The A&A Ledger

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FLORIDA PALM A&A UAT PREPAREDNESS
BY JULIA COLLINS—O'KANE

A&A's Commitment to UAT Preparedness

As A&A prepares for the upcoming User Acceptance Testing (UAT), our focus is clear and resolute: we are committed to equipping our staff with the right knowledge, defining our UAT tools and processes, and reinforcing our overall strategy to build a solid foundation to ensure a smooth and successful End-to-End UAT experience.

The A&A Florida PALM Transition Team, the UAT Team, and the Project, Training, and Change Management Team, are working together to support A&A's transition to Florida PALM.

Building the Foundation: Tools, Scripts, and Support

A&A assembled a dedicated UAT Team to support both divisional and enterprise-wide testing activities. In just a short time, this team has made significant strides—jumpstarting script writing, forming a Triage Team, and establishing a workflow for internal defect management.

In parallel, A&A is developing shell scripts for each bureau, leveraging the resources provided by the Project. These scripts are undergoing peer reviews to confirm accuracy and alignment with business processes. These scripts will be continuously refined to include valid data, complete steps, and expected outputs, ensuring they remain relevant and effective.

Collaboration in Action: The Agency UAT Collaboration Workgroup

A&A is actively engaged in the Agency UAT Collaboration Workgroup, a cross-agency initiative designed to foster shared learning in support of UAT planning and script development. This workgroup is a hub for exchanging ideas, identifying common needs, and building a unified approach to testing. A&A's Florida PALM Transition and UAT Teams are actively participating in the Agency UAT Collaboration Workgroup and plan to use this workgroup to support completing UAT. We encourage all agencies to participate and contribute to this collaborative effort. For more information, reach out to DFS.CCN4U@MyFloridaCFO.com.

Empowering Staff Through Knowledge

Knowledge remains a cornerstone of A&A's strategy. A&A's Florida PALM Transition Teams continue to host learning sessions with the division. These meetings cover business process models, terminology, user roles, and UAT expectations. They also serve as a vital resource for supporting scriptwriting and other UAT activities, confirming our staff are equipped with the information needed to contribute to UAT.

The Heart of UAT: Our People

At the end of the day, no amount of planning can replace the impact of our end users. Their engagement, insight, and feedback will ultimately define the success of our UAT efforts and our transition into Florida PALM. That's why A&A is investing deeply in our people—providing the tools, training, and support needed to thrive in this evolving landscape.
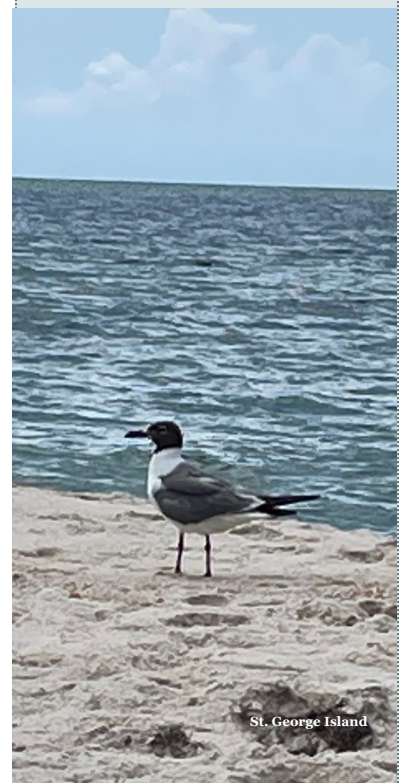
A&A's momentum is strong. With skilled teams, collaborative partnerships, robust scripting efforts, and a focus on staff empowerment, A&A is not just preparing for UAT—we're building a foundation for long-term success.
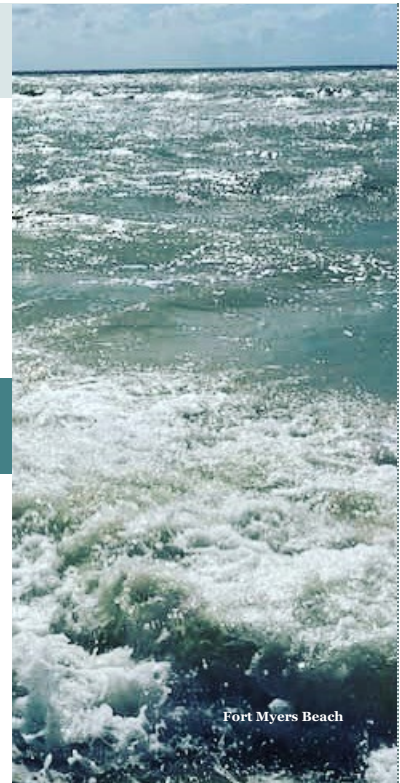
Fort Myers Beach

