Agenda

▸ Cycle 3 Interface Testing

▸ Questions

Meeting Objectives
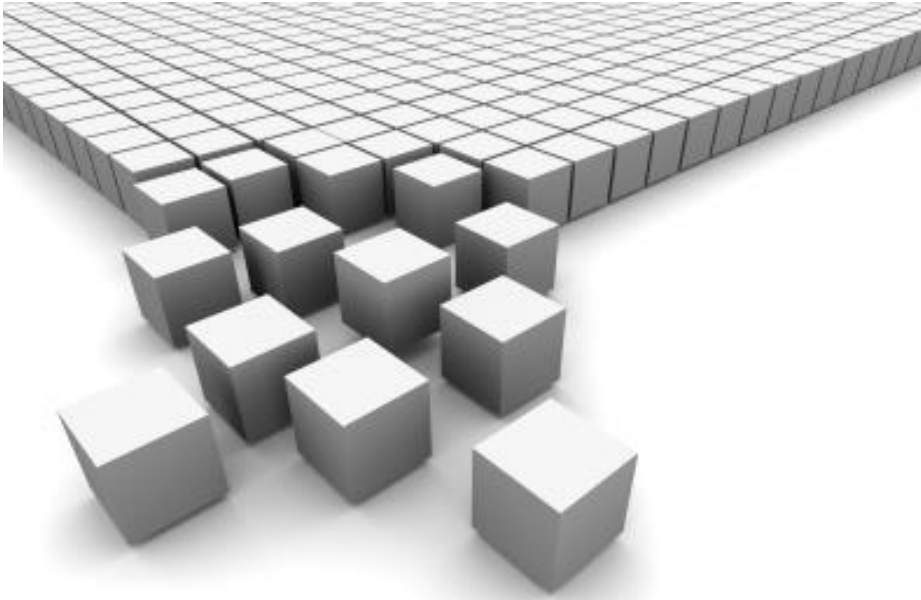
▸ Understand the overall Cycle 3 Interface Testing approach and process.

▸ Understand the roles and responsibilities during the Cycle 3 Interface Testing test execution phase.

Overview

▸ Interface Testing will test the data exchanges between the Florida PALM Solution (Solution) and interface partner systems (i.e., Enterprise Systems, Agency Business Systems, and Third-Party systems).

