

Date	July 15, 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); Nikki Klein (DFS); Deana Metcalf (DFS); Angie Robertson (DFS)		
Related Documents	Presentation		

<i>Topic</i>	<i>Facilitator(s)</i>
Opening Remarks	
Welcome and Roll Call	Robert Herron
Discussion Topics	
Year-End Testing	Deana Metcalf
Discussion Topics - Agency Readiness Certification #3 - UAT Engagement Plan - Agency Deployment Planning	Jimmy Cox Nikki Klein 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, DCF, DEP, FDC, and FDLE.

Ms. Angie Robertson shared two graphs with stats from agency testing; 1) UAT Log In by Agency and 2) Total Time spent in the UAT Environment by Agency. Both graphs show data per month from February (start of All Agency UAT) to June. While some agency and enterprise partner testing increased from May to June, overall testing in June showed the lowest testing since the

start of UAT in February. These graphs and individual agency testing statistics have been published on the Florida PALM website on the Testing webpage.

Year-End Testing

Facilitated by Deana Metcalf

Year-end testing is planned to occur August 24 through October 16. It will include Financial Reporting and Carry Forward activities. The months of June through September will be open for dual-year processing and the Agency Adjustment Period for financial reporting. The Project coordinated with MFMP, STMS, and LAS/PBS to plan for Carry Forward testing. The fiscal year 2026-2027 testing can occur in tandem. Attention to accounting dates will matter; the system will default to current dates.

A new UAT Year-End Testing timeline was presented; detailing dates and key activities for Financial Reporting and Carry Forward.

Additional details were shared through a Carry Forward Testing timeline detailing key events and timing that will take place. The timeline previewed the types of activities that will occur within the AP/PO, IU, GL, AR, and KK modules.

The Project will host UAT in-person sessions for year-end topics August 26-27 and August 31-September 3. For in-person UAT sessions, the Financial Reporting topic will be covered in one day, and the Carry Forward topic will be covered over two days. Each topic will be presented twice to accommodate all agencies with space restrictions. Up to four participants per agency may attend and all participants for the agency should attend the same session. Ms. Deana Metcalf noted many of the financial transactions (i.e., process a voucher) will not be demonstrated during the sessions because they were demonstrated during previous Project-hosted in-person sessions. Attendees should bring year-end work (including consolidations, adjustments) to UAT Year-End sessions. Ms. La’Vondria Norton said the year-end account values will be published prior to UAT Year-End testing.

The Council is concerned with making the connection between current FLAIR values (test information) and new year-end Florida PALM values. Ms. Norton said if agencies were involved previously with mapping FLAIR values to Florida PALM values, based on our proposed values, agencies will be able to determine which ones are needed, and the additional values needed for financial reporting will be provided during the sessions.

The Council shared concern with having only one day of the Financial Reporting year-end session because some processes that will be performed in Florida PALM are a very different concept from today. Ms. La’Vondria Norton assured the Council that some of the entries done today in FLAIR will not be a process in Florida PALM (i.e., closing out ‘little GR’). Sharing another example, processing payments / confirming balances across agencies should be conducted in the IU module, which was previously tested with agencies in UAT sessions, and will not be covered in a year-end session.

The Council asked how to validate if accounting values are missing. Ms. Norton said agencies have been able to request new values during UAT and the Project will continue that process and configure new values if determined appropriate. The Project plans to continue sharing guidance on year-end activities alongside the DFS Division of Accounting and Auditing each year.

Ms. Deana Metcalf reminded the Council of the value of weekly UAT Office Hours to discuss struggles and questions with the Project and with other agencies.

Materials for the UAT year-end sessions will be shared prior to the session. Agencies can review business process models 10.1 and 10.4, and adjustment period in the Knowledge Center as a refresher.

Ms. Metcalf said attendees should be experienced with year-end transactions and have understanding in the following:

- (Financial Reporting) recording year-end accounting and accrual entries, IU transactions, recording adjustments within period 12 and 998, and journal functions to record and adjust.
- (Carry Forward) PO encumbrances, PO vouchers, IU transactions, GL journals, and the State's carry forward process.

All attendees are expected to take the information learned in the UAT year-end sessions back to their agency and share with other testers.

Discussion Topics

Facilitated by Jimmy Cox, Nikki Klein, Angie Robertson

Agency Readiness Certification #3

Agencies submitted the third update to the Readiness Certification on July 10. All agencies submitted, with two agencies submitting late. Responses from [Agency Readiness Certification #3](#) were published on the Florida PALM website, under Agency Reporting. The webpage was created to display the Agency Criteria Met, Not Met, Mitigations Plans, and Confidence Levels across People, Processes, Technology, and Data.

Overall, 74 percent of agencies have a confidence level of Very Confident or Moderately Confident. The Technology category showed the lowest confidence levels. Seventy-nine percent of all readiness criteria were met or not applicable. Mitigation plans were required for criteria not met.

