

# FloridaPALM

Planning, Accounting, and Ledger Management

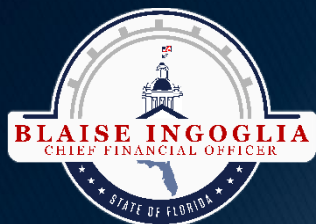


Task ID	Critical Operational Element	Task Name	Task Description
324	Data	Complete FLAIR Data Elements Inventory	Complete and submit the FLAIR Data Elements Inventory document detailing data elements your agency currently uses and how they are being used.
325	Processes	Complete Data Security and Access 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 Signatory Users	Review, update and confirm authorized users to all Florida PALM resources.
	N/A	Submit Monthly Agency Health Report	Agency Sponsor to confirm and submit monthly health report, in the Project Health Report, detailing the agency's progress in the project.
		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*

NOVEMBER 20, 2025



# Agenda

- ▶ Task Reminders
- ▶ UAT Readiness - User Stories
  - Building a solid Foundation
  - Past, Present, and Future
  - Breaking it down
  - See agency examples
  - Making it your own



# Reminders

4

## Current Tasks Due Dates:

### Tuesday, November 25

- ✓ 667 – Submit Monthly Progress Report - Testing

### Friday, December 19

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

### Friday, January 9

- ✓ 574 – Prepare Documentation for User Acceptance Testing

## Tasks Not Yet Released:

### Friday, January 9

- ✓ 592 – Agency IdP SMEs Add End Users to Agency's Identify Provider – **Release December 8**
- ✓ 606 – Update Agency Readiness Certification #2 – **Release December 15**
- ✓ 688 – Update UAT Plan – **Release December 8**

**Sponsor Summit December 10th**



# User Stories: Correcting Common Myths

- ▶ Myth # 1: You need to have Process Steps before you create your User Stories. **FALSE**
- ▶ Myth # 3: User Stories are FLAIR procedures. **FALSE**
- ▶ Myth #2: You can't complete User Stories until UAT. **FALSE**
- ▶ Myth #4: As a pre-UAT tester, I haven't used User Stories, so we don't need User Stories. **FALSE**
- ▶ Myth #5: I need to have every variation of every Activity before UAT starts. **FALSE**





## User Story: Building Block of UAT Materials and Training

### Most basic level: Who, What, Why

- As a (agency or Florida PALM role)
- I want to (Activity or agency-defined sub-Activity)
- because (reasons).