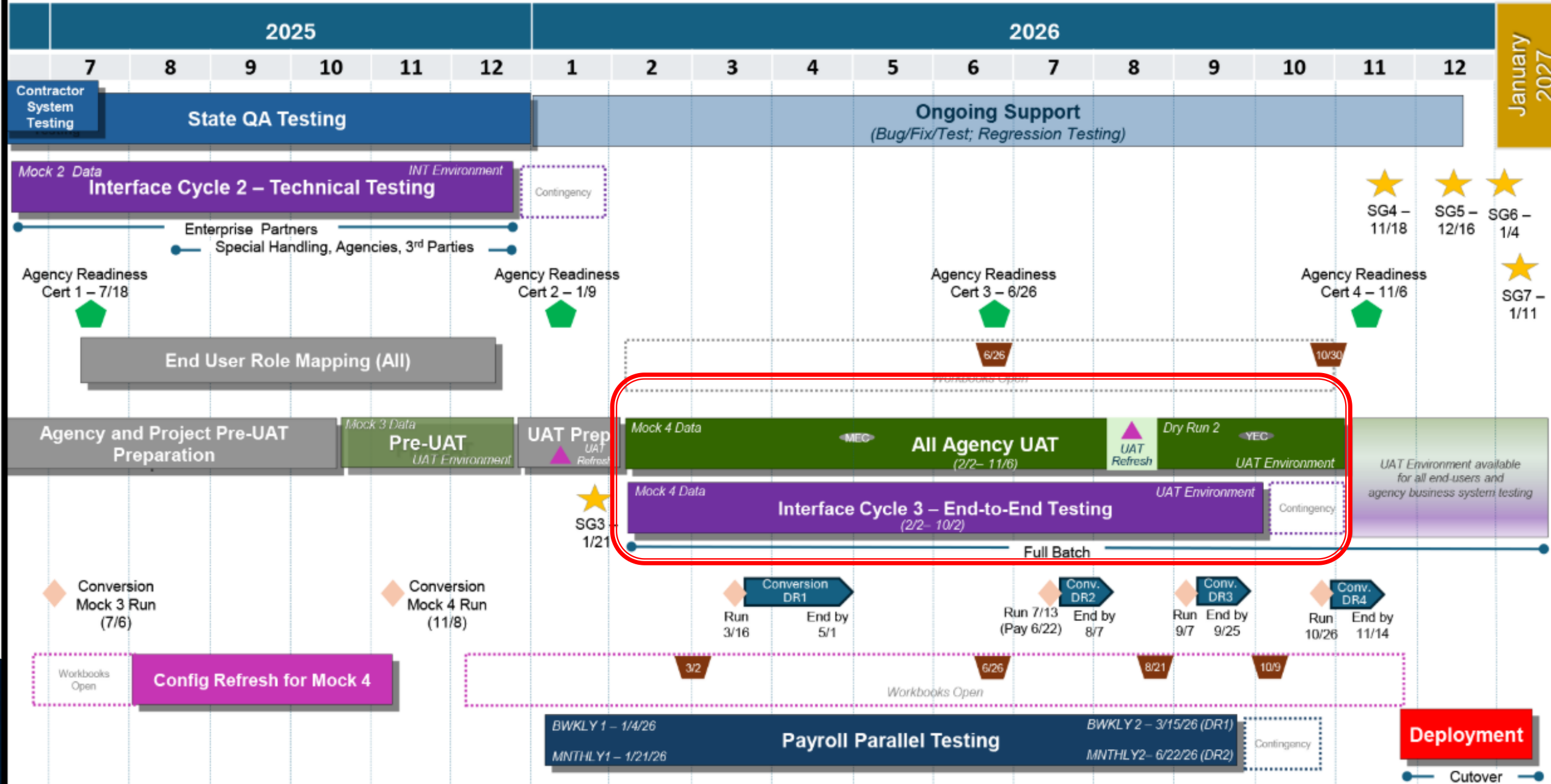|	Purpose
Cycle 2 **Technical Testing** **(INT2 Environment)**	• To validate that interface partners can process Florida PALM outbound files within their internal business systems. • To validate that Florida PALM can process inbound files from interface partners. • To validate that interface error processing is working properly.
Cycle 3 **End-to-End Testing** **(UAT2 Environment)**	• To validate that interface partners can complete processes from start to finish, including those upstream and downstream processes that rely on interfacing system integration and interface data. This cycle will occur during User Acceptance Testing (UAT).

Cycle 3 Objectives

▸ To validate that interface partners can complete processes from start to finish, including those upstream and downstream processes that rely on interfacing system integration and interface data

▸ Identify and resolve defects (bugs). Defects will be logged as ServiceNow (SNow) Tickets.

▸ Resolve defects prior to go-live.

Testing Timeline

As of January 12, 2026

Florida PALM
Planning, Accounting, and Ledger Management

2025						2026												January 2027
7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	

Contractor System Testing

State QA Testing

Ongoing Support
(Bug/Fix/Test; Regression Testing)

Mock 2 Data **Interface Cycle 2 – Technical Testing** *INT Environment*

Contingency

Enterprise Partners
Special Handling, Agencies, 3rd Parties

Agency Readiness Cert 1 – 7/18

Agency Readiness Cert 2 – 1/9

Agency Readiness Cert 3 – 6/26

Agency Readiness Cert 4 – 11/6

SG4 – 11/18

SG5 – 12/16

SG6 – 1/4

SG7 – 1/11

End User Role Mapping (All)

