# Florida PALM

Planning, Accounting, and Ledger Management

CHIEF FINANCIAL OFFICER
Jimmy Patronis
FLORIDA DEPARTMENT OF FINANCIAL SERVICES

# Florida PALM Advisory Council

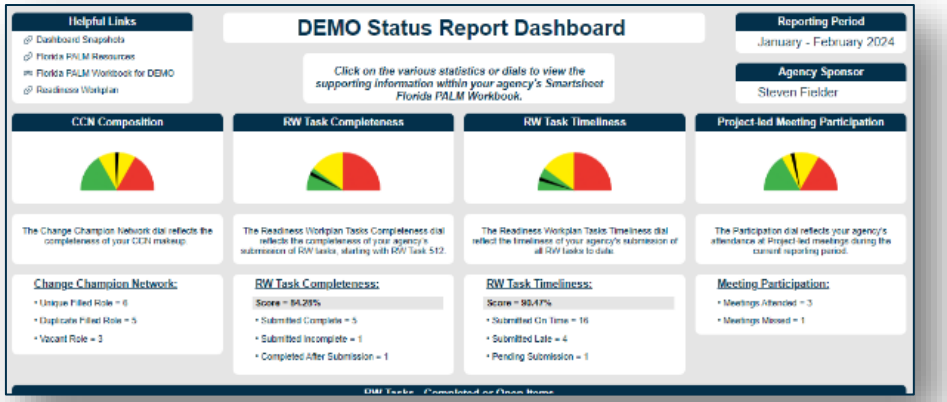
February 21, 2024

Chief Financial Officer Jimmy Patronis Florida Department of Financial Services

FloridaPALM Planning, Accounting, and Ledger Management

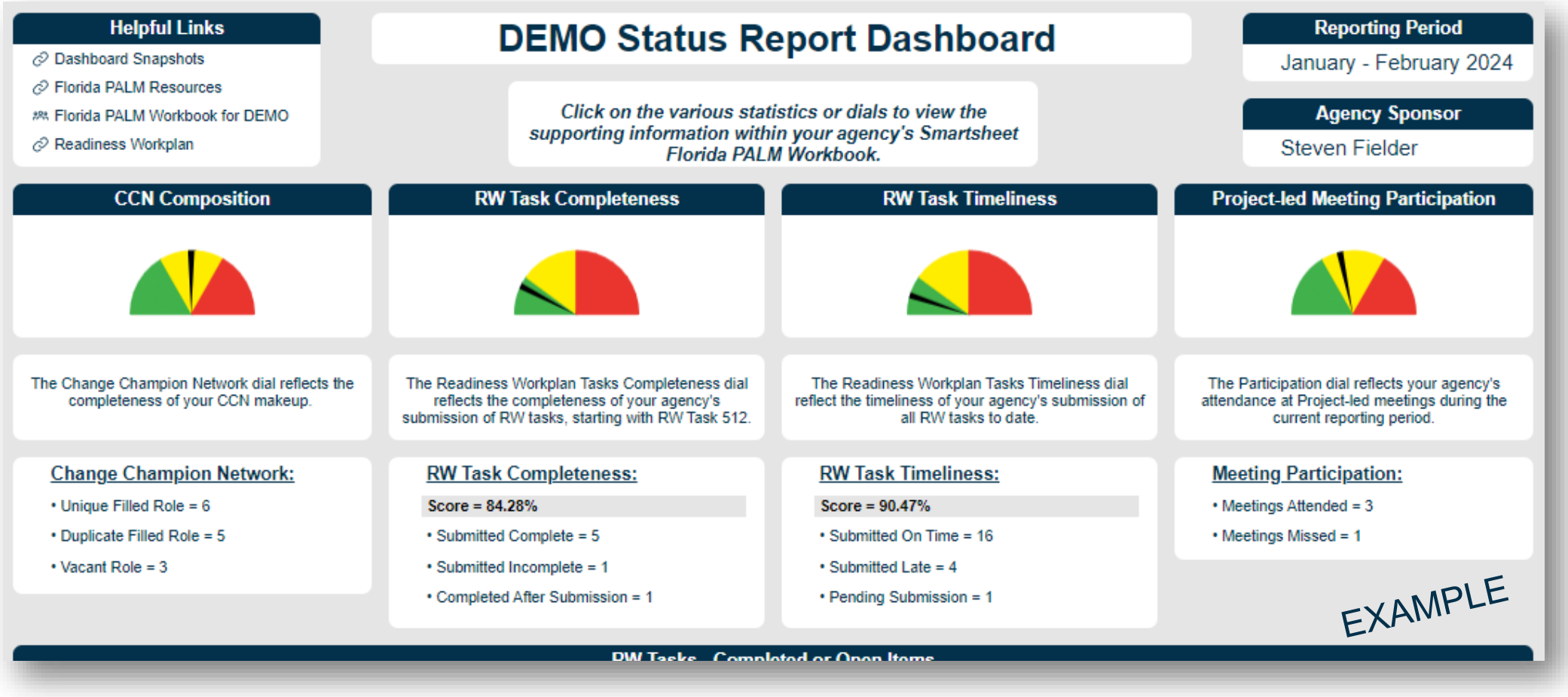
# Agency Dashboard

- Updated Dial Placement
- Updated CCN Composition Scoring
- Updated Timeliness Dial and Scoring
- New Completeness Dial



- Updated RW Tasks Widget
  - New Project Impact
  - New Project Verification of Completion
  - New Agency Corrected Submission Date
- New Completeness Review:
  - Only applicable for current and future tasks
  - Review results provided on new form
  - New/Updated Agency Reported Task Progress values