### Need Support Documents

- Available Data Values
- Source Material Samples

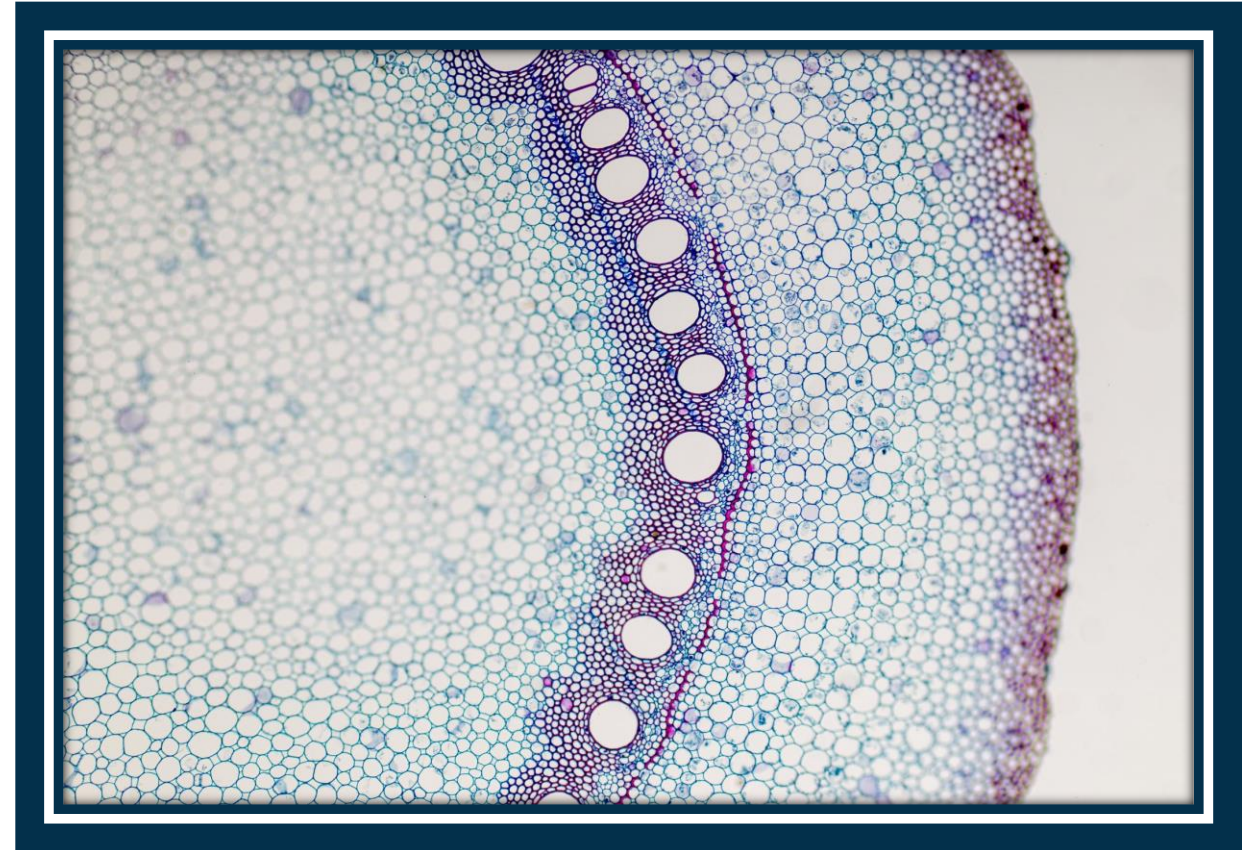
Need to know which Florida PALM Roles perform it.

Recommend having variations that will need to be tested during UAT.



# User Stories: Building Blocks

- ▶ **Every Activity** from the Topics and Activities list that your agency performs must have **at least one** User Story.
- ▶ Each User Story must have a **Unique ID**.
- ▶ **Process Steps** explain **HOW** to do the Activity.
  - Activity name = Process Step article name\*



# User Stories: Supporting Documents

## Available Data Values:

- Configuration workbooks
- Conversion workbooks
- Statewide Chart of Accounts values
- Agency-created Chart of Accounts crosswalks/quick guides, spreadsheets, etc.
- Mock 4 results (coming in January)
- BUDGTY\_VAL and BE\_TO\_SP reports from Florida PALM

## Source Material Examples:

- Allotment templates
- Revenue Estimate forms
- Upload spreadsheets
- Invoices
- Deposit slips
- Internal forms
- Inventory lists
- Approval memos
- Samples of real transactions to reference and convert to Florida PALM



2023

9

508

Review Payroll Wave BPM

324

FLAIR Data  
Elements Inventory

327

Reports Inventory

328

Document Current Processes

January

March

May

July

September

November

February

April

June

August

October

December

Segment I

Design Workshops

Segment II

Design Workshops

Share Florida PALM Updates Task



Organizational Change Management PALMcast







2025

Published Project  
Recommended  
Standard Activities

Update Agency Readiness  
Certification #2

560

Change  
Analysis  
Tool

574

Prepare Documentation for UAT

January

March

May

July

September

November

February

April

June

August

October

December

568

Create Training Plan for Agency End User Training

573-A

Role Mapping  
(SMES)

579  
Confirm  
UAT  
SMES

573-B

Submit End User Role Mapping (initial UAT load)

688

Update  
UAT  
Plan

536-C

UAT Plan

Pre-UAT

For AC Agencies

# User Stories – What's Next

User Stories  
guide UAT  
planning and  
execution.

