Florida PALM

Planning, Accounting, and Ledger Management

Change Champion Network Town Hall

January 19, 2023

FloridaPALM
Planning, Accounting, and Ledger Management

Agenda

Project Updates

IW Assessment

Personalize Agency Working Sessions

Requirements Review

Workforce Transformation

Preparing for a Move

Inventory, Plan, Execute

Agency Current State Analysis

RW Tasks

FLAIR Data Elements Inventory

Agency Exchange: DOAH and DOR

Data Management and Cleanup

A&A

Agency Partnership

Agency Exchange: DBPR

Florida PALM Fundamentals

Did You Know?

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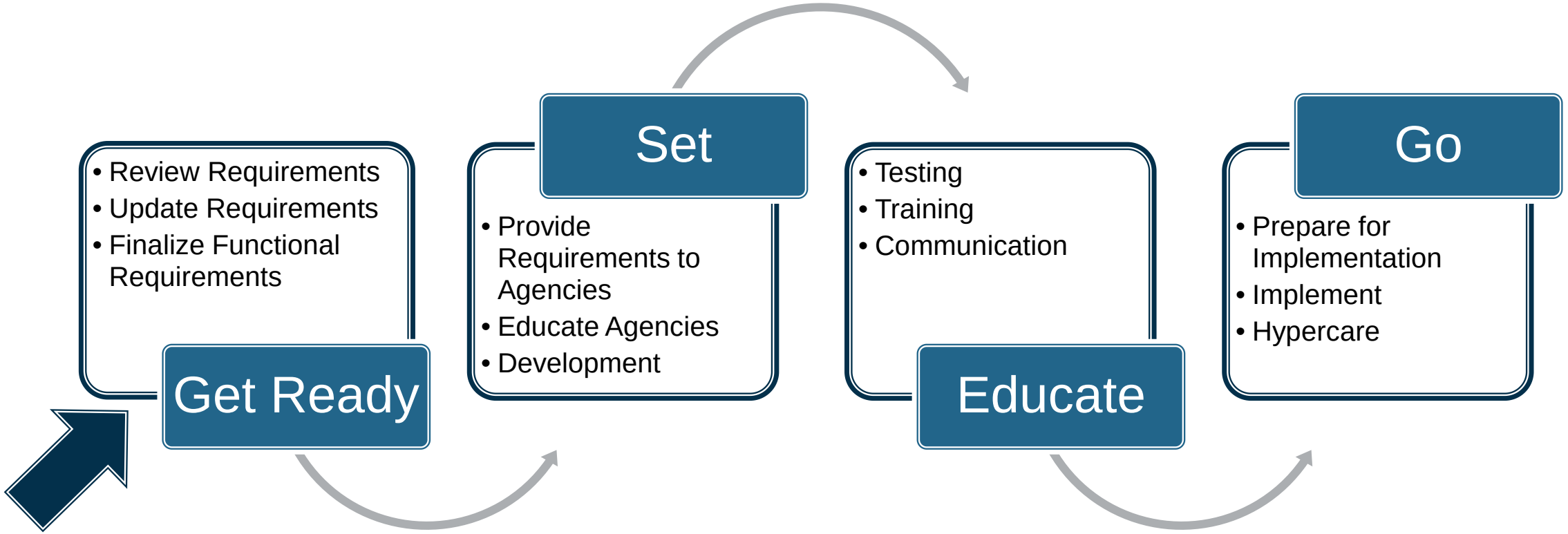
Project Update



We are here

Project Update

Information Warehouse Assessment

- Data Warehouse & Business Intelligence Solution
  - Replace Information Warehouse
  - Implementation to be concurrent with Financials and Payroll Waves
  - Self-service functionality
    - Standard reports
    - Ad-hoc reports & data extracts
    - Historical reporting
    - Business intelligence tools
- Gartner report published November 2022
  - Recommendation to use Oracle Data Warehouse with Oracle Business Intelligence Tool

Project Update

Personalized Agency Working Sessions

- Met with every agency
- Completed in December 2022
- Keep the momentum!
- Recap planned for March
- Discussion of uniqueness resulted in identification of several commonalities

Project Update

Personalized Agency Working Sessions

COMMONALITIES

- Scripting of transactions into FLAIR
- Extensive reliance on EOs, Grouping Characters, Site Codes
- Reliance on revenue object codes for tracking and reporting
- Multi-year fiscal data need
- User-friendly data query tool
- Creative, sometimes one-off accounting techniques for atypical tracking or reporting needs
- Tracking service or receipt date
- Life-to-date data need for grants
- Business rules built around GL and or Object Code
- Non-standard FLAIR data elements used for capturing reporting needs
- External asset management system or process
- Adoption of electronic document retention and routing processes outside of FLAIR

