

UAT Proviso Requirements Questionnaire

The 2026 General Appropriations Act (GAA) includes a list of validations or confirmations that agencies are required to complete during User Acceptance Testing (UAT) before UAT ends on November 6, 2026. Your <AGENCY> UAT Proviso Requirements Questionnaire worksheet has been updated to reflect ongoing efforts in completing the requirements.

UAT Proviso Requirements Questionnaire answers will be displayed on your Monthly Progress Report, which is required to be submitted by your agency each month via recurring Readiness Workplan tasks.

The table below (Table 1) displays the list of all requirements and agency applicability that appear in the <AGENCY> UAT Proviso Requirements Questionnaire.

Table 1: UAT Proviso Requirement Questions

Requirements	Applicability
1. State Agencies are able to produce a General Ledger Trial Balance Report in Florida PALM that reconciles to the converted balance from Florida Accounting Information System (FLAIR) for each fund within the State Agency, that was in balance in Departmental FLAIR at the point of the conversion snapshot.	All Agencies
2. State Agencies are able to produce Schedule of Allotment Balance Reports that properly reflect their Agencies' budgetary allotments with the associated encumbrances, expenditures, and remaining balance.	All Agencies
3. State Agencies are able to verify all active and valid contracts and grants properly recorded in FLAIR can be converted to Florida PALM and the associated encumbrances will be properly established.	All Agencies with contracts or grants being converted
4. State Agencies can verify all their active asset management records recorded in FLAIR can be converted with the proper asset and depreciation values established in Florida PALM and Users are able to run property inventory reports that include attractive assets.	All Agencies with assets being converted
5. State Agencies are able to run their operational reports from Florida PALM.	All Agencies
6. State agencies are able to verify their agency applications have been remediated to integrate with Florida PALM and are functioning as anticipated.	All Agencies with interfaces
7. The Department of Management Services is able to verify the integration between the state purchasing system known as My Florida Market Place and Florida PALM. The integration must include the year-end processes associated with Purchase Orders and State Agencies are able to verify that encumbrance balances will update properly.	DMS
8. The Department of Management Services is able to verify the integration between People First and Florida PALM supports monthly, bi-weekly, and supplemental payroll processes.	DMS
9. The Department of Management Services is able to verify the integration between Florida PALM and the Division of Retirement's Integrated Retirement Information System.	DMS

Requirements	Applicability
10. The Department of Management Services is able to verify the integration between Florida PALM and the Statewide Travel Management System.	DMS
11. The Department of Revenue is able to verify their receipt processing on behalf of other state agencies is being recorded properly.	DOR

Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Monthly Progress Reporting

Worksheet Instructions

Review the questionnaire and answer the questions as required.

Requirements	Applicability	List of Individual(s) Responsible	Status of Completing UAT Requirement	Project Assistance Requested	Remaining Effort to Complete Requirement	Expected Completion Date	Approach Taken to Complete Requirement	Comments
1. State Agencies are able to produce a General Ledger Trial Balance Report in Florida PALM that reconciles to the converted balance from Florida Accounting Information System (FLAIR) for each fund within the State Agency, that was in balance in Departmental FLAIR at the point of the conversion snapshot.	All Agencies							
2. State Agencies are able to produce Schedule of Allotment Balance Reports that properly reflect their Agencies' budgetary allotments with the associated encumbrances, expenditures, and remaining balance.	All Agencies							
3. State Agencies are able to verify all active and valid contracts and grants properly recorded in FLAIR can be converted to Florida PALM and the associated encumbrances will be properly established.	All Agencies with contracts or grants being converted							
4. State Agencies can verify all their active asset management records recorded in FLAIR can be converted with the proper asset and depreciation values established in Florida PALM and Users are able to run property inventory reports that include attractive assets.	All Agencies with assets being converted							
5. State Agencies are able to run their operational reports from Florida PALM.	All Agencies							
6. State agencies are able to verify their agency applications have been remediated to integrate with Florida PALM and are functioning as anticipated.	All Agencies with interfaces							

Figure 1: UAT Proviso Requirement Questionnaire

The following columns are locked:

- Requirements – contains the proviso requirements for agencies.
- Applicability – indicates agency applicability for the requirement.

NOTE: Requirements where the Applicability column includes qualifiers (e.g., with interfaces) may not be applicable to all agencies. In those instances, the Project team will indicate 'Not Applicable' and lock the row. Some requirements are specific to DMS and DOR; those agency-specific requirements will only be on those agency worksheets.

The following columns are unlocked:

- List of Individual(s) Responsible
 - List the names of the individual(s) at your agency that are responsible for completing the Proviso requirement.
- Status of Completing UAT Requirement
 - Select from the available dropdown values to indicate the status of completing the UAT requirement.

- Options include Not Started, In Progress, Unable to Complete – Project Assistance Requested, and Confirmed Complete
 - If 'Unable to Complete – Project Assistance Requested' is selected, an automated notification will be sent to the Project team.
 - When the Applicability column includes qualifiers (e.g., with interfaces), the Project team will indicate 'Not Applicable', for agencies to whom this is not applicable, and lock the row.
- Project Assistance Requested
 - If Status of Completing UAT Requirement says 'Unable to Complete – Project Assistance Requested' describe here the challenge(s) you are experiencing in completing the UAT requirement and the assistance needed from the Project. The Project will review the provided information and will reach out to the agency.
 - If the field is grey, a response is not required.
- Remaining Effort to Complete Requirement
 - Select from the available dropdown values that best describes your agency's remaining effort to complete the UAT requirement.
 - Minimal Work Remaining - High Confidence of Completing the Requirement
 - Manageable Work Remaining - Moderate Confidence of Completing the Requirement
 - Substantial Work Remaining - At Risk of Not Completing the Requirement
 - Extensive Work Remaining - High Risk of Not Completing Requirement
 - The field will turn red if selected.
 - N/A - Complete
- Expected Completion Date
 - Select the expected completion date for the UAT requirement.
 - The field will turn red if the date is after November 6, 2026, when UAT is planned to end.
- Approach Taken to Complete Requirement
 - Provide summary actions taken to complete this requirement.
- Comments (optional)
 - Provide any comments for agency-use only.