

# FloridaPALM

Planning, Accounting, and Ledger Management

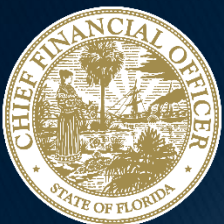


Task ID	Critical Operational Element	Task Name	Task Description
324	Data	Complete FLAIR Data Elements Inventory	Complete and submit the FLAIR Data Elements Inventory document detailing data elements your agency currently uses and how they are being used.
325	Processes	Complete Data Security and Access 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 Spreadsheet Users	Review, update and confirm authorized spreadsheet access to all Florida T 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.
		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*

OCTOBER 9, 2025



# Agenda

- Convergence Review
- Special Character Use
- Technical Interface Testing
- Reminders: Task Due Dates



# Convergeration – Data Refresh

- Data Pull As of September 28
- Worksheets updates planned to be complete EOD October 6
- Purpose: sync up source data and Florida PALM Data in between Mock Conversion data pulls (Impact Configuration, Conversion Mapping, and PCC001 Worksheets)
- Updated Worksheets include:

## Configuration Worksheets

- Default Interest Apportionment
- GL Allocations\*
- Distribution Codes
- Payroll – Position, Default, CJIP, FFIP

## Look-up Sheets

- Fund
- Category
- BE
- State Program
- Budgetary Combo Edits
- Grant ID\*
- Contract ID\*

## Conversion Worksheets

- PCC001
- Grant ID Mapping
- Org Mapping
- Location Code Mapping
- OCA Mapping



# Special Character Use

- ▶ Configuration Values vs Conversion and Interface Values
  - Task Supplementals are up to date
  - Smartsheet Error Messages are up to date
  - Knowledge Center article updated

Allowable Special Character Use in Conversions and Interfaces	
ChartField/Data Codes	Text Fields
None - Alphanumeric Only	Space and Underscore <i>(Special Characters that translate to the same value between UTF-8, ANSI, and ASCII.)</i>
Allowable Special Character Use in Configurations	
Agencies should refer to the Conversion/Configuration Supplementals section of the <a href="#">Agency Readiness</a> page of the Florida PALM website for detailed instructions on special character use within each respective configuration.	





# Interface Testing Update

- ▶ **Status updates**
- ▶ **Resources:** Knowledge Center - Interface testing articles
  - Message Board added for live interface updates

## Interface Testing

UPDATED

UNFOLLOW  

*This page will be a place for agencies to find timely information about interface testing updates and answers to general testing questions. Individual articles for each of the various interfaces will be created as testing progresses to provide similar information.*

**Follow the page and be alerted as new updates are published.**


Agencies and enterprise partners have begun Interface Cycle 2 – Technical Testing. The timing of Inbound and Outbound testing is unique to each agency and will align to the start date specified on each agency's Cycle 2 Technical Testing sheet in Smartsheet. Agencies should notify their Readiness Coordinator and Technical Readiness Coordinator if new test files were added or if a start date needs changing.


### Message Board - Important Updates

10/9/25 - Planned testing dates for PRI058 have now been updated to 11/10/2025 in Smartsheet while the Project works to resolve an issue. In the event that the issue has not been resolved by 11/10/2025, a new testing date will be provided.

9/25/25 - Planned testing dates for POI007 have now been updated to 10/15/2025 in Smartsheet while the Project works to resolve an issue. In the event that the issue has not been resolved by 10/15/2025, a new testing date will be provided.

9/22/25 - ARI012, ARI020, ARI024, ARI034 - If your agency did not select the corresponding inbound file, the Project will stage data to test your outbound interface. Some agencies had data staging completed, and files processed for ARI0XX. The Project has experienced a delay in data staging for a few agencies which will require a new testing date. Impacted agencies will be notified directly.

Helpful Tips 

Interface-Specific Articles 





# Reminder: Task Due Dates

## October 17

- ✓ 587B – Complete Data Cleansing Based on Mock Conversion 3

## October 29

- ✓ 587C – Complete Data Cleansing Based on Mock Conversion 3 – PCC001
- ✓ 661 – Update Conversion Field Mapping
- ✓ 662A – Submit Updated Configuration Workbooks – State Program Selection for Budget Allotments

## October 31

- ✓ 665 Submit Monthly Progress Report

## November 5

- ✓ 662 – Submit Updated Configuration Workbooks (AM, AR, CM, GL, KK, PC, and ORG Security Rule will close prior to task end date on 10/29. SpeedKey and PR workbooks will remain open until the task end date of 11/5)

## November 7

- ✓ 587A – Complete Data Cleansing Based on Mock Conversion 3

## December 19

- ✓ 573B – Complete and Submit End User Role Mapping Worksheet
- ✓ 574 – Prepare Documentation for User Acceptance Testing





TIPPY

Questions?

DARLA





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