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| Date | May 13, 2026 | Time | 10:00 a.m. – 12:00 p.m. |
| Location | First District Court of Appeal | | |
| Objective | Advisory Council Monthly Meeting | | |
| Attendees | Advisory Council: Amy Barrow (DOR); Stephanie Cabrera (FLHSMV); Ramon Evans (APD); Lyndell Francis (DBPR); Lydia Griffin (DEP) ; Renee Hermeling (DFS); Robert Herron (DOH); Jim Lewandowski (FDACS); Tanya Maphis (FWC) ; Nona McCall (JAC); Mike Moore (FDLE); Cheryl Morgan (FDOT); Stephen Russell (DMS); Lisa Simpson (COM); Erica Starling (FDC); Mary Sweat (DCF) ; Alexandra Weimorts (DFS) Facilitators: Jimmy Cox (DFS); Robert Herron (DOH); Angie Robertson (DFS); Nishanth Vithanala (Canopy One) | | |
| Related Documents | Presentation | | |

| <i>Topic</i> | <i>Facilitator(s)</i> |
|---|---------------------------------------|
| Opening Remarks | |
| Welcome and Roll Call | Robert Herron |
| Discussion Topics | |
| Update and Next Steps on UAT QA Activities – ~15 min. | Nishanth Vithanala Canopy One Team |
| Cross Agency Risk and Issues – ~10 min. | Dipak Roy |
| Testing and Cutover Planning – ~60 min. <i>Objective: Interactive, open discussion of the members about agencies' interface and user acceptance testing activities, and planning for cutover.</i> | Jimmy Cox Angie Robertson |
| Member-Requested Topics – ~20 min. 1. <i>Customer Refunds – DFS and A&A</i> 2. <i>Payments Between Agencies – A&A</i> 3. <i>Options for AR Write Off Processes in Florida PALM – A&A</i> | Robert Herron |
| Other or “Walk On” Topics – ~10 min. | |
| Closing Remarks | Robert Herron |

Welcome and Opening Remarks

Facilitated by Robert Herron

Mr. Robert Herron opened the meeting with roll call of the Advisory Council (Council) members and welcomed the group. A representative was present in place of the Advisory Council member for DCF and DEP.

Canopy One Presentation

Facilitated by the Nishanth Vithanala

Canopy One was selected to fulfill the Proviso requirement of procuring agency support during User Acceptance Testing (UAT). Mr. Nishanth Vithanala shared an update on their progress. Two of the six deliverables are complete, two are in review, and two are in progress. A demonstration was shared for each of the following functions in the PALM Validator:

- Verify Functionality
- Verify Functionality, failure scenario
- Interfaces
- Folder Verification
- Edit Schema's Valid Values
- Clear Schema Modifications

Demonstration videos can be seen on the presentation slide.

The UAT support system is planned to be ready for users in a few weeks. A procedural document with PALM Validator step-by-step instructions will be included. The Council asked and received clarification that the system is only for inbound interfaces and not spreadsheet uploads. A question was asked about licenses and cost of the system to which the Canopy One team said agencies need to install Python 3.12.0, which is a free application. Install information will be included in the step-by-step instructions.

Cross-Agency Risks and Issues

Facilitated by Dipak Roy

Mr. Dipak Roy gave a brief overview of the agency collaboration on agency risks and issues. The group was formed in September 2025. Twenty agencies now participate. Of the originally identified six risks, four risks were closed and one risk was added in the last three months. The closed risks were related to the start of UAT. Mr. Roy shared a detailed summary of the risks and issues currently open that have an impact to agencies.

Testing and Cutover Planning

Facilitated by Jimmy Cox and Angie Robertson

The Testing Timeline has been republished with an update to Agency Certification #3. The date was updated from June 26, 2026, to July 10, 2026, to better align with agency monthly progress reporting. The icon indicating the cutover timeframe was also separated to show pre-cutover, cutover, post cutover as three separate timings. Mr. Cox reminded the Council the cutover dates are subject to change. The Project will have a better forecast of dates and timing after Dry Run 2.

The goal is to move as many cutover tasks into pre-cutover as possible to minimize actual cutover downtime. Agency workbooks will close in late October/early November to process configuration/conversion items. Critical payment processing must be considered by agencies prior to the cutover downtime. Agencies should be looking at the possibility of advance payments and what other ways payments can be made between the time FLAIR is offline to the time Florida PALM is live. Reviewing historical transactions can help with decision-making. Ms. Renee Hermeling said DFS Accounting and Auditing (A&A) is working on a template to help agencies plan for the payments during downtime. A&A can also help with advance payment with documentation and approvals and is also discussing PCard cutover and options with Bank of

America. Agencies should also be mindful that if PCard charge settlement is behind, the bank may be less likely to front money during the downtime.

The Council asked for guidance on how to track and manage money collected in the banks during the downtime specifically relating to stakeholders' impact with statutory requirements. Mr. Cox reminded the Council that banks will be open for business while the financial management systems are down. A collaborative suggestion was to publish a website message notification stating the processing may be delayed during a specific timeframe due to the transition of the statewide financial management system. It was also recommended to the Project to create and share a standard message that all agencies can use when messaging processing delays or changes due to the downtime. Agencies should be having conversations with stakeholders to plan for their needs.

Another suggestion was to approach the cutover downtime like year-end close when transactions stop in FLAIR. Agencies can start with year-end procedures and make changes based on A&A guidelines and the Project's timeframe. A Council member asked for a "second timeline" when it has been determined, essentially including A&A's deadlines for processing payments before the downtime, and the timeframe post go-live for agencies' to process invoices during the downtime.