Project Update
Requirements Review

Complete

- Personalized Agency Meetings
- Treasury Calculations Audit
- IW Assessment

In Progress

- FLAIR Requirements Reconciliation
- Project Review of Requirements
- IV&V Review

To Be Completed

- Advisory Council Input
- ESC Decisions
- Confirm Requirements
- Document Customizations

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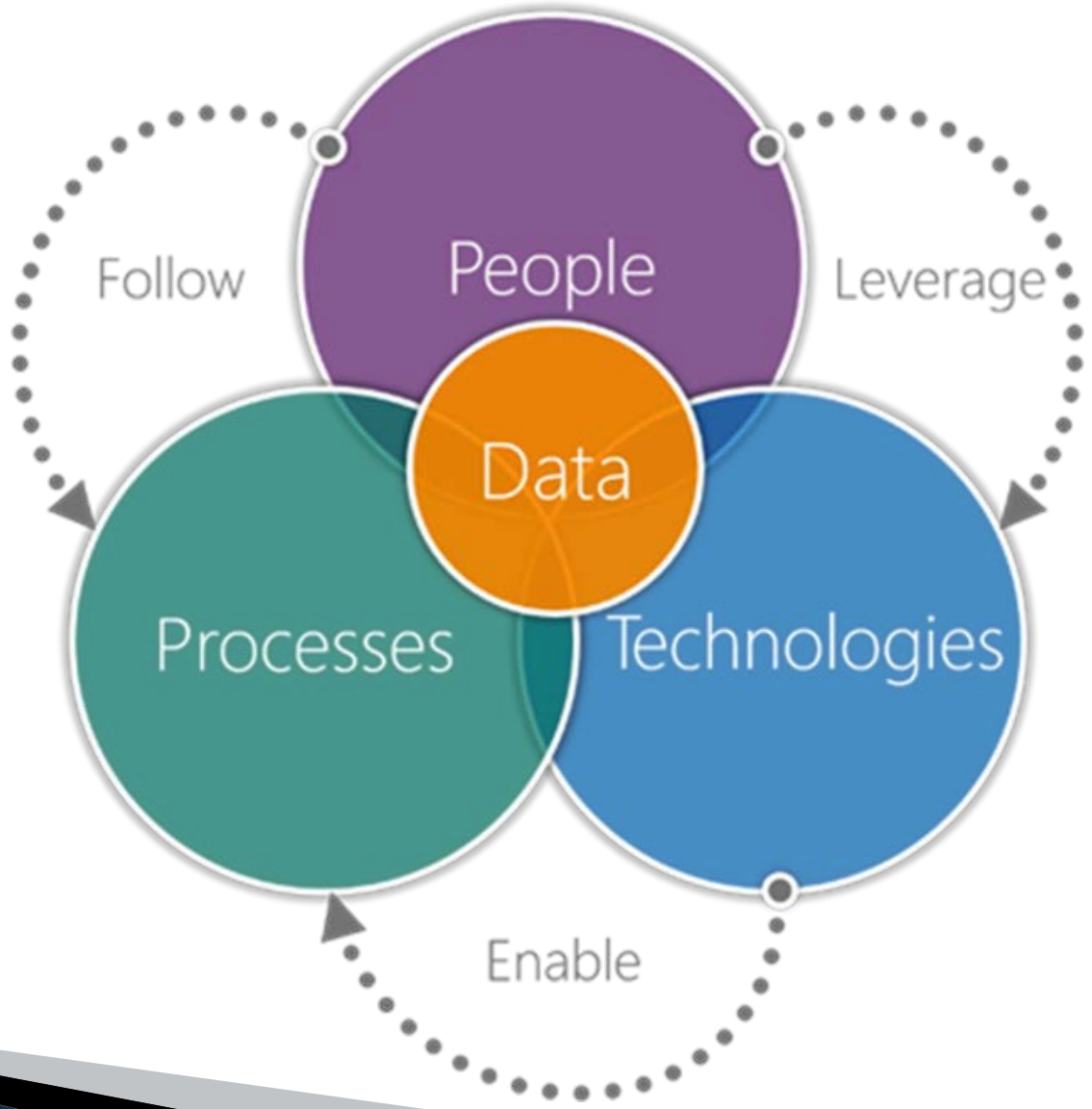
Workforce Transformation



