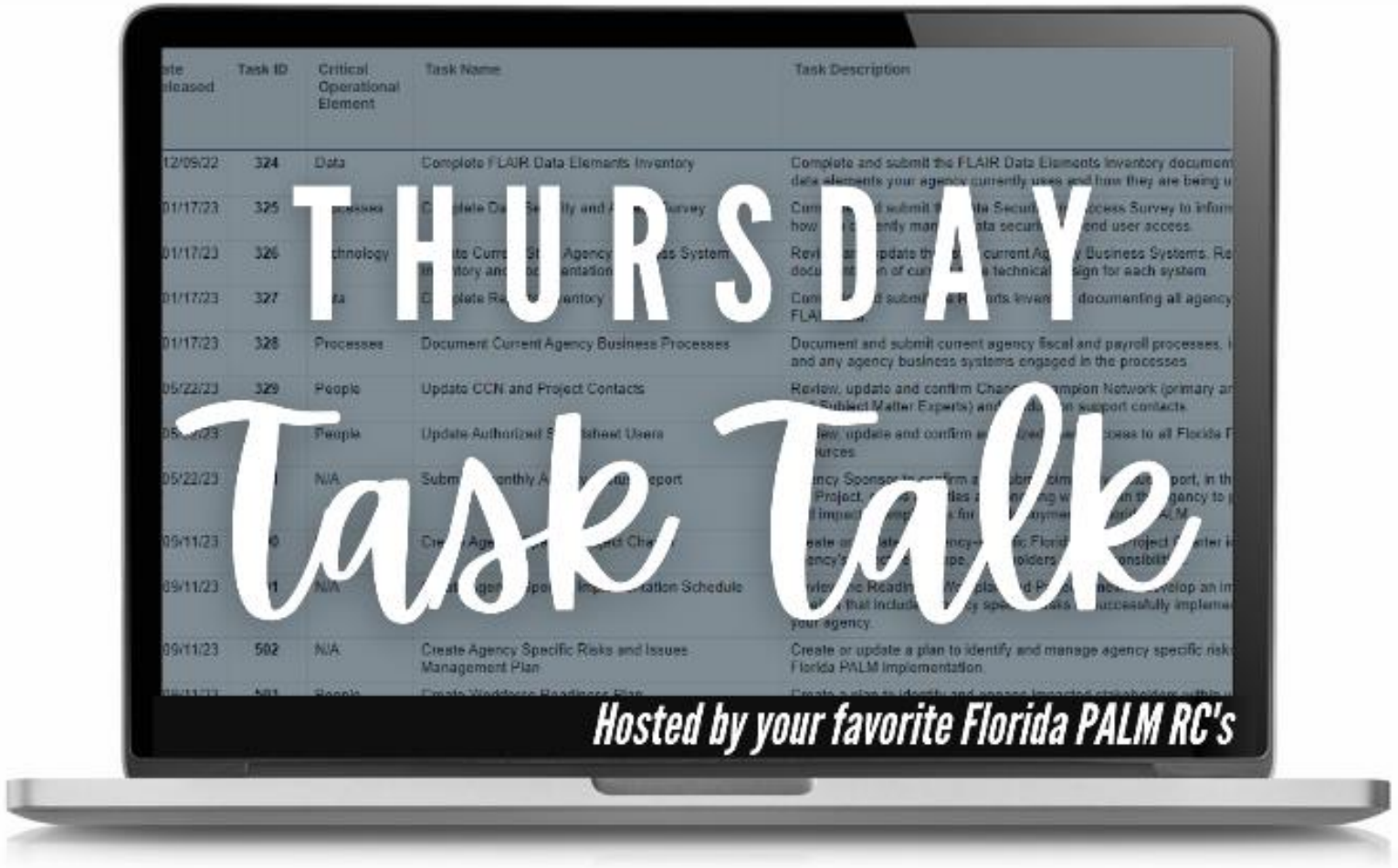
Florida PALM

Planning, Accounting, and Ledger Management

CHIEF FINANCIAL OFFICER
STATE OF FLORIDA



SEPTEMBER 11, 2025

FloridaPALM
Planning, Accounting, and Ledger Management

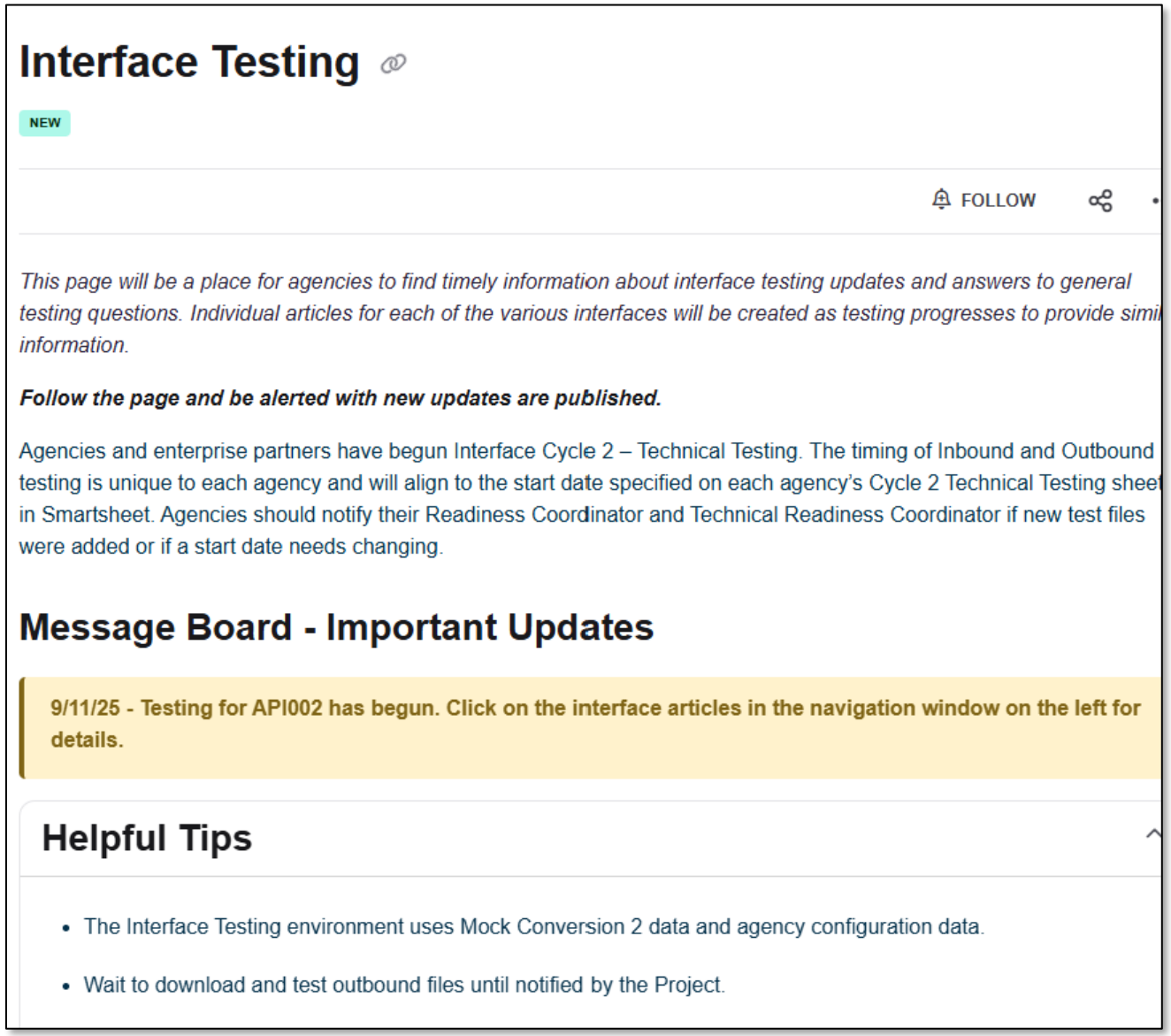
Agenda

- Technical Interface Testing Updates
- Updates & Reminders
- Task Review: Task 574 Midpoint Check-in
- Task Due Dates

Interface Testing Update

Knowledge Center Updates – Interface Testing Articles

- Interface testing articles added with helpful tips
  - AMI004
  - API002
  - ARI007
- Message Board added for live interface updates
- Follow the article to be alerted when new updates are published



Interface Testing

NEW

FOLLOW

This page will be a place for agencies to find timely information about interface testing updates and answers to general testing questions. Individual articles for each of the various interfaces will be created as testing progresses to provide simi information.

