

# FloridaPALM

Planning, Accounting, and Ledger Management



| Task ID | Critical Operational Element | Task Name   | Task Description  |
|---------|------------------------------|---|---|
| 324     | Data                         | Complete FLAIR Data Elements Inventory                  | Complete and submit the FLAIR Data Elements inventory document detailing data elements your agency currently uses and how they are being used.                                      |
| 325     | Processes                    | Complete Data Security and Access Survey                | Complete and submit the Data Security and Access Survey to inform how your agency manages data security and user access.  |
| 326     | Technology                   | Update Current State Agency Business Systems            | Review and update the current Agency Business Systems. Re-documentation of current state technical design for each system.  |
| 327     | Data                         | Complete Reports Inventory                              | Complete and submit the Reports Inventory documenting all agency FLAIR reports.   |
| 328     | Processes                    | Document Current Agency Business Processes              | Document and submit current agency fiscal and payroll processes, and any agency business systems engaged in the processes.  |
| 329     | People                       | Update CCN and Project Contacts                         | Review, update and confirm Change Champion Network (primary and Subject Matter Experts) and additional support contacts.  |
|         | People                       | Update Authorized Spreadsheet Users                     | Review, update and confirm authorized spreadsheet users to all Florida PALM resources.  |
|         | N/A                          | Submit Monthly Agency Status Report                     | Agency Sponsor to confirm and submit monthly status report, in the Project, to the agency's sponsor, ensuring within the agency to project impact reports for the agency's sponsor. |
|         |                              | Create Agency Specific Florida PALM Implementation Plan | Create or update a plan to identify and manage agency specific risk Florida PALM Implementation.  |
|         | N/A                          | Develop Agency Specific Implementation Schedule         | Review the Reading, Writing and Project Plan to develop an implementation that includes agency specific tasks successfully implemented your agency.                                 |
| 502     | N/A                          | Create Agency Specific Risks and Issues Management Plan | Create or update a plan to identify and manage agency specific risk Florida PALM Implementation.  |
| 503     | People                       | Create Workforce Headlines Plan                         | Create a plan to identify and manage impacted stakeholders within your agency.  |

# THURSDAY Task Talk

*Hosted by your favorite Florida PALM RC's*

OCTOBER 2, 2025



# Agenda

- Project Update
- Convergeration
- Task Spotlight:
  - 587C - PCC001
  - 665 - Progress Report
  - 627 - Bimonthly Report
- Technical Interface Testing Updates
- Questions



# Project Update



**Florida PALM**  
Planning, Accounting, and Ledger Management

**LAUNCHING**

**JANUARY 2027**

Financials, Payroll, Data Warehouse and  
Business Intelligence Implementation



## Moving the launch date requires replanning!

While we create the details around our new timeline, here are some exciting things agencies and enterprise partners can look forward to:

- **Interface Testing Cycle 2** - Partner testing activities are ongoing and are a key element to success. Extra time will be very beneficial for these efforts.
- **Materials for Agency UAT** - Demo videos and process step articles continue to be published on the Knowledge Center. Click "Follow" on the relevant articles to be alerted to new content!
- **Advisory Council Pre-UAT Testing** - This opportunity will provide AC member agencies the ability to explore the Florida PALM Financials system and start gaining familiarity with processing transactions, correcting errors, and running reports.
- **Mock Conversion 4** - This is being replanned to complete in mid-December, with results coming to agencies in early January. The data will be used for the UAT environment for all-agency UAT.
- **RW Tasks** - The Readiness Workplan is being updated for Mock 4 tasks and for other tasks starting or completing over the next two months. The remaining RW updates will occur after the Project timeline is adjusted.

### Up Next:

Updates will be shared for the Testing Timeline and the Project Implementation Timeline once replanning finalizes.





# Readiness Workplan Updates – Current Tasks

| Task  | Summary of Change   |
|---|---|
| 587B – Complete Data Cleansing Based on Mock Conversion 3 – APC001 Suppliers  | No Change – Due Date remains 10/17/2025   |
| <ul style="list-style-type: none"><li>587C – Complete Data Cleansing Based on Mock Conversion 3 – PCC001 Projects</li><li>661 – Update Conversion Field Mapping</li><li>662A – Submit Updated Configuration Workbooks - State Program Selection for Budget Allotments</li></ul> | Extended to 10/29/2025  |
| 665 – Submit Monthly Progress Report - Testing  | No Change – Due 10/31/2025  |
| 662 – Submit Updated Configuration Workbooks  | <p>Extended to 11/05/2025.</p> <p>*NOTE: Configuration Workbooks for AM, AR, CM, GL, KK, PC, and ORG Security Rule will close prior to the task end date on 10/29.</p> <p>*SpeedKey and PR workbooks will remain open until the task end date of 11/05.</p> |
| 587A – Complete Data Cleansing Based on Mock Conversion 3   | Extended to 11/07/2025  |
| <ul style="list-style-type: none"><li>573B – Complete and Submit End User Role Mapping Worksheet for Remaining End Users</li><li>574 – Prepare Documentation for User Acceptance Testing</li></ul>  | Extended to 12/19/2025  |