The Council asked if a survey to agency CCN or leadership should be conducted to seek input on concerns and struggles being faced before go-live. Another suggestion was one-on-one touchpoints with agency leadership who do not attend meetings like the Advisory Council, Executive Steering Committee, or monthly touchpoints. Mr. Fielder reminded the Council of his intention to reach out and talk with each Agency Sponsor individually as a follow up from the Agency Sponsor meeting held in May.

Ms. Klein continued, when comparing Confidence Levels between Agency Readiness Certification #2 and Certification #3, there was a slight decrease in Green indicators and an increase in the number of Yellow indicators. This is to be expected. Agencies are still working on activities across People, Processes, Technology, and Data (e.g., testing, remediation, training plans) and likely will not feel Very Confident (Green indicator) until near completion. Readiness Coordinators will follow up in touchpoints. If agencies have not logged a risk or issue for red indicators, they should.

UAT Engagement Plan

A [UAT Engagement Plan Template](#) is available on the Florida PALM website to assist agencies with creating their plan, as required by fiscal year 2026-2027 Proviso. The template leverages agency's UAT Plan and Monthly Progress Reports, previously created and submitted through Readiness Plan Tasks. The Project will publish agency submissions on the Florida PALM website

after the July 31 due date. The Proviso requirement is tied to appropriation. If an agency is not getting funds for Florida PALM, the requirement does not apply.

Ms. Robertson said part of the plan is to describe the agency's approach for getting end users in to test, for example increasing the level of testing (users, test scenarios). A Council member shared testing will likely not increase in July due to year-end activities and catching up on agency responsibilities that were put on hold during year-end. Another member supported that comment and said it is unreasonable to expect more testing in July, specifically in DM or AMFR activities. Another member said their agency is pushing the managers to work overtime and stagger testing, which has helped their agency increase testing. Ms. Robertson responded that the UAT engagement plan should indicate a strategy.

UAT Refresh

UAT Refresh reminders were shared, previously discussed in detail in the May meeting. In summary, the Dry Run 2 data will be the starting point for UAT data when the UAT environment restarts after the refresh. Additionally, the FY 26-27 budget files, new year budgetary COA, and encumbrances created by July 31 will be loaded. Agencies will need to run a Trial Balance report in the UAT environment after the refresh and before testing new processes to confirm balances are as expected.

A Council member asked if all enterprise partners were integrated with Florida PALM for testing. Ms. Metcalf answered yes with the exception of PCard Works. Mr. Cox said PCard Works will not simulate volume production. Updates should be made to the source system if changes are needed.

Ms. Renee Hermeling said DFS A&A has been testing with PCard Works. They test small dollar amounts, will be doing positive and negative transactions (what should and should not go through), and will also test error messages. Within the next few weeks, they will inactivate codes which will be announced on the UAT Communication message board.

A Council member asked will the rejection time for PCard charges be less in Florida PALM and FLAIR. Ms. Robertson said the [SDE012 article](#) in the Knowledge Center explains this error cleanup process that pertains to MFMP, STMS, and PCard Works.

A Council member asked for a Florida PALM encumbrance report. This report was published and is now available in Florida PALM through a query (FLP_POR010S_PO_ENC_BALANCE). A member of the public requested the query information be shared. Mr. Cox confirmed the Project would share query as part of the Advisory Council meeting minutes. Clarification was made that Project-created queries will be saved and will be available after the UAT refresh; however, agency-built queries will be wiped (PeopleSoft queries only). Agency-built DW/BI reports will remain after the refresh.

Agencies should prepare budgetary allotments for their FY 25-26 unexpended balance as of June 30 close of business, and their FY 26-27 appropriations budget. 'Track with Budget' agencies will be required to provide their budgetary allotments for FY 25-26 to Florida PALM to load. All other agencies will be required to process their budgetary allotments for the FY 26-27 in Florida PALM once the UAT environment is available. The Project will create a task for the 'Track with Budget' agencies to support these activities.

Agency Deployment Planning

This is a new task for agencies. To support their planning, enterprise partner downtime timeframes were published on the Knowledge Center. People First has not yet confirmed their

downtime, but draft dates have been published. Ms. Robertson asked if the Council had questions on the deployment planning task. A Council member asked if the jobs feature on People First would be the only feature working during their downtime. Mr. Cox said the jobs feature is not tied to the People First log in; therefore, it can run while the rest of the People First site is down.

The Council asked what degree of detail the deployment plan should have regarding disbursements and receipts that are identified to be during the cutover window. Ms. Hermeling said knowing all considerations are helpful; however, her team will not validate agency plans. DFS A&A will share a template for advanced payments approval during the cutover down time to assist with agency planning.

A Council member followed up on the previous request/acknowledgement for a standard vendor message for cutover downtime. Ms. Hermeling said the message will be shared with agencies after it is reviewed and finalized.

Closing Remarks

Facilitated by Robert Herron

Mr. Herron adjourned the meeting. The next meeting will be held on August 19, 2026, at the First District Court of Appeal.