

FloridaPALM

Planning, Accounting, and Ledger Management

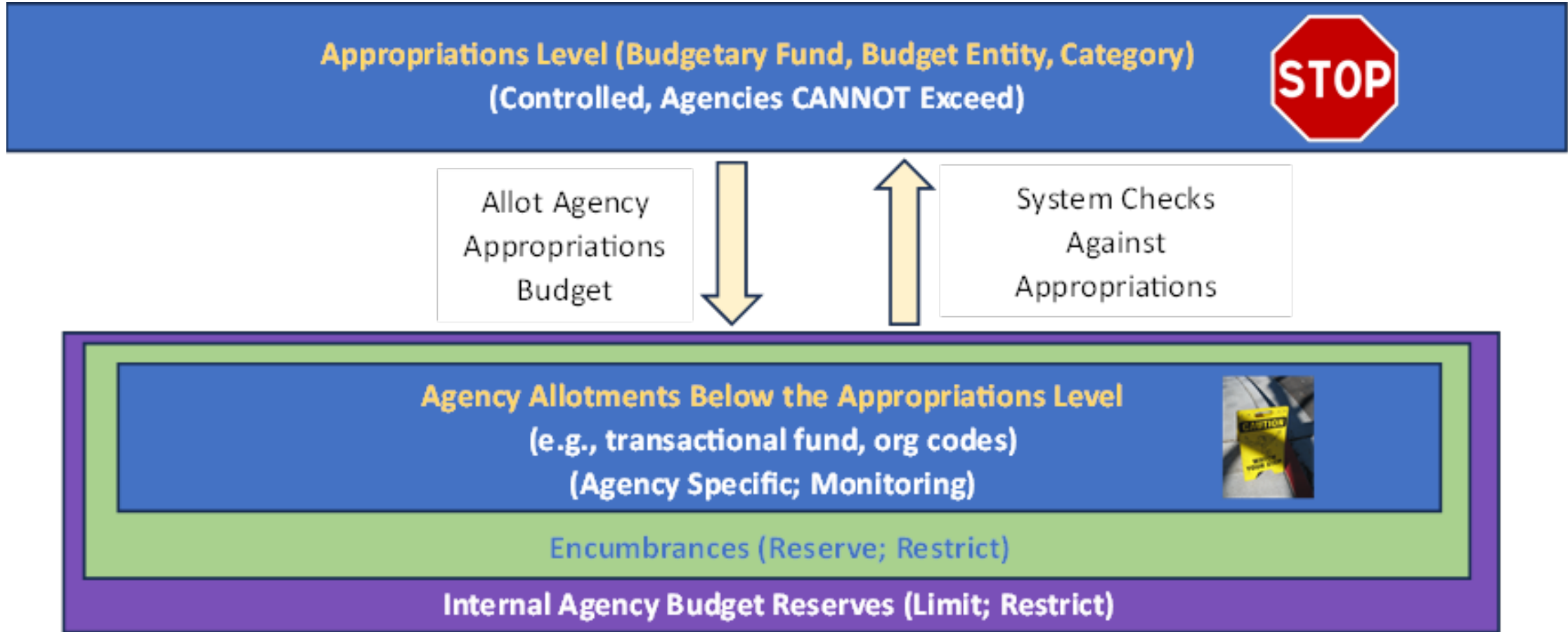


BUDGET CONTROL OPTIONS FOR ALLOTMENTS

NOVEMBER 2023 ADVISORY COUNCIL MEETING



Appropriations and Allotments



KK Options for Allotments

Option #1 – Track with Budget	Option #2 – Control
Allotments created at the Transactional Fund level, using ChartFields chosen by the agency	Allotments created at the Transactional Fund level, using ChartFields chosen by the agency
Transactions that exceed allotments will proceed when appropriations are available	Transactions that exceed allotments will issue a Budget Exception and require resolution
Remaining spending authority is reduced (based on budgetary fund availability)	No impact to remaining spending authority as transaction has been stopped
Warning is issued (purely informational; transaction still processes)	Budget Exception is issued
No resolution required or override needed in order for the transaction to proceed. Agencies should employ internal budget policy and procedures to clear negative balances. An example is the recording of allotment adjustments to address the negative balances	Budget Exception must be resolved prior to transaction proceeding. Options to resolve are: <ul style="list-style-type: none"> • Enter Budget journal adjustment • Change the ChartField string on the source transaction • Cancel / Delete the source transaction Security can be applied to allow agency override for the allotments ledger only

Key Processing Points for Either Option:

- GAA/Adjusted Appropriations are posted to the Florida PALM Budgetary Fund, Budget Entity, and Category level.
- Budget allotments are recorded at the Florida PALM Transactional Fund, Budget Entity, and Category level and can be created at a more granular level using the ChartFields within Florida PALM.
- Budget allotments cannot exceed appropriations and will be prohibited from doing so by the parent/child relationship of appropriations and allotments budget definition setup.