UAT reporting will  
include tracking  
by User Story  
(tied to Activities)

Training will  
revolve around  
User  
Stories/Activities.

- UAT Plan
- Training Plan
- OCM Activities
- Monthly Progress Reports
- Role Mapping
- Change Analysis Tool
- 602: Update UAT Documentation
- Workforce Readiness Plan
- Readiness Certifications
- Stage Gates

# User Stories - Examples

- ▶ Topic: Acquiring Food
- ▶ Activity: Grocery Shopping
- ▶ Roles: Adult, Teenager
- ▶ As an adult/teenager, I need to go grocery shopping so I can eat dinner.
  - Physically go grocery shopping.
  - Order online and have it delivered
  - Order online and go pick it up.
    - Delegate and have another family member pick it up
      - As a teenager, I need to pick up the groceries my mom ordered, so we can eat dinner.







# UAT Documentation:

One possible approach

## 2 Identify Who, What, and Why for each User Story

- Consider both Florida PALM Roles and your functional agency positions.
- The 'What' may be similar to the Activity name, or may be more specific.

## 1 Initial List: 1 User Story Per Activity

- Reconcile with **Combined Change Analysis View** from Change Analysis Tool (CAT) to ensure every Activity your agency performs is captured.
- Create **Unique ID** for each User Story.

## 3 Collect Supporting Documentation

- Include COA values.
- Include agency specific supporting docs.
- Consider which method your agency will use to track and store documentation for End User access.

## 4 Expand as needed

- This may be with additional User Stories with unique IDs, or some agencies call this part Test scenarios, test scripts, or test cases that tie back to the User Story Unique ID.
- Consider roles, type of input, and variations.

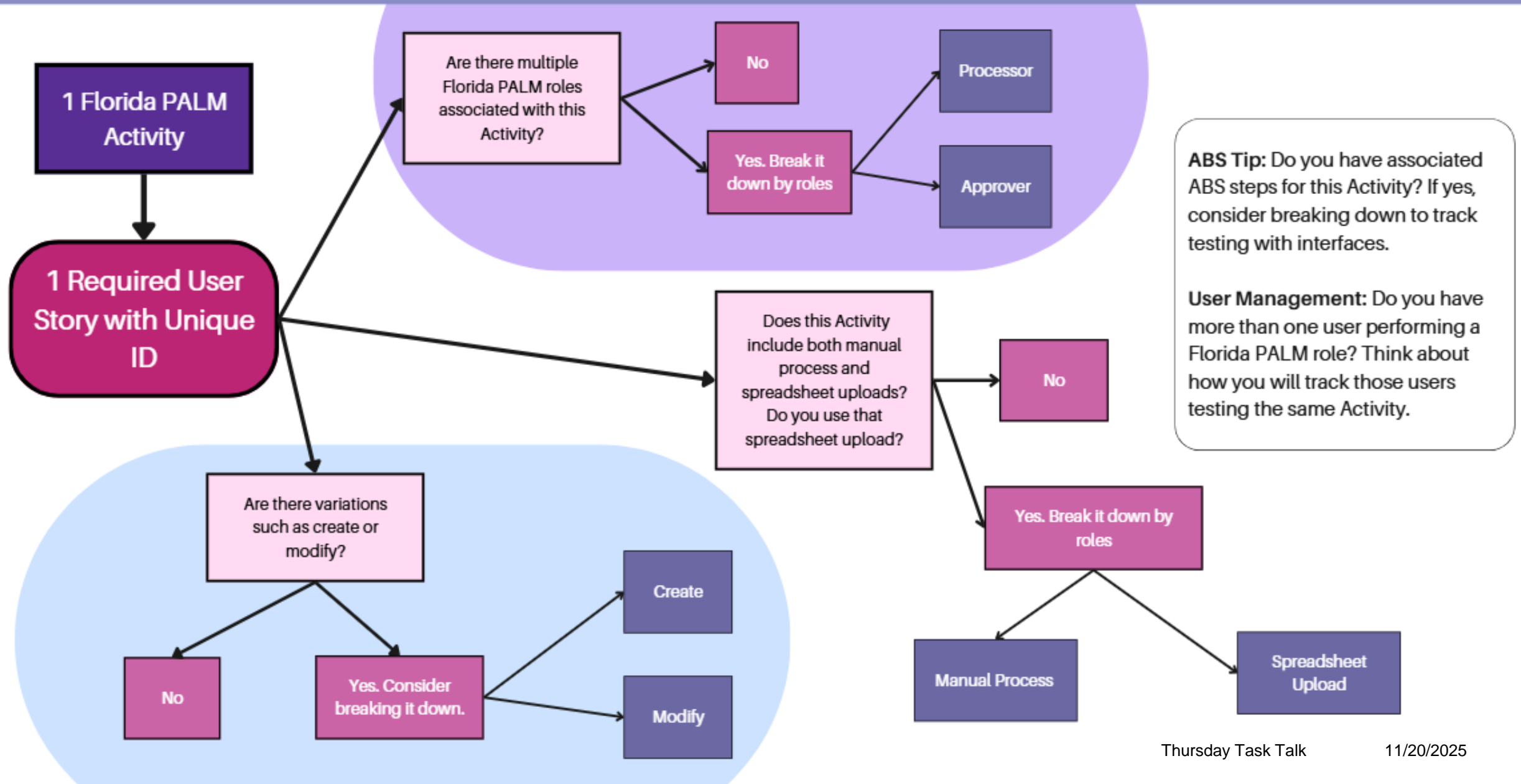
## 5 Continue to refine, add detail, and adjust to changes

