

Florida **PALM**

Planning, Accounting, and Ledger Management



THURSDAY Task Talk

Hosted by the Florida PALM Readiness Team

MAY 21, 2026



Agenda

- ▶ Task 699 – Maintain Configuration & Conversion
 - Location Definition Worksheet Update
 - Location Code Mapping
- ▶ Monthly Progress Report
- ▶ Readiness Certification Criteria Review
- ▶ Task Reminders
- ▶ Questions



699 – Maintain Configuration & Conversion Workbooks

Due 5/29/2026

What's New? – Location Definition worksheet updated

- Now two separate columns to allow for optional identification of room number and floor number, which can provide more detail in your Location Codes.
- Supplemental Asset Management Module Configurations has been updated to reflect change.

Building Number	Floor #	Room#	Sector	Comments
i	i	i	i	i

699 – Maintain Configuration & Conversion Workbooks

Due 5/29/2026

Reminder – Location Code Mapping (updated 5/1)

- FLAIR Location Code can now be mapped to a Florida PALM Location Code
- and Florida PALM Area ID, allowing assets to be converted with additional location details.

Error Messages	Value Mapping Confirmation	Departmental FLAIR Location Code	Mapped Florida PALM Location Code	Update Mapping to Florida PALM Location Code	Mapped Florida PALM Area ID	Update Mapping to Florida PALM Area ID	Comments
	<input type="text"/>						
	Yes - Mapping is Correct Remove - FLAIR Location Code Not Valid Update Mapping						

699 – Maintain Configuration & Conversion Workbooks

Due 5/29/2026

Agencies Currently Error Free

- COM
- DBPR
- DCF
- DEP
- DFS
- DLA
- DMA
- DOAH
- DOE
- DOL
- DVA
- FCOR
- FSDB
- HSMV
- LEG
- PSC



678 – Submit Monthly Progress Report – Testing, Training

Due 5/29/2026

User Story Activity Coverage

- Worksheet now includes Topic column
- Widget on dashboard includes new stats

Best Practice

- Do not mark applicable activities as N/A to complete task/clear error messaging

User Stories / Project Defined Activities Summary

Combined Counts

- Non-Applicable Activities =
- Non-Applicable Project Recommended Activities =
- Applicable Activities with User Stories =
- Applicable Activities without User Stories =

Percent of Applicable Activities with User Stories = / = %

BPG	Topic	Activity Name	User Story Inclusion	Entity	Project Recommended Standard Activity	Activity Not Applicable
AAM	Creating a Lease	Activating a Lease	<input checked="" type="checkbox"/>	Agency	<input type="checkbox"/>	<input type="checkbox"/>
AAM	Managing Pre-Period Close	Completing a Pending Transfer/Disposal	<input checked="" type="checkbox"/>	Agency	<input type="checkbox"/>	<input type="checkbox"/>
AAM	Creating a Lease	Creating a Lease	<input checked="" type="checkbox"/>	Agency	<input type="checkbox"/>	<input type="checkbox"/>
AAM	Acquire and Set Up Assets	Creating an Asset Online	<input checked="" type="checkbox"/>	Agency	<input checked="" type="checkbox"/>	<input type="checkbox"/>
AAM	Managing Pre-Period Close	Creating and Updating Asset Records	<input checked="" type="checkbox"/>	Agency	<input type="checkbox"/>	<input type="checkbox"/>

678 – Submit Monthly Progress Report – Testing, Training

Due 5/29/2026

Training Plan Update

- Added Training widget to report Training Plan progress (current Task 607)

Training					
Training Plan Update					
Training Plan Update Progress	Estimated Training Population	How many users create/approve transactions?	How many users are reporting/inquiry only?	Do you plan to create agency-specific training?	Agency-specific Training Approach
Required Updates Have Been Identified	101-150			Yes	Demo

Role Mapping Widget Update

- Moved role mapping worksheet error count into the Role Mapping widget

Role Mapping
Total Number of Identified End Users =
- Number of End Users in Initial Load =
- Number of Enabled End Users in UAT Environment =
Percent of End Users in UAT Environment = %
Count of Role Mapping Worksheet Rows with Error Messages =



Readiness Activities

Criteria for Agency Readiness Certification #3

Continue UAT and Prepare for Training – Due July 10

People

Updated Training Plan

Identification of training materials to be developed

All end users are role mapped

SOD conflicts resolved

Plan to ensure all end users practice in UAT

Processes

Agency has successfully tested at least one user story for each applicable Project Recommended Standard Activity

Plan to complete testing of all processes after UAT refresh

Identification of all process documentation to be created or updated

Technology

All Cycle 3 interfaces have been successfully tested more than once

Agency has produced and tested all inbound files in UAT or has a plan to complete before the UAT refresh