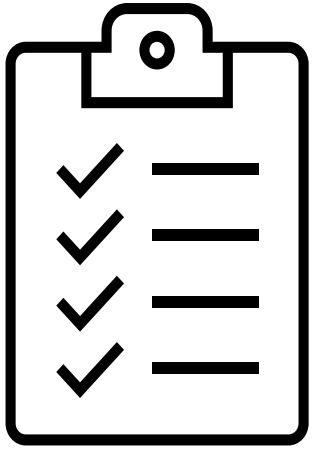
Workforce Transformation

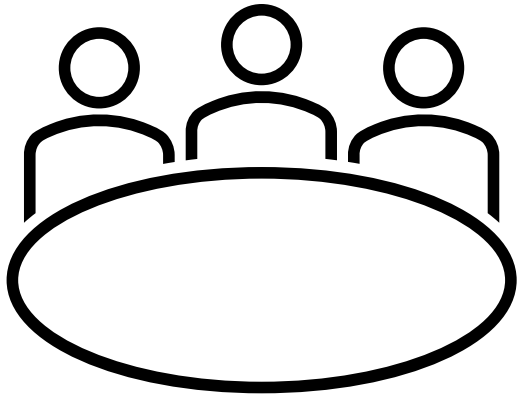
Preparing for a Move

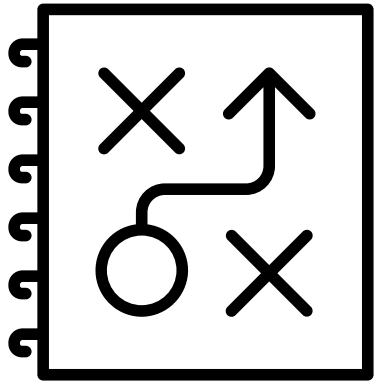
Workforce Transformation

Approach

Inventory → Plan → Execute







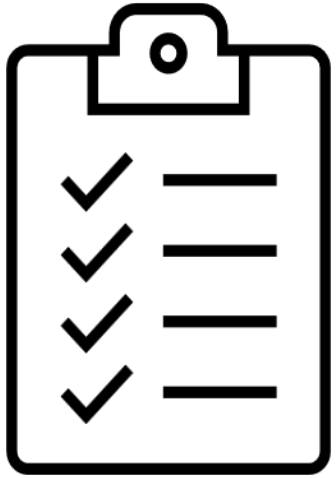
Workforce Transformation

Inventory – Identify, Document, Verify

Moving Homes

- What is all this stuff?
- List out all the stuff – Percolator and Keurig
- Why do we have all these things? What is their purpose?

Inventory



Transitioning Systems

- How do we conduct business today?
- Inventory current business practices
- Confirm need

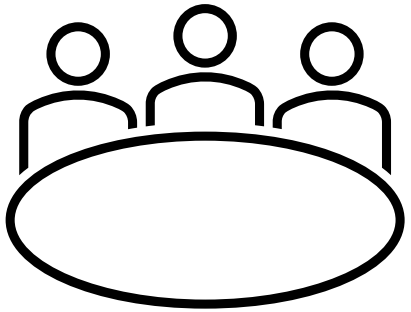
Workforce Transformation

Plan – Destination, Identify Gaps, Make Decisions

Moving Homes

- New address
- Will all my stuff fit in the new place?
- Decide what to keep and what gets donated

Plan



Transitioning Systems

- Designed & developed Florida PALM system
- Are any required business functions not included in Florida PALM?
- Retire or remediate Agency Business Systems

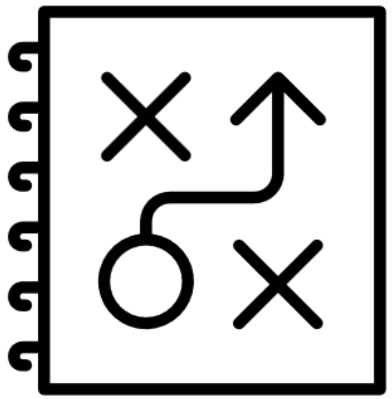
Workforce Transformation

Execute Change – Align Resources, Initiate Plan, Move

Moving Homes

- Phone a friend or hire movers
- Pack it all up
- Moving day is here

Execute



Transitioning Systems

- People, funds, time
- Remediate systems, update processes, test and train
- Go-live

Workforce Transformation

Preparing for a Move

Agenda

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Agency Current State Analysis

