

FloridaPALM

Planning, Accounting, and Ledger Management



EXECUTIVE STEERING COMMITTEE

DEPARTMENT OF FINANCIAL SERVICES

AUGUST 27, 2025



ADMINISTRATIVE

JULIAN GOTREAU



Administrative Budget

FY 2025-2026 Spend Plan Summary as of July 31, 2025				
Category	Projected FYTD	Incurred FYTD	Released FYTD	Release Remaining
FLAIR System Replacement	\$4,631,851	\$2,445,591	\$14,015,262	\$12,679,817
SSI Implementation Services	\$2,000,000	\$0		
Facilities and Maintenance	\$34,641	\$34,641		
Production Support	\$1,534,630	\$1,521,776		
Additional Facilities	\$19,962	\$19,962		
Production Support Administration	\$41,972	\$1,177		
Oracle Software and Maintenance	\$44,166	\$17,097		
Project Administration	\$30,988	\$19,025		
ERP and OC Support Services	\$585,621	\$503,523		
QA Support Services	\$339,871	\$328,390		
Data Processing Services	\$112,138	\$0	\$112,138	\$112,138
Contingency	\$0	\$0	\$0	\$0
Salaries & Benefits	\$1,073,792	\$882,779	\$11,468,165	\$10,585,386
HR Transfer and Risk Management Insurance	\$20,837	\$0	\$41,477	\$41,477
Total:	\$5,838,618	\$3,328,370	\$25,637,042	\$23,418,848



Administrative

Risks and Issues

- ▶ One open issue
 - Issue 35 – Failure to Begin UAT as Defined in the Schedule
- ▶ Seven open risks with a score of 6 or greater
 - Two with a score of 6
 - Risk 6 – Execution of contracts and procurement activity outside of the Project
 - Risk 11 – Delays in or extended duration of interface testing with Enterprise Partners
 - Five with a score of 9
 - Risk 1 – Insufficient staffing or delays in onboarding
 - Risk 2 – External stakeholders and agencies expectations
 - Risk 4 – Agency engagement
 - Risk 5 – Timing and efficiency of information sharing
 - Risk 13 – Data Warehouse/Business Intelligence (DW/BI) Data Readiness for UAT

[Open Risks Log](#)
[Open Issues](#)



Administrative

Schedule – Critical Milestones

SG3 – Ready to Begin UAT

July 30, 2025

Design and Build are complete; Contractor System Test is at least 90% complete; or as mutually agreed to based on ESC direction; and the UAT environment is ready for testing. Excludes PCRs and other work that are mutually agreed to have a different timeline

Critical Path Item	Trend	Status (Due Date)	Critical Path Item	Trend	Status (Due Date)
D647 – Establish DW/BI Environments	●	Accepted (05/10/2024)	D649 – Build – Segment III	●	Accepted (03/31/2025)
D648 – Build Segment II	●	Accepted (07/24/2024)	D651 – Mock Conversion I	●	Accepted (05/09/2025)
Environment Builds – Mock Conversion Test Environment	●	Complete (08/26/2024)	D655 – Mock Conversion II (System Test)	●	Accepted (06/10/2025)
WP405 - Security Roles Matrix	●	Complete (08/26/2024)	D668 – Build – DW/BI – Segment III	●	Accepted (06/16/2025)
Environment Builds – Interface Test Environment	●	Complete (09/03/2024)	D654 – Build – Segment IV	●	Accepted (06/26/2025)
D650 – Solution Design – DW/BI	●	Accepted (11/11/2024)	D657 – Mock Conversion III (UAT)	●	Accepted (08/01/2025)
D652 – System Test – Segment I	●	Accepted (12/26/2024)	Environment Builds – UAT Test Environments	●	In Progress (07/28/2025)
D653 – Build – DW/BI – Segment I	●	Accepted (01/03/2025)	D696 – System Test – Segment III	●	Complete (08/06/2025)
D659 – Build – DW/BI – Segment II	●	Accepted (02/24/2025)	I-WP111 - UAT Training Materials	●	In Progress (08/07/2025)
D656 – System Test – Segment II	●	Accepted (03/28/2025)	D661 – System Test – DW/BI	●	In Progress (07/25/2025)

● Completed/Accepted ● On Schedule ● Behind Schedule ● Late

Status as of 08/26/2025



Administrative

Document Updates

- ▶ Project Management Plan
 - 2.4 Project Status Reporting
 - Updated to include the Quarterly Status Report and clarify the difference between it and the Monthly Status Report
 - 10.4 Communication Channels
 - Updated to include the new quarterly status report
 - Updated Monthly Status Report descriptions



INDEPENDENT VERIFICATION AND VALIDATION (IV&V)

CONTENT PROVIDED BY
PUBLIC CONSULTING GROUP



IV&V Update

Overall Project Risk Rating Trend

- ▶ Per July Monthly Assessment Report, overall Project Risk Rating was High Risk.
- ▶ Trend is improving based on:
 - SSI Vendor is trending to meet Exit Criteria for System Testing.
 - SSI Vendor has met Exit Criteria for Mock Conversion 3.
 - SSI Vendor completed UAT Environment build tasks and smoke testing in progress (this does not include tasks for DW/BI UAT Environment build).



