

FloridaP^{ALM}

Planning, Accounting, and Ledger Management



THURSDAY Task Talk

Hosted by the Florida PALM Readiness Team

SEPTEMBER 24, 2026



FloridaPALM
Planning, Accounting, and Ledger Management

Agenda

- ▶ Spill The Training Tea! – Prepare for Training
- ▶ Project Updates - Role Mapping Enhancements
- ▶ KC Happenings and Other News
- ▶ Upcoming Due Dates and Reminders
- ▶ Questions





Preparing for Training

Preparing for Training - Questions we will answer

- ▶ *What is the Project's approach to educating end users?*
- ▶ *What are Subject Areas and why are they important?*
- ▶ *When will the WBTs be released to the LMS?*
- ▶ *What is important for your End Users to know before completing WBTs?*
- ▶ *What will be included in/with a WBT?*
- ▶ *What constitutes completion?*
- ▶ *How will agencies report their end users' progress?*
- ▶ *What will be included on the monthly progress report dashboard?*
- ▶ *How should agencies be preparing for the release of WBT?*
- ▶ *What are planned in-person sessions and when will they be held?*
- ▶ *What are planned virtual support sessions?*
- ▶ *How can we learn more about planned training?*



Preparing for Training

What is the Project's approach to educating end users?

Web-Based Trainings (WBTs) will be an interactive, consumable version of the information available in the EUM
1 WBT = 1 Subject Area = 1 or more Topics

- SMEs first
- Grow to include all users
- Agency guided exposure and learning for their end users
- Hands on in an environment that includes an agency's information

UAT

Supported by
Process Steps, In-
Person Sessions,
and Office Hours

Training

- Learning Paths by Role
- Read It, Watch It, Do It
- Online materials at their fingertips
- Project-facilitated learning
- Agency-provided training on agency-specific processes

Support will be
provided through
In-Person and
Virtual sessions

- 'How to interact with Florida PALM' in one place
- End User access to information when they need it
- Build upon the current Knowledge Center platform

End User
Manual

Includes
Chapters for
each BPG and
for Fundamentals
of Florida PALM

Chapters include
BPG Overview,
CYK, and Topic
articles, and
Process Steps

This image was first shared in 2024



Preparing for Training

What are Subject Areas and why are they important?

- ▶ The Project has identified over 35 Subject Areas across the BPGs, not including those for DW/BI and SAC. DW/BI learning will be through the EUM content (e.g., process steps, demos, articles), and via in-person sessions for Authors. SAC materials learning will be through the EUM, as well.
- ▶ Completion of training is measured at the Subject Area level. In LMS, each Subject Area will be a “Program” – completion of the “program” is required to receive a certificate of completion.

Subject Areas are a grouping of related Topics to support end user learning of how to function in Florida PALM



Preparing for Training

When will the WBTs be released to the LMS?

- ▶ A WBT Release Schedule has been published to the KC – Training Resources page
 - Not every Subject Area associated with a BPG will be released together
 - In October: DM = 5; IU = 2; Payroll = 4
- ▶ Readiness Criteria for 25% completion will be based on the released content through Payroll Management (11 Subject Areas)

WBT Delivery Timeline		
Planned Completion Date	Business Process Grouping	Approximate % of Total Users*
October 2	Disbursements Management Inter/IntraUnit Management	42%
October 16	Payroll Management	6%
October 30	Account Management and Financial Reporting Budget Management and Cash Control Accounts Receivable Revenue Accounting Contracts Management Grants Management Project Management	27%
November 6	Asset Accounting and Management Managing Month-End Closing	7%
November 30	Banking** Reporting in Florida PALM	11%

*Balance are DW/BI Authors

**Functionality implemented in CMS Wave



Preparing for Training

What is important for your End Users to know before completing WBTs?

1. Their assigned role(s)
2. Where to go to find what Subject Areas are associated with those assigned role(s)
3. How to access LMS
4. Your expectations for any prerequisites, including Project-provided or agency-provided
5. Your expectation for when the training must be completed
6. How to report their training completion and to whom
7. Your expectations for practicing what they've learned in the UAT environment

Q: Why is a Subject Area assigned to a role?

A: Because that role is listed in one or more of the associated Topic's Activities (i.e., Process Steps)

Learning Path

This table shows the available learning materials for each of the Topics and Activities this End User Role will be assigned.

