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

## 1 – FLORIDA PALM STATUS OVERVIEW

### A. Agency Engagement

Required for R&C Category 

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

- Published a new CRA report in Florida PALM for end users who utilize consolidated revolving funds
- Implemented SpeedTypes in Florida PALM; a new functionality for end users who disinvest funds
- Hosted three end [user learning opportunities](#) focusing on available resources, disinvestments, and chart of accounts
- Republished and shared the [Requirements Traceability Matrix](#) with agencies

### B. Implementation Status

Required for R&C Category 

|                                                                                                                                                         | Yes | No | Explain:                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Is the project on schedule?</b><br><small>If no, explain why and what corrective action(s) are planned to bring the project back on schedule</small> | ✓   |    | The current Schedule Performance Index (SPI) is 1.5. A detailed set of activities has been confirmed through the end of June 2022 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. |
| <b>Will the project complete on schedule?</b>                                                                                                           | ✓   |    | The recent schedule adjustments to activities 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.                 |
| <b>Is the project currently within budget?</b>                                                                                                          | ✓   |    | The current Cost Performance Index (CPI) is 1.1. As part of the mitigation for Issue 29, the spend plan projections were updated to reflect the anticipated expenditures                                                                                                                                                                                                                        |

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|------------------------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| If no, explain why and what corrective action(s) are planned to bring the project back within budget |   | 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). (Note: As of the date of this report, amendment 6 has not been executed.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Will the project remain within budget?</b>                                                        | ✓ | 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. (Note: As of the date of this report, amendment 6 has not been executed.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Were any Project Change Requests approved during this reporting period?</b>                       | ✓ | PCR 85 was completed: Automate Book to Bank Reconciliation Selection Process and Create Chart of Accounts crosswalk maintenance spreadsheet upload                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Have any risks or issues impacted the project during the reporting period?</b>                    | ✓ | <p>During the reporting period, one risk was closed (Risk 270) and logged as an issue (Issue 30). 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 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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|--|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | Issue 30 was opened during the reporting period: The externally managed investment process has not launched as scheduled due to a delay in the receipt of the conversion data. |
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## 2 – IMPLEMENTATION MILESTONE PROGRESS


### A. Implementation Go/No-Go Decision Progress

*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).*

Required for R&C Category 

| Go/No-Go Decision Name                                                                                                                                                                                                                                                                                            | Contractual Due Date | Actual Finish Date<br>(completed) | Status<br>(C=Completed<br>IP= In Progress<br>F=Future) |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------|--------------------------------------------------------|
| <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> | <b>TBD</b>           | <b>N/A</b>                        | <b>N/A</b>                                             |

### 3 – IMPLEMENTATION ISSUES / RISKS

| <b>A. Implementation Issues</b> <i>List all issues identified, open, occurring, or closed within this reporting period related to implementation of the Financials or Payroll Waves.</i> <span style="float: right;">Required for R&amp;C Category </span> |                      |              |                                                                                                                                                                                                                                                                                                                                                                             |                 |                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|
| Issue Description                                                                                                                                                                                                                                                                                                                             | Status (Open/Closed) | Priority     | Resolution Approach                                                                                                                                                                                                                                                                                                                                                         | Resolution Date | Owner           |
| 27: Amendment 6 delays prevented a timely committed project schedule                                                                                                                                                                                                                                                                          | Open                 | Critical     | <ul style="list-style-type: none"> <li>- Accenture and Project Leadership continue regular meetings to discuss and complete A6 changes (<b>Ongoing</b>)</li> <li>- Accenture PMO will provide a new Project Schedule through D563 (<b>In-Progress</b>)</li> </ul>                                                                                                           |                 | Scott Fennell   |
| 28: FY22-23 LBR submitted with A5 pricing since A6 data not available                                                                                                                                                                                                                                                                         | Open                 | High         | <ul style="list-style-type: none"> <li>- Execute A6 (<b>In-Progress</b>)</li> <li>- Review A6 updated pricing, including optional services targeted for FY22-23 (<b>Complete</b>)</li> <li>- Submit Amended LBR if necessary (<b>In-Progress</b>)</li> <li>- Track budget process <b>Ongoing</b></li> </ul>                                                                 |                 | Scott Fennell   |
| 29: Spend Plan calculations are based upon Amendment 5 figures                                                                                                                                                                                                                                                                                | Open                 | High         | <ul style="list-style-type: none"> <li>- Monitor A6 for changes (<b>Complete</b>)</li> <li>- Execute A6 (<b>In-Progress</b>)</li> <li>- Update spend plan documents to reflect A6 changes (<b>Complete Pending Execution of A6</b>)</li> <li>- Complete A6/Baseline adjustment (<b>Complete</b>)</li> <li>- Update SSI projections based on A6 (<b>Complete</b>)</li> </ul> |                 | Melissa Turner  |
| 30: The externally managed investment process has not launched as scheduled due to a delay in the receipt of the conversion data                                                                                                                                                                                                              | Open                 | Not Assigned | <ul style="list-style-type: none"> <li>- Tasks will be added to the Project Schedule to help track (<b>In-Progress</b>)</li> </ul>                                                                                                                                                                                                                                          |                 | Rachel Lieblick |

