

FloridaPALM

Planning, Accounting, and Ledger Management

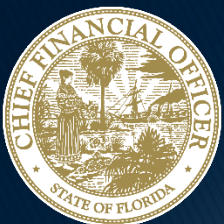


Task ID	Critical Operational Element	Task Name	Task Description
324	Data	Complete FLAIR Data Elements Inventory	Complete and submit the FLAIR Data Elements inventory document detailing data elements your agency currently uses and how they are being used.
325	Processes	Complete Data Security and Access Survey	Complete and submit the Data Security and Access Survey to inform how your agency manages data security and user access.
326	Technology	Update Current State Agency Business Systems	Review and update the current Agency Business Systems. Record the current state of each system's technical design for each system.
327	Data	Complete Reports Inventory	Complete and submit the Reports Inventory documenting all agency reports.
328	Processes	Document Current Agency Business Processes	Document and submit current agency fiscal and payroll processes, and any agency business systems engaged in the processes.
329	People	Update CCN and Project Contacts	Review, update and confirm Change Champion Network (primary and backup Subject Matter Experts) and additional support contacts.
	People	Update Authorized Spreadsheet Users	Review, update and confirm authorized spreadsheet access to all Florida PALM resources.
	N/A	Submit Monthly Agency Status Report	Agency Sponsor to confirm and submit monthly status report, in the Project, to the agency's sponsor, ensuring within the agency to project impact reports for the agency's sponsor.
		Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risks and issues related to the Florida PALM implementation.
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THURSDAY Task Talk

Hosted by your favorite Florida PALM RC's

JUNE 5, 2025



Agenda

➤ Task Review:

- 571 - Complete Data Cleansing Based on Mock Conversion 2
 - GLC001
- Midpoint Data Refresh

➤ Task Spotlight:

- 574 - Prepare Documentation for User Acceptance Testing

➤ Updates:

- Knowledge Center Article addition – Inter/Intraunit Module

➤ Reminders



571 - Complete Data Cleansing Based on Mock Conversion 2 GLC001

► Overview

- The Mock Conversion 2 data for GLC001 represents an agency's FLAIR Master Balances as of March 1, 2025.
- Agency detailed balances are recorded, at minimum, to the following required ChartFields: Organization, Account, Fund, Budget Entity, and State Program. The Mock Conversion 2 data for GLC001

► GLC001 guidance and results shared on Monday 6/2

- Agencies may require data cleansing, even if no errors are provided in an error file
- Includes new resource in Secure File Share: *GLC001_ChartField*
 - Use this resource to identify how FLAIR Data elements were translated into Florida PALM ChartField Values



571 - Complete Data Cleansing Based on Mock Conversion 2

GLC001

FLAIR Master File Clean-Up Resources:

- **Data Management Best Practices** – This document outlines best practices for agencies to analyze and manage FLAIR data for implementation into Florida PALM.
- **FLAIR Master File Analysis Tool Job Aid** – This job aid provides guidance on using the FLAIR Master File Analysis Tool.
- **FLAIR Master Balance File Clean Up Office Hours (Presentation)** – This presentation outlines the current DFS-OIT data cleansing process.
- **FLAIR Master Balance File Clean Up Office Hours (Recording)** – This recording outlines the current DFS-OIT data cleansing process.



Task Review – Midpoint Data Refresh Complete

- ▶ Purpose: sync up source data and Florida PALM Data in between Mock Conversion data pulls (Impact Configuration, Field Mapping, and PCC001 Worksheets)
- ▶ Updated Worksheets include

Configuration Worksheets

- Default Interest Apportionment
- GL Allocations
- Distribution Codes

Look-up Sheets

- Fund
- Category
- BE
- State Program
- Budgetary Combo Edits
- BE/SP Combo
- Grant ID
- Contract ID

Conversion Worksheets

- PCC001
- Grant ID Mapping
- Org Mapping
- Location Code Mapping
- OCA Mapping



574 - Prepare Documentation for User Acceptance Testing

Task Elements:

- ☐ Create user stories for all processes that must be tested in UAT.
- ☐ Develop or collect UAT support materials.
- ☐ Create an inventory of testing materials.

