

FloridaPALM

Planning, Accounting, and Ledger Management



ADVISORY COUNCIL MEETING

JULY 15, 2026



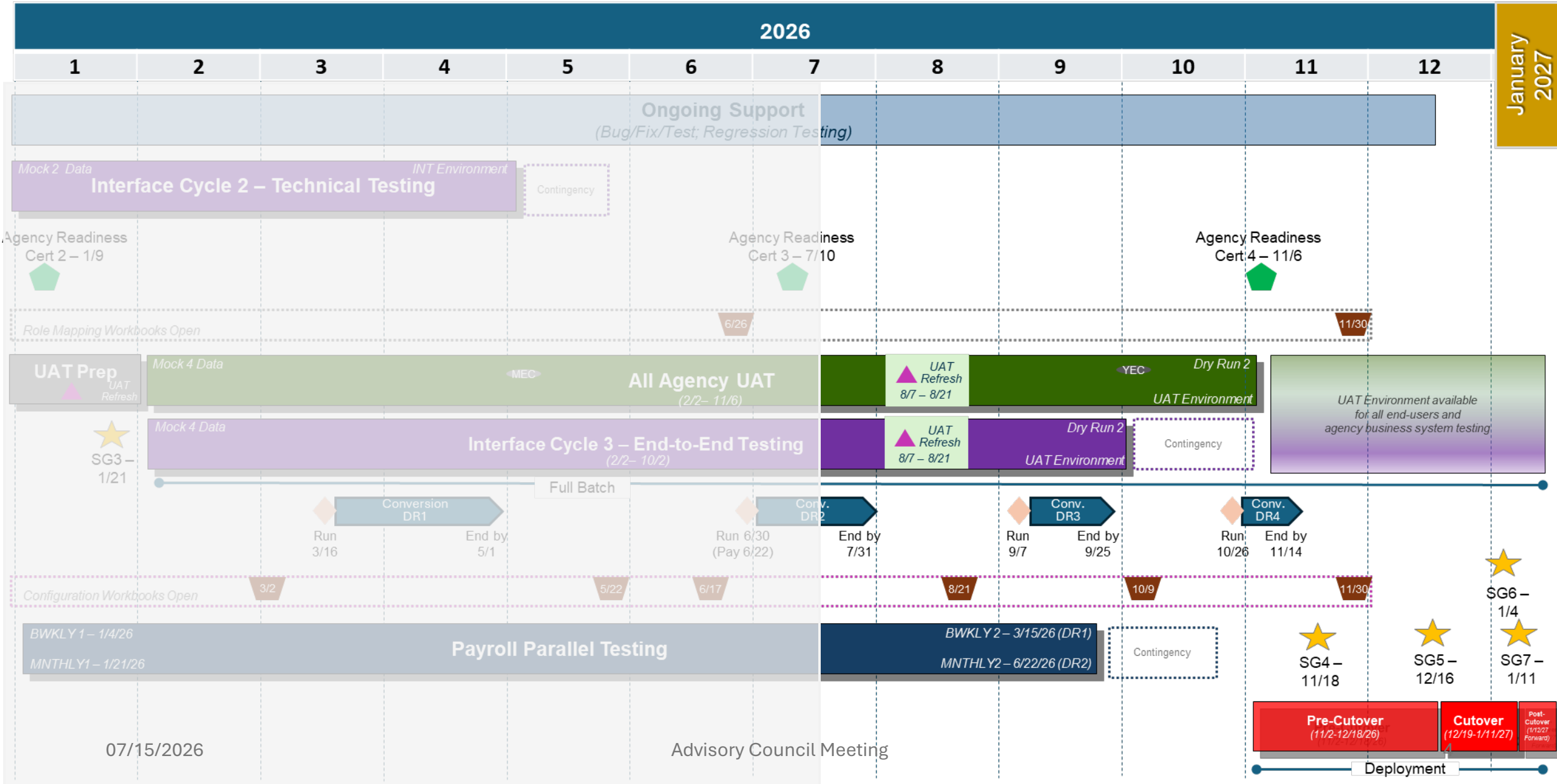
Agenda

- ▶ Year End Testing
- ▶ General Discussion Topics
 - Agency Readiness Certification #3
 - UAT Engagement Plan
 - UAT Refresh
 - Agency Deployment Planning
 - Agency-Specific Learning Materials
- ▶ Other or “Walk On” Topics

