

Florida **PALM**

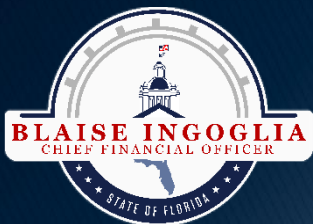
Planning, Accounting, and Ledger Management



THURSDAY Task Talk

Hosted by the Florida PALM Readiness Team

APRIL 2, 2026



Agenda

- ▶ 675 – Submit Monthly Progress Report – Testing
- ▶ 697 – Maintain Configuration and Conversion Workbooks
- ▶ Reminders
- ▶ Questions



697 – Maintain Configuration and Conversion Workbooks

Due 4/30/2026

What To Do:

- Resolve errors in ALL configuration and conversion workbooks.
- Ensure ALL configuration and conversion workbooks are complete.
 - As new agency-specific COA codes are created in FLAIR and/or UAT, add those values to your workbooks, as applicable.
 - Update all rows requiring agency input, clearing all yellow and red cells.

What is new?

- KK Budgetary Change Requests (Allotment Budget Structure, State Program for Allotments, and Tier Selection) must be submitted via UAT Customer Portal Ticket with Sponsor confirmation
- New Error Messages – Budgetary column added in Org Config Worksheet to catch errors (but only impacts agencies with Agency Defined Budgetary Translation Tree)



697 – Maintain Configuration and Conversion Workbooks

Due 4/30/2026

Resources:

- Consolidated Error Message Report
- Configuration & Conversion Workbook Supplementals
- Configuration & Conversion Workbook Checklist
- **Reach Out!** Readiness Coordinators and Project Team members welcome your questions and are ready to engage your team to provide guidance.

Workbook	Primary Owner	Error Status	Completeness	Last Updated	Status Comments
<i>Includes a list of Configuration, Conversion, and Conversion Mapping worksheets and includes links to Supplemental Documents.</i>	<i>Identify the primary point of contact for maintaining this workbook.</i>	<i>Indicate the current status of the resolution of any errors indicated in the workbook. Select N/A if this workbook is not applicable for your agency.</i>	<i>Indicate the current status of the completeness of the data in this worksheet (i.e., includes all applicable)</i>	<i>Indicate the most recent update date for the indicated workbook.</i>	<i>Capture information about items that are impacting the ability to complete the maintenance of this workbook for the month or include pertinent information that helps your agency track status on an ongoing basis.</i>
Configuration					
AM - Location Definition					
AM - Area ID Values					
SpeedKey					
Org Security Rule					
AR - Distribution Code					
BK - Banking Default Cash Line					
CM - CRA					
GL - Default Interest Apportionment					
GL - Allocation					
GL - OA1					
GL - OA2					
GL - Organization					
GL - Budget Translation Tree Structure					
KK - Allotments Budget Structure					
KK - State Program Selection					
PC - Category					
PC - Source Type					
PC - Subcategory					
PR - CJIP Funding					
PR - Default Funding					
PR - FFIP Funding					
PR - Position Funding					
Conversion					
PCC001 - Projects					
Agency Supplier Record					
Conversion Mapping					
Conversion Mapping - Grant ID					
Conversion Mapping - Location Code					
Conversion Mapping - Revenue Object Code					
Conversion Mapping - OCA					
Conversion Mapping - Organization					



675 – Submit Monthly Progress Report – Testing

Due 4/30/2026

What is new on the Dashboard?

