

Date	August 19, 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); La’Vondria Norton (DFS); Angie Robertson (DFS)		
Related Documents	Presentation		

<i>Topic</i>	<i>Facilitator(s)</i>
Opening Remarks	
Welcome and Roll Call	Robert Herron
Discussion Topics	
After UAT Refresh	Jimmy Cox Angie Robertson
Proviso Validation	Jimmy Cox La’Vondria Norton Angie Robertson
Cutover Timing and Planning	Jimmy Cox Angie Robertson
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 APD, DEP, DMS, FDLE, and FLHSMV.

After UAT Refresh

Facilitated by Jimmy Cox, Angie Robertson

Ms. Angie Robertson reminded the members of 'where we are' on the Testing Timeline. She shared with the Council the Security Access Managers (SAMs) will gain early access to the SAM Portal in order to validate end user roles before All Agency User Acceptance Testing (UAT) resumes. SAMs must confirm the Separation of Duties (SOD) conflicts were resolved and other role mapping updates were added during the refresh period. SAMs received detailed instructions on how to validate and update end user roles. The UAT environment will be available to all end users on Monday, August 24, by 8:00 am. When UAT reopens, the June, July, August, and September and Adjustment (998) periods will be open and budget for fiscal years 25-26 and 26-27 will be available.

Ms. Robertson opened the floor to address Council member's questions regarding testing after the UAT Refresh. The Council asked each other about their approach to resuming testing. Several Council members shared that they will treat testing as operation-like as possible, using real data (previous transactions), updated business processes, new interfaces and batch timing, auditing submissions (attachments), and so on. A few agencies discussed testing grants and trust funds by mimicking the process of establishing a balance, drawing and expending funds to replicate and test the process as much as possible. A member asked DFS A&A what volume of transactions they are expecting, and Ms. Renee Hermeling said agencies' testing volume should reflect their operation volume.

The Council asked for an update on how DMS will process IU transactions. The DMS member was not present, but DMS Change Champion Network (CCN) members were present and spoke to DMS's plan. While their approach is not final, their agency is planning to use the IU accrual transaction, where possible. The Council members had extensive discussion and Ms. Hermeling confirmed that there have been significant conversations with DMS and reminded the Council that the IU Accrual transaction was designed for this purpose. More information will be shared in future communication from DMS.

The Council asked if all enterprise partners will resume their testing schedule. Ms. Hermeling was present to speak for DFS A&A and she said, yes, they would. Additionally, the A&A website will have UAT guidance in the near future. She confirmed that A&A will be building out their desk procedures during this period, so they will try to follow future business processes (operations like manner) as part of the remainder of UAT. For A&A, some of the new processes are significantly different. The process will not be the "speed of business", as the A&A team is gaining speed and working through new processes, so agencies should expect slower processing.

A Council member asked Ms. Hermeling if they should try to mirror their test transactions to what they will look like post go-live, such as with attachments. Ms. Hermeling confirmed that A&A would prefer that, so that they may match future processes. If there are any special requests by agencies, such as requests to reject or test special processes on their side, that the agency should email one of the published A&A email addresses to request that support or special action. Ms. Hermeling confirmed that they are developing UAT guidance that will be published soon to their [A&A Florida PALM Connection](#) website.

A Council member asked how will 'refund' budget be converted, especially for interest refunds. Ms. Hermeling and Mr. Jimmy Cox said they would take the scenario back and requested that the member send them the details. A fellow member asked to have the answer shared with the group, when available.

A member asked about fellow member agencies' monitoring whether their vouchers were going to A&A for audit. The member had an "ah ha moment" regarding the right report to use and the appropriate status indicator. Other members shared that they have dedicated team members regularly reviewing reports to monitor "voucher audit" status. This was an indicator

As a follow up, the DFS A&A team shared that they are reviewing the timeframe for auditing vouchers; they discussed setting a temporary timeframe (e.g., 30 days) for the first few months after go-live to allow for new processes and the learning curve in a new system, both by her team and agency end users. Members discussed the question and approaches for monitoring the audit status and for providing audit back-up.

