Current Period

The following are highlights of key Project activities during the current update period:

July 2025

- Published User Acceptance Testing Prerequisite training to the People First Learning Management System.
- Published a new page in the Knowledge Center focused on User Acceptance Testing materials and resources.
- Published a "Know Your Change Impact" flyer for agencies to consider Will Life to Date (LTD) balances be converted?.
- Enhanced the Florida PALM Solution Center Customer Portal registration process in preparation to support agencies for UAT and go-live.
- Hosted a special edition Thursday Task Talk and began Cycle 2 Interface Testing – Technical Testing with agencies.

August 2025

- Began Interface Cycle 2 – Technical Testing with agencies; communications for specific interfaces are communicated through the Knowledge Center.
- Published a "Know Your Change Impact" flyer for agencies to consider How will current year Expenditure Refunds be handled?.
- Published Learning to Work in Florida PALM as a helpful guide for future end users when navigating available learning resources alongside User Acceptance Testing activities.
- Published Finding FIN/PAY UAT Prerequisite Trainings in the Knowledge Center to help User Acceptance Testing end users locate the correct courses within the People First LMS.
- Published the August Monthly Progress Reports, capturing agency testing progress.

September 2025

- Published UAT Pre-Materials on the Knowledge Center: 22 process steps and 21 demonstration videos for the topics, Account Management and Financial Reporting; Budget Management and Cash Control; Revenue Accounting; Accounts Receivable; and Banking.
- Created an Interface Testing section in the Knowledge Center where agencies can subscribe to specific interface articles for immediate updates regarding testing information.
- Published a "Know Your Change Impact" flyer to help agencies understand the impact of special characters in Florida PALM.
- Published a ChartField summary graphic to assist agencies with reading interface error reports for ChartFields.
- Published the Quarter 1 Project Newsletter for fiscal year 2025-2026.
- Published the September Monthly Progress Reports, capturing agency testing progress.

Next Period

The following are highlights of what agencies will be doing during the next update period (October – December 2025):

- Limited participation by Advisory Council agencies in Pre-UAT activities will start in October and cover an eight-week span. This is an opportunity for testers to explore the Florida PALM Financials system and start gaining familiarity with processing transactions, correcting errors and running reports.
- Users should continue reviewing User Acceptance Testing pre-materials and process steps that will continue to be published on the Knowledge Center on a rolling basis.
- Interfacing partners (agencies and enterprise systems) should continue Interface Cycle 2 – Technical Testing.
- Agencies should continue preparing for Mock Conversion 4 by:
    - Reviewing Mock Conversion 3 results and performing data cleansing activities.
    - Updating and maintaining configurations workbooks.
    - Updating and maintaining conversion related workbooks.
- Agencies should continue role assignment for end users to access UAT.

Potential Topics

The following topics are provided for agency consideration to generate communication / messaging topics:

- **Continue to prepare for User Acceptance Testing**
  While the start of UAT has been delayed, take advantage of this additional time to continue to prepare.
    - Consider what you can provide your testers to be best equipped and enabled to test your agency processes in UAT.
        - Have you completed your Prerequisite trainings?
        - Have you completed documenting your User Stories and supporting materials?
            - Use the UAT process steps and pre-materials to prepare your testers. Paired together with your User Stories and supporting materials, your testers should have an abundance of information to support their test of your business processes.
            - How do you plan to share your agency-specific configurations with your UAT participants in preparation for UAT?
    - Consider the appropriate role assignments for your future end users.

- **Continue to prepare for Mock Conversion 4**
  Mock Conversion 4 is planned to begin in November, with results shared with agencies in January 2026.
    - What current processes have you put in place to ensure your data cleansing efforts are maintained until go-live?