

# Florida PALM

Planning, Accounting, and Ledger Management



# ADVISORY COUNCIL MEETING

OCTOBER 15, 2025



# FLORIDA PALM REPORTS DESIGNATED AS ENTERPRISE-ONLY

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# Florida PALM Reports – Enterprise

- ▶ Enterprise reports are designed to meet specific needs for DFS or other enterprise partners. Examples of specific enterprise needs include:
  - Payroll processing and related management of payroll deductions and taxes
  - Tax reporting for employees and suppliers
  - Bank functions
  - General Revenue cash and activities
  - Monitoring reports to evaluate agency compliance or controls



# Florida PALM Reports – Topics

- ▶ Payroll & Taxes
  - Florida PALM
    - PRR007 Earnings/Deductions Register
    - PRR011 Payroll Tax Report
    - PRR016 Payroll Deduction Report
    - PRR045 Employee W-4 Exempt Status Report
    - PRR062 Deductions Register
    - PRR068 Expired W-4 Exemption



# Florida PALM Reports – Topics

- ▶ Banking – Agency Reports
  - Florida PALM
    - Reconciled Deposits Report (ARR020)
    - Unreconciled Deposits Report (ARR021)
    - Debit Memo (ARR024)
    - ACH Notification of Changes Report (ARR035)
    - Agency Bank Deposit Extract Report (CMR001)
    - CRA Activity Report (CMR028)



# Florida PALM Reports – Topics

- ▶ General Revenue – Agency Reports
  - Florida PALM
    - Trial Balance Report (GLR099)
    - Budget Detail Activity Report (KKR019)
  - Data Warehouse
    - General Revenue Service Charge (IUR002)



# Florida PALM Reports – Topics

- ▶ Cash – Agency Reports
  - Florida PALM
    - Budget and Cash Checking Exceptions/Warnings Report (KKR058)
    - Budgets Overview Page - Spendable Cash Ledger Balances
    - Negative Budget and Cash Balances Report (KKR016)
    - Cash Basis Transaction Reconciliation Report (GLR171)
    - Cash Balances Reconciliation Report (GLR172)
    - Trust Fund Cash Balance and Activity Report (KKR059)
    - Trial Balance (GLR099)



# Florida PALM Reports – Topics

- ▶ Payment / Compliance Monitoring – Agency Reports
  - Florida PALM
    - Outstanding Vouchers Report (APR003)
    - Scheduled Payments Report (APR007)
    - Prompt Payment Report (APR024)
  - Data Warehouse
    - Prompt Payment Compliance Report (APR002)
    - Prompt Payment Interest Paid Report (APR001)
    - Funds Transferred to Unclaimed Property & Funds Exempt from Transfer to Unclaimed Property (APR140)



# Florida PALM Reports – Self-Service

- ▶ Agency users will access reports and be limited to information that is applicable to their agency, in accordance with their role responsibilities
- ▶ Enterprise users will access reports and can view results across all or selected agencies, in accordance with their role responsibilities
- ▶ Agency users assigned to the Data Warehouse Author role can create or modify queries to meet specific needs



