


Project Sponsor:	<i>Scott Fennell, Deputy CFO</i>	Project Director:	<i>Melissa Turner</i>
Status Report Period:	<i>December 1st – December 31st</i>	Current Project R&C Category:	<i>4</i>
Project Start Date:	<i>Project funding began July 1, 2014</i>	Project End Date:	<i>June 30, 2027 (Funding appropriated through June 30, 2022)</i>

1 – FLORIDA PALM STATUS OVERVIEW

A. Agency Engagement Required for R&C Category

During the month of December, the Department completed the following:

- Hosted a [Production Support Round Table](#) open forum event for Florida PALM end users
- Published a [PALMcast](#) for Florida PALM end users on Query Writing
- Jointly hosted an [end user learning opportunity](#) with the Office of Florida Financial Education for Florida PALM end users focused on monitoring deposits
- Updated the Data Dictionary to make it more helpful for creating custom reports in Florida PALM with additional CMS details
- Published Financials Wave [interface video resources](#)
- Updated the [Pathfinder](#) to include a comparison of current FLAIR interfaces with those similar to the planned Florida PALM interfaces and a directory of legacy reports and the related Florida PALM report topic
- Added interface screenshots to the Catalog of Interface Offerings
- Completed hosting of collaborative Financial Wave [Module Workgroups sessions](#)
- Held one-on-one meetings with agencies to answer unique agency-specific questions to support their business transformation decisions
- Published and shared the updated [Readiness Workplan](#) (RW) with tasks updated through 2024
- Published the annual 2021 [Reporting Assessment](#)
- Published the FY21-22 Q2 Florida PLAM [reporting update](#)

B. Implementation Status Required for R&C Category 		Yes	No	Explain:
Is the project on schedule? <small><i>If no, explain why and what corrective action(s) are planned to bring the project back on schedule</i></small>	✓			The current Schedule Performance Index (SPI) is 0.99. A detailed set of activities has been confirmed through the end of December and communicated to the Project Team and agencies. The detailed implementation schedule for the Financials Wave has

		been developed in anticipation of Amendment 6 and is using a framework similar to the existing Departmental Wave implementation schedule.
Will the project complete on schedule?	✓	Amendment 6 accounts for schedule adjustments to activities but does not change the overall Project implementation timeline. The detailed Project Schedule for activities beginning in January 2022 has not yet been finalized. Issue 27 was created for impacts in establishing an updated schedule. The Project is actively monitoring risks associated with the 2024 scheduled implementation.
Is the project currently within budget? <i>If no, explain why and what corrective action(s) are planned to bring the project back within budget</i>	✓	The current Cost Performance Index (CPI) is 0.84. As part of the mitigation for Issue 29, the spend plan projections have been updated to reflect the anticipated expenditures defined in Amendment 6, with expenditures under budget to date. In addition, the LBR for FY22-23 was revised to align with updates described in Amendment 6, optional services which may be selected for implementation by the Executive Steering Committee, and additional contingency for operational improvements to the existing Florida PALM solution (which supports the mitigation of Issue 28).
Will the project remain within budget?	✓	The Amendment 6 documents approved by the Executive Steering Committee do not increase the overall contract value but do identify a number of optional services for the Executive Steering Committee to consider. If optional services are approved by the Executive Steering Committee, the contract value would be updated to reflect the value of the approved optional services.
Were any Project Change Requests approved during this reporting period?	✓	No Project Change Requests were completed during the reporting period:
Have any risks or issues impacted the project during the reporting period?	✓	<p>During the reporting period, one risk was opened (Risk 270), and all others from last period remain open:</p> <p>Risk 265: There may be a misalignment of stakeholder expectations with Project Team activities.</p> <p>Risk 266: Unfunded required resources may impact Florida PALM transitions.</p> <p>Risk 269: The lack of a detailed Project Schedule and an updated Project Management Plan (PMP) reflecting the Amendment 6 changes increases the risk that the new DDI approach will adversely affect the schedule, scope, and budget of the Florida PALM project</p>

