THURSDAY
Task Talk
Hosted by your favorite Florida PALM RC's

SEPTEMBER 18, 2025
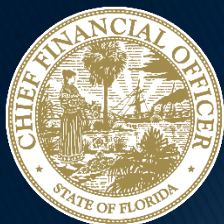
Agenda

- Technical Interface Testing Updates
- Budget Allotments – State Program ChartField
  - Task Spotlight: 662 State Program Selection for Budget Allotments
- Report Out: Task 574 UAT Documentation
  - User Story Tips & Tricks
  - User Story Best Practices
- Reminders: Task Due Dates

Interface Testing Update

▸ **Status updates**

▸ **Resources:** Knowledge Center - Interface testing articles

◦ Message Board added for live interface updates

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 simil 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 shee 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.

Budget Allotments - State Program ChartField

▸ Budget Allotments represent a breakdown of appropriations for planning and management purposes

▸ Budget Allotments can be recorded to the Account, Florida PALM Transactional Fund, Budget Entity, Category, Organization, and **State Program (Agency Selection)**; can also include agency-specific ChartFields (Contract, Grant, OA1, and OA2)

  • No Project ChartField on budget allotments

  • Recorded only in Project Costing

Budget Allotments - State Program ChartField

Agency options for Use of State Program on Budget Allotments

▸ If State Program <u>is</u> configured for use on budget allotments:

- The State Program ChartField will be **required** on budget allotments
- Agencies **must** enter a State Program value for any budget allotments

▸ If State Program <u>is not</u> configured for use on budget allotments:

- The State Program ChartField will **not be available or required** on budget allotments
- Agencies **will not** be able to enter or **use** a State Program value on any budget allotments

▸ State Program use options apply to all Control Options

- (Control, Track with Budget, or Track without Budget)

Budget Allotments - State Program ChartField
Allotment Keys and Translations – Track <u>With</u> Budget Option

The following provides an overview of the Allotment Keys and Translation for **Track With Budget Option**:

Key ChartFields	Value Required	Translation	Tree Level
Account	Required	Tree	*Agency Tier Selection (Only one)*
Fund	Required	Tree	Transactional Fund Level
Budget Entity	Required	Not Applicable	
Category	Required	Not Applicable	
State Program	*Agency Selection*	Not Applicable	
Organization	Required	Tree	*Agency-Wide or Agency-Defined (Only one)*
Grant	Optional	Not Applicable	
Contract	Optional	Not Applicable	
OA1	Optional	Not Applicable	
OA2	Optional	Not Applicable	

Budget Allotments - State Program ChartField
Allotment Keys and Translations – Track <u>With</u> Budget Option

▶ **Agencies must enter all <u>required</u> key ChartFields on budget allotments**

▶ **Benefits**:
  ◦ Agencies can track budget allotments
  ◦ Agencies can create budget allotments using optional agency-specific ChartFields

▶ **Impact**:
  ◦ **Track With Budget Option** provides:
    • If ChartField combination *(required and optional ChartFields used)* on the transaction being budget checked does not have an associated budget allotment, a **no budget exists error** is issued, and the transaction will stop
    • If ChartField combination *(required and optional ChartFields used)* is found then budget check looks to determine if sufficient budget is available, if not then a **warning** is issued and transaction proceeds

Budget Allotments - State Program ChartField
Allotment Keys and Translations – Track <u>Without</u> Budget Option

The following provides an overview of the Allotment Keys and Translation for **Track Without Budget Option**:

Key ChartFields	Value Required	Translation	Tree Level
Account	Required	Tree	*Agency Tier Selection (Only one)*
Fund	Required	Tree	Transactional Fund Level
Budget Entity	Required	Not Applicable	
Category	Required	Not Applicable	
State Program	*Agency Selection*	Not Applicable	
Organization	Required	Tree	*Agency-Wide or Agency-Defined (Only one)*
Grant	Optional	Not Applicable	
Contract	Optional	Not Applicable	
OA1	Optional	Not Applicable	
OA2	Optional	Not Applicable	