# PRE-UAT DISCUSSION

ANGIE ROBERTSON



# Pre-UAT Participants

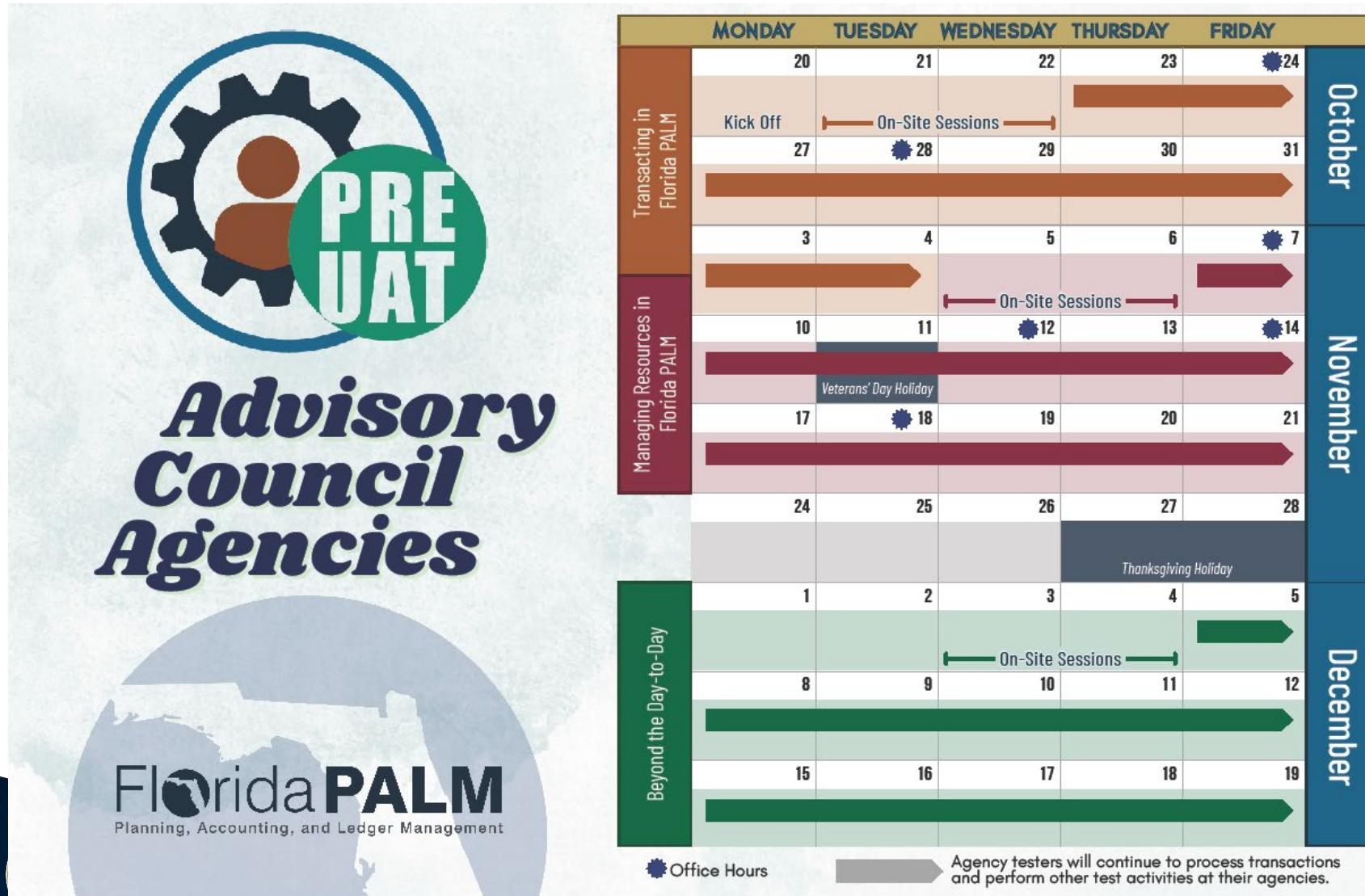
- ▶ Super Subject Matter Experts (SMEs) are individuals who:
  - Know your agency and agency processes inside and out (seasoned agency employees)
  - Solve complicated problems for your agency
  - Lead by example
  - Teach other employees how to complete transactions
  - Find solutions instead of waiting on solutions
- ▶ Super SMEs are not individuals who:
  - Have limited knowledge (e.g., only familiar with the disbursements process)
  - Are new to your agency
  - Expect/need step-by-step instructions to complete tasks
  - Constantly need assistance completing tasks
  - Expect others to do things for them



**Confirmed all AC agency participants**



# Pre-UAT Timeline



- ▶ Testing will be from October 20 – December 19
- ▶ Topics will be discussed in three groupings
- ▶ In-person discussions and Office Hours will be hosted by the Project Team