Learning Material Title	Learning Material
All Agency UAT Participant Prerequisites	Please refer to the Learning Paths section of the UAT Prerequisites article to identify the training required for end users assigned a role in this Business Process Grouping.
Subject Area: Entering and Processing Vouchers	Future Web-Based Training (WBT) to be published
Topic: Processing Vouchers	
Activity: Entering a Voucher Manually	Process Steps Demo: Creating a Regular Voucher
Activity: Modifying a Voucher	Process Steps
Activity: Resolving Voucher Errors	Process Steps
Topic: Prompt Payment Interest Vouchers	
Activity: Prompt Payment Interest Voucher Reporting	Process Steps
Subject Area: Managing AP/PO Transactions	Future Web-Based Training (WBT) to be published
Topic: Managing AP/PO Transactions	
Activity: Reviewing and Managing AP-PO Transaction Exceptions	Process Steps

Preparing for Training

TOC/Menu

What will be included in/with a WBT?

- ▶ Each Lesson, which aligns with a Topic, includes standard sections / content:
 - Before We Begin
 - Topic Overview
 - Read It!, Watch It!, and Do It! for each Activity
 - “Let’s See What You Remember” questions throughout
 - Demonstration videos
 - Printable versions of the WBT materials for later reference

The screenshot displays the Florida PALM Web-Based Training interface. On the left is a TOC/Menu sidebar with a red border, listing sections: 'Creating and Maintaining Encumbrances' (0% COMPLETE), 'Before We Begin', 'Topic Overview', 'CREATING AND MODIFYING AN ENCUMBRANCE' (with sub-items: 'Read It - Creating and Modifying an Encumbrance', 'Watch It - Creating and Modifying an Encumbrance', 'Do It - Creating and Modifying an Encumbrance'), 'APPROVING OR DENYING AN ENCUMBRANCE' (with sub-item: 'Read It- Approving or Denying an Encumbrance'), and 'Read It- Approving or Denying an Encumbrance'. The main content area shows 'Before We Begin' as 'LESSON 1 OF 12'. Below this is a video player with a red border, displaying 'Before we Begin...' and a progress bar at 00:02 / 01:35. The video title 'Before We Begin Video' and the text 'Embedded video' are visible below the player.

Creating and Maintaining Encumbrances

8% COMPLETE

START HERE

Before We Begin

Topic Overview

CREATING AND MODIFYING AN ENCUMBRANCE

Read It - Creating and Modifying an Encumbrance

Watch It - Creating and Modifying an Encumbrance

Do It - Creating and Modifying an Encumbrance

APPROVING OR DENYING AN ENCUMBRANCE

Read It- Approving or Denying an Encumbrance

↑ 1 of 12 — Before We Begin

Overall Progress Bar Topic Overview

Completed sections

LESSON 2 OF 12

Progress Circle for Section

Creating and Maintaining Encumbrances

Learning Objective

By the end of this training, you will be able to Create and Maintain Encumbrances in Florida PALM. You will learn the key activities involved in Creating and Modifying an Encumbrance, Approving and Denying an Encumbrance, and Monitoring and Managing Encumbrance Errors.

So What

Expandable Text

CONTINUE

Continue button available when all items completed on the page



Creating and Maintaining Encumbrances

8% COMPLETE

START HERE

Before We Begin

Topic Overview

CREATING AND MODIFYING AN ENCUMBRANCE

Read It - Creating and Modifying an Encumbrance

Watch It - Creating and Modifying an Encumbrance

Do It - Creating and Modifying an Encumbrance

APPROVING OR DENYING AN ENCUMBRANCE

Read It- Approving or Denying an Encumbrance

Creating and Maintaining Encumbrances Overview

Progress Bar unchanged until Section is done

Creating and Maintaining Encumbrances encompasses all activities required to establish, approve, and monitor commitments of funds prior to processing a payment for goods and services purchased. The following activities will guide participants to add or update an encumbrance, review and approve or deny a pending encumbrance, and monitor and resolve any errors associated with an encumbrance.

Click on each activity tab to reveal its information and to unlock the "Continue" button.

Progress Circle for Section changes from page to page

CREATING AND MODIFYING AN ENCUMBRANCE

APPROVING OR DENYING AN ENCUMBRANCE

MONITORING AND MANAGING ENCUMBRANCE ERRORS

Clickable tabs of information

Embedded audio (clicking required)

0:24 1x

Creating and Modifying an Encumbrance is the process of establishing a new encumbrance or making changes to an existing one. This includes adding, updating, cancelling, or deleting an encumbrance, entering confidential transactions, and uploading encumbrances via spreadsheet upload. This is a key activity within Creating and Maintaining Encumbrances and ensures funds are properly committed and kept accurate before payment can occur.