Business Unit (BU), Fund, Budget Entity (BE), Category (CAT)

Budgetary Fund:	BU	FUND	BE	CAT
\$3,000,000	43	20210	4313000	040000

Option #2 - Control



Transactional Fund					Allotment budget:
Fund	BE	CAT	Account		\$200,000
02101	4313000	040000	7		

								Transaction Amount	Budget Check
Transaction 1:								\$100,000	Pass
Fund	BE	CAT	Account	Org. Code	OAI	Grant			
02101	4313000	040000	724000	7121200000	T0637	PCH24			
Transaction 2:								\$150,000	Fail
Fund	BE	CAT	Account	Org. Code	OAI	Grant			
02101	4313000	040000	738000	2110000000	T0370	1211J			

Balance: \$100,000



Transactional Fund					Allotment budget:
Fund	BE	CAT	Account		\$300,000
02102	4313000	040000	7		

								Transaction Amount	Budget Check
Transaction 1:								\$200,000	Pass
Fund	BE	CAT	Account	Org. Code	OAI	Grant			
02102	4313000	040000	746000	5310000000	T0244	8183F			

Balance: \$100,000



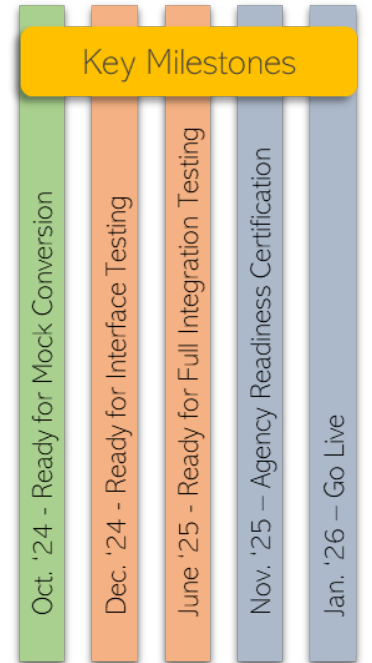
ADVISORY COUNCIL

DEPARTMENT OF FINANCIAL SERVICES

NOVEMBER 15, 2023



Agency Readiness Activities



Readiness Task	Fiscal Year 2023/2024											
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
AGENCY CURRENT STATE ANALYSIS												
Complete Reports Inventory	4/3-7/28											
Update Current State Agency Business System Inventory and Documentation		3/13-10/27										
Document Current Agency Business Processes			7/31-12/15									
AGENCY TRANSFORMATION PLANNING												
Create Agency Specific Project Charter					10/2-12/15							
Create Agency Specific Implementation Schedule					10/9-12/15							
Create Agency Specific Risks and Issues Management Plan					10/9-12/15							
Create Workforce Readiness Plan					10/16-12/15							
Update Workforce Readiness Plan												6/17-8/2
Review Payroll Wave Business Process Models						11/6-1/26						
Identify Future Florida PALM End Users							1/16-3/1					
AGENCY & ENTERPRISE SYSTEM BUILD												
Update Agency Business System Documentation for Segment I					10/30-1/12							
Update Agency Business System Documentation for Segment II							1/29-4/12					
Update Agency Business System Documentation for Segment III										4/29-7/12		
Update Florida PALM Interface Inventory for Segment I					10/30-1/12							
Update Florida PALM Interface Inventory for Segment II							1/29-4/12					
Update Florida PALM Interface Inventory for Segment III										4/29-7/12		
Complete Configuration Workbooks for Segments I and II							1/29-3/29					
Complete Configuration Workbooks for Segment III										4/29-5/31		
Identify Change Impacts and Update Agency Business Process Documentation for Segments I and II							1/29-4/12					
Identify Change Impacts and Update Agency Business Process Documentation for Segment III										4/29-7/12		
Update Florida PALM Conversion Inventory for Segment II							1/29-4/12					
Update Florida PALM Conversion Inventory for Segment III										4/29-7/12		
Remediate Agency Business Systems Based on Segment I								1/29-5/28				
Remediate Agency Business Systems Based on Segment II										4/29-9/27		
Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II							1/29-4/12					
Complete Data Readiness Analysis and Data Cleansing Activities for Segment III										4/29-7/12		
AGENCY & ENTERPRISE TESTING												
Create Agency Specific User Acceptance Testing Plan												6/17-12/13
AGENCY TRAINING AND GO LIVE READINESS												
AGENCY UTILIZATION OF FLORIDA PALM												

Ongoing management and update

Segment I
Design
Workshops

Segment II
Design
Workshops

Segment III
Design
Workshops

Segment IV
Design
Workshops



Current State ABS Inventory and Documentation

- ▶ RW Task 326: Released March 13; Due October 27 *(7-month duration)*
- ▶ In September, additional columns added:
 - System Readiness Activity
 - Readiness Level of Effort
 - Planned Integration
 - Business Functions Supported
 - Business Purpose
- ▶ 29 agencies reported “complete”, 6 reported work is still “in progress”
- ▶ 906 agency business systems logged → 356 (39%) marked as high criticality *(must be operational at go-live)*



