

FloridaP^{ALM}

Planning, Accounting, and Ledger Management



INTERFACE TESTING AND CONVERSION WORKSHOP

DEPARTMENT OF FINANCIAL SERVICES

JUNE 11, 2025



Agenda

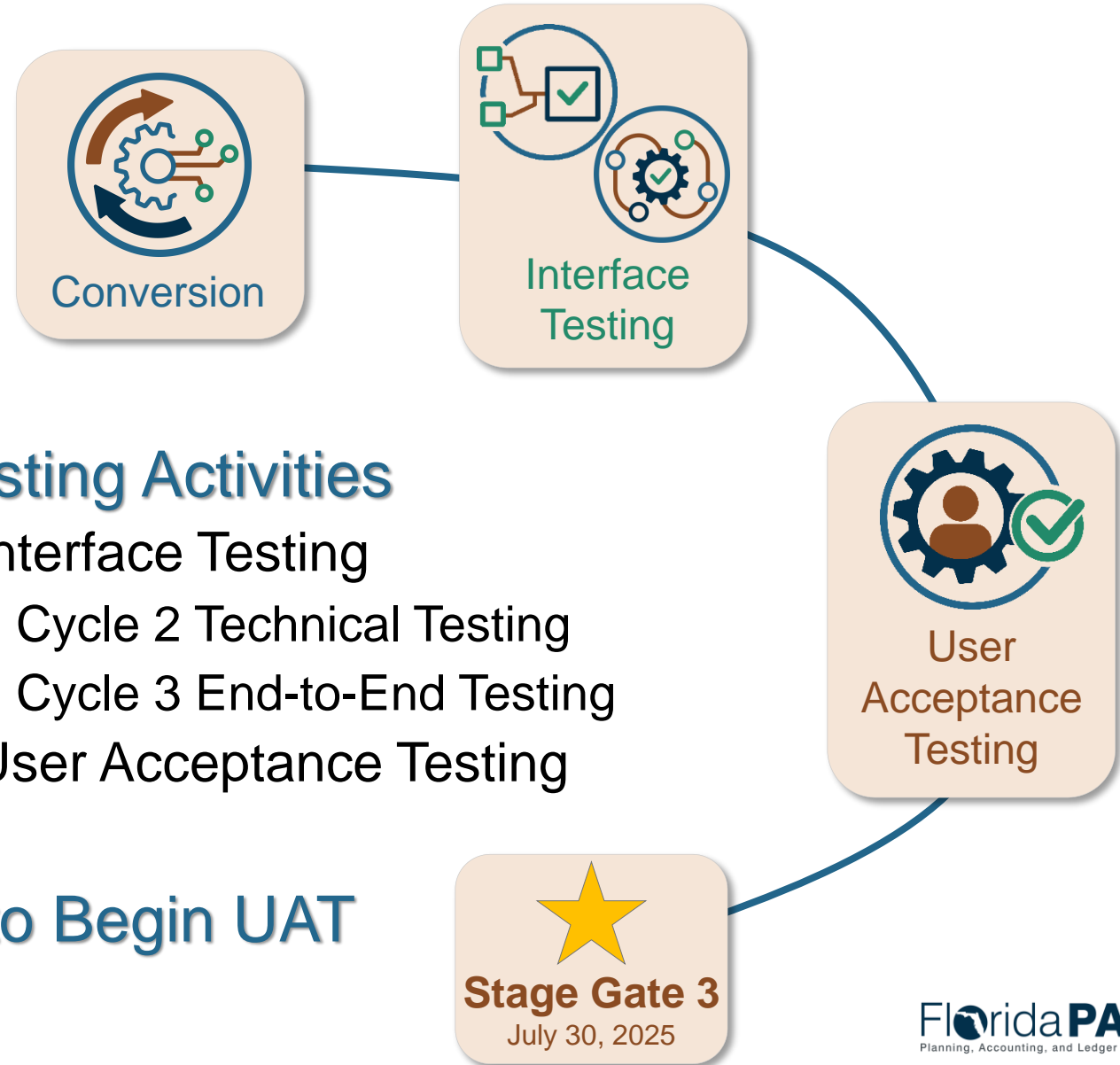
► Conversion Activities

- Why: Objectives
- When: Conversion Cycles
- How: “Convergeration”
 - Configuration
 - Data Mapping
 - Conversion

► Testing Activities

- Interface Testing
 - Cycle 2 Technical Testing
 - Cycle 3 End-to-End Testing
- User Acceptance Testing

► Stage Gate 3 – Ready to Begin UAT



Stage Gate 3
July 30, 2025

FloridaPALM
Planning, Accounting, and Ledger Management

We are here

2025

2026

1

2

3

4

5

6

7

8

9

10

11

12

1

2

3

4

5

6

7

Contractor System Testing

State QA Testing

Ongoing Support

(Bug/Fix/Test; Regression Testing)

Mock 2 Data

Interface Cycle 2 – Technical Testing

INT Environment

Contingency

Enterprise Partners and
3rd Parties

Special Handling
and Agencies

Agency Readiness
Cert 1 – 7/18

Agency Readiness
Cert 2 – 11/14

Agency Readiness
Cert 3 – 3/13

Agency Readiness
Cert 4 – 5/15

End User Role
Mapping (SME)

End User Role Mapping
(All)

Workbooks Open

SG3 – 7/30

UAT Refresh
(11/15-11/30)

SG4 – Jan 2026

SG5 – May 2026

Agency and Project UAT Preparation

Mock 3 Data

UAT Online (SME)

(8/11 – 11/14)

MEC

Online Batch

Mock 4 Data

UAT Full (All)

(12/1 – 5/15)

MEC

Full Batch

UAT Environment
Available

Mock 2
Run (3/1)

Mock 3
Run (7/1)

Mock 4 Run
(10/11)

Agency Config Refresh for
UAT Online

Config Refresh
for Mock 3

Workbooks
Open

Config Refresh
for Mock 4

11/17

Interface Cycle 3 – End-to-End
Testing

Mock 4 Data

UAT Environment

Full Batch

Workbooks Open

3/9

4/20

SG6 – 6/17

SG7 – 7/2

SG8 –
7/13

Mock 3 Bi-weekly 1

Mock 4 Bi-weekly 2

Payroll Parallel Testing

Contingency

Deployment

Cutover



Testing Timeline



- ▶ Testing Page Includes:
 - Interactive Testing Timeline
 - Interface Testing Information
 - Agency Testing Readiness Dashboard
 - User Acceptance Testing Information





CONVERSION ACTIVITIES





CONVERSION ACTIVITIES

WHY: OBJECTIVES

JIMMY COX



Conversion Activities

Why: Objective



What are data readiness terms you'll hear?

- ▶ **Configuration** – Providing data values to be used in Florida PALM
- ▶ **Mapping** – Providing additional information to support transition of data from the source system (e.g., FLAIR) to the target system (e.g., Florida PALM)
- ▶ **Conversion** – Pulling information from the source system and transitioning it to the target system
- ▶ **“Convergeration”** – The combination of configuration, mapping, and conversion activities

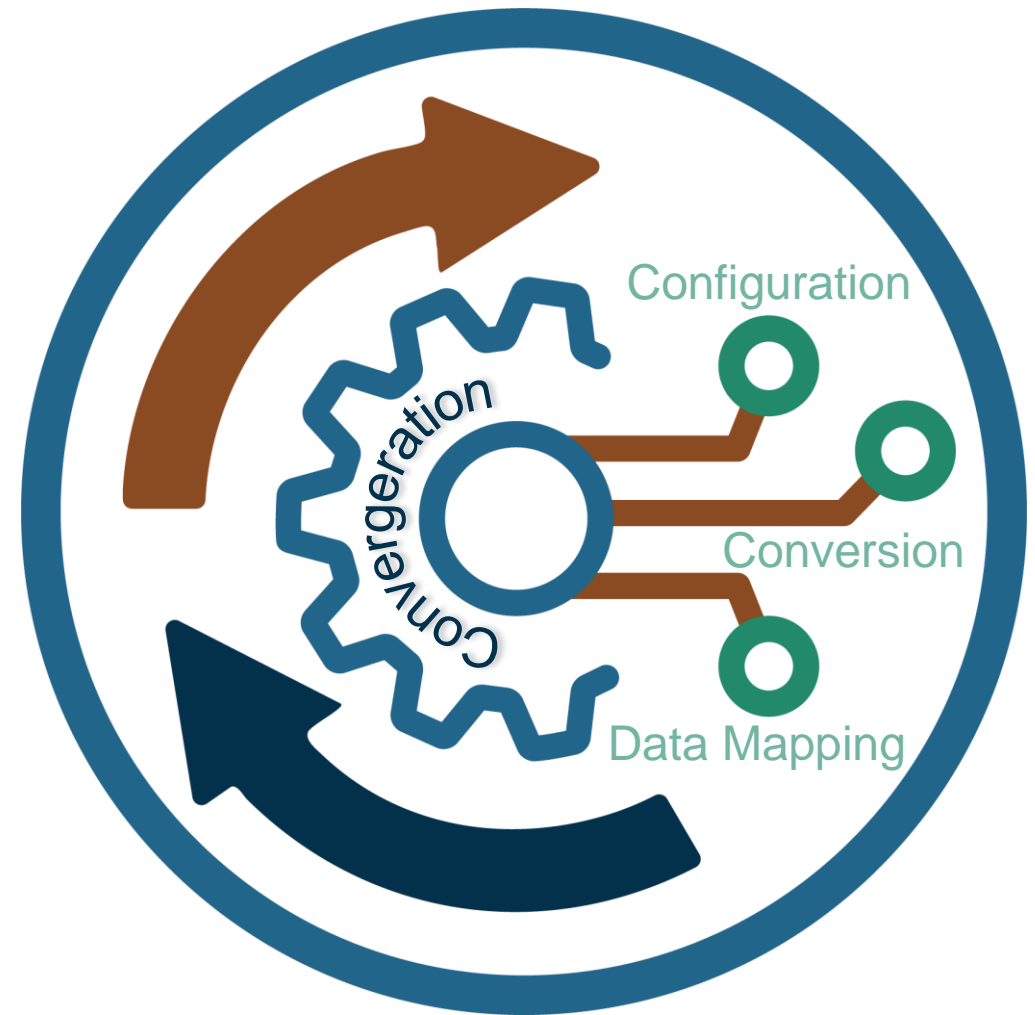


Conversion Activities

Why: Objective

Why is conversion important?

- ▶ Supports data readiness activities, providing iterative access to allow for building understanding and performing data cleansing
- ▶ Essential step in creating a new environment(s), ready for agency use in performing critical elements of their business functions and of State financial processes





CONVERSION ACTIVITIES

WHEN: CONVERSION CYCLES

JIMMY COX





Conversion Activities

When: Conversion Cycles

What is included in full conversion cycle?

- ▶ There are six primary steps in each conversion cycle
 1. Create environment and gather configuration and mapping data
 2. Load configurations and gather source conversion data
 3. Create conversion files and resolve errors
 4. Migrate configurations and process conversions
 5. Validate conversions (reprocess if necessary) and share results
 6. Resolve conversion errors and maintain configuration workbooks



The Conversion Cycle

Steps 1a, b, and c

- Establish Conversion Environment
- Migrate conversion programs to environment
- Smoke test conversion environment
- Snapshot ChartField values and related data from FLAIR and production Florida PALM
- Update agency configuration workbooks based on prior conversion run, updated information in FLAIR and Florida PALM
- Publish configuration workbooks for agency updates
- Resolve errors from prior conversion runs

Steps 2a, b, & c

- Close agency configuration workbooks/take snapshot of agency workbooks
- Validate configurations and resolve issues with each agency
- Load configurations into Gold copy environment
- Resolve errors
- Copy configuration values from Gold copy environment into conversion transformation database
- Load agency and FLAIR ChartField crosswalks into conversion transformation database
- Create conversion snaps (e.g., FLAIR, MFMP, STMS, People First)

Step 3

- Receive conversion files from enterprise partners
- Create conversion files
- Identify gaps requiring agency attention (e.g., Projects, Assets, ChartField mapping)
- Coordinate with agencies to receive additional data
- Update conversion files

Step 4

- Migrate configurations to conversion environment
- Process conversion files

Step 5

- Validate conversion data and errors (technical & functional)
- Determine if updates and reprocessing are required
- Finalize agency errors and processed data and share with agencies

Step 6

- Resolve (agencies) conversion errors prior to next conversion snapshot
- Maintain (agencies) data configurations in configuration workbooks



Conversion Activities

When: Conversion Cycles

How many times do we run the conversion cycle?

- ▶ There are seven (7) total conversions prior to starting cutover
 - Mock 1 → *Complete*
 - Mock 2 → *Complete* (agencies are currently resolving errors)
 - Mock 3 → In progress; agencies are updating configuration workbooks and resolving errors from Mock 2 (Step 6)
 - Mock 4 → Future
 - Dry Runs 1, 2 & 3 → Future





Conversion Activities

When: Conversion Cycles

What are the Financials and Payroll agency conversions?

► Financials

- AMC001 – Assets and Property
- APC001 – Suppliers
- ARC001 – Customer *(DACS Only)*
- ARC002 – Open Accounts Receivable *(DACS Only)*
- CTC001 – Contracts
- GLC001 – Ledger
- GMC001 – Grants (for Accounting Purposes)
- KKC001 – Budgets
- PCC001 – Projects (for Accounting Purposes)
- PCC002 – Projects Life-to-Date Balances
- POC001 – Open Encumbrances

► Payroll*

- PRC017 – Department Budget Position Funding Load

**There are an additional 10 Payroll conversions that are run with each cycle that pull master data from FLAIR PYRL and People First/Highline.*





CONVERSION ACTIVITIES

How: “CONVERGERATION”

JIMMY COX AND MATT BREEDING

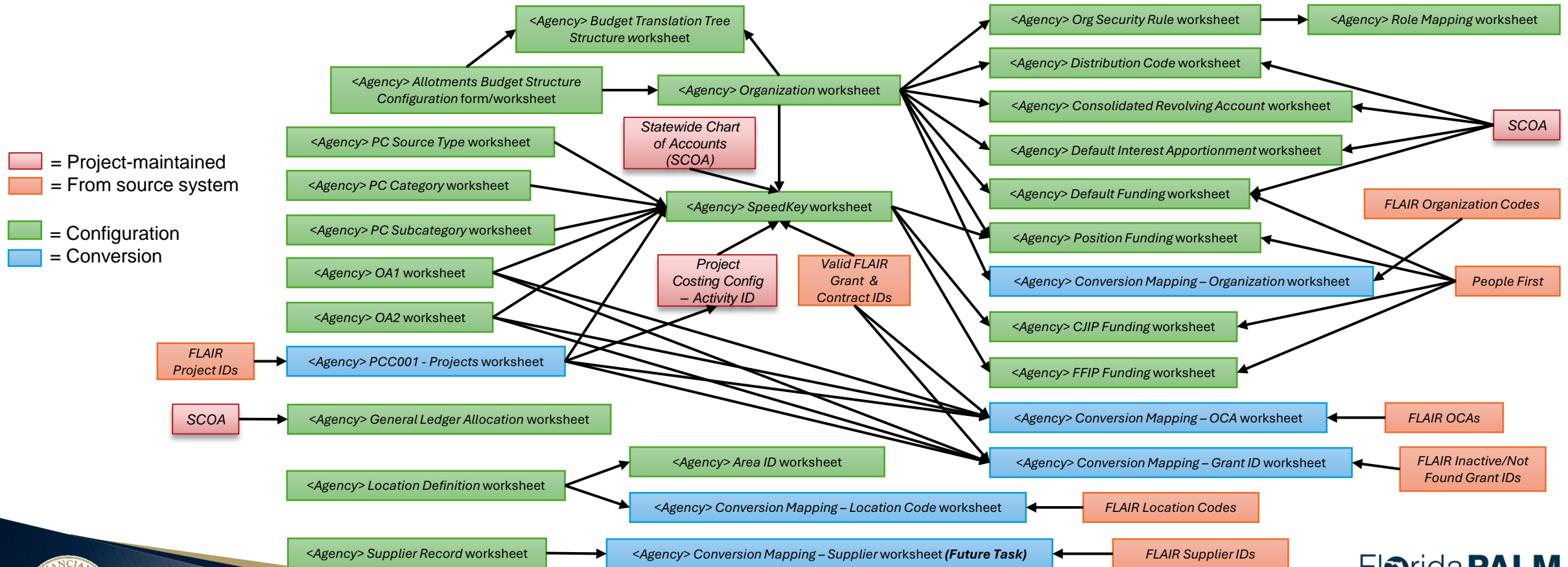


Conversion Activities

How: “Convergeration”

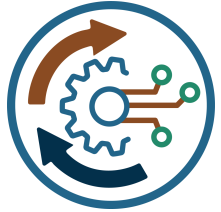
Why the term “convergeration”?

16



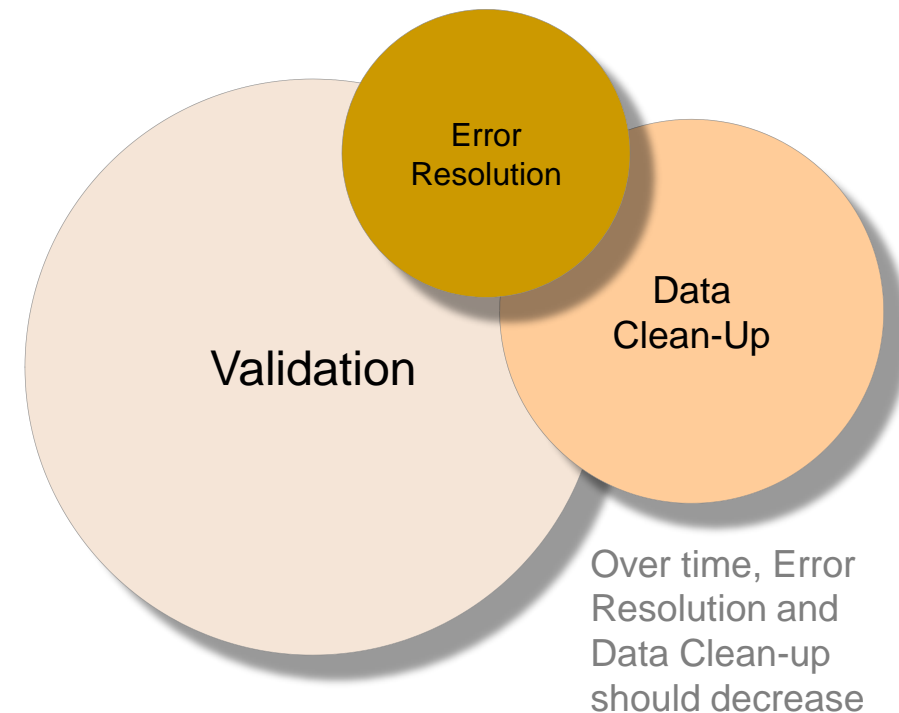
Conversion Activities

How: “Convergeration”



What are the three common themes across the steps in the conversion cycle?