IV&V Update

System Testing

- ▶ Finding 22 – Risk that not all System Testing Segment III Exit Criteria will be met by the SSI Vendor before the 7/30/25 ESC vote to confirm Stage Gate 3 – Ready to Begin UAT, which could result in a delay to the start of UAT.
 - As of 8/21/25, there are no unresolved Critical and High Business Criticality SIRs.
 - State QA Team needs to review 2% of Segment III Test Scripts which could expose additional SIRs. 2,873 of 2,947 (98%) of Segment III Test Scripts have been reviewed.



IV&V Update

Mock Conversion 3

- ▶ All files for Mock Conversion 3 have been converted.
- ▶ All Critical and High-priority SIRs for Mock Conversion 3 have been resolved.
- ▶ All Medium-priority SIRs for Mock Conversion 3 have an agreed-upon disposition.
- ▶ Focus has shifted to preparing for Mock Conversion 4 in September.



IV&V Update

Interface Testing

- ▶ 181 Test Scripts executed out of 245 planned for Interface Testing Cycle 2.
 - Some Enterprise Partner Test Scripts not planned to start until September/October timeframe.
 - To date, pass rate is approximately 50%.
 - Volume of open SIRs may present potential resource constraints and may delay downstream Interface Testing efforts.
- ▶ Finding 27 – Preliminary Concern that remediation of MFMP Interfaces may be delayed which could impact Interface Testing and UAT.
 - Discussion and mitigation efforts with MFMP and State teams are ongoing.
 - MFMP Interface testing remains in progress.



IV&V Update

Data Warehouse / Business Intelligence

- ▶ Finding 23 – Preliminary Concern that the current pace of System Testing DW/BI execution and defect retesting by the SSI Vendor may delay the completion of System Testing DW/BI and potentially impact the start of UAT.
 - Total of 123 Test Scripts were executed, and 21 were canceled.
 - Initial test execution is complete.
- ▶ Finding 24 – Risk that the high failure rate of DW/BI Test Scripts may indicate potential quality issues related to the DW/BI environment, data, or configuration.
 - Out of the 123 Test Scripts executed, 18 (14.6%) have failed.
 - As of 8/21/25, 51 High Business Criticality SIRs remain unresolved, approximately 3 SIRs per failed Test Script.
 - This represents a one-month delay to the targeted finish date of 7/25/25.



IV&V Update

SIR Resolution

- ▶ All SIRs grouped by when in UAT the functionality needs to be available. If targeted resolution dates are not met, it can impact the agencies' ability to progress with UAT.
- ▶ As of 8/22/25, 20 SIRs did not meet the targeted resolution date of 8/22/25.
- ▶ Total of 229 open SIRs grouped to be fixed for UAT Online Testing.
- ▶ 62 are High Business Criticality, 145 are Medium, and 42 are Low.