- Update as you review Process Steps.
- Update with Topics and Activities List Changes.
  - Tip: If your User Stories are reconciled with CAT, then you can review the **CA Selections report** to quickly identify errors and update both CAT and User Stories simultaneously.
- Update as you learn in Pre-UAT and UAT.



# SHOULD YOU BREAK IT DOWN?

16



# USER STORIES: KNOWLEDGE CENTER

PROCESS STEP WALK -THROUGH



# USER STORIES: REAL AGENCY EXAMPLES

OPTION 1 CHANGE ANALYSIS TOOL AND  
OPTION 2 USER STORY INVENTORY  
SMARTSHEET



# User Stories: Making it work for your agency

- ▶ Microsoft Teams, assigning Task cards with deadlines.
- ▶ Using SharePoint
  - Storing Files
  - Assigning User Stories to people
  - Consider how easy it is for End Users to work in
- ▶ Excel
  - Will you have a screenshots column for users to fill in as they go?
- ▶ Decisions: How functional vs. technical will these User Stories/testing scenarios be?



- Home
- Documents
- > Account Management ...
- > AS&P
- > Cash Management
- > Disbursements
- > Grants Management
- > Payroll Management
- Banking (BK) User Stori...
- Budget Management ...
- Asset Accounting Man...
- Accounts Receivables (...)
- Contracts Managemen...

Keep Lists fully optimized. Select Allow to connect to local devices to keep things speedy. [Learn more](#) Allow ✕

+ Add new item  Edit in grid view  Undo  Share  Copy link  Export ▾  Forms  Automate ▾  Integrate ▾ ...  Details

### Account Management & Financial Reporting ☆

All Items ▾ + Add view

Procedure Grouping	Supervisor	Procedure No	Procedure Name	Status	Last updated date...	Review frequency	Nex
Account Management and Financial Reporting	Harvey, Michelle	AMFR-02	Master File Recon	Current	May 15	Annually	May
Account Management and Financial Reporting	Harvey, Michelle	AMFR-08	Interest Apportionment	Current	May 15	Annually	May
Account Management and Financial Reporting	Harvey, Michelle	AMFR-24	Budget SAB & Executive SAB	Current	May 15	Annually	May
Account Management and Financial Reporting	Harvey, Michelle	AMFR-34	UI 3	In Review	May 15		
Account Management and Financial Reporting	Harvey, Michelle	AMFR-09	CSF Monthly Report	In Review	May 15		
	Harvey, Michelle	AMFR-11	Summary	In Review	May 15		



