Date	June 17, 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); Steven Fielder (DFS); Angie Robertson (DFS)		
Related Documents	Presentation		

Topic	*Facilitator(s)*
Opening Remarks	
Welcome and Roll Call	Robert Herron
Discussion Topics	
Legislative Update	Steven Fielder
Agency Cutover Planning	Angie Robertson
Upcoming Critical Deadlines	Angie Robertson
UAT Refresh Activities and Impacts	Jimmy Cox
Other or “Walk On” Topics	
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. Representatives were present in place of the Advisory Council members for DCF and DEP.

Legislative Updates

Facilitated by the Steven Fielder

Mr. Steven Fielder shared a few legislative updates. As was done the prior Fiscal Year (FY) the FY 25-26 funds were reverted and appropriated for use in continuing remediation and agency readiness activities during FY 26-27. FY 26-27 Proviso and Implementing Bill have a few new requirements: agencies will provide a User Acceptance Testing (UAT) engagement plan for their agency to the House, Senate, and Project by July 31; agencies will now report their readiness status on a monthly cadence rather than bimonthly; Prompt Payment will allow an additional 10 days during January 2027 to supplement the cutover system downtime; DOR will be given additional days to process revenue distributions due to cutover system downtime. Mr. Fielder also mentioned a separate bill will remove the word FLAIR from statute and only generically refer to the state financial system, having no impact on agencies or the Project.

Mr. Fielder shared his appreciation for the legislative staff he and the Project leadership have been working with to implement Florida PALM. They have listened, been accommodating, and have helped to resolve issues. He stated they do have expectations that Florida PALM will be implemented on time. Proviso, Readiness Certifications, and Stage Gate Decisions support the Project, agencies, and enterprise partners on implementing on time.

A Council member asked if the Legislature would likely support funding agencies to assist with stabilization for FY 27-28. Mr. Cox and Mr. Fielder stated that if an agency has a valid need for staff augmentation beyond FY 26-27, the agency will need to use the LBR process and justify the needs, but that the expectation is that agencies transition to their FTE resources after stabilization.

An audience member asked if the Project had a list for future systems enhancements. Mr. Cox said the Project is not currently planning future enhancements due to the current Vendor contract ending after Hypercare in the summer of 2027. There is currently no funding or contract for enhancements, therefore no enhancements post implementation have been committed at this time. However, Mr. Cox did clarify that the Project is gathering a list of potential enhancements that reflect future desired capabilities.

Agency Cutover Planning

Facilitated by Angie Robertson

A new section was added in the Knowledge Center specifically for Cutover and Deployment information. The section will be enhanced over time to include additional content as the Project moves towards go-live. An article detailing Deployment Planning shares draft deployment activities and a timeline.

Ms. Angie Robertson shared the draft deployment timeline that lists agency and Project activities with planned dates during Pre-Cutover and Cutover. Details of the cutover timeline were previously discussed in the May Advisory Council Meeting.

A Council member asked about options for continuing to pay for witnesses after the Supplier value “freeze” in early December. Ms. Renee Hermeling said an agency can add values in FLAIR and pay those vendors, but the supplier value will not be converted until after go-live.

Upcoming Critical Deadlines

Facilitated by Angie Robertson

Ms. Robertson highlighted the following upcoming critical deadlines:

- Agency Configuration/Conversion workbooks will close today.

- Role Mapping workbooks will close June 26. Separation of Duties (SOD) conflicts will need to be resolved or an exception approved before the workbooks close. DFS Accounting and Auditing (A&A) requests agencies submit requests this week (by 6/19) so A&A can review and approve before June 26 deadline.

- Interface Testing / User Acceptance Testing is ongoing through July. The Project has seen the testing progress decreasing, likely due to year-end activities. The upcoming UAT Refresh (August) means there is a two-week period where the testing environment will not be available. The Project encourages continued testing and end user exposure now so when the refresh occurs, more robust testing can occur.

- Agency Readiness Certification #3 is due July 10. Sponsors will confirm they have confidence certifying their agency is ready to continue testing.

Ms. Robertson then opened the meeting for discussion and questions about the upcoming critical deadlines for July 2026.

Bandwidth, resource constraints, and other challenges have been shared from agencies as being a variable in these critical areas. A&A has seen a decrease in voucher testing volume which results in less practice/training for the auditing team. Ms. Hermeling requested agencies test transactions and attach files, similar to how voucher processing will operate in the future.

A Council member shared her ‘ah-ha’ moment on testing voucher processing, sharing their process change to be proactive in attaching documents and hitting the “voucher audit” button.

It was discussed that A&A notifies agencies of rejected transactions by an audit code and comments within the system. The agency must review the code and comments in the system.

Ms. Robertson touched on a few remaining impacts: The FY 26-27 Proviso requirement impacts the ability to conclude UAT. Quality testing needs to occur. The SOD conflicts must be resolved, or those roles will not be loaded into the UAT environment. The Agency Readiness Certification #3 is reviewed by the Executive Steering Committee and other stakeholders and will show how your agency is going to get to ‘ready’. Inadequate testing is a risk for agencies at go-live. Testing helps mitigate those risks.

UAT Refresh Activities and Impacts

Facilitated by Jimmy Cox

Data from Payroll (PYRL, People First) will be captured on June 22 and used for monthly parallel testing. This is the “employee, position, job relationship information”. The data snapshot on June 22 will also be used for the last monthly payroll parallel test. This has no impact on Financials transactions or balances.