Creating and Maintaining Encumbrances

8% COMPLETE

START HERE

Before We Begin

Topic Overview

CREATING AND MODIFYING AN ENCUMBRANCE

Read It - Creating and Modifying an Encumbrance

Watch It - Creating and Modifying an Encumbrance

Do It - Creating and Modifying an Encumbrance

APPROVING OR DENYING AN ENCUMBRANCE

Read It- Approving or Denying an Encumbrance

Let's See What You Remember

Progress Bar unchanged until Section is done

Progress Circle for Section changes from page to page

Multiple Response: Select all choices that apply and click "Submit" to check your answer.

Which of the following activities are part of Creating and Modifying an Encumbrance?

- ☐ Adding an Encumbrance
- ☐ Updating an Encumbrance
- ☐ Entering a Confidential Transaction
- ☐ Reviewing, Approving, and Denying Vouchers

Submit Button

SUBMIT



Progress
Bar
increased

You can navigate back to prior sections

Do It - Creating and Modifying an Encumbrance

LESSON 5 OF 12

Introduction

In this lesson, we are preparing to apply what you have learned and "Do It" in the appropriate Florida PALM environment. To make the learning experience more manageable, each interactive screen is structured into smaller, focused actions that guide you through the process step-by-step. The informational trackers reinforce your understanding of the Encumbrance Entry process. As you click through each tracker, noted with an "i" icon, information is provided to enhance your understanding of how to complete the associated fields. You may refer back to the key concepts covered in the Read It and Watch It sections within this training or the related process steps in the Florida PALM Knowledge Center.

Prepare yourself to apply these concepts to "Do It" within the appropriate Florida PALM environment.

Creating and Maintaining Encumbrances

33% COMPLETE

Topic Overview

CREATING AND MODIFYING AN ENCUMBRANCE

Read It - Creating and Modifying an Encumbrance

Watch It - Creating and Modifying an Encumbrance

Do It - Creating and Modifying an Encumbrance

APPROVING OR DENYING AN ENCUMBRANCE

Read It - Approving or Denying an Encumbrance

Watch It - Approving or Denying an Encumbrance

Do It - Approving or Denying an Encumbrance

MONITORING OR MANAGING

Adding and Updating Encumbrances

Add/Update POs

Maintain Purchase Order
Purchase Order

Business Unit 43000
PO ID NEXT
Copy From

Header

*PO Date 08/12/2025
*Supplier
*Supplier ID
*Buyer ENCUMBRANCE_BU
PO Reference

Supplier Search
Supplier Details
Dummy Testing

Header Details
PO Defaults
PO Activities
Actions

Activity Summary
Add Comments
Add ShipTo Comments

Add Items From

Catalog
Purchasing Kit

Item Search

Lines

Details Ship To/Due Date Statuses Item Information

Line	Item	Description
1		

View Printable Version
View Approvals

Save Notify Refresh

Clicking the Information bubble opens a page with text and clickable audio

Header section

0:16 1x

Captures the core PO identifying and supplier information along with total dollar amounts.

- PO Date, Supplier, Supplier ID, Buyer fields (required)
- PO Reference field
- Links: Header Details, PO Defaults, PO Activities, Actions
- Links: Activity Summary, Add Comments, Add ShipTo Comments

Entering a Confidential Transaction

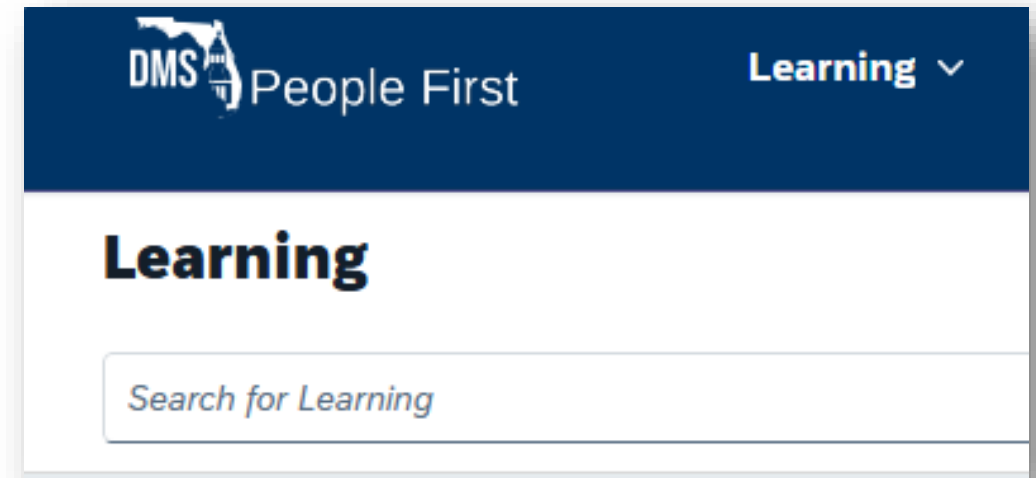
Add/Update POs

Repeats for each Activity

Preparing for Training

What constitutes completion?