RW Tasks

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Florida PALM Fundamentals

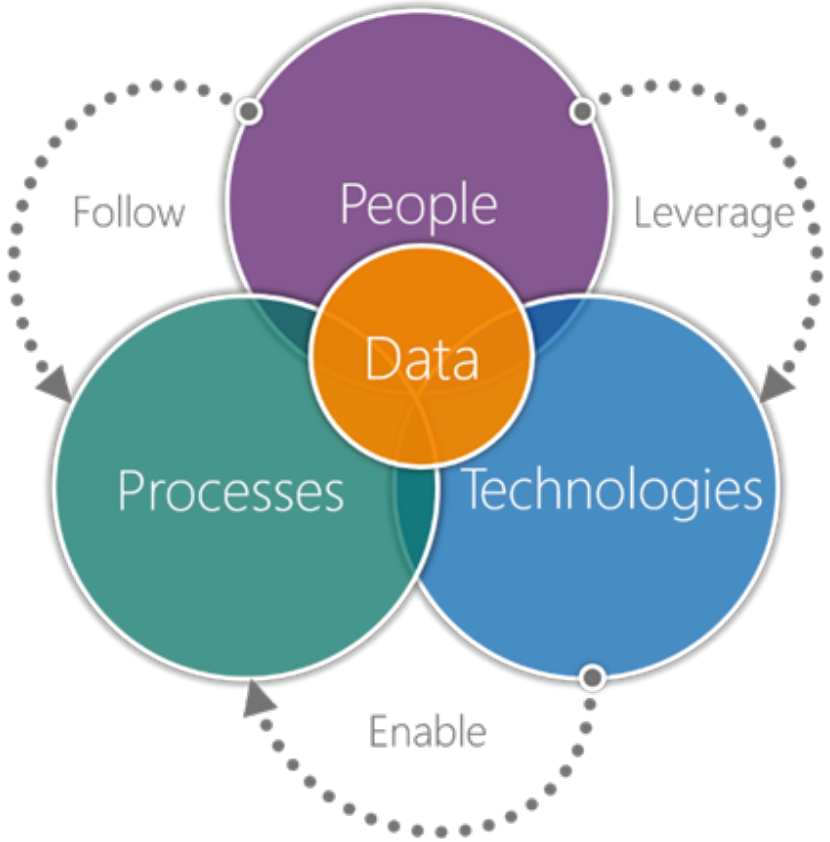
Did You Know?

What's Next?

Agency Current State Analysis

RW Tasks Overview

- As we move into Design, RW Tasks are designed to guide an “as is” (current state) analysis of an agency’s four core components:
  - ***People*** – Users and stakeholders
  - ***Processes*** – Controls and outcomes
  - ***Technologies*** – Digital tools and resources
  - ***Data*** – Operational and historical