| <b>B. Implementation Risks</b> <i>List risks identified, open, occurring, or closed within the reporting period with a high probability or impact</i> |                           |            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     | Required for R&C Category <span style="border: 1px solid black; padding: 0 2px;">2<br/>3 4</span> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------------------------------------------------------------------------------|
| Risk Description                                                                                                                                      | Status<br>(Open / Closed) | Risk Score | Mitigation/Response Strategy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Status              | Owner                                                                                             |
| 265: There may be a misalignment of stakeholder expectations with Project Team Activities                                                             | Open                      | 15         | <ul style="list-style-type: none"> <li>- The Project will continue to discuss legacy and interface updates with all agencies <b>(In-progress)</b>.</li> <li>- Planned project work will be communicated to ESC, through agency sponsor messaging and readiness touchpoint meetings with agencies <b>(Ongoing)</b>.</li> </ul>                                                                                                                                                                                                       | Mitigating          | Melissa Turner                                                                                    |
| 266: Unfunded required resources may impact Florida PALM transitions                                                                                  | Open                      | 20         | <ul style="list-style-type: none"> <li>- Expected agency activities will continue to be shared through the Readiness Workbook and through other communications (i.e., agency sponsor messages) <b>(In-progress)</b>.</li> <li>- 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 <b>(Ongoing)</b>.</li> <li>- The Florida Digital Service will review agency LBRs submitted for IT services <b>(Ongoing)</b>.</li> </ul> | Monitoring          | Scott Fennell                                                                                     |
| 270: If there is a delay in the receipt of conversion information, the externally managed investment process may not launch as scheduled.             | Closed                    | 15         | <ul style="list-style-type: none"> <li>- Meet with Treasury daily to receive status and support where possible <b>(In-progress)</b>.</li> <li>- Decouple activities where possible to not depend on conversion data <b>(In-progress)</b>.</li> <li>- 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. <b>(Completed)</b></li> </ul>                                                                                    | Logged as Issue #30 | 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, \$17,295,628.66 in expenses has been projected, \$15,402,469.00 of the appropriated funds have been released, \$12,909,998.14 in expenses have been incurred, and \$11,505,668.67 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 continues to enter journals online for externally managed investment activities, consistent with the process used for the legacy Cash Management System. 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).

### *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. An RITM has been logged to fully automate the process, which would eliminate the need for Treasury to handle exceptions.

### *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 and is targeted for completion by February 2022. Backlog is caught up. This item has been resolved and will not be included on future status reports.

### *New periods for Accounts Receivable Budget Checking process (INC24266863)*

The Accounts Receivable Budget Checking process was not updating transactions as expected on the first and/or second day of the new open period. The Accounts Receivable Budget Check process should flag the Deposit record in order for the entry to be posted to the General Ledger. A change was made to the batch run control update program to address the automation of deposits when the Accounts Receivable Budget Checking process is executed and is now working properly. This item has been resolved and will not be included on future status reports.

*Additional notice when Florida PALM system is unavailable (INC24915588)*

Users currently receive communication when the system is unavailable (planned and unplanned). A new page was created to display a pre-defined message to end users when the system is unavailable. This item has been resolved and will not be shown on future status reports.

*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 was implemented in January 2022. Training and support activities were shared with agencies to assist in the creation and maintenance of their agency-specific Speed Types. This item has been resolved and will not be included on future status reports.

*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. This will be implemented as part of Externally Managed Transactions per agreement with Treasury on February 14, 2022. A resolution date has not been determined.

*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. Treasury will be submitting an enhancement request.

*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 identified the issue, which stems from how the interface split files for concurrent processing. This item has been resolved and will not be included in future status reports.

*Additional workarounds*

There is a monthly recurring Readiness Workbook task for agencies to submit any Florida PALM challenges and their agency developed workarounds. Agencies will submit this task for the first time in February. The Project will review the agency submitted workarounds to identify opportunities for the Project to provide additional agency support. This item will not be included in future status reports.



*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. This item has been resolved and will not appear in future status reports.

*Unreconciled Deposits (INC25536663)*

Research and confirm if a bank transaction has two system transactions that are showing as unreconciled. This item has been resolved and will not appear in future status reports.

*Bank Adjustment report (INC2561303)*

Potential issue with the Bank Adjustment report on December 3, 2021, these items are not appearing on the December 7 report. This item has been resolved and will not appear in future status reports.

*Review of Outbound Investment information (INC25638902)*

Request for review of GLI046, and how the data is summarized. This item requires a fix and an enhancement. The incident will provide code fixes for non-conversion journals causing error log items, conversion journals causing error log items, and inclusion of both investment and disinvestment accounts (104000, 104001) in debit/credit logic. If these changes are made, GLI1046 will fail due to multiple funds mapping to the same Long Fund ID in the PALM crosswalk. The creation of an RITM for enhancement to resolve a “duplicate Long Fund ID” error is pending.

*Investment Balances Report (INC25640065)*

Issue with the calculation of the GLR090 Investment Balances Comparison Report. The target resolution date for this item is March 2022.

*Deposit File (INC25665153)*

Errors occurred on the December 13, 2021 ARI014. This item has been resolved and will not appear in future status reports.

*CRA Activity Report (CMR028) (INC26714884)*

The Consolidated Revolving Account (CRA) Activity is not working as expected. It is displaying information that does not impact the agency's balance. This issue is causing confusion for the agencies when they are trying to reconcile their CRA activity.

*Issues with GLR151 Report (INC25647322)*

GLR151 Cash Balance by Fund Report is listing funds that do not belong to the business unit. Targeted for February 24, this report will be temporarily disabled until the fixes of the known issues are migrated to Production.

*GLR151 Cash Balance by Fund (INC26653747)*

The GLR151 Cash Balance by Fund report is not reflecting all balances within the cash in Treasury node. Targeted for February 24, this report will be temporarily disabled until the fixes of the known issues are migrated to Production.

*Evaluate GLR150 Balance Summary Register Report (INC22444017)*

The report design to be validated for appropriate accounting basis, and logic to present data with appropriate consideration for change impact. Targeted for February 24, this report will be temporarily disabled until the fixes of the known issues are migrated to Production.