Follow the page and be alerted with new updates are published.

Agencies and enterprise partners have begun Interface Cycle 2 – Technical Testing. The timing of Inbound and Outbound testing is unique to each agency and will align to the start date specified on each agency's Cycle 2 Technical Testing sheet in Smartsheet. Agencies should notify their Readiness Coordinator and Technical Readiness Coordinator if new test files were added or if a start date needs changing.

Message Board - Important Updates

9/11/25 - Testing for API002 has begun. Click on the interface articles in the navigation window on the left for details.

Helpful Tips

- The Interface Testing environment uses Mock Conversion 2 data and agency configuration data.
- Wait to download and test outbound files until notified by the Project.

Updates & Reminders

Role Mapping Workbook Enhancement

- Error Message column for SOD conflicts has been added

Topics & Activities List

- Check for regular updates of added and removed items

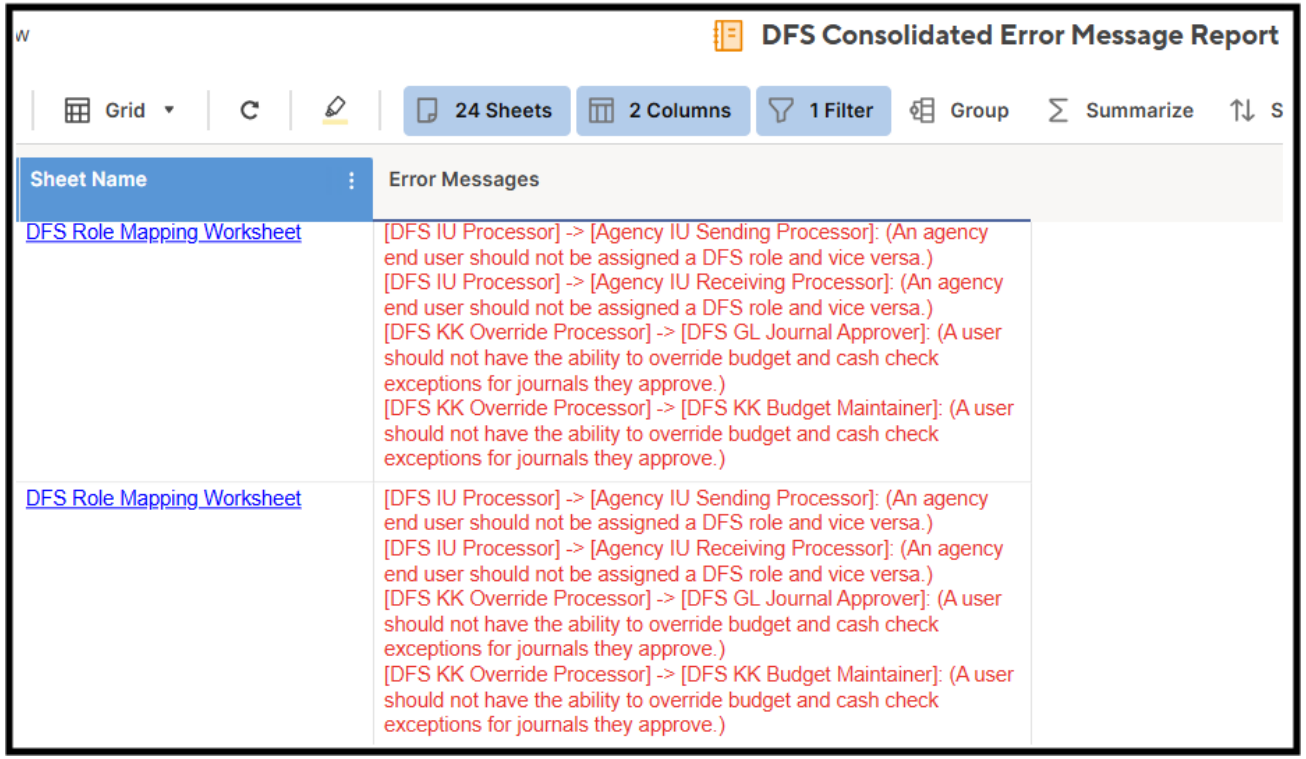
Special Characters

- Best practices & added resources

Updates & Reminders

Role Mapping Sheet Enhancements

- Added Error Message for SOD Conflicts
  - Review A&A guidance for justification & approval of SOD Conflicts
- Best Practice: Review Consolidated Error Report to view all errors in one place