- ▶ Completion of the entire “program” in LMS (Program = Subject Area)
- ▶ Successful completion of the Knowledge Check with passing score of 80%
- ▶ Completion of End of Course Survey
- ▶ Does NOT include prerequisite training completion, as that has been an expectation for beginning UAT



Preparing for Training

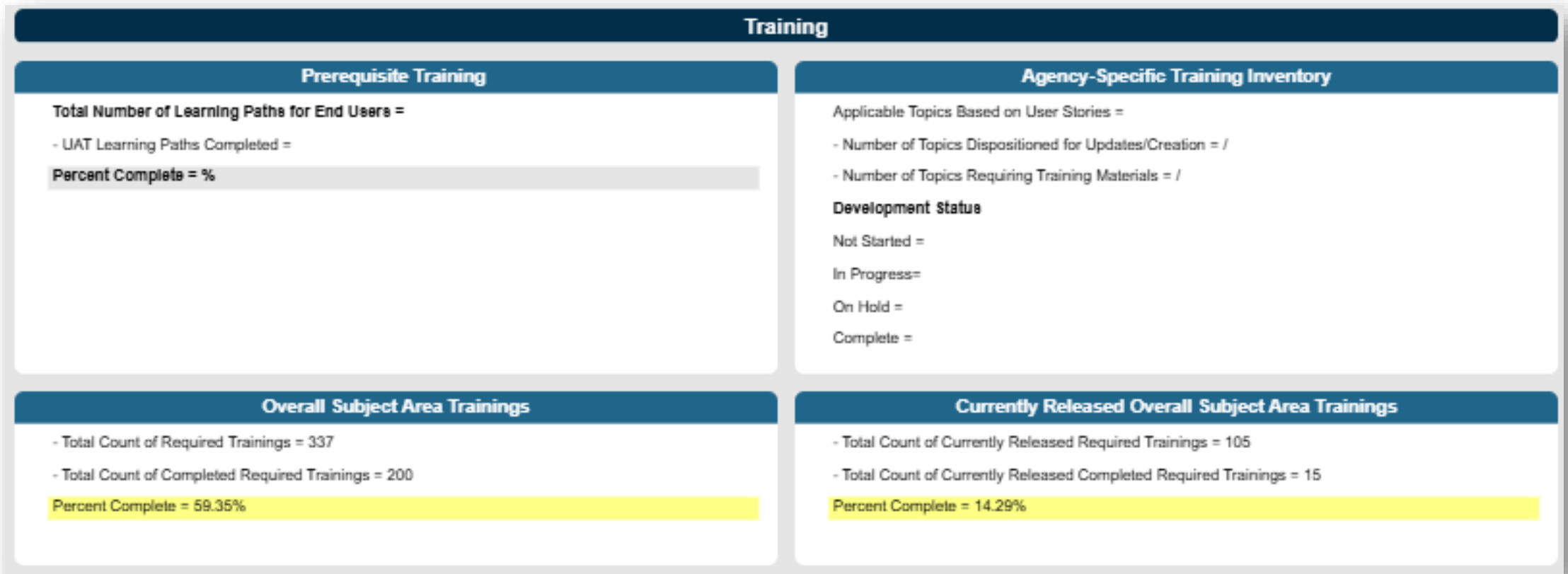
How will agencies report their end users' progress?

- ▶ Using the Training Completion Tracker
- ▶ The Training Completion Tracker will include:
 - Each end user's name email and assigned roles → *Based on / fed from the Role Mapping Worksheet*
 - Status of Completion: Yes = 100% No = <100% → *Calculated based on information in the Subject Area columns*
 - Percentage Complete: # completed Subject Areas / # required Subject Areas → *Calculated based on information in the Subject Area columns*
 - Fields for noting status of the end user's completion of the assigned Subject Area → *Input by agency CCN member to note status of training completion. Only "Completed" updates the Status and Percentage Complete columns.*
 - Comments column for any agency comments or information they want to track for that end user
- ▶ Should be reported monthly AT A MINIMUM



Preparing for Training

What will be included on the monthly progress report dashboard?



Panel 1

This panel's contents should not change from month to month

Preparing for Training

What will be included on the monthly progress report dashboard?