Mr. Cox said if agencies are interfacing vouchers in Florida PALM, they should be utilizing the voucher status report to see which vouchers were pulled for auditing and need attachments. The voucher audit status report can be a way of knowing that back up is needed before A&A has to reach out.

A member asked how long vouchers will remain before some action is taken. Vouchers will fall off after a set number of days utilizing the [SDE012](#) batch program. Specific timing will be published; however, it will be a slow roll during production, again allowing additional time during Hypercare and system stabilization. For the coming few weeks in UAT, the job will not be run to allow for more time to process and because there are errored transactions that we don't want wiped.

A Council member asked for information regarding reimbursement from Certified Forward funds for payroll. Mr. Cox said the Knowledge Center has an article on [Additional Payrolls After Refresh](#) that would help. The member wanted confirmation that creating an IU transaction would reimburse current year budget from prior year budget. Ms. Deana Metcalf said the solution would be from the General Ledger (GL) and details on this topic will be covered during the UAT Carry Forward session. Mr. Robert Herron asked what agencies should bring to the UAT session to support learning how to replicate payroll reimbursements. Ms. La'Vondria Norton said agencies should bring samples of their payroll that was posted from July (what was certified) and the same ChartField string used to create the payables. The member further asked if the reclassification to prior period will establish the appropriate payables or if another activity is required to set the appropriation to prior year in order to make a reimbursement. Ms. Norton said GL Journals would be used and reminded the group the Carry Forward sessions will walk through this information. Agencies can get a preview of the accounting and budget events that will be used during UAT sessions on the Knowledge Center.

The Council asked if the daily deposits would resume to daily processing. Mr. Cox said the Project will process the first 10 bank days of July and will do more testing in September. However, loading / running daily files is not an option because the volume of unreconciled deposits build up and cause system performance issues, due to agencies not reconciling the daily files.

Having no further questions, Ms. Robertson returned to the meeting presentation, sharing the Project will be hosting year-end UAT sessions in late August/early September with all agencies. Financial Reporting and Carry Forwards subjects will be covered. A calendar of activities, process steps, and applicable roles have already been published on the UAT Communications page of the Knowledge Center. Session materials and demonstrations will be published following the sessions.

A virtual Asset Inventory Workshop will be held in September to walk agencies through the different kinds of inventory methods: Classic, Mobile, and Manual. Through a survey and touchpoint conversations, it was discovered that not all agencies have tested asset options, they

don't understand interface selection options or the required roles to perform the functions. More information will be shared as the Project finalizes details of the virtual workshop. Mr. Cox encouraged the right subject matter experts to attend the workshop. Sessions will be recorded and published.

Agency Sponsors have been asked to complete biweekly Pulse Checks leading up to their Agency Readiness Certification #4 in November. By completing the Pulse Checks, they can mitigate or correct issues, identify roadblocks, and share progress with the Project and ESC ahead of their vote to move forward with Florida PALM go-live. A touchpoint will be held with Agency Sponsors and Project leadership tomorrow to discuss this approach and request.

The Project is moving into Dry Run 3 execution activities. Agency workbooks close on August 21. UAT will continue to use Dry Run 2 data through the remaining UAT timeframe. Agencies must continue to cleanse their data, fine tune configurations, and map data used in FLAIR.

Proviso Validation

Facilitated by Jimmy Cox, La'Vondria Norton, Angie Robertson

Ms. Robertson brought attention to the UAT Proviso Requirement Questionnaire in Smartsheet that agencies need to complete as part of agency monthly progress report. Ms. Norton will discuss one of the criterion regarding General Ledger Trial Balance Report in Florida PALM.

