Billing Data               | Origami                | 07/01/21 | 03/31/23 |  | \$70.20    | \$70.20   | Reviewing interface layouts and business processes until TECH121 - Technical Inventory Workbook is finalized. |
| CMI004 - Outbound Bank Deposit Transactions | CODA                   | 07/01/21 | 03/31/23 |  | \$239.90   | \$239.90  | Reviewing interface layouts and business processes until TECH121 - Technical Inventory Workbook is finalized. |
| GLI001 - Outbound ChartField Values         | CODA, Lease Tracking   | 07/01/21 | 03/31/23 |  | \$1,437.10 | \$2583.10 | Reviewing interface layouts and business processes until TECH121 - Technical Inventory Workbook is finalized. |
| GLI002 – Outbound Actuals Extract           | OIT Budget Tool        | 07/01/21 | 03/31/23 |  | \$11.70    | \$495.90  | Reviewing interface layouts and business processes until TECH121 - Technical Inventory Workbook is finalized. |
| POI001 – Outbound Encumbrance Extract       | OIT Budget Tool, UPMIS | 07/01/21 | 03/31/23 |  | \$31.20    | \$515.40  | Reviewing interface layouts and business processes until TECH121 - Technical Inventory Workbook is finalized. |

### **3 – AGENCY APPLICATION REMEDIATION PROGRESS**

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date<br><i>(completed)</i> | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments      |
|-----------------------------------------|--------------------|---------------------|------------------------------------------|--------------------|------------------------|------------------------|
| CDs                                     | 08/10/20           | 07/01/21            | 07/08/21                                 | \$0.00             | \$731.50               | Complete for CMS Wave. |



| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                                                                                                                                                                        |
|-----------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SPIA                                    | 07/01/21           | 06/30/24            |                                   | \$831.50           | \$869.25               | Complete for CMS Wave; Reviewing interface layouts and business processes for Financials Wave.                                                                                                                                           |
| UPMIS                                   | 07/01/21           | 06/30/24            |                                   | \$234.00           | \$456.00               | Reviewing interface layouts and business processes.                                                                                                                                                                                      |
| PTDP                                    | 07/01/21           | 06/30/24            |                                   | \$907.00           | \$690.00               | Reviewing interface layouts and business processes.                                                                                                                                                                                      |
| FLAIR – FL PALM Transition              | 07/01/21           | 06/30/24            |                                   | \$52,277.50        | \$437,678.25           | Revised project schedule to include a comprehensive assessment of FLAIR functions and began analysis of decommissioning FLAIR and final FY closing process. Continued development of the Production Support staffing and training plans. |
| ABS – FL PALM Remediation               | 07/01/21           | 06/30/24            |                                   | \$39,652.00        | 61,225.00              | Worked on interface remediation, FY 21-22 Operational Work Plan, and ABS interface remediation.                                                                                                                                          |
| EIC                                     | 07/01/21           | 06/30/24            |                                   | \$0.00             | \$1426.00              | Reviewing interface layouts and business processes.                                                                                                                                                                                      |
| W9 System                               | 07/01/21           | 06/30/24            |                                   | \$292.50           | \$1,132.50             | Reviewing interface layouts and business processes.                                                                                                                                                                                      |
| CODA                                    | 07/01/21           | 06/30/24            |                                   | \$1199.50          | \$3269.50              | Reviewing interface layouts and business processes.                                                                                                                                                                                      |
| FLAIR@DFS                               | 07/01/21           | 06/30/24            |                                   | \$351.00           | \$690.00               | Reviewing interface layouts and business processes.                                                                                                                                                                                      |

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                   |
|-----------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-----------------------------------------------------|
| Budget Allotments                       | 07/01/21           | 06/30/24            |                                   | \$882.50           | \$987.50               | Reviewing interface layouts and business processes. |
| Open Gov                                | 07/01/21           | 06/30/24            |                                   | \$484.50           | \$835.50               | Reviewing interface layouts and business processes. |
| OIT Budget Tool                         | 07/01/21           | 06/30/24            |                                   | \$58.50            | \$2,479.50             | Reviewing interface layouts and business processes. |
| WaPR - SDTF                             | 07/01/21           | 06/30/24            |                                   | \$526.50           | \$1,111.50             | Reviewing interface layouts and business processes. |
| Barcode Inventory System                | 07/01/21           | 06/30/24            |                                   | \$388.50           | \$1,441.50             | Reviewing interface layouts and business processes. |
| Lease Tracking System                   | 07/01/21           | 06/30/24            |                                   | \$965.50           | \$1,421.00             | Reviewing interface layouts and business processes. |
| FACTS                                   | 07/01/21           | 06/30/24            |                                   | \$175.50           | \$175.50               | Reviewing interface layouts and business processes. |
| Origami                                 | 07/01/21           | 06/30/24            |                                   | \$702.00           | \$702.00               | Reviewing interface layouts and business processes. |

\*Costs listed in section three (3) include the costs listed in section two (2) and does not include project costs indirectly attributable to interface or remediation work (i.e., general project knowledge transfer).

## **4 – FLORIDA PALM PRODUCTION SUPPORT**

| The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open: |                 |                                                          |
|-------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------|
| Incident Submission Date                                                                                                | Incident Number | Summary of Incident                                      |
| 9/29/2021                                                                                                               | INC24194512     | Request for help in evaluating and updating GLI068 file. |
| 10/25/2021                                                                                                              | INC24686664     | Book to Bank - Timing Difference/Report/Oracle bug.      |
| 10/25/2021                                                                                                              | INC24687417     | Deal Management accounting templates need updates.       |

|           |             |                                                                                                                                                                                                                                                                                                            |
|-----------|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11/9/2021 | INC24915588 | FL PALM solution needs to be able to display a maintenance page when the solution is down instead of an error message.                                                                                                                                                                                     |
| 11//22/21 | INC25133012 | October CRA Interest Apportionment- interest apportioned for both DFS CRAs appears to be incorrect                                                                                                                                                                                                         |
| 12/7/21   | INC25491900 | Existing queries are being used to provide CRA data. A new report was requested to provide data for the CRA Master and CRA Sub Accounts.                                                                                                                                                                   |
| 12/9/21   | INC25536663 | Duplicate System Transactions and 2 system transactions that are still showing unreconciled                                                                                                                                                                                                                |
| 12/13/21  | INC25613031 | Work dates missing in the Bank Data Adjustments report.                                                                                                                                                                                                                                                    |
| 12/14/21  | INC25638902 | Request for GLI046 review if all the lines that contain investment, disinvestment, and interest activity being rolled up to the fund level. Cannot find journals input at a fund only level, which is all the information that appears in the error log.                                                   |
| 12/14/21  | INC25640065 | Report ID GLR090 - Investment Balances Comparison Report not working as expected. This report should show the cost of investment holdings (from Deal Management), and compare that to the Investment Pool Participant balances (invested cash balances, PALM Accounts 104000, 104001, 104002, and 104009). |
| 12/15/21  | INC25665153 | Errors fell out; the deposit fell out of ARI014 due to an incorrect bank account number,                                                                                                                                                                                                                   |
| 12/17/21  | INC25721675 | GLI065 - Need to load file and exclude certain data based on the SWDN - will test in QAS before Prod.                                                                                                                                                                                                      |

## Department of Health

|                              |                                                          |                      |                                                     |
|------------------------------|----------------------------------------------------------|----------------------|-----------------------------------------------------|
| <b>Agency Sponsor:</b>       | <i>Robert Herron, Division Director - Administration</i> | <b>Submitted by:</b> | <i>Terri Mulkey, Chief – Finance and Accounting</i> |
| <b>Status Report Period:</b> | <i>December 1 – December 31, 2021</i>                    | <b>Submitted on:</b> | <i>01/05/2022</i>                                   |

### **1 - STATUS OVERVIEW**

#### **A. Overview of Agency progress during reporting period:**

During the month of December, the Department of Health completed the following activities related to Master Readiness Workplan:

- RPTG18 Review the Reports Catalog and Provide Feedback – Completed December 16, 2021
- FUNC54 Identify Any Obstacles Prohibiting the Adoption of Commitment Control, Asset Management, and Project and Grants Modules Functionality – Completed December 16, 2021

DOH has completed a Statement of Work and a Request for Quote for a consultant to assess all current agency business systems, complete an analysis and prepare a report of the requirements and timeline to complete remediation of all necessary systems. The consultant chosen for the project is KPMG. In addition, the Budget staff has submitted a PALM Release Budget Amendment for 25% of the \$410,419 which was appropriated to the agency for FY 2021-2022. The KPMG Kickoff Meeting occurred on October 5, 2021 and two additional meetings were held with the firm to begin going over agency business systems to determine remediation efforts as well as risk assessments.

An Amended LBR was submitted to the DOH Budget Office on October 18, 2021 to request funding for a Project Manager, Business Process Consultant and three Application Development Analysts for the FY 2022-2023.

0 FTEs are supporting the transition to Florida PALM on a full-time basis.

12 FTEs are supporting the transition to Florida PALM on a part-time basis.

## 2 – AGENCY SYSTEM INTERFACE PROGRESS

| Interface Modification for Florida PALM | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments |
|-----------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------|
| API004                                  | TBD                | TBD                 | TBD                               | NA                 | NA                     |                   |
| API010                                  | TBD                | TBD                 | TBD                               | NA                 | NA                     |                   |
| API020                                  | TBD                | TBD                 | TBD                               | NA                 | NA                     |                   |
| API021                                  | TBD                | TBD                 | TBD                               | NA                 | NA                     |                   |
| API024                                  | TBD                | TBD                 | TBD                               | NA                 | NA                     |                   |
| API031                                  | TBD                | TBD                 | TBD                               | NA                 | NA                     |                   |
| API109                                  | TBD                | TBD                 | TBD                               | NA                 | NA                     |                   |
| GLI001                                  | TBD                | TBD                 | TBD                               | NA                 | NA                     |                   |
| GLI002                                  | TBD                | TBD                 | TBD                               | NA                 | NA                     |                   |
| GLI006                                  | TBD                | TBD                 | TBD                               | NA                 | NA                     |                   |
| GLI017                                  | TBD                | TBD                 | TBD                               | NA                 | NA                     |                   |
| GLI030                                  | TBD                | TBD                 | TBD                               | NA                 | NA                     |                   |
| GLI031                                  | TBD                | TBD                 | TBD                               | NA                 | NA                     |                   |
| GLI033                                  | TBD                | TBD                 | TBD                               | NA                 | NA                     |                   |
| GLI035                                  | TBD                | TBD                 | TBD                               | NA                 | NA                     |                   |
| GLI051                                  | TBD                | TBD                 | TBD                               | NA                 | NA                     |                   |
| KKI009                                  | TBD                | TBD                 | TBD                               | NA                 | NA                     |                   |

### **3 – AGENCY APPLICATION REMEDIATION PROGRESS**

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                |
|-----------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------------------------------|
| DOH Financial Information System        | TBD                | TBD                 | TBD                               | NA                 | NA                     | Remediation in progress 04.01.21 |
| Journal Transfer 3                      | TBD                | TBD                 | TBD                               | NA                 | NA                     | Remediation in progress 04.01.21 |

### **4 – FLORIDA PALM PRODUCTION SUPPORT**

| The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open: |                 |                     |
|-------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------|
| Incident Submission Date                                                                                                | Incident Number | Summary of Incident |
| N/A                                                                                                                     |                 |                     |

## Department of Juvenile Justice

|                              |                                                                                                |                      |                                  |
|------------------------------|------------------------------------------------------------------------------------------------|----------------------|----------------------------------|
| <b>Agency Sponsor:</b>       | <i>Heather DiGiacomo, Chief of Staff<br/>Levis Hughes, Director of Administrative Services</i> | <b>Submitted by:</b> | <i>Amanda Gaddis, Consultant</i> |
| <b>Status Report Period:</b> | <i>December 1 – December 31, 2021</i>                                                          | <b>Submitted on:</b> | <i>1/10/2022</i>                 |

### **1 - STATUS OVERVIEW**

#### **Overview of Agency progress during reporting period:**

During the month of December, the Department of Juvenile Justice (DJJ) completed the following activities related to system interfaces and agency business system remediation:

- DJJ staff attended the Monthly PALM Readiness touch point meeting, Tuesday Task Talks and DJJ/FL PALM Technical Architect Meeting
- Independently reached out to 10 state agencies in an effort to collaborate on FL PALM transition efforts
- Information request sent to all active internal FLAIR users and internal business system users to gather data for PALM transition
- Held meetings with the stakeholders in each Department within DJJ to discuss FL PALM project and what is expected moving forward
- Kickoff weekly FL PALM meetings within Agency (every Monday @ 9:30am) to instill ownership, open lines of communication between Departments and provide constructive feedback to the FL PALM team

DJJ has 1 Consultant supporting the transition to PALM on a full-time basis.

DJJ has 1 Consultant supporting the transition to PALM on a part-time basis.

DJJ has 14 FTEs supporting the transition to PALM on a part-time basis.

### **2 – AGENCY SYSTEM INTERFACE PROGRESS**

| Florida PALM Interface                                                                                                                     | Agency Business System         | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|------------------------------------------------------------------------------------|
| GLI003 - Inbound Contract ChartField<br>API004 - Outbound Payment Extract File<br>GMI002 – GMI0006                                         | Contract Tracking System (CTS) | TBD                | TBD                 | N/A                               | N/A                | N/A                    | Working with IT to create a strategic plan for moving forward with PALM transition |
| API024 - Outbound Voucher Status<br>API031 - Outbound Voucher Accounting Detail<br>API123 - Outbound Voucher Accounting Detail Web Service | Axiom Pro                      | TBD                | TBD                 | N/A                               | N/A                | N/A                    | Working with IT to create a strategic plan for moving forward with PALM transition |
| Under Review                                                                                                                               | IT Tracking System             | TBD                | TBD                 | N/A                               | N/A                | N/A                    | Working with IT to create a strategic plan for moving forward with PALM transition |
| Under Review                                                                                                                               | JJIS                           | TBD                | TBD                 | N/A                               | N/A                | N/A                    | Working with IT to create a strategic plan for moving forward with PALM transition |
| Under Review                                                                                                                               | Transaction Batch Upload       | TBD                | TBD                 | N/A                               | N/A                | N/A                    | Working with IT to create a strategic plan for moving forward with PALM transition |



| Florida PALM Interface | Agency Business System                | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                  |
|------------------------|---------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|------------------------------------------------------------------------------------|
| Under Review           | Payroll Management Information System | TBD                | TBD                 | N/A                               | N/A                | N/A                    | Working with IT to create a strategic plan for moving forward with PALM transition |
| Under Review           | SVS                                   | TBD                | TBD                 | N/A                               | N/A                | N/A                    | Working with IT to create a strategic plan for moving forward with PALM transition |
| Under Review           | HRES                                  | TBD                | TBD                 | N/A                               | N/A                | N/A                    | Working with IT to create a strategic plan for moving forward with PALM transition |
| Under Review           | IRR                                   | TBD                | TBD                 | N/A                               | N/A                | N/A                    | Working with IT to create a strategic plan for moving forward with PALM transition |

### **3 – AGENCY APPLICATION REMEDIATION PROGRESS**

| Agency Business System Remediation Task     | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments |
|---------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------|
| TBD (Will be updated based on PMO analysis) |                    |                     |                                   |                    |                        |                   |

## **4 – FLORIDA PALM PRODUCTION SUPPORT**

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident |
|--------------------------|-----------------|---------------------|
|--------------------------|-----------------|---------------------|

## Department of Legal Affairs

|                              |                                       |                      |                        |
|------------------------------|---------------------------------------|----------------------|------------------------|
| <b>Agency Sponsor:</b>       | <i>Richard Martin, Chief of Staff</i> | <b>Submitted by:</b> | <i>Sabrina Donovan</i> |
| <b>Status Report Period:</b> | <i>December 1 – December 31, 2021</i> | <b>Submitted on:</b> | <i>01/03/2022</i>      |

### **1 - STATUS OVERVIEW**

#### **Overview of Agency progress during reporting period:**

During the month of December 2021, DLA completed the following activities related to system interfaces and agency business system remediation:

- We completed MRW tasks due during the month.
- Participated in workgroup meetings
- Agency interfaces and business system reviewed for the new Financials Wave.