Currently Released WBT		
DM	IU	PR
Creating and Maintaining Encumbrances - Total Count of Users Required to Complete Training = 13 - Total Count of Users that have Completed Training = 10 Percent Complete = 76.93%	Managing IU Transactions - Total Count of Users Required to Complete Training = 21 - Total Count of Users that have Completed Training = 0 Percent Complete = 0%	Maintaining Payroll Adjustments - Total Count of Users Required to Complete Training = 7 - Total Count of Users that have Completed Training = 0 Percent Complete = 0%
Entering and Processing Vouchers - Total Count of Users Required to Complete Training = 7 - Total Count of Users that have Completed Training = 1 Percent Complete = 14.29%	Processing IU Transactions - Total Count of Users Required to Complete Training = 22 - Total Count of Users that have Completed Training = 0 Percent Complete = 0%	Managing Payroll Accounting - Total Count of Users Required to Complete Training = 9 - Total Count of Users that have Completed Training = 0 Percent Complete = 0%
Managing AP/PO Transactions - Total Count of Users Required to Complete Training = 4 - Total Count of Users that have Completed Training = 0 Percent Complete = 0%		Processing Payroll - Total Count of Users Required to Complete Training = 9 - Total Count of Users that have Completed Training = 0 Percent Complete = 0%
Managing Payments - Total Count of Users Required to Complete Training = 2 - Total Count of Users that have Completed Training = 0 Percent Complete = 0%		Setting Up and Maintaining Position Funding - Total Count of Users Required to Complete Training = 3 - Total Count of Users that have Completed Training = 1 Percent Complete = 33.33%
Setting Up and Maintaining Suppliers - Total Count of Users Required to Complete Training = 8 - Total Count of Users that have Completed Training = 3 Percent Complete = 2.67%		

Panel 2

This will change as Subject Areas are released

Preparing for Training

What will be included on the monthly progress report dashboard?

In Person Training Sessions			
Florida PALM Fundamentals Identification		Building Reports and Queries Identification	
Registered for Florida PALM Fundamentals Sessions	Attended Florida PALM Fundamentals Sessions	Registered for Building Reports & Queries	Attended Building Reports & Queries
13	0	0	0

Panel 3

This will change to reflect In—Person sessions

Preparing for Training

How should agencies be preparing for the release of WBT?

- ▶ Using their Role Mapping worksheet, identify their users that have roles in each of the BPGs and communicate timing for release
- ▶ Determine their agency prerequisites and communicate those to their end users – Agency-specific processes and ChartFields are NOT included in the Project-provided WBTs, but are critical to the overall understanding of an end user
- ▶ Determine and communicate how end users should seek help if they do not understand content
- ▶ Review their Agency Training Plan and ensure components are mobilized / ready to be operationalized or update, as appropriate
- ▶ Determine their agency's approach for tracking training completion – Consider the following questions / answers:
 - Who is responsible for collecting and reporting progress?
 - What role will end user's Managers have in ensuring completion?
 - Do we want to "assign" training in LMS? - Agencies can "assign" the required training via LMS, which allows for better visibility by the end user and their manager with tracking completion
 - What additional "Try It!" requirements / expectations do should we have for our end users? Does it vary based on the user or the Subject Area?
 - Do we have completion targets (e.g., set a pace for completion)? Do we assign completion dates? – The only requirement, from a Project perspective, is the one associated with Cert #4; however, it would be an increased risk to the agency if its end users have not completed their required training before go live



Preparing for Training

What are planned in-person sessions and when will they be held?

- ▶ Intended to supplement WBT, so participants will be required to complete all online WBT before attending
- ▶ Will have a cap per agency, so registration is through UAT Coordinators / Liaisons
- ▶ Will be recorded and made available for re-listening
- ▶ Each session will be a single day event



Session Topic	Dates
Florida PALM Fundamentals	10/7 & 10/8
Building Reports & Queries	10/19 – 10/23
Inter/IntraUnit Lifecycle	11/3 – 11/5
Deposit Lifecycle	11/9 & 11/10
FCO Project Lifecycle	11/12 & 11/13
Voucher Lifecycle	11/16 – 11/18
Payroll Lifecycle	11/30 – 12/3



Indicates that registration is now open!

Preparing for Training

What are planned virtual support sessions?

