

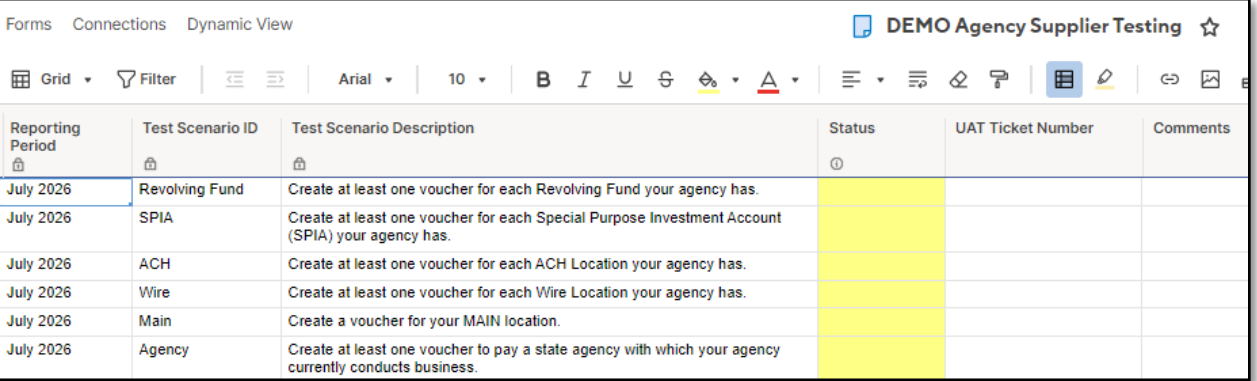
Overview

An <Agency> Agency Supplier Testing worksheet has been published to your Agency Testing folder in Smartsheet. Use this worksheet to confirm Agency Supplier testing during your monthly progress reporting period.

Worksheet responses will be displayed on your Monthly Progress Report dashboard and are required for RW Task 681 - Submit Monthly Progress Report – Testing, Training, Cutover.

Smartsheet Navigation:

Florida PALM Workbook for (Agency) > Testing



Reporting Period	Test Scenario ID	Test Scenario Description	Status	UAT Ticket Number	Comments
July 2026	Revolving Fund	Create at least one voucher for each Revolving Fund your agency has.			
July 2026	SPIA	Create at least one voucher for each Special Purpose Investment Account (SPIA) your agency has.			
July 2026	ACH	Create at least one voucher for each ACH Location your agency has.			
July 2026	Wire	Create at least one voucher for each Wire Location your agency has.			
July 2026	Main	Create a voucher for your MAIN location.			
July 2026	Agency	Create at least one voucher to pay a state agency with which your agency currently conducts business.			

Figure 1: DEMO Agency Supplier Testing

Worksheet Instructions

Review instructions below on how to complete your <Agency> Agency Supplier Testing worksheet.

1. **Reporting Period** (locked from editing)
 - Prepopulated with the current reporting period.
2. **Test Scenario ID** (locked from editing)
 - Prepopulated with the test scenario name.
3. **Test Scenario Description** (locked from editing)
 - Prepopulated with the test scenario description. Refer to the *Agency Supplier – Testing Plan* section of [APC001 Agency Supplier Record Supplemental](#) for additional details.
4. **Status** (required field)
 - Select the overall status that best describes the current state of testing for each given testing scenario.
 - Not Started
 - Select this option if you have not started testing.
 - In Progress
 - Select this option if you have started testing but have not completed testing for the reporting period.
 - Completed – Successful

- Select this option if you were able to test successfully, meaning the transaction processed without errors and the results looked as expected.
 - If a UAT Ticket was created due to errors or unexpected results, you may select this option only if all issues (including record update requests) were fully resolved and you can confirm that testing now results in the desired outcome.
 - **Completed – Inadequate**
 - Select this option if you performed the test scenario but it resulted in an error or an undesirable result, **and** you have not been able to reach the desired outcome through testing.
 - A request to add, remove, or update any field in the agency supplier record means your agency's test scenario resulted in an undesirable result.
 - All errors and update requests require a UAT Ticket to be submitted.
 - If a UAT Ticket was created due to errors or unexpected results, you may select this option only if all issues (including record update requests) were not fully resolved and you cannot confirm that testing now results in the desired outcome. If all issues were fully resolved and testing has resulted in the desired outcome you should select the option of "Completed – Successful".
 - **N/A**
 - Select this option only if the testing scenario does not apply to your agency.
5. **UAT Ticket Number** (required field based on prior column dependency)
- The UAT Ticket Number that was assigned if testing resulted in an error or a request to update a record.
 - This is a required field when reporting a status of "Completed – Inadequate".
 - If multiple tickets were created when testing the scenario, list all ticket numbers separated by a comma.
6. **Comments** (required field based on prior column dependency)
- Required when reporting a status of "Completed – Inadequate" or "N/A".
 - Comments should summarize the issues the agency encountered during testing and/or testing barriers.
 - If reporting a status of "N/A", comments should explain why you believe the testing scenario is not applicable to your agency. The Project will compare the responses to what is on file for your agency and reach out to you if your response does not match what is currently documented.

NOTE: *These tests are the minimum recommended tests. Additional testing is highly encouraged and should be tracked in your User Story Inventory.*