# Agency Dashboard



# Agency Dashboard

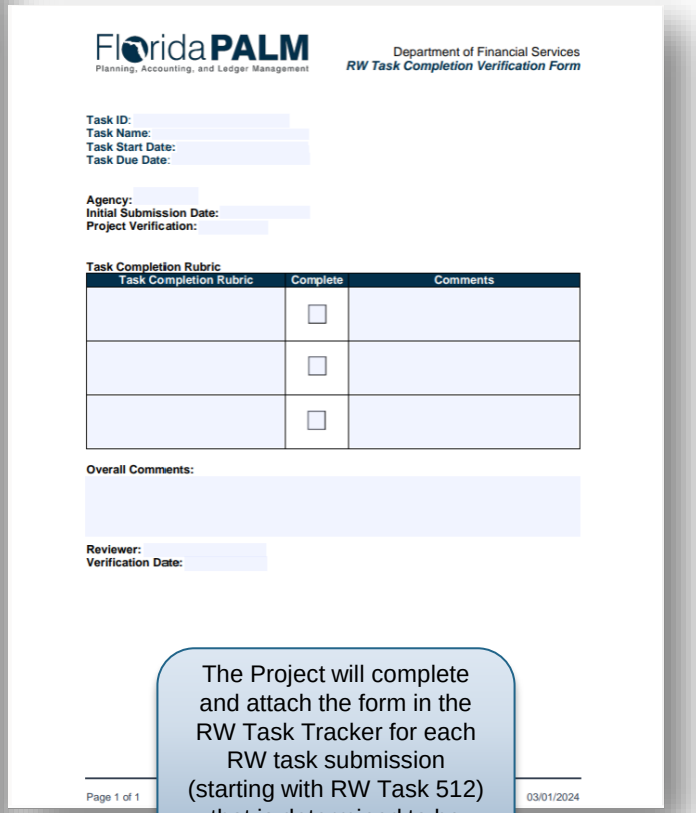
**RW Tasks - Completed or Open Items**

| Project Impact | Critical Operational Element | Task ID | Task Name | Task Planned Start Date | Task Planned End Date | Agency Reported Task Progress | Agency Submission Date | Status Comments | Project Verification of Completion | Agency Corrected Submission Date |
|---|---|---|---|---|---|---|---|---|---|---|
| N/A | Technology | 504 | Update Agency Business System Documentation for Segment I | 10/30/23 | 01/12/24 | 100% - Submitted | **01/09/24** | | Submission Complete | |
| N/A | Technology | 505 | Update Florida PALM Interface Inventory for Segment I | 10/30/23 | 01/12/24 | Pending Resubmission | **01/12/24** | Awaiting internal agency decision meeting scheduled for 2/23/24 to finalize interface needs. Based on Segment I review, two agency business systems will either be replaced or will need Florida PALM interfaces. | Submission Incomplete | |
| N/A | Processes | 508 | Review Payroll Wave Business Process Models | 11/06/23 | 01/26/24 | 75% - Consolidating/Inputting Information for Submission | | On track to complete following internal meeting with Payroll unit on 2/26/24. | | |
| N/A | N/A | 509 | Submit Bimonthly Agency Readiness Status Report | 12/28/23 | 01/10/24 | 100% - Submitted | **01/10/24** | | N/A | |
| N/A | N/A | 510 | Manage Agency Specific Implementation Schedule, Risks and Issues | 12/28/23 | 02/29/24 | 100% - Submitted | **01/10/24** | Project Management Liaison currently making updates based on internal discussions. Planned to submit for internal review on 2/15/24. On track to submit to Florida PALM by the due date. | N/A | |
| N/A | People | 511 | Update CCN and Contacts | 01/08/24 | 01/26/24 | 100% - Submitted | **01/25/24** | Three of the four agency contact sheets have been completed, awaiting Sponsor meeting scheduled for 1/25/24 to complete final review and update of CCN sheet. | Submission Complete | 01/27/24 |
| Indirect | People | 512 | Identify Future Florida PALM End Users | 01/16/24 | 03/01/24 | 75% - Consolidating/Inputting Information for Submission | | | | |
| Direct | Data | 513 | Complete Configuration Workbooks for Segments I and II | 02/12/24 | 04/12/24 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |
| N/A | Data | 514 | Complete Data Readiness Analysis and Data Cleansing Activities for Segments I and II | 01/29/24 | 04/12/24 | 25% - Beginning Initial Internal Meetings and Information Gathering | | | | |

EXAMPLE

New Columns

## RW Task Completion Verification Form



FloridaPALM
Planning, Accounting, and Ledger Management

Department of Financial Services
*RW Task Completion Verification Form*

**Task ID:**
**Task Name:**
**Task Start Date:**
**Task Due Date:**

**Agency:**
**Initial Submission Date:**
**Project Verification:**

**Task Completion Rubric**

| Task Completion Rubric | Complete | Comments |
|---|---|---|
| | ☐ | |
| | ☐ | |
| | ☐ | |

**Overall Comments:**

**Reviewer:**
**Verification Date:**

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The Project will complete and attach the form in the RW Task Tracker for each RW task submission (starting with RW Task 512) that is determined to be **incomplete**.

