

USER ACCEPTANCE TESTING



**NEW
UPDATE**

Just announced: Pre-UAT activities will be hosted starting October with Advisory Council member agencies!



Although UAT Online has experienced some delays, agencies should continue to prepare by monitoring the progress of prerequisite training and refining UAT materials. This refinement should include confirming the data being collected, updating business processes, creating operational training materials, and enhancing end user understanding of future processes.

Prerequisite Training Materials



[CLICK TO VIEW LARGER IMAGE!](#)

UAT Prerequisite Training Materials were made available at the beginning of July in the **People First Learning Management System (LMS)**. You can find details regarding these materials in the Knowledge Center's **UAT Prerequisites** article, which includes a downloadable **'How To' graphic** to help agencies locate the prerequisite materials. It is recommended end users view these materials before attempting to navigate the UAT environment.

Training Liaisons should monitor their agency's training progress and update the **Prerequisite Tracking worksheet** in the agency's Smartsheet workbook.

To help monitor this progress, a report is available to Agency People First Learning Management System (LMS) Administrators showing end user progress. In the Knowledge Center's **UAT Prerequisites** article, under the **Training Liaison Role in Completion of UAT Prerequisites** section, click the arrow next to the **LMS - Program Status Report (CSV)** headline for instructions to access this report.



FOLLOW

To stay up-to-date, a "Follow" option is available on all articles in the Knowledge Center. If selected, you will receive notifications of updates.

Pre-session Materials

The first sets of UAT process steps and pre-materials have been published to the Knowledge Center's **Pre-Materials and Pre-Work** article. Click the arrow next to the *Subject Matter: Ready the System for Processing and Supporting Cash and Budget Needs* headline to access links to the Pre-Materials.

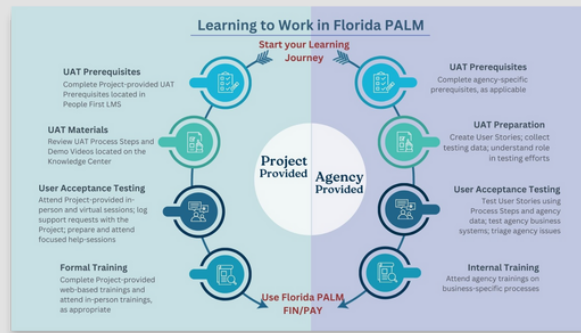
Additional materials will continue to be released on a rolling basis as part of the UAT training resources.



[CLICK TO VIEW LARGER IMAGE!](#)

ADDITIONAL RESOURCES

In addition to the UAT Prerequisite Training and pre-session materials, the Florida PALM Project offers a range of supplementary resources to support the transition from FLAIR to Florida PALM. By utilizing these resources, end users can build their knowledge of the system, better adapt to new processes, maximize the benefits of Florida PALM, and stay informed about updates and best practices.



View the visual explanation of an end user's journey towards using Florida PALM: **Learning to Work in Florida PALM**. The graphic outlines Project and agency-provided activities associated with the various steps throughout the learning journey.

Wondering where to find Error Log Data Elements? Visit the **ChartField Details** section of the **Chart of Accounts Design** article in the Knowledge Center. The table titled *Florida PALM ChartField Summary* can help.

Click here to view a printable version of the **Find the Florida PALM ChartField Summary** graphic.

FIND the FLORIDA PALM CHARTFIELD SUMMARY
Access the crosswalk between FLAIR and Florida PALM fields to Better understand your Interface Testing ChartField Error Report

Click Here, or Search: Knowledge Center - Chart of Accounts Design

| Florida PALM ChartField Name (Max Char Length) | FLAIR Data Element | Florida PALM Database Field Name | Required? | Ownership |
|--|------------------------------------|----------------------------------|-----------|-----------|
| OL Business Unit (SU) | Operating Level Organization (OLO) | >BUSINESS_UNIT11 | Yes | DFS |
| Budget Entity (BE) | Budget Entity (BE) | BUDGET_REF | | DFS |

INTERFACE TESTING



Interface Testing

A new button for **Interface Testing** has been added to the **Knowledge Center**. Articles under this button include message boards for quick status updates on specific interfaces and helpful tips to assist your testing success.

