

Florida **PALM**

Planning, Accounting, and Ledger Management



THURSDAY Task Talk

Hosted by the Florida PALM Readiness Team

APRIL 23, 2026



Agenda

- ▶ Updates
- ▶ 698 – Complete Data Cleansing in Preparation for Dry Run 2
- ▶ 713 – Confirm Supplier Records
- ▶ Configuration and Conversion Workbook Maintenance
- ▶ Reminders
- ▶ Questions



Updates

- ▶ RW Updates published
 - New RW Task 713 – Confirm Supplier Records (4/20-5/22)
 - New RW Task 714 – Submit Configuration and Conversion Workbooks in Preparation for Go-Live
 - Task 701 – Submit Configuration and Conversion Workbooks - Task due date updated - June 17
- ▶ NEW - IV&V Agency Recommendations for All Agency UAT published with the IV&V Monthly Report
- ▶ Readiness Certification Criteria #3 and #4 published to Agency Reporting webpage
 - RW task 619 Readiness Certification #3 – Continue UAT and Prepare for UAT (June 8 – June 26)
- ▶ Conversion workbooks in Smartsheet unlocking today!



698 – Complete Data Cleansing in Preparation for Dry Run 2

Due 6/17/2026

- All conversion results have been shared in Secure File Share
- All conversion guidance has been updated and published
- <Agency> Mock Conversion Worksheets in Smartsheet have been updated with Dry Run 1 load results
- Monthly Progress Report dashboards reflect Dry Run 1 results and progress

What's new?

- New separate task related to Supplier Records (RW Task 713)
- Asset Conversion (AMC001) – New errors for duplicate serial numbers impacting some agencies. These errors are not reflected in the load percentage in Smartsheet.
- Encumbrance Conversion (POC001) – downstream processing resulted in some budget exception errors for some agencies

***Project Functional SMEs will be joining next week's Task Talk to address any specific conversion questions**



698 – Complete Data Cleansing in Preparation for Dry Run 2

Due 6/17/2026

Elements and Considerations:

- Review conversion results and guidance for error resolution
- Cleanse data in source system and maintain data readiness
- Update cleansing progress in the <Agency> Mock Conversion Worksheets in Smartsheet (*Reminder - this is exposed on your Monthly Progress Report*)
- Dry Run 2 results will be used for UAT Refresh

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713 – Confirm Supplier Records

Due 5/22/2026

- APC001 – Supplier Conversion now has 4 files in Secure File Share
 - Supplier Crosswalk – includes confidential suppliers for review
 - Employee Crosswalk
 - Agency Supplier Record Crosswalk
 - Agency Supplier Record Small File – used to confirm or update your Agency Supplier Record (*this is no longer completed in Smartsheet*)

Elements and Considerations:

- Task requirements – confirm Confidential Suppliers and Agency Supplier Record
- To update files in Secure File Share documents, you must Check Out/Check In
- Task end date – May 22

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713 – Confirm Supplier Records

Due 5/22/2026

Confirm Confidential Suppliers

- Confidential Suppliers in Florida PALM
 - A&A recommends that when applicable, all agencies use the Confidential indicator on vouchers, encumbrances, and certified payables for most instances, reducing the need to have confidential suppliers in Florida PALM
 - A&A may request additional legal documentation from agency for validation
- Review Supplier Crosswalk to confirm Confidential Suppliers
 - Review each record with a ‘Y’ in the “Confidential Flag” column and determine the appropriate selection for the drop down in the “Florida PALM Confidential Flag” column:
 - N(o): The supplier does not need to be confidential in Florida PALM
 - ❖ This is the default selection for ALL supplier records
 - Y(es): The supplier does need to be confidential in Florida PALM

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713 – Confirm Supplier Records

Due 5/22/2026

Confirm Agency Supplier Record

- Agency Supplier records are required for each agency to receive payments from other agencies (via ACH, Warrant, or Wire) or to reimburse revolving funds, or Special Purpose Investment Accounts (SPIA). A supplier record must also be established for agencies who are grant recipients or subrecipients.
- Update the Agency Supplier Record Small File
 - 3 tabs – Agency Tins, Agency Addresses, Agency Locations
 - All tabs require confirmation in the Configure Value column for each row of data
 - Agencies can only edit Configure Value and Comments column
 - If changes are needed (additions, updates, removal) you must contact your RC with details of the request. All changes require approval by Project, A&A and Treasury.
 - Start early if changes are needed – as this may require meetings to discuss
- Remember to Check Out and Check In

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Configuration and Conversion Workbooks

Be Error Free!

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.

