

Technical Interface Testing

Interface Cycle 2 – Technical Testing is intended to ensure inbound interface files from interfacing partner systems can be processed by Florida PALM and outbound interface files from Florida PALM can be picked up and processed by interfacing partner systems. This testing requires close coordination and collaboration between interfacing partners and the Project.

Interface Cycle 2 – Technical Testing Worksheet

An <Agency> Cycle 2 Technical Interface Testing worksheet has been published to your Testing folder in Smartsheet. The worksheet provides the ability for you and the Project to communicate interface testing progress and to request support or assistance. **Agency Technical Liaisons must ensure this worksheet is being updated and maintained timely (e.g., as activities occur) to provide accurate testing progress throughout Interface Cycle 2 – Technical Testing.** Data from this worksheet will be used to populate related interface testing metrics in your Monthly Progress Report, which will be required to be submitted by your agency each month via recurring Readiness Workplan tasks. Your testing status and progress will be published to the Florida PALM website and shared with Project stakeholders, including the Executive Steering Committee.

Interface testing related email communications will be sent to your agency during testing activities via Smartsheet automated notification or from the Project team directly. These email communications will be sent to your Agency Liaison, Technical Liaison, Project Manager Liaison, and the functional and technical contacts you have identified for the related interface in your <Agency> Interface Test Planning worksheet.

Your worksheet has prepopulated data based on your confirmed interface selections from your <Agency> Interface Test Planning worksheet in Smartsheet. Your worksheet has been initially created with a single testing activity (e.g., row) for each of your interface connections. **Your agency should not add or delete rows to this worksheet.** If a testing activity is unsuccessful, the Project team will add a new row for you to complete that testing activity again. This will continue until a successful testing activity is completed for each interface. Your agency may also request additional testing activities after successful completion of a testing activity for an interface. Upon request, the Project team will add the additional row(s) to indicate additional testing activities.

Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Testing

Worksheet Instructions

The instructions below describe the data that is populated in your worksheet and how it will be updated throughout your testing activities to accurately reflect your testing status. Column titles beginning with “Agency:” indicate those that can be updated by your agency and column titles beginning with “Project:” indicate those who’s content will be provided by the Project team.

General Interface Information Columns

The first several columns of the worksheet are prepopulated based on your confirmed interface selections and are locked from editing.

Automation Forms Connections Dynamic View DEMO Cycle 2 Technical Interface Testing ☆

Agency Test ID	Project Planned Start Test Date	Test Status	Interface Direction	Florida PALM Interface Name	Interface Type	Inbound: Test Type	Agency Business System	Inbound: ABS Acronym	Interface File Name	MFT Path / URL
ID1264-2856	10/16/25		Inbound	IUI002 - Inbound Inter-IntraUnit Interface	Flat File	Positive	Demo System	DS	DEMO_IUI002_D_SUN_YYYYMMDD-HHMMSS.txt	/mfts_primary_pl/mft/ftp_root/non-prod/INT2/DEMO/Financials/Inbound/
ID1265-2463	09/28/25		Outbound	API031 - Outbound Voucher and Payment Extract	Flat File		Demo System		DEMO_API031_D_123456_YYYYMMDD-HHMM.txt	/mfts_primary_pl/mft/ftp_root/non-prod/INT2/DEMO/Financials/Outbound/
ID1266-2637	09/04/25	Test Complete	Outbound	GLJ001 - Outbound ChartField Values	Flat File		Demo System		DEMO_GLJ001_D_123456_YYYYMMDD-HHMM.txt	/mfts_primary_pl/mft/ftp_root/non-prod/INT2/DEMO/Financials/Outbound/

Figure 1: Demo Cycle 2 Technical Interface Testing Worksheet – General Interface Information