- Home
- Documents
- Account Management &...
- AS&P
- Asset Accounting Manag...
- Budget Management & C...
- Cash Management
- Disbursements
- Grants Management
- Payroll Management
- Projects Managment (PM...
- Recycle bin
- Edit

+ Add new item Edit in grid view Undo Share Copy link Export Forms Automate Integrate ...

Details

Account Management & Financial Reporting (AMFR) User Stories ☆

Filter List Sort All Items + Add view

PALM Activity ↑	PALM User Roles	User Story	Knowledge Center	Owner	Status	Notes	+ Add colu
Creating and Modifying a GL Journal	Agency GL COA Processor	As a COA Processor, I want to create or modify GL journals in Florida PALM so that I can accurately record financial transactions.	<a href="https://myfloridacfofloridapalm.us.document360.io/docs/createmodgljournal">https://myfloridacfofloridapalm.us.document360.io/docs/createmodgljournal</a>				
Creating Speedkey Requests for Non-Payroll, PCard, and Payroll	Agency GL COA Maintainer	As a COA Maintainer, I want to perform this function in Florida PALM so that I can ensure timely, accurate financial management and compliance with state accounting standards.	<a href="https://myfloridacfofloridapalm.us.document360.io/docs/createskeyreq">https://myfloridacfofloridapalm.us.document360.io/docs/createskeyreq</a>				
Examining Source Module Transactions in Exception Status from the General Ledger	GL Reconciliation Processor	As a GL Reconciliation Processor, I want to perform this function in Florida PALM so that I can ensure timely, accurate financial management and compliance with state accounting standards.					
Examining Year-End Agency General Ledger Balances	GL Reconciliation Processor	As a GL Reconciliation Processor, I want to perform this function in Florida PALM so that I can ensure timely, accurate financial management and compliance with state accounting standards.					
Managing Corrections of Edit Errors for Online GL Journals	Agency GL COA Processor	As a COA Processor, I want to perform this function in Florida PALM so that I can ensure timely, accurate financial management and compliance with state accounting standards.	<a href="https://myfloridacfofloridapalm.us.document360.io/docs/mgcorredchkongljrnls">https://myfloridacfofloridapalm.us.document360.io/docs/mgcorredchkongljrnls</a>				
Managing GL Journals for Component Unit Financial Statement Reporting	Agency GL Financial Statement Journal Processor	As an Agency GL Financial Statement Journal Processor, I want to perform this function in Florida PALM so that I can ensure timely, accurate financial management and compliance with state accounting standards.					
Managing Year-End Close Period	GL Reconciliation Processor	As a GL Reconciliation Processor, I want to perform this function in Florida PALM so that I can ensure timely, accurate financial management and compliance with state accounting standards.					



# Agency Collaboration

This section includes helpful links for agency CCN members looking to learn from or connect with other CCNs or Enterprise Partners.
















CCN CONTACTS

AGENCY EXCHANGE  
LIBRARY

AGENCY NAMES  
& ACRONYMS

AGENCY  
QUESTION LOG

ENTERPRISE  
PARTNERS

40		UAT Document Overview	A list of PALM processes, reports, spreadsheet uploads, interfaces, and configuration data values, with direct links to the Knowledge Center for easy reference	UAT		DCF	10/23/25
49		User Stories	User Stories developed for each Business Process Grouping	People Process		COM	08/13/25
50		UAT BP Documentation Process	Intended to guide SMEs through the process of documenting our business processes.	Process		DFS	08/05/25
55		Finance & Accounting Test Cases		Process Technology		DJJ	07/16/25
58		Change Analysis Tool		People Process Technology Data		DJJ	05/27/25
61		User Stories (WIP)		Process		DCF	04/29/25
73		UAT User Stories CoLab	Presentation, Template, Worksheet	Process	 	FL[DS]	12/10/24