- ▶ Mondays from 2 – 3pm
 - ▶ Target audience: DW/BI Authors that have questions and scenarios that they need some help working through
 - ▶ Requested topics or questions should be shared by Friday, COB
 - ▶ Sessions will be led by the DW/BI Team
- ▶ Tuesdays from 2 – 3:30pm
 - ▶ Target audience: End Users that have completed WBT but just need some extra help
 - ▶ Requested topics or questions should be shared by Friday, COB
 - ▶ Sessions will be led by the TED Team, with functional team support

DW/BI Working Sessions

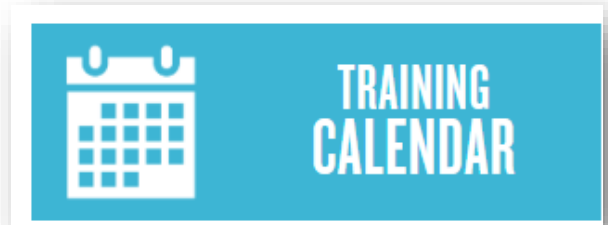
Training Topics Working Sessions



Preparing for Training

How can we learn more about planned training?

- ▶ By visiting the [Training Resources](#) page on the KC
- ▶ Includes a link to the [Training Calendar](#) (hosted on the website) and more details about each event:
 - Calendar Items:
 - WBT planned roll out
 - Actual EUM release dates
 - Meetings:
 - In-person sessions
 - Weekly virtual sessions, including registrations to attend or prior session recordings

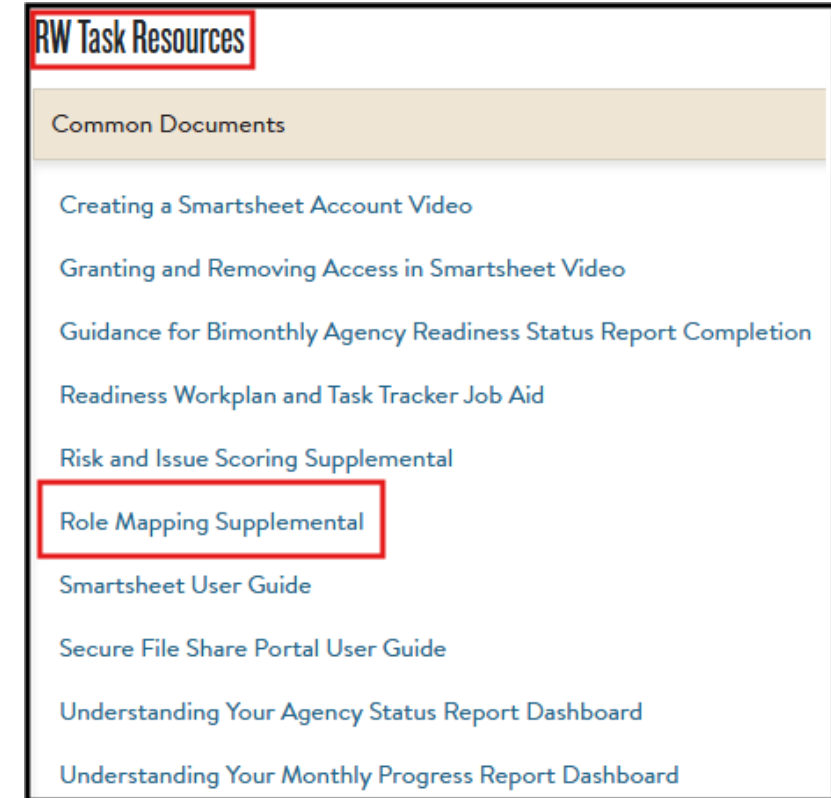
A screenshot of a web-based calendar interface for September 2026. The interface includes a header with navigation tabs (Today, September 2026, Day, Work Week, Week, Month, Agenda, Timeline) and a sidebar with a "Calendars" section containing filters: All events, EUM Release, Fundamentals, Reports & Queries, Training Topics, and WBT Release. The main calendar grid shows dates from Sunday 30 to Saturday 10. Events are color-coded: EUM Release (pink), WBT Release (green), Fundamentals A (light green), Fundamentals B (light green), and TTWS (light blue).

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	01	02	03	04 EUM	05
06	07	08	09	10	11 EUM	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	01	02 WBT Release	03
04	05	06 TTWS	07 Fundamentals A	08 Fundamentals B	09	10