- ▶ *Validation* – Activities performed based on results that are produced or obtained; a review to confirm expected outcomes; or to maintain existing validations
- ▶ *Error Resolution* – Activities performed when an undesired outcome arises
- ▶ *Data Clean-Up* – Activities performed to align data needs for transition or use





Conversion Activities

How: “Convergeration”

What agency action is required to support each cycle?

Validation

Establish and Maintain Configuration Values

Supports:

- AMC001 – Assets and Property
- APC001 – Suppliers
- ARC002 – Open Accounts Receivable (DACS Only)
- GLC001 – Ledger
- PRC008 – Position Data
- PRC017 – Department Budget Position Funding Load
- PCC002 – Projects Life-to-Date Balances
- POC001 – Open Encumbrances

Error Resolution

Provide Incomplete/Missing Data and/or Required Mapping

Supports:

- AMC001 – Assets and Property
- APC001 – Suppliers
- ARC001 – Customer (DACS Only)
- ARC002 – Open Accounts Receivable (DACS Only)
- GLC001 – Ledger
- PCC001 – Projects
- PCC002 – Projects Life-to-Date Balances
- POC001 – Open Encumbrances

Data Clean-up

Review & Clean-up Data Based on Conversion Errors

Supports:

- AMC001 – Assets and Property
- APC001 – Suppliers
- CTC001 – Contracts
- GMC001 – Grants
- GLC001 – Ledger
- KKC001 – Budgets
- PCC001 – Projects
- PCC002 – Projects Life-to-Date Balances
- POC001 – Open Encumbrances

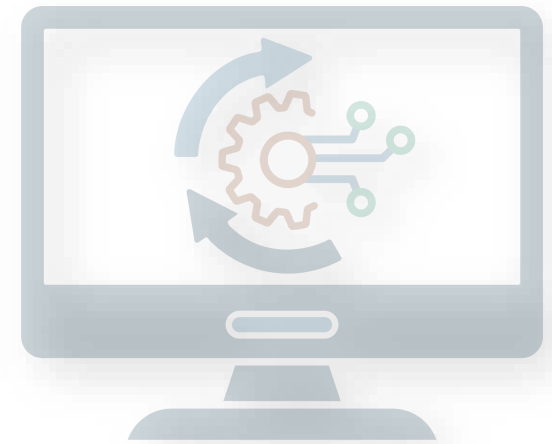
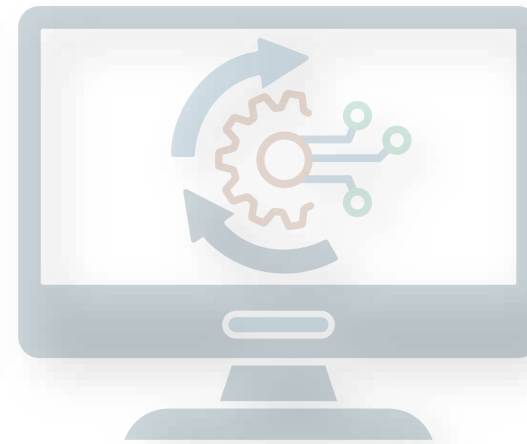
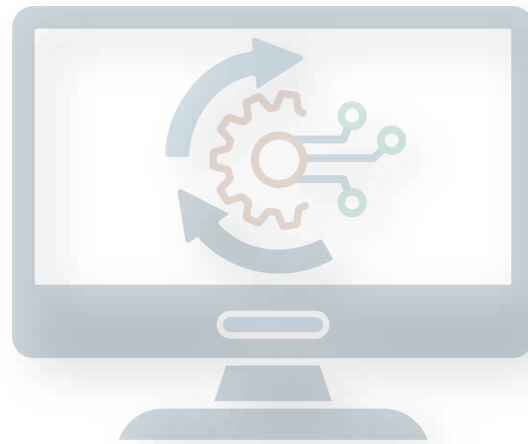
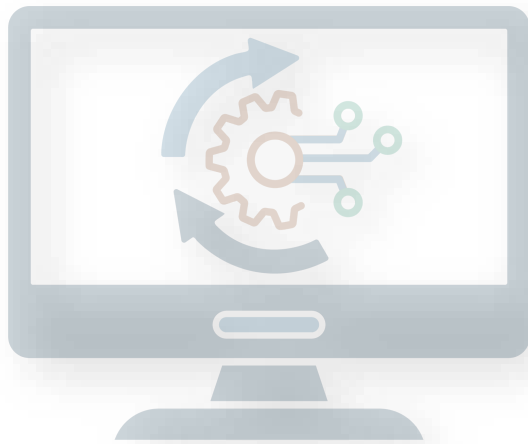


CONVERSION ACTIVITIES

HOW: “CONVERGERATION”

CONFIGURATION

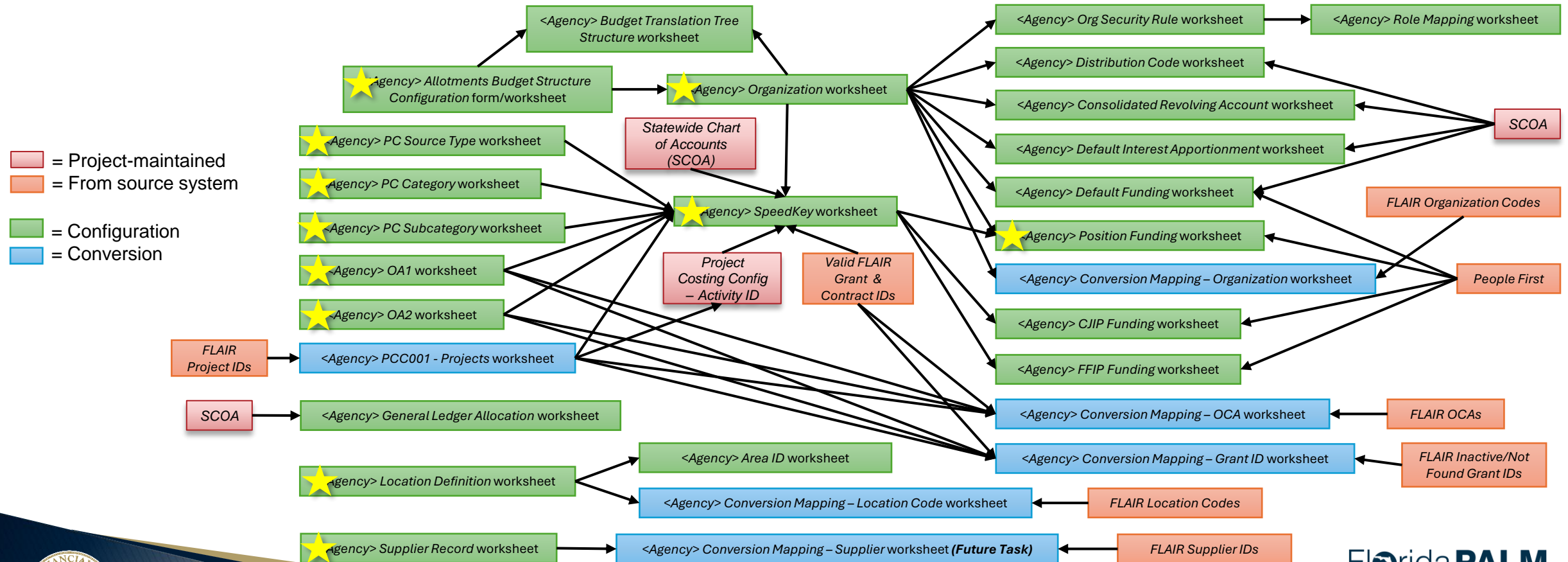
JIMMY COX, MATT BREEDING



Conversion Activities Configuration



Which configurations impact conversions?



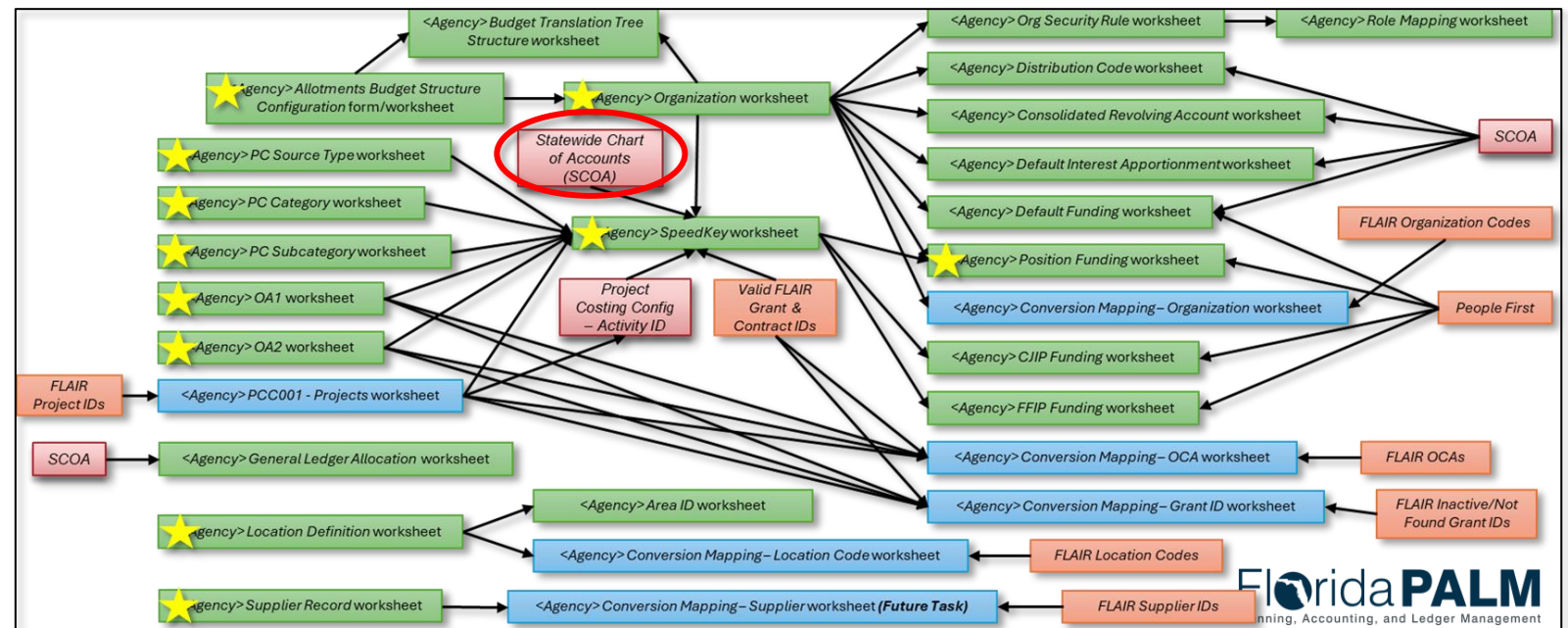
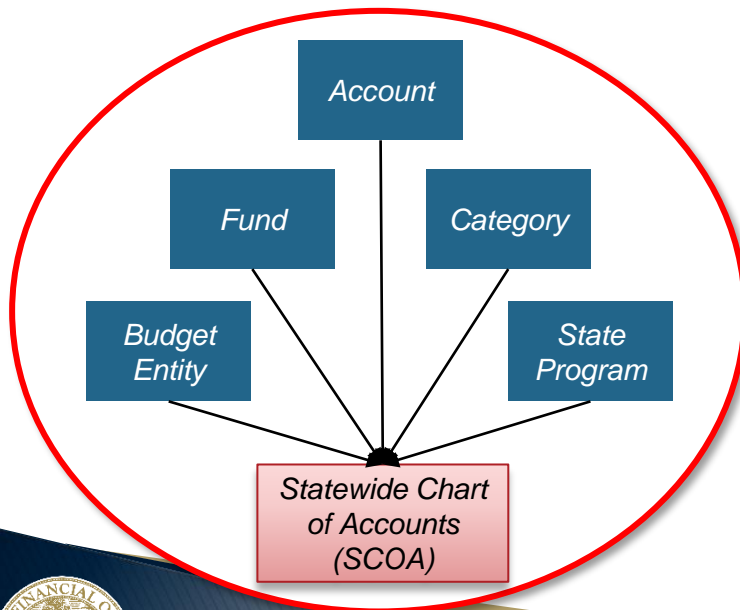
Conversion Activities

Configuration



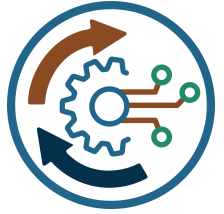
Will Project-maintained configuration values impact agency conversions?

- Configuration values like the Statewide Chart of Accounts (SCOA) are used across multiple configurations as well as conversion files



Conversion Activities

Configuration



How are the agency configuration values used in conversions?

- ▶ Conversion activities' primary use of agency configuration values is to support data mapping of legacy ChartField values to Florida PALM ChartField values
- ▶ Some configurations are required for conversions and don't have a corresponding FLAIR value (e.g., SpeedKey); without these values, the conversion will fail for that record

If agency updates are not completed timely for their Florida PALM ChartField values and mapping, conversions that use this information will not convert as desired (creating errors that need to be resolved) or will default to <blank>.

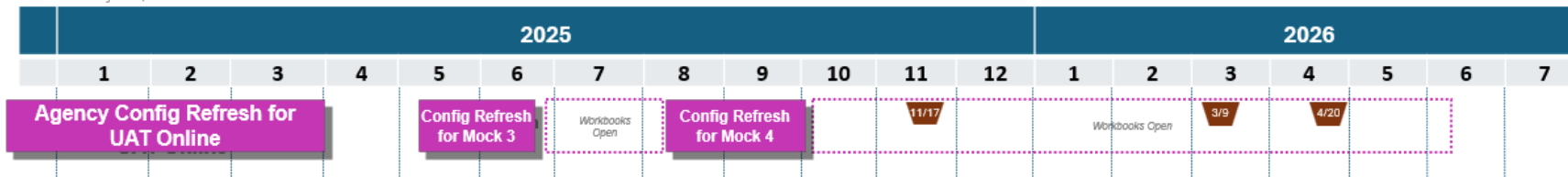
Florida PALM cannot delay the start of a conversion cycle, dry run, or actual cutover due to agency completion status. Timely agency action will be more and more critical going forward.



Conversion Activities Configuration



How will agency workbooks be maintained going forward?



- ▶ Following completion of RW 657 – Submit Updated Configuration Workbooks and RW 659 – Update Conversion Field Mapping (June 20, 2025), the agency workbooks will remain open for agencies to maintain in real-time
- ▶ Timing will still be very critical, and snapshots will be taken for future conversions and dry runs
- ▶ Workbooks will remain open until cutover activities start in mid-June 2026 at which time they will be fully locked for cutover



Conversion Activities

Configuration



Do I add new values before Mock 3?

Mock 3
Run (7/1)

- ▶ If new values will be applicable to June 30, 2025 (FY 24-25) data, they should be added to your workbooks for Mock 3 by June 20, 2025
- ▶ New values applicable to July 1, 2025 (FY 25-26) may be added as part of this update
 - If new values are added to the workbooks they will be converted and available for agency use in UAT
 - If not, then the agency should follow the ChartField request process during UAT to establish the values (*refer to the next slide for additional considerations*) and added by the agency in their configuration workbooks



Conversion Activities

Configuration



What if I identify new values needed during UAT?

- ▶ If new values are needed during UAT (Online or Full), then agencies should do the following:
 1. If applicable to FLAIR, create the value in FLAIR
 2. Complete the ChartField request process (10.1.1 Agency Add or Modify ChartField Value) in UAT to create the new values
 3. Update the agency configuration workbooks to add the new value
 - If applicable to mapping, update the conversion mapping workbook
 4. If applicable to converted transactions (e.g., encumbrances) or master data, process updates using the applicable business process



CONVERSION ACTIVITIES

How: “CONVERGERATION”

DATA MAPPING

MATT BREEDING





Conversion Activities

Data Mapping

What conversions rely on data mapping from agencies?

| FLAIR Agency Data Value | Step 1 Florida PALM Value Converted / Configured | Step 2 Run through Agency Provided Mapping | Step 3 Action Taken if Missing Mapping |
|---|--|--|--|
| AMC001 – Assets and Property | | | |
| ARC002 – Open Accounts Receivables | | | |
| GLC001 – Ledger | | | |
| PCC002 – Projects Life-to-Date Balances | | | |
| POC001 – Open Encumbrances | | | |
| Grant ID | Converted from FLAIR* | Yes*** | Left Blank |
| Contract ID | Converted from FLAIR* | No | Left Blank |
| Project ID | Converted from FLAIR** | No | Left Blank |
| OCA | Configured | Yes*** | Left Blank |
| Organization Code | Configured | Yes | Default Value Assigned |
| Location Code | Configured | Yes | Default Value Assigned |

*If agency opts to convert

**If agency opts to convert and provides Project Type, Start and End Dates

***To Contract ID, Grant ID, Project ID, OA1, or OA2



Conversion Activities

Data Mapping



What data mapping is provided by the Project?

- ▶ Statewide ChartFields Mapping
 - FLAIR Account Code → Florida PALM ChartFields - Fund, Budget Entity, Category
 - Available for review in the Florida PALM Crosswalk in Production or Sandbox environments
 - FLAIR Object and GL Codes → Florida PALM Account ChartField
 - Available for review in the Statewide COA Configuration Workbook within the Knowledge Center
 - FLAIR State Program → Florida PALM State Program
 - Only the first 10 digits are mapped



Conversion Activities

Data Mapping



What can happen if a value isn't mapped?