# Recent additions to Agency Exchange Library

## 5 FLORIDA PALM Updates

### Interface Catalog

Understanding interface files empowers you to make sense of the data in key report fields, evaluate your business processes more effectively, and identify which module contains the details you need when pulling reports. These files aren't just for IT—end users benefit from knowing how data flows and where it comes from. Gone are the days of strict functional vs. technical roles – success lies in understanding how the pieces fit together!

**What is an interface?** An interface is an approved connection set up in a standardized format that allows Florida PALM and other business systems to exchange data. Interfaces make sure the information flows in and out of Florida PALM consistently and correctly. This includes:

- Enterprise business systems like STMS, MFMP, People First, and PCard Works,
- Agency business systems like CODA, Origami, and UPMIS, and
- Third parties like MSFH, NIC, and banks.

**Why do we use interfaces?** We use Interfaces so Florida PALM can "talk to" other systems and share information flows in and out of Florida PALM. Without interfaces, staff would have to enter the same data in multiple payroll information from People First into Florida PALM, an interface sends the data automatically, so employees are paid correctly, and records are updated in both systems. Interfaces:

- Save time by reducing duplicate data entry.
- Improve accuracy by making sure systems use the same information.
- Support processes that rely on data from outside Florida PALM. Outbound interfaces take data from Florida PALM and send it to external business systems.

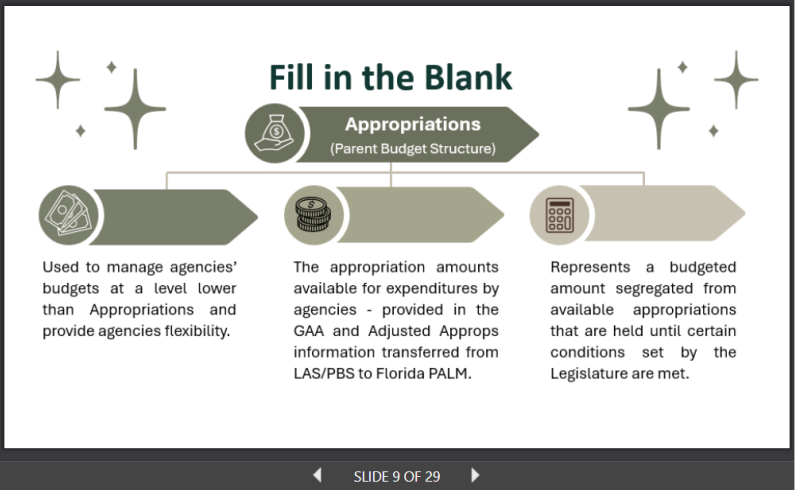
**Where can I find interface files?** Interface files can be found in the Knowledge Center in the Interface Catalog. Interfaces are classified as either inbound or outbound and then organized by module. Inbound interfaces send data to Florida PALM. Outbound interfaces take data from Florida PALM and send it to external business systems.

**What kind of information can I find on the Interface Catalog?** The Interface Catalog contains standardized layouts for all planned interfaces. You can find more detail on each interface in the catalog, including a description, associated business process models, a file layout and a sample data spreadsheet, and the configuration data values for all required and optional fields for that interface. Also included are data field descriptions that explain what that field contains.

**How can I use interface files to better understand my data?** When reviewing **APR032 - Payment Detail Report**, you'll see a field titled 'Name 1' and another titled 'Payment Reference ID'. While descriptions for those fields are not available on the **APR032** page in the Knowledge Center, a review of the Field Descriptions of **APR031 - Outbound Voucher and Payment Extract** will tell you that 'Name 1' refers to the supplier name assigned to an issued warrant, and 'Payment Reference ID' indicates the payment number assigned to a payment. **Tip:** When looking for definitions, search interface files, configuration data values, and reports that all come from the same module for more accuracy.