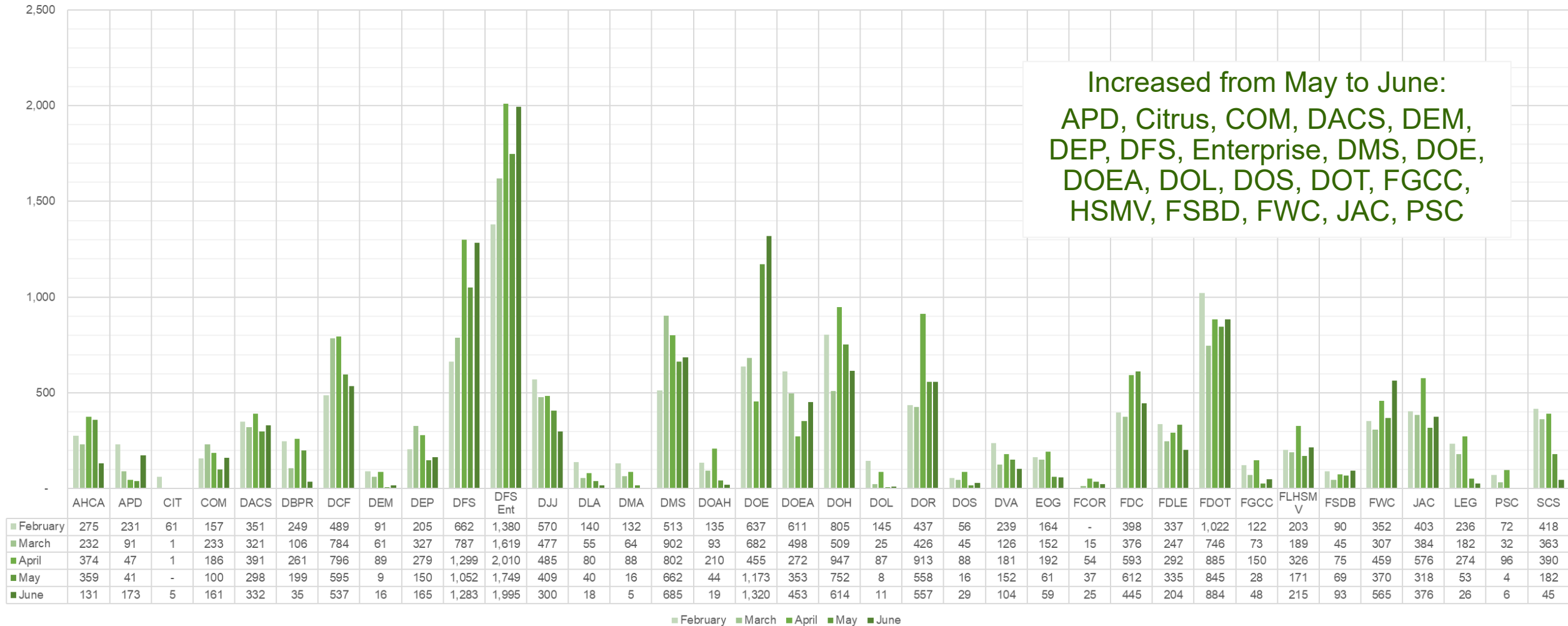


Testing Timeline

As of June 23, 2026



Environment Log Ins by Agency and Month

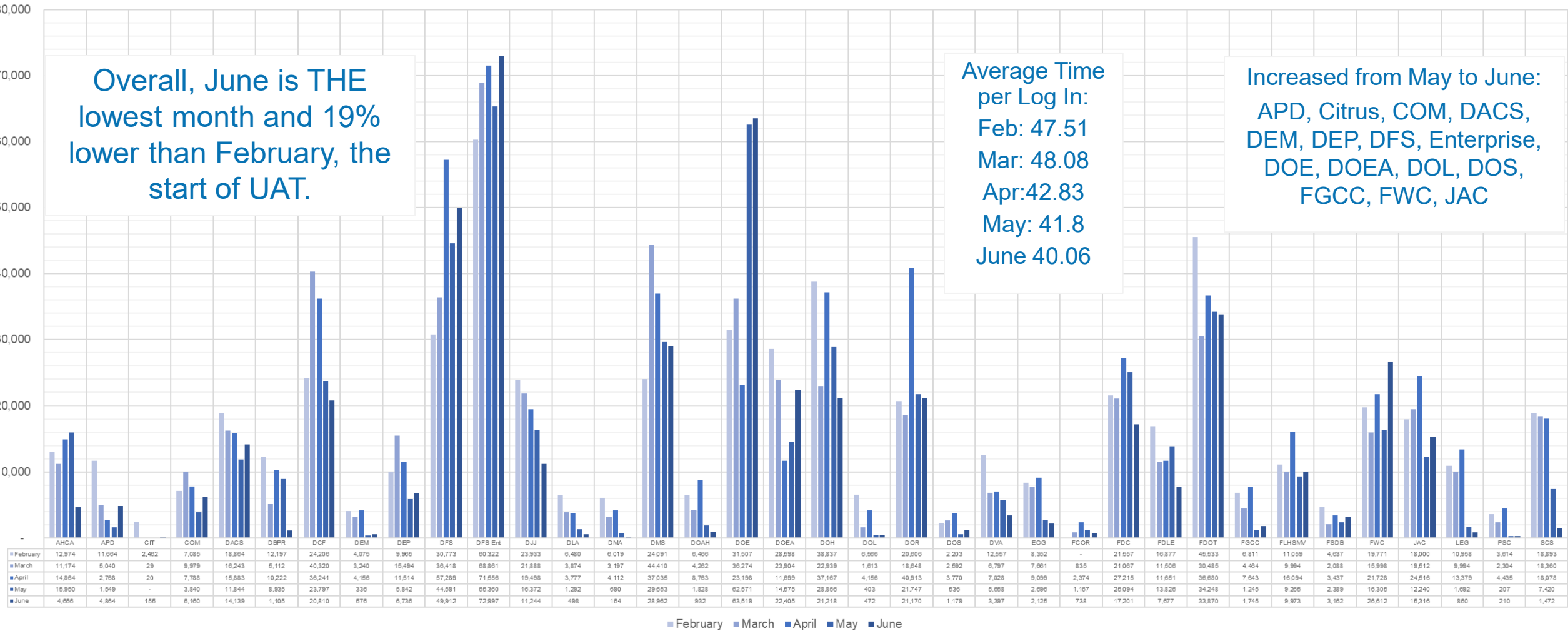


Total Time In UAT Environment by Agency and Month

Overall, June is THE lowest month and 19% lower than February, the start of UAT.

