



FLORIDA ADMINISTRATION SERVICES MEETING

Friday, July 31, 2026

9:00 a.m. to 11:00 a.m.

Florida Lottery – Powerball Conference Room

Agencies Represented	Department of Corrections, Department of Transportation, Department of Management Services, Auditor General, Department of Financial Services, Department of Agriculture and Consumer Services, Department of Environmental Protection, Department of Children and Families, Fish and Wildlife Conservation Commission, Department of Citrus, Department of Veteran Affairs, Florida Highway Safety and Motor Vehicles, Department of Juvenile Justice, Department of Elder Affairs, State University System of Florida Board of Governors, Florida Department of Law Enforcement, Department of Commerce, Department of Health, Business and Professional regulation, Agency for Health Care Administration, Division of Administrative Hearings, Justice Administrative Commission, Department of Military Affairs
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Opening Remarks

Department of Management Services

MFMP Cutover Plan presented by Regina Morrison

- MFMP's cutover period is tentatively December 4, 2026 – January 11, 2027.
 - This is intended to parallel Florida PALM's stage gates.
 - Agencies should plan any procurements ahead of time.
- December 4, 2026, MFMP supplier data will stop exchanging with FLAIR.
 - This means no new records will be added and no updates will be shared with FLAIR.
- By close of business December 17, 2026 is the Invoice and IR deadline. Agencies must approve IRs to DFS.
- Starting December 23, 2026, MFMP will not be accessible to end users.
 - All POS must be executed by this deadline.
- Beginning January 12, 2026, MFMP will be back online.

STMS Cutover Overview presented by Casey Taylor

- All STMS training materials will be updated.

- All STMS trip forms and transactions must be completed.
- No STMS data is being converted to Florida PALM. Submit a case to STMS if travel must be cancelled.
- The last day to submit transactions to FLAIR is December 17, 2026.
- From December 18-23, 2026, no new trips can be created in STMS; but access to the system will still be made available.
- From December 24, 2026 - January 11, 2027, STMS will be down, and end users will not have user access.
- The YUMA environment will be available for training.
 - From August 7-24, 2026, STMS will be performing a refresh and any pending transactions will be deleted.
- STMS is changing its User Management tool. They will be hosting Office Hours about this new process starting in August.
 - October and November STMS will host a Teams lead training (online).
- Post refresh, user roles will be added by the System Administrator using the new process and NOT through the usual batch upload process.
 - This will be used as a test process for the new administrator functions.
- STMS has about 1,200 Departmental and 2,500 Central transactions per day though FLAIR.
- Agencies must manage queues now to minimize the effort during Cutover activities.
- For any Collections inquiries, contact NewAccount@MyFloridaCFO.com.
- STMS will be contacting each agency to collect the Administrators for scheduling training sessions.
- STMS will be providing test scripts for UAT but is allowing and encouraging “free range” testing for those who are well acquainted to the system.

Department of Financial Services

FACTS Cutover presented by Jennifer Patnode

- The FACTS UAT environment will be offline during the Florida PALM UAT refresh period.
 - The data will be current as of June 30, 2026, and after the refresh, agencies will be asked to validate this data.
- The last day to make changes to FACTS records will be December 4, 2026.
 - Records that are active (Active, Extended, or Renewed) as of this date will be converted into Florida PALM.
- FACTS will become inquiry only on December 5, 2026.

- The last day FACTS will be available for inquiry is December 24, 2026.
- FACTS will be brought back online on January 14, 2027.
- Existing user profiles will be loaded to the new instance of FACTS. Last day for user maintenance (adds/updates/deletions) is December 4, 2026.
- Post Go-Live, Supplier and COA values will need to be added to FACTS records. .
- For further questions or concerns, please contact FACTS.Info@MyFloridaCFO.com.

PCARD Updates presented by Renée Hermeling

- PCARD testing has been going well and the plan is to conduct testing with agency administrators after the refresh.
- Testing will have limited COA information due to the restrictions within the Works environment.
- Training is being developed.
- The biggest changes will be in the COA and Allocation areas.

Questions about PCARD

- Q: Will agencies be able to keep some PCARDS open during Cutover?
 - A: A&A is still discussing with the banks on this but it's likely a "one size fits all" solution will not be the case. Agencies should consider identifying their critical cardholders.
- Q: What happens if the PCARD queue is not cleared by the December 15, 2026 cutoff date?
 - A: These changes will not go away but A&A is developing a solution.
- Q: When will agencies have guidance on the PCARD cutover plan?
 - A: A&A is discussing with the bank and will finalize the plan soon. The plan will dictate how many card holders and how much credit is available.
- Q: Will DFS be providing guidelines to define what an emergency purchase would be considered for PCARDS?
 - A: Yes.
- Q: Has A&A created a closing schedule yet?
 - A: It was thought we had one, but recent information has changed this. The new working plan has to do with closing all sub-modules one or two days after the end of the month and closing the GL later; this allows GL adjustments to be completed.
- Q: Has A&A considered treating outstanding PCARD balances as negative Payroll transactions?
 - A: This approach has been considered but there are many downstream impacts.