- ▶ If a value exists in FLAIR, but a corresponding value does not exist in Florida PALM, then conversion errors will occur
- ▶ This will result in data either not being converted or looking different than the agency expects (default value or blank)



CONVERSION ACTIVITIES

How: “CONVERGERATION”

CONVERSIONS

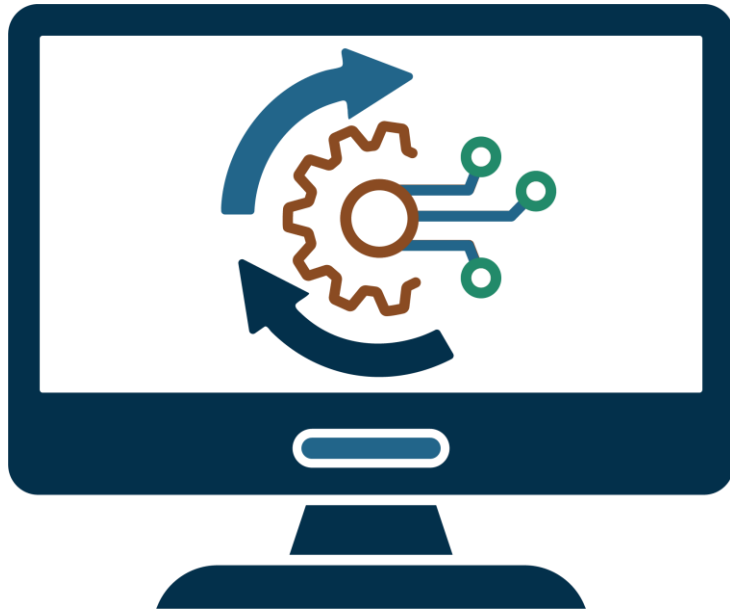


CONVERSION ACTIVITIES

CONVERSIONS

VALIDATIONS

FUNCTIONAL TEAM




Conversion Activities

Conversion Validation





What results will I receive?

- ▶ At the conclusion of each conversion cycle (Step 5), results files for each conversion are uploaded to the Secure File Share site for agency review and error correction
- ▶ The files will include the following:
 - A copy of the conversion file created by the Project
 - An error file listing any conversion errors that occurred during processing
 - A summary log file providing high level load statistics
 - An extract of records that successfully loaded into the Florida PALM conversion environment

 DFS_GMC001_Conversion Flat File.txt

 DFS_GMC001_Error File.err

 DFS_GMC001_Log File.log

 DFS_GMC001_Record Extract.xlsx



Conversion Activities

Conversion Validations



When can agencies validate conversions?

- ▶ As part of Mock 2, agencies were provided the results of the converted data for initial reviews
 - Agencies should review this data to identify any obvious issues
 - Agencies will not be able to fully confirm the conversions, but should identify issues where possible
- ▶ UAT Online
 - As part of UAT Online the agency subject matter experts should review converted data in the Florida PALM system using reports, queries and by reviewing in related screens
- ▶ UAT Full
 - As part of UAT Full each agency should review converted data in the Florida PALM system using reports, queries and by reviewing in related screens

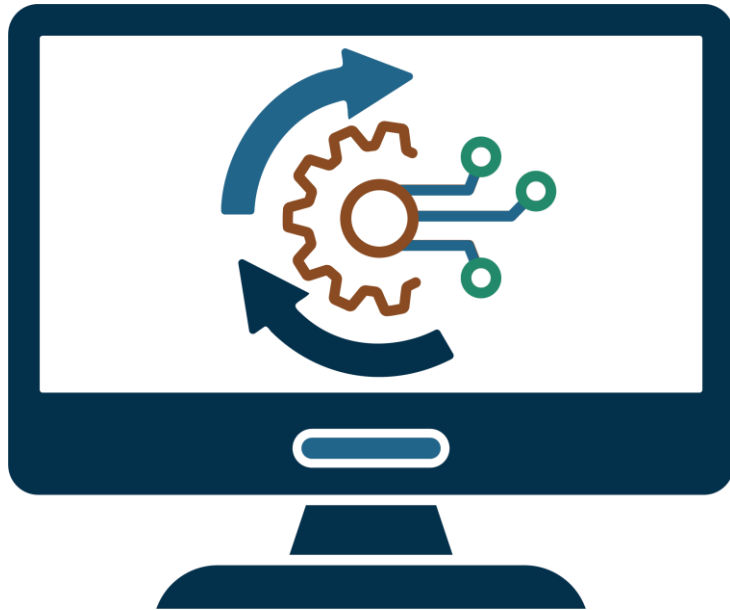


CONVERSION ACTIVITIES

CONVERSIONS

ERROR RESOLUTION

FUNCTIONAL TEAM





Conversion Activities

Conversion Errors

What will we cover in this section?

- ▶ Common ChartField errors
- ▶ Overview of each conversion's process
- ▶ Common errors associated with each conversion and recommended resolution steps

Conversions Requiring Agency Input / Support

| | | |
|--------|--------|--------|
| PCC001 | GMC001 | AMC001 |
| PCC002 | GLC001 | POC001 |
| CTC001 | APC001 | PRC017 |





Conversion Activities

Conversion Errors

What are common FLAIR value errors and what actions should be taken?

| Common FLAIR Value Issue | How Handled by the Conversion | What You Should Do |
|--------------------------|--------------------------------------|-----------------------------------|
| Invalid Fund | Logged as error in error file | Update the Fund in FLAIR |
| Invalid Budget Entity | Logged as error in error file | Update the Budget Entity in FLAIR |
| Invalid Category | Logged as error in error file | Update the Category in FLAIR |
| Invalid State Program | Defaults to first valid value for BE | No action needed |





Conversion Activities

Conversion Errors

What are common FLAIR value errors and what actions should be taken?

| Common FLAIR Value Issue | How Handled by the Conversion | What You Should Do |
|--|--|--|
| FLAIR Org value was not mapped to a Florida PALM Organization value | Organization was defaulted to agency level org | Update and confirm mappings in mapping worksheet |
| FLAIR Grant, Contract, OCA, Supplier, or Project values not configured or mapped as values within Florida PALM | Left Blank | <p>If determined level of detail not needed, take no action</p> <p>If the level of detail is needed, update mapping worksheet or reclassify balances to a valid value within FLAIR</p> |





Conversion Activities

Conversion Errors

What are common FLAIR value errors and what actions should be taken?

| Common FLAIR Value Combination Issue | How Handled by the Conversion | What You Should Do |
|--|-------------------------------|---|
| FLAIR 29-digit account code does not have a corresponding Florida PALM Budgetary Value combination edit (i.e., valid Fund + BE + CAT) | Logged as an error | Confirm the combination is needed, contact DFS – A&A to have combinations added to Florida PALM |
| FLAIR BE and State Program correlation does not have a Florida PALM BE to State Program combination edit (i.e., valid BE + SP) | Logged as an error | Confirm the combination is valid, if not fix record in FLAIR. If valid, contact Executive Office of the Governor - Office of Policy (EOG-OPB) |

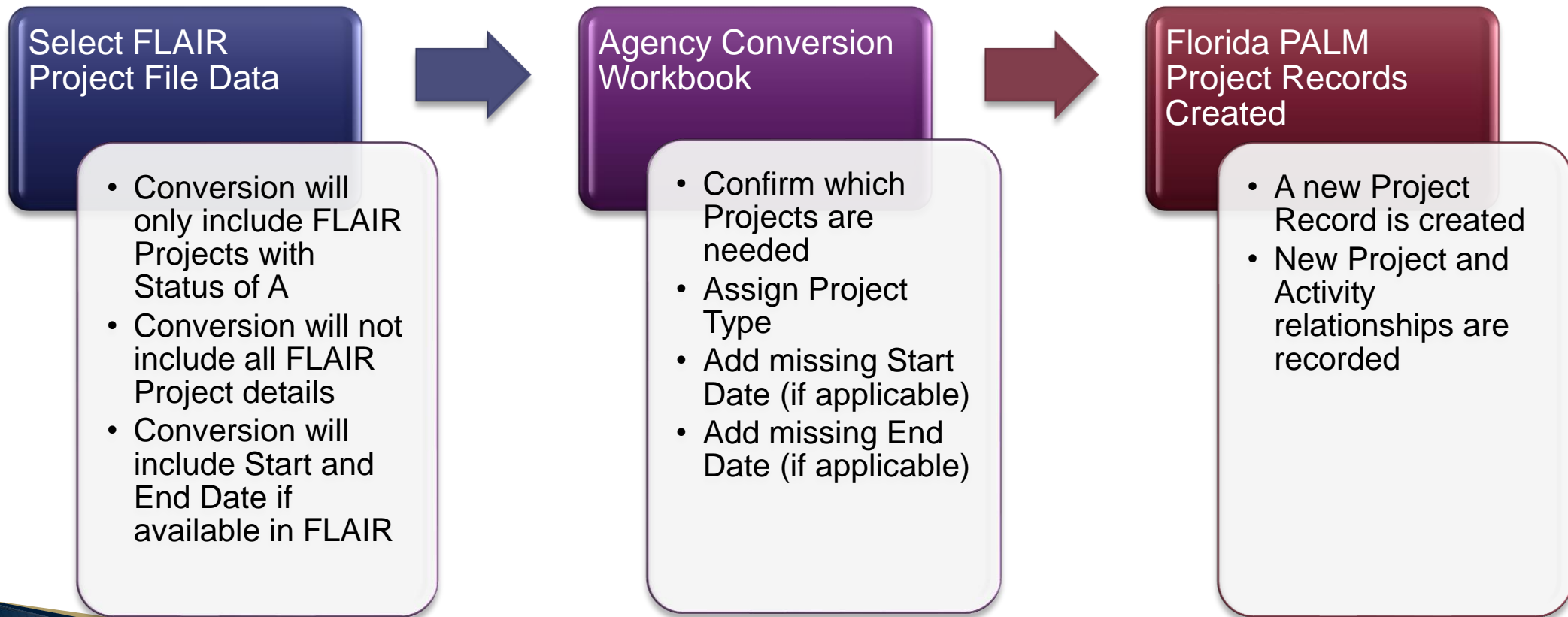




Conversion Activities

Conversion Errors

What is the PCC001 – Projects conversion process?



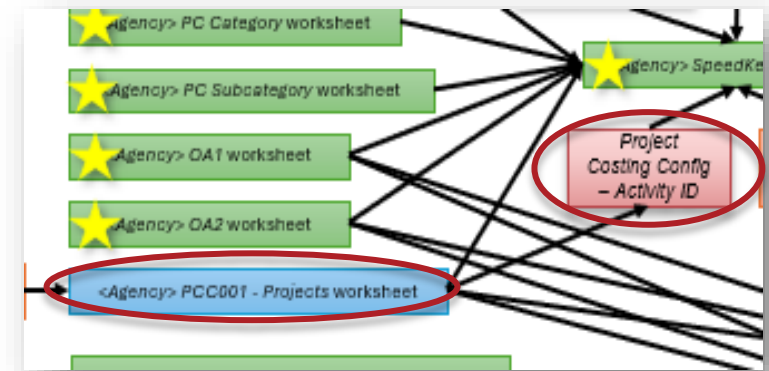
Conversion Activities

Conversion Errors



What are the valid PCC001 – Projects conversion Project Types and why are they important?

| Project Type | Description | Default Activity ID | Activity Description |
|--------------|------------------------|---------------------|--------------------------|
| FCO | Fixed Capital Outlay | FCO3 | Construction/Contingency |
| GRANT | Grant | ALLG | All Costs - Grants |
| OPER | Operating | ALLO | All Costs - Operating |
| IT | Information Technology | ALLIT | All Costs – Info Tech |
| ADMIN | Administrative | ALLAD | All Costs - Admin |
| EDUC | Educational | ALLED | All Costs - Education |
| CMNTY | Community | ALLC | All Costs - Community |





Conversion Activities

Conversion Errors

What are common PCC001 – Projects conversion errors?

| Common Error Messages | Recommended Action in FLAIR and/or Agency Workbook |
|--|---|
| Required field Project Type is missing from record | Add Project Type to Smartsheet |
| Required field Start Date is missing from record | Add Start Date to FLAIR and Smartsheet |
| Required field End Date is missing from record | Add End Date to FLAIR and Smartsheet |
| Start Date is after End Date for Project | Update Project Start Date to be before the End Date |

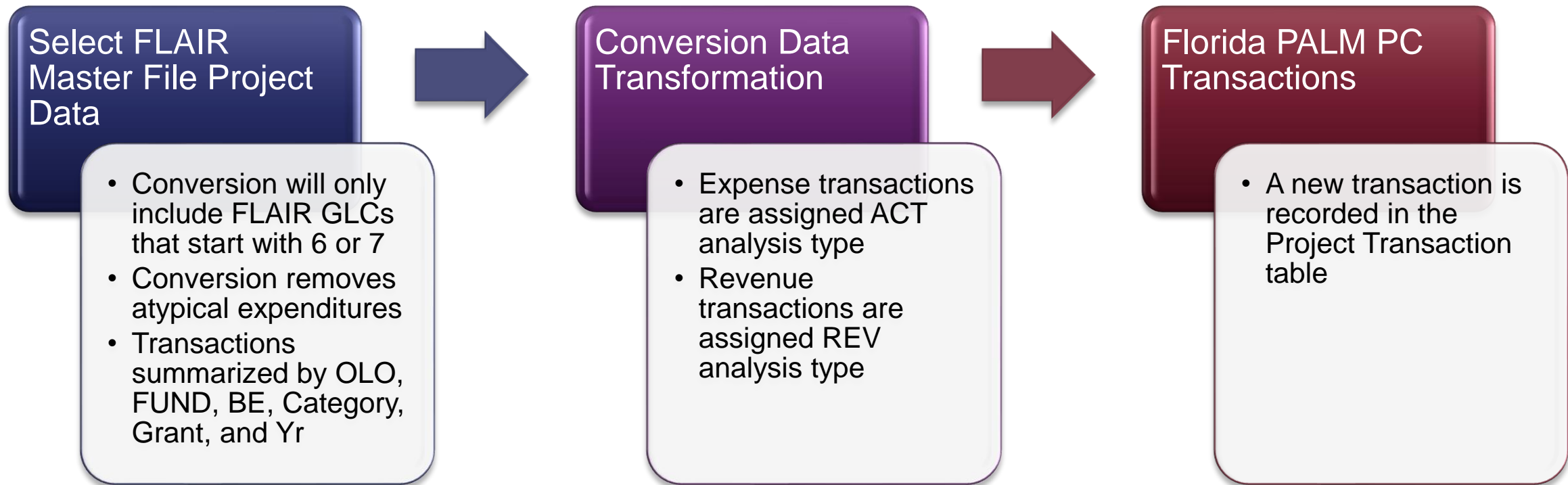




Conversion Activities

Conversion Errors

What is the PCC002 – Project Life-to-Date Balances conversion process?





Conversion Activities

Conversion Errors

What are common PCC002 – Project Life-to-Date Balances conversion errors?

| Common Error Messages | Recommended Action in FLAIR and/or Agency Workbook |
|---|---|
| Invalid Project ID | If the Project should not be converted, no action required. If the Project should be converted, update the selection in the PCC001 Smartsheet workbook. |
| Required Field FUND_CODE is missing | Update FLAIR records as applicable and/or update PCC001 to remove this Project from conversion list. |
| Chartfield Error for value [Grant ID] field name Program_Code | No action required. In future mock conversions, the Grant ID will be defaulted to Null/Blank if the program cannot find a value. |
| Combo error for Fields FUND_CODE/BUDGET_REF/PRODUCT | If valid, contact DFS A&A to have it added to the crosswalk. |

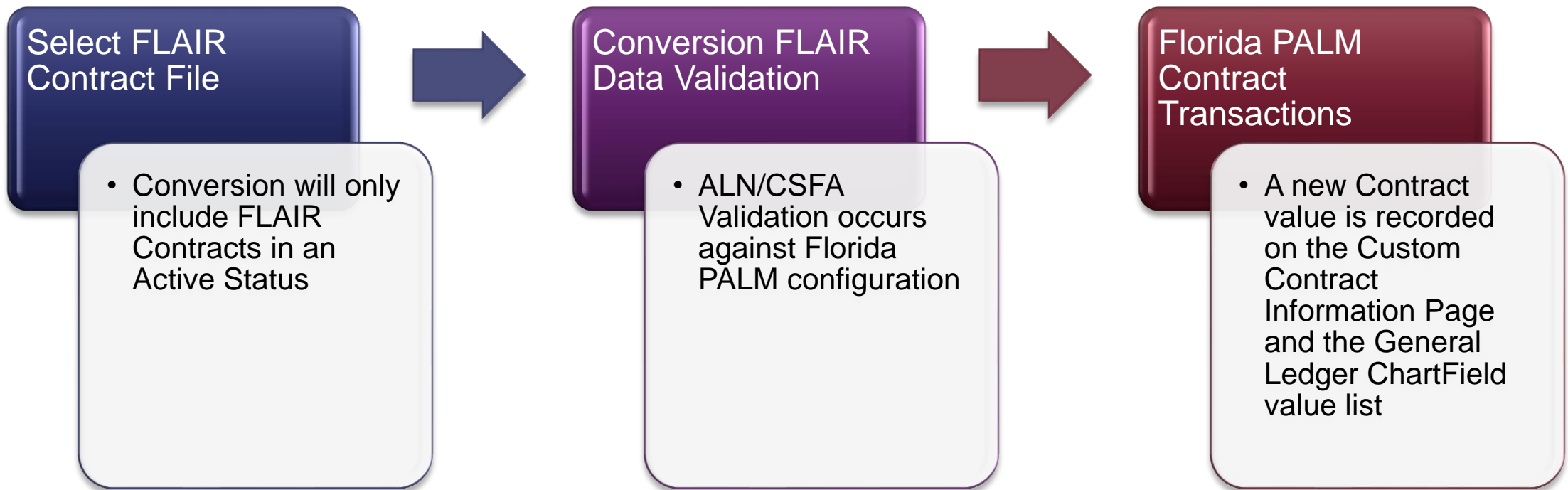




Conversion Activities

Conversion Errors

What is the CTC001 – Contracts conversion process?





