Florida PALM Cutover Activities

November 2026- December 2026

November 2, 2026 - November 6, 2026				
2 • **Disbursements** • **Other**	**3**	**4**	**5**	**6**

Activities

November 2:

- **Disbursements**
  - Agencies must **provide requests** for advance payment approval to the **Bureau of Auditing** by **12:00 p.m**.
- **Other**
  - **Voucher packages for executed settlement agreements** must be **received by the Bureau of Auditing** and **completed payroll-related settlement packages** must be received by **BOSP** to be processed as cutover disbursements.

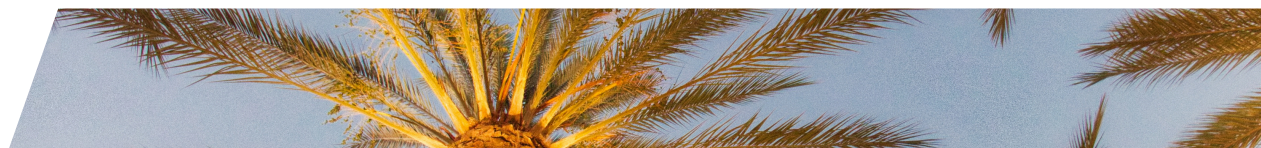
November 9, 2026 - November 13, 2026				
9	**10**	**11**	**12**	**13** • **Other**

Activities

November 13:

- **Other**
  - **FLAIR and Florida PALM CMS ChartField Configuration Freeze.**

FLORIDA DEPARTMENT OF FINANCIAL SERVICES
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Florida PALM Cutover Activities

November 2026- December 2026

November 30, 2026 - December 4, 2026				
30 • **Assets** • **Other**	**1** • **Warrant/ EFT Cancellations**	**2**	**3** • **Suppliers**	**4** • **Disbursements** • **Suppliers** • **Warrant/ EFT Cancellations**

Activities

November 30:

- **Assets**
  - Last day to **complete capital asset cleanup** and make necessary **updates/corrections in FLAIR Property Master File.**
- **Other**
  - **Complete Separation of Duty (SOD) request** for approval resubmissions. Due to **Accounting & Auditing by 12:00 PM.**

December 1:

- **Warrant/ EFT Cancellations**
  - Last day to **submit Duplicate Warrant Request** for all Non-Payroll Warrants.

December 3:

- **Suppliers**
  - **Submit all Statewide Vendor File (SWVF) updates** requests by **5:00 p.m.**

December 4:

- **Disbursements**
  - **Complete adding, updating, or closing agreements** in FACTS by **5:00 p.m.**
- **Suppliers**
  - Last day to **complete Supplier Adds and Updates** to Statewide Vendor File in FLAIR.
  - **Complete MFMP VIP** Vendor Registrations.
- **Warrant/ EFT Cancellations**
  - Last day to **submit an ACH/EFT stops** that will apply to the bi-weekly payroll issued in Florida PALM with a warrant date of January 8, 2027.

December 7, 2026 - December 11, 2026				
7	**8** • **Assets** • **Warrant/ EFT Cancellations**	**9**	**10**	**11** • **Payrolls**

Activities

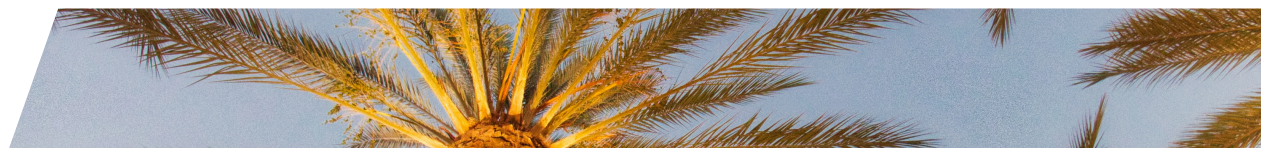
December 8:

- **Assets**
  - Agencies must **close the month of November** by this day.
- **Warrant/ EFT Cancellations**
  - Last day for employees to **add, update, or stop ACH/EFT** information in People First.

December 11:

- **Payrolls**
  - **Notify OPS employees of adjustment** in pay period. **7 Day Back OPS Employees** – Pay Period: December 11 through December 24.

FLORIDA DEPARTMENT OF FINANCIAL SERVICES
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Florida PALM Cutover Activities

November 2026- December 2026

December 14, 2026 - December 18, 2026				
14	**15** • **Disbursements** • **Payrolls**	**16** • **Disbursements** • **Receipts**	**17** • **Disbursements**	**18** • **Payrolls** • **Receipts** • **Warrant/ EFT Cancellations**

Activities

December 15:

- **Disbursements**
  - Last day for agencies to **approve existing Purchasing Card (PCard) transactions** in Works to process in FLAIR.
  - **Resolve any PCard transactions** in an error status in FLAIR.
  - Bureau of Auditing will **not perform manual overrides** for budget or cash after **4:00 p.m.**
- **Paryolls**
  - All **non-cash payroll adjustments** that are not grossed up **must be approved.**

December 16:

- **Disbursements**
  - Departmental FLAIR will **process the Works Payment Settlement File.**
- **Receipts**
  - Clear Clearing Account receipts for current year expenditure refunds by December 16, 2026. Deposit must be placed in “T” status and verified by December, 17, 2026 to have JT-2 voucher printed on December, 18, 2026.