Plan to complete interface testing after UAT refresh

Agency Business Systems are being remediated based on UAT findings

Data

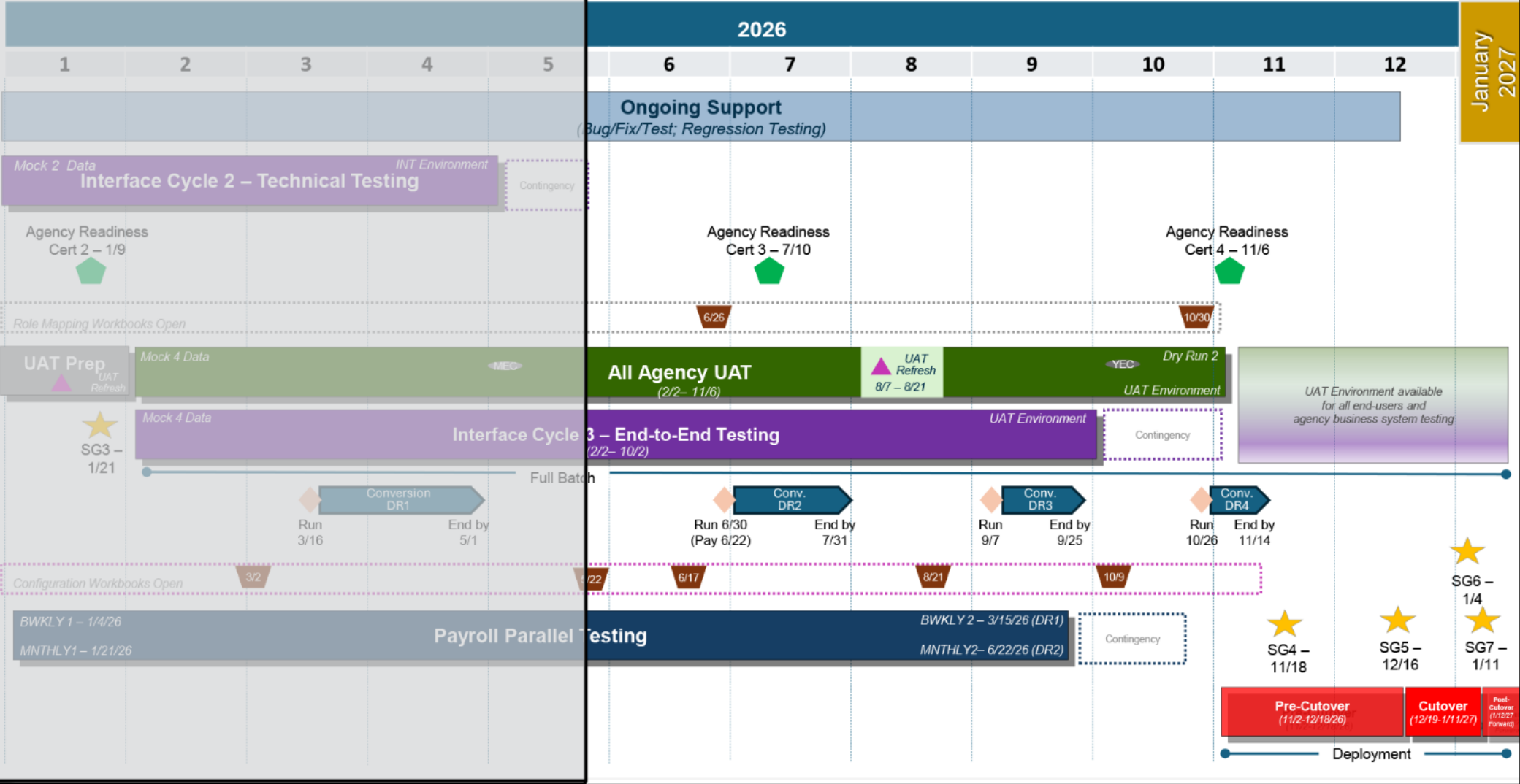
Agency specific configurations are being tested and maintained in configuration workbooks

Agency configuration and conversion workbooks are complete and error free

Agency has cleansed data in FLAIR, FACTS and MFMP; ready for Dry Run 2

Testing Timeline

As of May 11, 2026



Task Reminders

Current Tasks Due Dates:

Friday, May 22

- ✓ 713 – Confirm Supplier Records

Friday, May 29

- ✓ 678 – Submit Monthly Progress Report - Testing, Training
- ✓ 699 – Maintain Configuration and Conversion Workbooks
- ✓ 700 – Maintain Role Mapping Worksheet

Friday, June 5

- ✓ 607 – Update Training Plan

Wednesday, June 17

- ✓ 698 – Complete Data Cleansing in Preparation for Dry Run 2



Questions?

Working Together to
Transform Florida

SCAN ME

Florida**PALM**
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