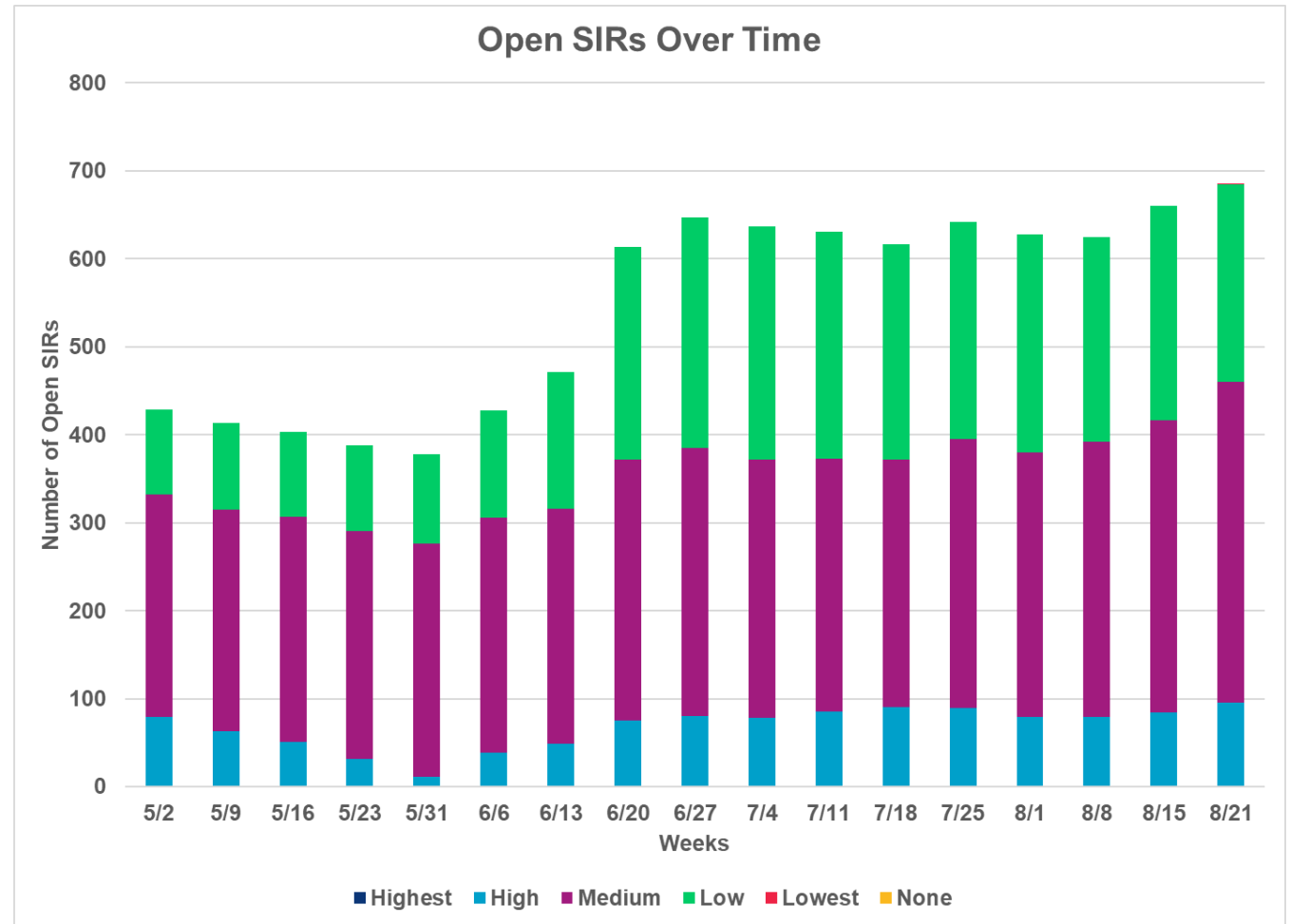
Resolution Group	UAT Topic	Targeted Resolution Date	High	Medium	Low	Grand Total
UAT Online - Group A	Week 1: IdP SMEs and SAMs ("Supporting Your Agency's UAT") Week 2 & 3: Readyng the System for Processing and Supporting Cash and Budget Needs	8/22	1	12	7	20
UAT Online - Group B	Week 4: Collecting Funds and Recording Revenues	8/26	3	11	7	21
UAT Online - Group C	Week 5 & 6: Paying State Supplier Obligations	9/2	4	14	5	23
UAT Online - Group D	Week 7: Processing Transactions Within and Across State Agencies	9/22	1	8	3	10
UAT Online - Group E	Week 8: Managing State Assets	9/29	2	8	0	10
UAT Online - Group F	Week 9: Working with Projects	10/6	2	1	2	5
UAT Online - Group G	Week 10: All Things Grants and Contracts	10/13	1	1	2	4
UAT Online - Group H	Week 11: Month-End Closing	10/27	0	1	2	3
UAT Online - Group Other	Miscellaneous	case by case	1	0	3	4
UAT Online - Group DW/BI	Date Warehouse Reports	None	28	15	6	49
UAT Online - Self Service DW/BI	Self Service Reports	None	0	47	1	48
Resolution Group Assignment Pending	Pending	None	19	27	4	50
Grand Total			62	145	42	249



IV&V Update

SIRs Opened Over Time

- ▶ Number of High-priority SIRs has remained consistent at approximately 16% of total SIRs opened.
- ▶ Trend shows number of open Medium and Low-priority SIRs is increasing.
- ▶ Increasing number of Medium-priority SIRs could pose a risk to the stability of Florida PALM during UAT and create Development staffing constraints between supporting UAT and SIR resolution.



IV&V Update

Project Management

- ▶ The Florida PALM Project Schedule had 211 Delayed Tasks as of 8/20/25.
 - Represents an increase of 25 Delayed Tasks since the end of July.
 - Top 3 areas include:
 - I-WP111 – UAT Training Materials with 50 Delayed Tasks
 - I-WP112 – End User Manual with 15 Delayed Tasks
 - State Team Testing Tasks with 42 Delayed Tasks
 - Delays due to SSI Vendor delays in providing needed information
 - The Stage Gate 3 Milestone was missed due to a few key tasks for Mock Conversion 3, DW/BI, and UAT Environment build activities being delayed.
- ▶ Finding 25 – Preliminary concern that the SSI Vendor is not accurately reflecting the Florida PALM Project status in ESC presentations has been closed.



IV&V Update

Agency Readiness

- ▶ Florida PALM IV&V touchpoints with agencies are focusing on what they are doing to improve their confidence for UAT while waiting on confirmation for a new start date.
- ▶ Agencies are participating in the Collaborative Risk Management Committee to strengthen Risk and Issue oversight through shared expertise, accountability, and transparent communication.