0 FTEs are supporting the transition to Florida PALM on a full-time basis.

7 FTEs are supporting the transition to Florida PALM on a part-time basis.

### **2 – AGENCY SYSTEM INTERFACE PROGRESS**

| Florida PALM Interface                             | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br><i>(completed)</i> | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments |
|----------------------------------------------------|------------------------|--------------------|---------------------|------------------------------------------|--------------------|------------------------|--------------------|
| AMI002-Inbound Asset Transfer and Disposal Request | Access SQL, SATS       | 10/01/2021         | 06/30/2023          |                                          |                    |                        |                    |
| AMI003 – Outbound Asset Extract                    | Access SQL, SATS       | 10/01/2021         | 06/30/2023          |                                          |                    |                        |                    |

| Florida PALM Interface                                           | Agency Business System                     | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments |
|------------------------------------------------------------------|--------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|--------------------|
| AMI004 – Outbound Asset Physical Inventory Extract               | Access/SQLS QL Reporting, SATS             | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                    |
| AMI006-Inbound Asset Additions, Adjustments and Physical Updates | Access/SQLS QL Reporting, SATS             | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                    |
| AMI008-Inbound Asset Physical Inventory Load                     | Access/SQLS QL Reporting, SATS             | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                    |
| API002-Inbound Voucher Load                                      | Access/SQL, SQL Reporting                  | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                    |
| API004-Outbound Payment Extract                                  | Access/SQL, SQL Reporting, eGrants, VANext | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                    |
| API006-Inbound Payment Cancellation                              | Access/SQL, SQL Reporting                  | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                    |
| API010-Outbound Payment Remittance Advice Data                   | Access/SQL, SQL Reporting                  | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                    |

| Florida PALM Interface                           | Agency Business System                                                                                                      | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|--------------------|
| API020-<br>Outbound<br>Supplier Data             | Access/SQL,<br>SQL<br>Reporting,<br>Microsoft<br>Dynamics<br>Contract<br>Reporting,<br>Microsoft<br>Dynamics<br>Procurement | 10/01/202<br>1     | 06/30/202<br>3      |                                   |                    |                        |                    |
| API021-<br>Outbound<br>Authorized Bank<br>Titles | SQL<br>Reporting                                                                                                            | 10/01/202<br>1     | 06/30/202<br>3      |                                   |                    |                        |                    |
| API027-Inbound<br>Voucher Delete<br>Web Service  | SQL<br>Reporting                                                                                                            | 10/01/202<br>1     | 06/30/202<br>3      |                                   |                    |                        |                    |
| API028-Inbound<br>Voucher Web<br>Service         | Access/SQL,<br>SQL<br>Reporting                                                                                             | 10/01/202<br>1     | 06/30/202<br>3      |                                   |                    |                        |                    |
| API109-<br>Outbound<br>Supplier<br>Crosswalk     | Access/SQL,<br>SQL<br>Reporting                                                                                             | 10/01/202<br>1     | 06/30/202<br>3      |                                   |                    |                        |                    |

| Florida PALM Interface                      | Agency Business System                                                                           | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments |
|---------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|--------------------|
| API122-Outbound Payment Extract Web Service | Access/SQL, SQL Reporting, Microsoft Dynamics Contract Reporting, Microsoft Dynamics Procurement | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                    |
| API124-Inbound SpeedChart                   | Access/SQL, SQL Reporting                                                                        | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                    |
| API125-Outbound SpeedChart                  | Access/SQL, SQL Reporting                                                                        | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                    |
| ARI002-Outbound Customer Data               | Access/SQL, SQL Reporting                                                                        | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                    |
| ARI007-Inbound Deposit Data                 | Access/SQL, SQL Reporting                                                                        | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                    |
| ARI009-Inbound Customer Data                | Access/SQL, SQL Reporting                                                                        | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                    |
| ARI011-Inbound AR Data                      | Access/SQL, SQL Reporting                                                                        | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                    |

| Florida PALM Interface                    | Agency Business System    | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments |
|-------------------------------------------|---------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------|
| ARI024-Outbound AR and Deposit Data       | Access/SQL, SQL Reporting | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                   |
| BII001-Inbound Billing Data               | Access/SQL, SQL Reporting | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                   |
| CMI004-Outbound Bank Deposit Transactions | Access/SQL, SQL Reporting | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                   |

### 3 – AGENCY APPLICATION REMEDIATION PROGRESS

| Agency Business System Remediation Task  | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments |
|------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------|
| Access/SQL                               | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                   |
| eGrants                                  | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                   |
| SQL Reporting                            | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                   |
| SQL Reporting, Reconciliation            | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                   |
| SQL Reporting, VANext                    | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                   |
| Microsoft Dynamics Contract Reporting    | 07/01/2021         | 06/30/2023          |                                   |                    |                        |                   |
| Microsoft Dynamics Procurement           | 07/01/2021         | 06/30/2023          |                                   |                    |                        |                   |
| Microsoft Dynamics Expense Reimbursement | 07/01/2021         | 06/30/2023          |                                   |                    |                        |                   |

| Agency Business System Remediation Task         | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments |
|-------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------|
| VANext                                          | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                   |
| SATS-FLAIR (Stategic Systems & Technology Corp) | 10/01/2021         | 06/30/2023          |                                   |                    |                        |                   |

## **4 – FLORIDA PALM PRODUCTION SUPPORT**

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident |
|--------------------------|-----------------|---------------------|
| N/A                      | N/A             | N/A                 |



## Department of Management Services

|                              |                              |                      |                      |
|------------------------------|------------------------------|----------------------|----------------------|
| <b>Agency Sponsor:</b>       | <i>Katie Parrish</i>         | <b>Submitted by:</b> | <i>Carlene Smith</i> |
| <b>Status Report Period:</b> | <i>December 1 - 31, 2021</i> | <b>Submitted on:</b> | <i>1-10-2022</i>     |

### **1 - STATUS OVERVIEW**

#### **Overview of Agency progress during reporting period:**

During the month of December, the Department of Management Services (DMS) completed the following activities related to system interfaces and agency business system remediation.

#### **DMS**

- Financial Management Services (FMS) staff have attended several Module Workgroup sessions and plan to continue to attend the workshops.
- The FMS Chief continues to analyze current staff duties and make adjustments where appropriate to ensure a smooth transition for PALM and for compliance activities.
- Since the CMS Wave, the FMS team has been contacted by the Department of Financial Services (DFS) each month with required correcting journal entries as the current transactions have caused daily average cash balances to be negative, which prevents and delays DFS' calculation and recording of interest apportionment to each trust fund. The issue arises as agencies invest at the trust fund level but disinvest at the budget entity level. DMS has several trust funds with multiple budget entities. FMS team has been working on a solution to run reports within PALM to identify these issues and correct them prior to end of each month. However, it appears that no report or query exists, despite the PALM catalog indicating that this information would be available in GLR082-Appportionment Report and GLR083-Investment Activity Report. FMS has contacted the PALM Solution Center on December 21st, but resolution has not yet occurred. Please see Section 4 of this report for additional information.
- The FMS team has been working with the PALM Solution Center on re-occurring issues, such as the daily deposit report being late at least one day each week and debit memo identification being the same for all debit memos.
- DMS Agency Liaison continues to provide updates to the Readiness Workplan Tasks via the DMS PALM Teams Channel and internal dashboard.
- FMS staff continue to provide training for DMS staff related to basic accounting and PALM.
- FMS staff monthly meeting with Florida PALM was held on December 17.

4 FTEs are supporting the transition to Florida PALM on a full-time basis.

3 FTEs are supporting the transition to Florida PALM on a part-time basis.

**People First:**

- Discussions are pending start of Payroll Wave activities. Human Capital Management (HCM) files are to be determined at this time and is where the heavy lift will be for the People First PALM integrations.
- Internal planning meetings continued, focusing on the design impact on the People First system and to continue analysis of applicable Florida PALM interface files.
- People First has submitted an LBR request for FY 22/23 for the Financials and Payroll Waves.

0 FTEs are supporting the transition to Florida PALM on a full-time basis.

6 FTEs are supporting the transition to Florida PALM on a part-time basis.

**Statewide Travel Management System (STMS):**

- Internal planning meetings continued, focusing on the design impact on the STMS system and analysis of applicable Florida PALM interface files.
- STMS has submitted an LBR request for FY 22/23 for the Financials Wave.

0 FTEs are supporting the transition to Florida PALM on a full-time basis.

4 FTEs are supporting the transition to Florida PALM on a part-time basis.

**RETIREMENT:**

CMS Wave (July 1, 2021)

- Issue Resolved - Retirement and FMS experienced problems due to the change to the Department of Revenue (DOR) deposit process since the implementation of the CMS Wave in July. The change in process was causing a discrepancy in the deposit number used on the accounting entries that DOR posts in PALM and the deposit number that Retirement posts in FLAIR. DOR began sending the two new daily files to Retirement in October (AC421 and AC422). Retirement completed programming and testing in IRIS to delay creation of the FLAIR revenue entries until the PALM deposit number is available. This fix eliminated the need to manually enter correcting transactions in FLAIR to correct the deposit number, which was previously the workaround. The Division of Retirement implemented the new programming in IRIS on December 7 and have confirmed that it is working as expected. The manual correcting entries are no longer needed. Actual cost of this programming is \$6,958.80 (120 hours at \$57.99). Treasury and PALM Team have been advised that this issue has been resolved.

Financials Wave (July 1, 2024)

- Outstanding Item #1 – During our meeting with the PALM Interface Team on November 18, they notified us that they will not be able to accommodate our request to provide the pay stub information. This outstanding item dates back to the April 28, 2021 meeting. At the April 28 meeting, The Division of Retirement requested that pay stub information, such as gross pay and year-to-date deductions, be printed on the warrant stub as is currently done by FLAIR. This impacts approximately 20,000 payees each month. We anticipate this will increase calls to the FRS Contact Center and will result in additional workload for the Division. We asked the Interface Team whether the FRS payroll could be treated like a payroll rather than like vendor payments. They agreed to discuss and research internally.
- Outstanding item #2 - The PALM Team is also going to follow up with us on how (or if) the retired payroll payments are impacted by the prompt payment requirements in PALM, whether they are considered confidential, and whether they will be included in transparency reporting.

0 FTEs are supporting the transition to Florida PALM on a full-time basis.

6 FTEs are supporting the transition to Florida PALM on a part-time basis.

#### **MFMP:**

- The Florida PALM Team provided a preliminary interface listing to MFMP on Dec. 15, 2021 for review. We did not meet in December and will pick back up on our regularly scheduled meeting cadence beginning on Jan. 28, 2022, where we will begin discussing this interface list and next steps for design MFMP to Florida PALM interfaces.

0 FTEs are supporting the transition to Florida PALM on a full-time basis.

4 FTEs are supporting the transition to Florida PALM on a part-time basis.

## 2 – AGENCY SYSTEM INTERFACE PROGRESS

| Florida PALM Interface                     | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br><i>(completed)</i> | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                 |
|--------------------------------------------|------------------------|--------------------|---------------------|------------------------------------------|--------------------|------------------------|----------------------------------------------------------------------------------------------------|
| GLI030 - Outbound Account Description File |                        | TBD                | TBD                 | TBD                                      | N/A                | N/A                    | MFMP: Will not begin building connection until FY22-23. Beginning design discussions in Jan. 2022. |
| API004 - Outbound Payment Extract          |                        | TBD                | TBD                 | TBD                                      | N/A                | N/A                    | MFMP: Will not begin building connection until FY22-23. Beginning design discussions in Jan. 2022. |
| API024 - Outbound Voucher Status           |                        | TBD                | TBD                 | TBD                                      | N/A                | N/A                    | MFMP: Will not begin building connection until FY22-23. Beginning design discussions in Jan. 2022. |
| API002 – Inbound Voucher Load              |                        | 09/03/20           | TBD                 | TBD                                      | N/A                | N/A                    | Retirement: PALM-related tasks are captured within the Division's IT Roadmap funding.              |
| API004 – Outbound Payment Extract          |                        | 09/03/20           | TBD                 | TBD                                      | N/A                | N/A                    | Retirement: PALM-related tasks are captured within the Division's IT Roadmap funding.              |
| API006 – Inbound Payment Cancellation      |                        | TBD                | TBD                 | TBD                                      | N/A                | N/A                    | Retirement: PALM-related tasks are captured within the Division's IT Roadmap funding.              |
| API015 – Inbound Supplier Load             |                        | TBD                | TBD                 | TBD                                      | N/A                | N/A                    | Retirement: PALM Team has determined that this interface will not be needed until a later wave.    |
| API020 – Outbound Supplier Data            |                        | TBD                | TBD                 | TBD                                      | N/A                | N/A                    | Retirement: PALM-related tasks are captured within the Division's IT Roadmap funding.              |

| Florida PALM Interface                     | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                            |
|--------------------------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| API021 – Outbound Authorized Bank Titles   |                        | 09/03/20           | TBD                 | TBD                               | N/A                | N/A                    | Retirement: PALM-related tasks are captured within the Division's IT Roadmap funding.                                                                                         |
| API025 – Outbound Outstanding Warrant Data |                        | TBD                | TBD                 | TBD                               | N/A                | N/A                    | Retirement: PALM-related tasks are captured within the Division's IT Roadmap funding.                                                                                         |
| API038 – Outbound FRS Retiree Information  |                        | TBD                | TBD                 | TBD                               | N/A                | N/A                    | Retirement: PALM Team has determined that this interface will not be need until a later wave.                                                                                 |
| API109 – Outbound Supplier Crosswalk       |                        | TBD                | TBD                 | TBD                               | N/A                | N/A                    | Retirement: PALM-related tasks are captured within the Division's IT Roadmap funding.                                                                                         |
| GLI001 - Outbound Chart Field Values       |                        | 11/1/21            | TBD                 |                                   | \$97.58            | \$97.58                | PF: Only GLI001 and API021 will be used by People First as part of the Financials Wave. All other files will be part of the HCM implementation, and the file layouts are TBD. |
| API021 – Outbound Authorized Bank Titles   |                        | 11/1/21            | TBD                 |                                   |                    |                        | PF: Only GLI001 and API021 will be used by People First as part of the Financials Wave. All other files will be part of the HCM implementation, and the file layouts are TBD. |

| Florida PALM Interface                        | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                     |
|-----------------------------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| API028/API002 Inbound Voucher (BOTH)          |                        | 11/1/21            | TBD                 |                                   | \$110.00           | \$253.75               | STMS: Team is currently reviewing and finalizing the design efforts. Team will continue discussing in the monthly meetings with the Florida PALM team. |
| API123/API024 Outbound Voucher Detail (BOTH)  |                        | 11/1/21            | TBD                 |                                   | \$110.00           | \$557.50               | STMS: Team is currently reviewing and finalizing the design efforts. Team will continue discussing in the monthly meetings with the Florida PALM team. |
| API122/API004 Outbound Payment Extract (BOTH) |                        | 11/1/21            | TBD                 |                                   |                    | \$151.88               | STMS: Team is currently reviewing and finalizing the design efforts. Team will continue discussing in the monthly meetings with the Florida PALM team. |
| API027 Inbound Voucher Delete (WS)            |                        | 11/1/21            | TBD                 |                                   |                    | \$98.13                | STMS: Team is currently reviewing and finalizing the design efforts. Team will continue discussing in the monthly meetings with the Florida PALM team. |
| KKI008 Inbound Budget Precheck (WS)           |                        | 11/1/21            | TBD                 |                                   | \$55.00            | \$55.00                | STMS: Team is currently reviewing and finalizing the design efforts. Team will continue discussing in the monthly meetings with the Florida PALM team. |

| Florida PALM Interface                    | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                     |
|-------------------------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| GLI012 Inbound Combo Edit (WS)            |                        | 11/1/21            | TBD                 |                                   | \$55.00            | \$55.00                | STMS: Team is currently reviewing and finalizing the design efforts. Team will continue discussing in the monthly meetings with the Florida PALM team. |
| API020 Outbound Vendor Data (FILE)        |                        | 11/1/21            | TBD                 |                                   |                    | \$98.13                | STMS: Team is currently reviewing and finalizing the design efforts. Team will continue discussing in the monthly meetings with the Florida PALM team. |
| API031 Outbound Voucher Accounting Detail |                        | 12/1/21            | TBD                 |                                   | \$55.00            | \$55.00                | STMS: Team is currently reviewing and finalizing the design efforts. Team will continue discussing in the monthly meetings with the Florida PALM team. |

### **3 – AGENCY APPLICATION REMEDIATION PROGRESS**

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                            |
|-----------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DMS                                     | N/A                | N/A                 | N/A                               | \$0                | \$0                    | N/A                                                                                                                                                                           |
| People First                            | 09/04/20           | TBD                 | TBD                               | \$527.08           | \$53,878.47            | PF: Only GLI001 and API021 will be used by People First as part of the Financials Wave. All other files will be part of the HCM implementation, and the file layouts are TBD. |

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                           |
|-----------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| STMS                                    | 09/08/20           | TBD                 | TBD                               | \$1,545            | \$14,088.13            | STMS: Team is currently reviewing and finalizing the design efforts. Team will continue discussing in the monthly meetings with the Florida PALM team.                                                                                                       |
| FRS                                     | 09/03/20           | TBD                 | N/A                               | \$0                | \$0                    | CMS Wave impact is limited to making minor modifications to 1 existing FLAIR transaction interface file. Unanticipated CMS Wave remediation is discussed in Section 1, above. Financials Wave impact is limited to interfaces described in Section 2, above. |
| MFMP                                    |                    |                     |                                   |                    |                        | MFMP will be transitioning to its next generation system and will not require remediation.                                                                                                                                                                   |

## **4 – FLORIDA PALM PRODUCTION SUPPORT**

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident                                                                                                                                                                                                                                                                                                                                           |
|--------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| December 21, 2021        | INC25796519     | FMS staff contacted the Solution Center to identify specific reports that provide daily investment balances by budget entity and trust fund, as DMS has several trust funds with more than one budget entity. The PALM Solution Center responded on December 22, 2021, and again on January 4, 2022, but it appears that no report or query currently exists. |



## Department of Revenue

|                              |                                       |                      |                                                           |
|------------------------------|---------------------------------------|----------------------|-----------------------------------------------------------|
| <b>Agency Sponsor:</b>       | <i>Clark Rogers, Chief of Staff</i>   | <b>Submitted by:</b> | <i>Leslie Gomez, Government Operations Consultant III</i> |
| <b>Status Report Period:</b> | <i>December 1 – December 31, 2021</i> | <b>Submitted on:</b> | <i>1/7/2022</i>                                           |

### 1 - STATUS OVERVIEW

#### Overview of Agency progress during reporting period:

During the month of December, DOR worked on the following activities related to system interfaces and agency business system remediation:

- FUNC52 – Submit Agency Business Systems (ABS) Analysis for The Financials Wave: Based on the review completed in FUNC41 and FUNC51, DOR is reviewing the ABS analysis in the Technical Workbook. The Technical Workbook will be submitted to the Florida PALM team in 2022.
- FUNC54 – Identify Obstacles Prohibiting Adoption: DOR began the discussion of any obstacles identified in implementing the modules discussed in the Commitment Control and Asset Management sessions. The DOR response was submitted December 17.
- FUNC55 – Confirm Understanding of Planned Florida Palm Functionality for the Financials Wave and Submit Business Transformation Plan: DOR is reviewing the approach for overcoming one obstacle identified during the Module Workgroup sessions.
- RPTG18 – Review and Respond to the Reports Catalog and Survey: DOR began review of the Reporting Catalog. The DOR response was submitted in December 17.
- TECH121 – Submit Florida PALM Technical Inventory Workbook: DOR is attending the Module Workgroup sessions and reviewing the interface offerings and data conversions that will be available in the Financials Wave of the transition to Florida PALM. The Technical Workbook will be submitted to the Florida PALM team in 2022.

