

# FloridaPALM

Planning, Accounting, and Ledger Management

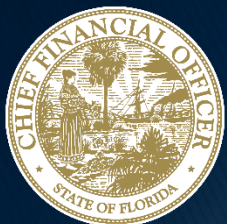


Task ID	Critical Operational Element	Task Name	Task Description
324	Data	Complete FLAIR Data Elements Inventory	Complete and submit the FLAIR Data Elements Inventory document detailing data elements your agency currently uses and how they are being used.
325	Processes	Complete Data Security and Access Survey	Complete and submit the Data Security and Access Survey to inform how your agency manages data security and user access.
326	Technology	Update Current Agency Business Systems	Review and update the current Agency Business Systems. Record the current technical design for each system.
327	Data	Complete Reports Inventory	Complete and submit the Reports Inventory documenting all agency FLAIR reports.
328	Processes	Document Current Agency Business Processes	Document and submit current agency fiscal and payroll processes, and any agency business systems engaged in the processes.
329	People	Update CCN and Project Contacts	Review, update and confirm Change Champion Network (primary and Subject Matter Experts) and additional support contacts.
	People	Update Authorized Signatory Users	Review, update and confirm authorized signatory access to all Florida PALM resources.
	N/A	Submit Monthly Agency Health Report	Agency Sponsor to confirm and submit monthly report, in the Project Health Report, detailing the agency's progress in the project and impact on the agency's financial and operational performance.
		Create Agency Specific Risk and Issues Management Plan	Create or update a plan to identify and manage agency specific risks to Florida PALM implementation.
		Create Webinars Headlines Plan	Create a plan to identify and assess impacted stakeholders within the agency that includes agency specific tasks to successfully implement your agency.

# THURSDAY Task Talk

*Hosted by your favorite Florida PALM RC's*

JUNE 12, 2025



# Agenda

- Task Spotlight:
  - 657-A - Submit Updated Configuration Workbooks – Agency Supplier Record
- Task Review:
  - 573A - Complete and Submit End User Role Mapping Worksheet for UAT
  - “June 20 Tasks Checklist”
- Project Updates:
  - Interface Testing & Conversion Workshop
- Reminders



# 657-A - Submit Updated Configuration Workbooks – Agency Supplier Record

**Due 6/27/2025**

## ➤ Purpose

- To establish Supplier record for your agency in Mock Conversion 3
- Required for agencies to receive warrant, ACH or wire payments
- If an agency only receives payments via credit card, an agency Supplier record is not needed in Florida PALM. – Note in Task Tracker

## ➤ Considerations

- A Supplier record must be established for each unique TIN where the agency needs to receive payments for:
  - special handling that cannot be processed within the Inter/IntraUnit module,
  - SPIA payments, or
  - revolving fund replenishments

## ➤ No Smartsheet validation – error messages

Agency Supplier Record

Forms Connections Dynamic View

(Task 657-A) DEMO Supplier Record ☆

Entity	TIN	Supplier Name	Supplier Short Name	Agency Provided Supplier Short Name	Agency Location	Location Name	Location Description	Location Type	Payment Method	Country	Address 1	Address 2	Address 3	Address 4	County	City	State	Postal Code	Comments
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# 573 A - Complete and Submit End User Role Mapping Worksheet for UAT

**Due 6/20/2025**

## Tips:

- You can not role map to a Vacant position. Name and Email are required to establish a user profile.
- SOD Conflicts will remain red in your worksheet. If you have any SOD conflicts, compensating controls must be provided in the “SOD Justification” column
- If your agency has Org Security Rule, you must complete that configuration worksheet before completing Role Mapping

### Agency AP Processor

Print Share Dark PDF

#### Role Description and Responsibilities

The Agency AP Processor is the agency role that:

- Enters regular and carry forward related invoices, voucher corrections, and issues and maintains disbursements in Florida PALM;
- Monitors and manages enterprise vouchers;
- Manages and issues Prompt Payment Interest payments; and
- Reviews vouchers and resolves exceptions for period end closing activities in Florida PALM.