St. George Island

WORKIVA EXPANSION
BY TAMMY EASTMAN

On July 17, 2025, Workiva Forms Packages opened for the third year. Workiva Forms Packages are used to gather financial data and are prepopulated with trial balance amounts, error checks, and data validations. This year's opening included new tools for agency use during pre-closing to ensure compliance with the Annual Comprehensive Financial Reporting Compliance (ACFR) Checklist Items.

The Workiva Forms Packages were expanded to include Trial Balance (TB) Validations. TB Validations includes analytical reports for Checklist Items 1, 4 through 7, 9 through 14, and 21. In addition, the Trial Balance by Fund is available under TB Validations.

The following checklist items are not included in TB Validations because they are available elsewhere within Forms Packages as listed below:

- Checklist Item 2 – Intra-Fund Balances – Available in Form 3B – Fund1/Fund2 Mismatch and Form 3B – Validations All Funds

- Checklist Item 3 – Intra-Fund Balances - Available in Form 3A – Fund1/Fund2 Mismatch and Form 3A – Validations All Funds

- Checklist Item 14 – CY vs PY Balances – Available in Trial Balance by Fun

- Checklist Item 14 – No Change in GL Balances – Available in Trial Balance by Fund

- Checklist Item 17 – Statewide Financial Statements Forms – Available in "Validations" and individual Forms in the Forms Packages

- CU Form Updates Due by Adjustments Posted Report – Available in "Validations" and individual Forms in the Forms Packages

- Form Updates Due by Adjustments Posted Report – Available in "Validations" and individual Forms in the Forms Packages

- Forms Due for Discretely Presented Component Units – Available in "Validations" and individual Forms in the Forms Packages

- Forms Due Report – Available in "Validations" and individual Forms in the Forms Packages

The Adjustment Report that was provided in the Working Trial Balance (WTB) is now available within the Statewide Master Adjustment (SWMA) application; this tool is used to submit post-closing adjustments. Each agency's financial reporting team has access to SWMA and the ability to export the adjustment report in either PDF or Excel format. As a result, the WTB has been retired.

Thank you!

Thank you for your willingness to embrace change and for all the work you do to help BFR successfully publish the ACFR and SEFA annually!

SEFA—NEW PROCESS USING WORKIVA
BY TAMMY EASTMAN

The Schedule of Expenditures of Federal Awards (SEFA) for Fiscal Year End 2025 will be prepared using a new process. The SEFA Workbook has been added to the Workiva Forms Packages. The data required to compile the SEFA will be gathered from agencies, colleges, and universities by a user logging into Workiva and completing the SEFA Workbook. The SEFA Workbook within the Workiva Forms Packages utilizes drop-downs, auto-populates fields based on the completion of other fields, and includes the review checklist. Users can communicate within Workiva using comments for assistance when completing workbooks. The workbook also includes a segment to allow internal review and notification of completion to BFR.

The old Excel SEFA Workbooks have been retired and are no longer published on the A&A website. You must submit your SEFA Workbook within Workiva Forms Package.

PCARD WORKS PREPARES FOR FLORIDA PALM INTEGRATION
BY KIM HOLLAND

As Florida continues to transition to Florida PALM, agencies are updating their applications to ensure seamless integration. One application undergoing transformation is Works, the State of Florida's platform to manage the purchasing card program.

To align with the modernization to a cloud-based solution that centralizes financial data and streamlines reporting, Works must remediate its data exchange protocols and formats. Key enhancements include:

- **Interface Layouts:** Works will adopt standardized interface layouts for Florida PALM.

- **New Data Fields:** Florida PALM ChartField values will replace General Ledger values.

