

FloridaPALM

Planning, Accounting, and Ledger Management

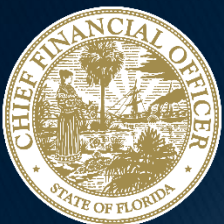


Task ID	Critical Operational Element	Task Name	Task Description
324	Data	Complete FLAIR Data Elements Inventory	Complete and submit the FLAIR Data Elements Inventory document detailing data elements your agency currently uses and how they are being used.
325	Processes	Complete Data Security and Access 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.
330	People	Update Authorized Signatory Users	Review, update and confirm authorized signatory access to all Florida PALM resources.
331	N/A	Submit Monthly Agency Health Report	Agency Sponsor to confirm and submit the monthly report, in the Project Health Report template, regarding the agency's progress in the implementation of the project.
332	N/A	Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risks to the Florida PALM implementation.
333	N/A	Create Webinars Headlines Plan	Create a plan to identify and address impacted stakeholders within the agency that includes agency specific tasks to successfully implement the project.

THURSDAY Task Talk

Hosted by your favorite Florida PALM RC's

SEPTEMBER 11, 2025



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 similar 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

DFS Consolidated Error Message Report	
Grid C 24 Sheets 2 Columns 1 Filter Group Summarize S	
Sheet Name	Error Messages
DFS Role Mapping Worksheet	[DFS IU Processor] -> [Agency IU Sending Processor]: (An agency end user should not be assigned a DFS role and vice versa.) [DFS IU Processor] -> [Agency IU Receiving Processor]: (An agency end user should not be assigned a DFS role and vice versa.) [DFS KK Override Processor] -> [DFS GL Journal Approver]: (A user should not have the ability to override budget and cash check exceptions for journals they approve.) [DFS KK Override Processor] -> [DFS KK Budget Maintainer]: (A user should not have the ability to override budget and cash check exceptions for journals they approve.)
DFS Role Mapping Worksheet	[DFS IU Processor] -> [Agency IU Sending Processor]: (An agency end user should not be assigned a DFS role and vice versa.) [DFS IU Processor] -> [Agency IU Receiving Processor]: (An agency end user should not be assigned a DFS role and vice versa.) [DFS KK Override Processor] -> [DFS GL Journal Approver]: (A user should not have the ability to override budget and cash check exceptions for journals they approve.) [DFS KK Override Processor] -> [DFS KK Budget Maintainer]: (A user should not have the ability to override budget and cash check exceptions for journals they approve.)



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 Process	Process Model	Topic
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
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

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](#)



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




Know Your Change Impact

Understanding Specials Characters in Florida PALM

ChartFields and other data values should not have special characters


Special characters can change when data is moving from system-to-system, causing downstream impacts




! @ # \$ % ^ & * (] } + = - “ ; | ? / > :

A Description and Title text may use a “space” and an “underscore”, only

Spaces and underscores are recognized by all software encoding formats



Details on the *Use of Special Characters in Florida PALM* on the Knowledge Center

Click to read more! 



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?



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