Role responsibilities include:

- Views voucher inquiry.
- Enters, updates, corrects, and deletes vouchers.
- Schedules payments.
- Reviews and manages:
  - pre-edit and recycle errors.
  - match exceptions.
  - budget check exceptions.
  - cash check errors.
- Reviews / views reports and inquiries for supplier and voucher information.

#### Role Functions

The following table describes what the Agency AP Processor does in each related Business Process and related workflows. The table also describes the related Topic and Activity found on the [Florida PALM Topics and Activities](#) list.

Topic	Activity	Business Process	Related Workflow
Processing Voucher	Entering a Voucher Manually	<a href="#">30.3.1 Process Vouchers</a>	APW001
Processing Voucher	Resolving Voucher Edit Errors	<a href="#">30.3.1 Process Vouchers</a>	APW001
Processing Voucher	Modifying a Voucher	<a href="#">30.3.1 Process Vouchers</a>	APW001
Matching Vouchers	Resolving Voucher Match Errors	<a href="#">30.3.2 Voucher Matching</a>	APW001
Prompt Payment Interest Vouchers	Prompt Payment Interest Voucher Reporting	<a href="#">30.3.6 Prompt Payment Interest Calculation</a>	N/A
Processing Carry/Certified Forward Payables and Voucher	Adding/Updating an Encumbered/Unencumbered Carry Forward (CF) Payable (Receipts)	<a href="#">30.3.7 Process Carry Forward Vouchers</a>	N/A





# Task Review: Tools – June 20 Tasks Checklist

**Agency Readiness**

Actions

		Name
<input type="checkbox"/>	☆	Agency Contacts
<input type="checkbox"/>	☆	Agency Engagement
<input type="checkbox"/>	☆	Agency Role Mapping
<input type="checkbox"/>	☆	DFS Open Items as of 061025 (READ O...
<input type="checkbox"/>	☆	DFS Question Log (READ ONLY)
<input type="checkbox"/>	☆	DFS Readiness Workplan Task Tracker
<input type="checkbox"/>	☆	DFS UAT Planning Questions
<input checked="" type="checkbox"/>	☆	June 20 Tasks Checklist

Forms Connections Dynamic View June 20 Tasks Checklist ☆		
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Task Number and Instructions	Worksheet Name/Supplemental	Navigation
<a href="#">571 - Complete Data Cleansing Based on Mock Conversion 2</a>	<a href="#">(Task 571). [Agency] PCC001 - Projects</a>	Smartsheet > Florida PALM Workbook for (Agency) > Inventories > Conversion Inventory > (Task 571) (Agency) PCC001 - Projects
<a href="#">571 - Complete Data Cleansing Based on Mock Conversion 2</a>	[Agency] Mock Conversions	Florida PALM Workbook for (Agency) > Inventories > Conversion Inventory > Mock Conversions
<a href="#">657 – Submit Updated Configuration Workbooks</a>	<a href="#">(Task 657). [Agency] Allotments Budget Structure</a>	Smartsheet > Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Commitment Control (KK)
<a href="#">657 – Submit Updated Configuration Workbooks</a>	<a href="#">(Task 657). [Agency] Budget Translation Tree Structure</a>	Smartsheet > Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > General Ledger (GL)
<a href="#">657 – Submit Updated Configuration Workbooks</a>	<a href="#">(Task 657). [Agency] Organization</a>	Smartsheet > Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > General Ledger (GL)
<a href="#">657 – Submit Updated Configuration Workbooks</a>	<a href="#">(Task 657). [Agency] Area ID Values</a>	Smartsheet > Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Asset Management (AM)
<a href="#">657 – Submit Updated Configuration Workbooks</a>	<a href="#">(Task 657). [Agency] Location Definition</a>	Smartsheet > Florida PALM Workbook for (Agency) > Inventories > Configuration Workbook Inventory > Asset Management (AM)