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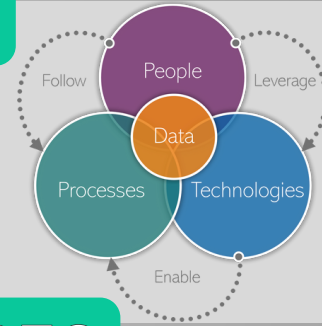
SECURITY ACCESS MANAGERS

In July, the **Security Access Management User Manual** was updated. SAMs will have a significant role in UAT and should review their expanded responsibilities, including approvals of end users' access to ServiceNow accounts.

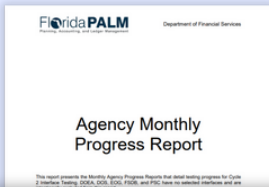


AGENCY READINESS CERTIFICATION

All agencies successfully completed the first Agency Readiness Certification in July. Most agencies reported feeling moderately confident in their readiness for UAT and Interface Testing. Visit the Florida PALM [Agency Readiness Reporting](#) page for details.



MONTHLY PROGRESS REPORTS



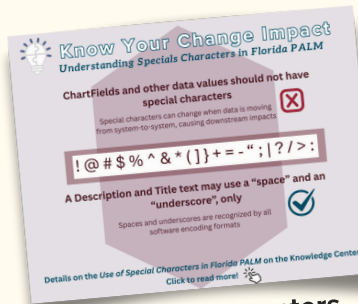
A new recurring task, Monthly Progress Report, started in September. The initial progress reports from agencies were due at the end of August and focused on the progress of Interface Cycle 2 – Technical Testing from June to August. A "Progress Reports" button has been added to the Florida PALM [Agency Readiness Reporting](#) page to share the results.

Click here to view the [Agency Monthly Progress Report](#) for August 2025.

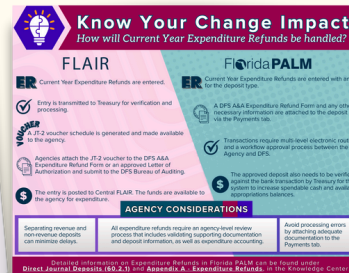
KNOW YOUR CHANGE IMPACT

The Know Your Change Impact series continues to provide helpful information and considerations for agencies. Recent additions to this series include:

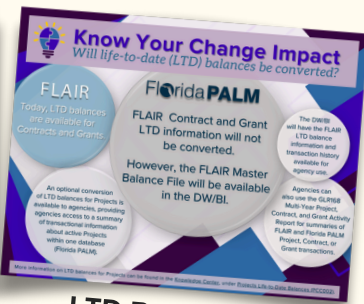
These posters are available for printing on the Communications page, under [Know Your Change Impact](#).



Special Characters



Expenditure Refunds



LTD Balances

AGENCY EXCHANGE LIBRARY

Since the [Agency Exchange Library's](#) move to Smartsheet last quarter, submissions remain strong! This quarter, thirteen new sets of materials were added, including User Story drafts and training materials created by Florida Commerce, as well as a Matching Game from DFS!

We strive to provide editable versions of the documents listed in the [Agency Exchange Library](#), ensuring that the shared materials can be easily utilized by other agencies.

| Document Title | Description | Operational Category | File Type(s) | Submitting Agency | Date Submitted |
|---|--|----------------------|--------------|-------------------|----------------|
| Florida PALM Interactive Terminology Games | Matching card games developed to strengthen knowledge of Florida PALM terminology. | People | | DFS | 09/19/25 |
| User Stories | User Stories developed for each Business Process Grouping | People | | COM | 08/13/25 |
| Module Performance and Interactions in Florida PALM | | Process | | DFS | 09/02/25 |
| UAT BP Documentation Process | Intended to guide SMEs through the process of documenting our business processes. | Process | | DFS | 08/05/25 |
| CH-Chat About Change | | People | | FCOR FDC | 07/31/25 |
| DFS UAT Pre-Requirement Trainings | Regarding Agency-developed and Project-developed pre-requirement trainings for UAT | People | | DFS | 07/17/25 |
| Finance & Accounting Test Cases | | Process | | DJJ | 07/16/25 |
| Sponsor Snapshot - 2025 | | Project Management | | DFS | 09/11/25 |
| 5 Florida PALM Updates | | | | | |
| Data & Reports/ Reporting in Florida | | | | | |