Current State ABS Inventory and Documentation

- ▶ Project team review criteria
 - Each ABS or interface has complete information – all cells are complete
 - Each ABS that will require remediation has complete documentation of the current state
- ▶ Initial Project team review findings
 - Agency Business Systems:***
 - 4 agencies appear to be complete
 - 29 agencies have incomplete Current State Documentation
 - 17 agencies have incomplete ABS information
 - Interfaces:***
 - 7 agencies appear to be complete
 - 15 agencies with no information
 - 13 agencies with incomplete information (e.g., filenames, data validation)



Current State ABS Inventory and Documentation

▶ Agency Planned Integration with Florida PALM

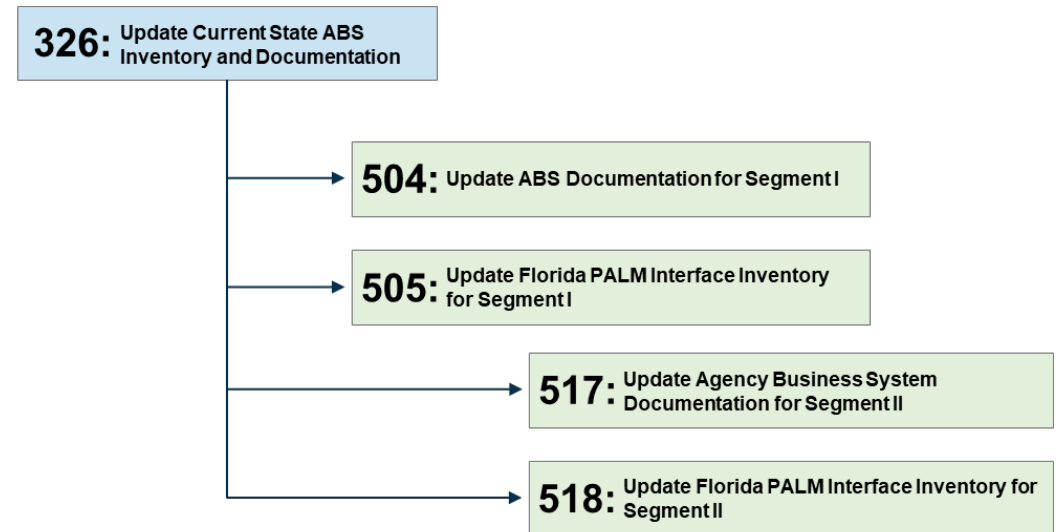
Integration Selection	Count	% of Total
Blank – No response provided	298	33%
Uncertain at this time	207	23%
No direct integration	192	21%
Direct interface	175	19%
Data load from DW	34	4%

- ▶ RCs have been following up and reviewing submissions with agencies
- ▶ Some agency lack of clarity as to what “documentation complete” means for this point in the readiness lifecycle



Current State ABS Inventory and Documentation

- ▶ Implications of not completing all elements of the task are:
 - Potential delay in completion of future tasks that rely on information about “current state”
 - Missing or incomplete future tasks that require agencies to submit documentation
 - Compressed timeline or extra workload catching up with while juggling new tasks
 - Inaccurate or incomplete information for agency and Project team use for planning (e.g., testing)



Current State ABS Inventory and Documentation

► Guidance:

- Use N/A sparingly – Only when Retire or Replace Entire System
- If you're replacing a system, make sure the new system is listed
- Do not report enterprise systems (i.e., MFMP, FACTS) on your list
- If you have a "Retirement Date" the System Readiness Activity should indicate that you're retiring some or all of the system
- Engage vendors now and as you move forward
- Focus your efforts on systems with responses like "uncertain at this time"

Business System Maintained By	Count	% of Total
In House	493	54.6%
In House and Vendor	47	5.2%
Vendor	68	7.5%
No Response Provided	295	32.7%



Current State ABS Inventory and Documentation

▶ Project Takeaways:

- Provide clearer instructions (*e.g., What does “done” mean? or What are task minimums?*)
- Create planned midpoint task checks to review progress
- Use monthly touchpoints to
 - Review progress and discuss agency understanding
 - Request to see progress if completing tasks outside of Smartsheet
- Possible change to RW Task Tracker and reporting metrics



Bimonthly Agency Readiness Status Reports

- ▶ Sponsor Confirmation Timeliness: 30 on time, 1 late, 4 still unconfirmed
- ▶ Risks:
 - Open Risks increased by 60%
 - Risks with Rating of 6 or higher increased by 32%
- ▶ Issues:
 - Open Issues increase by 48%
 - Issues deemed High or Critical increased by 79%
- ▶ Assumptions logged increased by 29%
- ▶ Agency Activities reported increased by 52%



Bimonthly Agency Readiness Status Reports

- ▶ Key Points:
 - Anticipated or received funds are starting to be leveraged
 - Staffing/workload and available resources continues to be a leading risk
 - Competing priorities and projects logged as risks
 - Risks are moving to Issues
- ▶ A full assessment of the Project's review will be provided in the December ESC meeting



CONTACT INFORMATION

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