IMPLEMENTATION ACTIVITIES

STACEY TERRY



Implementation Activities

Stage Gate 3 Status

#	Stage Gate	Purpose	Criteria
3	Ready to Begin UAT	Confirm readiness to begin UAT	Design and Build are complete; Contractor System Test is at least 90% complete; or as mutually agreed to based on ESC direction; and the UAT environment is ready for testing; Excludes PCRs and other work that are mutually agreed to have a different timeline.
Status (as of 8/22/2025)			
Design and Build		<ul style="list-style-type: none"> Design Segments I – V are complete Build Segments I – IV are complete 	
Contractor System Testing		<ul style="list-style-type: none"> System Testing Segment III is complete DW/BI System Testing completion schedule is being confirmed with the State 	
UAT Environment Ready for Testing		<ul style="list-style-type: none"> Payroll environment is complete Financials environment is complete apart from smoke testing which is targeted to complete by 8/26 Refer to DW/BI slide for additional details 	



Stage Gate 3 Implementation Activities

DW/BI System Testing

System Test Execution DW/BI	Count	% Against Total	% Against Executed to Date
Original Total Number of Scripts	144	-	-
New Total Number of Scripts	123	-	-
Planned to Date	123	100.0%	-
Executed to Date	123	100.0%	-
Pass Rate	105	85.4%	85.4%
Fail Rate	18	14.6%	14.6%

DW/BI System Test

- Test script execution is complete:
 - 123 of 123 (100%) test scripts executed to date:
 - Reports (52) – Complete 7/18
 - Subject Areas (16) – Complete 7/15
 - Security (14) – Complete 7/18
 - ETLs (41) – Complete 8/6
 - 96 open SIRs in progress:
 - 74 in Resolve status
 - High (35)
 - Medium (22)
 - Low (17)
 - 22 in Retest / Ready to Migrate status
 - Gap Analysis of custom fields to be incorporated into subject areas is complete; implementation plan is being finalized
 - State implementation plan to prune unused subject areas is being finalized
 - UAT environment will be finalized once system testing is complete as the same environment is utilized for both

DW/BI System Testing Status

(as of 8/23/2025)



Stage Gate 3 Implementation Activities

Mock Conversion III

Program SIR Count by Status

Work Unit	Resolve	Retest	Total
Financials	8	4	12
Payroll	3	5	8
Total	11	9	20

Program SIR Count by Priority

Work Unit	High	Medium	Low	Total
Financials	0	8	4	12
Payroll	0	8	0	8
Total	0	16	4	20

Data Cleansing SIR Count by Status

Work Unit	Resolve	Retest	Total
Financials	6	0	6
Payroll	9	2	11
Total	15	2	17

Data Cleansing SIR Count by Priority

Work Unit	High	Medium	Low	Total
Financials	0	6	0	6
Payroll	0	10	1	11
Total	0	16	1	17

Mock Conversion III

- Mock Conversion III is Complete:
 - Financials load rate averaged **95.36%**
 - Payroll load rate averaged **98.14%**
- 37 Open SIRs pending resolution prior to Mock IV:
 - Resolve (26)
 - Retest (11)
- Data cleansing SIRs will be resolved during Mock 4 once new files are provided



Mock Conversion III Status

(as of 8/23/2025)

Stage Gate 3 Implementation Activities

UAT Environment Readiness

- ▶ The following activities have been **Completed** in preparation for the start of UAT Online:
 - ✓ Financials and Payroll application environments have been built
 - ✓ Technical Connectivity Testing to OSB, MFT, Batch Scheduler, DW/BI, and IAM tool
 - ✓ Initial migration of code, technical configuration, security, and converted data
 - ✓ Loaded Agency and Enterprise Users in IAM, Financials, and Payroll
 - ✓ Loaded User Preferences and Org Security in Financials
 - ✓ Migrated data masking configuration (Page and Field Configurator only)
 - ✓ Enabled SAMs in UAT IAM to conduct access validations, as well as new IdP Connections
 - ✓ Conducted IDP Enablement meetings with Agencies
 - ✓ Defined, configured and documented UAT Online Batch Schedule
 - ✓ Completed functional validations of converted data and Financials application downstream processing
- ▶ The following activities are **In Progress** in preparation for the start of UAT Online:
 - ❑ Conducting smoke testing for the Financials application (targeting 8/26 completion)
 - ❑ Continued migration SIRs following resolution
- ▶ The following activities have **Not Started** (per plan) in preparation for the start of UAT Online:
 - ❑ Oracle SR impacting data masking of prompt search fields and search results (Pending Oracle SR)
 - ❑ Enabling Batch for Financials (milestone based on UAT start date)
 - ❑ DW/BI environment preparation pending completion of system testing