6/26

10/30

Workbooks Open

Agency and Project Pre-UAT Preparation

Mock 3 Data **Pre-UAT** *UAT Environment*

UAT Prep *UAT Refresh*

Mock 4 Data — MEC — **All Agency UAT** *(2/2– 11/6)* — UAT Refresh — *Dry Run 2* — YEC — *UAT Environment*

UAT Environment available for all end-users and agency business system testing

SG3 – 1/21

Mock 4 Data **Interface Cycle 3 – End-to-End Testing** *(2/2– 10/2)* *UAT Environment*

Contingency

Full Batch

Conversion Mock 3 Run (7/6)

Conversion Mock 4 Run (11/8)

Conversion DR1 Run 3/16 — End by 5/1

Conv. DR2 Run 7/13 (Pay 6/22) — End by 8/7

Conv. DR3 Run 9/7 — End by 9/25

Conv. DR4 Run 10/26 — End by 11/14

Workbooks Open

Config Refresh for Mock 4

3/2

6/26

8/21

10/9

Workbooks Open

BWKLY 1 – 1/4/26 **Payroll Parallel Testing** *BWKLY 2 – 3/15/26 (DR1)*

MNTHLY1 – 1/21/26 *MNTHLY2– 6/22/26 (DR2)*

Contingency

Deployment

Cutover

Cycle 3 Interface Testing

▸ Interfaces that have not yet been successfully tested in the Cycle 2 Interface Testing environment (INT2) will remain in the INT2 environment until they are successfully tested.

▸ Once successfully tested in the INT2 environment, the interface will be configured in the Cycle 3 Interface Testing (UAT2) environment within two weeks

▸ Testing in the UAT2 environment can begin once the configuration is completed.

Cycle 3 Interface Testing

▶ Each partner has one default MFT home directory

▶ If you need to place a file in the non-home MFT default path, you must manually change the folder location to the non-default location.

▶ Cycle 3 (UAT2) folder path:

- /mftfs_primary_pl/mft/ftp_root/non-prod/==UAT2==/Agency Acronym/

▶ Cycle 2 (INT2) folder path:

- /mftfs_primary_pl/mft/ftp_root/non-prod/INT2/Agency Acronym/

Please review the Interface Standards ([Interface Standards for Agencies](#)) on the Florida PALM Knowledge Center

Master Seed Files

▸ The Project will provide the Master Files for Cycle 3 Testing
  - AMI003
  - API020
  - GLI001
  - GLI002
  - GLI017
  - KKI009
  - PCI001
  - POI001
  - SDI008

Nightly Batch

- The UAT batch schedule for both Financials and Payroll will be posted on the Knowledge Center, on the UAT Communications page on Monday February 2, 2026

- These documents will be updated as changes occur during UAT

- These are not the final schedules for go-live, that will be published once batch processing has stabilized

- Inbound Files should be placed on the Florida PALM MFT server by 6:30 PM for processing in the nightly batch (Monday thru Friday)

- Inbound files dropped after 6:30 PM will be processed on the next batch run the following night

Nightly Batch (continued)

- ▸ Inbound files will be processed on a First In, First Out basis.

- ▸ If the Interface Partner uploads an inbound file and later determines it should not be processed in batch that evening, they will need to log a SNow ticket with Florida PALM to remove the file from the staging location. Tickets must be logged by 4 PM.

- ▸ If an inbound file is not submitted, a summary log will be created stating that no file was found and zero records were processed.

- ▸ If an empty inbound file is submitted, a summary log will be created stating zero records were processed.

- ▸ Outbound files will be ready for retrieval from the Florida PALM MFT server at 6:30 AM

Batch Schedule Overview
What Is the UAT Batch Schedule and Why It Matters

▶ Why does this Matter for UAT?

  ◦ During testing, transactions entered in the system successfully are available to be run through the next applicable process, however, the results may not appear immediately.

  ◦ Knowing when a batch process runs helps you to:

    • Verify when a transaction is expected to be picked up for processing (e.g., budget checking, posting, pay cycle, etc.)