Budget Allotments - State Program ChartField
Allotment Keys and Translations – Track <u>Without</u> Budget Option

▸ **Agencies must enter all <u>required</u> key ChartFields on budget allotments**

▸ **Benefits**:

  ◦ Agencies can manage and track budget allotments

  ◦ Agencies can create budget allotments using optional agency-specific ChartFields

▸ **Impact:**

  ◦ **Track Without Budget Option** allows:

  • If ChartField combination *(required and optional ChartFields used)* on the transaction being budget checked does not have an associated budget allotment, no error is issued and transaction proceeds

  ◦ No errors are issued; therefore, this control option is for tracking and reporting

Budget Allotments - State Program ChartField

Enter Budget Journals

Budget Header   **Budget Lines**   Budget Errors

| Unit | 37000 | | Journal ID | 0001813639 | | Jrnl Date | 07/01/2025 | ☐ Errors Only | | **Budget Header Status** | Error |
| | | | | | | *Process | Post Journal ⌄ | | | | | Process |

⌄ Lines

|⊞↦| |🔍| | | |⟨ ⟨ 1-1 of 1 ⌄ ⟩ ⟩∣ | View A

Chartfields and Amounts   Base Currency Details ‖▷

Delete	Line	Error	Budget Period	Organization	Account	Fund	Budget Entity	Category	State Program
☐	1	X	2026 🔍	3700000000 🔍	7 🔍	00070 🔍	37500300 🔍	080039 🔍	🔍

Lines to add

| 1 | + − | Journal Line Copy Down | | From Line ☐ To ☐ | Generate Budget Period Lines |

Totals

| Total Lines | 1 | Total Debits | 0.00 | Total Credits | 5,000.00 |

Budget Allotments - State Program ChartField

Review Budget Journals

New Window | Help | Personalize

Budget Journal Exceptions   Budget Line Exceptions

Business Unit   37000   Journal ID   0001813639

*Exception Type   Error ▼   ☐ Override Transac

Maximum Rows   100   ☐ More Budgets Ex

Search   Advanced B

Budgets with Exceptions

Explain ✕

Help

Message:
Key Chartfield, CHARTFIELD2, is Blank

Description:
Key Chartfield, %1, is Blank

Return

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	Organization	Account	Fund	Budget Entity	Category
1	🔍	37000	ALOT_37000	Key Chartfield is Blank	More Detail	☐	Go To ...	3700000000	7	00070	37500300	080039

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Task Spotlight: 662A State Program Selection for Budget Allotments   Due October 17

▸ If State Program is configured to be used on budget allotments, it will be a <u>required field for all budget allotments</u> in Florida PALM. Agencies will be required to include a State Program value for all budget allotments.

▸ If State Program is not configured to be used on budget allotments, the field <u>will not be available for use</u> in Florida PALM. Agencies will not be able to use State Program on any budget allotments.

Commitment Control (KK)
State Program Selection for Budget Allotments

1. Does your agency want to use State Program as part of your budget allotments within Florida PALM? *

Selecting 'Yes' means that State Program values will be required on all budget allotments for your agency.

Selecting 'No' means that your agency will not be able to include State Program values on any of your budget allotments.