Average Time per Log In:
Feb: 47.51
Mar: 48.08
Apr: 42.83
May: 41.8
June 40.06

Increased from May to June:
APD, Citrus, COM, DACS, DEM, DEP, DFS, Enterprise, DOE, DOEA, DOL, DOS, FGCC, FWC, JAC



- ▶ New UAT Stats section, which includes information about log ins, time spent in the system, and number of key transactions, such as vouchers, deposits, etc.
- ▶ Located on the Testing page of the website
- ▶ Will be updated monthly

All Agency User Acceptance Testing

February – October 2026

The Project hosted in-person sessions for all agencies from February – May 2026. Testing resources, including materials and recordings from the UAT sessions, can be found on the Knowledge Center's [User Acceptance Testing Materials](#) page.

Agencies should be testing all upstream and downstream processes, testing system integrations, maintaining configuration and role mapping workbooks (e.g., new COA values, mappings), and resolving data conversion errors from mock conversion and dry runs.

UAT Statistics

In the accordions below are files that provide graphs and statistics of agency UAT environment usage and transactional volumes during the All-Agency UAT period (February 2026 forward).

Overall

By Agency

Data Refresh August 7, 2026 – August 21, 2026

During the UAT refresh, the UAT environment will be unavailable. A PeopleTools upgrade will be applied, Dry Run 2 data will be applied, all agency transactions will be wiped, Separation of Duties (SOD) conflicts will be enforced, and agencies will need to confirm their FLAIR balances. Following the refresh, agencies are expected to again test their end-to-end processes.

November 2026 – Go Live

The UAT environment will be available to agencies for training, and end user and business system testing purposes. The Project team will begin focusing on cutover and conversion activities but will continue to support agency testing through Testing Customer Portal tickets.

YEAR END TESTING



Year End Testing Overview

- ▶ Planned to occur August 24 through October 16
- ▶ Will include Carry Forward and Financial Reporting activities
- ▶ Months of June through September will be open (dual-year processing) and the Agency Adjustment Period (financial reporting only)
 - Accounting and Budget dates matter
- ▶ Coordinating with MFMP, STMS, and LAS/PBS for end-to-end Carry Forward testing
- ▶ FY 2026/27 testing can occur in tandem