# Interface Testing & Conversion Workshop

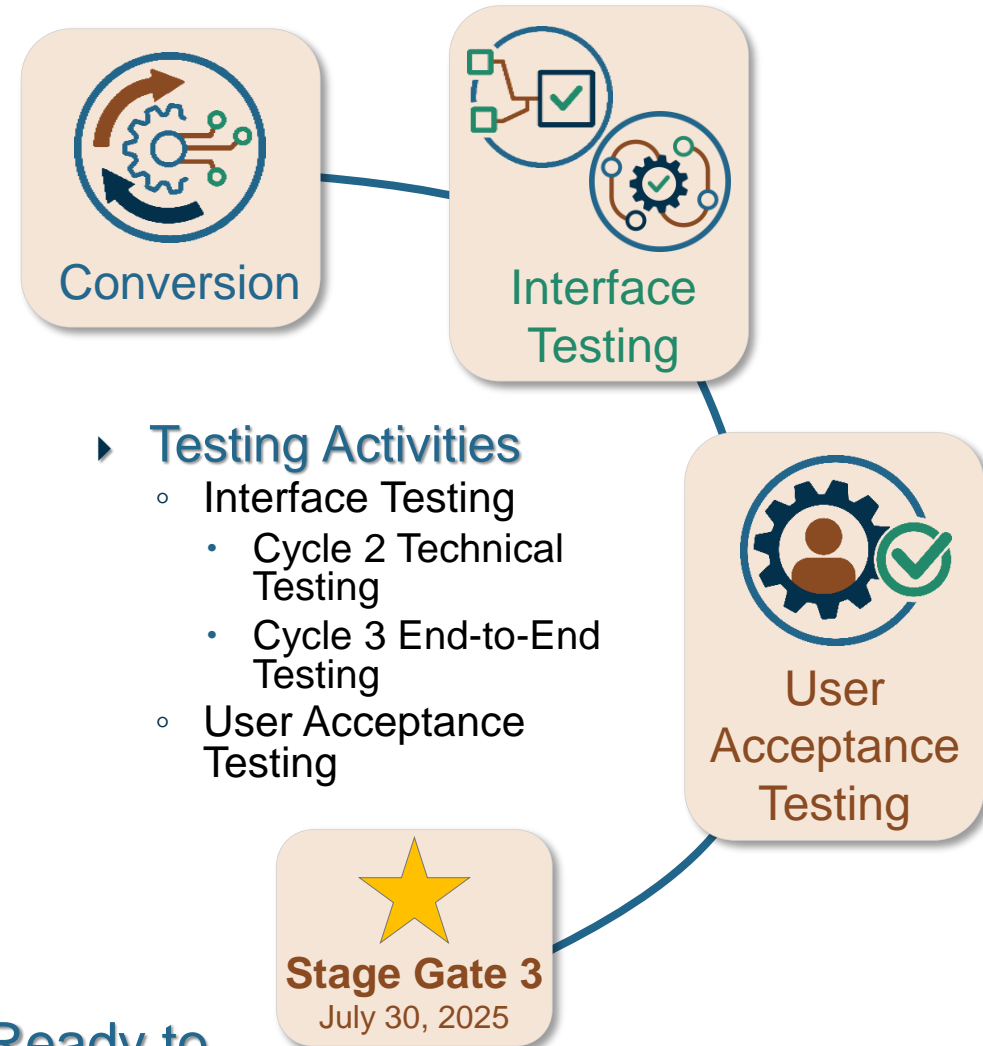
Resource Materials available on Meetings & Workshops Calendar:

- Presentation
- Recording *Coming Soon*

## ► Conversion Activities

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

## ► Stage Gate 3 – Ready to Begin UAT



# Reminders: Upcoming Task Due Dates

## June 20

- ✓ 571 – Complete Data Cleansing Based on Mock Conversion 2
- ✓ 657 – Submit Updated Configuration Workbooks
- ✓ 659 – Update Conversion Field Mapping
- ✓ 573 A – Complete and Submit End User Role Mapping Worksheet for UAT

## June 27

- ✓ 657-A – Submit Updated Configuration Workbooks – Agency Supplier Record

## July 25

- ✓ 576 - Complete Internal Agency Business System Test and Remediation to Prepare for Cycle 2 - Technical Interface Testing

## August 8

- ✓ 574 - Prepare Documentation for User Acceptance Testing





# Questions?



## SUSIE-Q





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