



Now Available!

## UAT MATERIALS

Process steps are the step-by-step guide to completing transactions within Florida PALM. Pre-materials are demonstration videos or other information shared to support end user understanding of how to perform functions within Florida PALM.

Collecting Funds and  
Recording Revenue

Processing Transactions  
Within and Across  
State Agencies

### Process Steps

Located under UAT Materials > Process Steps

#### Revenue Accounting (RA)

- Managing Customer Information via Spreadsheet Upload

#### Accounts Receivable (AR)

- Managing Cash Exceptions
- Managing Exceptions
- Processing a Customer Overpayment
- Processing AR Items through Workflow
- Reclassifying Accounting on a Returned Item

### Pre-Materials

Located under UAT Materials > Pre-Materials and Pre-Work

#### Processing Transactions Within and Across State Agencies

Process IU Transaction via Spreadsheet Upload

Approve or Deny IU Transaction

Identify and Resolve Budget and Cash Check Errors for IU Transaction

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articles

Upcoming!

The next Process Steps to publish will include “Create” activities and will span multiple business process areas: AAM, IU, DM, PM, GM, and CT.

These “Create” activities, from the Topics and Activities List, are the beginning steps for various types of transactions and will assist Pre-UAT transactions.

Demo videos will also be published as supporting materials for all business process areas.