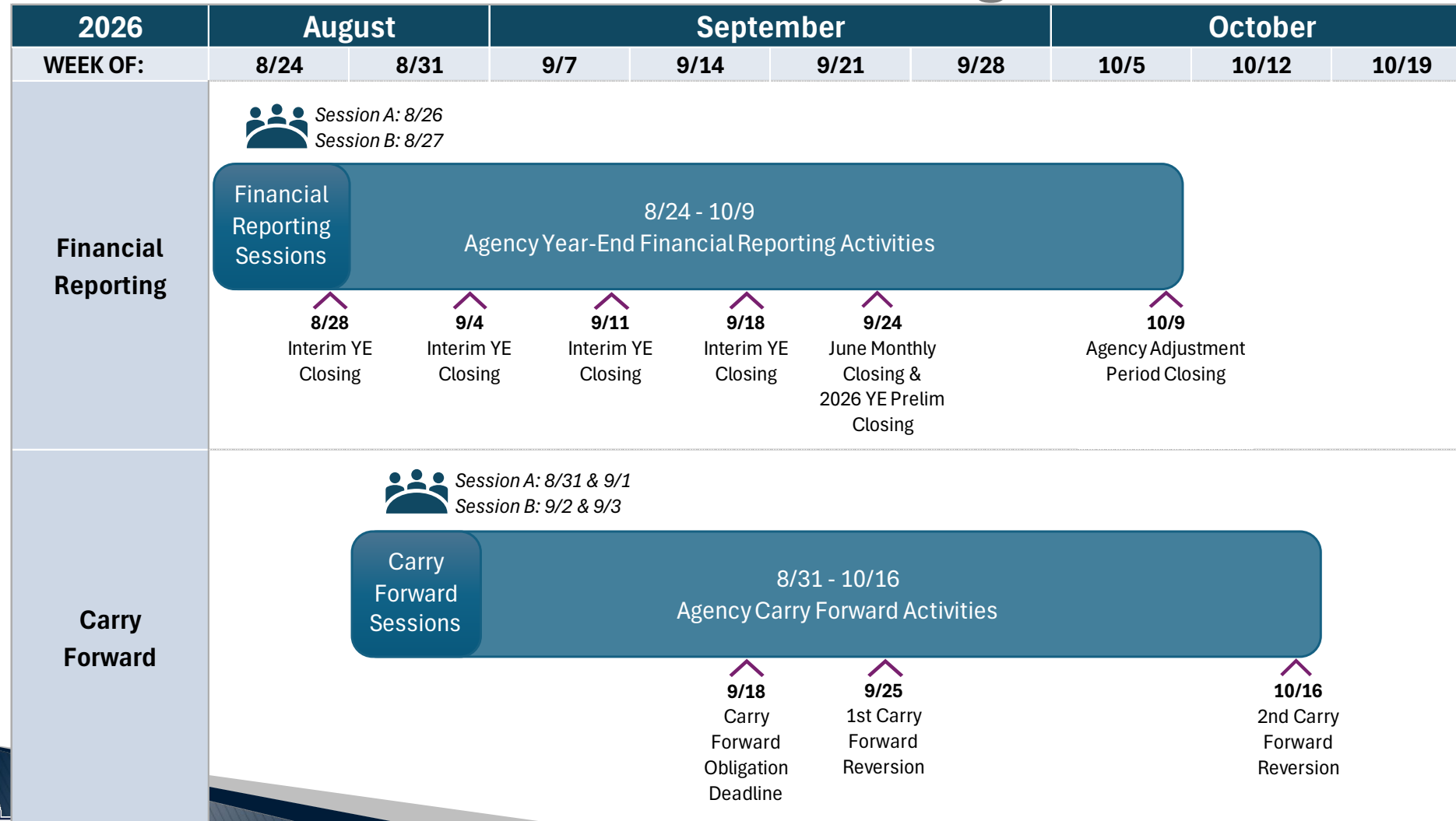
Florida PALM Year End UAT Key Dates

All sessions are scheduled for 9:00 a.m. - 4:30 p.m. at the Department of Revenue, 2450 Shumard Oak Blvd., Tallahassee, FL

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
24	25	26	27	28	August
UAT Refresh Environment Available June - September Periods Open Agency Adjustment Period Open		Financial Reporting Process Session A	Financial Reporting Process Session B	Transfer Tentative Balances (KKIDOs) Interim YE Closing	
31	1	2	3	4	
Carry Forward Process - Session A Day 1	Carry Forward Process - Session A Day 2	Carry Forward Process - Session B Day 1	Carry Forward Process - Session B Day 2	Interim YE Closing	September
Labor Day 7	8	9	10	11	
				Interim YE Closing	
14	15	16	17	18	
				Carry Forward Obligation Deadline Transfer Agency Obligations (KKIDOs) SDE012 Operating July process run Interim YE Closing	
21	22	23	24	25	October
			June Monthly Closing 2026 YE Prelim Closing	3rd Carry Forward Reversion (KKIDOs)	
28	29	30	1	2	
5	6	7	8	9	
				2026 Agency Adjustment Period Closing	
12	13	14	15	16	
				Carry Forward Closeout 2nd Carry Forward Reversion SDE012 Operating Sept process run YE Taxation Ends	

Year End Testing

Overview – Year-End UAT Testing Timeline



Year End Testing

Overview – Carry Forward Testing Timeline

2026	August		September				October		
WEEK OF:	8/24	8/31	9/7	9/14	9/21	9/28	10/5	10/12	10/19
Key Events				9/18 Carry Forward Obligation Deadline ▼				10/16 Carry Forward Closeout ▼	
PO/AP	PO Encumbrances - Create/Update/Close								
	PO Receipts (Payables) - Create/Update/Close								
		Process Vouchers							
IU	IU Encumbrances - Create/Update/Close								
	IU Accruals - Create/Update/Close								
		Process IU Payments							
GL	Payroll Payable - Create								
AR	Process Deposits								
KK	8/28 Transfer Tentative Balances KKI005 ▲			9/18 Transfer Agency Obligations KKI011 ▲	9/25 1st Carry Forward Reversion ▲			10/16 2nd Carry Forward Reversion ▲	

Year End Testing

In Person Sessions

- ▶ Financial Reporting (1 day) and Carry Forward (2 days) process sessions will be held at DOR
- ▶ There will be two sessions offerings per, with up to 4 agency attendees per session
- ▶ We want all agency participants at the same session, so we will request registration come from one source within the agency

Key Info	Financial Reporting	Carry Forward
Who should attend?	Staff with experience recording year end accounting entries and accrual entries, including IU transactions	Staff with experience processing PO Encumbrances, AP Vouchers, IU transactions, and GL journals in UAT and understand the State's carry forward process
What will we cover?	The nuances of recording adjustments within period 12 and the adjustment period 998	The nuances of how these transactions will be used for carry forward processing and a demonstration of the Carry Forward Receipts transaction that is only used for carry forward process
What are expectations of attendees after sessions?	Attendees should be able to use the journal functions to record an adjustment entry within the correct period and communicate with other testers how to properly record adjustments within the correct period throughout the testing timeline	Take session information back to the other agency testers and test all types of carry forward transactions used by their agency throughout the YE testing timeline

Planning, Accounting, and Ledger Management

GENERAL DISCUSSION TOPICS



General Discussion Topics

Prep Questions

- ▶ What are areas of concern for your agency coming out of Cert #3 (i.e., what are areas of concern with getting to done)?
- ▶ How will your agency's testing stats change in July (i.e., will you add more testers; expect more testing; increase the number of test scenarios?)
- ▶ What will your agency testers be doing during the two-week downtime for refresh? How will you reset for post-refresh testing?
- ▶ What pieces of information do you need to uncover to better plan for your agency's deployment?
- ▶ What are challenges you're experiencing with your agency creating its specific learning materials?



AGENCY READINESS CERTIFICATION #3

What are areas of concern for your agency coming out of Cert #3 (i.e., what are areas of concern with getting to done)?