3 FTEs are supporting the transition to Florida PALM on a full-time basis.

81 FTEs are supporting the transition to Florida PALM on a part-time basis.

## **2 – AGENCY SYSTEM INTERFACE PROGRESS**

| Florida PALM Interface          | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br><i>(completed)</i> | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                            |
|---------------------------------|------------------------|--------------------|---------------------|------------------------------------------|--------------------|------------------------|-------------------------------------------------------------------------------|
| CMS Wave Remediation Activities | SUNTAX                 | 7/20/21            | 9/17/21             |                                          |                    | \$37,036.00            |                                                                               |
| API002 Interface Design         | SUNTAX                 | 1/18/21            | TBD                 |                                          |                    |                        | Time frames will be provided with the DOR Technical Workbook in January 2022. |
| API026 Interface Design         | SUNTAX                 | 1/18/21            | TBD                 |                                          |                    |                        | Time frames will be provided with the DOR Technical Workbook in January 2022. |

### **3 – AGENCY APPLICATION REMEDIATION PROGRESS**

| Agency Business System Remediation Task                                                                | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                    |
|--------------------------------------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|------------------------------------------------------|
| RABIT (Revenue Accounting and Budget Information Tool) System Remediation – Design for Financials Wave | 10/2/20            | TBD                 |                                   |                    | \$2,068.00             | Review of the interface file layouts is in progress. |
| Financial Information Cost Allocation System (FICAS) System Remediation – Design for Financials Wave   | 10/2/20            | TBD                 |                                   |                    | \$7,966.50             | Review of the interface file layouts is in progress. |
| SUNTAX (System for Unified Taxation) System Remediation – Design for Financials Wave                   | 10/2/20            | TBD                 |                                   | \$2,843.50         | \$11,115.50            | Review of the interface file layouts is in progress. |
| Revenue Accounting Distribution System (RADS) System Remediation – Design for Financials Wave          | 10/2/20            | TBD                 |                                   |                    | \$0.00                 | Review of the interface file layouts is in progress. |

| Agency Business System Remediation Task                                                          | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                    |
|--------------------------------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|------------------------------------------------------|
| CAMS (Child support Automated Management System) System Remediation – Design for Financials Wave | 10/2/20            | TBD                 |                                   | \$4,935.00         | \$19,223.00            | Review of the interface file layouts is in progress. |

## 4 – FLORIDA PALM PRODUCTION SUPPORT

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10/19/2021               | INC24501929     | In order for us to research an error effectively with one of the multiple ARI007 files DOR sends to PALM, it would be helpful to know which file caused an error. If possible, could the Payment ID (DOR assigned deposit number) found in the first occurrence of a record type 2 be included on the error report?                                                                                                         |
| 12/8/2021                | INC25515398     | Request for excel version of ARR024 (including below fields) in an excel format and no images. This ticket has been escalated. <ul style="list-style-type: none"> <li>• Accounting Date</li> <li>• Deposit unit</li> <li>• Deposit ID</li> <li>• Business Unit</li> <li>• Deposit Type</li> <li>• Bank Code</li> <li>• Control Total Amt</li> <li>• Control Count</li> <li>• Payment ID</li> <li>• Return Reason</li> </ul> |

## Department of State

|                                  |                                                         |                      |                                              |
|----------------------------------|---------------------------------------------------------|----------------------|----------------------------------------------|
| <b>Agency Sponsor:</b>           | Jennifer Kennedy,<br>Assistant Secretary/Chief of Staff | <b>Submitted by:</b> | Antonio Murphy-Director of<br>Administration |
| <b>Status Report<br/>Period:</b> | December 1 – December 31, 2021                          | <b>Submitted on:</b> | 01/10/2022                                   |

### **1 - STATUS OVERVIEW**

#### Overview of Agency progress during reporting period:

During the month of November DOS completed the following activities related to system interfaces and agency business system remediation:

NA -The agency has no interfaces that will be used with PALM

4 FTEs are supporting the transition to Florida PALM on a full-time basis.

0 FTEs are supporting the transition to Florida PALM on a part-time basis.

### **2 – AGENCY SYSTEM INTERFACE PROGRESS**

| Florida PALM<br>Interface | Agency<br>Business<br>System | Planned Start<br>Date | Planned<br>Finish Date | Actual Finish<br>Date<br>(completed) | Cost for the<br>Month | Cumulative<br>Cost - FYTD | Progress/<br>Comments |
|---------------------------|------------------------------|-----------------------|------------------------|--------------------------------------|-----------------------|---------------------------|-----------------------|
| N/A                       | N/A                          | N/A                   | N/A                    | N/A                                  | N/A                   | N/A                       | N/A                   |

### **3 – AGENCY APPLICATION REMEDIATION PROGRESS**

| Agency Business System Remediation<br>Task | Planned Start<br>Date | Planned<br>Finish Date | Actual Finish<br>Date<br>(completed) | Cost for<br>the Month | Cumulative<br>Cost -<br>FYTD | Progress/Comments |
|--------------------------------------------|-----------------------|------------------------|--------------------------------------|-----------------------|------------------------------|-------------------|
| N/A                                        | N/A                   | N/A                    | N/A                                  | N/A                   | N/A                          | N/A               |

## **4 – FLORIDA PALM PRODUCTION SUPPORT**

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident |
|--------------------------|-----------------|---------------------|
| N/A                      |                 |                     |

## Division of Administrative Hearings

|                              |                                                       |                      |                                     |
|------------------------------|-------------------------------------------------------|----------------------|-------------------------------------|
| <b>Agency Sponsor:</b>       | Brian Newman, Deputy Chief Judge & Executive Director | <b>Submitted by:</b> | Patricia Kenyon, Operations Manager |
| <b>Status Report Period:</b> | December 1 – December 31, 2021                        | <b>Submitted on:</b> | 12/28/2021                          |

### 1 - STATUS OVERVIEW

#### Overview of Agency progress during reporting period:

During the month of December, DOAH completed the following activities related to system interfaces and agency business system remediation:

N/A, DOAH does not have any interfaces for the Financials Wave.

### 2 – AGENCY SYSTEM INTERFACE PROGRESS

| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments |
|------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------|
| N/A                    |                        | N/A                | N/A                 | N/A                               | N/A                | N/A                    | N/A               |

### 3 – AGENCY APPLICATION REMEDIATION PROGRESS

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments |
|-----------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------|
| N/A                                     | N/A                | N/A                 | N/A                               | N/A                | N/A                    | N/A               |

### 4 – FLORIDA PALM PRODUCTION SUPPORT

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident |
|--------------------------|-----------------|---------------------|
| N/A                      | N/A             | N/A                 |

## Executive Office of the Governor

|                              |                                                 |                      |                                                          |
|------------------------------|-------------------------------------------------|----------------------|----------------------------------------------------------|
| <b>Agency Sponsor:</b>       | <i>Hanson, Dawn; Director of Administration</i> | <b>Submitted by:</b> | <i>Sasso, Kelley; Director of Finance and Accounting</i> |
| <b>Status Report Period:</b> | <i>December 1, 2021 – December 31, 2021</i>     | <b>Submitted on:</b> | <i>1/7/2022</i>                                          |

### 1 - STATUS OVERVIEW

#### A. Overview of Agency progress during reporting period:

During the month of December, EOG (excluding DEM and LAS/PBS) completed the following activities related to system interfaces and agency business system remediation:

- n/a – EOG (excluding DEM and LAS/PBS) does not have any system interfaces or business systems that require remediation at this time.

During the month of December LAS/PBS completed the following activities related to system interfaces and agency business system remediation:

- **Transparency Florida Interfaces for PALM –**
  - completed draft spreadsheet with all files/fields we currently use from FLAIR data to begin preparing for the translation to PALM; also included criteria for each file
  - **TRLR and Layouts:** Began reviewing, verifying, researching, and updating requirements
- Reviewed presentation for Project Costing and Grants module and noticed the CFDA (Catalog of Federal Assistance) table will be transitioned to ALN (Assistance Listing Number)
- **YS#15189 (Web PALMORG File):** create new file to be used for Transparency Florida; continued draft requirements for new WEB PALM Organization table and created yellow sheet (*just learned that PALM may use Tree Extract with Organization also*) – (ON HOLD)
- **YS#15036, 15037, 15038 - Interface RCTX:** Add new PALM fields to RCF; continued testing
- Continue to respond to Robs emails/meetings as necessary:
  - responded to question about new budget entities in Lottery
  - **GLI081** (Inbound Budget Entity to State Program Combination Edit); responded to question about program component as a key chartfield; PALM posted new interface GLI081 (Budget Entity to State Program Combo Edit) – no file layout attached in smartsheet
  - Attended status meeting on interface worksheet (Rob sent us the most current copy with his mark ups): - added learned that there will be an IW in PALM and therefore would like to discuss Transparency



interfaces and if the source should be changed from modules back to using the IW PALM replacement; will meet with OPB on Carry/Cert Forward Business Process Model and discuss at a lower level the first Operating reversion steps

- **Web PALM Chartfield values dataload** – drafting requirements for Interface **GLI001** by adding Organization table to the transaction for Transparency Florida.
- **Interface GLI009 – Outbound Unreserved Balances File** – continued to research and prepare crosswalk, file layout, requirement – waiting for PALM review of layout.
- *Pending - waiting for PALM to review layouts again including GLI031 Tree Extract layout once we see the Expenditure Account Code (Object) Values*

## 2 – AGENCY SYSTEM INTERFACE PROGRESS

| Interface Modification for Florida PALM Financial Wave                                                                                                                                                                                        | Planned Start Date                                                                 | Planned Finish Date                | Actual Finish Date<br>(completed)                | Progress/Comments                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| KKI001 (ALTR) – Inbound Budget Journal <ul style="list-style-type: none"> <li>Budget Load</li> <li>Adjustments to Budget</li> <li>Carry Forward – June (OP)</li> <li>Carry Forward – Sept (FCO)</li> <li>February Reversions (FCO)</li> </ul> | Interface review: 02/20 – 10/20<br><br>Build: 11/20<br><br>Internal Testing: 03/21 | <del>Internal Testing: 06/21</del> | Interface Review: 10/14/2020<br><br>Build: 03/21 | Reviewed Interface.<br>Collapsed KKI003, KKI006, KKI007 into KKI001.<br><br>Internal Testing – On hold |
| KKI002 – Inbound Apropriation Budget Ledger Reconciliation <ul style="list-style-type: none"> <li>Daily Reconciliation FLAIR/LAS/PBS</li> </ul>                                                                                               | Review: 04/16/20<br>Build: 11/20<br>Internal Testing: 03/21                        | <del>Internal Testing: 06/21</del> | Review: 10/2020<br>Build: 03/21                  | Reviewed Interface.<br>Build complete<br>Internal Testing – On hold                                    |
| KKI005 – Outbound Tentative Reversion Balances <ul style="list-style-type: none"> <li>Sept 30 Reversions (OP)</li> </ul> KKI005 – Outbound Tentative Reversion Balances                                                                       | Review: 08/15/20 – 10/20<br>Build: 02/21<br>Internal Testing: 04/21                | <del>Internal Testing: 06/21</del> | Review: 10/28/2020<br><br>Build: 04/21           | Reviewed Interface.<br>Build complete<br>Internal Testing – On hold                                    |
| GLI001 - Outbound Chartfield Values                                                                                                                                                                                                           | Review: 08/15/2020                                                                 |                                    | Review: 10/21/2020                               | Reviewed Interface<br>Waiting on PALM for chartfields.                                                 |

| Interface Modification for Florida PALM Financial Wave                | Planned Start Date                                              | Planned Finish Date                | Actual Finish Date<br>(completed)        | Progress/Comments                                                                                          |
|-----------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------|------------------------------------------|------------------------------------------------------------------------------------------------------------|
| GLI004 – Inbound Budgetary Code Values                                | Reviewed: 08/15/2020<br>Build: 02/21<br>Internal Testing: 04/21 | <del>Internal Testing: 06/24</del> | Reviewed: 10/28/2020<br><br>Build: 04/21 | Reviewed Interface.<br>Build complete.<br>Internal Testing – On hold                                       |
| <del>GLI007 – Outbound Trial Balance</del><br><del>• PDF Report</del> | 08/15/2020                                                      | 10/31/2020                         | 10/09/2020<br>.                          | <del>PALM should be able to replace this functionality</del>                                               |
| <b>Interface GLI009 – Outbound Unreserved Balances File –</b>         |                                                                 |                                    |                                          | continued to research and prepare crosswalk, file layout, requirement – waiting for PALM review of layout. |
| <del>GLI016 – Outbound COA Crosswalk Extract</del>                    | 08/15/2020                                                      | 10/31/2020                         | 10/28/2020                               | <del>Not needed.</del>                                                                                     |
| <del>GLI017 – Outbound Code Extract</del>                             | 08/15/2020                                                      | 10/31/2020                         | 10/28/2020                               | <del>Not needed.</del>                                                                                     |
| <del>GLI030 – Outbound Charfield Values Data</del>                    | 08/15/2020                                                      | 10/31/2020                         |                                          | <del>Received 09/02/2020. *not identified as an LAS/PBS interface.</del>                                   |
| GLI031 – Outbound Tree Extract                                        | Reviewed: 08/15/2020                                            |                                    | Reviewed: 10/14/2020                     | New for LAS/PBS<br><b>NEED the Tree Extract to identify changes within LAS/PBS</b>                         |
| GLI071 – Outbound Disbursement Load<br>▪ Disbursement Load            | Reviewed: 08/15/2020<br>Build: 11/20<br>Internal Testing: 03/21 | <del>Internal Testing: 06/24</del> | Reviewed: 10/28/2020<br><br>Build: 03/21 | Interface reviewed.<br><br>Build complete.<br>Internal Testing – On hold                                   |

| Interface Modification for Florida PALM Financial Wave             | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Progress/Comments                                                                                                                                                                       |
|--------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| API004 – Outbound Payment Extract                                  |                    |                     |                                   | – this file is currently sent to LAS/PBS<br><b>Financial Wave</b>                                                                                                                       |
| GLI015 – Outbound Cash Transaction and Balance Data                |                    |                     |                                   | – this file is currently retrieved by LAS/PBS<br><b>Financial Wave</b>                                                                                                                  |
| GLI057 – Outbound Trust Fund Revenue and Cash Balance Information  |                    |                     |                                   | – this file is currently retrieved by LAS/PBS<br><b>Financial Wave</b>                                                                                                                  |
| KKI015 – Outbound Schedule of Allotment Balances                   |                    |                     |                                   | – this file is currently sent to LAS/PBS<br><b>Financial Wave</b>                                                                                                                       |
| GLI081 - Inbound Budget Entity to State Program Combination Edit); | TBD - New          |                     |                                   | responded to question about program component as a key chartfield; PALM posted new interface GLI081 (Budget Entity to State Program Combo Edit) – no file layout attached in smartsheet |
| KKI016 – Outbound Budget and Cash Balance Data                     |                    |                     |                                   | – this file is currently retrieved by LAS/PBS<br><b>Financial Wave</b>                                                                                                                  |
| KKI017 – Outbound Trust fund Disbursements                         |                    |                     |                                   | - Appropriation Ledger – this file is currently sent to LAS/PBS<br><b>Financial Wave</b>                                                                                                |

### 3 – AGENCY APPLICATION REMEDIATION PROGRESS

| Agency Business System Remediation Task                                                                                                             | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------------------|
| <b>Financial Wave - LAS/PBS</b>                                                                                                                     | 01/2020            | 06/01/24            |                                   |                    |                        | On hold                       |
| <b>YS#15189</b> (Web PALMORG file): New file for PALM                                                                                               | 11/21              |                     |                                   |                    |                        | Pending information from PALM |
| <b>New - YS#15177</b> (PALM Chartfields Interface): create new PALM title interface for Account (GL/Object), Revenue Category, and DFS Organization | 11/21              | 02/22               |                                   |                    |                        | Need information from PALM    |
| <b>YS#15088</b><br>CFDx – description change                                                                                                        | 08/2021            | 09/21               | 09/21                             |                    |                        | Complete                      |
| <b>YS#15072</b><br>ALDx description label change                                                                                                    | 02/21              | 12/22               |                                   |                    |                        | On Hold                       |
| <b>YS#15066</b><br>FBUR – Add Business Unit to backup                                                                                               | 08/21              | 09/21               | 09/21                             |                    |                        | Complete                      |
| <b>YS#15065</b><br>FBRR – Add Business Unit to backup                                                                                               | 08/21              | 09/21               | 09/21                             |                    |                        | Complete                      |
| <b>YS#15038</b><br>(Web RCTX - PALM): display new PALM fields to the page on Code Detail panel                                                      | 11/21              | 02/22               |                                   |                    |                        | In Process                    |

| Agency Business System Remediation Task                                                             | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                |
|-----------------------------------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|------------------------------------------------------------------|
| <b>YS#15037</b><br>(RCTX - PALM): display new PALM fields to the screen on view/edit                | 11/21              | 02/22               |                                   |                    |                        | In process                                                       |
| <b>YS#15036</b> (XRCF - PALM): add new PALM fields to file to be used/displayed in RCT transactions | 11/21              | 02/22               |                                   |                    |                        | In Process                                                       |
| <b>YS#15010</b><br>Changes to ECTR report mainframe and web                                         | 11/20              | 12/31/20            | 10/26/21                          |                    |                        | Complete                                                         |
| <b>YS#15009</b><br>ECTR – Add Budget Entity Type                                                    | 11/20              | 12/21               | 10/21                             |                    |                        | Complete                                                         |
| <b>YS#15005</b><br>Changes to ECTX mainframe and web data entry transactions                        | 11/20              | 12/31/20            | 08/09/21                          |                    |                        | Complete                                                         |
| <b>YS#15003 and YS#15004</b><br>File changes to EOG Code table                                      | 11/20              | 11/2020             | 08/08/21                          |                    |                        | Complete                                                         |
| <b>YS#14997 YS#14998 -</b><br>Changes to BETX mainframe and web data entry transactions             | 11/20              | 12/31/20            | 08/09/21                          |                    |                        | Complete                                                         |
| <b>YS#14996</b><br>File changes to Budget Entity File –                                             | 11/20              | 11/2020             | 08/08/21                          |                    |                        | Complete                                                         |
| <b>YS#14852</b><br>ALPR – use MFT as transfer mechanixm                                             | 12/19              | 06/20               | 04/20                             |                    |                        | On Hold due to Palm rollout schedule. Need to test MFT transfer. |

| Agency Business System Remediation Task         | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                     |
|-------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-----------------------------------------------------------------------|
| <b>YS#14818</b><br>APPR -                       | 09/19              |                     | N/A                               |                    |                        | Cancel – PALM has determined that this interface is no longer needed. |
| <b>YS#14817</b><br>USSFFMS nightly interface    | 09/19              | 06/21               |                                   |                    |                        | On Hold due to Palm rollout schedule changed                          |
| <b>YS#14816</b><br>CFLR – Tentatives and Op Rev | 09/19              | 06/21               |                                   |                    |                        | On Hold due to Palm rollout schedule changed                          |
| <b>YS#14815</b><br>ALBR–                        | 09/19              | 06/21               |                                   |                    |                        | On Hold due to Palm rollout schedule changed                          |
| <b>YS#14814</b><br>ALTR –                       | 09/19              | 06/21               |                                   |                    |                        | On Hold due to Palm rollout schedule changed                          |