Conversion Activities

Conversion Errors

What are common CTC001 – Contracts conversion errors?

| Common Error Messages | Recommended Action in FACTS or FLAIR |
|--|--|
| Invalid value ALN provided for field ALN | Determine if the contract needs to be inactivated or if the ALN value should be updated for the contract record |
| Invalid value CSFA provided for field CSFA | Determine if the contract needs to be inactivated or if the CSFA value should be updated for the contract record |

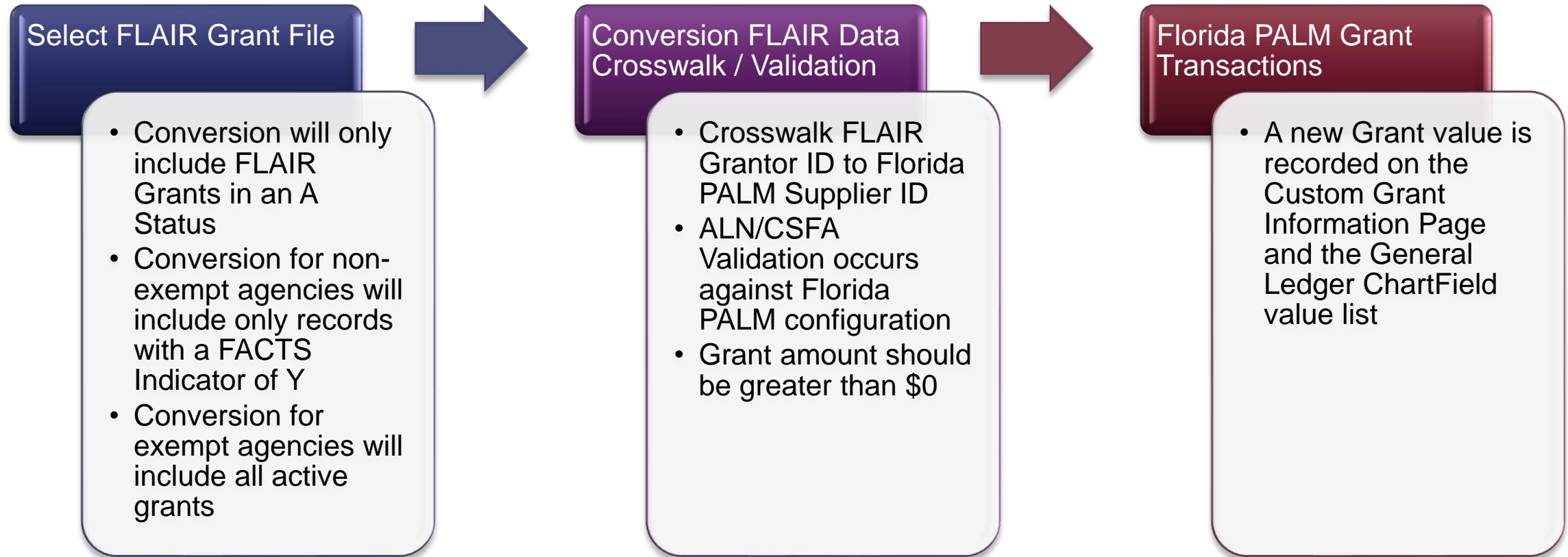




Conversion Activities

Conversion Errors

What is the GMC001 – Grants conversion process?





Conversion Activities

Conversion Errors

What are common GMC001 – Grants conversion errors?

| Common Error Messages | Recommended Action in FACTS or FLAIR |
|--|--|
| Required Field Grantor ID is missing | Add a valid Vendor ID (use the Mock Conversion 2 Supplier Crosswalk for reference) |
| Invalid Grantor ID for Grant | If the Grantor is not another state agency, update the Grantor ID in FACTS or FLAIR to the correct FLAIR Vendor ID to a non-confidential grantor |
| Invalid value ALN provided for field ALN | Determine if the grant needs to be inactivated or if the ALN value should be updated for the grant record |
| Invalid value CSFA provided for field CSFA | Determine if the grant needs to be inactivated or if the CSFA value should be updated for the grant record |



Conversion Activities

Conversion Errors



What are common GMC001 – Grants conversion errors?

| Common Error Messages | Recommended Action in FACTS or FLAIR |
|--|--|
| Grant Amount should be greater than zero | Add a valid grant amount greater than zero or make Grant ID inactive |
| Required Field Grant Amount is missing | Add a valid grant amount greater than zero or make Grant ID inactive |
| Start Date cannot be greater than End Date | Update Start Date and End Date or make Grant ID inactive |

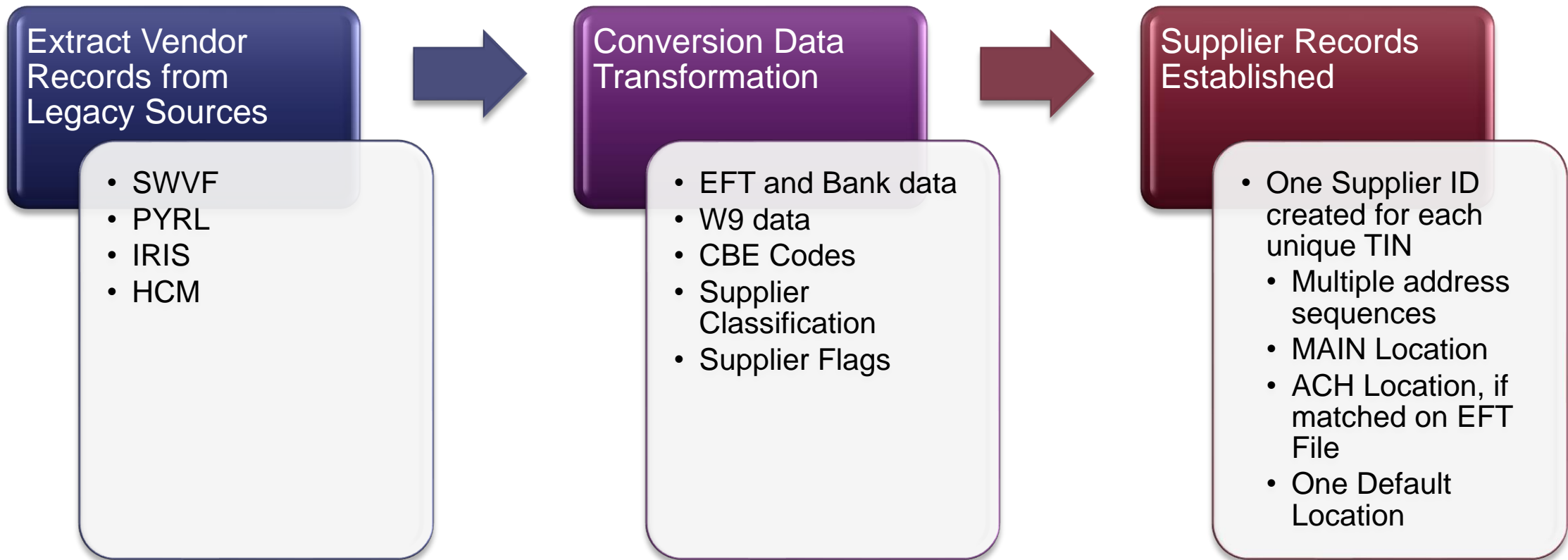




Conversion Activities

Conversion Errors

What is the APC001 – Suppliers conversion process?



Conversion Activities

Conversion Errors



What Supplier data is provided to the Agencies?

- ▶ An APC001 Suppliers One-Time Crosswalk file is available to agencies to use in updating agency business systems with the new Florida PALM Supplier ID

(Note – Florida PALM Supplier IDs will change during each iteration of Mock Conversion activities and will not be final until the conversion performed for Go-Live.)

Confidential Suppliers

- ▶ Florida PALM has the ability to mark payments as confidential. DFS Accounting and Auditing (A&A) is recommending that all agencies use the Confidential flag on the voucher. This should limit the need to mark a Supplier record as confidential.





Conversion Activities

Conversion Errors

What is new for Mock 3 for the Supplier conversion?

- ▶ Agency Supplier Records (RW Task 657- A)
 - Provide a list of active TINs needed for payment purposes
 - Locations*
 - Special payment handling purposes such as SPIA, Revolving Funds, Warrants
 - Addresses that need to be included within your agency Supplier record for payment purposes
- ▶ Supplier Updates
 - Address Name
 - Alternate Payee Name

**All Locations will be reviewed and approved, if applicable, by A&A and/or Treasury upon agency submission of the Task*

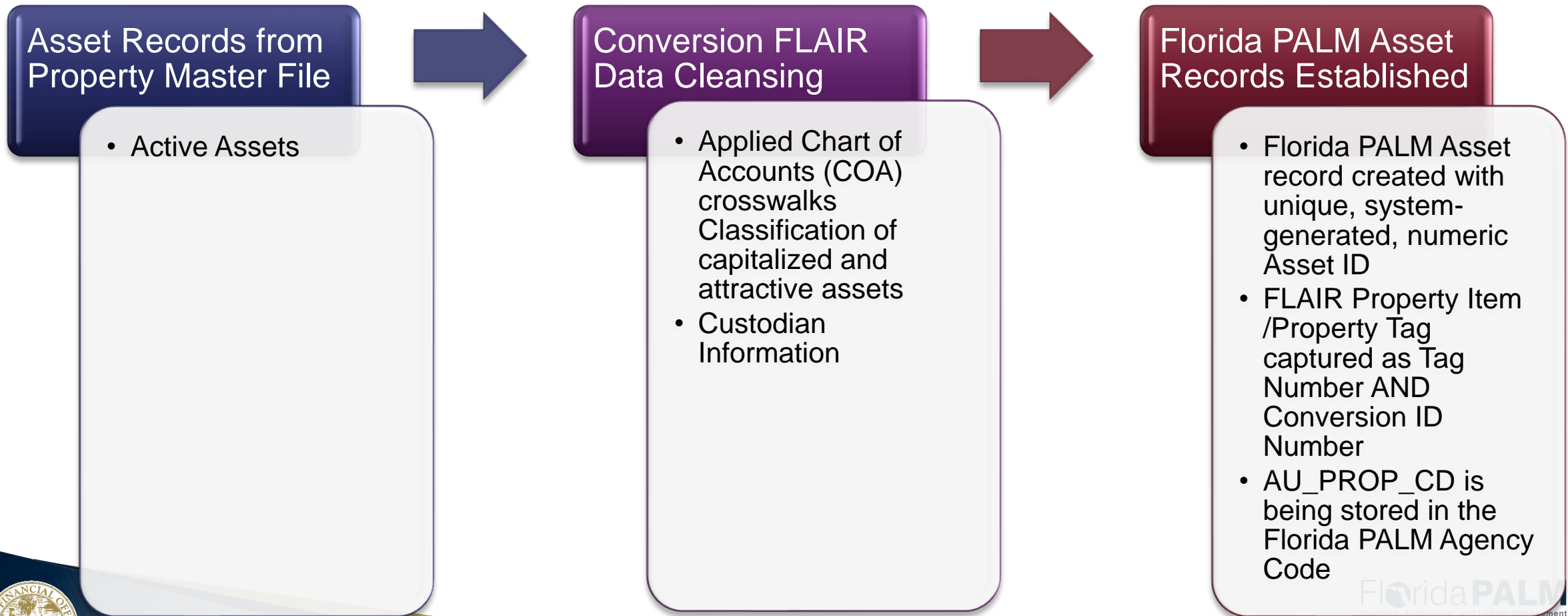


Conversion Activities

Conversion Errors



What is the AMC001 – Assets and Property conversion process?





Conversion Activities

Conversion Errors

What are common AMC001 – Assets and Property conversion errors?

| Common Error Messages | Recommended Action in FLAIR |
|---|--|
| Required field is missing ASSET_TYPE, PROFILE_ID or CATEGORY (Asset Category) | Add Property Class Code |
| Required field COST is missing | Add Property Acquisition Amount |
| Cannot process financial record as it contains error data at Physical A/ Supplemental records | Agencies should correct all existing financial record errors (e.g., ChartField, cost), then this error will be resolved |
| Cannot process Physical A record as financial record contains error data | Agencies should correct all the existing physical record errors (e.g., acquisition date, asset profile, asset category) then this error will be resolved |

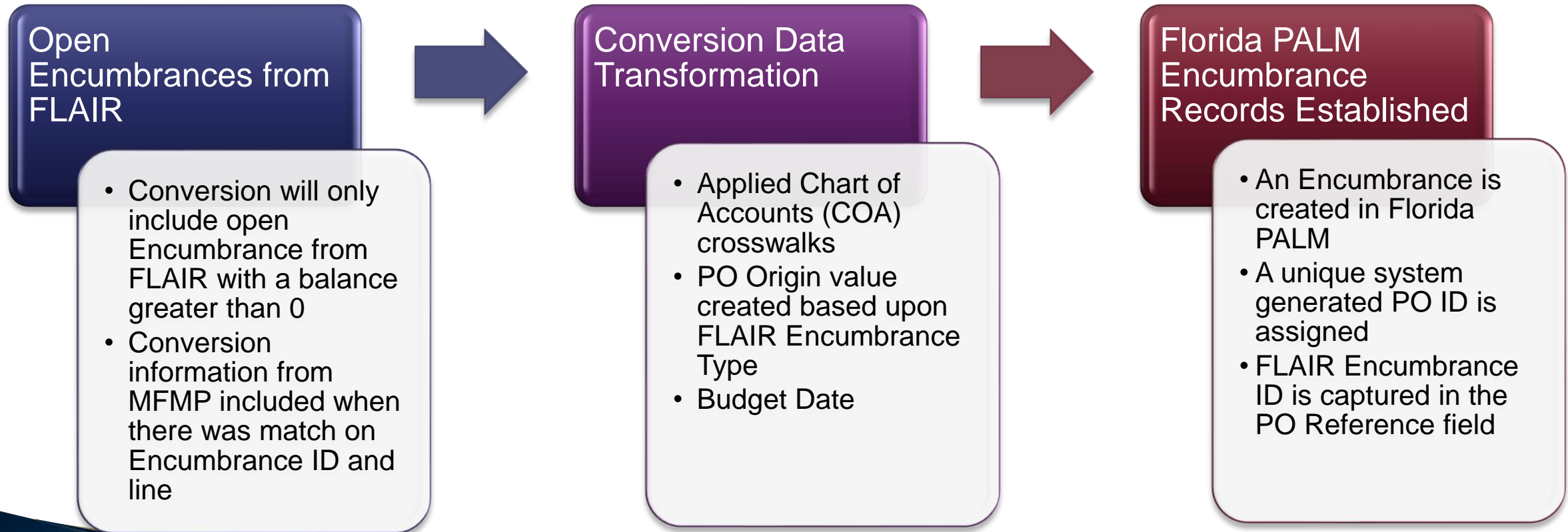


Conversion Activities

Conversion Errors



What is the POC001 - Open Encumbrance conversion process?





Conversion Activities

Conversion Errors

What are common POC001 Open Encumbrance conversion errors?

| Common Error Messages | Recommended Action in FLAIR |
|---|---|
| Required Field VENDOR_SETID is missing/data format is incorrect/length is exceeding OR Required Field VENDOR_ID is missing/data format is incorrect/length is exceeding OR Required Field PO Header is missing/data format is incorrect/length is exceeding | <p>Agencies should review the Encumbrance in FLAIR and confirm it needs to be included in conversion</p> <ul style="list-style-type: none"> Excluded from conversion - Vendor ID is a FLAIR 29-digit account code <p>Work with DFS A&A/Project to update/create vendor record in FLAIR to properly convert</p> <ul style="list-style-type: none"> Vendor ID starts with an "N" Missing required fields |





Conversion Activities

Conversion Errors

What is the GLC001 – Ledger conversion?

- ▶ Ledger conversion process which converts FLAIR Master File records into Florida PALM
- ▶ Used to establish the official General Ledger beginning balances within Florida PALM
- ▶ Conversion will use, at minimum, the required Florida PALM ChartFields: Organization, Account, Fund, Budget Entity, Category, and State Program

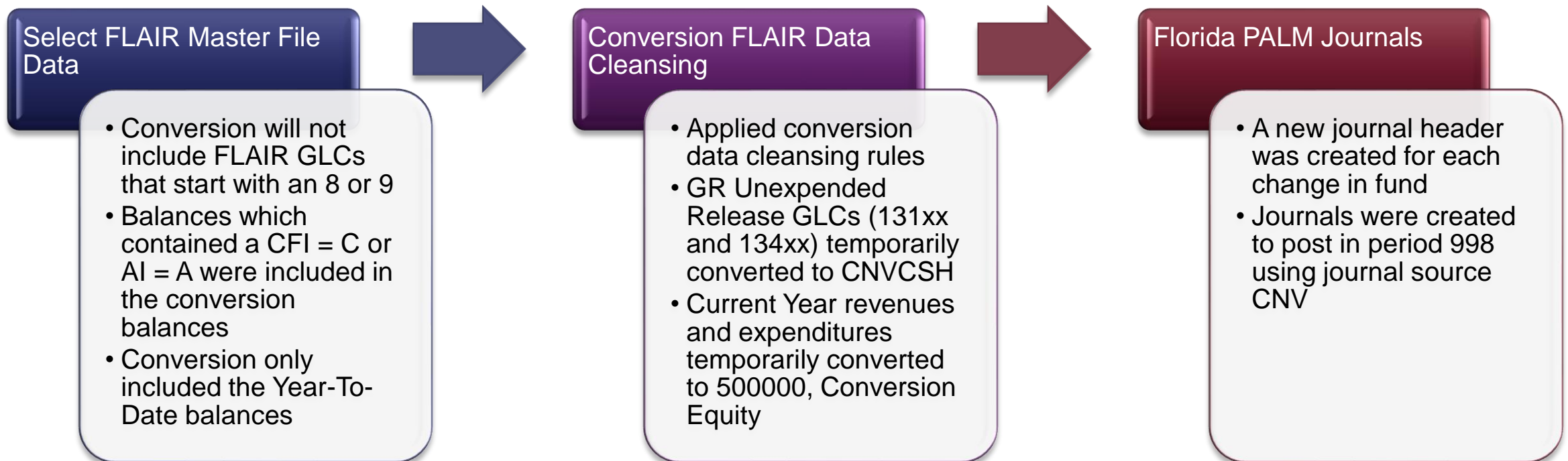




Conversion Activities

Conversion Errors

What is the GLC001 – Ledger conversion process?





