

Date	October 16, 2024	Time	10:00 a.m. – 12:00 p.m.
Location	Department of Environmental Protection		
Objective	Advisory Council Monthly Meeting		
Attendees	Advisory Council: Mike Alexander (DHSMV); Chad Barrett (DCF) ; Amy Barrow (DOR); Ramon Evans (APD); Lyndell Francis (DBPR); Lydia Griffin (DEP); Renee Hermeling (DFS); Robert Herron (DOH) ; Jim Lewandowski (FDACS); Tanya Maphis (FWC); Nona McCall (JAC); Mike Moore (FDLE) ; Cheryl Morgan (DOT); Stephen Russell (DMS); Lisa Simpson (COM); Erica Starling (FDC); Alexandra Weimorts (DFS) Facilitators: Matthew Breeding (DFS); Jimmy Cox (DFS); Renee Hermeling (DFS)		
Related Documents	Presentation		

Topic	Facilitator
Welcome and Opening Remarks	Steven Fielder
ePay Employee Self-Service (ESS) Access in Florida PALM	Jimmy Cox
Attachments in Florida PALM	Jimmy Cox
Agency Testing Dates	Jimmy Cox
Conversion Approach	Matthew Breeding
Master Balance File Cleanup	Renee Hermeling
Closing Remarks	Jimmy Cox

Welcome and Opening Remarks

Facilitated by Steven Fielder

Mr. Fielder, in place for Mr. Herron, Chair, opened the meeting with roll call and welcomed the group.

ePay Employee Self-Service (ESS) Access in Florida PALM

Facilitated by Jimmy Cox

ePay Employee Self-Service (ESS) access in Florida PALM was previously discussed in the May 2024 Advisory Council meeting. Mr. Cox updated the Council with new information following the recent project change request for ESS functionality that was approved by the Executive Steering Committee on October 8, 2024. He discussed the process and requirements to access ESS, employees' responsibilities, and the available viewable documents. [See presentation slides 4 & 5 for specific requirement and viewable items.](#) Then Mr. Cox shared the key processes for payroll core user access will be the same for the Financials Wave. Each agency Security Access Manager (SAM) will assign security access, users will use their Active Director/IDP process to

login, issues will be triaged by the SAM and the Florida PALM Solution Center will support with further help. Agency Administrators can view employee's information in Florida PALM Human Capital Management (HCM) without requiring a separate login. Mr. Cox noted that agencies will be able to test ESS functionality in the User Acceptance Testing (UAT) environment but the timing of when it will be available in the environment is to be determined.

Attachments in Florida PALM

Facilitated by Jimmy Cox

While Florida PALM is not a document management system, Mr. Cox outlined what was acceptable and allowable for the Florida PALM attachment feature. Attaching documents in Florida PALM is optional from a functional perspective but may be required from a policy perspective and can only be used on financial and cash management transactions. Users will be able to attach documents associated with a transaction within the system or through an interface. There are not interfaces planned to allow a batch export, only a single attachment exports can be made manually. It will be the responsibility of agencies to maintain their supporting documentation, limit to attachment (i.e., individual file) size to 10mbs, and to note confidential attachments as such through file naming convention (i.e., begin file names with 'CFD').

Agency Testing Timeline

Facilitated by Jimmy Cox

Mr. Cox provided an overview of a [testing timeline](#) (slide 10), beginning with interface testing. Mr. Cox shared the Project will conduct Interface Cycle 2 testing with enterprise systems in February – March 2025. Following, in late March 2025, the Project will begin interface testing agency business systems. The data will be tested in a specific interface testing environment and will be based on agency conversions and agency transactions used with interfaces.

Next, Mr. Cox gave an update on User Acceptance Testing. The start date for UAT has not changed but will be organized into three main periods. The first period will be focused on agency SMEs and testing through online transactions, including running online batch job (e.g., budget checking). Agencies will begin this testing in April 2025 in the UAT environment, which will include their Mock 3 data results. The Mock 3 data will include converted information from FLAIR as of February 8, 2025. The second period will be a full, end-to-end testing period, which will include agency and enterprise systems and all agency users. To prepare for that period, the UAT environment will be made unavailable between June 30 – July 7 where a data refresh will be conducted and Mock 4 data will be uploaded. The Mock 4 data will include converted information from FLAIR as of April 5, 2025, and will support the remainder of the UAT activities. The third period will be dedicated to year end closing activities, supported by agency users that process and manage agency financial reporting and period close activities.

Mr. Cox and the Council discussed UAT testing scenarios, best practices, tips, participation, and deadlines for data impacts and cutover tasks.

Mr. Cox noted the importance of agencies completing configuration activities because it feeds conversion activities, which feed UAT environment data, and reiterated the dates and icons on the Testing Timeline graphic as critical deadlines. One of the many benefits of UAT is that agencies can use their real data. However, activities outlined in Readiness Workplan tasks must be completed on time for agencies to test accurate data.

Mr. Cox noted that Interface Cycle 3 will be conducted in the UAT environment. The cycle runs in parallel with the UAT period so agencies can test interface while testing the end-to-end processes. The automated batch schedule, including inbound and outbound interfaces, will be in place at this time, as well.

Lastly, Mr. Cox mentioned the Data Warehouse / Business Intelligence will be available to test in the UAT environment in June 2025.

Conversion Approach

Facilitated by Matthew Breeding

Mr. Matthew Breeding gave an overview of the Project's approach to conversion activities. Mr. Breeding discussed the goal of converting data in order to provide a stable and functional foundation for day one operation. He briefly detailed the mock conversion cycles data review process; Mock 1 and 2 results will be provided to agencies through the Secure File Share and will include a copy of the conversion file, error log, and extract of successfully converted data. Mock 3 and 4 results will be included in the UAT environment. Agencies will be provided a copy of the conversion file and an error log. As previously discussed by Mr. Cox, Mock 3 will be loaded at the beginning of UAT (April 15, 2025) and Mock 4 will be loaded after the system refresh (July 7, 2025). Mr. Breeding touched on the importance of the agencies' action during the mock conversions: they should provide data needed for conversion that is not located in FLAIR, resolve data issues between each run (error logs), and update source system so data issues do not reoccur. He reminded the Council that the Project has published a resource to help agencies with [conversion field mapping](#).

Master Balance

Facilitated by Renee Hermeling

Ms. Renee Hermeling shared an update to the information DFS Accounting and Auditing (A&A) presented on the Master Balance File Data cleanup in the September 2024 Advisory Council. She gave a few tips for making the data cleanup manageable, such as, focus on the data needs to be converted. If data is not currently in the trial balance or financial statements, it likely will not be converted. Look at what needs to, or can be, cleaned up within Fund codes, Org codes, etc. External codes can be inactivated. Lastly, data from contracts, projects, and grants should all be cleaned up before starting the Master Balance File cleanup.

DFS Office of Information Technology (OIT) is available to help agencies with data cleansing processes, where needed. They can be engaged by creating a ticket through the OIT Help Desk. DFS A&A will hold office hours in the next few weeks to answer agency questions. An A&A memo will be published with dates and registration.

Closing Remarks

Facilitated by Jimmy Cox

The Agency Readiness Open Discussion was postponed. Mr. Cox asked the Council of their preference of holding individual meetings in November and December or combining the November and December meetings into one meeting. The Council voted to combine the meeting. The next Advisory Council meeting will be held on December 11. Mr. Cox adjourned the meeting.