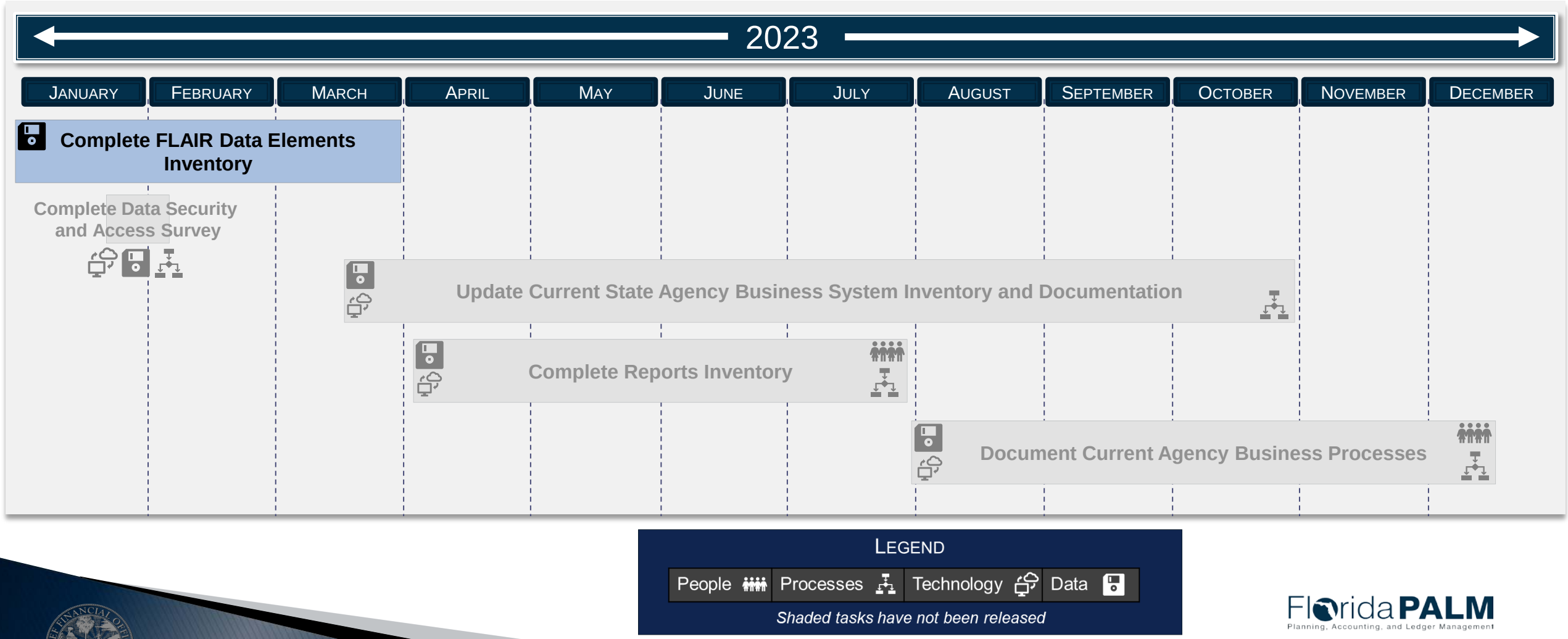
Agency Current State Analysis

RW Tasks Overview

- The current state analysis activities are meant to support an agency's readiness journey by enhancing:
  - Agency staff and management's knowledge and understanding of current practices
  - Decision making about business system remediation and process changes
  - Documentation that supports scope of effort and resource requirements
- The multi-part analysis includes tasks to review, consider, and document the agency's critical data elements, reports, business systems, and business processes

Agency Current State Analysis

RW Tasks Overview



Agency Current State Analysis

324 Complete FLAIR Data Elements Inventory

Objective: Identify and document FLAIR data elements that are used today for tracking and reporting the agency's accounting activity

- The data is changing!
- Foundational component of reports, systems, and processes
- To help you make future decisions about:
  - Interface selection
  - Agency business system remediation
  - Data configuration
  - Data conversions
  - LBR

Agency Current State Analysis

324 Complete FLAIR Data Elements Inventory

AGENCY EXCHANGE

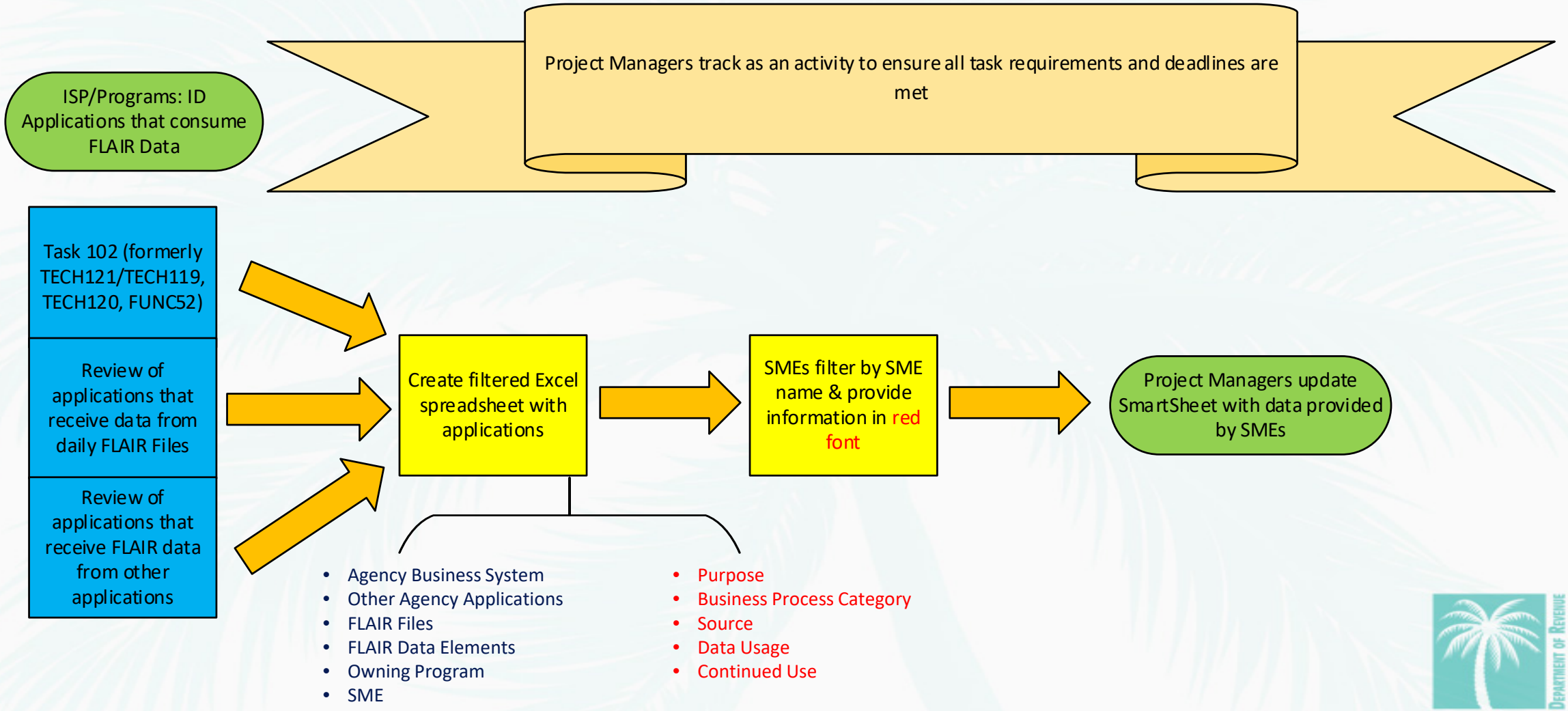
Patricia Kenyon
Department of Administrative Hearings