Conversion Activities

Conversion Errors

What are common GLC001 – Ledger conversion errors?

| Common FLAIR Data Issue | How Handled by the Conversion | What You Should Do |
|---|---|---|
| GLC not mapped to Florida PALM Account Value | Balance not converted | Reclassify the balance to a better GLC or perform adjusting entries in FLAIR to close out balance |
| Fund not in Balance | Journals not posted | Agency will need to reconcile funds and make adjusting entries in FLAIR to balance |
| Invalid BE, Category, or State Program values | If any one of these was invalid, all values were defaulted to zeros | Agency will need to reclassify balances to active Florida PALM BE, Category, or State Programs or perform adjusting entries in FLAIR to close out balance |





Conversion Activities

Conversion Errors

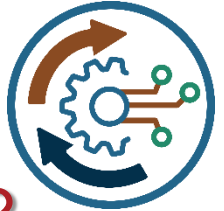
What are common GLC001 – Ledger conversion errors?

| Common FLAIR Data Issue | How Handled by the Conversion | What You Should Do |
|--|--|--|
| FLAIR Org value was not mapped to a Florida PALM Organization value | Organization was defaulted to agency level org | Update and Confirm mappings in mapping worksheet |
| FLAIR Grant, Contract, OCA, or Project values not configured or mapped as values within Florida PALM | Left Blank | <p>If determined level of detail not needed, take no action</p> <p>If the level of detail is needed, update mapping worksheet or reclassify balances to a valid value within FLAIR</p> |

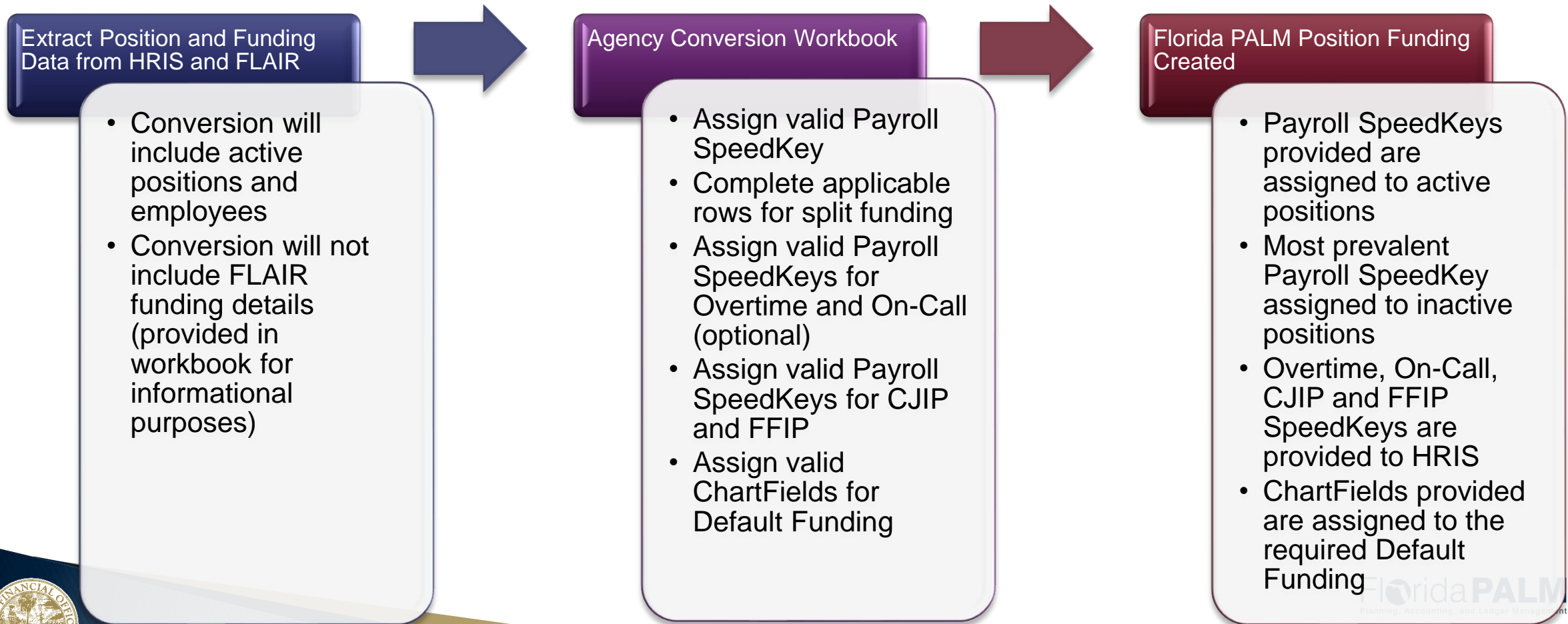


Conversion Activities

Conversion Errors



What is the PRC017 - Position Funding Load conversion process?



Conversion Activities

Conversion Errors



What should agencies do to keep Florida PALM as up-to-date as possible?

Funding configurations are the largest conversion task involving agencies for Florida PALM Payroll. Agencies should:

- ▶ Accurately create SpeedKeys for Payroll use
 - After deployment, the name of a SpeedKey assigned to a particular ChartField can not be updated
 - **UPDATE:** Agencies submit request to Florida PALM to inactivate or reactivate a Payroll SpeedKey
- ▶ Assign a Payroll SpeedKey for every position listed on Task 657 and future tasks for Position Funding
 - Any change to the position data will be captured and notated on upcoming configuration tasks
 - All active positions must have at least one Payroll SpeedKey assigned
 - **UPDATE:** All inactive positions that have been active within the last three years require a Payroll SpeedKey in Position Funding. Florida PALM will assign the agency's most used Payroll SpeedKey to inactive positions. This SpeedKey is only used if a payment is made for the inactive position.



Conversion Activities

Conversion Errors



What should agencies do to keep Florida PALM as up-to-date as possible?

- ▶ Verify the assigned Payroll SpeedKey is applicable to the payment type
 - CJIP Funding must have a Payroll SpeedKey with the correct Category assigned to it
- ▶ Consider how changes to current funding affects Florida PALM Position Funding. *Is there an existing SpeedKey or does one need to be created? Funding worksheets will need to be updated where applicable. Scenarios to consider:*
 - A new 29-digit FLAIR Account Code is assigned to a position in People First
 - A new 29-digit FLAIR Account Code is assigned as an alternate for Overtime/On-Call or to a CJIP/FFIP recurring payment. Florida PALM is supplying these to People First with each conversion.
- ▶ Complete personal, payroll, and job updates in People First, timely
 - This data is being housed in Florida PALM to help facilitate accurate payroll processing





Conversion Activities

Conversion Errors

When must agency data clean-up be completed in advance of Payroll conversions?

- ▶ The following are the planned data snapshot dates:
 - Mock 3: Snapshot on 7/6/2025*
 - Mock 4: Snapshot on 10/12/2025*
 - Dry Run 1: Snapshot on 11/19/2025*
 - Dry Run 2: Snapshot on 3/21/2026
 - Dry Run 3: Snapshot on 5/2/2026
- ▶ Based on the prior conversion cycle results, clean up in source system should be completed prior to the planned date snapshot date
- ▶ Timing is crucial when completing the tasks or making identified updates

**The dates for Payroll are different from Financials*

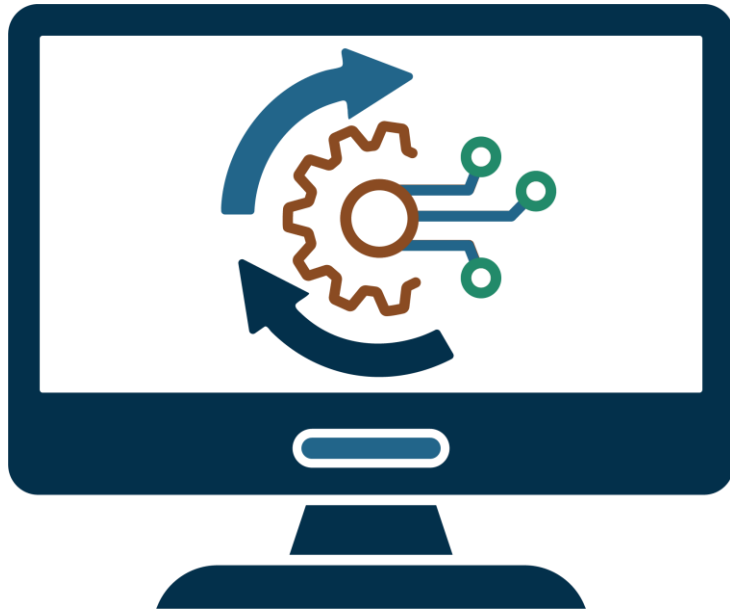


CONVERSION ACTIVITIES

CONVERSIONS

DATA CLEAN-UP

MATT BREEDING



Conversion Activities

Data Clean-Up



Why does it matter?

- ▶ Bad data today, equals an undesirable starting place tomorrow!
- ▶ Current production data will seed all testing environments and ultimately the Florida PALM production environment at go-live
- ▶ If current production data is not clean:
 - Invalid ChartFields will be mapped to default values (e.g., main org code created by Florida PALM, all zeros in some cases) or be completely removed from the conversion (e.g., projects, grants, contract values)
 - Some transactional or master data records will simply not convert if not corrected, causing your end-users confusion and frustration



Conversion Activities

Data Clean-Up



How should agencies prevent errors going forward?

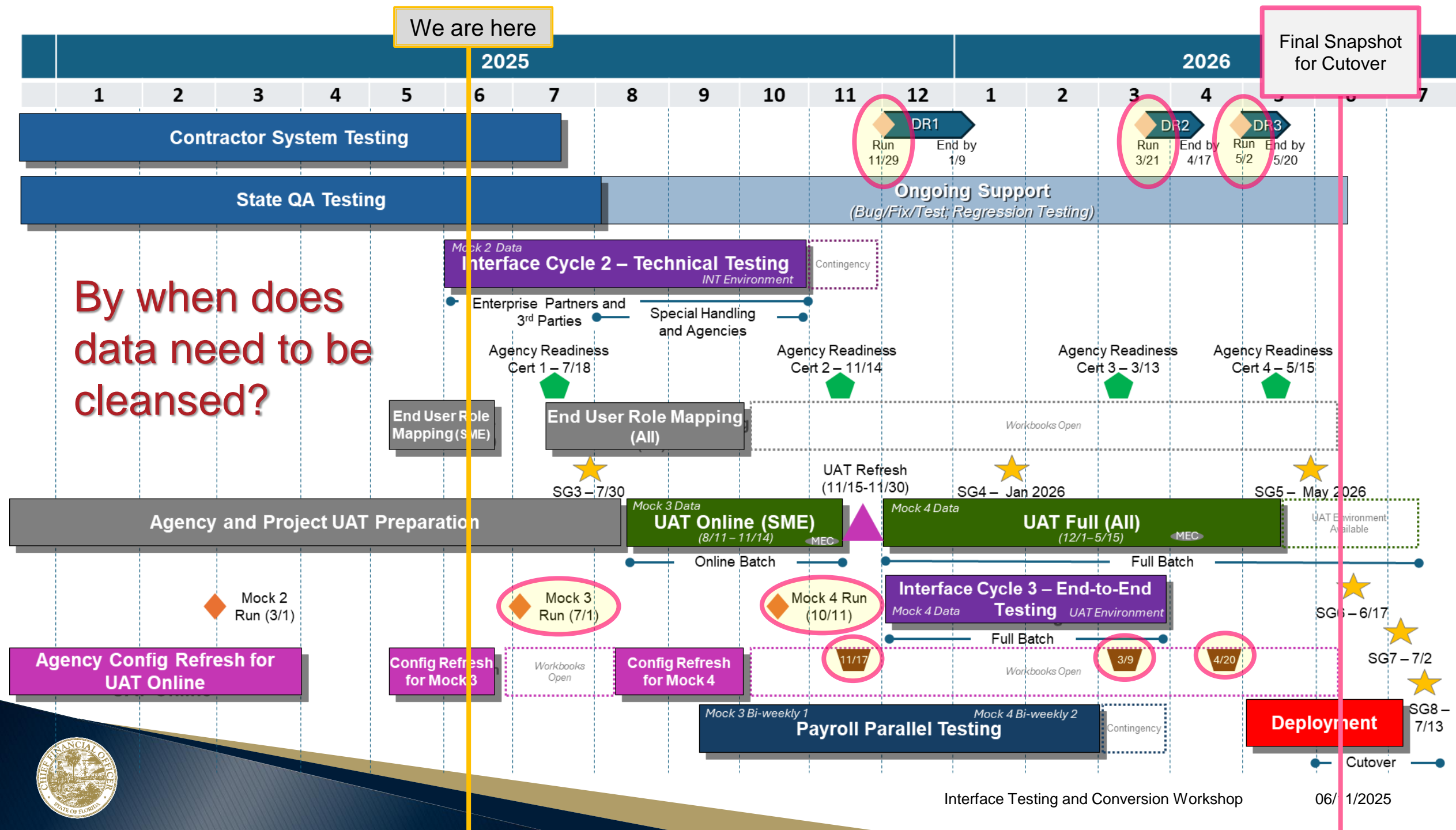
- ▶ Evaluate the errors and your current production processes to prevent future errors. The following are few examples:
 - If an agency specific ChartField is inactivated in FLAIR, then review current FLAIR records (balances, encumbrances, assets, etc.) and replace the inactive ChartField value with valid/active ChartField values
 - If new agency specific ChartFields are created in FLAIR, then determine if a new Florida PALM ChartField value is needed. If so, determine the mapping and update your agency workbooks (don't wait, complete at same time you create in FLAIR).
 - For FLAIR optional data fields that are required for Florida PALM, start updating in FLAIR now to avoid future conversion errors



We are here

Final Snapshot
for Cutover

By when does
data need to be
cleansed?





Conversion Activities

Data Clean-Up – Group Discussion

What happens if my data is not cleansed?

- ▶ UAT Online
- ▶ Full UAT
- ▶ Dry Runs
- ▶ Go-Live Cutover



Conversion

Data Clean-Up

Tools and Helpful Resource for Agency Data Readiness Activities

Project Provided Resources

- Data Readiness Guidance
- Supplementals with Error Resolution Guidance
- Conversion Layouts
- Agency Conversion Field Mapping
- Conversion Results

A&A Provided Resources:

- FLAIR Analysis Tool + Job Aid
- Office Hours Slide Deck + Recording
- DFS Contacts for Support





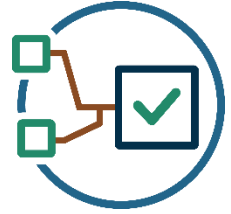
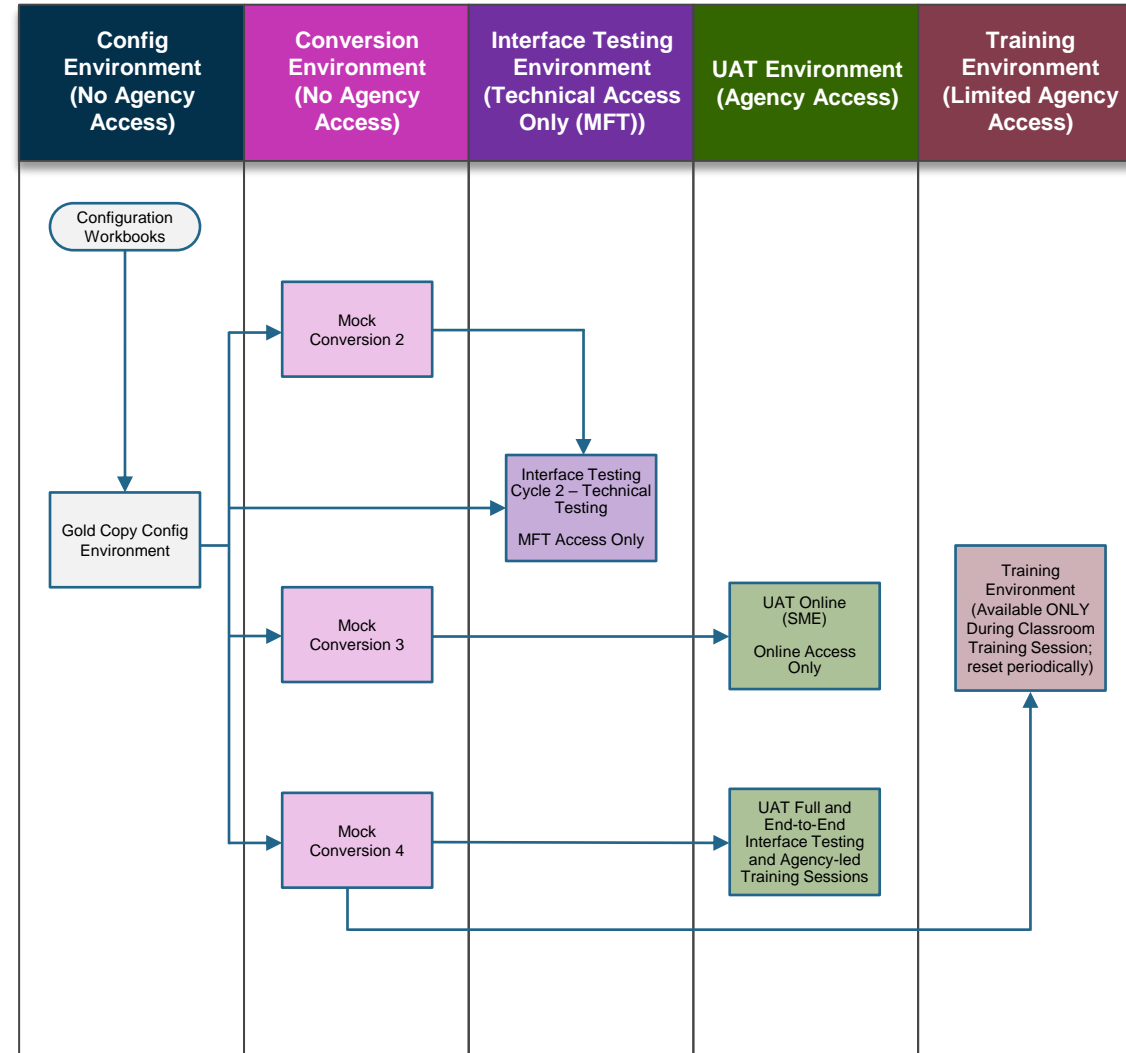
TESTING ACTIVITIES



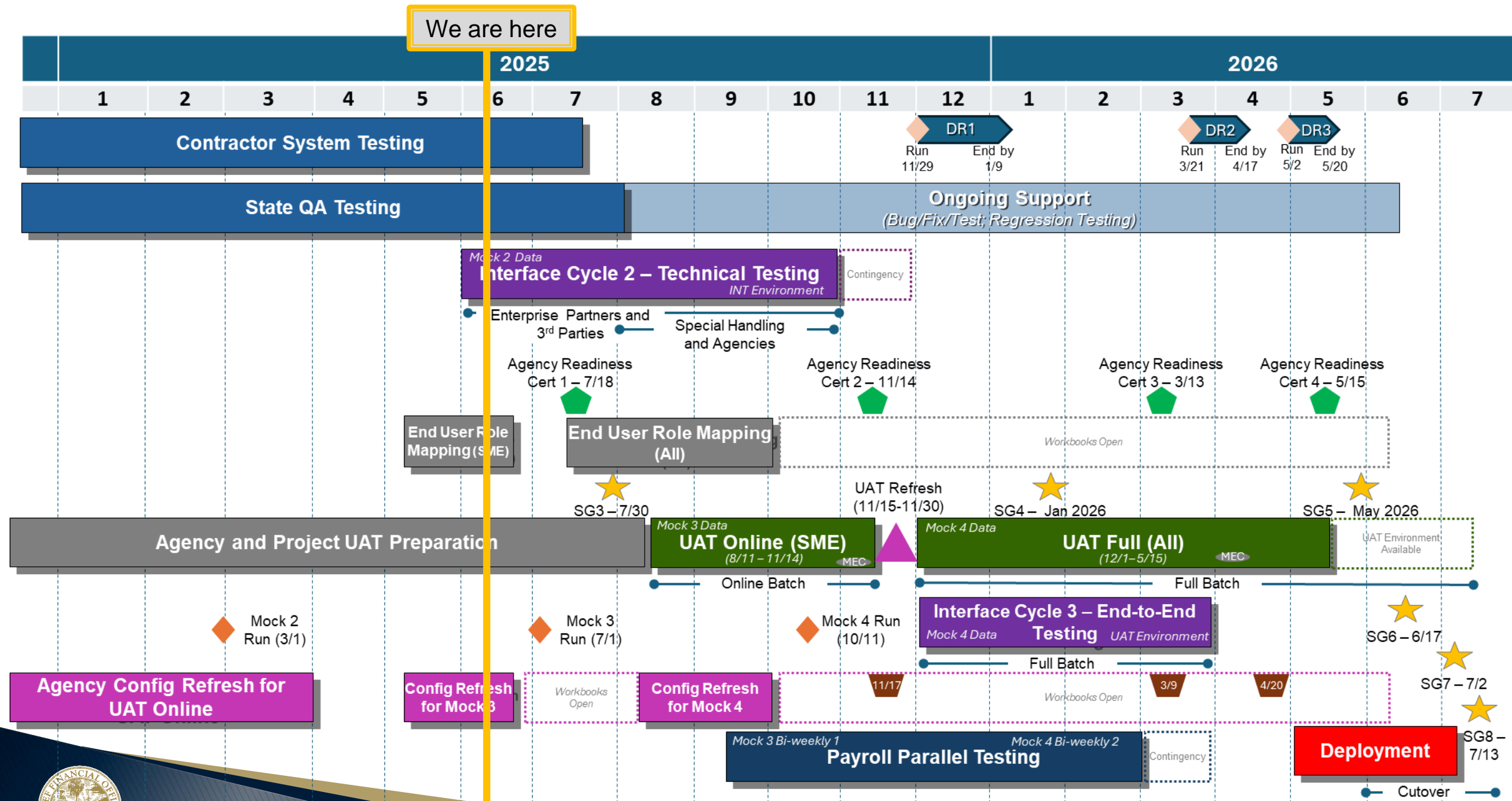
Testing Activities

Testing Cycles

What environments will agencies have access to?



