

FloridaPALM

Planning, Accounting, and Ledger Management



FLORIDA PALM ADVISORY COUNCIL

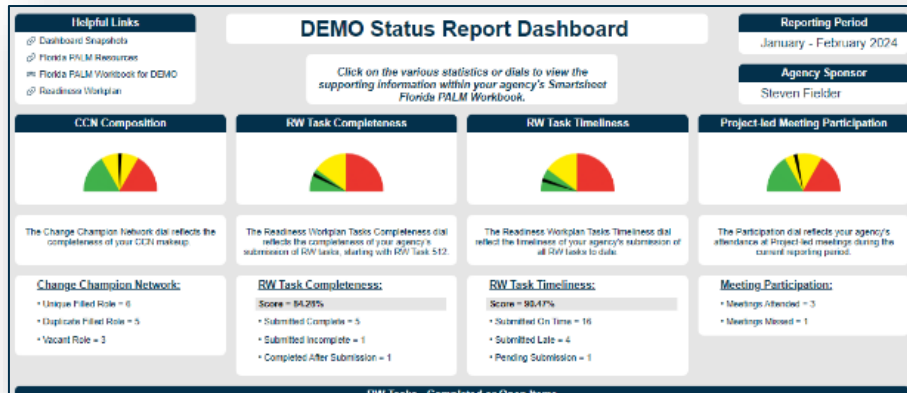
FEBRUARY 21, 2024



Agency Dashboard

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

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	604	Update Agency Business System Documentation for Segment I	10/30/23	01/12/24	100% - Submitted	01/09/24		Submission Complete	
N/A	Technology	605	Update Florida PALM Interface Inventory for Segment I	10/30/23	01/12/24	Pending Resubmission	01/10/24	Awaiting internal agency decision meeting scheduled for 2/25/24 to finalize interface needs. Based on Segment I review, bus agency business systems will either be replaced or will need Florida PALM interface.	Submission Incomplete	
N/A	Processes	608	Review Payroll Work Business Process Models	11/06/23	01/26/24	75% Consolidating/Updating Information for Submission		On track to complete following internal meeting with Payroll unit on 2/26/24.		
N/A	N/A	609	Submit Monthly Agency Readiness Status Report	12/28/23	01/10/24	100% - Submitted	01/10/24		N/A	
N/A	N/A	610	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	611	Update CCI and Contacts	01/05/24	01/26/24	100% - Submitted	01/29/24	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 CCI sheet.	Submission Complete	01/27/24
Indirect	People	612	Identify Future Florida PALM End Users	01/16/24	03/01/24	75% Consolidating/Updating Information for Submission				
Indirect	Data	613	Complete Configuration Workbooks for Segments I and II	02/12/24	04/12/24	25% - Beginning Initial Internal Meeting and Information Gathering				
N/A	Data	614	Complete Data Readiness Analysis and Data Cleansing Activities for Segments I	01/29/24	04/12/24	25% - Beginning Initial Internal Meetings and				



- ▶ 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

Helpful Links

- Dashboard Snapshots
- Florida PALM Resources
- Florida PALM Workbook for DEMO
- Readiness Workplan

DEMO Status Report Dashboard

Reporting Period

January - February 2024

Click on the various statistics or dials to view the supporting information within your agency's Smartsheet Florida PALM Workbook.

CCN Composition

RW Task Completeness

RW Task Timeliness

Project-led Meeting Participation

The Change Champion Network dial reflects the completeness of your CCN makeup.

The Readiness Workplan Tasks Completeness dial reflects the completeness of your agency's submission of RW tasks, starting with RW Task 512.

The Readiness Workplan Tasks Timeliness dial reflect the timeliness of your agency's submission of all RW tasks to date.

The Participation dial reflects your agency's attendance at Project-led meetings during the current reporting period.