# Readiness Workplan Updates – Future Tasks

| Task   | Summary of Change                                    |
|--|--|
| 604 – Create Agency-Specific Learning Materials to Support End Users | Delayed status: 99/99/99                             |
| 606 – Update Agency Readiness Certification #2                       | Delayed status: 99/99/99                             |
| 592 – Agency IdP SMEs Add End Users to Agency's Identity Provider    | Delayed status: 99/99/99                             |
| 597 – Complete Data Cleansing Based on Mock Conversion 4             | New Start Date: 01/12/2026<br>End Date TBD: 99/99/99 |



# Convergeration – Data Refresh

- Data Pull As of September 28
- Worksheets updates planned to be complete EOD October 6
- Purpose: sync up source data and Florida PALM Data in between Mock Conversion data pulls (Impact Configuration, Conversion Mapping, and PCC001 Worksheets)
- Updated Worksheets include:

## **Configuration Worksheets**

- Default Interest Apportionment
- GL Allocations
- Distribution Codes
- Payroll – Position, Default, CJIP, FFIP

## **Look-up Sheets**

- Fund
- Category
- BE
- State Program
- Budgetary Combo Edits
- Grant ID
- Contract ID

## **Conversion Worksheets**









- PCC001
- Grant ID Mapping
- Org Mapping
- Location Code Mapping
- OCA Mapping



# 587C – Data Cleansing Mock 3 – PCC001

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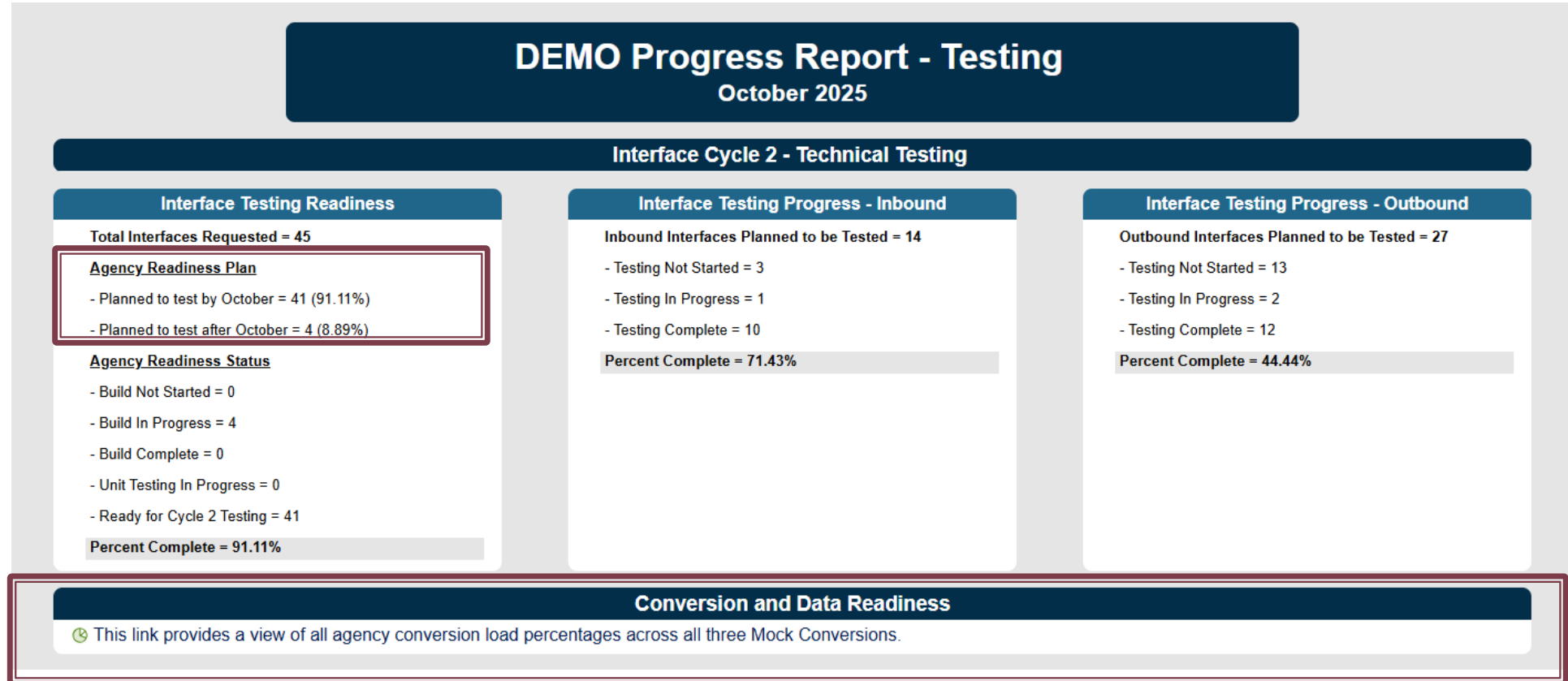
- Two New Columns added to provide New Project ID, Project Description
  - Required to convert and load records without special characters
  - Error Messages have been added to identify issues with special characters