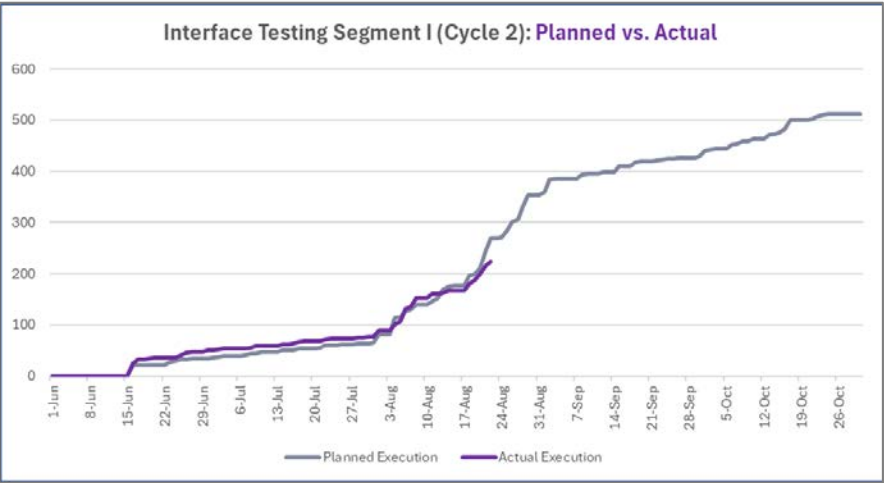


Implementation Activities

Interface Testing Cycle 2

Interface Test Cycle 2 Execution

Cycle 2 Interface Testing (by Interface Connection)	Count	% Against Total	% Against Executed to Date
Total Number of Interface Connections	512	-	-
Planned to Date	269	52.5%	-
Executed to Date	224	43.8%	-
Pass Rate	97	18.9%	43%
Fail Rate	127	24.8%	57%



- Executed 224 of 269 planned interfaces to-date with the following systems:
 - Enterprise Partner Testing:
 - LAS/PBS (22): 3 processed, 6 in progress, 13 not started
 - People First (15): 9 processed, 4 in progress, 2 not started
 - DFS (9): 9 processed and testing complete
 - Testing with DFS FLIPS system targeted to begin in September which will include supplier testing with MFMP
 - STMS (11): 6 processed, 2 in progress, 3 not started
 - MFMP (12): 7 processed, 3 in progress, 2 not started
 - Testing new AP interface to begin late September
 - FRS (9): 2 processed, 4 in progress, 3 not started
 - BOA WORKS: Testing targeted in begin late September / early October
 - Agency Business System Testing:
 - Processed: 113 files across 25 ABS'
 - In Progress: 109 across 24 ABS'
 - Not Started: 198 files across 30 ABS'
 - Third Party Testing:
 - FIS testing in progress
 - Testing with Chase and Corebridge targeted for late August / early September
- 107 Open SIRs (does not include ABS error file SIRs pending system resolution):
 - 26 – High
 - 79 – Medium
 - 2 – Low

Interface Testing Cycle 2 Status

(as of 8/23/2025)



INTERFACE TESTING ACTIVITIES

MATT BREEDING



Testing Activities

Interface Testing – Enterprise Partners

- ▶ Technical Testing began late June
 - Technical Testing began late June
 - Test Execution Results (as of 8/18)
 - 77% of the inbound interfaces have been tested
 - 74% of the outbound interfaces have been tested

Enterprise Partner Interface Testing	
5 Enterprise Partners	78 Interface Work Units
31 Inbound Connections	24 Interface Test Executions
47 Outbound Connections	35 Connections Tested



Testing Activities

Interface Testing - Agencies

- ▶ Technical Testing began August 1st
 - 200 Interface connections planned for August
 - Test Execution Results (as of 8/18)
 - 30% of Inbounds have been tested
 - 15% of Outbounds have been tested

Agency Interface Testing	
38 Agency Partners	421 Interface Work Units
143 Inbound Connections	42 Interface Test Executions
278 Outbound Connections	43 Connections Tested



Testing Activities

Interface Testing – Changes to Connections

Interface	Adds
API002 - Inbound Voucher Load	17
API015 - Inbound Supplier Load	1
API020 - Outbound Supplier Data	1
API058 - Inbound PCard Disbursement	1
API131 - Outbound PCard COA and SpeedKeys	1
API132 - Outbound PCard Error Details	1
API134 Inbound Supplier Certifications and Unique Entity Identifier	1
ARI007 - Inbound Deposit Data	1
IUI002 - Inbound Inter-IntraUnit Interface	1
POI001 - Outbound Encumbrance Extract	1
PRI037 - Outbound Collections Website Garnishment Remit File	1
SDI008 - Outbound SpeedKey	2
Total Number of Interface Connections Added	29

Interface	Removes
API002 - Inbound Voucher Load	3
API015 - Inbound Supplier Load	1
API031 - Outbound Voucher and Payment Extract	1
ARI009 - Inbound Customer Data	1
ARI011 - Inbound AR Data	1
ARI012 - Outbound ACH NOC Deposit Data	1
ARI020 - Outbound Returned Items Data	1
ARI024 - Outbound Deposit Data	1
GLI001 - Outbound ChartField Values	1
GLI017 - Outbound ChartField Combination Extract	1
IUI002 - Inbound Inter-IntraUnit Interface	1
POI006 - Inbound Carry Forward Payable	2
Total Number of Interface Connections Removed	15

- ▶ 7 entities requested connection 'Adds' and 7 entities requested connection 'Removes'
- ▶ 5 entities requested more than two connection changes
- ▶ Cost Increase Due to 'Adds' = \$339,330
- ▶ Sunk Cost Due to 'Removes' = \$175,500



Testing Activities

Interface Testing – What's working?