General Discussion Topics

Agency Readiness Certification #3

Critical Operational Element	Readiness Criteria <i>Update 3: Continue UAT and Prepare for Training</i>	Related RW Tasks or Project Activity
People	- Agency Training Plan has been updated. - Agency has identified all agency specific learning materials to be developed to support end user training. - All agency end users have been role mapped in preparation for the UAT refresh. - All SOD conflicts have been resolved or approved by A&A for the UAT refresh. - Agency is prepared to execute plan to ensure all end users practice job functions after UAT refresh.	607 – Update Training Plan 604 – Create Agency-Specific Learning Materials to Support End Users 702 – Submit Role Mapping Worksheet - Submit Monthly Progress Reports – Testing, Training
Processes	- Agency testers have successfully tested at least one user story for each applicable Project Recommended Standard Activity. - Agency is prepared to execute plan to complete testing of all processes from start to finish, including workflows and agency business systems, after UAT refresh. - Agency has identified all process documentation to be created or updated based on testing results.	602 – Update Agency Business Process Documentation - Submit Monthly Progress Reports – Testing, Training
Technology	- All Cycle 3 interfaces have been successfully tested in UAT multiple times. - Agency has produced and tested all selected inbound files in the UAT environment or has a plan to complete testing of inbound files prior to the UAT refresh. - Agency is prepared to execute plan to complete interface testing after UAT refresh. - Agency business systems are being remediated and documentation updated as needed, based on testing findings.	Submit Monthly Progress Reports – Testing, Training
Data	- Changes to agency specific configurations are being tested and maintained in agency configuration workbooks as necessary. - Agency configuration and conversion workbooks are complete and contain no errors. - Agency data in FLAIR, FACTs and MFMP are cleansed and ready for Dry Run 2 conversion.	698 – Complete Data Cleansing in Preparation for Dry Run 2 713 – Confirm Supplier Records - Submit Monthly Progress Reports – Testing, Training

- ▶ **People:** Identified users and completed role mapping for refresh; updated training plan and identified agency-specific learning materials to be created
- ▶ **Processes:** Tested User Stories successfully; prepared to complete end-to-end testing after refresh; identified process documentation to be created or updated
- ▶ **Technology:** Tested Cycle 3 interfaces multiple times; prepared to complete end-to-end testing after UAT refresh; remediated ABS and updated documentation based on testing
- ▶ **Data:** Submitted error free configuration workbooks; cleansed data in FLAIR, MFMP, and FACTS for Dry Run 2

