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**Multiple Subject
Areas!**

UAT Materials

Process steps are the step-by-step guide to completing transactions within Florida PALM. Pre-materials are demonstration videos or other information shared to support end user understanding of how to perform functions within Florida PALM.

Process Steps

Located under UAT Materials > Process Steps

Asset Accounting and Management (AAM)

- Importing Asset
- Creating an Asset Online (Capital)
- Creating an Asset Online (Non-Capital)
- Initiating Disposal Request

Inter/IntraUnit (IU)

- Creating and Updating IU Transactions in the IU Module
- Creating and Updating IU Encumbrances

Disbursement Management (DM)

- Creating and Modifying an Encumbrance
- Monitoring and Managing Encumbrance Errors
- Using the Inbound Voucher Spreadsheet Upload
- Resolving Voucher Errors

Reporting

- Viewing Reports and Information

Working in Florida PALM

- Configuring the WorkCenter Edit Filter

Projects Management (PM)

- Creating a Project
- Adding or Modifying Project Related ChartFields
- Modifying a Project
- Creating and Maintaining a Project Budget
- Maintaining and Deleting Projects
- Adding or Modifying Project Activity
- Processing FCO Certification Forward Request

Grants Management (GM)

- Adding or Modifying a Grant - FACTS Exempt
- Closing Out a Grant

Contracts Management (CT)

- Recording and Modifying Contracts - FACTS Exempt
- Closing Out a Contract

Pre-Materials

Located under UAT Materials > Pre-Materials and Pre-Work

All Things Grants and Contracts

- Create a Contract - Online Manually
- Creating a Grant Value and Activating a Grant ChartField - Online Manually

Paying State Supplier Obligations

- Creating a Regular Voucher
- Creating a PO Encumbrance Online

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