- **Enhanced Reporting:** Monitoring reports will be updated to reflect new data structures.

What's Next for Agencies?

As we work towards Florida PALM implementation, agencies using Works should prepare for the following:

- **Clear Out Existing Transactions:** Agencies must clear out their processing queues in Works before transitioning to Florida PALM, as existing records will not transfer to the new environment.

- **Anticipate Downtime:** Bank of America has indicated a temporary period when Works and PCards will be unavailable.

- **Configuration Workbooks:** While User and Group settings will remain unchanged, existing data must be reformatted. Configuration workbooks will be provided to guide each agency.

- **Testing and Validation:** Agencies will participate in testing to ensure data flows correctly between Works and Florida PALM and is converted correctly.

- **Training and Support:** Updated training materials will be provided to help users navigate changes to Works.

Stay Informed: Agencies should monitor key milestones and deadlines to ensure a smooth and timely transition. Additional updates will be provided to agency PCard Administrators and on the A&A website. The integration of Works with Florida PALM marks a significant step toward a more unified and efficient framework for processing PCard transactions for the State of Florida. By embracing standardized data formats, enhanced functionality, and improved reporting tools, agencies will be better equipped to manage purchasing card transactions with precision and confidence.

TRAINING AND JOB AIDS
BY KIM JACOBS AND DONNA VOLLERTSEN

To help the Department of Financial Services (DFS) prepare for Florida PALM implementation, the Office of Florida Financial Education has been working behind the scenes to add new training topics and create/update job aids that can be used to perform various job processes in Florida PALM.

Newly released trainings include:

- Florida PALM Security Access Manager (SAM) training

- Florida PALM Chart of Accounts (COA) training

- 24-25 Financial Reporting Workshop

- Workiva Success – Navigation and Overview for Agency training

- Workiva Closing Package training

Access these trainings through People First > Talent Management > Learning and search for the training.

To view all published FLAIR & Treasury Management Job Aids, visit, Training | Job Aids and for the Florida PALM Job Aids, visit, End User Training >Learning Tools. The websites are updated periodically as new job aids are developed so be sure to check back often.

If you have any questions, email: DFSFinancialEd@MyFloridaCFO.com.

MEMOS OF NOTE

Agency Addressed and Chief Financial Office Memorandum are issued regularly by the Division to share information, provide guidance, and distribute policy to agency personnel. The following memos were published within the last quarter.

#	Title	Summary
CFO No. 31	Advance Payments and Prepayments	Clarifies the difference between advance payments and prepayments and required approvals for each.
AAM No. 1	Training Calendar	Provides information about the A&A lead classes including Advancing Accountability and Florida PALM Navigation.
AAM No. 2	FSAA Certification for Fiscal Year Ending June 30, 2026	Certifies the accuracy and completeness of state projects included in the Catalog of State Financial Assistance.
AAM No. 3	Trainings Available July 2025: New and Updated	Announces new training content including: On-demand Florida PALM Chart of Accounts training, and OnDemand Workiva Success—Navigation.
AAM No. 4	Travel Restrictions	Outlines travel restrictions imposed by Chapter 2025-199, Laws of Florida.
AAM No. 5	New Expenditure Object Codes	Provides a list of new expenditure object codes.
AAM No. 7	Working Trial Balance Database Replaced and Retired	Notification that the Working Trial Balance database has been replaced and retired.
AAM No. 10	Drafted Financial Policy—Phase One	Provides location of phases of draft financial policies effective upon Florida PALM go live.

FINANCIAL POLICY WORKGROUP UPDATE
BY NIKI NOLTON

Thank you to agencies for joining us for the first series of Financial Policy Workgroup meetings. Your attendance, engagement, and feedback were crucial in helping DFS/A&A determine what policies will need to be in place for the implementation of Florida PALM.

Based on the feedback provided at these workgroup meetings A&A is actively drafting policy. The Division has published several draft policies including Separation of Duties, Emergency Vouchers, Single Payment Vouchers, and many more! This enables you to practice using the new policy during Florida PALM UAT, and to adjust any agency specific test scripts.

For future updates concerning financial policy or workgroup meetings please visit our website - A&A's Florida PALM Connection.

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