## **4 – FLORIDA PALM PRODUCTION SUPPORT**

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident |
|--------------------------|-----------------|---------------------|
| None outstanding         |                 |                     |

## Florida Commission on Offender Review, Florida Department of Corrections

|                              |                                  |                      |                                       |
|------------------------------|----------------------------------|----------------------|---------------------------------------|
| <b>Agency Sponsor:</b>       | <i>Mark Tallent/Gina Giacomo</i> | <b>Submitted by:</b> | <i>Erica Starling, Agency Liaison</i> |
| <b>Status Report Period:</b> | <i>December 1 – 31, 2021</i>     | <b>Submitted on:</b> | <i>1/10/2022</i>                      |

|                              |                                  |                      |                                       |
|------------------------------|----------------------------------|----------------------|---------------------------------------|
| <b>Agency Sponsor:</b>       | <i>Mark Tallent/Gina Giacomo</i> | <b>Submitted by:</b> | <i>Erica Starling, Agency Liaison</i> |
| <b>Status Report Period:</b> | <i>December 1 – 31, 2021</i>     | <b>Submitted on:</b> | <i>1/10/2022</i>                      |

### **1 - STATUS OVERVIEW**

#### **Overview of Agency progress during reporting period:**

During the month of December, FDC/FCOR completed the following activities related to system interfaces and agency business system remediation:

- FDC/FCOR is actively reviewing agency business systems that will interface or require remediation for Financials Wave.
- FDC/FCOR completed all required MRW tasks due in December as requested.
- FDC/FCOR continues to analyze data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used.
- 0 FTEs are supporting the transition to Florida PALM on a full-time basis.
- 24 FTEs are supporting the transition to Florida PALM on a part-time basis.



## 2 – AGENCY SYSTEM INTERFACE PROGRESS

| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br><i>(completed)</i> | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------|------------------------|--------------------|---------------------|------------------------------------------|--------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AMI003                 | New BARS               | 3/01/2022          | 8/31/2023           |                                          | N/A                |                        | We have attended and participated in the Workgroup Modules and have had multiple internal meetings/discussions on our data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used. The interfaces listed have been identified in our Technical Workbook for the Financials Wave. Awaiting additional information on the IW replacement. |
| AMI004                 | New BARS               | 3/01/2022          | 8/31/2023           |                                          | N/A                |                        | We have attended and participated in the Workgroup Modules and have had multiple internal meetings/discussions on our data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used. The interfaces listed have been identified in our Technical Workbook for the Financials Wave. Awaiting additional information on the IW replacement. |

| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br><i>(completed)</i> | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------|------------------------|--------------------|---------------------|------------------------------------------|--------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| API004                 | New BARS               | 3/01/2022          | 8/31/2023           |                                          | N/A                |                        | We have attended and participated in the Workgroup Modules and have had multiple internal meetings/discussions on our data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used. The interfaces listed have been identified in our Technical Workbook for the Financials Wave. Awaiting additional information on the IW replacement. |
| API020                 | New BARS               | 3/01/2022          | 8/31/2023           |                                          | N/A                |                        | We have attended and participated in the Workgroup Modules and have had multiple internal meetings/discussions on our data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used. The interfaces listed have been identified in our Technical Workbook for the Financials Wave. Awaiting additional information on the IW replacement. |

| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| API024                 | New BARS               | 3/01/2022          | 8/31/2023           |                                   | N/A                |                        | We have attended and participated in the Workgroup Modules and have had multiple internal meetings/discussions on our data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used. The interfaces listed have been identified in our Technical Workbook for the Financials Wave. Awaiting additional information on the IW replacement. |
| API031                 | New BARS               | 3/01/2022          | 8/31/2023           |                                   | N/A                |                        | We have attended and participated in the Workgroup Modules and have had multiple internal meetings/discussions on our data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used. The interfaces listed have been identified in our Technical Workbook for the Financials Wave. Awaiting additional information on the IW replacement. |

| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| API125                 | New BARS               | 3/01/2022          | 8/31/2023           |                                   | N/A                | N/A                    | We have attended and participated in the Workgroup Modules and have had multiple internal meetings/discussions on our data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used. The interfaces listed have been identified in our Technical Workbook for the Financials Wave. Awaiting additional information on the IW replacement. |
| ARI002                 | New BARS               | 3/01/2022          | 8/31/2023           |                                   | N/A                | N/A                    | We have attended and participated in the Workgroup Modules and have had multiple internal meetings/discussions on our data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used. The interfaces listed have been identified in our Technical Workbook for the Financials Wave. Awaiting additional information on the IW replacement. |

| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ARI012                 | New BARS               | 3/01/2022          | 8/31/2023           |                                   | N/A                | N/A                    | We have attended and participated in the Workgroup Modules and have had multiple internal meetings/discussions on our data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used. The interfaces listed have been identified in our Technical Workbook for the Financials Wave. Awaiting additional information on the IW replacement. |
| ARI024                 | New BARS               | 3/01/2022          | 8/31/2023           |                                   | N/A                | N/A                    | We have attended and participated in the Workgroup Modules and have had multiple internal meetings/discussions on our data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used. The interfaces listed have been identified in our Technical Workbook for the Financials Wave. Awaiting additional information on the IW replacement. |

| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br><i>(completed)</i> | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------|------------------------|--------------------|---------------------|------------------------------------------|--------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GLI001                 | New BARS               | 3/01/2022          | 8/31/2023           |                                          | N/A                | N/A                    | We have attended and participated in the Workgroup Modules and have had multiple internal meetings/discussions on our data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used. The interfaces listed have been identified in our Technical Workbook for the Financials Wave. Awaiting additional information on the IW replacement. |
| GLI002                 | New BARS               | 3/01/2022          | 8/31/2023           |                                          | N/A                | N/A                    | We have attended and participated in the Workgroup Modules and have had multiple internal meetings/discussions on our data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used. The interfaces listed have been identified in our Technical Workbook for the Financials Wave. Awaiting additional information on the IW replacement. |

| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GLI017                 | New BARS               | 3/01/2022          | 8/31/2023           |                                   | N/A                | N/A                    | We have attended and participated in the Workgroup Modules and have had multiple internal meetings/discussions on our data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used. The interfaces listed have been identified in our Technical Workbook for the Financials Wave. Awaiting additional information on the IW replacement. |
| GLI018                 | New BARS               | 3/01/2022          | 8/31/2023           |                                   | N/A                | N/A                    | We have attended and participated in the Workgroup Modules and have had multiple internal meetings/discussions on our data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used. The interfaces listed have been identified in our Technical Workbook for the Financials Wave. Awaiting additional information on the IW replacement. |

| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GLI031                 | New BARS               | 3/01/2022          | 8/31/2023           |                                   | N/A                | N/A                    | We have attended and participated in the Workgroup Modules and have had multiple internal meetings/discussions on our data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used. The interfaces listed have been identified in our Technical Workbook for the Financials Wave. Awaiting additional information on the IW replacement. |
| GLI051                 | New BARS               | 3/01/2022          | 8/31/2023           |                                   | N/A                | N/A                    | We have attended and participated in the Workgroup Modules and have had multiple internal meetings/discussions on our data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used. The interfaces listed have been identified in our Technical Workbook for the Financials Wave. Awaiting additional information on the IW replacement. |



| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GMI005                 | New BARS               | 3/01/2022          | 8/31/2023           |                                   | N/A                | N/A                    | We have attended and participated in the Workgroup Modules and have had multiple internal meetings/discussions on our data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used. The interfaces listed have been identified in our Technical Workbook for the Financials Wave. Awaiting additional information on the IW replacement. |
| KKI009                 | New BARS               | 3/01/2022          | 8/31/2023           |                                   | N/A                | N/A                    | We have attended and participated in the Workgroup Modules and have had multiple internal meetings/discussions on our data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used. The interfaces listed have been identified in our Technical Workbook for the Financials Wave. Awaiting additional information on the IW replacement. |

| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br><i>(completed)</i> | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------|------------------------|--------------------|---------------------|------------------------------------------|--------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PCI001                 | New BARS               | 3/01/2022          | 8/31/2023           |                                          | N/A                | N/A                    | We have attended and participated in the Workgroup Modules and have had multiple internal meetings/discussions on our data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used. The interfaces listed have been identified in our Technical Workbook for the Financials Wave. Awaiting additional information on the IW replacement. |
| POI001                 | New BARS               | 3/01/2022          | 8/31/2023           |                                          | N/A                | N/A                    | We have attended and participated in the Workgroup Modules and have had multiple internal meetings/discussions on our data needs to determine where interfaces are needed and where Florida PALM reporting functionality might be used. The interfaces listed have been identified in our Technical Workbook for the Financials Wave. Awaiting additional information on the IW replacement. |

### **3 – AGENCY APPLICATION REMEDIATION PROGRESS**

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date<br><i>(completed)</i> | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                                                                |
|-----------------------------------------|--------------------|---------------------|------------------------------------------|--------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Bar coding scanning equipment           | TBD                | TBD                 |                                          | N/A                | N/A                    | It is our understanding that the vendor, Strategic Systems and Technology, is modernizing their system to work with Florida PALM |

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BARS Replacement                        | 2022               | 2024                |                                   | N/A                | N/A                    | Our experience with the Query Writer tool thus far does not indicate that it will be sufficient to meet the needs of our processing staff for ad hoc data access for several reasons including: unintuitive user interface, confusing non-standard terminology, the necessity of Query Writers to have a good understanding of database querying, the lack of a SQL-writing interface, the absence of any fully automatable data access/export features (ODBC). As the need for ad hoc data access has been vital to the work of our processing accountants and analysts, and given the absence of any suitable replacement for the ODBC access to Information Warehouse currently provided by FLAIR/iWay, our Agency does not feel our needs can be adequately met by the data access features offered by PALM. To ensure our Agency and staff are adequately equipped to complete their duties in PALM we have identified the need for an internally maintained data warehouse that provides a more intuitive and clear query interface for our processing accountants as well as more robust data access features than provided by the Query Writer tool |

| Agency Business System Remediation Task           | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                                                                              |
|---------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| CDC Payroll                                       | TBD                | TBD                 |                                   | N/A                | N/A                    | Awaiting information on Payroll Wave to determine if this is necessary. Whether or not it will be retained cannot be determined at this stage. |
| Budget Payroll Reconciliation Process (using SAS) | TBD                | TBD                 |                                   | N/A                | N/A                    | Awaiting information on Payroll Wave to determine if this is necessary. Whether or not it will be retained cannot be determined at this stage. |

## **4 – FLORIDA PALM PRODUCTION SUPPORT**

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident |
|--------------------------|-----------------|---------------------|
| N/A                      | N/A             | N/A                 |

## Florida Department of Law Enforcement

|                              |                                                                 |                      |                                                |
|------------------------------|-----------------------------------------------------------------|----------------------|------------------------------------------------|
| <b>Agency Sponsor:</b>       | <i>Charlotte Fraser<br/>Research and Planning Administrator</i> | <b>Submitted by:</b> | <i>Terri Speed<br/>Financial Administrator</i> |
| <b>Status Report Period:</b> | <i>December 1 – December 31, 2021</i>                           | <b>Submitted on:</b> | <i>1/10/2022</i>                               |

### **1 - STATUS OVERVIEW**

#### **Overview of Agency progress during reporting period:**

During the month of December, FDLE completed the following activities related to system interfaces and agency business system remediation:

##### *Functional:*

- FDLE participated in the Tuesday Tech Transfer and AR/Billing/Cash Management module workshop to analyze the changes needed for batch files to retire RAMS. FDLE analyzed the Asset Management interfaces.
- FDLE has been reviewing interface and conversion files to determine which ones would be needed for agency business systems. Change champion network members and Super Users have been attending the module workgroup meetings offered by PALM.

##### *Project Management:*

- FDLE has been analyzing the systems impacted by the PALM project and started documenting application changes needed.
- The project team has developed project documentation, including Project Charter, Project Management Plan, Risk Assessment Model, and Project Schedule for the overall implementation, and a sub-project schedule for each application affected by the PALM project. The project team is now monitoring and controlling the agency-specific project deliverables.
- The project team is updating the project schedule based on the FDLE Technical Workbook.

##### *Resources:*

- 2 FTEs are supporting the transition to Florida PALM on a full-time basis.
- 18 FTEs are supporting the transition to Florida PALM on a part-time basis.
- 8 Contractors are supporting the transition to Florida PALM on a part-time basis.

## 2 – AGENCY SYSTEM INTERFACE PROGRESS

| Florida PALM Interface        | Agency Business System               | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------|--------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| BII001 – Inbound billing data | Civil Workflow Control System (CWCS) | 1/4/2021           | 6/30/2023           |                                   | \$400              | \$5,800                | <p>CWCS is an FDLE system to serve qualified agencies with fingerprint-based criminal background checks on applicants for employment and licensing. Currently, CWCS uses RAMS for invoice generation and CCSservice for credit card payments. When RAMS is retired, then CWCS needs to communicate with PALM directly for invoice generation. CWCS will also need to maintain all of its customer data in PALM. Different transaction types ex: Credit Memo (CM), Debit Memo (DM), invoice type, receipts type specifically to identify CWCS transactions will need to be maintained in PALM directly. CWCS file format will need to be updated for integrating with PALM.</p> <p><b>Progress:</b> Specification for the current file format has been developed. AS-IS business process modeling for invoice generation is in progress. The file format will need to be updated when PALM releases the specification. We analyzed and</p> |

| Florida PALM Interface        | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                               |                        |                    |                     |                                   |                    |                        | strategized the RAMS migration approach, including how long to retain RAMS before interfacing with CWCS with PALM. We have procured hardware/software needed for standing up a parallel track for PALM changes. FDLE completed provisioning of the development server and the creation of the CWCS database. FDLE completed integrating CWCS batch jobs on the DEV process server consumed by RAMS. FDLE participates in the AR/Billing/Cash Management module workshop to analyze the changes needed for batch files. We are waiting for further information regarding interface field definitions to proceed. |
| BII001 – Inbound billing data | FALCON                 | 1/4/2021           | 6/30/2023           |                                   | \$400              | \$5,800                | Using FALCON, an FDLE system, users perform tasks related to the management of applicant type fingerprints retained by FDLE when organizations submit criminal history background check requests. Similar to CWCS, FALCON uses RAMS for invoice generation and processing payments related to these invoices. When RAMS is retired, then FALCON needs to                                                                                                                                                                                                                                                        |



| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                        |                        |                    |                     |                                   |                    |                        | <p>communicate with PALM directly for invoice generation. FALCON will also need to maintain all of its customer data in PALM. Different transaction types ex: CM, DM, invoice type, receipts type specifically to identify FALCON transactions need to be maintained in PALM directly. FALCON file format will need to be updated for integrating with PALM.</p> <p><b>Progress:</b> The AS-IS business process modeling for invoice generation is in progress. The file format will need to be updated when PALM releases the specification. We analyzed and strategized the RAMS migration approach, including how long to retain RAMS before interfacing with FALCON with PALM. Also, we procured hardware/software needed for standing up a parallel track for PALM changes. FDLE completed provisioning of the development server and the creation of the FALCON database/schemas. FDLE completed integrating FALCON batch jobs on the DEV process server consumed by RAMS. FDLE participates in the</p> |

| Florida PALM Interface        | Agency Business System           | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------|----------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                               |                                  |                    |                     |                                   |                    |                        | AR/Billing/Cash Management module workshop to analyze the changes needed for batch files. We are waiting for further information regarding interface field definitions to proceed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| BII001 – Inbound billing data | Firearm Eligibility System (FES) | 1/5/2021           | 6/30/2023           |                                   | \$400              | \$7,080                | <p>The Firearm Eligibility System (FES) is a web-based application for Federal Firearm Licensees (FFL) to submit firearm background check transactions. Currently, FES uses RAMS for invoice generation and EPay for credit card payments. When RAMS is retired, then FES needs to communicate with PALM directly for invoice generation and also for processing credit card payments related to these invoices. FES will also need to maintain all of its customer data in PALM. Different transaction types ex: CM, DM, invoice type, receipts type specifically to identify FES transactions need to be maintained in PALM directly. The FES file format will need to be updated for integrating with PALM.</p> <p><b>Progress:</b> The AS-IS business process modeling for invoice generation is in progress.</p> |