Updates:

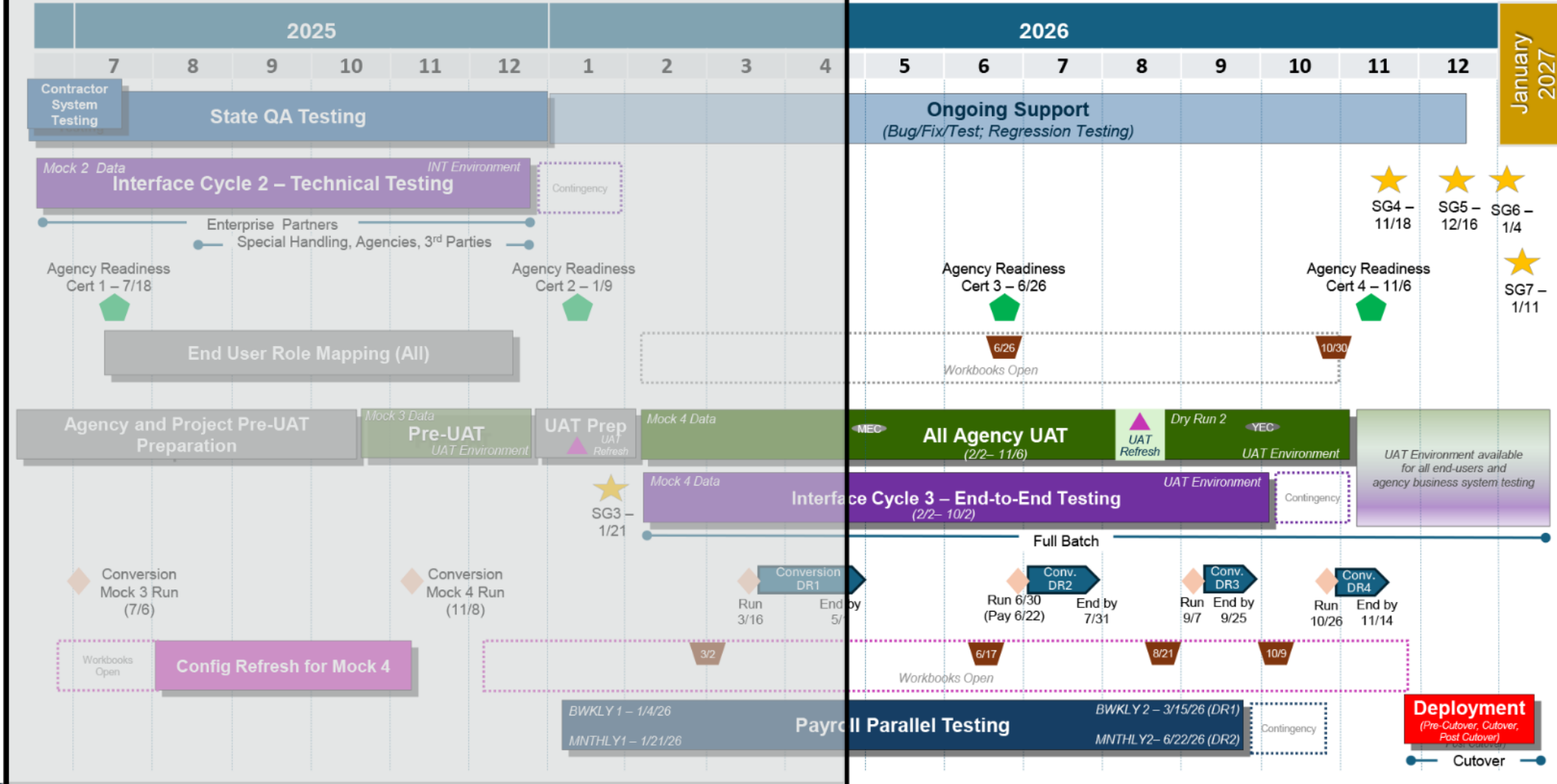
- All workbooks will be unlocked TODAY
- Verification of RW Task 697 – Maintain Configuration and Conversion Workbooks (due April 30) will not require Conversion Workbook updates to be complete
 - If updates are in progress for Conversion Workbooks at month end, provide a status update to your RC on progress and planned completion



Testing Timeline

As of April 22, 2026

January 2027



Task Reminders

Current Tasks Due Dates:

Friday, April 24

- ✓ 676 – Share Florida PALM Updates

Thursday, April 30

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

Friday, May 22

- ✓ 713 – Submit Supplier Records

Friday, June 5

- ✓ 607 – Update Training Plan

Wednesday, June 17

- ✓ 698 – Complete Data Cleansing in Preparation for Dry Run 2



UAT Reminders

- DW/BI sessions begin next week
- UAT Coordinators – Please work with your agency testers supporting the testing of enterprise systems (e.g., MFMP, STMS) to ensure they have information about new and viable ChartField strings for use in testing.
- Continue to report your testing progress for April Progress Reports
- UAT Office Hours tomorrow

BE PREPARED

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

- 1. 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.
- 2. 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.
- 3. 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.
- 4. 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.
- 5. 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.
- 6. 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?



Working Together to
Transform Florida

FloridaPALM
Planning, Accounting, and Ledger Management



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