Project Updates - Role Mapping

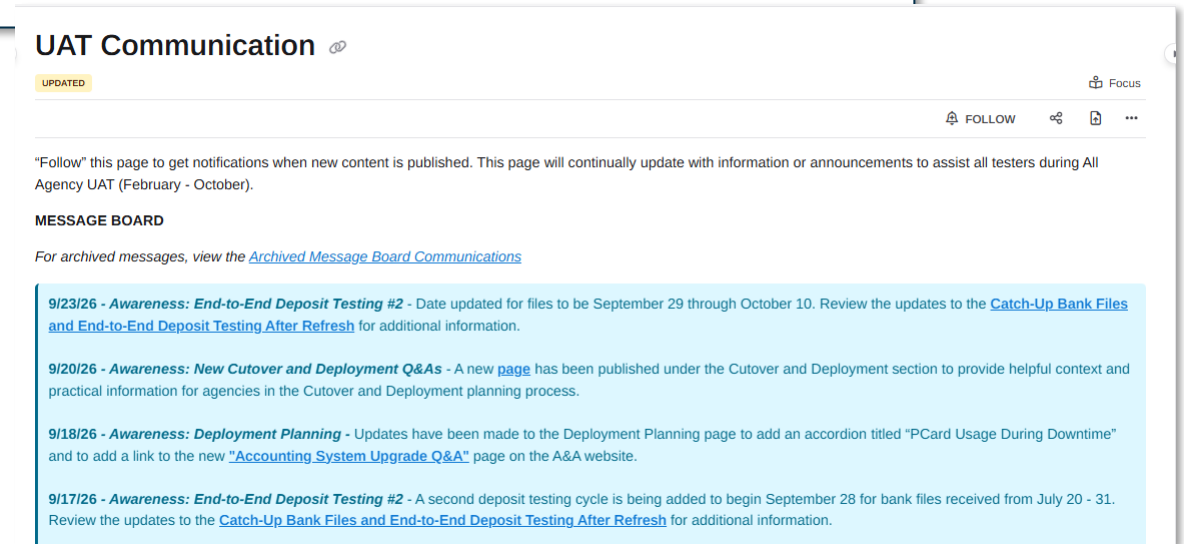
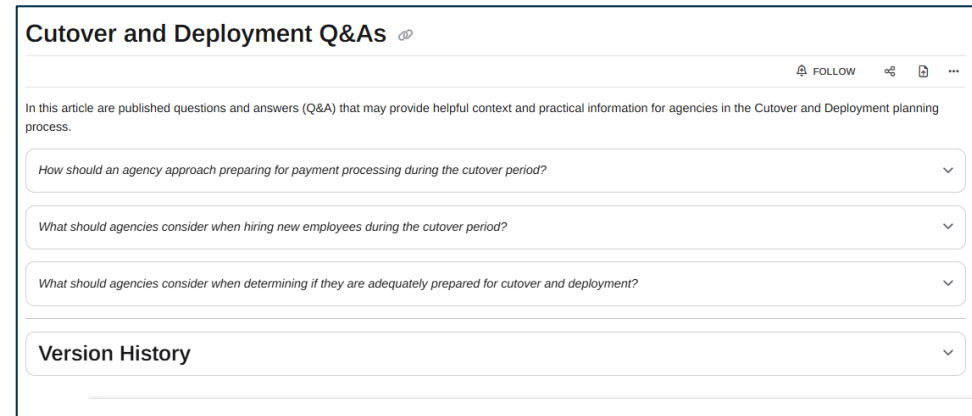
- Agency role mapping worksheets have been updated with three enhancements.
 - The “Topic” column is now auto populated with the applicable topics based on the end user role assignment
 - Two new columns have been added
 - Identify MFMP/STMS Enterprise System Users only
 - Users can only have Agency AP Processor role required for enterprise system.
 - Identify users that need Bank Security Role – granting access to banking information.
- New SOD conflicts added for Asset Management roles
 - [End User Role Conflict Listing - Smartsheet.com](#)
 - [Agency SOD Conflict Matrix - Smartsheet.com](#)

NOTE: Agency role mapping worksheets in Smartsheet are not connected to the UAT environment.



Knowledge Center Happenings and Other News

- ▶ New Training Resources with Message Board – Follow for updates!
- ▶ Deployment Planning
 - New - Cutover and Deployment Q&As page
 - Sample Communication - Payment Processing
 - Draft HR Email



All changes are logged in the Knowledge Center Change Catalog - Smartsheet.com



Task Reminders

Upcoming Task Due Dates:

Monday, September 28

- ✓ *Pulse Check #3*

Wednesday, September 30

- ✓ 691 – Submit Monthly Progress Report – Testing, Training, Cutover
- ✓ 707 – Maintain Role Mapping Worksheet

Friday, October 9

- ✓ 709 – Submit Configuration and Conversion Workbooks
- ✓ 710 – Complete Data Cleansing in Preparation for Dry Run 4