| Florida PALM Interface                   | Agency Business System    | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------|---------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          |                           |                    |                     |                                   |                    |                        | Specification for the file format has been developed. We have analyzed and strategized the RAMS migration approach, including how long to retain RAMS before interfacing with FES with PALM. Also, we procured hardware/software needed for standing up a parallel track for PALM changes. FDLE completed integrating FES batch jobs on the DEV process server consumed by RAMS. FDLE participates in the AR/Billing/Cash Management module workshop to analyze the changes needed for batch files. We are waiting for further information regarding interface field definitions to proceed. |
| ARI007 – Inbound deposit data (possibly) | Electronic Payment (ePay) | 1/4/2021           | 6/30/2023           |                                   | \$400              | \$4,285                | EPay is an FDLE enterprise web-based application capable of accepting credit card payments for any internal system and is currently being used for invoice payments from gun dealers. EPay interacts with RAMS for invoice lookups and credit card payments. When RAMS is retired, then ePay will need to communicate with PALM for receipt generation and invoice applications. The FES file format                                                                                                                                                                                         |

| Florida PALM Interface  | Agency Business System                 | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------|----------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                         |                                        |                    |                     |                                   |                    |                        | <p>will need to be updated for integrating with PALM.</p> <p><b>Progress:</b> AS-IS business process modeling is in progress. The outbound file format to RAMS has been developed. The file format will need to be updated when PALM releases the specification. We have analyzed and strategized the RAMS migration approach, including how long to retain RAMS before interfacing with ePay with PALM. Also, we procured hardware/software needed for standing up a parallel track for PALM changes. Currently, FDLE is integrating ePay batch jobs on the DEV process server and database schemas to generate the batch files consumed by RAMS. In addition, FDLE participates in the AR/Billing/Cash Management module workshop to analyze the changes needed for batch files. We are waiting for further information to determine if this interface will suit our needs.</p> |
| AMI004 – Outbound Asset | SATS (Strategic Asset Tracking System) | 1/5/2021           | 6/30/2023           |                                   | \$300              | \$6,095                | SATS is an application for tracking FDLE's property. The system also provides the                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

| Florida PALM Interface                                                                                                    | Agency Business System                      | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Physical Inventory Extract<br><br>AMI008 – Inbound Asset Physical Inventory Load                                          |                                             |                    |                     |                                   |                    |                        | capability for reconciling property with FLAIR. The file format for SATS will need to be updated when PALM releases the specification.<br><br><b>Progress:</b> AS-IS business process modeling is in progress. A meeting with the SATS vendor was completed to brief the upcoming changes to the system. Also, we reviewed the catalog of conversions for the Financials wave. Once PALM releases the specification, the vendor will start making changes to the system. We are waiting for further information regarding interface field definitions to proceed. |
| ARC001 – Conversion of active customers in agency business system<br><br>ARC002 – Conversion of detailed open receivables | Revenue Accounting Management System (RAMS) | 1/4/2021           | 6/30/2023           |                                   | \$1,815            | \$21,401               | RAMS is an Oracle ERP Financials modules-based Accounts Receivable system. RAMS interacts with multiple internal (CWCS/SHIELD/ FALCON/FES) and external applications (DOR/DFS) to maintain customer information, manage billing and payments. RAMS distributes invoices by mail as well as the FTP process. RAMS also maintains basic collections data necessary for processing past due payments.                                                                                                                                                                |

| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                        |                        |                    |                     |                                   |                    |                        | <p><b>Progress:</b> RAMS application has multiple standard and custom processes, as well as custom code components. We have analyzed and strategized the RAMS migration approach, including how long to retain RAMS before interfacing FDLE applications with PALM. We have reviewed the catalog of conversions for the financial wave. We have procured hardware/software needed for standing up a parallel track for PALM changes. FDLE completed provisioning of the development (DEV) servers and the creation of database/schemas. FDLE completed integrating batch jobs on the DEV process server consumed by RAMS. FDLE participates in the AR/Billing/Cash Management module workshop to analyze the changes needed for batch files to retire RAMS. We are waiting for further information regarding interface field definitions to proceed.</p> |

### 3 – AGENCY APPLICATION REMEDIATION PROGRESS

| Agency Business System Remediation Task                                       | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Subgrant Information Management Online (SIMON) /Amplifund (Grants Management) | 1/5/2021           | 6/30/2023           |                                   | \$0.00             | \$887.50               | <p>SIMON is an agency-specific statewide system used to provide start-to-finish management for most of FDLE's pass-through grants and related sub-awards. FDLE is planning to sunset SIMON and move to the cloud-based solution called Amplifund. SIMON imports FLAIR encumbrances, payments, and statewide vendors. It also generates NCD files which are uploaded to FLAIR using Entire Connection.</p> <p><b>Progress:</b> The project team has developed AS-IS process models. Since Sep 2020, SIMON has been reconfigured to pull files from Web FOCUS instead of MRE. We have reviewed the catalog of conversions for the financial wave. ITS and the OFM team met multiple times to discuss the FLAIR-FACTS integration. They are currently reviewing the inbound and outbound files to identify the required fields for FLAIR-FACTS integration.</p> |

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Credit Card Service (CCService)         | 1/5/2021           | 6/30/2023           |                                   | \$0                | \$1,642.50             | <p>CCService is a web-based interface for collecting payments from CCHInet/SHIELD/CAPS/CWCS and Firearm dealers (FES). CCService communicates with CyberSource and RAMS for FES invoice payments through credit card payments processors. When RAMS is retired, then CCService will need to communicate with PALM for AR functionalities. The CCService file format will need to be updated for integrating with PALM.</p> <p><b>Progress:</b> AS-IS business process modeling is in progress. The file format will need to be updated when PALM releases the specification. We have analyzed and strategized the RAMS migration approach, including how long to retain RAMS before interfacing with CC Service with PALM. Also, we procured hardware/software needed for standing up a parallel track for PALM changes. FDLE completed provisioning of the development server and the creation of the CC Service database.</p> |



| Agency Business System Remediation Task                  | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FDLE Payment – Interface Gateway (Potential Application) | 1/5/2021           | 6/30/2023           |                                   | \$0                | \$0                    | When RAMS is retired, FDLE will have to design and implement a new gateway system for centralized access to PALM. This will avoid the need to have various applications such as CWCS, FALCON, CCSservice directly interface with PALM.<br><b>Progress:</b> Not started; once PALM specification for invoice generation is available, FDLE may initiate this subproject.              |
| Member Assigned Resource Tracking System (MARTS)         | 1/5/2021           | 6/30/2023           |                                   | \$1,000.00         | \$4,842.50             | MARTS is an FDLE web-based application that imports cell phone call detail sends verifications to members, and pays vendor invoices.<br><b>Progress:</b> AS-IS business process modeling is in progress. The outbound file format to FLAIR has been developed. The file format will need to be updated when PALM releases the specification. Provisioning of servers is in progress. |

## **4 – FLORIDA PALM PRODUCTION SUPPORT**

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident                                                                           |
|--------------------------|-----------------|-----------------------------------------------------------------------------------------------|
| 11/10/21                 | INC24931038     | Transactions not showing on Debit Memo Report – escalated for further review by PALM on 11/24 |

## Florida Department of Transportation

|                              |                                         |                      |                                      |
|------------------------------|-----------------------------------------|----------------------|--------------------------------------|
| <b>Agency Sponsor:</b>       | <i>Lisa Saliba, Assistant Secretary</i> | <b>Submitted by:</b> | <i>Lisa L. Evans, Agency Liaison</i> |
| <b>Status Report Period:</b> | <i>December 1 – December 31, 2021</i>   | <b>Submitted on:</b> | <i>1/7/2022</i>                      |

### **1 - STATUS OVERVIEW**

#### **Overview of Agency progress during reporting period:**

During the month of December 2021, FDOT completed the following activities related to system interfaces and agency business system remediation for the FDOT PALM System Transition (FPST):

- Continued remediation efforts in the following summary work areas for the Financials Implementation Wave:
  - Decouple and recouple Financials Wave computing assets to reference a single source of data.
    - Completed assessment of computing assets with 71 assets identified as requiring decoupling / recoupling.
    - Completed the disposition of 56 computing assets scheduled for FY 2021- 2022. The 15 remaining computing assets are dependent on Florida PALM interfaces and functionality and will be addressed during FY 2022 - 2023.
  - Conduct impact analyses of required computing asset changes for the Florida PALM Chart of Accounts.
    - Extended the Mapping of FLAIR Data Elements and Florida PALM ChartFields to include FDOT financial related tables. As of December 2021, there are 173 separate data references for Florida PALM ChartFields.
    - Completed deployment of remediation infrastructure with the development of the PowerCenter job to load the GLI016 file to the SQL Server environment and the testing of PowerCenter functionality. Continued efforts to tune the load job and the incremental update functionality. Created database tables in the development environment to function as landing zones for interface data. Continued provisioning the server environment for Classic ASP site for future development efforts. Completed the design of 78 data tables and 19 interfaces. Continued focus on the PCI001, POI001, API031, and API010 interfaces.
    - Identified a solution for the Department's Transportation Vendor Information (TVI) application and continued documentation of FLAIR data coming in to FDOT and the touchpoints (e.g., automated jobs, batch processes, transformations, etc.) from the FLAIR files to the TVI database. The current focus continues to be on the mapping of the data TVI gets from FLAIR now and identifying where that data will come from in the future (e.g., from which PALM interfaces). Developing documentation for what other application data comes in to the TVI database, and identifying touchpoints, transformations, etc. that are needed for TVI functionality.

## Overview of Agency progress during reporting period:

- Review impact of Florida PALM interface layouts and file definitions on the Department's existing 113 FLAIR interfaces.
  - As of December 2021, review, and analysis of interfaces from the Catalog of Interface Offerings and supporting files layouts is underway for 83 of the Department's existing interfaces. Plans are to sunset 18 interfaces prior to the implementation of the Financials Wave, with an additional 9 interfaces sunset as part of the implementation plan in July 2024.
  - Continued the analysis on the impact of the Chart of Accounts and Standardized Business Process Model adoption on the Department's Contract Funds Management (CFM) system. CFM executes the Department's funds approval process and maintains approximately \$12 billion in outstanding commitments. The review is targeting interfaces POI001, POI002, and POI003, as well as supporting computer program logic and internal data tables.
  - Continued the review and analysis of inbound and outbound Florida PALM payment request interfaces for the Department's Electronic Estimates Disbursement (EED) system, targeting interfaces API002, API028, and API031 for the mapping of legacy data attributes. Documenting what other application data comes in to the EED database, and identifying touchpoints, transformations, etc. that are needed for EED functionality. Approximately 96% of the Department's payment requests are via interfaces to the statewide accounting system, with \$4.5 billion annually interfaced using EED.
  - Review and analysis of published interface layouts for the Standard Business Process Models and documenting interface analysis and mapping is underway.
    - Completed the Florida PALM Interface field comparison for AP, GL, PO, AM, and AR interfaces.
    - FDOT interface analysis and requirements specific to the Chart of Accounts, to include:
      - Review of data lineage and data impacts
      - Documentation of interface GLI001 analysis and outstanding questions
      - Documentation of COA analysis and outstanding questions
      - Extensive analysis of API020
      - Documentation of AS-IS state and TO-BE state based on current PALM information and analysis
      - Identification of requirements based on documented decisions
- Continued the review of the Department's financial related computing assets, and as of December 2021 there are a total of 1,285 assets that are not impacted by the new statewide Chart of Accounts or the adoption of the Florida PALM Standardized Business Process Model. The status of the Florida PALM impacted computing assets, including the assets sunset as part of the FPST efforts, is shown below:

## Overview of Agency progress during reporting period:

| Computing Asset Impact Counts for PALM Implementation |                                                       |                                                 |                                     |
|-------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------|-------------------------------------|
| Inventory Type                                        | Financials Computing Assets that Remain PALM Impacted | Computing Assets Remediated as of December 2021 | Computing Assets Sunset during FPST |
| Application:                                          | 150                                                   | 0                                               | 22                                  |
| Automated Job/Process:                                | 392                                                   | 0                                               | 59                                  |
| Interface:                                            | 113                                                   | 0                                               | 1                                   |
| Report:                                               | 773                                                   | 0                                               | 114                                 |
| Total:                                                | 1,428                                                 | 0                                               | 196                                 |

As a reminder, we will continue prioritizing the applications with the highest business capability risk and that will create the Department's accounting transactions within the Florida PALM solution.

- The status of the remediation of the Department's current FLAIR interfaces is shown below:

| Florida PALM Financials Interface Progress Lifecycle | Identified Financials Interfaces for FDOT PALM | FLAIR Interfaces Traced to PALM Interfaces | PALM Detail Layouts in Process | Develop Remediation Plan | Execute Remediation Plan | Verify Remediation | PALM System User Acceptance |
|------------------------------------------------------|------------------------------------------------|--------------------------------------------|--------------------------------|--------------------------|--------------------------|--------------------|-----------------------------|
|                                                      | 113                                            | 83                                         | 83                             | 27                       | 18                       | 0                  | 0                           |

- The FPST Legislative Budget Request (LBR) for Fiscal Year 2022-23 was submitted in September 2021. FDOT requested \$4.5 million to continue the Department's transition efforts to the Florida PALM solution. The request includes the impact of the \$1 million decreased funding level for Fiscal Year 2021-22 remediation. Multiple change orders for Purchase Orders to retain our existing resources and continue remediation efforts were completed based on the budget posting of the 2nd

### Overview of Agency progress during reporting period:

quarter release on November 23, 2021. In addition, the Department's FPST Fiscal Year 2021-22 3rd quarter budget amendment for the \$590,000 budget release was submitted on December 22, 2021, and is on consultation through January 10, 2022.

- Addressed the following remediation related Readiness Workplan (RW) tasks:
  - Task ID 101: (Submit Agency Business Systems Analysis for Financials Wave): Listing of applications and automated processes have been finalized for the Agency Business System Review. Reviewing business system functionality based on the results of the Module Workgroup sessions and additional interface analysis. Task ID 101 is currently underway and is on target to be completed by 1/7/2022.
  - Task ID 102: (Submit Florida PALM Technical Inventory Workbook): Required conversions have been mapped to the Catalog of Conversion Offerings. Interface impact types have been defined and used to map the required interfaces to the impacted Business Systems and Automated Business Processes. Task ID 102 is currently underway and is on target to be completed by 1/7/2022.
  - Task ID 103 (Confirm Understanding of Planned Florida PALM Functionality for the Financials Wave and Submit Business Transformation Plan): Confirming FDOT's understanding of Florida PALM functionality and identifying high level remediations required for business transformation to Florida PALM. Task ID 103 is currently underway and on target to be completed by 1/21/2022.
- The staffing resources supporting the remediation analysis for Florida PALM on a full-time or part-time basis for Fiscal Year 2021-22 are:
  - Internal FTEs: 2 full-time and 12 part-time.
  - Contracted staff augmentation: 8 full-time and 15 part-time.

As additional tasks are assigned, the number of staffing resources supporting FDOT's transition to Florida PALM will be updated accordingly.
- Outstanding action items to review with the Florida PALM Team include:
  - Resolution of outstanding questions from the Module Workgroups.
  - Interfacing of encumbrance transactions without a Supplier designation to address FDOT's required functionality for memo encumbrances.
  - Availability of an electronic invoice or outbound interface for use in billing funding partners (such as FHWA) within the Billing module.
  - Clarification of cost distribution functionality within the General Ledger module within the Florida PALM solution.

**Overview of Agency progress during reporting period:**

- Release of Chart of Accounts ChartField values for configuration workbooks.
- Review of the Commitment Control Module functionality for the Department specific Fixed Capital Outlay - Work Program Budget Category ChartField values.

The list of Florida PALM interfaces and FDOT Agency Business Systems is shown below in Section 2. The FPST computing asset remediation efforts are included for the four summary work areas for the Financials Implementation Wave and are listed below in Sections 3. This effort relates to the Chart of Accounts, transactional, master balance, account description, and crosswalk data highlighted in the Catalog of Interface Offerings. The planned start, planned finish, and actual finish dates will be provided based on the FPST project schedule. Actual costs are included for those computing assets in Sections 2 and 3 where remediation work has begun.