Updates & Reminders

Topics & Activities List

- Follow the Knowledge Center article for notification of changes
- Change Analysis & Role Mapping impact

As of Date	Change History	Business Proces	Process M	T
09/05/25	Removed Topic / Activity Combination	~~AAM~~	~~AM~~	~~A~~
09/05/25	Removed Topic / Activity Combination	~~AAM~~	~~AM~~	~~A~~
08/29/25	Removed Topic / Activity Combination	~~AAM~~	~~AM~~	~~A~~
08/29/25	Removed Role	~~AAM~~	~~AM~~	~~R~~ ~~S~~
08/28/25	Added Business Process Model Updated Role	AR	AR	M
08/28/25	Removed Topic / Activity Combination	~~AR~~	~~AR~~	~~M~~

Topics and Activities

FOLLOW

Description

The Topics and Activities list, maintained by the Project within Smartsheet and linked below, serves as the foundation for understanding the functions to be performed in Florida PALM and will support preparation for User Acceptance Testing and Training. It is structured to provide greater details for business process groupings. Below is an outline of the critical columns within the listing:

- **Business Process Grouping (BPG):** Financial management processes used today are categorized into thirteen business process groupings. These groupings are used to organize and communicate the design of Florida PALM for the state.
- **Process Module:** The Florida PALM module that will support the activity is listed where applicable.
- **Topic Name:** Each topic is clearly labeled to define the scope and focus of the subject / activity. The topic name provides an at-a-glance understanding of the content, helping agencies quickly identify its significance to their operations.
- **Activity Name:** Activities within each topic are the different capabilities under the umbrella topic and represents a function completed using Florida PALM.
- **Business Process Model:** The one or more process or subprocess associated with the topic and activity combination.
- **Role(s):** The Florida PALM security role that has some capability or responsibility for or within the activity. These include agency and enterprise roles.
- **System/ Other:** Where applicable, the Florida PALM security roles that are not assigned to individuals but that perform a function within the system in support of the activity (e.g., runs various automated processes, reports, interfaces), or individuals or entities that perform functions outside of the system in support of the activity.
- **Related Item (RICEFW Items):** Any reports, interfaces, forms, and workflows that support the related business process model.
- **Entity:** Indicator of the entity (e.g., agency, DFS) to whom the associated role is assigned.

NOTE: It is important to note that the Topics and Activities listing is a living document. As we move forward with materials development, updates may be made to reflect refinements along the way. Therefore, the document should be reviewed on a regular basis to determine if any updates to agency managed training topics are necessary. The following columns provide information on any changes:

- ***As of Date:*** *The date that the row was published or updated.*
- ***Change History:*** *Indicates the nature of the change (e.g., new row / item, change to a particular field).*
- ***Comments:*** *Additional information provided about a new or changed item.*