Ms. Norton shared the GLI001 Ledger Conversion file which converts agency records from the FLAIR Master Balance File into Florida PALM to establish new detailed balances. At a minimum, detailed agency balances are recorded using the following required Florida PALM ChartFields: Organization, Account, Fund, Budget Entity, Category, and State Program. The conversion considers General Ledger Codes (GLCs) 1xxxx through 7xxxx. Florida PALM is implementing the budget module; therefore, the conversion does not consider balances related to GLCs 8xxxx and 9xxxx. The GLI001 Dry Run 2 conversion data represent balances as of June 30, 2026.

Agency unique codes must be correctly mapped by August 21 to be used in Dry Run 3. Old or inactive FLAIR values for Budget Entity, Category, and State Program converted to all zeros in Florida PALM. In Florida PALM, balances are maintained at the fund level and not the lower ChartField level. The information should match between FLAIR and Florida PALM at the fund level.

When agencies run their Trial Balance after UAT reopens, Ms. Norton recommends making sure agency funds are in balance by running period 12 (June) first. That period has a balance as of June 30, 2026, and all journals relating to the conversion will be posted there.

Ms. Norton reminded the Council the Florida PALM production (CMS) has balances already from deposits. Agency investment codes were included in the conversion as a 141xxx code. Because Florida PALM already has those records, the system cannot double count (duplicate), so the balances that are associated with investments from FLAIR were reversed to match the balances that already existed in Florida PALM.

Similarly, the General Revenue (GR) cannot have a double count. GR reversals were done for agencies in the conversion process. When reviewing the Trial Balance, agencies will see a bank line item and amount listed; Ms. Norton reminded the Council that agencies do not 'own' GR cash and this line item only represents the deposits made by the agency on behalf of the state.

Instructions on which accounts will be reversed are also provided on the [GLC001 supplemental](#) and this was discussed in the August 13, 2026 [Thursday Task Talk](#).

Cutover Timing and Planning

Facilitated by Jimmy Cox, Angie Robertson

Ms. Robertson discussed the open Readiness Workplan task for an agency's deployment plan and checklist that is due September 11. She asked the Council about their progress or if there were any blockers for completing this task.

The Council asked if the Project would consider pushing the due date back as there may be aspects of their planning that are not complete by that date. An agency representative, non-member, agreed that the task criteria asks agencies to report being complete, but the plan is a living document and won't be 'done'. Mr. Cox agreed, saying the plan and checklist are not meant to be final and can be updated until go-live. The criteria is meant to help agencies work through the areas of cutover.

The agency representative also addressed UAT Proviso requirement number 6 that says all agency business systems must be remediated before go-live. Mr. Cox said the House and Senate gave clarification that this is meant to be critical agency business systems not all agency business systems (i.e., Tier 1 systems). Specifically, systems that, without adequate remediation, could cause issues for the agency at go live. A member of the audience asked if the Project had a list of what those systems were (e.g., the ones they would expect a response from agencies for). Mr. Cox reiterated that it's the list of systems the agencies are maintaining in their Smartsheet inventory to support testing.

Several members asked about the timing of cutover activities that require or are performed in People First. Mr. Cox shared that the information on the [Deployment Planning](#) page can be a resource for agencies but that information and more is still pending final confirmation from People First.

A representative of the Council asked for an update on PCard usage during the FLAIR downtime. Ms. Hermeling shared the DFS A&A team anticipates a plan that includes agencies identifying a small number of cardholders who can make emergency purchases only during this time. More information will be shared as it is available.

A member of the public asked if the UAT environment would be available for continued testing after Interface Cycle 3 Testing concludes in October. Mr. Cox said, yes, that the UAT environment will be available through Go Live for end users and agency business system for training purposes only.

The Council ran short of time; therefore, the previously submitted member questions will be addressed in the next meeting.

Closing Remarks

Facilitated by Robert Herron

Mr. Herron adjourned the meeting. The next meeting will be held on September 16, 2026, at the Department of Environmental Protection.