## 2 – AGENCY SYSTEM INTERFACE PROGRESS

| Florida PALM Interface | Agency Business System                   | Planned Start Date | Planned Finish Date | Actual Finish Date<br><i>(completed)</i> | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                     |
|------------------------|------------------------------------------|--------------------|---------------------|------------------------------------------|--------------------|------------------------|------------------------------------------------------------------------------------------------------------------------|
| AMI002<br>(inbound)    | Property Management Report System        | 7/1/21             | 7/1/23              |                                          |                    | \$4,641.08             | Currently mapped as the replacement for FDOT's existing Property Management Report System (PMRS) Transaction interface |
| AMI003<br>(outbound)   | PCM - Cost Allocation Process (PCMOC002) |                    |                     |                                          |                    |                        |                                                                                                                        |
| AMI004<br>(outbound)   |                                          |                    |                     |                                          |                    |                        |                                                                                                                        |
| AMI006<br>(inbound)    | Property Management Report System        | 7/1/21             | 7/1/23              |                                          |                    |                        | Currently mapped as the replacement for FDOT's existing Property Management Report System (PMRS) Transaction interface |
| AMI008<br>(inbound)    | Property Management Report System        | 7/1/21             | 7/1/23              |                                          |                    |                        | Currently mapped as the replacement for FDOT's existing Property Management Report System (PMRS) Transaction interface |
| API002<br>(inbound)    | Consultant Invoice Transmittal System    | 8/15/22            | 7/1/23              |                                          |                    |                        | Currently mapped as the replacement for the                                                                            |



| Florida PALM Interface | Agency Business System                   | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                  |
|------------------------|------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| API002 (inbound)       | Electronic Estimate Disbursement         | 7/1/21             | 7/1/23              |                                   | \$2,545.00         | \$15,859.40            | following FDOT interfaces: CAP - Approve Disbursement Corrections Interface, CAP -Approve Unencumbered Transactions, Biweekly Payroll Transactions, Supplemental Payroll Transactions, TR58 Transactions (On Demand and Monthly) - Payroll, and CAP - Encumbered Payables Approvals |
| API002 (inbound)       | Right of Way Management System           | 8/15/22            | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                                     |
| API004 (outbound)      | AASHTOWARE Project Sitemanager           |                    |                     |                                   |                    |                        |                                                                                                                                                                                                                                                                                     |
| API004 (outbound)      | Consultant Invoice Transmittal System    |                    |                     |                                   |                    |                        |                                                                                                                                                                                                                                                                                     |
| API004 (outbound)      | Electronic Estimate Disbursement         |                    |                     |                                   |                    |                        |                                                                                                                                                                                                                                                                                     |
| API004 (outbound)      | Right of Way Management System           |                    |                     |                                   |                    |                        |                                                                                                                                                                                                                                                                                     |
| API004 (outbound)      | PCM - Cost Allocation Process (PCMOC002) |                    |                     |                                   |                    |                        |                                                                                                                                                                                                                                                                                     |

| Florida PALM Interface | Agency Business System                | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                 |
|------------------------|---------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| API010 (outbound)      | AASHTOWARE Project Sitemanager        |                    |                     |                                   |                    |                        |                                                                                                                                                                                    |
| API010 (outbound)      | Consultant Invoice Transmittal System |                    |                     |                                   |                    |                        |                                                                                                                                                                                    |
| API010 (outbound)      | Electronic Estimate Disbursement      |                    |                     |                                   |                    |                        |                                                                                                                                                                                    |
| API010 (outbound)      | Right of Way Management System        |                    |                     |                                   |                    |                        |                                                                                                                                                                                    |
| API020 (outbound)      | Transportation Vendor Information     | 7/1/21             | 7/1/23              |                                   | \$4,200.00         | \$29,550.87            | Currently mapped as the functional replacement for the FLAIR VC1 daily file<br>Reviewing new API020 - Outbound Supplier Data File interface to determine new structure and fields. |
| API020 (outbound)      | Contract Funds Management             | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                    |
| API020 (outbound)      | Consultant Invoice Transmittal System | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                    |
| API020 (outbound)      | Electronic Estimate Disbursement      | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                    |
| API020 (outbound)      | Right of Way Management System        | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                    |
| API021 (outbound)      |                                       | 8/15/22            | 7/1/23              |                                   |                    |                        | Currently mapped as the functional replacement for the FLAIR VC1 daily file and VE1 daily file                                                                                     |

| Florida PALM Interface | Agency Business System                | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                              |
|------------------------|---------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| API024 (outbound)      | AASHTOWARE Project Sitemanager        | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                 |
| API024 (outbound)      | Consultant Invoice Transmittal System | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                 |
| API024 (outbound)      | Electronic Estimate Disbursement      | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                 |
| API024 (outbound)      | Right of Way Management System        | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                 |
| API027 (inbound web)   | AASHTOWARE Project Sitemanager        | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                 |
| API027 (inbound web)   | Consultant Invoice Transmittal System | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                 |
| API027 (inbound web)   | Electronic Estimate Disbursement      | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                 |
| API027 (inbound web)   | Right of Way Management System        | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                 |
| API028 (inbound web)   | AASHTOWARE Project Sitemanager        | 8/15/22            | 7/1/23              |                                   |                    |                        | Currently mapped as the replacement for the following FDOT interfaces: CAP - Approve Disbursement Corrections Interface, CAP - Approve Journal Transfers, CAP - |
| API028 (inbound web)   | Consultant Invoice Transmittal System | 8/15/22            | 7/1/23              |                                   |                    |                        |                                                                                                                                                                 |
| API028 (inbound web)   | Electronic Estimate Disbursement      | 8/15/22            | 7/1/23              |                                   |                    |                        |                                                                                                                                                                 |

| Florida PALM Interface | Agency Business System                   | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                   |
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| API028 (inbound web)   | Right of Way Management System           | 8/15/22            | 7/1/23              |                                   |                    |                        | Approve Unencumbered Transactions, Biweekly Payroll Transactions, Supplemental Payroll Transactions, TR58 Transactions (On Demand and Monthly) - Payroll, and CAP - Encumbered Payables Approvals                                    |
| API031 (outbound)      | PCM - Cost Allocation Process (PCMOC002) | 7/1/21             | 7/1/23              |                                   |                    |                        | Review underway to address the required interface for the Department's daily journals and supporting accounting entries to be processed in Florida PALM. Currently mapped as the functional replacement for the FLAIR VC1 daily file |
| API031 (outbound)      | AASHTOWARE Project Sitemanager           | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                      |
| API031 (outbound)      | Consultant Invoice Transmittal System    | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                      |
| API031 (outbound)      | Electronic Estimate Disbursement         | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                      |
| API031 (outbound)      | Right of Way Management System           | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                      |
| API122 (outbound web)  | AASHTOWARE Project Sitemanager           | 7/1/21             | 7/1/23              |                                   |                    |                        | Reviewing new API122 - Outbound Payment Extract Web Service interface to determine feasibility in replacing                                                                                                                          |
| API122 (outbound web)  | Consultant Invoice Transmittal System    | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                      |

| Florida PALM Interface   | Agency Business System                | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                             |
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| API122<br>(outbound web) | Electronic Estimate Disbursement      | 7/1/21             | 7/1/23              |                                   |                    | \$572.47               | existing API functionality.                                                                                                                                                                                                                                                    |
| API122<br>(outbound web) | Right of Way Management System        | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                                |
| API123<br>(outbound web) | AASHTOWARE Project Sitemanager        | 7/1/21             | 7/1/23              |                                   |                    |                        | Currently mapped as the functional replacement for the FLAIR VC1 daily file                                                                                                                                                                                                    |
| API123<br>(outbound web) | Consultant Invoice Transmittal System | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                                |
| API123<br>(outbound web) | Electronic Estimate Disbursement      | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                                |
| API123<br>(outbound web) | Right of Way Management System        | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                                |
| API124<br>(inbound)      | AASHTOWARE Project Sitemanager        | 7/1/21             | 7/1/23              |                                   |                    |                        | Currently mapped as the functional replacement for the current VC1 daily file and the following FDOT interfaces:<br>CAP - Approve Disbursement Corrections Interface, CAP - Approve Journal Transfers, CAP - Approve Unencumbered Transactions, Biweekly Payroll Transactions, |
| API124<br>(inbound)      | Consultant Invoice Transmittal System | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                                |
| API124<br>(inbound)      | Electronic Estimate Disbursement      | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                                |
| API124<br>(inbound)      | Right of Way Management System        | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                                |
| API124<br>(inbound)      | Contract Funds Management             | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                                |

| Florida PALM Interface | Agency Business System                                  | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                              |
|------------------------|---------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| API124<br>(inbound)    | ReportCaster - Future Year Encumbrances Brought Forward | 7/1/21             | 7/1/23              |                                   |                    |                        | Supplemental Payroll Transactions, TR58 Transactions (On Demand and Monthly) - Payroll, and CAP - Encumbered Payables Approvals |
| API125<br>(outbound)   | AASHTOWARE Project Sitemanager                          | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                 |
| API125<br>(outbound)   | Consultant Invoice Transmittal System                   | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                 |
| API125<br>(outbound)   | Electronic Estimate Disbursement                        | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                 |
| API125<br>(outbound)   | Right of Way Management System                          | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                 |
| API125<br>(outbound)   | Contract Funds Management                               | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                 |
| API125<br>(outbound)   | ReportCaster - Future Year Encumbrances Brought Forward | 8/15/22            | 7/1/23              |                                   |                    |                        |                                                                                                                                 |
| ARI007<br>(inbound)    | Batch Error Management                                  | 8/15/22            | 7/1/23              |                                   |                    |                        | Currently mapped as the replacement for the following FDOT interfaces: CAP - Approve Journal                                    |
| ARI007<br>(inbound)    | Accounts Receivable Invoicing                           | 8/15/22            | 7/1/23              |                                   |                    |                        |                                                                                                                                 |

| Florida PALM Interface | Agency Business System        | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                |
|------------------------|-------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ARI007<br>(inbound)    | Receipt Processing System     | 8/15/22            | 7/1/23              |                                   |                    |                        | Transfers, CAP - Approve Unencumbered Transactions, Biweekly Payroll Transactions, and CAP - Accounts Receivable Invoicing (ARI) Cash on Account Transactions Script                                                                                              |
| ARI012<br>(outbound)   | Batch Error Management        | 8/15/22            | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                   |
| ARI020<br>(outbound)   | Batch Error Management        | 8/15/22            | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                   |
| ARI023<br>(inbound)    | Batch Error Management        | 8/15/22            | 7/1/23              |                                   |                    |                        | Currently mapped as the replacement for the following FDOT interfaces: CAP - Approve Journal Transfers, CAP - Approve Unencumbered Transactions, Biweekly Payroll Transactions, and CAP - Accounts Receivable Invoicing (ARI) Cash on Account Transactions Script |
| ARI023<br>(inbound)    | Accounts Receivable Invoicing | 8/15/22            | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                   |
| ARI023<br>(inbound)    | Receipt Processing System     | 8/15/22            | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                   |
| ARI024<br>(outbound)   | Batch Error Management        | 7/1/21             | 7/1/23              |                                   |                    |                        | Review underway to address the required interfaces for the Department's daily journals and supporting                                                                                                                                                             |
| ARI024<br>(outbound)   | Accounts Receivable Invoicing | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                   |

| Florida PALM Interface | Agency Business System                   | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                               |
|------------------------|------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|------------------------------------------------------------------------------------------------------------------|
| ARI024 (outbound)      | Receipt Processing System                | 7/1/21             | 7/1/23              |                                   |                    |                        | accounting entries to be processed in Florida PALM.                                                              |
| ARI024 (outbound)      | PCM - Cost Allocation Process (PCMOC002) | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                  |
| GLI001                 | SAMAS Tables Processing (STP)            | 7/1/21             | 7/1/23              |                                   | \$12,676.09        | \$47,377.51            |                                                                                                                  |
| GLI001 (outbound)      | Electronic Estimate Disbursement         | 7/1/21             | 7/1/23              |                                   |                    |                        | Reviewing new GLI001 – Outbound ChartField Values Data interface to determine new layout, structure, and fields. |
| GLI001 (outbound)      | Employee Quarterly Awards                | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                  |
| GLI001 (outbound)      | Receipt Processing System                | 7/1/21             | 7/1/23              |                                   |                    | \$820.84               |                                                                                                                  |
| GLI001 (outbound)      | Property Management Reporting System     | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                  |
| GLI001 (outbound)      | PCM - Cost Allocation Process (PCMOC002) | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                  |
| GLI001 (outbound)      | Contract Funds Management                | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                  |
| GLI001 (outbound)      | Cash Forecasting System                  | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                  |
| GLI001 (outbound)      | Consultant Invoice Transmittal System    | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                  |



| Florida PALM Interface | Agency Business System                   | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                          |
|------------------------|------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|---------------------------------------------|
| GLI001 (outbound)      | Right of Way Management System           | 7/1/21             | 7/1/23              |                                   |                    |                        |                                             |
| GLI002 (outbound)      | Indirect Cost Allocation                 | 7/1/21             | 7/1/23              |                                   |                    |                        |                                             |
| GLI002 (outbound)      | Materials Supply Inventory               | 7/1/21             | 7/1/23              |                                   |                    |                        |                                             |
| GLI002 (outbound)      | Mobile Equipment                         | 7/1/21             | 7/1/23              |                                   |                    |                        |                                             |
| GLI002 (outbound)      | PPS - Payroll Cost Distribution          | 7/1/21             | 7/1/23              |                                   |                    |                        |                                             |
| GLI002 (outbound)      | Project Cost Redistribution              | 7/1/21             | 7/1/23              |                                   |                    |                        |                                             |
| GLI002 (outbound)      | Toll Redistribution                      | 7/1/21             | 7/1/23              |                                   |                    |                        |                                             |
| GLI002 (outbound)      | Batch Error Management                   | 7/1/21             | 7/1/23              |                                   |                    |                        |                                             |
| GLI002 (outbound)      | Contract Funds Management                | 7/1/21             | 7/1/23              |                                   |                    |                        |                                             |
| GLI002 (outbound)      | PCM - Cost Allocation Process (PCMOC002) | 7/1/21             | 7/1/23              |                                   |                    |                        |                                             |
| GLI006 (inbound)       | Comptroller Automated Platform (CAP)     | 7/1/21             | 7/1/23              |                                   |                    | \$1,698.19             |                                             |
| GLI006 (inbound)       | Indirect Cost Allocation                 | 8/15/22            | 7/1/23              |                                   |                    |                        | Currently mapped as the replacement for the |

| Florida PALM Interface | Agency Business System           | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                     |
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| GLI006 (inbound)       | PPS - Payroll Cost Distribution  | 8/15/22            | 7/1/23              |                                   |                    |                        | following FDOT interfaces:<br>CAP - Approve Disbursement Corrections Interface, CAP - Approve General Accounting Transactions, CAP - Approve Journal Transfers, CAP - Approve Unencumbered Transactions, Biweekly Payroll Transactions, CAP - Accounts Receivable Invoicing (ARI) Cash on Account Transactions Script, |
| GLI006 (inbound)       | Project Cost Redistribution      | 8/15/22            | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                                                                        |
| GLI006 (inbound)       | Toll Redistribution              | 8/15/22            | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                                                                        |
| GLI006 (inbound)       | Batch Error Management           | 8/15/22            | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                                                                        |
| GLI006 (inbound)       | Mobile Equipment                 | 8/15/22            | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                                                                        |
| GLI006 (inbound)       | Project Cost Management          | 8/15/22            | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                                                                        |
| GLI006 (inbound)       | Materials and Supplies Inventory | 8/15/22            | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                                                                        |

|                     |                               |         |        |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| GLI006<br>(inbound) | Receipts<br>Processing System | 8/15/22 | 7/1/23 |  |  |  | Supplemental Payroll<br>Transactions, CAP -<br>Project Cost<br>Redistribution (PCR)<br>Transactions Script,<br>Receipts Processing<br>System (RPS)<br>Transactions, TR58<br>Transactions (On<br>Demand and Monthly) -<br>Payroll, Project Cost<br>Management (PCM) -<br>OOC.FOCUS.CNTL<br>(PCMOC005), Payroll -<br>OOC Report Caster\Bi-<br>Weekly\PYRLJOB4,<br>Project Cost<br>Management (PCM) -<br>ISQAANDC.SCHED.PR<br>OD.JCLIMO(PCMOC00<br>3), Materials and<br>Supplies Inventory<br>(MSI) -<br>OOC.LIB.CNTL(MSIRE<br>P01), Mobile Equipment<br>(MEQ) -<br>OOC.LIB.CNTL(MEQR<br>EP01), Tolls<br>Redistribution - OOC<br>Report Caster\Toll<br>Redistribution, Contract<br>Funds Management<br>(CFM) - OOC Report<br>Caster\Year-End\TR60<br>Transactions, Contract<br>Funds Management |
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| Florida PALM Interface | Agency Business System           | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                                |
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|                        |                                  |                    |                     |                                   |                    |                        | (CFM) - OOC Report Caster\Year-End\CFMYearEnd\TR60 Rebatch Transactions                                                                                                                                                                                                                                                           |
| GLI016<br>(outbound)   |                                  | 10/18/21           | 7/1/23              |                                   |                    |                        | CMS and Financials Wave: inbound to FDOT. The COA Crosswalk is required to translate existing FDOT data values to Florida PALM COA values for the Carry Forward Application and additional remediation efforts. Remediation will begin in October 2021 with the review of the data interface received from the Florida PALM Team. |
| GLI017<br>(outbound)   | Right of Way Management System   | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                                                                                   |
| GLI017<br>(outbound)   | Contract Funds Management        | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                                                                                   |
| GLI017<br>(outbound)   | Electronic Estimate Disbursement | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                                                                                   |
| GLI018<br>(outbound)   | Contract Funds Management        | 7/1/21             | 7/1/23              |                                   |                    |                        | Review underway for end-state solution.                                                                                                                                                                                                                                                                                           |

| Florida PALM Interface | Agency Business System                   | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                       |
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| GLI031 (outbound)      | Contract Funds Management                | 7/1/21             | 7/1/23              |                                   |                    |                        | GLI031 - Outbound Tree Extract is currently mapped as the functional replacement for the current EX1 and EX2 daily files                                 |
| GLI031 (outbound)      | PCM - Cost Allocation Process (PCMOC002) | 7/1/21             | 7/1/23              |                                   |                    | \$17,269.11            |                                                                                                                                                          |
| GLI051 (outbound)      | Indirect Cost Allocation                 | 7/1/21             | 7/1/23              |                                   |                    |                        | Review underway to address the required interface for the Department's daily journals and supporting accounting entries to be processed in Florida PALM. |
| GLI051 (outbound)      | Materials Supply Inventory               | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                          |
| GLI051 (outbound)      | Mobile Equipment                         | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                          |
| GLI051 (outbound)      | PPS - Payroll Cost Distribution          | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                          |
| GLI051 (outbound)      | Project Cost Redistribution              | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                          |
| GLI051 (outbound)      | Toll Redistribution                      | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                          |
| GLI051 (outbound)      | Batch Error Management                   | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                          |
| GLI051 (outbound)      | PCM - Cost Allocation Process (PCMOC002) | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                          |
| GLI051 (outbound)      | Contract Funds Management                | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                                          |