- **Agency Test ID** – Indicates a unique identifier for each unique interface test activity assigned by the Project.
- **Project Planned Start Test Date** – Indicates the approximate starting date of an interface test. Dates are subject to change.
- **Test Status** – Indicates the overall test status for that unique interface test activity assigned by the Project. Status options include
 - **New Test Required** – this status indicates the test was unsuccessful and a new test is needed.
 - **Test Compete** – this status indicates the test was completed successfully.
 - **Test Obsolete** – this status indicates the agency no longer needs the interface or the agency has requested the test to be cancelled.
 - **Test On Hold** – this status indicates the testing activity is on hold.
- **Interface Direction** – Indicates if the interface is inbound to Florida PALM or outbound from Florida PALM.
- **Florida PALM Interface Name** – Indicates the name of the interface.
- **Inbound: Test Type** – Indicates if the testing is 'positive', meaning the data in the file is expected to load successfully, or 'negative', meaning the data in the file is expected to not load successfully.
 - All initial interface tests will be positive tests. After successfully completing a positive test, your agency may request to test a negative test scenario. Upon request, a new row will be added to your worksheet to complete a negative test for the requested interface.
- **Agency Business System** – Indicates your related agency business system.
- **Inbound: ABS Acronym** – Indicates your related agency business system acronym.
- **Interface File Name** – Indicates the expected format for the interface file name.
- **MFT Path / URL** – Indicates the MFT location for the interface file.

Inbound Interface Testing Columns

The next set of columns will be used by your agency and the Project to reflect the activity for testing inbound interfaces. For outbound interface files, these columns will be shaded gray indicating no values are required.

Dynamic View

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Agency: Notify Project (Teams Meeting) - Inbound	Project: ABS Creation Verification - Inbound	Agency: Inbound File Upload Status	Agency: Inbound File Upload Status Date	Agency: Inbound File Comments to Project	Project: Inbound File Processing Status	Project: Inbound File Processing Status Date	Project: Inbound File Comments to Agency
☐	☐	File Generated and Uploaded Successfully - Ready for Project Review	07/31/25	File has been uploaded for Project review.	Not Started	07/31/25	
☐	☐	Error Occurred - Project Support Needed	07/31/25	We could not upload the file...	Not Started	07/31/25	
☐	☐						
☐	☐						

Figure 2: Demo Cycle 2 Technical Interface Testing Worksheet – Inbound Interface Testing Columns

- **Agency: Notify Project (Teams Meeting) – Inbound** (Required for first initial test of each inbound interface file)
 - Indicate your agency is prepared to schedule a virtual meeting with the Project team to demonstrate your agency business system can generate the inbound interface file by adding a checkmark in the field.
 - After clicking the checkbox and saving the worksheet, a notification will be sent to the Project team.
 - The Project team will contact your agency within two business days to schedule the virtual meeting.
- **Project: ABS Creation Verification – Inbound** (locked from editing)
 - The Project team will use a checkmark to indicate that your agency has successfully demonstrated your agency business system is able to generate the inbound file.
 - This verification must be checked for the initial test of the inbound interface file prior to uploading a test file to the Florida PALM MFT server in the following step.
- **Agency: Inbound File Upload Status**
 - Indicates your agency's status for uploading the inbound interface file to the Florida PALM MFT server for processing.
 - Agencies should place the interface file on the Florida PALM MFT server no later than 9 AM on the date indicated on your *<Agency> Interface Test Planning* worksheet, "Project Planned Start Test Date" column for the related interface.
 - Available statuses include:
 - Not Started (This will be the default value.)
 - File Generated and Uploaded Successfully - Ready for Project Review
 - Error Occurred - Project Support Needed
 - The Project team will be notified anytime the status in this column is changed.
 - If 'File Generated and Uploaded Successfully - Ready for Project Review' is selected, the Project team will verify your inbound interface file uploaded correctly within one business day of receipt.
 - If 'Error Occurred - Project Support Needed' is selected, the Project team will contact your agency to assist with resolving the issue.
- **Agency: Inbound File Upload Status Date** (locked from editing)
 - This column will auto populate with the date when the Agency: Inbound File Upload Status field is changed.
- **Agency: Inbound File Comments to Project**
 - Use this column to provide any comments to the Project team. This column is optional.

