

PCard Works - Florida PALM Cutover and Conversion



Cutover Tasks and Dates

- November 30, 2026
 - Process all aged transactions
- December 15, 2026
 - Last day to process transactions in Works before go-live
- December 18, 2026
 - Last day for User and Card Maintenance

Cutover Tasks and Dates

- December 19, 2026 through January 11, 2027
 - Activity Freeze in Works
 - Cardholders, Approvers and Accountants should NOT login to Works
 - No User and Card Maintenance
 - No Transaction Processing
 - What will not change?
 - Lost or Stolen Cards – Report to Bank of America

PCard Use During Down Time

- December 14, 2026 through January 11, 2027
 - Limited number of cards will be allowed per agency
 - Specific percentage of agency corporate limit will be allowed
 - Prioritize critical payments and limit purchases
 - Transactions must NOT be processed in Works during activity freeze
 - Maintain documentation to be attached after go-live
 - Transaction should be processed within 10 days of go-live

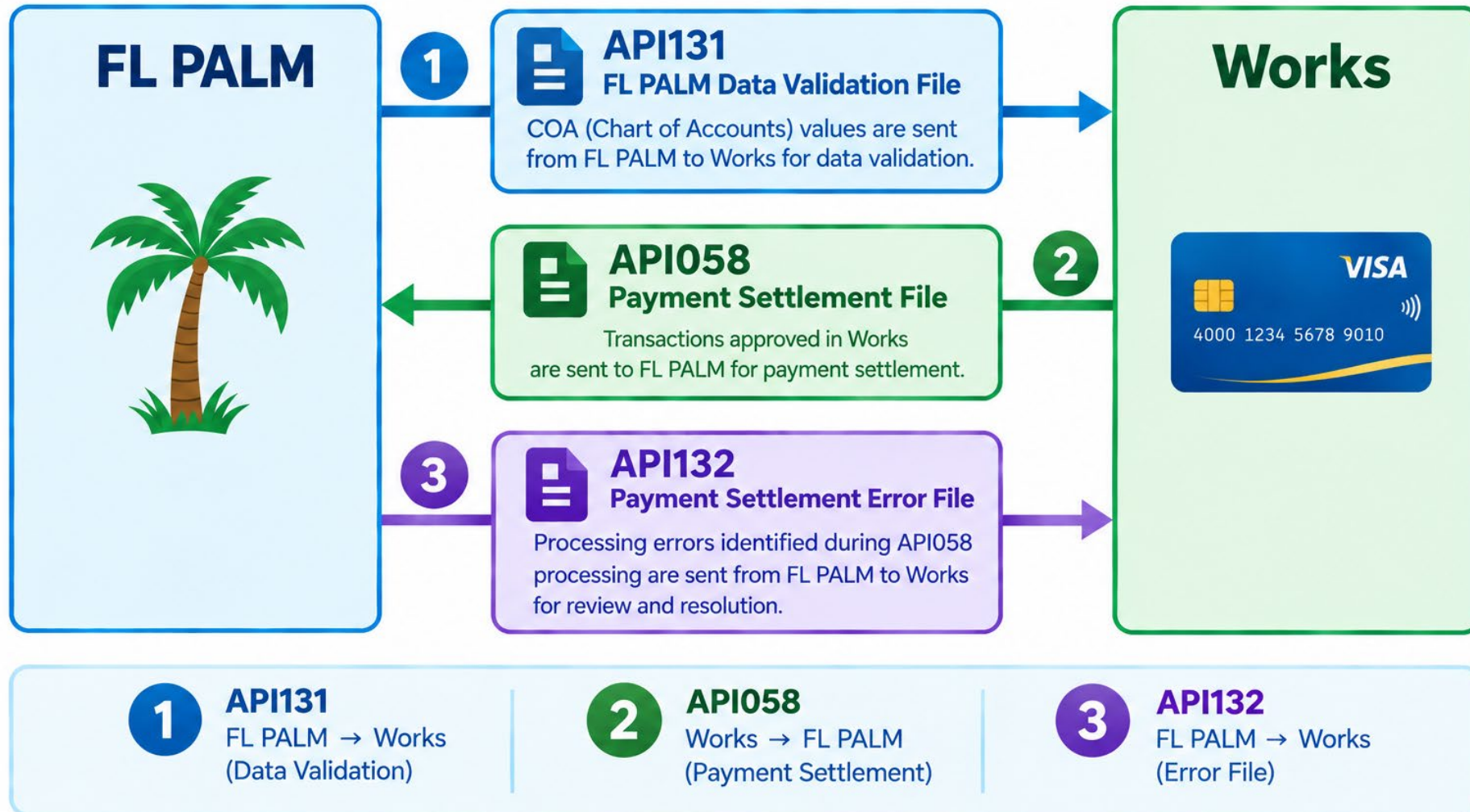
Key Changes for PCard Works

- GL Structure (Speedkey, Organization, Account, Grant, OA1, OA2, Project, Budget Date, Employee ID)
- Using allocation instead of divide to apply different GL segments to the same charge
- No changes to approval flow in Works