The Council asked if the data snapshot is the pre-file from People First. Mr. Cox said no, the snapshot will be taken after the preliminary payroll run, before the final payroll run, and after the nightly W4 runs in order to confirm processes from end to end in the payroll parallel test.

Data from Financials (Central FLAIR, Departmental FLAIR, Florida PALM Cash Management) will be captured on July 2, as of close of the FY 25-26 and before opening FY 26-27. Agency configurations are based on workbooks that closed on June 17. The Project and MFMP are having conversations about timing for the MFMP data snapshot for their refresh as well. Only FY 25-26 data will be included in the UAT Refresh from Dry Run 2, the FY 26-27 files will then be loaded in UAT as part of the refresh to establish the new year appropriations and encumbrances. This is intentional and will help with the quality of testing (e.g., such as testing dual year).

Dry Run 2 preparation and early runs are in progress. Dry Run 2 ‘cutover’ activities officially begin on July 2 and run through July 31. For example, Supplier conversion started early and is in progress.

UAT Refresh is planned to begin close of business August 7, and the environment will be available for agencies August 24. The refresh will wipe all transactions conducted by agencies before August 7. The UAT environment will be loaded (refreshed) with Dry Run 2 results. Agency scheduled reports and queries will have to be re-established. Agency-created Data Warehouse queries identified by agencies as built and confirmed by the agency will be retained, but all others will be wiped. More information will be shared with agencies regarding saving their Data Warehouse queries as the refresh approaches.

Interface Cycle 3 Testing will not occur during the refresh. It will pause after nightly processing on August 7. Cycle 3 Testing will resume on August 24. Interface Cycle 2 Testing will be considered complete at the point of UAT Refresh. Most Cycle 2 interfaces have completed. Any agency that did not complete Cycle 2 Testing before the refresh will be removed from go-live consideration and testing will cease on those interface files until at least six months after go-live.

When UAT reopens, new seed files will be provided to agencies to seed their test environments for use in continued Cycle 3 testing. All Cycle 3 testing data will be new or based on converted data; prior Cycle 3 testing data will no longer be valid. A Council member asked for clarification on the output files for agency business systems timing. Mr. Cox reiterated the nightly process will complete on August 7. Agencies will not have the ability to upload files after August 7.

A Council member asked if the upgrade to PeopleTools during the UAT Refresh would affect UAT functionality. Mr. Cox said they do not anticipate the upgrade affecting functionality. The Project has been testing the upgrade in another environment and being proactive to alleviate risk for that happening.

At the restart of UAT, agencies should be mindful of budgetary allotments. Agencies that selected ‘Track with Budget’ allotments will need to have their FY 25-26 and 26-27 allotments posted before they can transact after the UAT refresh. The Project is planning to collect that information from the ‘Track with Budget’ agencies to include in the refresh so when UAT restarts, year-end testing can begin. Additionally, all agencies *should* load allotments so they can confirm their allotment balances are correct. FY 26-27 Proviso has requirements about agencies confirming their allotment balances.

New agency unique values identified after the workbooks closed will need to be created by the agency directly in the UAT environment.

Agencies are encouraged to increase their testing time after the refresh. Cycle 3 Testing will conclude by October 2 and UAT for agencies will conclude November 6.

Agencies will provide their final Agency Certification in November. Agency Sponsors that certify they are not ready may be asked to present to the Executive Steering Committee with a plan for how they will get ready before Florida PALM go-live. The Agency Readiness Certification #4 or presentation to the Committee will support their Stage Gate 4 decision in November.

Mr. Cox shared Proviso language for the Project in FY 26-27. He highlighted the statement that agencies are able to produce a General Ledger (GL) Trial Balance in Florida PALM that reconciles to the converted balance from FLAIR for each fund within the agency that was in balance in

Departmental FLAIR at the point of conversion. Mr. Cox explained some data in FLAIR will not be converted to Florida PALM (e.g., inactive data) and other data will be defaulted (same process that was used for Dry Run 1). If you're not in balance in FLAIR, data will be forced into balance when converted to Florida PALM. Ms. La'Vondria Norton elaborated on FLAIR GL balances. FLAIR GL balances will be as of Dry Run 2 and the details of the snapshot, conversion files, errors, etc., will be provided to agencies. Agencies should run their Trial Balance reports in UAT after the refresh and prior to starting a new process in order to confirm balances are as expected. If the Trail Balance is run after transactions start, the reports will not match the expected conversion, and agencies will have to identify the impact of the new transactions to reconcile to FLAIR. Florida PALM will also run reports at the start of UAT after the refresh to confirm and store copies. The Project's work on the GLC001 has been in effort to prepare agencies for the FY 26-27 Proviso requirement. The Knowledge Center includes information on GLC00I.

Ms. Deana Metcalf gave a primer for year-end testing that is planned to begin August 31 and run through October 16. Initially, agencies will be able to test June and July carry forward and financial reporting activities. Other months and adjustment periods will open as testing progresses. Agencies should know that accounting and budget dates matter. The system will default to the actual date (August, September, October); however, during testing users will need to change the date to year-end dates. Testing will include carry forward payables and encumbrances and financial reporting transactions. Ms. Metcalf will be at the July meeting with more testing details, including a calendar of testing dates and Project-hosted sessions.

Closing Remarks

Facilitated by Robert Herron

Mr. Herron adjourned the meeting. The next meeting will be held on July 15, 2026, at the First District Court of Appeal.