		<p>Risk 270: If there is a delay in the receipt of conversion information , the externally managed investment process may not launch as scheduled.</p> <p>Issue 27 remained open during the reporting period: Amendment 6 delays prevented a timely committed project schedule.</p> <p>Issue 28 remained opened during the reporting period: FY22-23 LBR submitted with A5 pricing since A6 data not available. An amended LBR has been created to reflect the anticipated projections and recommended optional services contained in Amendment 6.</p> <p>Issue 29 remained opened during the reporting period: Spend Plan calculations are based upon Amendment 5 figures. The Spend Plan has been updated to reflect the anticipated projections contained in Amendment 6.</p>
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2 – IMPLEMENTATION MILESTONE PROGRESS

A. Implementation Go/No-Go Decision Progress <i>Provide status tracking for Go/No-Go Decisions planned for action by the Executive Steering Committee and identify the status of each item listed (Completed, In Progress, Future).</i>			
			Required for R&C Category 2
Go/No-Go Decision Name	Contractual Due Date	Actual Finish Date <small>(completed)</small>	Status <small>(C=Completed IP= In Progress F=Future)</small>
<i>Amendment 6 is in progress which will align future Go/No-Go Decisions with the Financials, Payroll, and Expansion Waves. The Florida PALM Team conducted workgroups with agencies to further describe expected functionality and opportunities to connect agency business systems for the Financials Wave.</i>	TBD	N/A	N/A

3 – IMPLEMENTATION ISSUES / RISKS

A. Implementation Issues <i>List all issues identified, open, occurring, or closed within this reporting period related to implementation of the Financials or Payroll Waves.</i>					Required for R&C Category 2 3 4
Issue Description	Status (Open/Closed)	Priority	Resolution Approach	Resolution Date	Owner
27: Amendment 6 delays prevented a timely committed project schedule	Open	Critical	- Accenture and Project Leadership continue regular meetings to discuss and complete A6 changes (Ongoing) - Accenture PMO will provide a new Project Schedule through D563 (In-Progress)		Scott Fennell
28: FY22-23 LBR submitted with A5 pricing since A6 data not available	Open	High	- Execute A6 (In-Progress) - Review A6 updated pricing, including optional services targeted for FY22-23 (Complete) - Submit Amended LBR if necessary (In-Progress) - Track budget process Ongoing)		Scott Fennell
29: Spend Plan calculations are based upon Amendment 5 figures	Open	High	- Monitor A6 for changes (Complete) - Execute A6 (In-Progress) - Update spend plan documents to reflect A6 changes (Complete Pending Execution of A6) - Complete A6/Baseline adjustment (Complete) - Update SSI projections based on A6 (Complete)		Melissa Turner

B. Implementation Risks <i>List risks identified, open, occurring, or closed within the reporting period with a high probability or impact</i>					Required for R&C Category 2 3 4
Risk Description	Status (Open / Closed)	Risk Score	Mitigation/Response Strategy	Status	Owner
265: There may be a misalignment of stakeholder expectations with Project Team Activities	Open	15	- The Project will continue to discuss legacy and interface updates with all agencies (In-progress) . - Planned project work will be communicated to ESC, through agency sponsor messaging and readiness touchpoint meetings with agencies (Ongoing) .	Mitigating	Melissa Turner

B. Implementation Risks <i>List risks identified, open, occurring, or closed within the reporting period with a high probability or impact</i>					Required for R&C Category 2 3 4
Risk Description	Status (Open / Closed)	Risk Score	Mitigation/Response Strategy	Status	Owner
266: Unfunded required resources may impact Florida PALM transitions	Open	20	- Expected agency activities will continue to be shared through the Readiness Workbook and through other communications (i.e., agency sponsor messages) (In-progress) . - Agency activities will be reviewed with the ESC to determine if there are any impacts to agency appropriations that will affect transitions to Florida PALM (Ongoing) . - The Florida Digital Service will review agency LBRs submitted for IT services (Ongoing) .	Monitoring	Scott Fennell
269: The lack of a detailed Project Schedule and an updated Project Management Plan (PMP) reflecting the Amendment 6 changes increases the risk that the new DDI approach will adversely affect the schedule, scope, and budget of the Florida PALM project.	Closed	N/A	-Review draft version of the Project Management Plan that incorporates Amendment 6 changes pending Amendment execution (Completed) . -Review proposed updated Project Schedule which incorporates Amendment 6 changes pending Amendment execution (In-progress) .	Closed	Nicolle Suvada
270: If there is a delay in the receipt of conversion information, the externally managed investment process may not launch as scheduled.	Open	15	- Meet with Treasury daily to receive status and support where possible (In-progress) . - Decouple activities where possible to not depend on conversion data (In-progress) . - Since the implementation did not occur in December, as planned, Risk 270 will be closed and an Issue will be opened to confirm a future implementation date.	Mitigating	Derek Miller