# Getting Ready for Pre-UAT

- ▶ Complete Prerequisites
- ▶ Review Process Steps and Pre-Materials
- ▶ Gather current year, representative transactions from July forward
- ▶ Confirm access to Project-provided shared folder
- ▶ Test access to agency network outside of office location



# CROSS-AGENCY RISK MANAGEMENT

PROVIDED BY DFS  
ALEXANDRA WEIMORTS



# PALM Cross-Agency Risk Management: Update to PALM Advisory Council



# Agenda

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- Introduction
- Cross-Agency Risk Management Process
- Cross-Agency Risk Register

# Background

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We all are committed!



We win as a team!



Every role is critical!

# Introduction: Cross agency Risk Management

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## Why is this essential?

- It's important for multiple agencies working together to share a risk management process because a problem in one part of a connected system or process can quickly affect others. Without a shared risk process, agencies may miss important risks, repeat the same work, or respond in different ways that weakens overall effort.

## What benefits it can bring to Agencies and the Project?

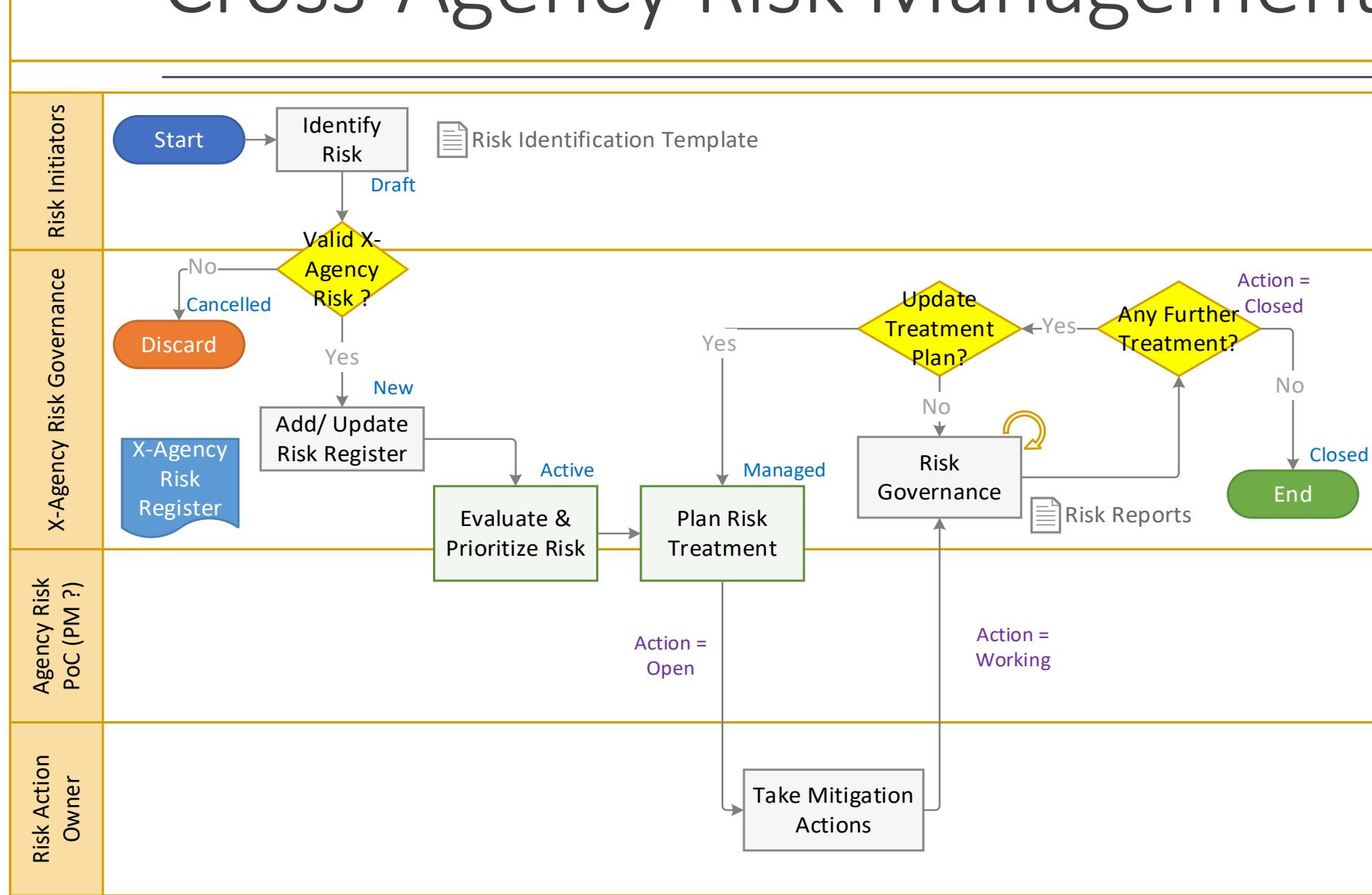
- A cross-agency risk management process helps agencies spot shared problems early, share solutions, and work from the same playbook—saving time, money, and effort. For the project, it means fewer surprises, faster coordinated responses, and better decisions based on a complete view of risks. Together, this improves accountability, builds trust, and greatly increases the chances of project success.