| Florida PALM Interface | Agency Business System                      | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                              |
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| GMI001 (inbound)       |                                             | 8/15/21            | 7/1/23              |                                   |                    |                        | GMI001 is currently mapped to the current Contract Funds Management (CFM) FACTS Batch Interface                                 |
| KKI001 (inbound)       |                                             | 9/16/21            | 7/1/23              |                                   |                    |                        | Layout KKI001 is currently mapped to the required interface for the current TR20/21 Ad-Hoc Scripting Interface                  |
| KKI012 (inbound)       | Turnpike and Rail Enterprises Carry Forward | 9/16/21            | 7/1/23              |                                   |                    | \$151.70               | Review of data attribute mapping is complete using KKI001 interface.                                                            |
| KKI016 (outbound)      | Contract Funds Management                   | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                 |
| KKI017 (outbound)      | Batch Error Management                      | 8/15/22            | 7/1/23              |                                   |                    |                        |                                                                                                                                 |
| PCI001 (outbound)      | Contract Funds Management                   | 8/15/21            | 7/1/23              |                                   |                    | \$8,840.96             | PCI001 - Outbound Project Information Extract is currently mapped as the functional replacement for the current PJ1 daily file. |
| PCI001 (outbound)      | PCM - Cost Allocation Process (PCMOC002)    | 8/15/21            | 7/1/23              |                                   |                    |                        |                                                                                                                                 |
| PCI004 (outbound)      | Contract Funds Management                   | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                 |
| PCI005 (outbound)      | Contract Funds Management                   | 7/1/21             | 7/1/23              |                                   |                    |                        |                                                                                                                                 |

| Florida PALM Interface | Agency Business System                                  | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                   |
|------------------------|---------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| PCI006 (inbound)       | Generate Project Account Correlation (DASPJ45P)         | 8/15/21            | 7/1/23              |                                   |                    |                        | Review of layout PCI006 is currently underway to address legacy functionality for project correlations. Dependent on the review of the Perform Allocations functionality within the General Ledger Module Work Group(s), as well as the completion of the Interface Office Hours currently scheduled for 08/15/2022. |
| POI001 (outbound)      | Contract Funds Management                               | 8/15/21            | 7/1/23              |                                   |                    |                        | POI001 - Outbound Encumbrance Extract is currently mapped as the functional replacement for the existing EN1 daily file<br><br>Review underway to address the required interface for the Department's daily journals and supporting accounting entries to be processed in Florida PALM.                              |
| POI001 (outbound)      | ReportCaster - Future Year Encumbrances Brought Forward | 8/15/21            | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                                                                      |
| POI001 (outbound)      | PCM - Cost Allocation Process (PCMOC002)                | 8/15/21            | 7/1/23              |                                   |                    |                        |                                                                                                                                                                                                                                                                                                                      |
| POI002 (inbound)       | Contract Funds Management                               | 8/15/21            | 7/1/23              |                                   |                    |                        | Currently mapped as the replacement for the                                                                                                                                                                                                                                                                          |

| Florida PALM Interface | Agency Business System                                  | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                               |
|------------------------|---------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| POI002 (inbound)       | ReportCaster - Future Year Encumbrances Brought Forward | 8/15/21            | 7/1/23              |                                   |                    |                        | following FDOT interfaces: CFM - Closed Encumbrance Lines Deletion Script, Contract Funds Management (CFM) - OOC Report Caster\Year-End\TR60 Transactions, and Contract Funds Management (CFM) - OOC Report Caster\Year-End\CFMYearEnd\TR60 Rebatch Transactions |
| POI003 (inbound web)   | Contract Funds Management                               | 8/15/21            | 7/1/23              |                                   |                    | \$4,509.78             | Review of layout POI003 is underway to                                                                                                                                                                                                                           |



| Florida PALM Interface | Agency Business System                                  | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                                                                                                                                                                                                                                                |
|------------------------|---------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| POI003 (inbound web)   | ReportCaster - Future Year Encumbrances Brought Forward | 8/15/21            | 7/1/23              |                                   |                    |                        | address the required interface for the Department's encumbrances.<br>Currently mapped as the replacement for the following FDOT interfaces: CFM - Closed Encumbrance Lines Deletion Script, Contract Funds Management (CFM) - OOC Report Caster\Year-End\TR60 Transactions, and Contract Funds Management (CFM) - OOC Report Caster\Year-End\CFMYearEnd\TR60 Rebatch Transactions |

### **3 – AGENCY APPLICATION REMEDIATION PROGRESS**

| Agency Business System Remediation Task                        | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                                                                                                       |
|----------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Downstream Financial Planning and Analysis computing assets    | 7/1/21             | 6/30/23             | 8/19/21                           |                    | \$20,681.54            | 406 tasks scheduled for FY2021-22 have been completed.                                                                                                                  |
| Financials Wave computing assets decouple and recouple         | 6/15/21            | 6/30/22             | 11/30/21                          |                    | \$51,842.33            | 56 computing assets have been completed. The remaining 15 computing assets will be addressed in FY 2022 – 2023 based on Florida PALM Financials Wave design activities. |
| Florida PALM Chart of Accounts computing asset impact analyses | 6/15/21            | 6/30/22             |                                   | \$16,903.54        | \$188,521.07           | Building and deployment of the Chart of Accounts remediation infrastructure is complete. Efforts continue to tune the load job and the incremental update functionality |

| Agency Business System Remediation Task                                    | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                                                                                                                            |
|----------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Florida PALM interface layouts and file definition computing asset impacts | 7/1/21             | 7/1/23              |                                   | \$56,490.34        | \$160,139.72           | As of December 2021, there are 257 separate instances of Florida PALM interfaces and supporting file layouts mapped to the Department's required interfaces. |

## **4 – FLORIDA PALM PRODUCTION SUPPORT**

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident |
|--------------------------|-----------------|---------------------|
| None                     |                 |                     |

## Florida Department of Veterans' Affairs

|                              |                                        |                      |                                                |
|------------------------------|----------------------------------------|----------------------|------------------------------------------------|
| <b>Agency Sponsor:</b>       | <i>Alfred Carter, Chief of Staff</i>   | <b>Submitted by:</b> | <i>Linda Rizzo, Director of Administration</i> |
| <b>Status Report Period:</b> | <i>December 01 – December 31, 2021</i> | <b>Submitted on:</b> | <i>January 06, 2022</i>                        |

### **1 - STATUS OVERVIEW**

#### **A. Overview of Agency progress during reporting period:**

During the month of December, the Department of Veterans' Affairs completed the following activities related to system interfaces and agency business system remediation:

- SPON65 - Provided agency update for Project Status Reporting. Completed 12/06/21.
- FUNC54 - Identified any obstacles prohibiting the adoption of Commitment Control, Asset Management, and Project and Grants Modules functionality. Completed 12/16/21.
- RPTG18 - Reviewed the Reports Catalog and provided feedback. Completed 12/15/21.
- Meetings & workshops- attended Tuesday talks and workshops for Project Costing, Asset Management and Production Support round table.

Currently nine FTEs are supporting the transition to Florida PALM on a full-time basis.

## 2 – AGENCY SYSTEM INTERFACE PROGRESS

| Interface Modification for Florida PALM                                                                                                                                                                                                                     | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------|
| AMI002-Inbound Asset Transfer and Disposal Request<br>AMI003-Outbound Asset Extract<br>AMI004-Outbound Asset Physical Inventory Extract<br>AMI006-Inbound Asset Additions, Adjustments and Physical Updates<br>AMI008-Inbound Asset Physical Inventory Load | 09/01/2021         | 06/2024             |                                   | \$0                | \$0                    |          |
| KKI001- Inbound Budget Journal<br>KKI008- Inbound Budget Pre-checking Web Service<br>KKI009- Outbound Budget Extract<br>KKI016- Outbound Budget and Cash Balance Data<br>KKI017- Outbound Trust Fund Disbursements - Appropriations Ledger                  | 09/01/2021         | 06/2024             |                                   | \$0                | \$0                    |          |

| Interface Modification for Florida PALM                                                                                                                                                                         | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------|
| GLI010-Outbound Interest Apportionment<br>GMI001-Inbound Grant Data<br>GMI003-Outbound Recipient Type Extract<br>GMI004-Outbound Grant Receipt Details<br>GMI005-Outbound Grant Information Extract             | 09/01/2021         | 06/2024             |                                   | \$0                | \$0                    |          |
| API001-Inbound Interface for Treasury Offset Program<br>API002-Inbound Voucher Load<br>API004-Outbound Payment Extract<br>API006-Inbound Payment Cancellation<br>API010-Outbound Payment Remittance Advice Data | 09/01/2021         | 06/2024             |                                   | \$0                | \$0                    |          |

| Interface Modification for Florida PALM                                                                                                                                                                                                                                                                                                                                                                                             | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------|
| AP1020-Outbound Supplier Data<br>API021-Outbound Authorized Bank Titles<br>API024-Outbound Voucher Status<br>API025-Outbound Outstanding Warrant Data<br>API027-Inbound Voucher Delete Web Service<br>API028-Inbound Voucher Web Service<br>API031-Outbound Voucher Accounting Detail<br>API109-Outbound Supplier Crosswalk<br>API122-Outbound Payment Extract Web Service<br>API123-Outbound Voucher Accounting Detail Web Service | 09/01/2021         | 06/2024             |                                   | \$0                | \$0                    |          |

### **3 – AGENCY APPLICATION REMEDIATION PROGRESS**

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments |
|-----------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------|
| N/A                                     |                    |                     |                                   |                    |                        |          |

## **4 – FLORIDA PALM PRODUCTION SUPPORT**

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident |
|--------------------------|-----------------|---------------------|
| None identified          |                 |                     |



## Florida Fish and Wildlife Conservation Commission

|                              |                                           |                      |                                       |
|------------------------------|-------------------------------------------|----------------------|---------------------------------------|
| <b>Agency Sponsor:</b>       | <i>Jennifer Fitzwater, Chief of Staff</i> | <b>Submitted by:</b> | <i>Laurie Kershaw, Agency Liaison</i> |
| <b>Status Report Period:</b> | <i>December 1 – December 31, 2021</i>     | <b>Submitted on:</b> | <i>01/07/2022</i>                     |

### 1 - STATUS OVERVIEW

#### Overview of Agency progress during reporting period:

During the month of December, FWC completed the following activities related to system interfaces and agency business system remediation:

- RPTG18 – Reviewed and Responded to the Reports Catalog and Survey
- SPON65 – Provided Agency Update for Project Status Reporting
- FUNC54 – Completed Identifying Obstacles Prohibiting Adoption
- TECH121 – Continued working towards submitting Florida PALM Technical Inventory Workbook
- FUNC55 – Began to Confirm Understanding of Planned Florida PALM Functionality for the Financials Wave and Submit Business Transformation Plan

0 FTEs are supporting the transition to Florida PALM on a full-time basis.

22 FTEs are supporting the transition to Florida PALM on a part-time basis.

### 2 – AGENCY SYSTEM INTERFACE PROGRESS

| Florida PALM Interface                         | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments |
|------------------------------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|--------------------|
| API004 Outbound Payment Extract                | Laserfiche             | 01/10/2022         | 03/31/2023          |                                   |                    |                        |                    |
| API010 Outbound Payment Remittance Advice Data | Laserfiche             | 01/10/2022         | 03/31/2023          |                                   |                    |                        |                    |
| API024 Outbound Voucher Status                 | Laserfiche             | 01/10/2022         | 03/31/2023          |                                   |                    |                        |                    |

| Florida PALM Interface                    | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments |
|-------------------------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------|
| API031 Outbound Voucher Accounting Detail | Laserfiche             | 01/10/2022         | 03/31/2023          |                                   |                    |                        |                   |

### **3 – AGENCY APPLICATION REMEDIATION PROGRESS**

| Agency Business System Remediation Task                                         | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments |
|---------------------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------|
| FWC business systems for Florida PALM Implementation: FLINT, RMS and LaserFiche | 07/02/2021         | 03/31/2023          |                                   | \$46,977.55        | \$189,279.56           |                   |

### **4 – FLORIDA PALM PRODUCTION SUPPORT**

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident |
|--------------------------|-----------------|---------------------|
| N/A                      |                 |                     |

## Florida Highway Safety and Motor Vehicles

|                              |                                       |                      |                                            |
|------------------------------|---------------------------------------|----------------------|--------------------------------------------|
| <b>Agency Sponsor:</b>       | <i>Steve Burch, Bureau Chief</i>      | <b>Submitted by:</b> | <i>Mike Alexander, Deputy Bureau Chief</i> |
| <b>Status Report Period:</b> | <i>December 1 – December 31, 2021</i> | <b>Submitted on:</b> | <i>01/04/2022</i>                          |

### **1 - STATUS OVERVIEW**

#### **Overview of Agency progress during reporting period:**

During the month of December, HSMV completed the following activities related to system interfaces and agency business system remediation:

- FUNC54 – Identified obstacles prohibiting the Adoption of Commitment Control, Asset Management, and Project and Grants Modules functionality
- RPTG18 – Completed review of Reports Catalog
- TECH121 – Worked on Florida PALM Technical Inventory Workbook to determine interfaces needed for Florida PALM
- Attended Florida PALM workgroups

Five FTEs and two contractors are supporting the transition to Florida PALM on a part-time basis.

## 2 – AGENCY SYSTEM INTERFACE PROGRESS

| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                                                                       |
|------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| API002                 | FAME                   | 01/07/22           | 06/30/2023          |                                   | \$370              | \$1,208                | Conducting weekly internal meetings through December to perform deep drive into current processes to complete Tech Workbook and prepare for Design phase |
| API010                 | FAME                   | 01/07/22           | 06/30/2023          |                                   | \$370              | \$1,208                | Conducting weekly internal meetings through December to perform deep drive into current processes to complete Tech Workbook and prepare for Design phase |
| GLI006                 | FAME                   | 01/07/22           | 06/30/2023          |                                   |                    |                        | Participating in PALM Workgroups to verify appropriate interface is selected for ABS                                                                     |
| GLI051                 | FAME                   | 01/07/22           | 06/30/2023          |                                   |                    |                        | Participating in PALM Workgroups to verify appropriate interface is selected for ABS                                                                     |

| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                   |
|------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|--------------------------------------------------------------------------------------|
| AMI002                 | Service NOW            | 01/07/22           | 06/30/2023          |                                   |                    |                        | Participating in PALM Workgroups to verify appropriate interface is selected for ABS |
| AMI003                 | Service NOW            | 01/07/22           | 06/30/2023          |                                   |                    |                        | Participating in PALM Workgroups to verify appropriate interface is selected for ABS |
| AMI004                 | Service NOW            | 01/07/22           | 06/30/2023          |                                   |                    |                        | Participating in PALM Workgroups to verify appropriate interface is selected for ABS |
| AMI006                 | Service NOW            | 01/07/22           | 06/30/2023          |                                   |                    |                        | Participating in PALM Workgroups to verify appropriate interface is selected for ABS |
| AMI008                 | Service NOW            | 01/07/22           | 06/30/2023          |                                   |                    |                        | Participating in PALM Workgroups to verify appropriate interface is selected for ABS |
| CMI013                 | FRVIS                  | 10/12/2020         | 08/31/2021          | 08/31/2021                        | \$3,536            | \$24,258               | Completed, continued maintenance                                                     |

### **3 – AGENCY APPLICATION REMEDIATION PROGRESS**

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                |
|-----------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------------------------------|
| FAME                                    | 10/12/2020         | 06/30/2023          |                                   | \$740              | \$2,416                | Determining Interfaces needed    |
| Service NOW                             | 09/01/2021         | 06/30/2023          |                                   |                    |                        | Determining Interfaces needed    |
| FRVIS                                   | 10/12/2020         | 08/31/2021          | 08/31/2021                        | \$3,536            | \$24,258               | Completed, continued maintenance |

### **4 – FLORIDA PALM PRODUCTION SUPPORT**

| The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open: |                 |                     |
|-------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------|
| Incident Submission Date                                                                                                | Incident Number | Summary of Incident |
| NA                                                                                                                      | NA              | NA                  |

## Justice Administrative Commission

|                              |                                                           |                      |                                                     |
|------------------------------|-----------------------------------------------------------|----------------------|-----------------------------------------------------|
| <b>Agency Sponsor:</b>       | <i>Alton L. "Rip" Colvin, Jr.,<br/>Executive Director</i> | <b>Submitted by:</b> | <i>Susie Kalous,<br/>Professional Accountant II</i> |
| <b>Status Report Period:</b> | <i>December 1 – 31, 2021</i>                              | <b>Submitted on:</b> | <i>January 4, 2022</i>                              |

### **1 - STATUS OVERVIEW**

#### **A. Overview of Agency progress during reporting period:**

During the month of **December**, JAC completed the following activities related to system interfaces and agency business remediation:

- FUNC52; Submit Agency Business Systems Analysis for Financials Wave; Completed 12/17/2021
- FUNC54; Identify Any Obstacles Prohibiting Adoption of Commitment Control, Asset Management, and Project and Grant functionality; Completed 12/17/2021
- RPTG18; Review and Respond to the Reports Catalog Survey; Completed 12/17/2021
- TECH119; Create Interface Connection Inventory; Completed 12/17/2021
- TECH120; Begin Reviewing and Confirming Planned Conversions; Completed 12/17/2021
- TECH121; Submit Florida PALM Technical Inventory; Completed 12/17/2021

With the implementation of the Financial Wave delayed until July 2024, JAC is anxious to test the segregated access controls when available so the offices are assured their information will not be available to other offices.