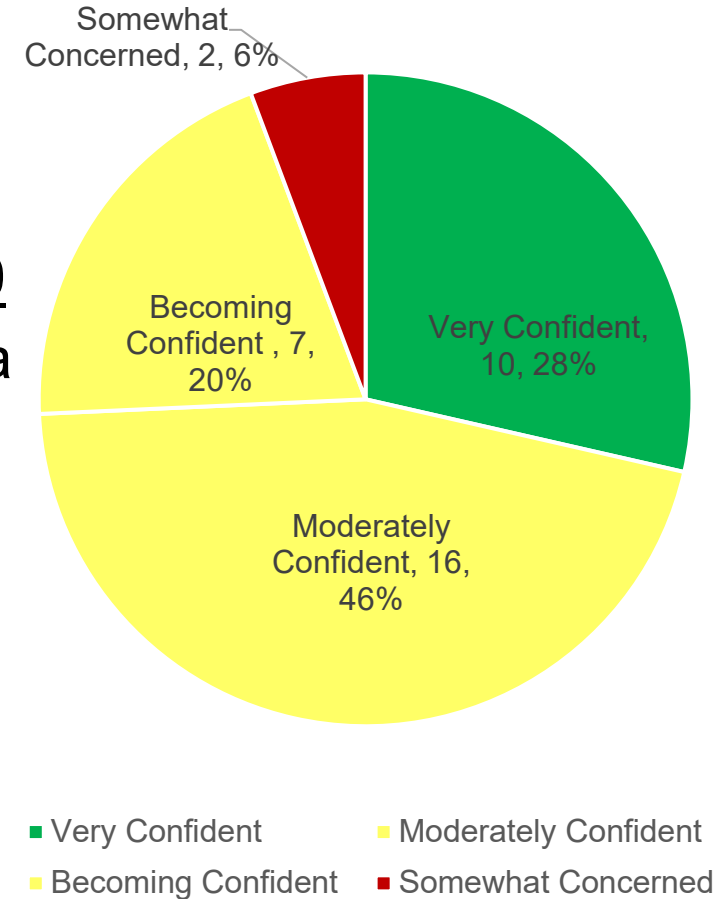
General Discussion Topics

Agency Readiness Certification #3

General Overview

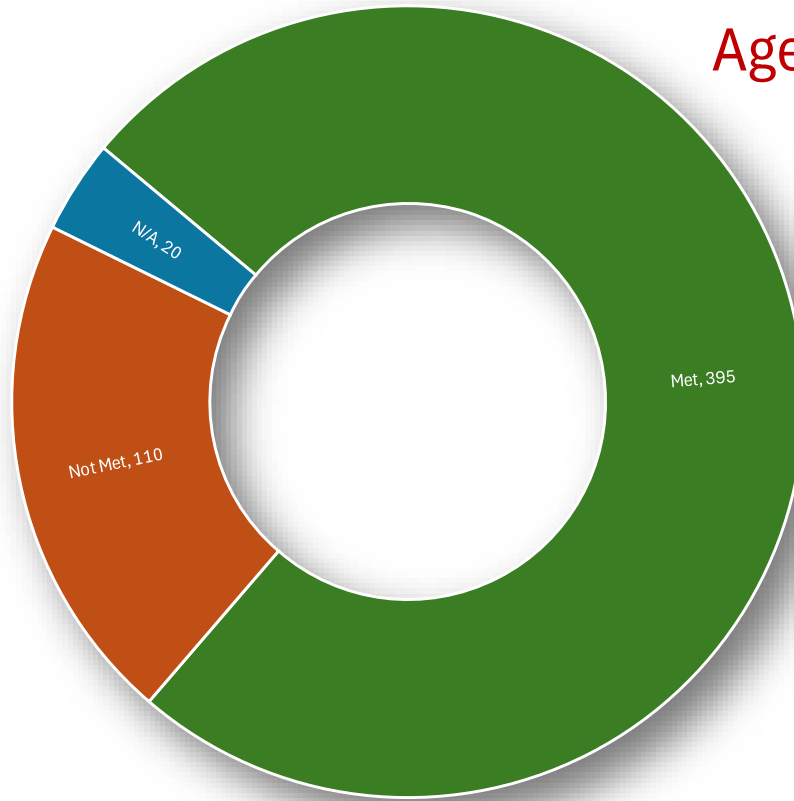
- ▶ 33/35 Agency Sponsors submitted by due date of July 10
 - DVA and FGCC sponsors submitted late
- ▶ Reflects testing progress and readiness status as of June 30
- ▶ Agencies required to provide a mitigation plan for any criteria that were not met
- ▶ Overall
 - Confidence – Majority (74%) of agencies Very Confident or Moderately Confident
 - 2 agencies Somewhat Concerned – EOG and DCF
 - Criteria Met – 79% of all readiness criteria met or not applicable

Overall Readiness Confidence

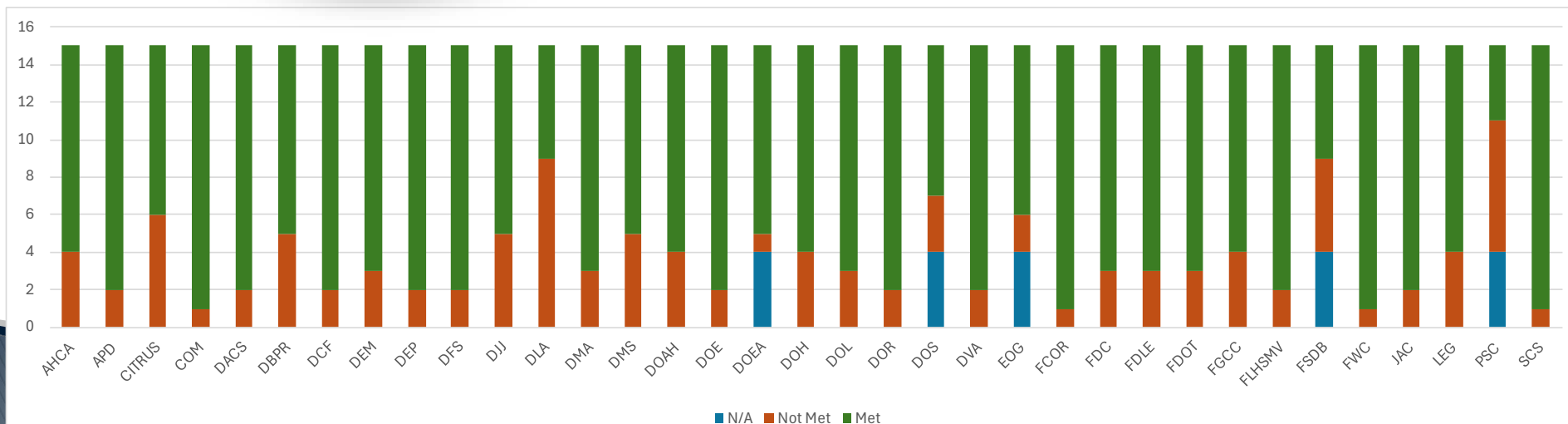


Agency Readiness Certification – Update #3

Met / Not Met – All Criteria



- As of July 13, 2026, all agencies have submitted their Certification response. Two agencies submitted after the due date, but before publication of this information.
- There were 525 individual Criteria (15 per agency) presented for response:
 - 75% were noted as “Met
 - 21% were noted as “Not Met”
 - 4% were noted as “N/A”
 - For the 5 agencies with no agency business system impacts.



General Discussion Topics

Agency Readiness Certification #3

Agency Reported Confidence

- ▶ Majority of agencies across the board are yellow indicating Moderately Confident or Becoming Confident
- ▶ Data and People elements have the highest level of confidence
- ▶ Technology has the lowest level of confidence
 - 7 agencies Highly or Somewhat Concerned – DACS, DBPR, DCF, DJJ, DLA, FCOR, FDC
 - Gray boxes in Technology indicate the agency has no interfacing agency business systems