- Incorrect payments could be issued.
- Payments could be created without proper documentation.
- Q: Will the third quarter releases be available earlier to allow agencies to perform advanced payments as needed?
 - A: The OPB schedule currently has the releases happening around December 8, 2026
- Q: Will FA staff within each agency be granted access to the PCARD Works environment?
 - A: A&A is taking this for consideration.

Cutover Activities

- Florida PALM has created a Deployment and Cutover page within the Knowledge Center, including dates from enterprise systems.
- A&A is also drafting a memorandum in a FYE-style format with more targeted cutover information for agencies with a goal of releasing it within the next month.
- Since we are in the fiscal year where we're performing the cutover, begin implementing business process changes to avoid clean up later For example,
 - If you're making FCO expenditure you need to associate it to a project.
 - Property employees should be conducting monthly depreciations.
- For agencies that do not use a property system, do they need to perform depreciations though FLAIR 10s prior to cutover or can this be done once in Florida PALM?
 - A&A is researching and will follow up with targeted guidance.

SWCAP

- Agencies also need to consider how central services will be calculated.
 - OPB, A&A, Auditor General, and OPPAGA; these entities provide services/support for all agencies.
- To calculate the cost, each entity needs to determine a unit of measure (like how many hours an agency consumes each central service).

Travel Rates

- There is proviso to allow agencies to select when using the federal rates.
- Contractors are exempt from using higher rates.
- DFS Proper encountered an issue where A&A is rejecting the travel memo.
 - A&A will take this back and get some guidance.

Inflight Transactions

- How are agencies going to manage these invoices and transactions?
- It's time to get into the habit of moving quicker.

- A&A suggested creating a dashboard that illustrates volume of pending transactions.
 - This has support from a handful of agencies and JAC suggests including PCARD stats as well.
 - A&A to investigate STMS and MFMP information too.
 - STMS and MFMP will circle back with Mark Merry on this.

Focal Point

- A&A showcased the Focal Point.

FLIPS

- A job-aid is planned to be released next week and will be intended for further guidance for agencies.
- How do suppliers using EFT associate their EFT accounts with FLIPS records?
 - The agency initiates the Request to Send and Invitation.
 - If they already have EFT, A&A wants the information to be validated. A&A will reject the Request and send a different invitation with the skeletal information so that the EFT info can be validated.

Roundtable Topics/Questions

- Q: What is the status of Supplier communication regarding all the changes?
 - A: It will be set up in Q&A format and is committed to being available by September. There will be a webpage made available for agencies to direct vendors to make sure vendors are receiving uniform information. DFS will discuss this further information during the August Advisory Council meeting.
- Q: Will there be any impact to WEX cards during cutover?
 - A: No, there will not.
- Q: How many years of data will be loaded into ePay?
 - A: At some point after Go-Live, one year of paystubs and three years of W2s will be loaded. EIC will be available through May 2027 and W2 and W2Cs from 2026 will be provided by FLAIR.
- Q: How will Departmental Payroll transactions be handled during cutover?
 - A: BOSP will be publishing an updated calendar with new dates. Agencies will need to post Departmental transactions before cutover. There will be limited time for agencies to get the transactions completed and must post the payroll transactions as they are processed in Central FLAIR. Any reallocations will need to be performed in Florida PALM.
- Q: What is the downtime planned for fourth period payroll adjustments?
 - A: On December 22, 2026, all adjustments including non-cash adjustments must be posted. A&A will be releasing a cutover memo in the coming weeks.

- Q: DOT ROW is worried about payment dates driven by court dates during cutover, what guidance is available?
 - A: A&A asked to take this offline for a deeper discussion. But it's a possibility that the revolving fund may not have the funds to meet the court dates.
- Q: Will CMS be offline as well during cutover?
 - A: Since it is part of Florida PALM, yes. The last date for deposit verifications will be December 18, 2026. Agencies will still be able to make deposits but will need to track these deposits manually and post them after Go-Live.
- Q: Can an agency see if another agency has sent the Request, so vendors are not getting multiple requests?
 - A: Yes. FLIPS users with All Payee access can see if a request has been sent to a payee. This will be a long campaign. A&A will need emails from those vendors to send the invitations and we're working with MFMP on this information. The "Hold for Florida PALM" feature is there as well.

Adjourn