Shannon Segers
Department of Revenue

Division of Administrative Hearings

~Florida PALM / FLAIR Data Elements Inventory Approach~

- Identify all Accounting Tasks/Activities associated with a FLAIR Data Element
- Meet with Accounting Task/Activity Owners & Accounting Back-up Owners and Programmatic Leads to review each associated FLAIR data element
- Document Discussions with Accounting Task/Activity Owners, Accounting Back-up Owners & Programmatic Leads
- Send out the FLAIR Data Elements Inventory to Meeting Participants for Verification prior to submitting the task to Florida PALM


ISP/Programs: ID Applications that consume FLAIR Data
Project Managers track as an activity to ensure all task requirements and deadlines are met
Task 102 (formerly TECH121/TECH119, TECH120, FUNC52)
Review of applications that receive data from daily FLAIR Files
Review of applications that receive FLAIR data from other applications
Create filtered Excel spreadsheet with applications
SMEs filter by SME name & provide information in red font
Project Managers update SmartSheet with data provided by SMEs
Agency Business System
Other Agency Applications
FLAIR Files
FLAIR Data Elements
Owning Program
SME
Purpose
Business Process Category
Source
Data Usage
Continued Use

Q&A

Agenda

Project Updates

IW Assessment

Personalize Agency Working Sessions

Requirements Review

Workforce Transformation

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Inventory, Plan, Execute

Agency Current State Analysis

RW Tasks

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Florida PALM Fundamentals

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Data Management and Cleanup

What is Data Management?

"Data management involves multiple disparate functions and systems working together to move, organize, and secure data such that it is accurate, precise, accessible and protected."

- Christopher Risher
  Senior Program manager
  Onepath IT Service

Data Management and Cleanup

Data Management Approach

- Many Business Systems and processes contain accounting data
- The State's Accounting system is the central hub of data
- Data management is always necessary, but critical to our transition to Florida PALM
- The Florida PALM Data Management Approach

Data Management and Cleanup

Data Management Workgroups Approach

- Leveraging the Advisory Council
- Workgroups for 8 Data Groups
  - Accounts Receivables
  - Allotments
  - Asset Records
  - Contracts
  - Customer Records
  - Grants
  - Open Encumbrances
  - Projects

Data Management and Cleanup

Data Management Workgroups Objectives

- Understand how data within the data group is used
- Identify opportunities for standardization
- Develop policy where needed
- Provide guidance as to data cleansing efforts
- Work toward data conversions with Florida PALM

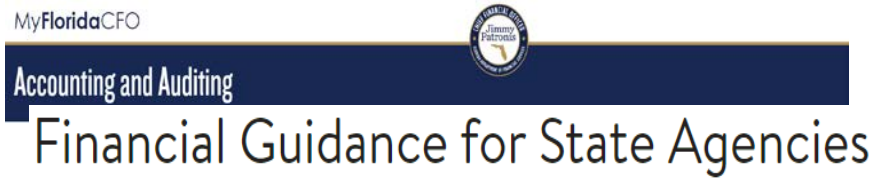
Data Management and Cleanup

What Can Agencies Do?

- Complete Task 324
- Review FLAIR Subsidiary and Expansion Records regularly
- Review the Master Balance File Records regularly
- Properly close out Grants, Contracts and Projects, as needed
- Work towards data clean-up, where possible
- Document areas that cannot be cleansed, if any

Data Management and Cleanup

Data Management Resources



[Financial Guidance for State Agencies | Accounting and Auditing | MyFloridaCFO.com]

Data Management

The objective of the Data Management Project is to standardize and remove stale FLAIR data to provide valid and accurate information in the State's Accounting system, therefore improving financial reporting and available data to the public. Completion of this project will enable system users and stakeholders to utilize uniform and clearly defined accounting information on a statewide basis. By managing agency data now, we can prepare for the future as the State transitions to a new accounting system, Florida PALM.