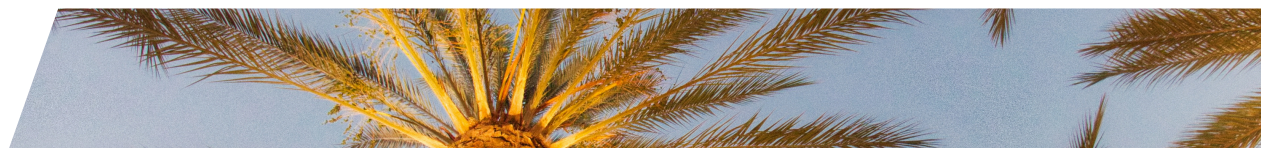
December 17:

- **Disbursements**
  - **Travel reimbursements** must be **approved** in STMS.
  - **Complete entering disbursements** in Departmental FLAIR.
  - **Submit MFMP disbursement transactions** to the Bureau of Auditing’s queue by **2:00 p.m.**

December 18:

- **Payrolls**
  - **Notify OPS employees of adjustment** in pay period. **Regular OPS Employees – Pay Period**: December 18 through December 31.
- **Receipts**
  - **Request the Immediate Detail of Clearing Funds Deposits report** through the CP function in FLAIR to review the Clearing Fund deposits not cleared by **3:00 p.m**.
  - Agencies should use the CP function to **Clear the Clearing Fund process** by December 18, 2026, to “T” the clearing fund deposit(s) to Treasury by December 21, 2026, by 3:00 p.m.
- **Warrant/EFT Cancellations**
  - **EFT cancellations will not be processed** for the second December Biweekly, December Monthly, or the final Supplemental payroll in FLAIR.

FLORIDA DEPARTMENT OF FINANCIAL SERVICES
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Florida PALM Cutover Activities

November 2026- December 2026

December 21, 2026 - December 25, 2026				
21 • **Disbursements** • **Receipts**	**22** • **Disbursements** • **Disinvestments** • **Payrolls** • **Receipts** • **Warrant/ EFT Cancellations** • **Other**	**23** • **Disbursements** • **Disinvestments** • **Payrolls** • **Receipts** • **Other**	**24**	**25**

Activities

December 21:

- **Disbursements**
  - **Confirm** that **vouchers have been received** by the Bureau of Auditing by **2:00 p.m**.
  - Vouchers and journals **must be received** by the Bureau of Auditing for payment by **2:00 p.m.**, to be **processed**.
  - **Complete clearing** non-payroll related negative cash and/or budget balances.
- **Receipts**
  - The **JT's** must be **submitted** to the Bureau of Auditing.

December 22:

- **Disbursements**
  - **Agencies should approve refunds** of overpayment of salary online by **entering the deposit number**.
  - Disbursement batch files to Central FLAIR as December disbursements must be received by the Bureau of Auditing by **1:00 p.m.**
- **Disinvestments**
  - **Complete processing** disinvestments by **1:30 p.m.**
- **Payrolls**
  - On-demand payroll transactions **entered and approved** by **5:00 p.m.**
  - **Deadline to complete ALL adjustments** in FLAIR PYRL.
- **Receipts**
  - Desktop and image **cash letter deposits** will be **automatically verified**.
  - Last day for Treasury to **perform manual deposits** by **3:00 p.m**.
  - Agency branch deposits will **automatically be verified** for deposits made at the bank **prior to 2:00 p.m.**
  - Complete agency batch transmission of cash receipt transactions by **3:00 p.m.**
  - Confirm that all deposits received at the **bank prior to 3:00 p.m.** on December 21, 2026, have corresponding FLAIR entries so that **ALL outstanding agency receipts can be verified**.
  - At **4:00 p.m.**, Treasury will **reject (place in "R" status) any unverified deposits** remaining in Departmental FLAIR.
  - At night, Departmental FLAIR will **purge all outstanding cash receipts** records from the cash receipts file.
- **Warrant/ EFT Cancellations**
  - **Agency requests** for the **cancellation of payroll warrants** in PYRL **must be made.**
  - **Verify all non-payroll-related warrants** cancelled by the agencies using the on-line cancellation system were **added and approved.**
- **Other**
  - The **last day** for agencies to **process Trust Fund Disinvestments** and corrections is **1:30 p.m.**

December 23:

- **Disbursements**
  - **Resolve all out-of-balance issues** in Departmental FLAIR and agency general ledger (trial balances).
- **Disinvestments**
  - **Disinvestment lock-out period begins**.
- **Payrolls**
  - **Complete adding agency payroll accounting entries** in Departmental FLAIR only. **FLAIR and PYRL access removed** close of business.
- **Receipts**
  - **CMS comes down at 5:00 p.m.**
  - Agencies should **retrieve debit memos** from Florida PALM and **input the FLAIR accounting by 5:00 p.m.**
- **Other**
  - **Plan for Central, Departmental, Payroll, and Florida PALM processing to end. All systems** will be taken offline by 5:00 p.m.

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