Confidence Overall & by Critical Operational Element ¹⁹

Agency	Overall Confidence Level	Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
AHCA	Yellow	Red	Red	Yellow	Green
APD	Green	Green	Yellow	Yellow	Green
CITRUS	Yellow	Green	Green	Yellow	Green
COM	Yellow	Green	Yellow	Yellow	Green
DACS	Yellow	Green	Yellow	Red	Green
DBPR	Yellow	Yellow	Yellow	Red	Green
DCF	Red	Green	Green	Red	Yellow
DEM	Green	Green	Green	Green	Green
DEP	Yellow	Yellow	Yellow	Green	Yellow
DFS	Green	Green	Green	Green	Green
DJJ	Green	Green	Green	Red	Green
DLA	Yellow	Yellow	Red	Red	Red
DMA	Yellow	Yellow	Yellow	Yellow	Yellow
DMS	Yellow	Yellow	Yellow	Yellow	Yellow
DOAH	Yellow	Yellow	Yellow	Green	Green
DOE	Yellow	Green	Yellow	Yellow	Green
DOEA	Yellow	Yellow	Yellow	Gray	Yellow
DOH	Yellow	Yellow	Red	Yellow	Yellow
DOL	Yellow	Yellow	Yellow	Yellow	Yellow
DOR	Yellow	Yellow	Yellow	Yellow	Yellow
DOS	Yellow	Yellow	Yellow	Gray	Yellow
DVA	Green	Yellow	Green	Yellow	Yellow
EOG	Red	Yellow	Yellow	Gray	Yellow
FCOR	Yellow	Yellow	Yellow	Red	Green
FDC	Yellow	Yellow	Yellow	Red	Green
FDLE	Yellow	Yellow	Yellow	Yellow	Yellow
FDOT	Green	Green	Green	Yellow	Green
FGCC	Yellow	Green	Yellow	Yellow	Yellow
FLHSMV	Yellow	Green	Yellow	Yellow	Green
FSDB	Green	Green	Green	Gray	Green
FWC	Yellow	Yellow	Yellow	Green	Yellow
JAC	Green	Yellow	Yellow	Green	Green
LEG	Green	Green	Green	Yellow	Green
PSC	Yellow	Yellow	Yellow	Gray	Yellow
SCS	Yellow	Yellow	Yellow	Yellow	Yellow

Certification #2

Agency	Overall Confidence Level	Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
AHCA					
APD					
CITRUS					
COM					
DACS					
DBPR					
DCF					
DEM					
DEP					
DFS					
DJJ					
DLA					
DMA					
DMS					
DOAH					
DOE					
DOEA					
DOH					
DOL					
DOR					
DOS					
DVA					
EOG					
FCOR					
FDC					
FDLE					
FDOT					
FGCC					
FLHSMV					
FSDB					
FWC					
JAC					
LEG					
PSC					
SCS					

Overall Confidence:

Green: 13 → 10

Yellow: 21 → 23

Red: 1 → 2

Certification #3

20

Agency	Overall Confidence Level	Confidence Level - People	Confidence Level - Processes	Confidence Level - Technology	Confidence Level - Data
AHCA					
APD					
CITRUS					
COM					
DACS					
DBPR					
DCF					
DEM					
DEP					
DFS					
DJJ					
DLA					
DMA					
DMS					
DOAH					
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FCOR					
FDC					
FDLE					
FDOT					
FGCC					
FLHSMV					
FSDB					
FWC					
JAC					
LEG					
PSC					
SCS					

UAT ENGAGEMENT PLAN

How will your agency's testing stats change in July (i.e., will you add more testers; expect more testing; increase the number of test scenarios?)

General Discussion Topics

UAT Engagement Plan

- ▶ Template provided (available on the Florida PALM website)
- ▶ Leverages Agency UAT Plans and Monthly Progress Reports
- ▶ Due by July 31 to EOG/OPB, Chair or the Senate Appropriations Committee, Chair of the House Budget Committee, and Florida PALM Project Director
- ▶ The Project will publish on the Florida PALM website for distribution to the ESC

Readiness Workplan

324	Data	Complete FLAIR Data Elements Inventory	Complete and submit the FLAIR Data Elements Inventory documenting which FLAIR data elements your agency currently uses and how they are being used	12/09/22	03/31/23
325	Processes	Complete Data Security and Access Survey	Complete and submit the Data Security and Access Survey to inform the Project about how you currently manage data security and end user access.	01/23/23	03/03/23
326	Technology	Update Current State Agency Business Inventory and Documentation	Review and update the list of current agency business systems. Review and document the business processes for each system.	03/13/23	10/27/23
327	Data	Complete Reports Inventory	Review and update the list of current agency reports that are being generated for each agency reports that	04/03/23	07/28/23
328	People	Update CCN and Project Contacts	Review, update and confirm Change Champion Network (primary and back-up (business and Subject Matter Experts) and production support contacts	05/22/23	04/02/23
329	People	Update Authorized SmartSheet Users	Review and update authorized users' access to all Florida PALM SmartSheet	06/12/23	04/23/23
329	Processes	Document Current Agency Business Processes	Document and submit current agency fiscal and payroll processes, including the people and any agency business systems engaged in the processes.	07/31/23	10/15/23
331	N/A	Submit Monthly Agency Status Report	Agency Sponsor to confirm and submit bimonthly status report in the format	09/01/23	09/11/23

Current Tasks

- 681 - Submit Monthly Progress Report - Testing, Training, Cutover
1 July, 2026-31 July, 2026
- 703 - Maintain Configuration and Conversion Workbooks
1 July, 2026-31 July, 2026
- 704 - Maintain Role Mapping Worksheet
1 July, 2026-21 August, 2026
- 586 - Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live
29 June, 2026-11 September, 2026
- 602 - Update Agency Business Process Documentation
4 May, 2026-30 October, 2026
- 604 - Create Agency-Specific Learning Materials to Support End Users
4 May, 2026-30 October, 2026

Archived Tasks

- Fiscal Year 2026-2027
- Fiscal Year 2025-2026
- Fiscal Year 2024-2025
- Fiscal Year 2023-2024
- Fiscal Year 2022-2023
- Fiscal Year 2021-2022

RW Task Resources [Expand all](#)

- Common Documents
- Conversion/Configuration Supplementals
- Testing Documents

UAT Engagement Plan Template
This template is provided to support agency completion and submission of the required UAT Engagement Plan as set forth in Section 249 of the General Appropriations Act of 2026 by the July 31, 2026 deadline.