    • Understand why a transaction hasn't processed yet

  ◦ Key takeaway: *If a transaction hasn't processed yet, the first question is often, "Has the batch job run yet?"*

Batch Schedule Overview
How to Read the UAT Batch Schedule Document

- Key Concepts:
  - **Batch Job**
    - A single program that performs a specific task (e.g., edits transactions, budget checks transactions, posts transactions).
  - **Batch Stream**
    - A group of batch jobs that run one after another in sequential order for a given module.
    - A batch job within a stream must finish before the next job begins.
    - Multiple batch streams may be run in parallel across modules (i.e., An AP batch stream can run at the same time as a GL batch stream).
- <u>Important Note</u>: The batch schedule does not provide details regarding batch job dependencies between streams within the same module or across modules. This detail is maintained within the batch scheduling tool as defined by the Florida PALM Project Team.

Batch Schedule Overview
How to Read the UAT Batch Schedule Document

- The Florida PALM All Agency UAT Batch Schedule contains the Who, What, When, and Where information for the batch schedule.

- The following information is documented on the batch schedule:
  - **Business Process Grouping** – identifies the grouping the stream is associated with (e.g., Account Management and Financial Reporting).

  - **Module** – identifies the module associated to the Business Process Grouping. It is possible for a job that is associated with a module to be executed within a different module (e.g., Voucher Build is an AP process that runs for a transactions created in the AR module).

  - **Process Name and ID** – identifies the batch process name (e.g., Voucher Build) and the system identifier for the process (e.g., AP_VCHRBLD).

  - **Description** – provides an explanation for what the batch process will do.

  - **Batch Stream Start Time** – identifies the time that a batch stream is expected to start. End times for a job may vary based on the volume of transactions being processed, thus end times are not provided in the schedule.

Batch Schedule Overview
How to Read the UAT Batch Schedule Document

▶ The following information is documented on the batch schedule (continued):

  ◦ **Batch Stream Name and Job Sequence** – identifies the name of the batch stream and the execution sequence of the respective job within the stream. A module could have multiple batch streams in which case they will be differentiated by a letter sequence of A, B, C, etc.

  ◦ **Job Frequency** – identifies the day(s) that the job will be executed and how often (e.g., Monday – Friday on daily basis, monthly, etc.).

  ◦ **Inbound File Provide Time / Outbound File Retrieve Time** – identifies the timings when an interface file should be provided to (inbound) or received from (outbound) Florida PALM:

    • If the job is related to an inbound interface, the time referenced denotes when the sending system should provide the file to Florida PALM.

    • If the job is related to an outbound interface, the time referenced denotes when Florida PALM will provide the file for a system to retrieve.

Batch Schedule Overview
How to Read the UAT Batch Schedule Document

Batch schedule example:

- The Inbound Journal Entry (GLI006) file is provided to the Florida PALM MFT folder Monday through Friday by 10:30 PM.

- The Nightly GL Stream D starts at 11:00 PM with the Inbound Journal Entry process being the 1st job in the stream to run.

- The Daily GL Stream that runs at 11:00 PM has a dependency configured to wait for the 11:00 PM Inbound Journal Entry process to complete before the Journal Edit, Budget Check and Post processes run.