- Data Management Workgroups
- Quarterly Achievements
- Revenue Standardization
- Subsidiary and Information File Analysis
- Master Balance File Cleanup
- Payroll Deduction Code Standardization
- Retirement Adjustment Initiative
- Job Aids

Q&A

Agenda

Project Updates

IW Assessment

Personalize Agency Working Sessions

Requirements Review

Workforce Transformation

Preparing for Change

Plan, Inventory, Execute

Communication

Agency Current State Analysis

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Florida PALM Fundamentals

Did You Know?

What's Next?

Florida PALM Fundamentals

Did You Know?

- Florida PALM is an all-encompassing system that incorporates all activities performed today, into one system, tomorrow

Florida PALM Fundamentals

Did You Know?

- Florida PALM is a single system with multiple modules
  - Modules speak to each other
  - Activity begins in a module and may work its way to the General Ledger Module

Florida PALM Fundamentals

Did You Know?

- Everyone works within the same system
  - Agency and Enterprise user access
  - One book of record
- Business Unit (BU) specific
  - Enterprise BUs
  - Agency BUs

Florida PALM Fundamentals

Did You Know?

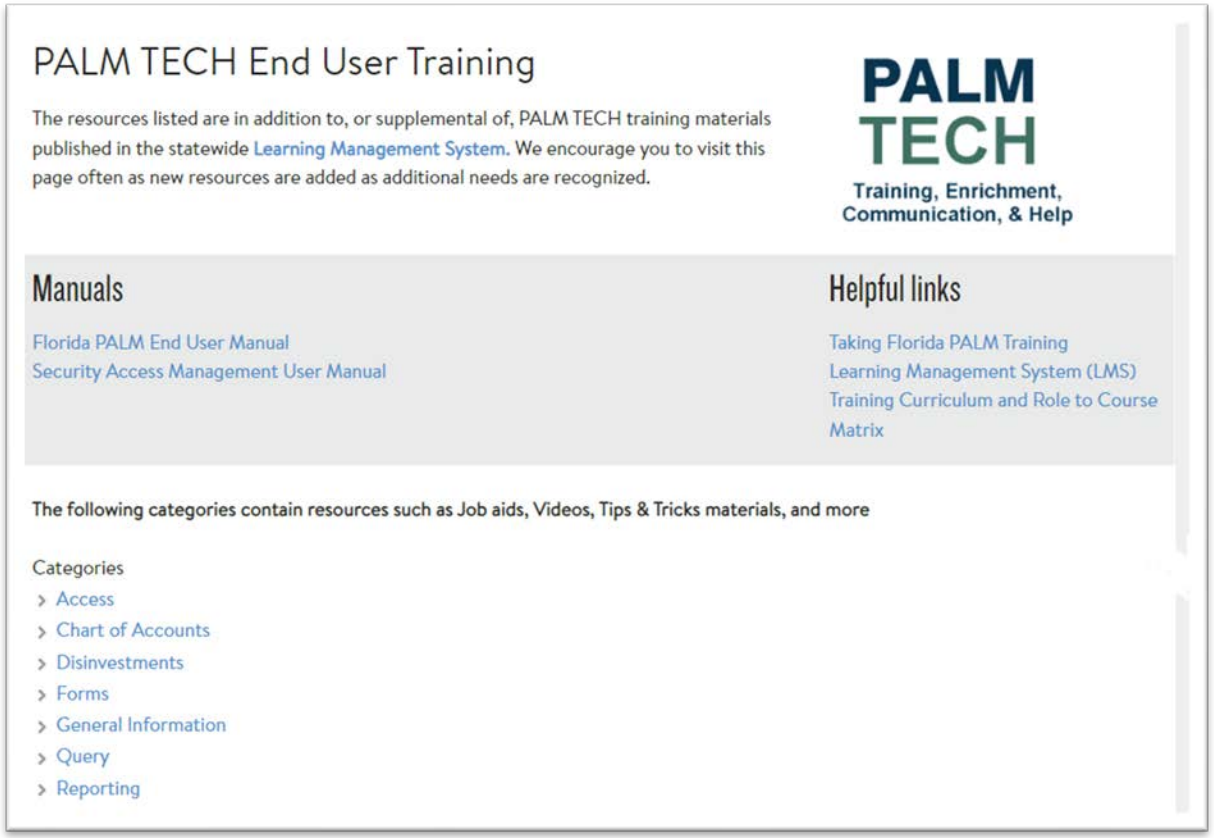
- Role-based access
  - Grants a user access to functions needed to perform assigned job duties
  - May be assigned multiple roles
  - Single sign on

Florida PALM Fundamentals

Did You Know?

- Transactions
  - System updates
  - Monitor Lifecycle in WorkCenter
  - Fiscal Periods, Month End and Year End Closing

Florida PALM Fundamentals
Questions?



PALM TECH End User Training

The resources listed are in addition to, or supplemental of, PALM TECH training materials published in the statewide Learning Management System. We encourage you to visit this page often as new resources are added as additional needs are recognized.