For more information, visit the **Interface Catalog** in the **Knowledge Center** or reach out to your CCN at [DFSCCN4U@MyFloridaCFO.com](mailto:DFSCCN4U@MyFloridaCFO.com).

Blaise IncoGLIA  
CHIEF FINANCIAL OFFICER  
STATE OF FLORIDA



<b>Spendable Cash</b>	Represents the remaining available fund cash balance reflected in the Commitment Control Cash Ledger. This ledger records transactions that increase or decrease the spendable cash balance.
<b>Continuing Operations</b>	An appropriation automatically renewed without future legislative action, period after period, until altered or revoked by the Legislature.
<b>Budgetary Fund</b>	Used only in the Commitment Control Module on budgetary transactions, to store appropriations, releases, and reserves. This Chartfield is not accessible or viewable in source modules.
<b>Transactional Fund</b>	Used in Commitment Control and source modules to record financial accounting events (disbursements and deposits) or budget events (allotments and revenue estimates).
<b>Carry Forward</b>	Represents encumbrances, accruals, carry forward payables, carry forward payroll payables and account payables (operating budget) records that are carried over from one fiscal year to the next.

### Budget Management & Cash Control Terminology

**Appropriations** - The legal authorization to make expenditures for specific purposes within the timeframes and amounts authorized by law.

**Releases** - The method used for controlling the availability for use of an appropriation in which the amount of budget is identified (usually released quarterly in the case of general revenue and annually for trust funds and certain categories).

**Reserves** - Budgeted amount segregated from available appropriations and held until certain conditions, set by the legislature, are met by an agency, at which time they are released to the agency for their use.

**Allotments** - Planned expenditures of state appropriations recorded by agencies in the State's Financial Management System.

**Spendable Cash** - Represents the remaining available fund cash balance reflected in the KK Cash Ledger (Spendable). The KK Spendable Cash Ledger records transactions that increase the spendable cash balance and transactions that decrease the spendable cash balance.

**Projects** - Activity or collection of activities, with a defined start and end date designed to achieve a specific goal, outcome, or program objective.

**Investments** - Provides a method to capture updates to invested balances based on investments and disbursements. Investments increase the balance while disbursements reduce the balance.

**Revenue** - Increased to assets as a result of collecting fees, taxes, or providing services.

**Budgetary Fund** - Used only in KK Module on budgetary transactions, to store appropriations, releases, and reserves. This Chartfield is not accessible or viewable in source modules.

**Transactional Fund** - Used in Commitment Control and source modules to record financial accounting events (disbursements and deposits) or budget events (allotments and revenue estimates).

**Source Module** - One of the supporting modules within Florida PALM that captures business transaction information and provides accounting or other information to other modules (Accounts Payable, Purchasing, Accounts Receivable, and InterlocalUnit).

**Carry Forward** - Represents encumbrances, accruals, carry forward payables, carry forward payroll payables and account payables (operating budget) records that are carried over from one fiscal year to the next.

**Certified Forward** - Represents a balance of any appropriation for Fixed Capital Outlay (FCO) that is not disbursed but is expended, contracted, or committed to be expended before February 1, 20XX, of the second fiscal year or the third fiscal year for an educational facility or a construction project of a state university, including additions, replacements, major repairs, and renovations to real property.

**Fixed Capital Outlay (FCO)** - FCO is the appropriation category used to fund real property (land, buildings) including additions, replacements, major repairs, and renovations to real property.

**Continuing Operations** - An appropriation automatically renewed without future legislative action, period after period, until altered or revoked by the Legislature.



# Questions?



CONTACT US

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PROJECT WEBSITE

[WWW.MYFLORIDACFO.COM/FLORIDAPALM/](http://WWW.MYFLORIDACFO.COM/FLORIDAPALM/)

KNOWLEDGE CENTER

[HTTPS//:MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO](https://:MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO)