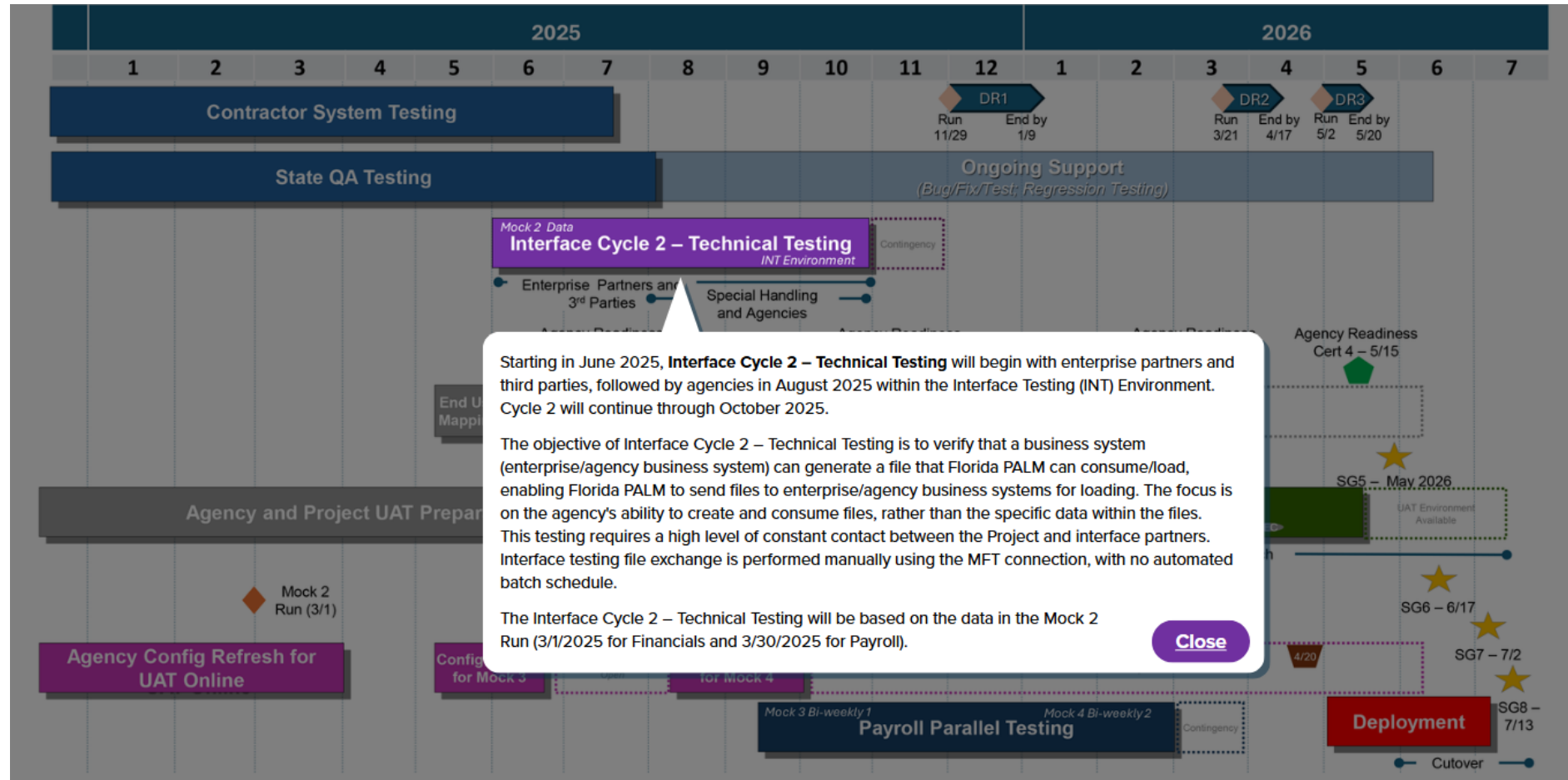
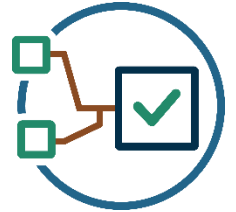
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Testing Activities

Testing Cycles

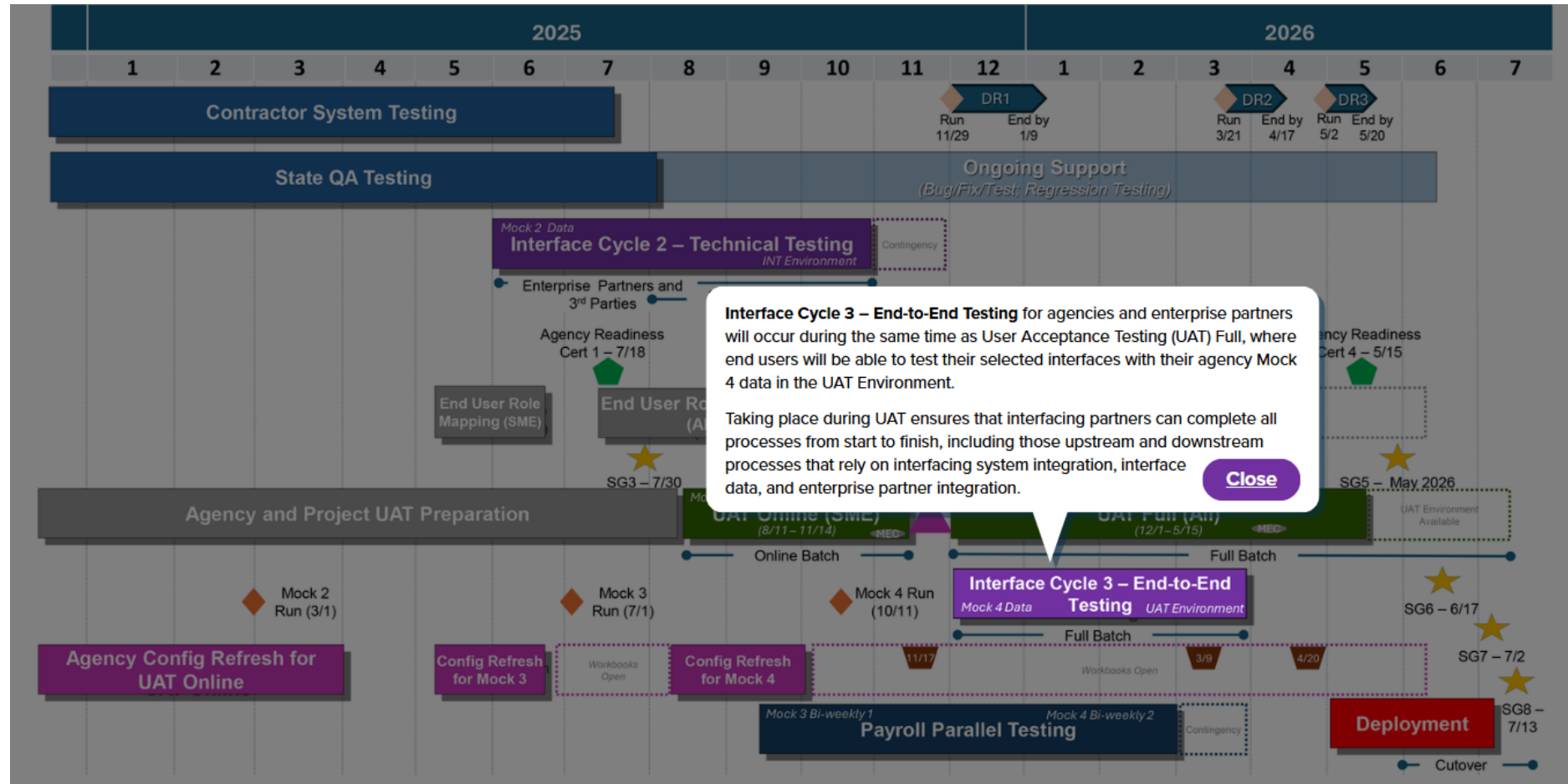
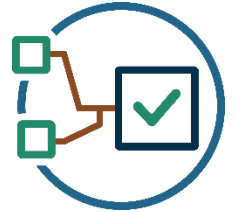
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Testing Activities

Testing Cycles

74



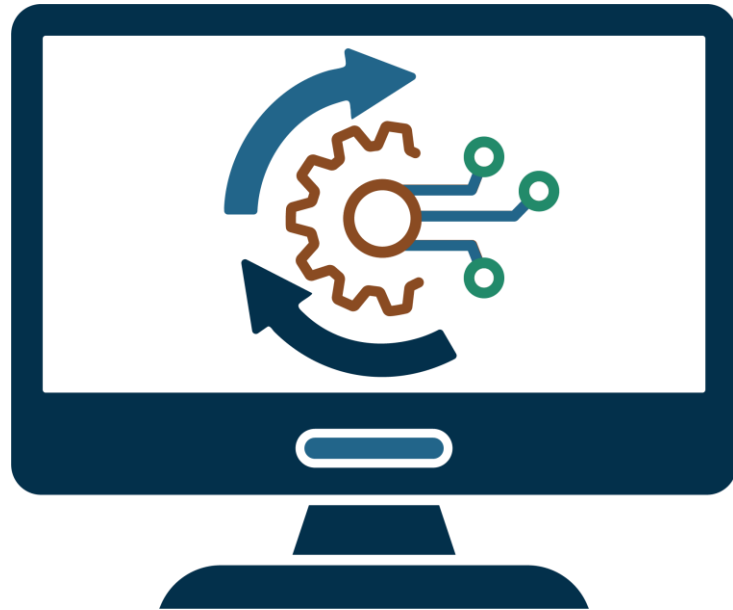


TESTING ACTIVITIES

INTERFACE TESTING

JIMMY COX, MATT BREEDING





TESTING ACTIVITIES

INTERFACE TESTING

CYCLE 2 TECHNICAL TESTING

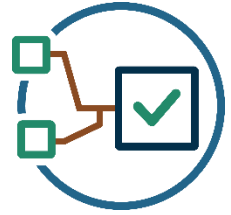
MATT BREEDING



Testing Activities

Technical Interface Testing

Where are we on the journey?



- Confirm network and interface connections are functional
- Validate web service endpoints are reachable
- Confirm file transmission is successful

- Validate business processes flow across systems
- Confirm full transaction lifecycle execution
- Verify data consistency and data flow
- Confirm downstream processing

Cycle 1:
Connectivity

Cycle 2:
Technical

- Verify inbound files are processed
- Validate outbound files are generated
- Identify load/extract errors

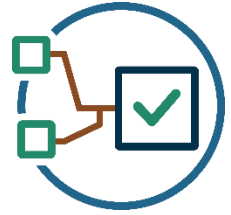
Cycle 3:
End-to-End



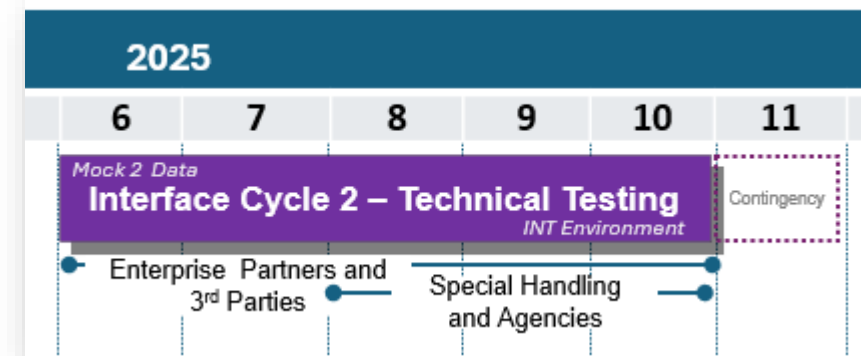
Testing Activities

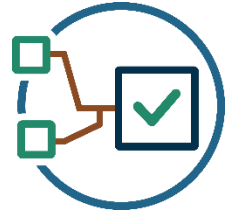
Interface Cycle 2 – Technical Testing

When is Interface Cycle 2 – Technical Testing?



- ▶ Cycle 2 Testing will occur between June and November of 2025
 - June – August: Testing with enterprise partners and third parties
 - August – November: Testing with Agency Business Systems
 - As part of RW Task 576, agencies indicated when they would be ready to test
 - Florida PALM is currently developing a testing schedule based on agencies responses to RW Task 576





Testing Activities

Interface Cycle 2 – Technical Testing

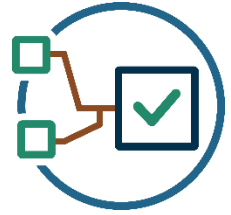
What is the entry criteria?

- ▶ Inbound to Florida PALM
 - Agency business system remediation is complete for all inbound files
- ▶ Outbound from Florida PALM
 - Agency business system/agency data warehouse remediation is complete for all outbound files
- ▶ Agency provides complete details on when each business system will be ready for testing
 - RW 576 – Complete Internal Agency Business System Test and Remediation to Prepare for Interface Cycle 2 – Technical Testing



Testing Activities

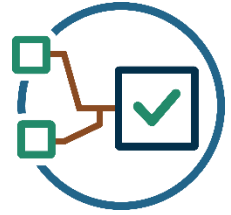
Interface Cycle 2 – Technical Testing



What is the purpose of Interface Cycle 2 – Technical Testing?

- ▶ Systems can send and receive files using the approved interface layouts
- ▶ Florida PALM can process and return the file with error logs, when applicable
- ▶ Agency business systems can load the returned file and address file-related issues
- ▶ Remediation needs are identified and addressed prior to Interface Cycle 3 End-to-End Testing





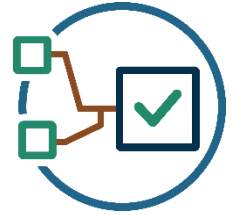
Testing Activities

Interface Cycle 2 – Technical Testing

What is NOT included?

- ▶ Online entry or manual transaction creation
- ▶ Spreadsheet uploads
- ▶ Workflow routing or approval paths
- ▶ Functional and business rule validation
- ▶ Full integration testing (testing is with the target system only)
- ▶ End-to-end scenario planning or business process walkthroughs
- ▶ Reporting or report validation
- ▶ Load or performance testing





Testing Activities

Interface Cycle 2 – Technical Testing

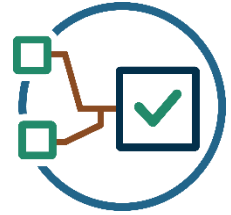
What data will be used?

- ▶ Technical Interface Testing will use Mock Conversion 2 data
 - Financials – as of March 1, 2025
 - Payroll – as of March 30, 2025
- ▶ Data received from inbound interfaces and web services during Cycle 2
- ▶ Data sent back will be based on the ABS and enterprise system interface selections
 - If both inbound and outbound files were selected, then inbound file will be processed and used to generate the applicable outbound file
 - Florida PALM will stage transactions to generate the outbound file if an inbound was not selected



Testing Activities

Interface Cycle 2 – Technical Testing



What test data should I select?

Real ABS Data

- Actual records from your Agency Business Systems
- No hand entered test records

Representative

- Choose records which reflect the interface's purpose (open encumbrances, recent payments, suppliers, etc.)
- Don't try to cover every edge case; that's in Cycle 3 End-to-End testing

Sufficient Volume

- Enough rows to verify file structure, file flow, and field mapping
- This isn't System Testing or Performance Testing
- Small, clean files are great starting points

Non-destructive

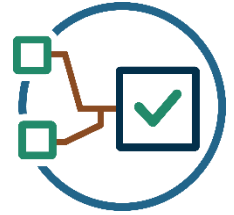
- Shouldn't require reversing, canceling, or altering business outcomes
- Shouldn't have to change/manipulate records to perform technical testing
- This isn't functional or User Acceptance Testing



Testing Activities

Interface Cycle 2 – Technical Testing

How will Interface Cycle 2 – Technical Testing work?