**15** FTEs are supporting the transition to Florida PALM on a full-time basis.

**0** FTEs are supporting the transition to Florida PALM on a part-time basis.

## 2 – AGENCY SYSTEM INTERFACE PROGRESS

| Interface Modification for Florida PALM          | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments                                                                     |
|--------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|------------------------------------------------------------------------------|
| API002 – Inbound Voucher Load                    | 7/1/2021           | 6/30/2023           | n/a                               | n/a                | n/a                    | Flat File, Web Service for CAATS.                                            |
| API024 – Outbound Voucher Status                 | 02/1/2021          | 6/30/2023           | n/a                               | n/a                | n/a                    | Flat File for CAATS. Reviewing Design & Interface Guidelines.                |
| API031 – Outbound Voucher Accounting Detail      | 02/1/2021          | 6/30/2023           | n/a                               | n/a                | n/a                    | Flat File for CAATS. Reviewing Design & Interface Guidelines.                |
| API010 – Outbound Payment Remittance Advice Data | 02/1/2021          | 6/30/2023           | n/a                               | n/a                | n/a                    | Flat File for BOMS. Planning to contact CIP to review & implement Interface. |
| API020 – Outbound Supplier Data                  | 02/01/2021         | 6/30/2023           | n/a                               | n/a                | n/a                    | Flat File for CAATS. Reviewing Design & Interface Guidelines.                |
| API028 – Inbound Voucher Web Service             | TBD                | 6/30/2023           | n/a                               | n/a                | n/a                    | Flat File for CAATS. Reviewing Design & Interface Guidelines.                |
| API041 – Voucher Spreadsheet Upload              | TBD                | 6/30/2023           | n/a                               | n/a                | n/a                    | Flat File for CAATS. Reviewing Design & Interface Guidelines.                |
| API109 – Outbound Supplier Crosswalk             | 02/01/2021         | 6/30/2023           | n/a                               | n/a                | n/a                    | Flat File for CAATS. Reviewing Design & Interface Guidelines.                |



| Interface Modification for Florida PALM                            | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments                                                                            |
|--------------------------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------------------------------------------------------------------------|
| API123 – Outbound Voucher Accounting Detail Web Service            | (added 12/3/2021)  | 06/30/2023          | n/a                               | n/a                | n/a                    | Flat File for CAATS. Reviewing Design & Interface Guidelines.                       |
| API124 – Inbound Speedchart                                        | TBD                | 6/30/2023           | n/a                               | n/a                | n/a                    | Flat File, Web Service for BOMS and CAATS. Reviewing Design & Interface Guidelines. |
| API125 – Outbound SpeedChart                                       | TBD                | 6/30/2023           | n/a                               | n/a                | n/a                    | Reviewing Design & Interface Guidelines.                                            |
| GLI001 – Outbound Chart Field Values                               | 02/01/2021         | 6/30/2023           | n/a                               | n/a                | n/a                    | Flat File, Web Service for CAATS. Reviewing Design & Interface Guidelines.          |
| GLI016 – Outbound Chart of Accounts (COA) Crosswalk Extract Layout | 02/05/2021         | 6/30/2023           | n/a                               | n/a                | n/a                    | Flat File, Web Service for CAATS. Reviewing Design & Interface Guidelines.          |

### **3 – AGENCY APPLICATION REMEDIATION PROGRESS**

| Agency Business System Remediation Task          | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments                                            |
|--------------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-----------------------------------------------------|
| CAATS (Court Appointed Attorney Tracking System) | 3/1/2021           | 6/30/2023           | n/a                               | n/a                | n/a                    | n/a                                                 |
| My JAC (JAC Online Billing System)               | 3/1/2021           | 6/30/2023           | n/a                               | n/a                | n/a                    | Not a direct interface, does have remediation work. |

| Agency Business System Remediation Task  | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments |
|------------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|----------|
| BOMS (Business Office Management System) | TBD                | TBD                 | n/a                               | TBD                | TBD                    | n/a      |
| Mail Tracker                             | TBD                | 6/30/2023           | n/a                               | n/a                | n/a                    | n/a      |
| TR30 Upload Program                      | TBD                | 6/30/2023           | n/a                               | n/a                | n/a                    | n/a      |
| Due Process Reporting Tool               | TBD                | 6/30/2023           | n/a                               | n/a                | n/a                    | n/a      |
| Payroll Upload                           | TBD                | 6/30/2023           | n/a                               | n/a                | n/a                    | n/a      |

## **4 – FLORIDA PALM PRODUCTION SUPPORT**

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident |
|--------------------------|-----------------|---------------------|
| N/A                      |                 |                     |

## Legislature

|                              |                                                        |                      |                                       |
|------------------------------|--------------------------------------------------------|----------------------|---------------------------------------|
| <b>Agency Sponsor:</b>       | <i>Lisa Swindle, Finance &amp; Accounting Director</i> | <b>Submitted by:</b> | <i>Mike Mentillo, Program Manager</i> |
| <b>Status Report Period:</b> | <i>December 1 – December 31, 2021</i>                  | <b>Submitted on:</b> | <i>01/06/2022</i>                     |

### 1 - STATUS OVERVIEW

#### Overview of Agency progress during reporting period:

During the month of **November** the Legislature completed the following activities related to system interfaces and agency business system remediation:

- FUNC 54
- SPON 65
- RPTG18

Many of the people in our change champion network attended workshops on PALM modules AM, AP, CC, and AR in an effort to get enough detailed information to assist in developing agency system remediation plans and/or interfaces to or from PALM for agency systems to be retained after implementation of PALM in July 2024. I believe the workshops and associated documentation were very helpful in providing this information. Next step is reviewing approach documents. Discuss records management in PALM. Reach out to remaining vendors (Travel System and EFORMS) for estimates on conversions. We anticipate these vendors are already aware of and working on conversions because they work with many State Agencies, however, we need to contact them to be sure and provide them with information so they can plan the conversion of these systems.

0 - FTEs are supporting the transition to Florida PALM on a full-time basis.

21 - FTEs are supporting the transition to Florida PALM on a part-time basis.

## 2 – AGENCY SYSTEM INTERFACE PROGRESS

| Florida PALM Interface                                                                                                             | Agency Business System          | Planned Start Date                                         | Planned Finish Date    | Actual Finish Date<br><i>(completed)</i> | Cost for the Month | Cumulative Cost - FYTD | Comments                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------------------------------------------------------------|------------------------|------------------------------------------|--------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Travel System Interfaces:<br>Data Files Transfers:<br>Title Files<br>Transaction Uploads:<br>Disbursements<br>A/P                  | Travel System Image API         | TBD<br>Lisa Swindle<br>Ayopo<br>Sawyerr-Ward               | On or Before June 2023 |                                          | \$0                | \$0                    | PALM is thinking Agencies will be testing interfaces in the summer of 2023<br><br>Plan to contact in January to discuss interface |
| Inventory System (LIM) Interfaces:<br>Data File Transfers:<br>Property Master File<br>Transaction Uploads:<br>Property Master File | Property Management System(LIM) | 10/6/2021<br>Laura Brown<br>Robert DelMonego<br>Danny Cobb | On or Before June 2023 |                                          | \$0                | \$0                    | Both Tech support and program personnel attended workshops or reviewed workshop materials. Sent interface information to both.    |

| Florida PALM Interface                                                                                                                                                             | Agency Business System                                                                                  | Planned Start Date                                            | Planned Finish Date             | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------|-----------------------------------|--------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Voucher Print /<br>Barcoding System<br>Data File Transfers:<br>Voucher Print File<br>May be retired if<br>PALM's record<br>management is<br>sufficient for<br>information requests | Voucher Printing<br>with Barcodes<br>for Scanning<br>(Records<br>Retention)<br>May be retired<br>EFORMS | TBD<br>Ayopo<br>Sawyers-<br>Ward<br>Christie<br>Wade          | On or<br>Before<br>June<br>2023 |                                   | \$0                | \$0                    | Depending on<br>Document Retention<br>capabilities this may<br>no longer be<br>necessary. Uses<br>information from<br>system report, so may<br>be a reporting issue<br>rather than an<br>interface. However,<br>our application may<br>need to be updated<br>for the changes in<br>COA. |
| Property Bar Code<br>Scanning System<br>Data File Transfers:<br>Property Master File<br>Transaction Uploads:<br>Property Master File                                               | Property Bar<br>Code Scanning<br>System<br>(May be part of<br>LIM)                                      | 10/6/2021<br>Laura Brown<br>Robert<br>DeIMonego<br>Danny Cobb | On or<br>Before<br>June<br>2023 |                                   | \$0                | \$0                    | Both Tech support<br>and program<br>personnel attended<br>workshops or<br>reviewed workshop<br>materials. Sent<br>interface information<br>to both..                                                                                                                                    |

| Florida PALM Interface                                                                                                                                                      | Agency Business System                                            | Planned Start Date                    | Planned Finish Date    | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------|------------------------|-----------------------------------|--------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| HR / Payroll System Interfaces with DFS to provide payroll information Legislative employees and receives information which is then uploaded to record Legislative payroll. | HR/Payroll System<br>(Personality)<br>(Highline)                  | TBD<br>Edric Sanchez                  | On or Before June 2023 |                                   | \$0                | \$0                    | Waiting for more information from PALM                                                                                                         |
| F & A Transactions Uploads:<br>TR 20, TR 21, TR 22<br>TR 30<br>TR 51, TR 53, TR 58<br>TR 60, TR 80                                                                          | PALM Catalog of Reports & Interfaces                              | N/A<br>Christie, Ayopo, Mike          | On or Before June 2023 |                                   | N/A                | N/A                    | This is more a training issue. We will be reviewing current Upload Templates. Not an interface                                                 |
| Legislative Postage System<br>Data File Transfer:<br>Title File – Organization Codes                                                                                        | Legislative Postage System (PALM) Catalog of Reports & Interfaces | N/A<br>Marsha Westcott<br>Laura Brown | On or Before June 2023 |                                   | N/A                | N/A                    | This is a report issue. Currently run a title file report and send to unit. May need some modification due to COA changes<br>Not an Interface. |

| Florida PALM Interface                                                                                                                                                                                                            | Agency Business System                              | Planned Start Date                                    | Planned Finish Date    | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------|------------------------|-----------------------------------|--------------------|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Intra District Office Reporting Application – Senate<br>Imports downloaded RDS reports, distributes the reports to District Offices via email. Uses Blue Zone printer session to transform RDS reports into a PC readable format. | Intra District Office Reporting Application (OLITS) | TBD<br>Judy Buckner<br>Robert DelMonego<br>Danny Cobb | On or Before July 2024 |                                   | \$0                | \$0                    | Internal application which utilizes a report download. More of a reporting issue than an interface. Application may need to be updated for changes to reports and COA. Not an interface. |
| Economic & Demographic Research Committee (EDR)<br>Will interact with PALM independently for units needs not provided by OLS                                                                                                      | ?<br>EDR                                            | N/A<br>Wayne Money                                    | On or Before July 2024 |                                   |                    |                        | Unit needs access to Statewide information for State's Revenue Estimates with sufficient detail (Revenue object codes which are currently not on the COA).                               |
| LAS/PBS<br>Will interact with PALM independently for units needs not provided by OLS                                                                                                                                              | LAS/PBS                                             | N/A<br>?                                              | On or Before July 2024 |                                   |                    |                        | Unit needs access to Statewide information – COA Changes, other information or access needs                                                                                              |

| Florida PALM Interface                                                              | Agency Business System | Planned Start Date                         | Planned Finish Date    | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments                                                                                                            |
|-------------------------------------------------------------------------------------|------------------------|--------------------------------------------|------------------------|-----------------------------------|--------------------|------------------------|---------------------------------------------------------------------------------------------------------------------|
| OAG<br>Will interact with PALM independently for units needs not provided by OLS    | ?<br>OAG               | N/A<br>Jennifer Blanca<br>Tracy<br>Matthew | On or Before July 2024 |                                   |                    |                        | Unit needs access to Statewide information.<br>Sufficient understanding of PALM to facilitate Auditing of the State |
| OPPAGA<br>Will interact with PALM independently for units needs not provided by OLS | ?<br>OPPAGA            | N/A<br>PK Jameson                          | On or Before July 2024 |                                   |                    |                        | Unit needs access to Statewide information.<br>Sufficient understanding of PALM to facilitate mission               |

### **3 – AGENCY APPLICATION REMEDIATION PROGRESS**

| Agency Business System Remediation Task | Planned Start Date                                     | Planned Finish Date    | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments                                                                                                   |
|-----------------------------------------|--------------------------------------------------------|------------------------|-----------------------------------|--------------------|------------------------|------------------------------------------------------------------------------------------------------------|
| Travel System                           | TBD<br>Lisa Swindle<br>Image API<br>Ayopo Sawyerr-Ward | On or Before June 2023 |                                   | \$0                | \$0                    | Plan to Contact vendor to discuss necessary changes (Image API). We expect they are already aware of PALM. |



| Agency Business System Remediation Task                                                                                                                                 | Planned Start Date                                             | Planned Finish Date    | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|------------------------|-----------------------------------|--------------------|------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| Property inventory and fixed asset management system (LIM)                                                                                                              | 10/6/2021<br>Robert DelMonego<br>Danny Cobb (LIM)              | On or Before June 2023 |                                   | \$0                | \$0                    | Both Tech support and program personnel attended workshops or reviewed workshop materials. Sent interface information to both.. |
| HR / Payroll System                                                                                                                                                     | TBD<br>Edric Sanchez<br>Personality Highline                   | On or Before June 2023 |                                   | \$0                | \$                     | Waiting for more information from PALM                                                                                          |
| Intra District Office Reporting Application – Senate<br>Imports downloaded RDS reports and provides an email distribution to District Offices<br>Uses Blue Zone printer | TBD<br>Judy Buckner<br>Robert DelMonego<br>Danny Cobb<br>OLITS | On or Before June 2023 |                                   | \$0                | \$                     | Internal application which will require changes due to report and COA changes.<br>(OLITS)                                       |
| Voucher Print / Barcoding Data File Transfers: Voucher Print File                                                                                                       | TBD<br>Lisa Swindle<br>EFORMS                                  | On or Before June 2023 |                                   | \$0                | \$                     | . Application may need to be updated for the changes in COA (EFORMS).                                                           |

| Agency Business System Remediation Task                                                                                           | Planned Start Date                                | Planned Finish Date    | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Comments                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------------------|-----------------------------------|--------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Property Bar Code Scanning System<br>Data File Transfers:<br>Property Master File<br>Transaction Uploads:<br>Property Master File | 10/6/2021<br>Robert DelMonego<br>Danny Cobb (LIM) | On or Before June 2023 |                                   | \$0                | \$0                    | Both Tech support and program personnel attended workshops or reviewed workshop materials. Sent interface information to both |

## **4 – FLORIDA PALM PRODUCTION SUPPORT**

| The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open: |                 |                     |
|-------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------|
| Incident Submission Date                                                                                                | Incident Number | Summary of Incident |
| N/A                                                                                                                     | N/A             | N/A                 |

## Public Service Commission

|                              |                                                               |                      |                                      |
|------------------------------|---------------------------------------------------------------|----------------------|--------------------------------------|
| <b>Agency Sponsor:</b>       | <i>Apryl Lynn, Deputy Executive Director - Administrative</i> | <b>Submitted by:</b> | <i>Katisha Mobley, Accountant IV</i> |
| <b>Status Report Period:</b> | <i>December 1 – December 31, 2021</i>                         | <b>Submitted on:</b> | <i>01/07/2022</i>                    |

### **1 - STATUS OVERVIEW**

#### **Overview of Agency progress during reporting period:**

During the month of December, the Public Service Commission completed the following activities related to system interfaces and agency business system remediation:

- There are no system interfaces or system remediation activities associated with the PSC.

Three FTEs are supporting the transition to Florida PALM on a part-time basis.

### **2 – AGENCY SYSTEM INTERFACE PROGRESS**

| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments |
|------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------|
| N/A                    |                        |                    |                     |                                   |                    |                        |                   |

### **3 – AGENCY APPLICATION REMEDIATION PROGRESS**

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments |
|-----------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-------------------|
| N/A                                     |                    |                     |                                   |                    |                        |                   |

### **4 – FLORIDA PALM PRODUCTION SUPPORT**

The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open:

| Incident Submission Date | Incident Number | Summary of Incident |
|--------------------------|-----------------|---------------------|
| N/A                      |                 |                     |

## State Courts System

|                              |                                             |                      |                                              |
|------------------------------|---------------------------------------------|----------------------|----------------------------------------------|
| <b>Agency Sponsor:</b>       | Allison Sackett, State Courts Administrator | <b>Submitted by:</b> | Jackie Knight, Chief of Finance & Accounting |
| <b>Status Report Period:</b> | December 1 – December 31, 2021              | <b>Submitted on:</b> | 01/10/2022                                   |

### 1 - STATUS OVERVIEW

#### Overview of Agency progress during reporting period:

During the month of December, SCS completed tasks and activities outlined in the MRW. We have system interfaces and agency business systems for FL PALM for the Financial & Payroll waves.

- Payroll Download
- SCS Contract System
- Invoice Management System
- Transaction History
- Strategic Asset tracking System (SATS)

0 FTEs are supporting the transition to Florida PALM on a full-time basis.

10 FTEs are supporting the transition to Florida PALM on a part-time basis.

### 2 – AGENCY SYSTEM INTERFACE PROGRESS

| Florida PALM Interface | Agency Business System | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/ Comments                                                                                      |
|------------------------|------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|---------------------------------------------------------------------------------------------------------|
|                        |                        |                    |                     |                                   |                    |                        | Staff at the SCS is currently working on interface transition processes for interfaces mentioned above. |

### **3 – AGENCY APPLICATION REMEDIATION PROGRESS**

| Agency Business System Remediation Task | Planned Start Date | Planned Finish Date | Actual Finish Date<br>(completed) | Cost for the Month | Cumulative Cost - FYTD | Progress/Comments                                   |
|-----------------------------------------|--------------------|---------------------|-----------------------------------|--------------------|------------------------|-----------------------------------------------------|
|                                         |                    |                     |                                   |                    |                        | No Plans to remediate any applications at this time |

### **4 – FLORIDA PALM PRODUCTION SUPPORT**

| The following incident reports were submitted to the Solution Center more than 10 business days ago and are still open: |                 |                     |
|-------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------|
| Incident Submission Date                                                                                                | Incident Number | Summary of Incident |
| N/A                                                                                                                     | N/A             | N/A                 |