- ▶ Daily Touchpoint Meetings
- ▶ Real data testing and business scenarios
 - Helps identify configuration updates needed (both system and agency defined)
 - Discovering changes that will influence run control setup and batch design
 - Testing now will help UAT run smoother
 - Value for developing future operational support procedures



Testing Activities

Interface Testing – What can we do better?

- ▶ **Coordination is Key!**
 - Important for inbound, and especially outbound, files
 - Use your SS Technical Interface Testing Sheet to notify the Project of new test files
 - Wait to download and test outbound files until notified by the Project
- ▶ **The Project working to improve response time**
 - Added two additional resources to assist with testing and coordination
 - Revising outbound file generation to ensure test files are delivered to your agency Outbound MFT folder only when expected
- ▶ **Interface Error Log Formatting**
 - We are actively logging issues found that can affect error log formatting
 - Commas in error messages
 - Error message content



Testing Activities

Interface Testing – What can we do better?

- ▶ Error Log Data Elements
 - Error messages use delivered DB column names
 - Several fields have been repurposed to capture Florida specific ChartFields
 - When reviewing error logs, it may be helpful to keep a cheat sheet on hand for translating the technical column names in the error message to the ChartField
 - This crosswalk is available on the Knowledge Center

Functional Data Element	PALM Data Field Name
Business Unit	BUSINESS_UNIT_GL
Organization	DEPTID
Fund	FUND_CODE
Budget Entity	BUDGET_REF
Category	PRODUCT
State Program	CHARTFIELD2
Grant	PROGRAM_CODE
Contract	CHARTFIELD1
OA1	CLASS_FLD
OA2	CHARTFIELD3
PC Business Unit	BUSINESS_UNIT_PC
Project	PROJECT_ID
Activity	ACTIVITY_ID
PC Source Type	RESOURCE_TYPE
PC Category	RESOURCE_CATEGORY
PC Subcategory	RESOURCE_SUB_CAT



Testing Activities

Interface Testing – What can we not forget?

- ▶ It should be difficult this early in testing
- ▶ Errors are good for testing, not so much in Production
- ▶ Inbound test results will not be available immediately
 - 2–3- business day turnaround
 - Project interface testing team reviews results of each test file before uploading to MFT for retrieval
 - We are testing with multiple agencies simultaneously
 - Resolving data conversion issues found through interface testing



Testing Activities

Interface Testing – What can we not forget?

- ▶ Some interfaces require downstream processing in order to generate files (i.e., API031)
- ▶ Test with valid data (API002 must use valid Supplier ID values)
- ▶ Don't start with negative testing
- ▶ Check those pipes (|)!
- ▶ Use exact file naming conventions as specified in the layout, including lowercase file extension (.txt)



READINESS ACTIVITIES

NIKKI KLEIN



Readiness Activities

Preparing for UAT and Mock Conversion 4

People

- Role Mapping All End Users for UAT Full
- Completing UAT Prerequisite Training

Process

- Preparing Documentation for UAT

Technology

- Preparing for/ Participating in Interface Testing

Data

- Reviewing Mock 3 Results and Cleansing Data
- Updating Configuration and Conversion Workbooks for Mock 4



Readiness Activities

Monthly Progress Report – Testing

DEMO Progress Report - Testing
 August 2025

Interface Cycle 2 - Technical Testing

Interface Testing Readiness
 Interfaces Requested = 17
 - Build Not Started = 0
 - Build In Progress = 0
 - Build Complete = 1
 - Unit Testing In Progress = 0
 - Ready for Cycle 2 Testing = 16
 Percent Complete = 94.12%

Interface Testing Progress - Inbound
 Inbound Interfaces Planned to be Tested = 2
 - Testing Not Started = 0
 - Testing In Progress = 2
 - Testing Complete = 0
 Percent Complete = 0%

Interface Testing Progress - Outbound
 Outbound Interfaces Planned to be Tested = 15
 - Testing Not Started = 14
 - Testing In Progress = 1
 - Testing Complete = 0
 Percent Complete = 0%

Submission

Primary Agency Sponsor Confirmation

As Agency Sponsor, I understand my role and responsibility for monitoring and reporting on my agency's progress testing report. I have reviewed and confirmed the accuracy of my agency's readiness status as reflected in this dashboard.