- User Story/Project Defined Activities Summary
- Worksheet Errors – Counts of Configuration, Conversion Mapping, Role Mapping Errors

UAT Execution		
User Stories / Project Defined Activities Summary <u>Combined Counts</u> - Total Activities with User Stories = - Activities Without Stories = - Total Count of Activities = Percent of Activities with User Stories = / = %	Testing Summary - Project Defined Activities <u>Combined Counts</u> - Total Unique Activities = - Planned Testing (User Stories) = - Actual Testing (User Stories) = Average Performance Outcome = -	Testing Summary - Agency Defined Activities <u>Combined Counts</u> - Total Unique Activities = - Planned Testing (User Stories) = - Actual Testing (User Stories) = Average Performance Outcome = -

User Story/Project Defined Activities

- Used to determine total population of Activities relevant for your agency that you are testing
- **New Required** Worksheet - User Story Activity Coverage
 - Worksheet populates via API with agency-related activities from TAL and indicates if you have at least one User Story for the activity
 - For each activity, you must either have a User Story for testing OR indicate in the worksheet that the activity is not applicable for your agency

675 – Submit Monthly Progress Report – Testing

Due 4/30/2026

Worksheet Errors

- Counts of Configuration, Conversion Mapping, Role Mapping Errors
 - Counts based off rows in worksheets that have an error message
 - A count of '0' error messages does not necessarily = completeness
 - It does not account for incomplete (Yellow – Conditional Formatting) data

Worksheet Errors	
Error Messages	
- Count of Configuration Worksheet Rows with Error Messages = 32	
- Count of Conversion Worksheet Rows with Error Messages = 0	
- Count of Role Mapping Worksheet Rows with Error Messages = 18	
- Count of All Worksheet Rows with Error Messages = 50	

696 – Maintain Role Mapping Worksheet

Due 4/30/2026

Review and Update Role Mapping Worksheet

- Ensure ALL future end users are listed with applicable roles.
- Review all error messages, conditional formatting, and missing information in your <Agency> Role Mapping worksheet.
- Review DW/BI user access and roles – DW/BI Error Messages column.
- Review and remediate SOD conflict errors – SOD Errors column.
- Work with your SAM to provide regular UAT User Access reports to reconcile access with your role mapping worksheet.

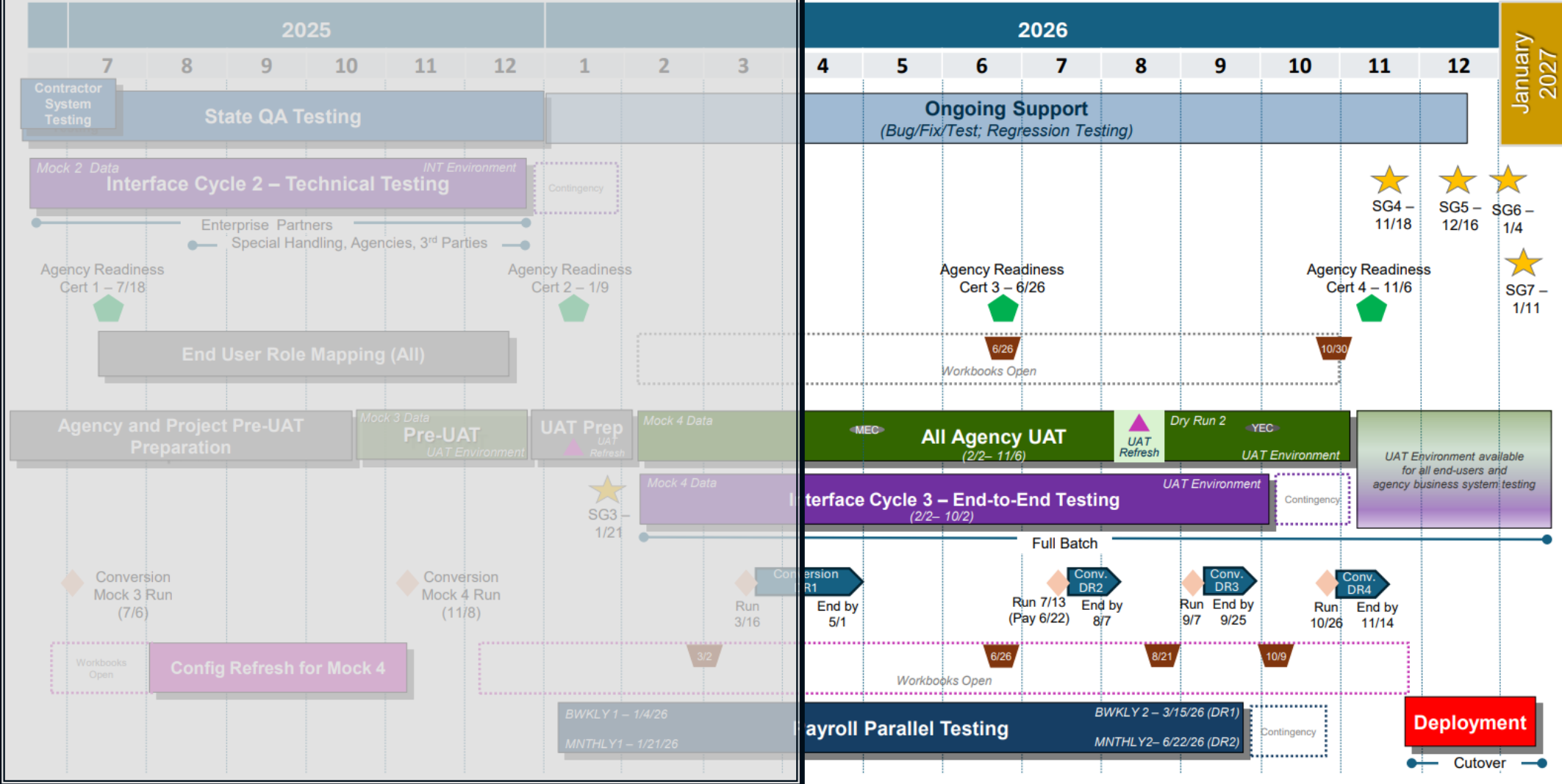
Resources:

