

This guidance is only applicable for agencies that have not completed Interface Cycle 2 – Technical Testing.

Incomplete Cycle 2 Testing Check In

Agencies that have not completed Interface Cycle 2 – Technical Testing must provide a testing update in the <Agency> *Incomplete Cycle 2 Testing Check In* worksheet published to your Testing folder in Smartsheet. If Cycle 2 Testing is in progress or not started for any interfaces, your agency must provide expected start dates for testing, expected planned completion dates, and current blockers to being complete with testing.

Data from this worksheet will be displayed on your Monthly Progress Report, which is required to be submitted by your agency each month via recurring Readiness Workplan tasks. Your testing status and progress will be published to the Florida PALM website and shared with Project stakeholders, including the Executive Steering Committee.

NOTE: Cycle 2 testing **must be complete** for an interface connection before that connection is migrated to the UAT environment to begin Cycle 3 testing.

Smartsheet Navigation:
 Florida PALM Workbook for (Agency) > Testing

Worksheet Instructions

The worksheet is populated with data from your <Agency> *Cycle 2 Technical Interface Testing* worksheet in Smartsheet that you are currently maintaining and will only display interfaces that are not in a complete status for Cycle 2 testing. Once an interface that is in progress becomes complete, the interface will be removed via overnight processing.

Agency Test ID	Agency Business System	Florida PALM Interface Name	Interface Direction	Status	As of Date	If not started, what is the expected start date?	Planned testing completion date?	What are the current blockers to being complete?
ID1278-2582	DEMO System	API006 - Inbound Payment Cancellation	Inbound	In Progress	1/5/26 @ 8:10AM			
ID1288-2464	DEMO System	API020 - Outbound Supplier Data	Outbound	Not Started	1/5/26 @ 8:10AM			

Figure 1: <Agency> *Incomplete Cycle 2 Testing Check In* Worksheet

The worksheet contains the following columns used to display any interfaces that are not in a complete status for Interface Cycle 2 – Technical Testing. These columns are locked from editing:

- Agency Test ID – Unique identifier for the interface test
- Agency Business System – Agency Business System for the interface
- Florida PALM Interface Name – Interface name
- Interface Type – Inbound or Outbound
- Status – In Progress or Not Started
- As of Date – Date and time that worksheet was last updated.

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You must complete the following columns within the worksheet for all interfaces listed in your worksheet:

- ***If not started, what is the expected start date?*** (required only if the status is 'Not Started') – Provide the expected planned testing start date.
- ***Planned testing completion date?*** – Provide the expected testing completion date.
- ***What are the current blockers to being complete?*** – Use this column to describe your agency's challenges or blockers that have prevented testing starting and/or completion.