## Who should be participating?

- Participation should be a **mix of operational experts, project representatives, and decision-makers** from each agency, supported by the central project risk team, so risks are identified early, understood clearly, and acted on quickly. Participation should include people who can both **spot risks early and take action to address them**.

Currently ~ 15 agencies are actively contributing to this process;  
having cumulative Project Management experience of over 200 years!

# Cross-Agency Risk Management Process



## Risk Status

- Draft
- New/ Cancelled
- Active
- Managed
- Closed

## Risk Mitigation Action Item Status

- Open
- Working
- Completed

# Cross-Agency Risk Register

The team identified 6 risks which are applicable to multiple agencies.

→ As the next step, the team started identifying the treatment plans.

| Risk Identification # | Status                 | Date Opened | Risk Short Description  | Risk Full Description   |
|-----------------------|------------------------|-------------|---|---|
| 1                     | Moved to Risk Register | 9/9/2025    | Timely completion of AxiomPro system remediation.   | AxiomPro vendor published remediation timeline as August - October 2025, which is just in-time to complete Cycle 2 testing in November.   |
| 2                     | Moved to Risk Register | 9/10/2025   | Challenges around availability of Interface files (Inbound and Outbound) and timely communication may lead agencies not able to complete the Cycle 2 testing. | Several Outbound interface layout is changing. It is to be shared and sometime the file layout is changing at the State PALM. Additionally, it is taking 2-3 weeks to return to the interface. This is causing the agency to be late on the amount of time for the agency to make changes to the Cycle 2 Testing Schedule and putting our successful testing in jeopardy. |
| 3                     | Moved to Risk Register | 9/10/2025   | Uncertainty Around PALM Interface Testability   | With the batch schedule being an unknown, it is difficult to confirm agency business system processes and jobs on when transactions will occur between the agency and PALM.   |
| 4                     | Moved to Risk Register |             | Use Data and rely in agency planning or   | With the design and access of the datawarehouse being an unknown it makes development around agency historical data difficult, what data can we rely on the data warehouse to provide.  |
| 5                     | Moved to Risk Register | 9/10/2025   | Face file structure, file format/ layout and requirements changes may lead to rework for agencies.  | As ABS testing with PALM continues, interface file changes in structure and requirements can set remediation progress back and cause agency development efforts rework.   |
| 6                     | Moved to Risk Register | 9/24/2025   | Limited use of special characters may lead to rework/ additional work at agencies   |   |



Let's collaborate!



Thank you!

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# OPEN DISCUSSION: REQUESTED TOPICS



CONTACT US

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