

FloridaPALM

Planning, Accounting, and Ledger Management

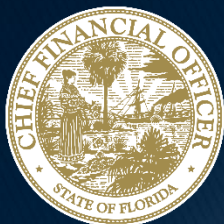


Task ID	Critical Operational Element	Task Name	Task Description
324	Data	Complete FLAIR Data Elements Inventory	Complete and submit the FLAIR Data Elements Inventory document detailing data elements your agency currently uses and how they are being used.
325	Processes	Complete Data Security and Access 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 RPA Inventory	Complete and submit the RPA Inventory documenting all agency RPA processes.
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 users to all Florida PALM processes.
331	N/A	Submit Monthly Agency Health Report	Agency Sponsor to confirm and submit the monthly report, in the Project Health Report template, to the agency to inform the project team of the impact of the project on the agency's operations.
332	N/A	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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334	People	Create Webinars Headlines Plan	Create a plan to identify and assess impacted stakeholders within the agency.

THURSDAY Task Talk

Hosted by your favorite Florida PALM RC's

OCTOBER 23, 2025



Agenda

- UAT Materials and KC Spotlight
- Convergeration Updates
- Technical Interface Testing
- Reminders: Task Due Dates



Training Activities

UAT Training Materials – Prerequisites

UAT Prerequisites Data

Prerequisites and Knowledge Checks in LMS



13

Programs
Available

- 4,100 Completions
- 32 Agencies have Access the Programs

Pre-Materials



36

Demos

- Published by Subject Matter area
- No video is more that 10 minutes
- 974 Views since September 13
- 14 Followers since September 13



Training Activities

UAT Training Materials – Process Steps

Business Process Grouping	Process Steps Published to Date
Account Management & Financial Reporting	10
Accounts Receivables	21
Asset Accounting and Management	4
Banking	5
Budget Management and Cash Control	6
Contracts Management	2
Disbursements Management	4
Grants Management	2
Inter/IntraUnit Transactions	2
Projects Management	7
Revenue Accounting	2

859 Views and
909 Followers
since September 13



Convergeration Updates

- Grant ID Lookup to be updated on Monday
 - Valid grants as of 10/17
 - Impacts Speedkey Configuration and Conversion Mapping worksheets
 - RW Task 661 – *Update Conversion Field Mapping* end date extended to 11/5

Wednesday 10/29 – AR, AM, CM, KK, GL, Org Security Rule, PC, and PCC001 workbooks close

Friday 11/7 – Complete Data Cleansing for Mock Conversion 4

Wednesday 11/5 – PR, Speedkey and Conversion Mapping workbooks close

Sunday 11/9 – Data Pull for Mock Conversion 4

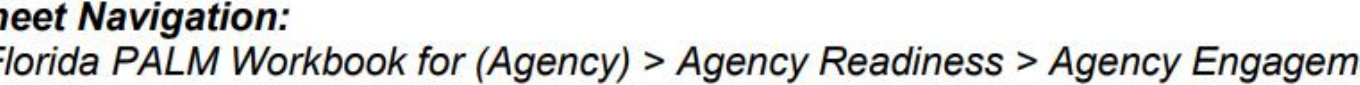
****Reminder**** Workbooks have a hard close and will be locked from editing at 6 p.m. on day of close. Late submissions will not be accepted. Workbooks will remain locked/closed in month of November for maintenance.



666 – Share Florida PALM Updates

- ▶ Due tomorrow
- ▶ Don't forget! – Supporting documentation must be attached

Smartsheet Navigation:
Florida PALM Workbook for (Agency) > Agency Readiness > Agency Engagement





Interface Testing Update

- ▶ Status updates
- ▶ Resources:
Knowledge Center -
Interface testing
articles
 - Message Board added
for live interface updates

Interface Testing

UPDATED

 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 as 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

10/21/25 - Issue resolution for API031 is still ongoing. Planned testing dates for API031 have been updated to 11/10/2025 in Smartsheet while the Project works to resolve. In the event that the issue has not been resolved by 11/10/2025, a new testing date will be provided.

10/15/25 - Planned testing dates for ARI020 have now been updated to 11/07/2025 in Smartsheet while the Project works to resolve an issue. In the event that the issue has not been resolved by 11/07/2025, a new testing date will be provided.

10/10/2025 - API002, GLI006, IUI002, GLI004, KKI001, AMI002, SDI007 and POI006 error logs have been updated to include additional values in the error messages. The error logs will now include these values when present in the interface files: GL Business Unit, Account, Fund, Organization, Budget Entity, Category, State Program, Grant, Contract, OA1, OA2, PC Business Unit, Project, Activity, PC Source Type, PC Category and PC Subcategory. These values were added to assist the Interface Partners with analysis of Chart of Account related errors.



Reminder: Task Due Dates

Wednesday, October 29

- ✓ 587C – Complete Data Cleansing Based on Mock Conversion 3 – PCC001
- ✓ 662A – Submit Updated Configuration Workbooks – State Program Selection for Budget Allotments
- ✓ Config Workbooks Close – AM, AR, CM, GL, KK, PC, and ORG Security Rule

Friday, October 31

- ✓ 665 – Submit Monthly Progress Report

Wednesday, November 5

- ✓ 661 – Update Conversion Field Mapping
- ✓ 662 – Submit Updated Configuration Workbooks - SpeedKey and PR Workbooks Close

Friday, November 7

- ✓ 587A – Complete Data Cleansing Based on Mock Conversion 3

Friday, December 19

- ✓ 573B – Complete and Submit End User Role Mapping Worksheet
- ✓ 574 – Prepare Documentation for User Acceptance Testing



Questions?

ZULU



LUCKY



DUMB & DUMBER



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