- **Project: Inbound File Processing Status (locked from editing)**
 - This status is set by the Project and indicates where the file is in the processing cycle or the results of the processing.
 - An email will be sent to the Agency when a status is selected.
 - Available status values:
 - Not Started (This will be the default value.)
 - File Transmission Unsuccessful – Reupload Required – The Project team will select this value if the file was not properly uploaded. The agency will be required to upload a new file to the MFT server.
 - File Transmission Successful – The Project team will select this value if the file successfully uploaded. The Project team will then process the file in Florida PALM on the designated Project Planned Start Test Date.
 - PALM Processing Inbound File – The Project team will select this value the day the file is processed in Florida PALM. The Project team will complete an internal review of the processed file within three to five business days.
 - File Processed with Errors – The Project team will select this value if the internal review of the processed file indicates errors have occurred.
 - Your agency should review the results provided in the Interface Log on the MFT server. The Project team may also provide additional feedback in the “Project: Inbound File Comments to Agency” field or via email to your agency.
 - The Project team will create a new testing activity row to your worksheet so your agency can test this interface again.
 - File Processed Successfully – The Project team will select this value if the internal review of the processed file indicates that the file has processed successfully in Florida PALM.
 - Your agency should review the results provided in the Interface Log on the MFT server. The Project team may also provide additional feedback in the “Project: Inbound File Comments to Agency” field or via email to your agency.
 - Contact the Project team if your agency would like to test this interface again. Upon request a new testing activity row will be added to your worksheet.
- **Project: Inbound File Processing Status Date (locked from editing)**
 - This column will auto populate with the date when the “Agency: Inbound File Processing Status” field is changed.
- **Project: Inbound File Comments to Agency (locked from editing)**
 - The Project team will use this field to provide any related comments to your agency.

Outbound Interface Testing Columns

The next set of columns will be used by your agency and the Project to reflect the activity for testing outbound interfaces. For inbound interface files, these columns will be shaded gray indicating no values are required.

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Project: Outbound File Processing Status	Project: Outbound File Processing Status Date	Project: Outbound File Comments to Agency	Agency: Outbound File Download Status	Agency: Outbound File Download Status Date	Agency: Outbound Validation & Process Status	Agency: Outbound Validation & Process Status Date	Agency: Outbound File Comments to Project
Not Started	07/29/25						
Not Started	07/29/25						

Figure 3: Demo Cycle 2 Technical Interface Testing Worksheet – Outbound Interface Testing Columns

- Project: Outbound File Processing Status (locked from editing)
 - This field will default to 'Not Started'
 - The Project Team will update the status to 'File is Ready for Agency Processing' once the outbound file has been generated, reviewed by the Project Team, and loaded to the MFT server.
 - The file is expected to be generated on the date indicated in the <Agency> *Interface Test Planning* worksheet, "Project Planned Start Test Date" column for the related interface.
 - The Project team will complete internal review of the generated file within three to five business days.
 - Once this status is selected, your agency will receive an email notification.
- Project: Outbound File Processing Status Date (locked from editing)
 - This column will auto populate with the date when the "Project: Outbound Processing Status" field is changed.
- Project: Outbound File Comments to Agency (locked from editing)
 - The Project team will use this field to provide any related comments to your agency.
- Agency: Outbound File Download Status
 - Upon receiving notification that your outbound file is ready for processing, your agency should retrieve the file from the MFT server. Use this column to indicate if the download of the file was successful or not.
 - The Project team will be notified any time the status is changed.
 - Available status values:
 - Not Started (This will be the default value.)
 - File Downloaded – Successfully
 - File Downloaded – Unsuccessfully
 - The Project team will contact your agency to help resolve the issue if this status is selected.
- Agency: Outbound File Download Status Date (locked from editing)
 - This column will auto populate with the date when the "Agency: Outbound File Download Status" field is changed.
- Agency: Outbound Validation & Process Status
 - Upon successful retrieval of the file from the MFT server, your agency should review the file and attempt to process the file in your agency business system. Use this column to indicate the file processing status.
 - The Project team will be notified any time the status is changed.
 - Available status values:
 - Not Started (This will be the default value.)
 - File Processed - Successfully

- File Downloaded – Unsuccessfully
 - The Project team will contact your agency to help resolve the issue if this status is selected.
- Agency: Outbound Validation & Process Status Date (locked from editing)
 - This column will auto populate with the date when the “Agency: Outbound Validation & Process Status” field is changed.
- Agency: Outbound File Comments to Project
 - Use this column to provide any comments to the Project team. This column is optional.