The Council voiced concern over traveling with the PCard limitations during the downtime. A&A suggested discretion on the criticality of travel should be made during this time. In addition, options such as travel advances or travelers seeking reimbursement were also discussed.

Mr. Cox reviewed key dates in the planned cutover timeline:

Pre-cutover starts in November. Some activities included during this time will be setting up new payroll infrastructure, setting up the Data Warehouse infrastructure, FLAIR Information Warehouse data from through October, agency configurations, system configurations that are value-related in the conversion environment, and Supplier loads to name a few. Further expectations will be shared with agencies when details are finalized. Mr. Cox reiterated that completing as many activities as possible during the pre-cutover will reduce the downtime needed for cutover.

Before cutover can begin, FLAIR and Florida PALM production must be done processing. Once both are complete, a restore point will be created, creating the fallback point for both FLAIR and Cash Management. Several restore points will occur during cutover in case in case cutover activities need to fall back to the previous step.

Then, the PeopleTools upgrade will be implemented on the production environment, also known as "CMS". The brand "CMS" was used for that implementation but will be known only as Florida PALM after Financials and Payroll data is included.

January 4, 2027, is planned to be Stage Gate 6 decision by the Project Director. While this is not the final Stage Gate decision on implementation, Mr. Cox shared this decision is crucial for deployment moving forward. If the Stage Gate 6 decision is "yes" the Project will proceed to run payroll in Florida PALM, driving continued deployment of the Florida PALM Solution on January 12, 2027.

Mr. Cox said there will be a period of catch-up, where accounting data is entered for cash management activities that occurred during the downtime. The Council asked if agencies will need to reconcile Departmental FLAIR to Central FLAIR in December. The answer was, yes. A&A will determine and share further guidance on this activity.

There are no plans to change the timing of the December payroll run (as currently published in the BOSP 2026 Payroll Calendar). However, it was discussed that there will not be a supplemental

run in the two weeks of downtime. A calendar for January payroll will be published when the details have been finalized.

The Council asked if the Project considered asking the House and Senate for early third-quarter release of agency funds. Mr. Cox said if the third-quarter release is consistent with recent years, funds should be released in early December; however, the Project has discussed with the House and Senate, and plans to discuss with OPB. Mr. Cox also mentioned that agencies that are trust funded, who are not 100% released at the beginning of the year, should plan to submit their third quarter budget amendments early to ensure sufficient funds to cover the agency's obligations.

AC Member Requested Topics

Facilitated by Robert Herron

Customer Refunds – Requested by DFS and A&A

Ms. Hermeling stated that accounting for customer refund will change in Florida PALM. A unique set of 6 series Account codes (621601 through 621612) has been created to use when refunding monies originally recorded as customer revenues. In FLAIR today, the receipt is recorded as a revenue (6 series GL) and the disbursement as an expenditure (7 series GL). For better financial reporting, the revenue refund Account series has been created and can be found on the Knowledge Center in [Statewide COA Configuration Workbook](#). Agencies can begin testing the revenue series. There is also a Knowledge Center article on this subject titled [Options for Processing Customer Refunds](#).

Payments Between Agencies

Ms. Hermeling reminded the Council that agencies can record payments and process warrants to other agencies in MFMP, but generally, it is expected that agencies use Inter/IntraUnit (IU) module in Florida PALM to send payment to each other. In order to be able to pay another agency via warrant, the agency supplier record will need to be set up with that payment type in Florida PALM. Current "N" vendor records in the Statewide Vendor File (SWVF) will not be converted to Florida PALM.

It is statutorily required that paying another state agency via warrant must be approved by A&A. To date, only two agencies have reached out to request that approval. Ms. Hermeling reminded the Council that in order to have your agency's supplier record configured to receive warrants, you must get A&A approval for the value to be configured.

The Council members talked about why one agency would pay another via warrant. It was recommended that agencies look at their current vendor record sequences in the SWVF to determine which may receive warrants. It will be the agency receiving the warrant that needs to request the approval from A&A; however, it may be the sending / paying agency that needs to start the conversation or work with the receiving agency to get the request submitted.

Options for AR Write Off Processes in Florida PALM

Ms. Hermeling shared if an agency intends to use the AR module for receivables, they will use the workflow in that module for delinquent receivables. For agencies who do not intend to use the AR module, there is a workflow that has been configured within the GL module. Agencies will create an adjustment journal using the Account for bad debt (708908) that will trigger a workflow to the A&A team. This can replace the need for an external process (e.g., emails). Agencies can also attach necessary documentation with the adjustment journal. The Council asked if agencies use the same process for property write offs. Ms. Hermeling said, no, that's a different process.

Closing Remarks

Facilitated by Robert Herron

A Council member asked about the changes that continue to occur on the Topics and Activities List and the downstream impacts it causes to the agencies' workload (e.g., the user stories and the reporting on the monthly progress reports). Ms. Robertson said she understood the concerns and that the team is working on some refinement to the list (e.g., confirming roles associated with Activities, removing some Topic / Activity combinations for functions covered in existing Topic / Activity combinations) but would also be sharing some additional tools via Smartsheet to support agency reviews of the changes.

A Council member would like to see the Area ID on property records being converted. The conversion file only shows Location Code and not Area ID. Ms. Nikki Klein said the conversion mapping workbook was recently updated with an optional column for agencies to include an Area ID for Dry Run2.

Mr. Herron adjourned the meeting. The next meeting will be held on June 17, 2026, at the First District Court of Appeal.