4 – SPEND PLAN

The Florida PALM Project was appropriated \$35,730,838.00 for FY 2021-22. As of the end of this reporting period, \$10,862,668.23 in expenses has been projected, \$15,402,469.00 of the appropriated funds have been released, \$10,862,668.23 in expenses have been incurred, and \$10,140,140.94 has been paid. No SSI contract deliverables have been paid to date with FY21-22 funds. See the Florida PALM Project Spend Plan for additional details.

5 – OPERATIONAL SUPPORT FOR FLORIDA PALM PRODUCTION

Externally managed transactions (INC22304785)

Due to the complexity of new data to account for externally managed investments, additional analysis, configuration, and testing is required to automate the load into Florida PALM. The Treasury team has continued to enter journals online for externally managed investment activities, consistent with the process used for the legacy Cash Management System. Risk 270 was logged for potential impacts to the planned December 2021 implementation. Since the implementation did not occur in December as planned, an Issue was logged. As part of the Issue mitigation, an alternative implementation date will be confirmed.

ePayments

During testing with NIC and Wells Fargo (WF), it was identified that NIC and WF cannot provide the unique identifier, as provided in the current Bank of America (BOA) file, required to link transactions between the bank statements, addenda, and return file to support the existing Florida PALM solution for processing ePayments data. As a result, Florida PALM was modified to enable processing of ACH deposits and returns from NIC and WF. Agencies will be able to use this functionality as they transition to NIC. Before an agency transitions to NIC, the Treasury will support manual processes for any returns received but not reconciled. To date, 32 of 52 entities (representing 13 of 21 agencies) successfully transitioned to the NIC. Transitions are expected to continue through spring (2022).

Reconciliation of Consolidated Revolving Account (CRA) accounts (RITM0885665)

Agencies previously needed to combine two different reports in Florida PALM to reconcile their CRA accounts. A new, single report was developed, tested, and was implemented in December. Agencies were notified the previous workaround was no longer needed since the new report is available. This item will not be included on future status reports.

Misclassification on the Investment Activity Report (INC24838754)

The Investment Activity Report (GLR083) had a misclassification issue for some investment transactions. As a workaround, a delivered General Ledger Activity report was available to view balances and transactions associated to investment accounts. The fix for GLR083 was implemented in early January. This item will not be included on future status reports.

Cash Flow entries are not automatically created after selling the deals (INC25183942)

The interface to load deal management data (DMI001) was not creating Cash Flow entries after selling the deals. As a workaround, Florida PALM executed a manual fix to create Cash Flow entries. Testing for the fix completed successfully. The Treasury team requested the fix be implemented after interest apportionment was ran in December (for the November 2021 period). A fix was implemented in December. Once the Treasury team confirms resolution, this item will be considered closed and not included on future status reports.

Zero-dollar deposits reconciliation (INC22302090)

The \$0 deposits go to the internal interunit bank account. Because this is an internal account, there is no bank statement, so it cannot be reconciled automatically. The Treasury team accesses the manual reconciliation page, selects a date range, and selects all items to reconcile.

Revenue to Revenue transfers (INC24828406)

The interface to process FLAIR Journals (GLI065) needs to include Revenue to Revenue Transfers transactions. The fix for the interface was implemented in early January so that all revenue to revenue transfers starting in 2022 are available in Florida PALM. Additional efforts are under way to convert and load revenue to revenue transfers that occurred July – December 2021.

Processing of addenda data for wire transfers (INC24613026)

Logic is needed to distinguish the subaccount number and the description of a wire transfer in the addenda so it will properly allocate to the correct subaccount. As a temporary solution, Treasury was performing manual processing to allocate funds to the appropriate subaccounts when this data scenario occurs. The configuration for the subaccounts has been completed in December, which permanently resolved this issue. This item will not be included on future status reports.