Topics and Activities

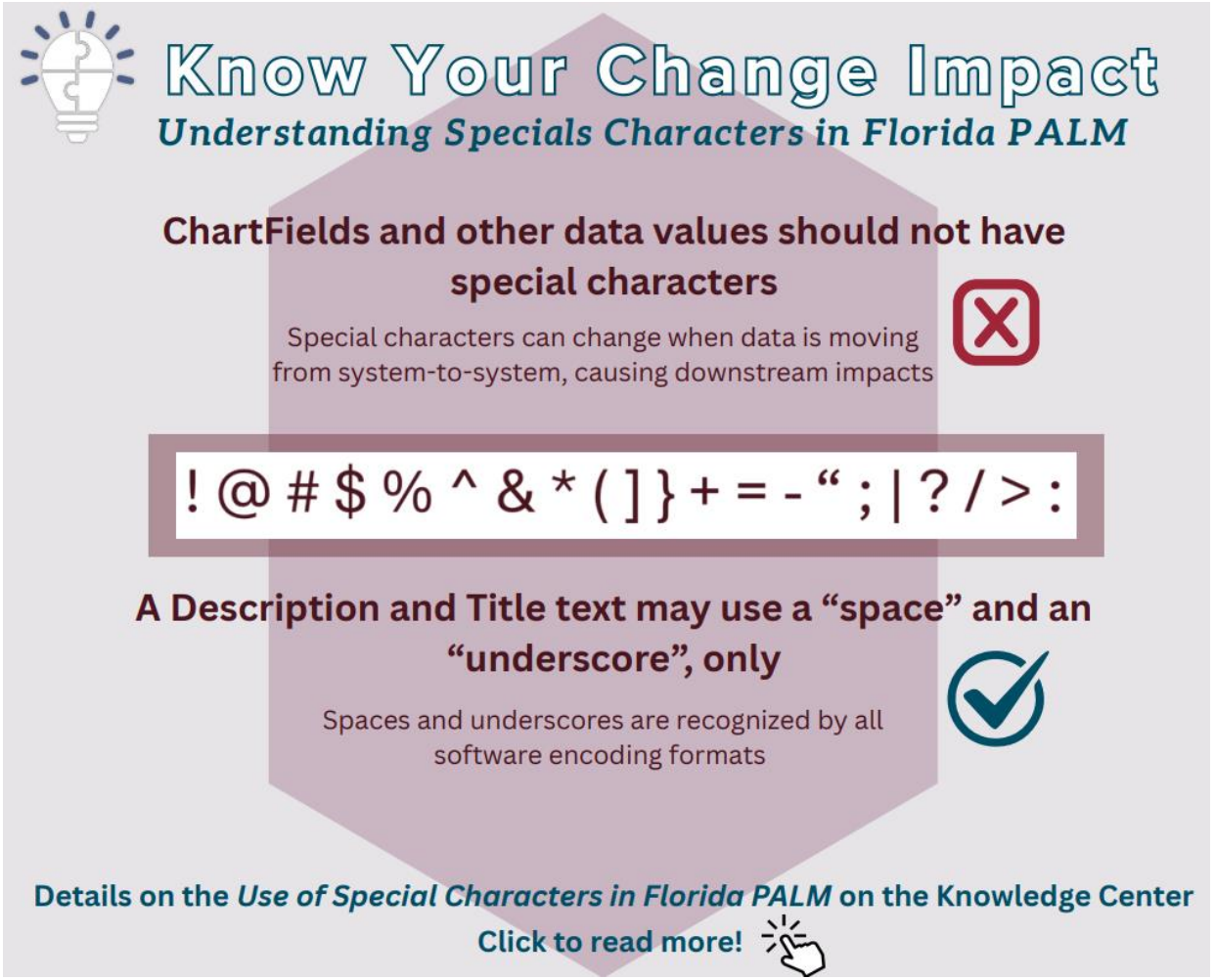
Here is the list of all Topics and Activities, last updated 09/05/2025: Florida PALM Topics and Activities - Smartsheet.com

Florida PALM
Planning, Accounting, and Ledger Management

Updates & Reminders

Special Characters

- Knowledge Center article added for guidance
- Conversion challenges from system to system resulting in downstream impacts
- Do not use in any Chartfield value or other data code fields
- Description and Title text may use a space and an underscore only



Task 574 - Prepare Documentation for UAT - Midpoint Check in

- **574 Midpoint Check-in – Due Tomorrow**
  - Midpoint Check-in worksheet responses are due by September 12th
  - Be prepared to discuss in your September monthly touchpoint
  - If Inventory Option 3 – attach your inventory to the worksheet

Task Due Dates

New Task End Date – October 17

- ✓ 573B – Complete and Submit End User Role Mapping Worksheet
- ✓ 574 – Prepare Documentation for User Acceptance Testing (*Midpoint Check-in due date – September 12*)
- ✓ 587A – Complete Data Cleansing Based on Mock Conversion 3
- ✓ 587B – Complete Data Cleansing Based on Mock Conversion 3 – APC001
- ✓ 587C – Complete Data Cleansing Based on Mock Conversion 3 – PCC001
- ✓ 661 – Update Conversion Field Mapping
- ✓ 662 – Submit Updated Configuration Workbooks
- ✓ 662A – Submit Updated Configuration Workbooks – State Program Selection for Budget Allotments *(Task start date - September 15)*

Questions?

Arturia

Morgana

Contact us

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Project Website

www.myfloridacfo.com/floridapalm/

Knowledge Center

https//:myfloridacfofloridapalm.us.document360.io

Knowledge Center

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