Agency Sponsor Name: *

☐ Confirm*

DEMO Progress Report Confirmation

Reporting Period	Agency Sponsor Name	Confirmed By:	Confirmation Date:
August 2025	John Smith	floridapalm@myfloridacfo.com	07/30/25

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- ▶ Recurring Monthly Progress Report
- ▶ Progress reporting metrics will evolve over time to display relevant data for testing, training and cutover activities
- ▶ August Monthly Progress Report includes Interface Cycle 2 – Technical Testing readiness and progress
- ▶ Conversion and Data Readiness section to be added for September



TRAINING ACTIVITIES

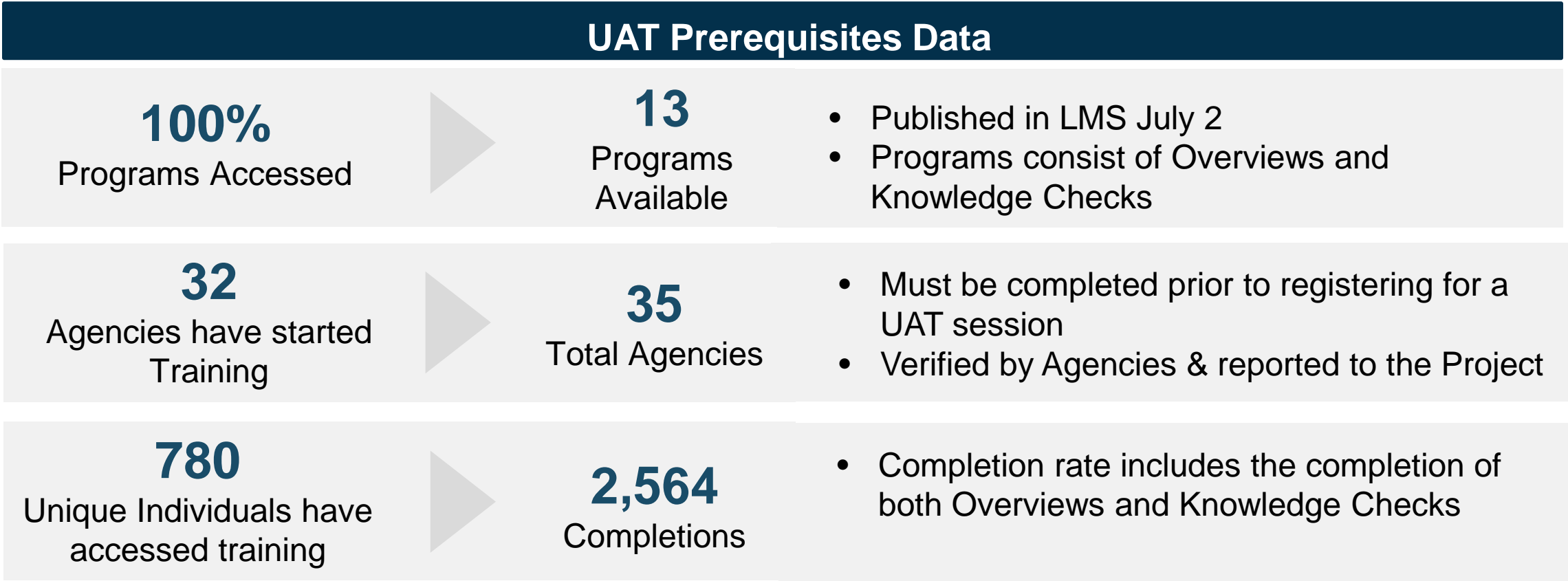
KIMBERLY KEMP



Training Activities

UAT Prerequisite Training

As of 8/21/25 at 8:20 PM EST:



Training Activities

UAT Pages – Knowledge Center

As of 8/22/25 at 4:00 PM EST:

Article Views/Time Spent				
UAT Prerequisites	▶	1,495 Views	1,362 min Time Spent on the article	• Since published on July 2
User Acceptance Testing Materials	▶	1,561 Views	1,332 min Time Spent on the article	• Since published on July 2



Documentation > User Acceptance Testing Materials

UAT Prerequisites

Monitoring Training Completion

Training Liaisons will have access to a Prerequisite Tracking worksheet, provided via Smartsheet, which will allow for tracking and reporting participant training completion data to the Project for your agency's SMEs / end users for UAT Online (SME). Information about accessing and using this worksheet can be found in the [UAT Online Prerequisite Training Tracker Supplemental Document](#) located on the Florida PALM website.

The Training Liaison, with support from their agency's LMS Administrator, will monitor training completion through the LMS system's reports. Though reporting via the Smartsheet tracker has not begun, users' completion of their training will have started, and it is important for the Training Liaison to begin monitoring training completion through LMS tools. The Program Status report (CSV) in the People First LMS can be utilized to track your agency's SMEs / end users for UAT Online (SME). Click below for a "how to" guide to assist with pulling this report to monitor training completion.

