Configuration Approach

Overview

Florida PALM is a business transformation project to provide statewide standardization for financial and cash management functions. With transformation comes change. Florida PALM business processes and Chart of Accounts (COA) structure will be different than what FLAIR currently provides. The Standardized Business Process Models describe the planned business functionality.

Florida PALM modules will collect and process information to accomplish specific business functions, such as manage deposits and accounts receivable, or create and approve vouchers to produce payments. Within each module (Accounts Payable, Accounts Receivable, Asset Management, etc.), transactions and activities are recorded in the detail needed to manage these processes and functions. All modules are maintained as part of a single system, and all financial activities are posted, in a summary manner, to the General Ledger module.

In order to execute a business process within Florida PALM, the system must first be configured. *A configuration establishes the parameters and initial settings needed to enable transactions to be recorded and data to be stored within Florida PALM.* The Florida PALM Project uses Configuration Workbooks to drive the gathering and documentation of all agency configuration values for each module in manageable work units. Once all agency configurations have been documented, they are loaded into Florida PALM and tested.

There are various types of configurations that will be established in Florida PALM, which consist of the following:

- Core Configurations – values defined to establish hierarchical settings (e.g., Business Units, 1099 set up, bank accounts)
- Transaction Configurations – values that define transaction processing details (e.g., COA, payment terms, accounting entry templates)
- User Specific Configurations – values defined to enable and manage end user information and system actions (e.g., user security roles, User IDs)

Configuration values are defined by the following entities:

- Florida PALM Project
- Department of Financial Services (e.g., A&A, Treasury)
- FFMIS Partners (e.g., MFMP, LAS/PBS)
- Agencies

Configuration values will be defined during Functional Design activities. Agencies will be asked to define or validate configuration values applicable to certain data elements within various modules in Florida PALM. The Project will share enterprise defined configuration values with agencies prior to agency Build activities.

Agency Configuration Workbooks

The Florida PALM team will release Agency Configuration Workbooks to include supplemental information by applicable module, to collect agency specific configuration values. Agencies are responsible for the planning and timing of their configuration activities. Collaboration between

functional subject matter experts is recommended to understand agency configuration needs. Configuration workshops will be held to provide information and answer agency questions. Existing Change Champion Network activities, including recurring Readiness Touchpoints and Task Talks, may also be leveraged for agency questions on configuration activities.

Agency Activities to Define Configuration Values

Agencies will need to understand the planned functionality of Florida PALM by utilizing the Standardized Business Process Models, which provide reference to the configurations defined and/or maintained by agencies. Agencies should also analyze current agency business processes to assist in correlating legacy data values to Florida PALM, where possible.

In addition, agencies should identify the owner(s) and additional key resources that will participate in completing agency configuration workbook activities for each respective module. Agencies will need to review each configuration workbook and supplemental materials provided by Florida PALM to determine the applicable agency specific configuration values that will be needed that relate to the business processes.

Florida PALM will have functionality and data elements not currently available in the legacy accounting system (FLAIR) and vice versa, as a result, there is not a one for one relationship between all data elements or data values. In some instances, Florida PALM will have data elements and values, such as dates or status information, for which an equivalent is not captured in the legacy accounting system. Alternatively, FLAIR uses site code which may be reflected using many different fields in Florida PALM as Florida PALM does not have a single field equivalent. Due to variations in the functionality, some data elements will be fundamentally different in Florida PALM, hence, the configurations may reflect new concepts for agencies to understand in order to determine the applicable values required to support their business needs.