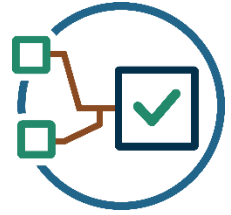


| Owner | Action |
|---|---|
| Interface Partner (Agency, Enterprise Partner, and Third-Party) | Notifies Florida PALM when they are ready to begin testing |
| Florida PALM | Creates a schedule of when files are expected and returned |
| Florida PALM | Provides a new worksheet (via Smartsheet) for tracking interface partner testing progress |
| Interface Partner | Continues testing until successful file exchange with Florida PALM is completed (e.g., it's not one test) |



Testing Activities

Interface Cycle 2 – Technical Testing



What else should you know about Cycle 2 Testing?

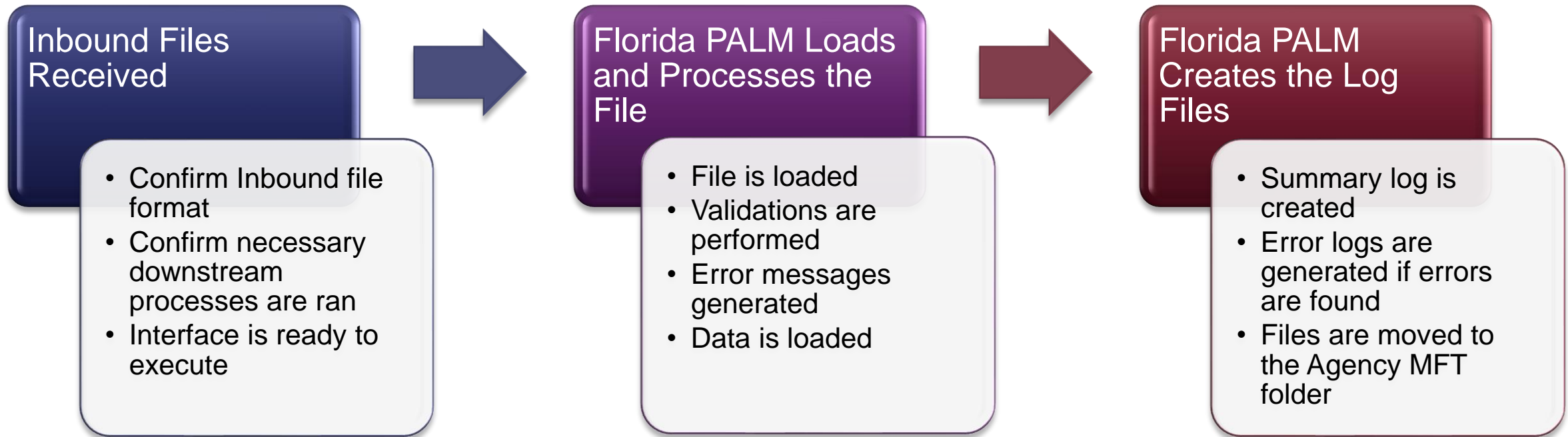
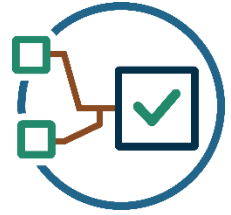
- ▶ This cycle is curated and focused, not full end-to-end interface testing
- ▶ Files are exchanged through the confirmed MFT folder structure
- ▶ It is not a connectivity test; connectivity testing has already occurred
- ▶ It is not a test of the agencies' ability to manually create an interface file
- ▶ The goal is to test the systems, not individuals and manual workarounds



Testing Activities

Interface Cycle 2 – Technical Testing

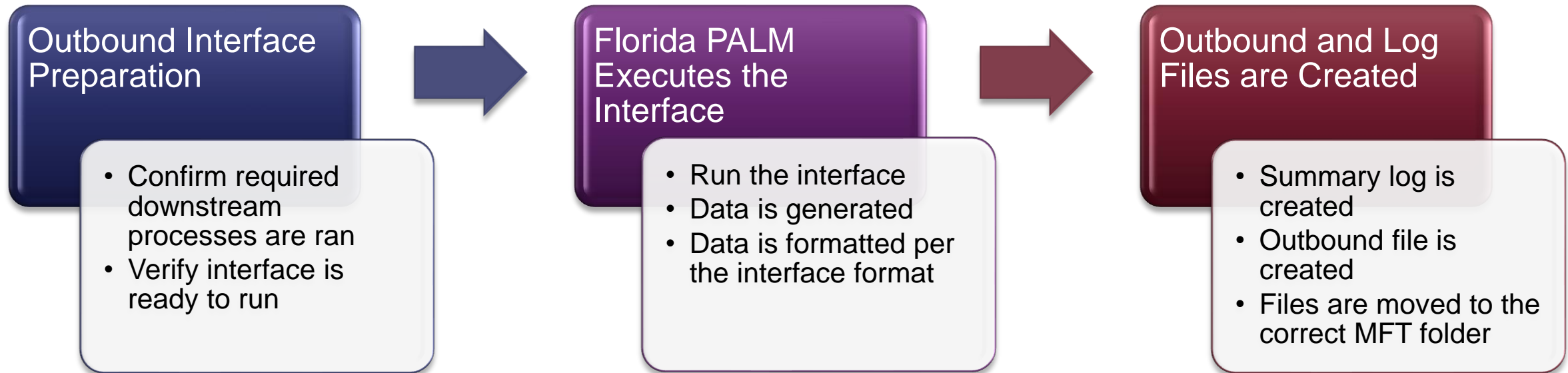
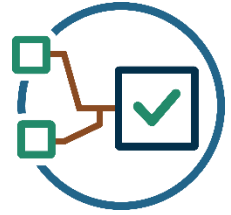
How will Florida PALM handle inbound interfaces?



Testing Activities

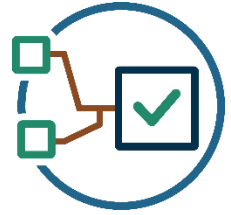
Interface Cycle 2 – Technical Testing

How will Florida PALM handle outbound interfaces?

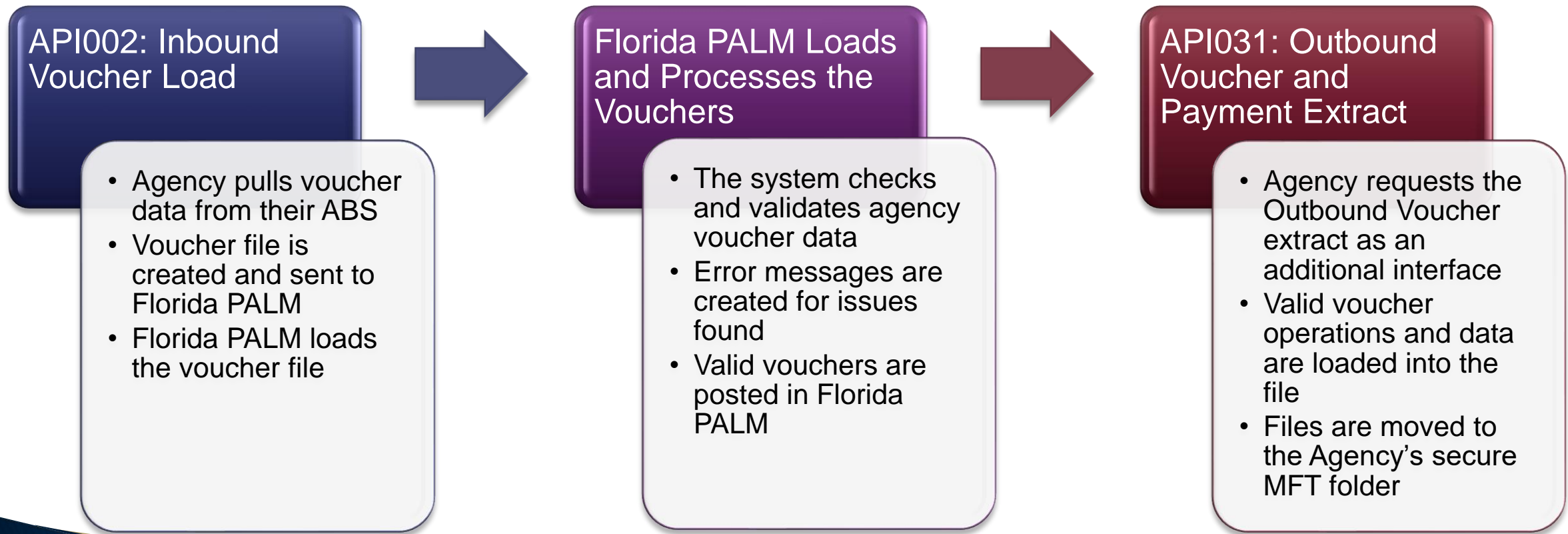


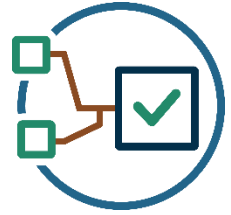
Testing Activities

Interface Cycle 2 – Technical Testing



What is the Florida PALM inbound voucher interface lifecycle?





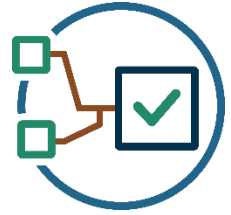
Testing Activities

Interface Cycle 2 – Technical Testing

What should interface partners do before starting interface testing?

- ☐ Confirm interface testing start date with Florida PALM
- ☐ Confirm data files are extracted correctly and match interface layouts
- ☐ Confirm credentials and connectivity
- ☐ Complete walkthrough session with the Technical Readiness team to demonstrate initial ABS file generation – Inbound Only
- ☐ Confirm testing support availability





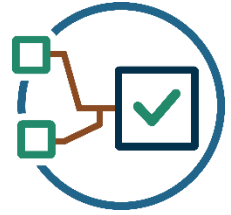
Testing Activities

Interface Cycle 2 – Technical Testing

What are the inbound interface testing responsibilities?

| Task | Agency | Florida PALM |
|---|--------|--------------|
| Confirm ready to Transmit File to Florida PALM | ✓ | |
| Extract File from System | ✓ | |
| Transmit File to Florida PALM | ✓ | |
| Notify Florida PALM of File Submission | ✓ | |
| Acknowledge File Receipt | | ✓ |
| Process the File | | ✓ |
| Log Any File Issues or Defects | ✓ | ✓ |
| Fix Identified Issues | ✓ | ✓ |
| Retest After Fixes | ✓ | ✓ |
| Sign Off: Interface Connection Testing Complete | ✓ | |





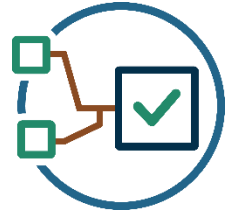
Testing Activities

Interface Cycle 2 – Technical Testing

What are the outbound interface testing responsibilities?

| Task | Agency | Florida PALM |
|---|--------|--------------|
| Run Downstream Processes (Pre-Interface) | | ✓ |
| Generate the Outbound File (Interface Job) | | ✓ |
| Notify Interface Partner When File is Ready | | ✓ |
| Retrieve and Load File into the ABS | ✓ | |
| Review File Results in the ABS | ✓ | |
| Log Any File Issues or Defects | ✓ | ✓ |
| Fix Identified Issues | ✓ | |
| Resolve File Issues | ✓ | ✓ |
| Retest as Needed | ✓ | ✓ |
| Sign-Off Connection | ✓ | |





Testing Activities

Interface Cycle 2 – Technical Testing

How will agencies report issues that require Florida PALM resolution?

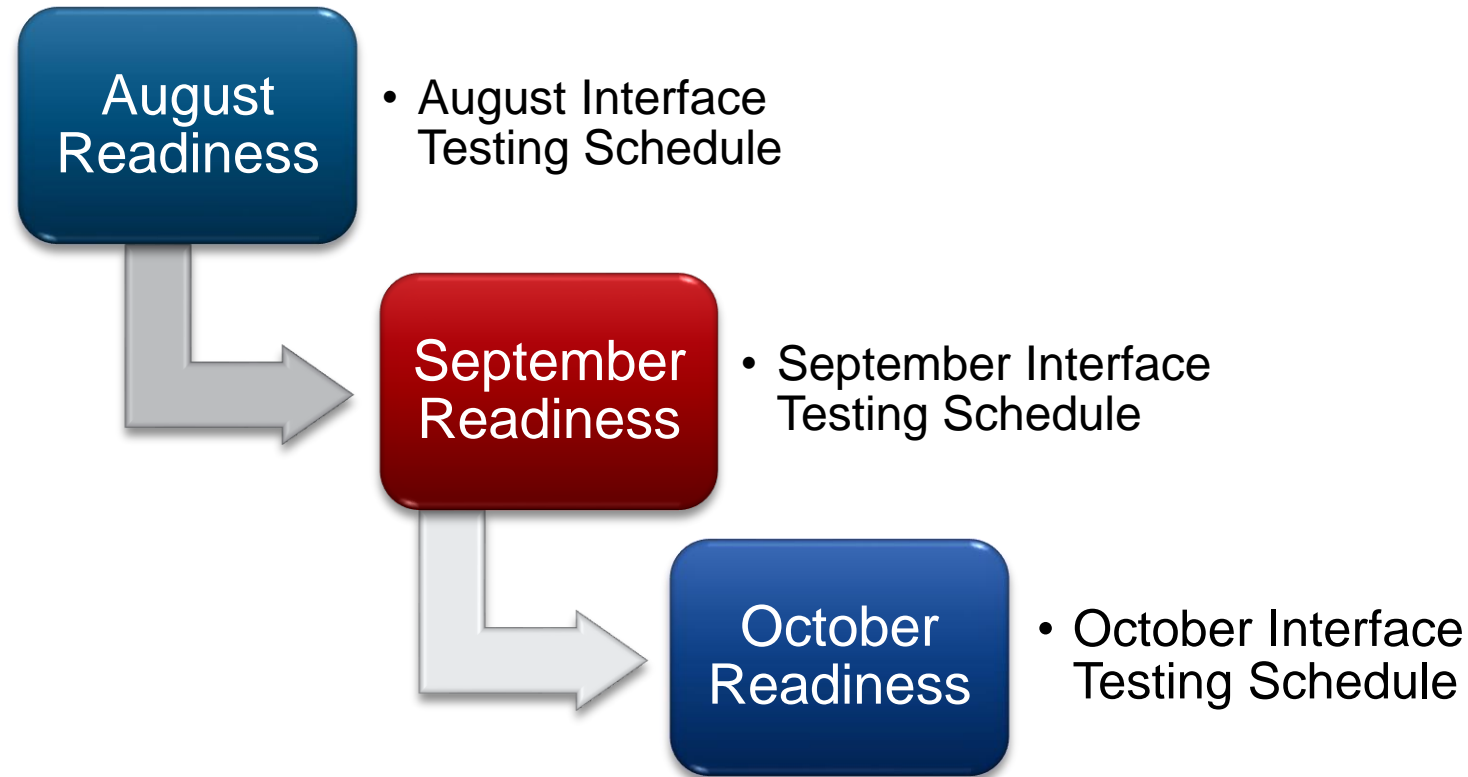
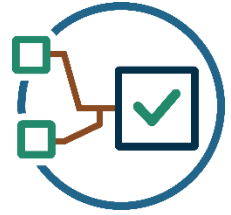
- ▶ Agencies will reach out to their Technical Readiness Coordinator to report status or report issues via:
 - Email
 - Smartsheet Technical Interface Testing Sheet (in development)
- ▶ Agencies should not wait until monthly touchpoints to report testing issues or request support



Testing Activities

Interface Cycle 2 – Technical Testing

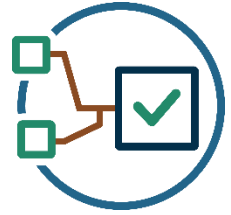
When can I test my selected interfaces?



How scheduling works:

- ▶ Rolling Agency Testing
 - August through October 2025
- ▶ Each month starts a new agency testing cycle
- ▶ Coordinate with Florida PALM to confirm your execution schedule





Testing Activities

Interface Cycle 2 – Technical Testing

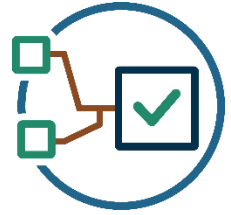
What are the testing expectations?

- ▶ Use realistic data scenarios
- ▶ Test the create and update operations on new transactions and converted data
- ▶ Test required fields, non-required fields and conditional fields
- ▶ Validate data types (Mock 2):
 - ChartField values and ChartField Combinations (i.e., valid Combo Edits)
 - Agency specific configuration values
 - Florida PALM specified configuration data values



Testing Activities

Interface Cycle 2 – Technical Testing



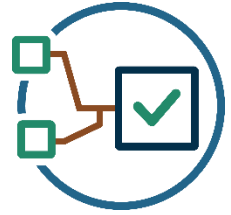
What if I'm not ready for Interface Cycle 2 – Technical Testing?

- ▶ Integration partners that are not ready at the start of their planned testing cycle (June and August, respectively) will participate in testing when ready
- ▶ Unless approved by the Project, testing must start no later than October 1, 2025
- ▶ Agencies must complete Interface Cycle 2 – Technical Testing for each business system before participating in Interface Cycle 3 – End-to-End Testing for that business system
- ▶ If unable to complete Cycle 2 testing on time, the interfaces will be removed for that business system for that integration partner and deferred for at least 1-year after go-live



Testing Activities

Interface Cycle 2 – Technical Testing



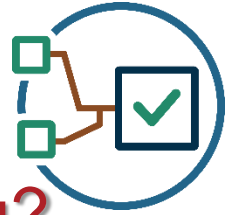
What should my agency walk away with after Interface Cycle 2 – Technical Testing?

- ▶ Confirmation that agency business systems can send and receive interface files using the correct format
- ▶ Understanding of the file layouts and key fields
- ▶ Identification and resolution of minor issues prior to Interface Cycle 3 – End-to-End Testing
- ▶ Confirmation of systems readiness (not people) for Cycle 3
- ▶ Confirmation that third-party integrations (if used) function as expected
- ▶ Confirmation of required web services availability through testing



Testing Activities

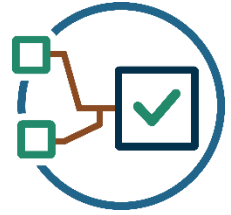
Interface Cycle 2 – Technical Testing



What is the exit criteria for Interface Cycle 2 – Technical Testing?

- ▶ Inbound to Florida PALM
 - File is received in correct file format and can be processed by Florida PALM
 - Must be able to process the transaction to completion
 - Verification that the file is generated by the business system, not manually
- ▶ Outbound from Florida PALM
 - File is processed/loaded into the business system
 - Verification that the data is present in the business system
- ▶ Testing will be repeated until successful
- ▶ Interface must complete Technical Testing prior to starting Interface Cycle 3 End-to-End testing





Testing Activities

Interface Cycle 2 – Technical Testing

What are keys to success for Interface Cycle 2 – Technical Testing?