PALM TECH
Training, Enrichment, Communication, & Help

Manuals

Florida PALM End User Manual
Security Access Management User Manual

Helpful links

Taking Florida PALM Training
Learning Management System (LMS)
Training Curriculum and Role to Course Matrix

The following categories contain resources such as Job aids, Videos, Tips & Tricks materials, and more

Categories
- Access
- Chart of Accounts
- Disinvestments
- Forms
- General Information
- Query
- Reporting

Have you encouraged End Users to review the End User Training Page on the Florida PALM website?

Florida PALM Fundamentals

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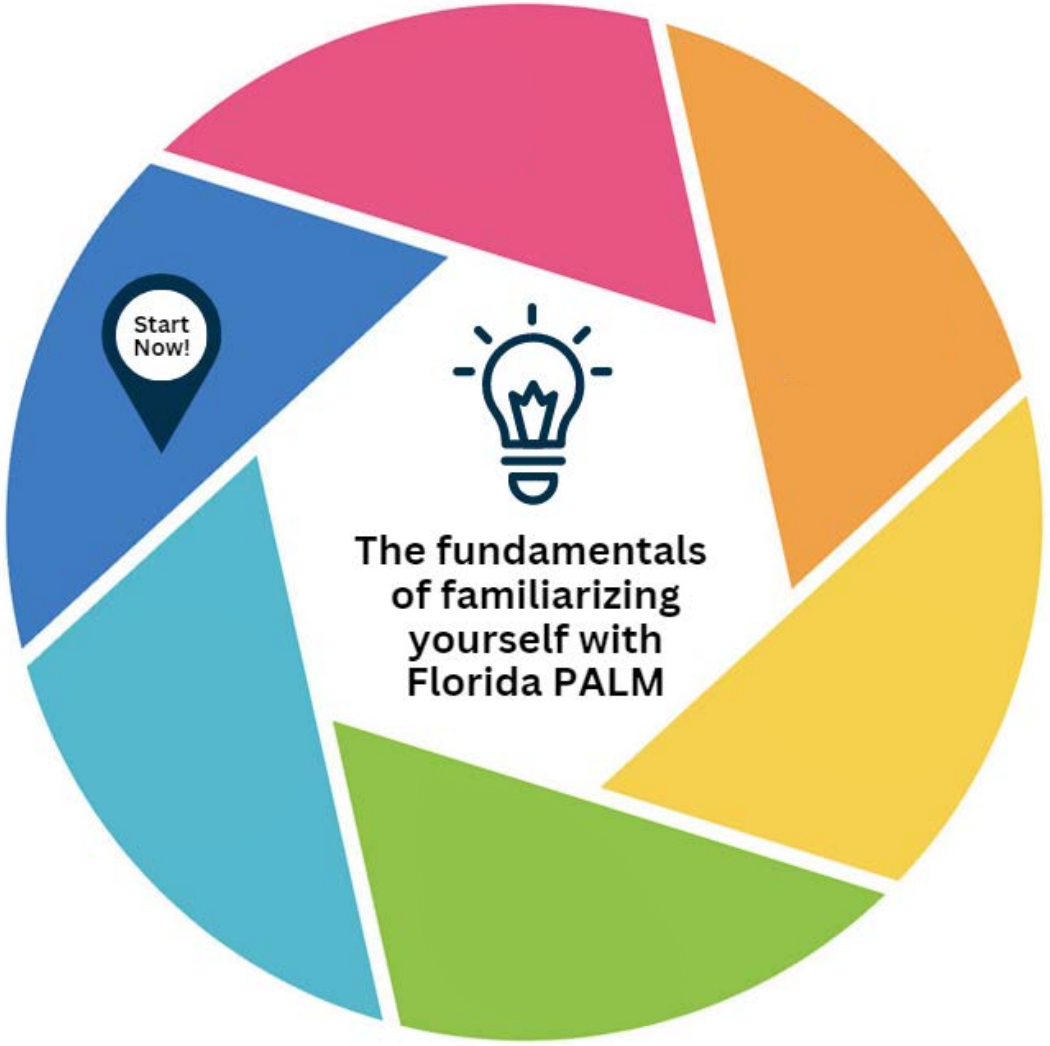

- Available Training
  - LMS
  - Florida PALM End User Training Page
  - End User Training Manual

Florida PALM Fundamentals

Did You Know?

- New terminology
- ChartFields vs. Data Elements
- ChartField String vs. 29-digit code
- One system vs. Central & Departmental FLAIR
- No more transaction codes (TRs)

Q&A

Contact Information

Contact us

FloridaPALM@myfloridacfo.com

Project Website

www.myfloridacfo.com/floridapalm/

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