UAT REFRESH

What will your agency testers be doing during the two-week downtime for refresh? How will you reset for post-refresh testing?

General Discussion Topics

UAT Refresh

- ▶ Refresh Data → Source: Dry Run and Environment Readiness:
 - Payroll (PYRL, People First) – June 22 (data will be used for monthly parallel testing as well)
 - Financials (Central, Departmental, Cash Management) – July 2 (as of close of fiscal year)
 - After 6/30 processing ends, before new year processing begins
 - Agency configurations are based on workbooks that closed on June 17
 - FY 26/27 data will be loaded in UAT (not dry run) following the opening a new FY process
 - Budget files (appropriations, releases, reserves) for FY 26/27
 - New year budgetary COA values (funds, budget entities, categories) and transactional funds created in FLAIR before the refresh
 - Initial encumbrances for FY 26/27, created by July 31, will be converted into UAT
 - All agency created DW/BI queries and dashboards from UAT environment will be copied over
- ▶ New “seed files” will be provided no later than August 7, most will be provided by July 31

General Discussion Topics

UAT Refresh

- ▶ FLAIR General Ledger Balances will be as of Dry Run 2 snapshot and the details of the snapshot, conversion files, errors, etc. will be provided to agencies
- ▶ Agencies will need to run the Trial Balance report in the UAT environment, after the UAT refresh, and prior to starting new process in UAT to confirm balances are as expected
 - If agencies run after transacting has started, the Trial Balance reports will no longer match expected conversion values (i.e., transactions update the Trial Balance report results) and agencies will have to identify the impact of the new transactions to reconcile to FLAIR (i.e., identify agency created known reconciling differences)
 - Florida PALM will also be running these at the start of UAT to confirm and store copies of the reports



General Discussion Topics

UAT Refresh

- ▶ Agencies should prepare budgetary allotments for:
 - FY 25-26 Unexpended balances as of end of June 30 business (concludes on July 1)
 - ★ Track with Budget agencies will be required to provide their budget allotments for FY 25-26 to Florida PALM to load as part of the UAT readiness
 - FY 26-27 Appropriations budget:
 - ★ Track with Budget agencies will be required to provide their budget allotments for FY 26-27 to Florida PALM to load as part of the UAT readiness
 - All other agencies will be required to process their budget allotments for FY 26-27 in Florida PALM once the UAT environment is available after the refresh
 - The Schedule of Allotment Balance report will not accurately reflect agency records until these are posted
- ▶ Any new agency unique chartfields identified after the workbooks closed on June 17 will need to be created by the agency directly in the UAT environment; these values will not be available until the agency creates them in UAT

AGENCY DEPLOYMENT PLANNING

What pieces of information do you need to uncover to better plan for your agency's deployment?



General Discussion Topics

Agency Deployment Planning

- ▶ RW Task 586 – Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live was released on 6/29
- ▶ Includes templates for a Deployment Plan and a Cutover Checklist
- ▶ Leverages information provided on the KC about cutover, which was updated this week for some Enterprise system downtime information

Enterprise System Downtime

The below accordions provide key downtime planning dates for each of the impacted enterprise systems.

- FLAIR - Central
- FLAIR - Departmental
- FLAIR - PYRL
- FLAIR - Information Warehouse (IW)
- Legislative Appropriations System / Planning and Budgeting Subsystem (LAS/PBS)
- MyFloridaMarketPlace (MFMP)
- Statewide Travel Management System (STMS)
- Florida Accountability and Contract Tracking System (FACTS)
- PCard Works
- Florida Integrated Payee System (FLIPS)
- Florida PALM Cash Management System (CMS)
- People First (PF)

IN THIS ARTICLE

- Preparing for Deployment - Dry Runs
- Deployment - Pre-Cutover
- Deployment - Cutover
- Deployment - Post Cutover
- Deployment Activities Timetable - DRAFT
- Enterprise System Downtime

AGENCY-SPECIFIC LEARNING MATERIALS

What are challenges you're experiencing with your agency creating its specific learning materials?

General Discussion Topics

Agency-Specific Learning Materials

- ▶ RW Task 604 – Create Agency-Specific Learning Materials to Support End Users was released on 5/4
- ▶ The Project will provide:
 - Web Based Training (WBT) the provides an online course for one or more Topics, which will be published to the People First LMS system for access and reporting
 - An End User Manual (EUM), built on the Process Steps, but adding in content at the Topic and Business Process Grouping level.
- ▶ We anticipate releasing portions of content starting in August, with all being provided by October 1

NEXT MEETING

AUGUST 19, 2026

FIRST DISTRICT COURT OF APPEAL



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