- ▶ Use small data files to catch file formatting issues early
- ▶ Make sure your data file matches the approved file layout
- ▶ Check logs and error files to identify and resolve issues quickly
- ▶ Raise issues as you find them
- ▶ Confirm when your file was successfully processed



TESTING ACTIVITIES

INTERFACE TESTING

CYCLE 3 END-TO-END

JIMMY COX



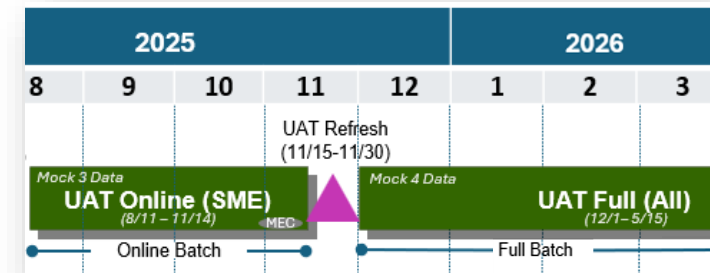
Testing Activities

Interface Cycle 3 – End-to-End Testing

When is Interface Cycle 3 – End-to-End Testing?



- ▶ End-to-end testing occurs between December 2025 and March 2026
- ▶ Uses the User Acceptance Testing environment
- ▶ Timing for when each enterprise partner and third-party vendor will participate is still being discussed with each partner
- ▶ Each partner has different testing capabilities; details will be shared once finalized (anticipated by the end of September)
- ▶ Agencies will be configured based on successfully completing Cycle 2 testing
 - e.g., if a business system does not complete cycle 2 testing until January, then business system will not be added in Cycle 3 until after that





Testing Activities

Interface Cycle 3 – End-to-End Testing

What is the entry criteria for Interface Cycle 3 – End-to-End Testing?

- ▶ Cycle 2 testing must be successfully completed and verified as complete for the business system
- ▶ Integration partner interface run control specifications must be provided to the Project for configuration, on time
- ▶ Interfaces are configured to execute via the batch tool in Florida PALM and the integration partners batch system



Testing Activities

Interface Cycle 3 – End-to-End Testing



What is the purpose of Interface Cycle 3 – End-to-End Testing?

- ▶ Where practical, simulate production flow of transactions and data
- ▶ Allow integration partners to test the cradle to grave processes for exchange of all data (transactional and master data)
- ▶ Support continued remediation of business system integrations and related business processes



Testing Activities

Interface Cycle 3 – End-to-End Testing



What data will be used Interface Cycle 3 – End-to-End Testing?

- ▶ Interface Cycle 3 – Technical Testing will use Mock Conversion 4 data
 - Financials – Close of business October 10, 2025
 - Payroll –
 - FLAIR – Close of Business October 10, 2025 (W-4 will be as of 10/12/25)
 - People First – October 12, 2025
- ▶ Interface Data Content
 - Inbound – Agency controlled, test everything (remember, this data will show in UAT to end users)
 - Outbound – Will include the following data
 - Mock Conversion 4 data
 - Online entry in UAT
 - Spreadsheet uploads processed in UAT
 - Interfaced data (agency, enterprise, third-party, where applicable)
- ▶ Web Services data for enterprise partners successfully testing endpoints in Cycle 3



Testing Activities

Interface Cycle 3 – End-to-End Testing



How will Interface Cycle 3 – End-to-End Testing work?

- ▶ Once the business system has completed the entry criteria for Cycle 3 testing, the business system's interfaces will be configured in the Florida PALM batch system and fully automated (*e.g., if the agency selected daily for the interface exchange, then the interfaces will be setup to run daily*)
- ▶ **Inbound** – Agencies are in control of how frequent and what volume of transactions they want to send; suggestion is to test all known scenarios that apply to the agency
- ▶ **Outbound** – Florida PALM will generate outbound files based on the agency's batch selections (*e.g., if the agency selected daily for the interface exchange, then files will be sent daily, even if an inbound was not sent that day*)
- ▶ Expectation is that each integration partner test until they are successful



Testing Activities

Interface Cycle 3 – End-to-End Testing



What if I'm not ready for Interface Cycle 3 – End-to-End Testing?

- ▶ Integration partners that are not ready in December 2025 will be evaluated on a case-by-case basis
- ▶ Any integration partner interfaces not completely tested by the end of March 2026 will be removed for that business system and deferred for at least 1-year after go-live





Testing Activities

Interface Cycle 3 – End-to-End Testing

What is included in Interface Cycle 3 – End-to-End Testing?

| What's Included | What it Validates |
|--|---|
| Processing Transactions Online | Confirms system supports real-time business activities |
| Processing Spreadsheet Uploads | File load mechanisms and field mapping |
| Interface Processing | Validates file flow, transformation, and system ingestion |
| Full Batch Schedule | Confirms daily jobs processes and the sequencing of those jobs |
| Automated Interface Batch Processing | Tests end-to-end flow for high-volume data |
| Florida PALM and the Florida PALM Data Warehouse | Confirms running reports and reporting output aligns with expected results |
| Creating Queries in the Data Warehouse | Verifies data availability and agency reporting capability |
| Full Payroll Processing | Confirms critical cycle (e.g., pay calculation and timing) functions end-to-end |





Testing Activities

Interface Cycle 3 – End-to-End Testing

What are expected outcomes?

- ▶ Confirmation that the business system and enterprise systems are technically ready for the Florida PALM implementation
- ▶ Confirmation that the agency has accounted for all upstream and downstream processing
- ▶ Finalization of the integrations that will be implemented at Florida PALM implementation
 - Files will not be added, but files will be removed if the interfacing system cannot complete testing accurately and on time



Testing Activities

Interface Cycle 3 – End-to-End Testing



How will agencies report testing issues that require Florida PALM resolution?

- ▶ During UAT and Interface Cycle 3 – End-to-End Testing, requests for support will be entered as tickets in ServiceNow (SNow)
- ▶ Users will be able to enter tickets directly in SNow or have someone enter on their behalf
- ▶ As part of their UAT planning, agencies should have developed their desired approach to triaging user and system testing issues that works for them
- ▶ More information on entering tickets, running reports to see all agency tickets, and planned Project resolution communications will be shared at part of UAT readiness activities in the coming weeks





Testing Activities

Interface Cycle 3 – End-to-End Testing

What is the exit criteria for Interface Cycle 3 – End-to-End Testing?

- ▶ Testing is confirmed complete for the business system
- ▶ Any identified issues or errors have a mitigation or workaround so that the agency is not prevented from going live
- ▶ Agency Sponsor certifies the agency's status in Agency Certification #3, due May 15, 2026





TESTING ACTIVITIES

USER ACCEPTANCE TESTING

ANGIE ROBERTSON, JIMMY COX



Testing Activities

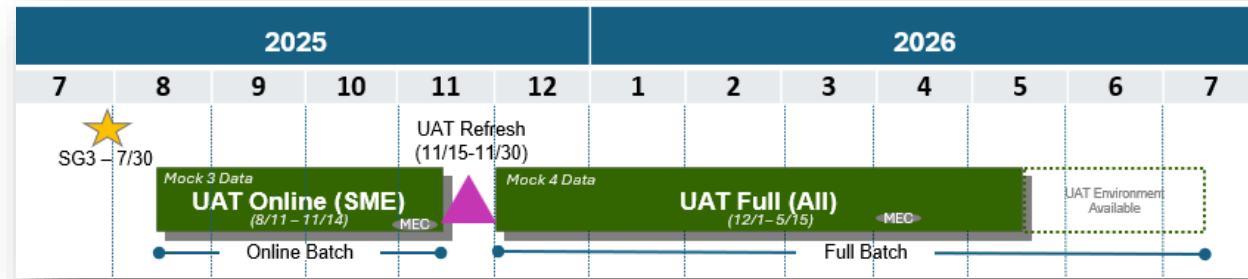
User Acceptance Testing

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When is User Acceptance Testing?

- ▶ UAT Online (SMEs only)
August – November 2025
 - Project-hosted sessions (in-person & virtual) with SMEs
 - RW Task includes criteria on how to select a SME for UAT Online sessions
 - SMEs will have Mock 3 data (as of 7/1) available in UAT environment
- ▶ UAT environment will be offline for a data refresh November 15 – 30
- ▶ UAT Full (all end users) December – May 2026
 - SMEs will facilitate agency-led UAT sessions; Project will provide support from the Project site where needed, but agencies will lead
 - End users will have Mock 4 data (as of 10/11) available in UAT environment





Testing Activities

User Acceptance Testing

Why are we conducting User Acceptance Testing?

- ▶ Allow agencies to familiarize themselves with how transactions, data, reporting, etc., work within Florida PALM
- ▶ Allow for continued remediation of agency business processes, desk procedures, etc.
- ▶ Identify other gaps in business processes that require additional remediation
- ▶ Hands-on access supports working through the stages of change management / emotions, leading end users to acceptance
- ▶ Key step in end user readiness



Testing Activities

User Acceptance Testing

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What is/is not included in UAT Online?

► Included

- Processing transactions online
- Online batch processing and Data Warehouse batch processing
- Processing spreadsheet uploads
- Running reports in Florida PALM and the Florida PALM Data Warehouse
- Creating new queries in the Florida PALM Data Warehouse
- Off-cycle payroll processes (e.g., cancellations, adjustments)

► Not Included

- Interface testing – this will occur in a separate interface testing environment
- Interface batch processing
- Payroll Processing (i.e., biweekly, monthly, supplemental) – this will occur in the interface testing environment and in the parallel testing environments





Testing Activities

User Acceptance Testing

What is/is not included in UAT Full?

- ▶ Included
 - Processing transactions online
 - Processing spreadsheet uploads
 - Interface processing
 - Full batch schedule
 - Running reports in Florida PALM and the Florida PALM Data Warehouse
 - Creating new queries in the Data Warehouse
 - Interface batch processing
 - Full Payroll processing

- ▶ Not Included – N/A



Testing Activities

User Acceptance Testing

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What are Project vs. Agency responsibilities?

- ▶ Creation of core materials to support end user learning
- ▶ Guided sessions to support SMEs (UAT Online)
- ▶ Creation and maintenance of a UAT environment with agency configurations and data loaded
- ▶ Support for agency processes and business system testing
- ▶ Resolution of Florida PALM system-related issues (e.g., tickets)
- ▶ Creation of agency-specific materials (e.g., applicable COA values, source documents to support work simulation)
- ▶ Creation of User Stories to support user testing
- ▶ Testing of agency processes and business systems
- ▶ Coordination / assignment of agency participants
- ▶ Tracking of agency-specific testing issues
- ▶ Resolution of agency system-related issues

Project Responsibilities

Agency Responsibilities



Testing Activities

User Acceptance Testing

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- ▶ The Project will prepare and publish ‘core functions’ materials
 - UAT Materials – *includes general navigation and other pre-requisites for UAT as well as step-by-step instructions for completing transactions in Florida PALM*
 - Training Materials – *will be a mix of web-based training, Knowledge Checks, and select instructor led / facilitated coursework available through self-study or guided learning*
 - End User Manual – *a resource, located on the Knowledge Center, that will house ‘all things’ Florida PALM from a functionality and end user learning perspective*
- ▶ Agencies will need to provide materials for agency-specific functions
- ▶ The Project will support end user learning and maintenance of materials starting in UAT and continuing through Post Implementation Support



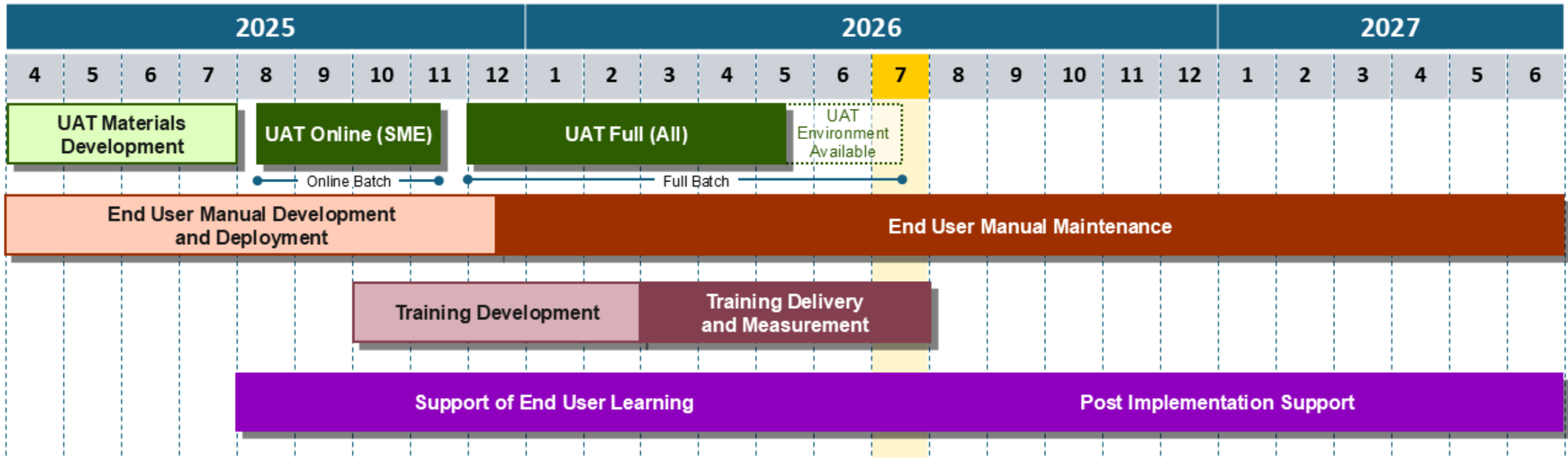
Testing Activities

User Acceptance Testing

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What is the timeline for creating the materials?





Testing Activities

User Acceptance Testing

What should agencies do to prepare for UAT?

- ▶ Complete change analysis to identify changes in agency business processes
- ▶ Identify SMEs that can support agency processes and end users within each applicable business process grouping
- ▶ Maintain list of end users (in Smartsheet)
- ▶ Role map SMEs
- ▶ Create data value 'cheat sheets' for agency COA values
- ▶ Ensure SMEs take pre-requisite UAT training
- ▶ Create agency-specific pre-requisite UAT training
- ▶ Create User Stories
- ▶ Create and maintain a UAT plan and approach for tracking testing activities and for engaging end users in UAT Full



Testing Activities

User Acceptance Testing

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Agency Readiness Certification – Update #1

| Critical Operational Element | Readiness Criteria <i>Begin UAT and Interface Testing</i> | Related RW Tasks or Project Activity |
|------------------------------|---|---|
| People | <ul style="list-style-type: none"> Agency identified SMEs have been assigned end user roles based on job functions. UAT Roles and Responsibilities have been identified in agency-specific UAT Plan. SMEs have been identified and prepared to participate in UAT. | <ul style="list-style-type: none"> 536 – Create Agency-Specific User Acceptance Testing Plan 573-A – Complete and Submit End User Role Mapping Worksheet for UAT |
| Processes | <ul style="list-style-type: none"> Agency UAT success criteria has been identified. Change impacts have been identified for agency processes. Creation of at least 75% of the Project-recommended standard UAT scenarios. | <ul style="list-style-type: none"> 536 – Create Agency-Specific User Acceptance Testing Plan 560 – Submit Change Analysis Tool 574 – Prepare Documentation for User Acceptance Testing |
| Technology | <ul style="list-style-type: none"> Agency interface needs have been confirmed. Agency business system remediation for Tier 1 systems is at least 75% complete. Agency business system testing environments have been established and are ready to begin technical interface testing with Florida PALM. Agency IdP has been confirmed, and configuration with the Florida PALM UAT environment is on track to be complete before the start of UAT. Agency SME end users have been added to the agency's IdP for the Florida PALM UAT environment. | <ul style="list-style-type: none"> 557 – Confirm Interface Inventory for Cycle 2 Interface Testing 576 – Complete Internal Agency Business System Test and Remediation to Prepare for Cycle 2 - Technical Interface Testing 578 – Confirm Identity Provider for Florida PALM 591 – Confirm IdP Configuration for Florida PALM |
| Data | <ul style="list-style-type: none"> Agency has documented reporting needs. Agency specific test data has been identified and documented, including source documents required for UAT scenarios. Agency specific configurations have been confirmed. Agency data is cleansed based on Mock Conversion 2 results. Agency has provided updated data mapping to support Mock Conversion 3. | <ul style="list-style-type: none"> 560 – Submit Change Analysis Tool 574 – Prepare Documentation for User Acceptance Testing 657 – Submit Updated Configuration Workbooks 659 – Update Conversion Field Mapping 571 – Complete Data Cleansing Based on Mock Conversion 2 |



Testing Activities

User Acceptance Testing

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What should agencies do during UAT Online?

- ▶ Confirm SMEs are participating in UAT and are growing their learning
- ▶ Confirm user stories based on SME testing activities (i.e., create new ones, make changes / refine)
- ▶ Prepare for UAT Full sessions (logistics, materials, etc.)
- ▶ Ensure end users complete pre-requisites (project and agency-specific)
- ▶ Role map end users
- ▶ Refine configuration values (in Smartsheet) based on SME testing
- ▶ Track testing activities and resolution of agency-specific issues
- ▶ Refine agency business processes and agency business systems, as needed, based on testing activities



Testing Activities

User Acceptance Testing

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What should agencies do during UAT Full?

- ▶ Confirm end users are participating in UAT and are growing their learning
- ▶ Refine end user role mapping based on testing efforts
- ▶ Refine configuration values (in Smartsheet) based on testing
- ▶ Track testing activities and resolution of agency-specific issues
- ▶ Finalize agency business processes and agency business systems based on testing activities
- ▶ Prepare for final Agency Readiness Certification – May 15, 2026



STAGE GATE 3 – READY TO BEGIN UAT

JIMMY COX



Stage Gate 3 – Ready to begin UAT

- ▶ Stage Gate 3 – Ready to Begin UAT
 - Executive Steering Committee Stage Gate Decision
 - Planned Decision Date – July 30, 2025
- ▶ Other considerations before starting UAT (Not tied to Stage Gate 3)
 - Agency subject matter experts identified and registered for UAT
 - UAT training materials are ready
 - Security role mapping has occurred
 - Agency Identity Provider (IdP) connections have been pointed to UAT
 - Agency and enterprise Security Access Managers are ready to assist end users
 - Agencies have developed their UAT plan, User Stories, and where possible Test Scripts



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