

FloridaPALM

Planning, Accounting, and Ledger Management

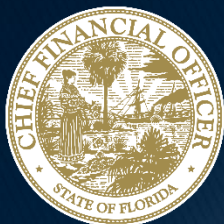


Task ID	Critical Operational Element	Task Name	Task Description
324	Data	Complete FLAIR Data Elements Inventory	Complete and submit the FLAIR Data Elements Inventory document detailing data elements your agency currently uses and how they are being used.
325	Processes	Complete Data Security and Access 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 Agency Business Systems	Review and update the current Agency Business Systems. Record the current technical design for each system.
327	Data	Complete Reports Inventory	Complete and submit the Reports Inventory documenting all agency FLAIR 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 Subject Matter Experts) and additional support contacts.
	People	Update Authorized Spreadsheet Users	Review, update and confirm authorized spreadsheet access to all Florida T resources.
	N/A	Submit Monthly Agency Health Report	Agency Sponsor to confirm and submit monthly report, in the Project, to the Florida T team regarding work on the agency to project impact, progress for implementation of the A.M.
		Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risks to Florida PALM implementation.
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THURSDAY Task Talk

Hosted by your favorite Florida PALM RC's

JULY 24, 2025



Agenda

- Cycle 2 – Technical Interface Testing
 - Testing Data
 - Testing Expectations
 - Project and Agency Responsibilities
 - Master Files
 - Lessons Learned
 - How Agencies and the Project will Interact During Cycle 2 Testing
 - Smartsheet Demo
- UAT Prerequisites Training & Tracking
- Task Reminders



Interface Cycle 2 – Technical Testing

Testing Data

- ▶ Use realistic data scenarios
- ▶ Test the create and update operations on new transactions and converted data
- ▶ Test required fields, non-required fields and conditional fields
- ▶ Validate data types (Mock 2):
 - ChartField values and ChartField Combinations (i.e., valid Combo Edits)
 - Agency specific configuration values
 - Florida PALM specified configuration data values



Interface Cycle 2 – Technical Testing

Testing Expectations

- ▶ Inbound and Outbound files will be created on the specified Project Planned Testing Date located on your Agency Interface Testing sheet in Smartsheet
 - **Agencies should notify their RC and Tech Readiness team member if you need to change a Project Planned Start Test Date for any interface**
- ▶ The Project will need two or three days after inbound/outbound file processing to review the results



Interface Cycle 2 – Technical Testing

Testing Expectations

- ▶ Agency contacts (Technical and Functional Testing Contacts, Technical Liaison – Primary, Project Management - Primary, Agency Liaison-Primary) will be notified once the Project has completed reviewing your processed files
- ▶ The outbound files and the error/summary logs from processed inbound files will be placed in your agency folder on the Florida PALM MFT server
- ▶ Update Smartsheet as required
- ▶ Continue testing until a successful file exchange with Florida PALM



Interface Cycle 2 – Technical Testing

Testing Responsibilities

What are the inbound interface testing responsibilities?

Task	Agency	Florida PALM
Request Meeting for Initial Inbound File Creation	✓	
Extract File from System	✓	
Transmit File to Florida PALM	✓	
Notify Florida PALM of File Submission	✓	
Acknowledge File Receipt		✓
Process the File		✓
Log Any File Issues or Defects	✓	✓
Fix Identified Issues	✓	✓
Retest After Fixes	✓	✓
Sign Off: Interface Connection Testing Complete	✓	



Interface Cycle 2 – Technical Testing

Testing Responsibilities

What are the outbound interface testing responsibilities?

Task	Agency	Florida PALM
Run Downstream Processes (Pre-Interface)		✓
Generate the Outbound File (Interface Job)		✓
Notify Interface Partner When File is Ready		✓
Retrieve and Load File into the ABS	✓	
Review File Results in the ABS	✓	
Log Any File Issues or Defects	✓	✓
Fix Identified Issues	✓	
Resolve File Issues	✓	✓
Retest as Needed	✓	✓
Sign-Off Connection	✓	



Interface Cycle 2 – Technical Testing

Master Outbound Files

- ▶ If your Agency selected any of these Outbound files, they are now available in your Financials/Outbound folder on the Florida PALM MFT server
 - [API020] - Outbound Supplier Data
 - [API059] - Outbound Employee Extract
 - [GLI001] - Outbound ChartField Values
 - [GLI017] - Outbound ChartField Combination Extract
 - [KKI009] - Outbound Budget Detail Extract
 - [PCI001] - Outbound Project Information Extract
 - [POI001] - Outbound Encumbrance Extract
 - [SDI008] - Outbound SpeedKey



Interface Cycle 2 – Technical Testing

Lessons Learned

- ▶ Verify Pipes – A record should have one less pipe than the number of fields
 - Example: Header(H), Date, First Name, Last Name, ID, 5 Filler Fields (10 Fields)
H|07/24/2025|Panama|Jack|202||||
- ▶ Date Fields should have 10 bytes of data – MM/DD/YYYY
 - Example: 07/04/2025 - Zero is required for “07” and “04”
- ▶ Verify your interface file name matches the file name in the Expected Interface File Name column on your Agency Interface Testing sheet in Smartsheet
- ▶ PALM configuration values match exactly (Uppercase/Lowercase)
- ▶ All required fields are populated
- ▶ The txt extension in your filename should be lowercase
 - DFS_API002_D_CDA_YYYYMMDD-HHMMSS.txt
- ▶ If a field is not being populated, then it should be empty
 - Example: Header(H), Date, First Name, Last Name, ID, 5 Filler Fields (10 Fields)
H|07/24/2025|Panama||202|||| (Last Name is empty)



UAT Prerequisite Training & Tracking

UAT Prerequisites

- Live in LMS
- UAT Online (SME) Learning Paths located in the Knowledge Center
- Required for UAT In Person and Virtual session registration
- Prerequisite Tracking worksheet and report located in your agency Smartsheet: *Agency Readiness > Agency Role Mapping*

View Prerequisite Tracking ☆			
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Learning Path - All End User Roles	Learning Path - AAM Roles	Learning Path - AMFR Roles	Learning Path - AR/RA Roles



Reminders: Upcoming Task Due Dates

July 25

- ✓ 576 - Complete Internal Agency Business System Test and Remediation to Prepare for Cycle 2 - Technical Interface Testing
- ✓ 616 – Share Florida PALM Updates

August 8

- ✓ 574 - Prepare Documentation for User Acceptance Testing





HAZE

Questions?

ANZAI



NYX & SOL



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