Florida PALM All Agency UAT Batch Processing Schedule – Financials								
Business Process Grouping	Module	Process Name	Process ID	Description	Batch Stream Start Time	Batch Stream Name and Job Sequence	Job Frequency	Inbound File Provide Time / Outbound File Retrieve Time
Account Management and Financial Reporting (AMFR)	GL	Inbound Journal Entry	GLI006	Inbound Interface containing journal entries, to include allocations, from select agencies.	11:00 PM	Nightly GL Stream D – Job Sequence 1	Monday – Friday (Daily)	10:30 PM
Account Management and Financial Reporting (AMFR)	GL	Journal Edit	GL_JEDIT	Program within the General Ledger module that validates journal transactions against required data entry validations.	9:00 AM, 11:00 AM, 1:00 PM, 3:00 PM, 7:00 PM, 11:00 PM	Daily GL Stream – Job Sequence 2	Monday – Friday (Daily)	N/A
Account Management and Financial Reporting (AMFR)	GL	Budget Check (GL)	FS_BP	Program within the Commitment Control Module that ensures GL journals are checked against predefined, authorized budgets, based on configured Budget Definitions (e.g., Control, Track with Budget, Track without Budget).	9:00 AM, 11:00 AM, 1:00 PM, 3:00 PM, 7:00 PM, 11:00 PM	Daily GL Stream – Job Sequence 3	Monday – Friday (Daily)	N/A
Account Management and Financial Reporting (AMFR)	GL	Post Journals	GL_JP	Program within the General Ledger module that posts validated journal entries to the various Ledgers (i.e., Actuals, Cash Basis, Financial Reporting).	9:00 AM, 11:00 AM, 1:00 PM, 3:00 PM, 7:00 PM, 11:00 PM	Daily GL Stream – Job Sequence 4	Monday – Friday (Daily)	N/A

Nightly GL Stream D

Dependency

Daily GL Stream

Error Handling

▶ Fatal & Hard Errors

  ◦ Summary logs and Error files will be available in the interface partners Inbound/Logs folder after the interface completes nightly processing.

  ◦ If agencies have selected specific module viewer roles for users, an email will be sent to those users if an error file is generated. The email will contain a link to the error file in Florida PALM.

▶ Soft Errors

  ◦ These errors occur in downstream processes (such as budget check) that occur after an interface file has loaded. These errors will be resolved by agency users with the proper roles to the Work Center in Florida PALM or by correcting the records in the agency business system for resubmission on a new interface file.

  Please see Interface Error Handling Process (120.1) on the Knowledge Center

Submitting Tickets to Florida PALM

▸ Each agency should have a Testing Triage Team to address questions/issues encountered while performing UAT activities. Identify these team members before you begin testing.

▸ Access to create tickets should be limited to the team members that have been leading your agency's Florida PALM effort.

  ◦ Refer to the Florida PALM Customer Portal Registration guide for more information.

  ◦ This is a separate registration and access from the Production Customer Portal.

▸ Likely roles:

  ◦ UAT Coordinator

  ◦ Functional Lead (e.g., Business Liaison)

  ◦ Technical Lead (e.g., Technical Liaison)

When should you log a ticket?

- You've encountered an issue online, using a Spreadsheet Upload, and you have confirmed with your Triage Team and Florida PALM published content that the behavior is not expected
  - First, partner with someone who may be able to help answer questions – It may be a fresh set of eyes that helps solve the problem
  - Validate the issue is not already captured on the published Known Issues and Enhancements List
- You've encountered a technical issue with an interface file or unexpected results for an interface file
- You've encountered an issue connecting to the Florida PALM MFT server or any other technical issue.

What should you include in the ticket?

▸ When reporting a problem / issue, it's important to provide:
- The details about what you were doing (i.e., exact steps you executed)
- The complete file name (interface or error file) that experienced the error
  - Example: DFS_GLI017_D_702067_20250916-0321.txt
  - Example: DFS_IUI002_D_UPM_701420_20250908-023338.err
- Screen shots to support the issue encountered; such as any errors encountered trying to connect to the Florida PALM MFT server.

How quickly should you expect a response?

‣ Response to tickets will vary

- For example, if you log a ticket while an in-person session is happening for that subject area, the team will have a slower response as they will be in the room supporting agencies
- Responses to non-issues should occur within 3-business days
- Tickets for true issues will take longer to resolve as they will require changes to the system, retesting, etc.
- Ticket volume will drive the speed of resolution

Reminders

Current Tasks Due Dates:

Friday, January 30

✓ 669 – Submit Monthly Progress Report

Upcoming Task Releases:

Monday, February 2

✓ 672 – Submit Monthly Progress Report - Testing

1/15/2026

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