Change Champion Network:

- Unique Filled Role = 6
- Duplicate Filled Role = 5
- Vacant Role = 3

RW Task Completeness:

Score = 84.28%

- Submitted Complete = 5
- Submitted Incomplete = 1
- Completed After Submission = 1

RW Task Timeliness:

Score = 90.47%

- Submitted On Time = 16
- Submitted Late = 4
- Pending Submission = 1

Meeting Participation:

- Meetings Attended = 3
- Meetings Missed = 1

RW Tasks - Completed or Open Items

EXAMPLE




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



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
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

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)

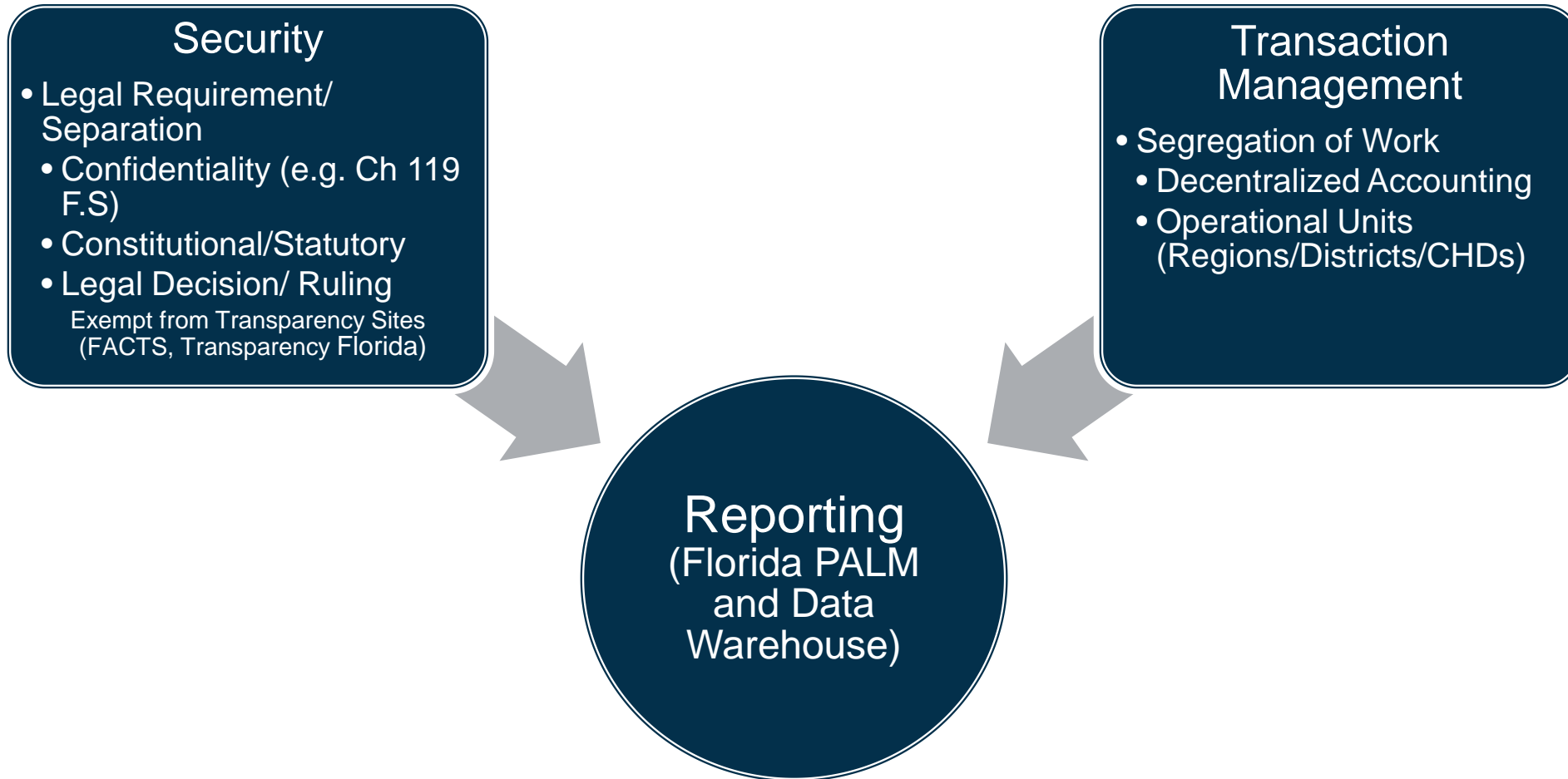
- ▶ Statutory References Requiring a Warrant



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