- Role Mapping Supplemental for details on how to maintain your worksheet for UAT Refresh
- Knowledge Center: Role Assignment Overview, End User Role Conflict Matrix, Agency SOD Conflict Matrix, End User Articles.
- CFO Memo #34.



Testing Timeline

As of January 12, 2026



Reminders

Current Tasks Due Dates:

Thursday, April 30

- ✓ 675 – Submit Monthly Progress Report - Testing
- ✓ 696 – Maintain Role Mapping Worksheet
- ✓ 697 – Maintain Configuration & Conversion Workbooks

BE PREPARED

To ensure a successful UAT experience, prepare yourself by completing these steps first.

- Complete the Prerequisites**
Find which trainings are required for your role(s) based on Business Process Grouping on the [UAT Prerequisites](#) page in the Knowledge Center.
- Confirm your UAT Access**
Before arriving at your assigned UAT session, confirm you are able to log into the [UAT environment](#). Log in from a remote location, outside of your network.
- Confirm your Role(s)**
Confirm with your SAM that you have been given the role(s) you'll need during your assigned UAT session. The [Pre-Materials](#) page on the Knowledge Center lists the roles needed for each UAT subject matter.
- Review the Pre-Materials**
Review the Process Steps and Demo Videos on the Pre-Materials page on the Knowledge Center. Become familiar with basic navigation and attempt to follow the Process Steps.
- Identify your Testing Support contacts**
Familiarize yourself with your agency [UAT Coordinators](#), your agency [SAM](#), and your Testing Error Triage team. These individuals will help with any environment access or role assignment issues, or with troubleshooting testing issues.
- Check the UAT Communications Page regularly**
The [UAT Communications](#) page in the Knowledge Center is your central location for UAT information. By "following" the page, you can be alerted when new messages or information is made available. [FOLLOW](#)

Questions?



CONTACT US

FLORIDAPALM@MYFLORIDACFO.COM

PROJECT WEBSITE

WWW.MYFLORIDACFO.COM/FLORIDAPALM/

KNOWLEDGE CENTER

[HTTPS//:MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO](https://:MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO)