# Segment III Business Process Models Review

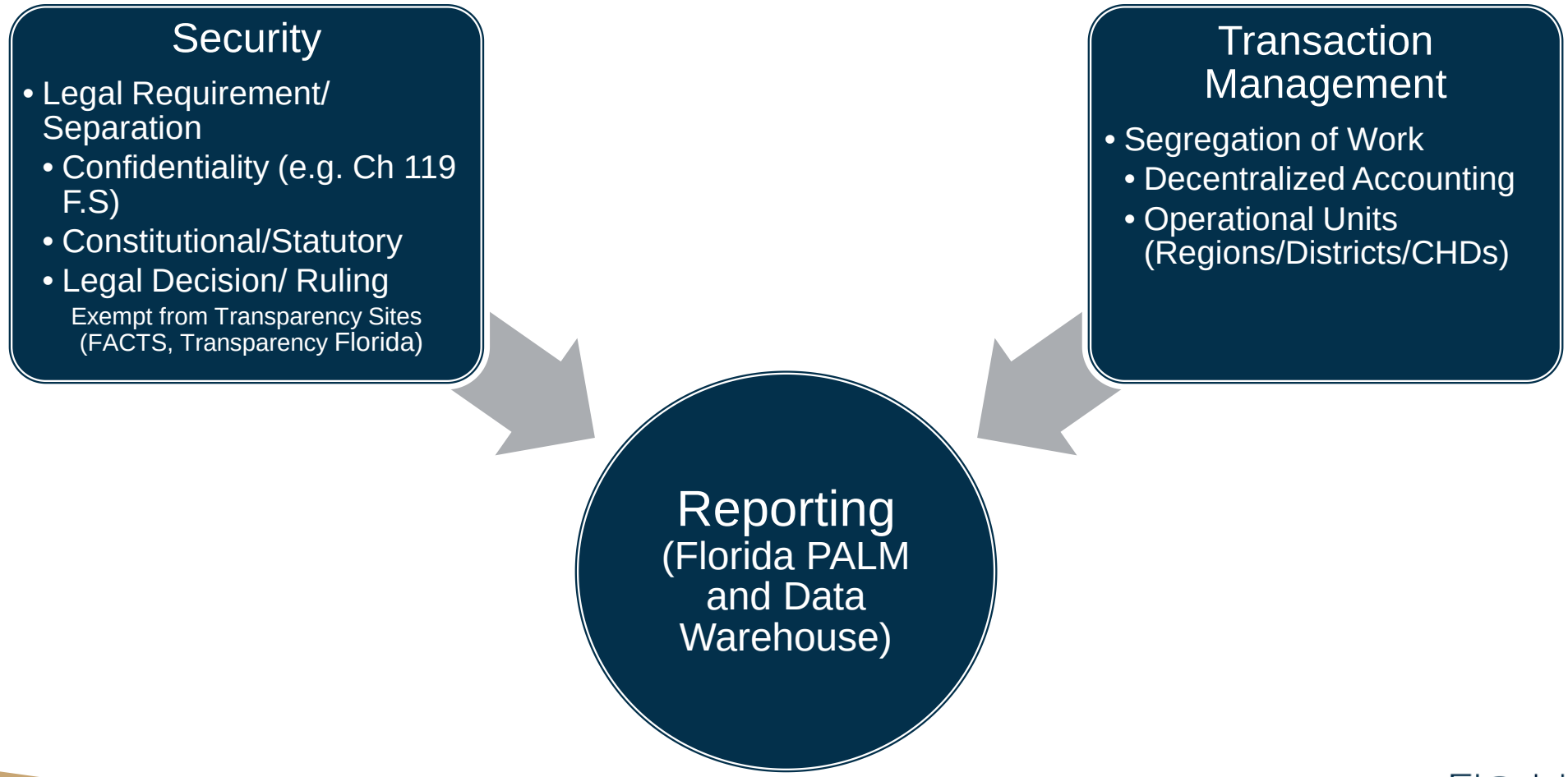
- AP related payments to employees at other agencies
  - Discuss Scenarios – Anything Other than Travel?
  - Are you paying through STMS or FLAIR Directly? Why?

- Monthly Closing Balances
  - As of the Last Day of the Calendar Month (i.e., frozen snapshot – cash basis)
  - Accurate Closing Balances (accrual basis)

- Statutory References Requiring a Warrant

# Org Security

# Design Considerations: Org Security Discussion



# Florida PALM will have Org Security for PO, AP

## Purchase Order (PO)

- Encumbrances
  - Supplier
  - Line Details

## Accounts Payable (AP)

- Supplier Information
- Vouchers
  - Invoice Details
- Payments
  - Warrant/ACH Payment Information

# Florida PALM will not have Org Security for IU, AR

## Inter Unit (IU) Custom Module

- IU Encumbrances
- Transfers
- IU Goods/Services Payments
- Revenue to Revenue
- IU Revenue/Expense Reclassifications

## Accounts Receivable (AR)

- Customers
- Customer Accounts Receivable Items
- Deposit Transactions
- Returned Items
- Depository/Concentration Bank Account Description

# Florida PALM will not have Org Security for GL, KK

## General Ledger (GL)

- Investment and Disinvestment transactions and redistributions
- Adjustment Journals
- Source Module Journals

## Commitment Control (KK)

- Budget Journals
- Budget Balances
- Budget Exceptions

# Florida PALM will have Org Security for AM
# Florida PALM will not have Org Security for PC



## Asset Management (AM)

- Asset Details
- Lease Details
- Property Inventory Data
- Asset Transfers
- Disposals
- Depreciation

## Project Costing (PC)

- Project Information
- Project Budget
- Project Activity & Balances
  - Expenditures
  - Revenues

# Florida PALM will not have Org Security for Grants or Contracts Customs pages

## Grants Custom Page

- Grant Details
- ALN/CSFA Values
- CMIA Applicability

## Contracts Custom Page

- Contract Details

# Florida PALM will not have Org Security for CM, HCM



## Cash Management (CM)

- Bank Data (Depository/CRA Banks)
- Bank Reconciliation Reports

## Human Capital Management (HCM)

- Employee Personal Information
- Position Data and Funding
- Payroll Transactions (salary refunds, cancellations, redistributions, retirement adjustments)
- Earnings Statements/W2s/W4s
- Employee Direct Deposit Information