Task Resources

- Task Instructions
- UAT User Stories CoLab
 - User Story - Template
 - User Stories Worksheet
- DCF User Stories (WIP)
- User Acceptance Testing Approach
- Project-provided standard testing scenarios (*coming soon*)

- ✓ Inventory Option #1 – Change Analysis Tool
- ✓ Inventory Option #2 – User Story Inventory Worksheet
- ✓ Inventory Option #3 – Agency Developed Inventory Outside of Smartsheet



574 - Prepare Documentation for User Acceptance Testing

Option 1 - Change Analysis Example

Automation Forms Connections Dynamic View

DEMO Change Analysis - DM Processes ☆

Grid View Filter Off Arial 10 B I U

Support Materials	End User Role	User Story ID	User Story Title/Testing Scenario	Activity	Do You or Will You Perform this Activity?	Activity Outside of Florida PALM (Optional)	Topic	Related Florida PALM Business Process/Subpro...	Current-State Business Processes
		1	Input Monthly Cell Phone Invoice	Entering a Voucher Manually	Yes		Processing Voucher	30.3.1 Process Vouchers	Managing Payn Process Vouchi
		1.1	Update Denied Monthly Cell Phone Invoice	Entering a Voucher Manually	Yes		Processing Voucher	30.3.1 Process Vouchers	Managing Payn Process Vouchi
		1.2	Remove Denied Monthly Cell Phone Invoice	Entering a Voucher Manually	Yes		Processing Voucher	30.3.1 Process Vouchers	Managing Payn Process Vouchi
		1.3	Input Monthly Copier Lease Invoice	Entering a Voucher Manually	Yes		Processing Voucher	30.3.1 Process Vouchers	Managing Payn Process Vouchi
		1.4	Update Denied Monthly Copier Lease Invoice	Entering a Voucher Manually	Yes		Processing Voucher	30.3.1 Process Vouchers	Managing Payn Process Vouchi
		1.5	Remove Denied Monthly Copier Lease Invoice	Entering a Voucher Manually	Yes		Processing Voucher	30.3.1 Process Vouchers	Managing Payn Process Vouchi



574 - Prepare Documentation for User Acceptance Testing

Option 2 – User Inventory Example

User Story Inventory ☆									
Support Materials	User Story ID	Related Florida PALM Activity	User Story Title/Testing Scenario	End User Role	Related Agency Business System (if applicable)	Related Florida PALM Report (if applicable)	Who (As a ____)	What (I want ____)	Why (so that ____)
	1.1	Entering a Voucher Manually	Input Monthly Cell Phone Invoice						
	1.2	Entering a Voucher Manually	Update Denied Monthly Cell Phone Invoice						
	1.3	Entering a Voucher Manually	Remove Denied Monthly Cell Phone Invoice						
	1.4	Entering a Voucher Manually	Input Monthly Copier Lease Invoice						
	1.5	Entering a Voucher Manually	Update Denied Monthly Copier Lease Invoice						
	1.6	Entering a Voucher Manually	Remove Denied Monthly Copier Lease Invoice						
	2.1	Reviewing, Approving and Denying Vouchers	Approve Monthly Cell Phone Invoice						
	2.2	Reviewing, Approving and Denying Vouchers	Deny Monthly Cell Phone Invoice						
	2.3	Reviewing, Approving and Denying Vouchers	Approve Monthly Copier Lease Invoice						
	2.4	Reviewing, Approving and Denying Vouchers	Deny Monthly Copier Lease Invoice						
	3.1	Processing Payment Cancellations	Input Payment Cancellation Request						
	3.2	Processing Payment Cancellations	Approve Payment Cancellation Request						
	3.3	Processing Payment Cancellations	Deny Payment Cancellation Request						
	3.4	Processing Payment Cancellations	Update Payment Cancellation Request and Resubmit						
	3.5	Processing Payment Cancellations	Remove Payment Cancellation Request						



Reminders: Upcoming Task Due Dates

June 20

- ✓ 571 – Complete Data Cleansing Based on Mock Conversion 2
- ✓ 657 – Submit Updated Configuration Workbooks
 - *NEW - 657-A – Submit Updated Configuration Workbooks – Agency Supplier Record (coming soon)*
- ✓ 659 – Update Conversion Field Mapping
- ✓ 573 A – Complete and Submit End User Role Mapping Worksheet for UAT

July 25

- ✓ 576 - Complete Internal Agency Business System Test and Remediation to Prepare for Cycle 2 - Technical Interface Testing

August 8

- ✓ 574 - Prepare Documentation for User Acceptance Testing



Questions?



CONTACT US

FLORIDAPALM@MYFLORIDACFO.COM

PROJECT WEBSITE

WWW.MYFLORIDACFO.COM/FLORIDAPALM/

KNOWLEDGE CENTER

[HTTPS//:MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO](https://:MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO)