New Terminology

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 - API131 – FL PALM Data Validation File (SpeedKeys and COA values sent from FL PALM to Works)
 - API058 – Payment Settlement File (Transactions approved in Works sent to FL PALM)
 - API132 – Payment Settlement Error File (Errors from API058 processing returned to Works)

File Processing Flow



Preparing Works for Florida PALM

- January 5 through January 11, 2027
 - API131 files with FL PALM Chart of Account and PCard SpeedKey values for all agencies will be loaded
 - Configuration Workbooks provided by agencies will be loaded
 - Setup changes needed for FL PALM implementation
- January 12, 2027
 - Works Go-Live Date
 - Transactions created during downtime should be processed within 10 days of go-live

Configuration Workbooks

- A&A will provide Works card account data as of 11/15/26
- Agencies will:
 - Provide the updated GL segment values for the Card Accounts by 12/18/26
 - Track the new card account requests made after 11/15/26

Limited Cardholders

- December 1, 2026
 - Provide your agency list of limited card users
- December 14, 2026
 - Two new spend control profiles will be applied
 - Limited use cardholders
 - All other cardholders

FAQ

- Will reports be available to Agency Program Administrators during the activity freeze? **Yes, agency program administrators will be able to log in, review activity on limited cards, and run reports.**
- Can an agency request to have cards suspended earlier than 12/14/26? **Yes, administrators can use the “SW-SUSPEND; \$1 CL” at anytime or email PCardReporting@MyFloridaCFO.com for mass spend control profile changes. Please be aware that a mass spend control profile change can 2-3 days to process.**
- Can emails for transaction review be suppressed during the activity freeze in Works? **No. This functionality cannot be turned off for the activity freeze.**
- Will the “SW - Cutover EMGCYBLK” contain the MCCs agencies need? **Yes, it will be structured like the “SWEMGCYBLK”.**

FAQ

- What if transactions appear in the queue (ex: credits from settled disputes)? **EPCA will be in communication with agency and handle these types of situations.**
- How will emergency purchases be defined? **Agencies will need to use their discretion. What might be an emergency purchase to one agency might not be to another.**
- Will EPCA be sweeping charges if necessary to clear the queue? **Bank of America has asked us to have the queues clear for cutover. Agencies should clear all charges by the deadline. If there are charges that the agency cannot clear, please contact EPCA for assistance.**
- What if fraud happens on PCard during the activity freeze? **Agency Program Administrators should be logging in to check activity during this time. If fraud is suspected, please follow normal procedure.**
- Will new training material be provided? **Yes, new training material is currently being developed. You will be notified when it is available.**

FAQ

- When will vendor communication guidance go out? **Vendor communication guidance was published to our website [Accounting System Upgrade Q&A](#) and announced on [AA Memo No 9](#).**
- December 15th is the last day to approve transactions in Works for FLAIR processing. How do we handle transactions that might error out? **The last of the errored transactions will be returned to Works on December 18th and will be handled by EPCA.**
- What happens if an agency misses the December 18th configuration workbook deadline? **Values for that agency will not be loaded to Works for transaction processing with Florida PALM.**
- What other payment options will be available during the cutover period? **Agencies should be actively planning for cutover. This may include processing some payments by December deadlines, holding to process when Florida PALM goes live, using revolving funds where needed, using paper PO or blanket PO as needed, and using PCard where other options are not available.**
- How will PCard travel charges be handled during the cutover period? **If the agency has determined that the travel charge is considered emergency/critical, then the charge may be authorized. The Master Trip Invoice Number (MTIN) will need to be recorded when the charge is processed. For information regarding processing travel see the STMS website located at [Statewide Travel Management System - Florida Department of Management Services](#).**

Communication

Information Portal located at:

A&A's Florida PALM Connection

<https://myfloridacfo.com/division/aa/palm-connection>

Contact Information

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