| Error Messages  | Mock 3<br>Conversion<br>Load Status   | Convert Value   | Project   | New Project<br>ID | Project Description   | New Project Description |
|---|---|---|---|-------------------|---|-------------------------|
|     |  |  |   |                   |   |                         |
| (API) New Project ID contains special character(s).<br>(RT) New Project Description required when Project Description contains special character(s).  | Excluded  | Update  | 080002-00   | MINOR REPAIRS     | MINOR REPAIRS/IMPROVEMENTS-NUR  |                         |
| (RT) New Project ID required when Project contains special character(s).<br>(RT) New Project Description required when Project Description contains special character(s).<br>(RT) When Convert Value = 'Update' at least one {New Project ID, New Project Description, New Project Type, New Start Date, New End Date} is required. | Excluded  | Update  | 080002-00   |                   | MINOR REPAIRS/IMPROVE-DAYTONA   |                         |
|   | Successful  |   | 4486-167770   |                   | DR4486 COVID PW167770   |                         |
|   | Successful  | Update  | 4486-179781   | 233456            | DR4486 COVID PW179781   |                         |
| (RT) Convert value cannot be 'Yes' when Project or Project Description contains special character(s).<br>(RT) No new data can be added when Convert Value = 'Yes'.  | Successful  | Yes   | CARES_ACT   | 2                 | CARES ACT RELIEF - CFDA 93.498  | 1                       |
| (RT) New Project ID must be blank when Project does not contain special character(s).   | Excluded  | Update  | DVA02402350   | 3                 | ADDITIONAL MEDICAL/NON-MEDICAL  | Testing                 |



# Progress Report Update – October

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- Updated the Interface Testing Readiness Box – Added Agency Readiness Plan
  - Interface Test Planning sheet (When Will You Be Ready)
  - Reports the planned interface testing readiness
- Removed Mock Conversion Load chart, replaced with link to view chart



# Bimonthly Status Report Update

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- Action Required – Risk Log and Issues Log
  - Category Column Update – Primary Category and Secondary Category
  - Primary Category is single select – Choose the most applicable - Required
  - Secondary Category column is multi-select – Optional
- Task 627 – Submit Bimonthly Agency Readiness Status Report (11/3/25 – 11/10/25)

| Risk ID | Status              | Date Opened | Date Closed | Primary Risk Category  | Secondary Risk Category | Risk Title                          | Trend      | Impact Rating                  | Probability Rating                        |
|---------|---------------------|-------------|-------------|--|-------------------------|-------------------------------------|------------|--------------------------------|---|
| 003     | Open and Mitigating | 02/28/25    |             | <div>Business Process Change<br/>Post Implementation<br/>Staffing/Resource Availability<br/>Training<br/>User Acceptance Testing</div>   |                         | Implementation Timeline Changes     | Stable     | Low (1) - No or minimal impact | Medium (2) - Likely to occur at some time |
| 004     | Open and Mitigating | 11/25/24    |             | <div>Agency Business System<br/>Business Process Change Interface<br/>Conversion/Configuration<br/>Deployment/Cutover<br/>Identity Provider (IdP)<br/>Post Implementation<br/>Role Mapping<br/>Staffing/Resource Availability<br/>Training<br/>User Acceptance Testing</div> | Business Process Change | Unavailability of Accounting System | Increasing | High (3) - Extensive impact    | High (3) - Likely to occur often or soon  |



# Technical Interface Updates

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## Message Board for API031 Updates

9/30/25 - Issue resolution for API031 is still ongoing. Planned testing dates for API031 have been updated to 10/13/2025 in Smartsheet while the Project works to resolve. In the event that the issue has not been resolved by 10/13/2025, a new testing date will be provided.





## ROSIE & DIXIE



*Questions?*

## DAISY & DUKE



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