◯ Yes - My agency wishes to use State Program on budget allotments

◯ No - My agency does not wish to use State Program on budget allotments
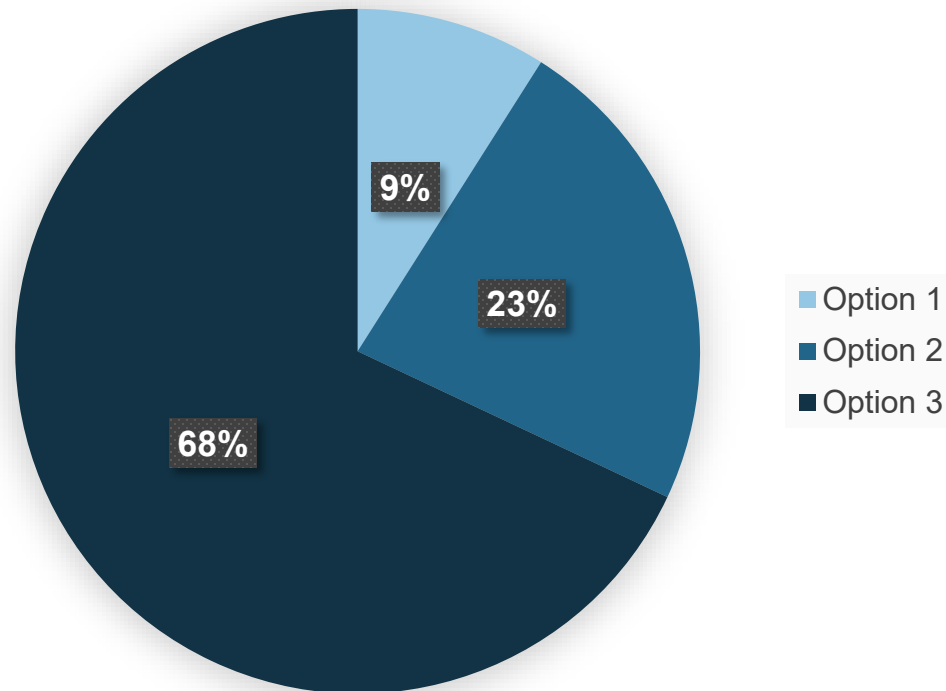
☐ Send me a copy of my responses

[Submit]

Privacy Policy | Report Abuse

574 Midpoint Check-In Results

Breakdown of Agency Selections

- Option 1 — 9%
- Option 2 — 23%
- Option 3 — 68%

Option 1: Change Analysis Tool
- Aligned user stories with Topics and Activities and current and future state Business Processes
- Easy to use, all-in-one location with no additional worksheets to keep up with
- Recommended by IV&V

Option 2: User Story Inventory Worksheet
- Topic and Activity focused
- Similar format to what agencies had experience with
- User friendly
- *Who, What, Why* breakdown was easy to digest

Option 3: Agency Created Format
- Flexibility
- Can be edited by users that do not have Smartsheet access
- Ability to customize how the information is organized
- User stories were created prior to task release

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Agency Reported Trouble Areas

‣ Resource constraints

◦ Time and availability of SME's

◦ Staffing shortages

◦ Conflicting priorities

‣ End users not familiar with Florida PALM terminology and business processes

‣ Not actively monitoring changes in Topics and Activities

‣ Do not understand the difference between user stories and process steps

◦ Would like more examples, in addition to what was provided in the Agency Exchange Library

◦ Believe access to process steps and the UAT environment is needed

Tips and Tricks

▶ **Resource Constraints**
- ◦ Organizational Change Management

▶ **Florida PALM Terminology**
- ◦ Prerequisite training
- ◦ DFS mini games

▶ **Topics and Activities**   [FOLLOW]
- ◦ Knowledge Center 'FOLLOW' button
- ◦ Agency Smartsheet Workspaces

> **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.

Understanding Process Steps

Process Steps Are:

- Project provided, located in the Knowledge Center
- Detailed, step-by-step instructions
- May contain screen shots to acclimate users with system layout
- Require system access to be written

Process Steps Do Not Include:

- Answers to the '*Why*' questions
- Agency specific scenarios
- Agency specific data, forms, templates, etc.
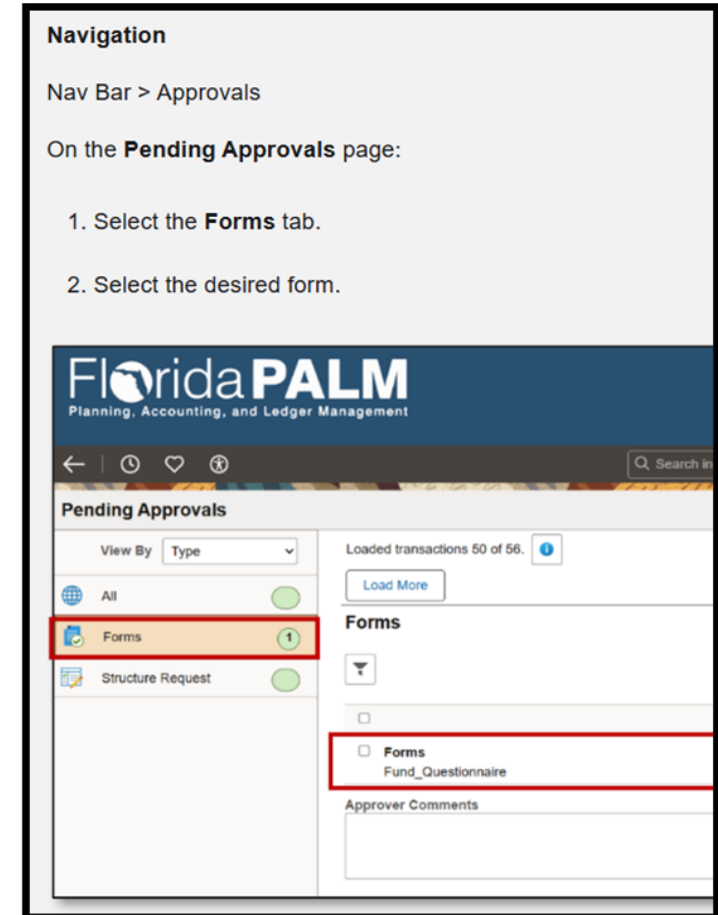
Understanding User Stories

User Stories Are:

- Agency provided
- Answers to the 'Who', 'What', and 'Why' questions
- Agency specific: Contain supporting documents with agency specific information

User Stories Do Not:

- Require access to the UAT environment
- Include step-by-step instructions

Who (As a _____)	What (I want _____)	Why (so that_____)	Comments
			and detail) and makes available to agencies.
Agency AP Processor	Create a voucher	To successfully make a payment	Employee Names: Acceptance Criteria: Voucher is posted or deleted.
Agency AP Processor	Resolve voucher matching errors	To allow the voucher to post	Employee Names: Acceptance Criteria: Voucher successfully posts.
Agency AP Processor	Record prior year payroll obligations	To utilize prior year funding for obligations from prior year.	Employee Names: Acceptance Criteria: Prior Year balances are reduced accordingly

User Story Best Practices

▶ Minimum of one user story per Activity
  ◦ All activities applicable to your agency, not just Project recommended standard activities
  ◦ Additional user stories to cover variations of activities
  ◦ Regular reconciliation with changes to Topics and Activities list

▶ Supporting documents
  ◦ Agency specific account codes, crosswalks, quick guides, forms, etc.
  ◦ Configuration and conversion workbooks
  ◦ Sample source materials

▶ End User Information
  ◦ Florida PALM role
  ◦ Agency Position Title and/or Position Number

Support Materials	End User Role	User Story ID
Bank Setup Documentation, Internal Approval Records, Cash Reconciliation Reports, Monthly Bank Statements	Agency Banking Reporter	BK-004
Completed CM Request Form, Internal Policy Documents	Agency CM Requestor	BK-005
Completed CM Request Form, Internal Policy Documents	Agency CM Requestor	BK-006

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Reminder: Task Due Dates

September 30

✓ 664 – Submit Monthly Progress Report (Available for submission 9/24 – 9/30)

October 17

✓ 573B – Complete and Submit End User Role Mapping Worksheet

✓ 574 Prepare Documentation for User Acceptance Testing

✓ 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

Questions?

KIJI

EEVEE

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