LMS - Program Status Report (CSV)

It is important to keep track of your Agency's progress with completing UAT Prerequisites to prepare for UAT. The **Program Status (CSV)** or **Program Status (with additional fields) (CSV)** reports will aid in tracking program completions for UAT. Agency People First Learning Management System (LMS) Administrators can access these reports through the Learning Administration tool in People First. Follow these steps to access and run the reports.

Log into [People First](#) and click on the **Talent Management** tile.

Click on **View Learning Administration**.

UAT Online (SME) Learning Paths



Training Activities

UAT Prerequisites – Knowledge Center

Added the Program ID to each Learning Path for the UAT Prerequisites Trainings

The screenshot displays the 'UAT Prerequisites' section of a Knowledge Center. The left sidebar shows a navigation menu with 'UAT Prerequisites' selected. The main content area is titled 'UAT Online (SME) Learning Paths' and contains a list of programs. Two programs are highlighted with red boxes around their names and IDs:

- Learning Path - All End User Roles**
 - Program Name: Florida PALM - FIN/PAY UAT - Getting to Know Florida PALM**
 - Program ID: (FLPALM_UAT_GTK)**
 - Florida PALM Overview
 - Signing In and Navigating
 - Performing Searches
 - Using a WorkCenter
 - Getting Started in Florida PALM Knowledge Check
 - Introduction to Accounting Dates Infographic
 - Reports and Queries Infographic
 - System Access and Controls (SAC) Infographic
- Learning Path - Asset Accounting and Management (AAM) Roles**
 - Program Name: Florida PALM - FIN/PAY UAT - Chart of Accounts - ChartFields**
 - Program ID: (FLPALM_UAT_COA_CF)**
 - Florida PALM UAT Chart of Accounts (COA) ChartFields Overview
 - Florida PALM UAT Chart of Accounts (COA) ChartFields Overview Knowledge Check



Training Activities

UAT Prerequisites – Knowledge Center

Coming Soon: Pre Materials and Pre-Work article under the User Acceptance Testing Materials

Knowledge Center Knowledge Center

Florida PALM Glossary English TD

Documentation > User Acceptance Testing Materials

Search CTRL-H

Getting Started

User Acceptance Testing Materials

UAT Prerequisites

Process Steps

Pre-Materials and Pre-Work

Draft Articles

Business Processes

Reports Catalog

Interface Catalog

Conversion Catalog

Workflow Catalog

Configuration Data Values

Private - KC Team Only

End User Manual

Pre-Materials and Pre-Work

[EDIT ARTICLE](#)

This article is dedicated to helping UAT Subject Matter Experts (SMEs) easily find all materials associated with each subject matter's session. This format allows you to align each session's content by Subject, Topic, and Activity. The table also includes a link to the pre-materials (e.g., information you can review in advance of a session to become familiar with the Florida PALM Topic) and can help identify the applicable Role Names and any assigned pre-work (e.g., things you need to do or complete before the session).

Subject Matter: Ready the System for Processing and Supporting Cash and Budget Needs

Subject	Topic	Activity	Role Name	Pre-Materials	Pre-Work
ChartFields					
Setting up Agency and Statewide ChartField Values	Managing ChartFields Requests	Processing and Completing the ChartField Request and Fund Questionnaire Form - Statewide	DFS CM Bank Account Maintainer	Demo: How to complete the COA Request Form - State and Agency	Identify any new values (since Mock 3) that you need to create or identify any sample / example values that you can create.
			DFS GL COA Approver DFS GL COA Maintainer DFS GL COA Processor DFS GL BFR Approver		
		Processing and Completing the ChartField Request and Fund Questionnaire Form - Agency	Agency GL Fiscal Approver Agency GL COA Maintainer Agency GL COA Processor	Demo: How to complete Spreadsheet Upload (GLI039)	Complete Spreadsheet Upload template
		Using the Inbound ChartField Mass Upload Spreadsheet	Agency GL COA Maintainer		
		Requesting a Budgetary Value Combination Edit - Agency	Agency GL Fiscal Approver Agency GL COA Maintainer Agency GL COA Processor		
SpeedKeys					
Setting up SpeedKeys	Managing SpeedKey Requests	Creating SpeedKey Requests for Non-Payroll, PCard, and	Agency GL COA Processor Agency GL COA Maintainer DFS SpeedKey Approver	Demo: Creating a SpeedKey	Identify SpeedKey

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Training Activities

Knowledge Center Analytics

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Article Views/Time Spent		
Business Processes	7,905 Views	31,706 min Time Spent in the articles
Interface Catalog	5,980 Views	121,085 min Time Spent in the articles
Reports Catalog	3,066 Views	10,953 min Time Spent in the articles
User Roles	1,356 Views	12,230 min Time Spent in the articles



NEXT MEETING

SEPTEMBER 24, 2025
FIRST DISTRICT COURT OF APPEAL



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