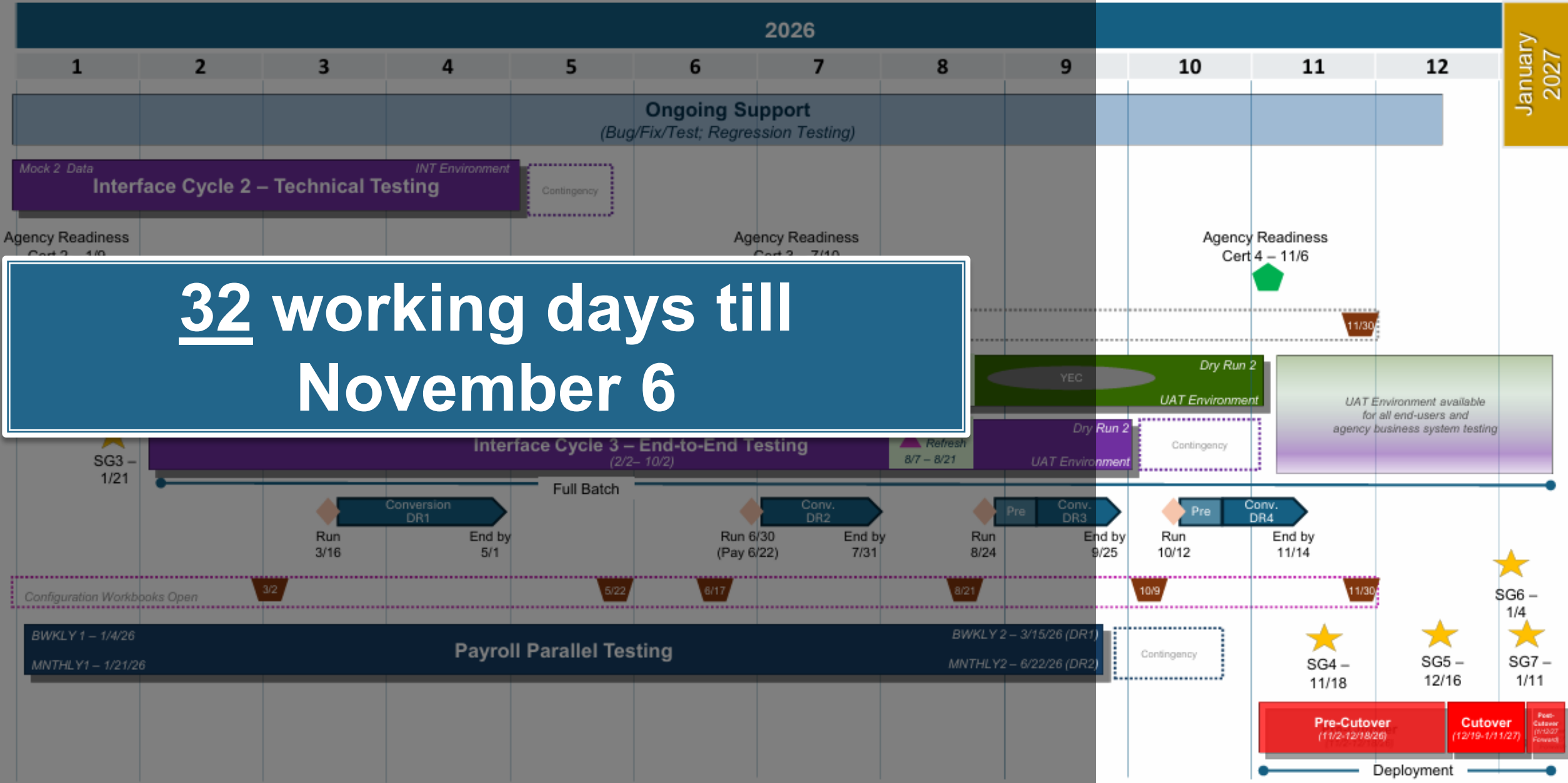
Friday, October 30

- ✓ 602 – Update Agency Business Process Documentation
- ✓ 604 – Create Agency-Specific Learning Materials to Support End Users
- ✓ 623 – Create Agency Post-Implementation Support Plan



Testing Timeline

As of July 21, 2026



Questions?

Don't forget to send your testing questions in for tomorrow's UAT Office Hours

Tomorrow Special Time - 1:00 – 3:00pm (to accommodate FASM)

**FRIDAYS THRU
NOVEMBER 6th**



UAT Ends in November!

**Help your agency meet its
UAT objectives for Agency
Readiness Certification #4**

To support your testing efforts, the Project team has scheduled Office Hours for each Friday of the remaining weeks of user acceptance testing.

To add Office Hours to your calendar, visit the
UAT Communication Page

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