Access for the SPIA Reconciliation Report (INC23706992)

Report access for the SPIA Reconciliation Report (GLR087) was originally designed for the following roles: DFS COA Maintainer, DFS GL Reconciliation Processor, DFS Investment Journal Processor, Agency CM Reporter, Agency CRA Processor, DFS Investment Override Processor, Agency Fund Cash Processor, and GL Reporter. Upon discussion with DFS operational staff, it was determined the access for this report should be limited to the DFS GL Journal Processor role. The access for GLR087 was updated in January. This item will not be included on future status reports.

New periods for Accounts Receivable Budget Checking process (INC24266863)

The Accounts Receivable Budget Checking process is not updating transactions as expected on the first and/or second day of the new open period. The Accounts Receivable Budget Check process needs to flag the Deposit record in order for the entry to be posted to the General Ledger. The Florida PALM team has executed a temporary fix to properly budget check deposit records. The target implementation date of the permanent fix is January 2022.

Additional notice when Florida PALM system is unavailable (INC24915588)

Users currently receive communication when the system is unavailable (planned and unplanned). A new page will be created to display a pre-defined message to the users when the system is unavailable. The target implementation date of the new maintenance page is January 2022.

Additional controls for fund selection on disinvestments (RITM0965382)

When processing a disinvestment, agencies can either manually type in or select a fund from a list. There are controls in place to prevent agencies from processing funds for disinvestments outside of their agency. However, agencies need additional assistance to select the proper chart of accounts combination (including the fund). The Florida PALM team met with several agencies (DBPR, DMS, and FDOT) to discuss options for using the SpeedType functionality to default accounting on the disinvestment transactions. SpeedType functionality is targeted for implementation in

January 2022. Training and support activities are also in progress to assist agencies in the creation and maintenance of their agency-specific Speed Types.

Deal management accounting templates for partial sales (INC24687417)

The Deal Management accounting templates are incorrect for partial sales. As a workaround, the Treasury team is monitoring the activity and correcting as needed. The target implementation date of the permanent fix is February 2022.

Book to Bank timing differences (INC24686664)

There is a timing differences for book to bank reconciliation between the General Ledger and bank statement causing delay in reconciliation. As a workaround, reports and queries have been provided to identify and explain the timing differences. A job aid is also being created to assist with analyzing the timing differences going forward. A Service Request have been logged with Oracle and a resolution is planned for release in March 2022. If an update is available from Oracle prior to March, it will be scheduled for implementation.

Deposit processing (INC25918655/PRB0191960)

On December 29, the Department of Business Professional and Regulation notified the Florida PALM team a deposit was not recorded in FLAIR. After investigating, it was determined an issue occurred on December 17 for the deposit process in Florida PALM that prevented information for 105 deposits from being sent to FLAIR. A temporary fix was implemented the week of January 3 and automated monitoring was enabled to identify future occurrences and take immediate action to minimize any business impacts. Accenture has identified the issue, which stems from how the interface split files for concurrent processing. A permanent solution is scheduled for mid-January 2022.

Additional workarounds

The Project's Executive Sponsor reached out to Agency Sponsors to review expectations and further clarify any additional manual processes agencies are utilizing within Florida PALM. To date, only two agencies have responded. This goal was to use this information to help prioritize resolutions for system defects and identify functionality (i.e. data validation) that may need to be implemented in Florida PALM. There is a monthly recurring task for agencies to report Florida PALM Open Incidents as part of their monthly status report. In addition, there is a specific RW task that will ask agencies to identify business process changes that have been difficult to adopt to determine what additional support may be needed.

CRA interest apportionment (INC25133012)

There appears to be an issue in the calculation for Consolidated Revolving Account for interest apportionment in the month of October.

Unreconciled Deposits (INC25536663)

Research and confirm if a bank transaction has two system transactions that are showing as unreconciled.

Bank Adjustment report (INC2561303)

Potential issue with the Bank Adjustment report on 12/3/21, these items are not appearing on the 12/7 report.

Review of Outbound Investment information (INC25638902)
Request for review of GLI046, and how the data is summarized

Investment Balances Report (INC25640065)
Issue with the calculation of the GLR090- Investment Balances Comparison Report

Deposit File INC25665153
Errors occurred on the 12/13/21 ARI014