

FloridaPALM

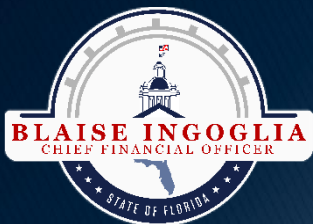
Planning, Accounting, and Ledger Management



THURSDAY Task Talk

Hosted by the Florida PALM Readiness Team

JULY 9, 2026



Agenda

► Task Spotlight:

- 681 – Submit Monthly Progress Report – Testing, Training, Cutover
- 586 – Create Agency Deployment Plan & Cutover Checklist
- 703 – Maintain Configuration & Conversion Workbooks
- 704 – Maintain Role Mapping Worksheet
- 619 – Update Agency Readiness Certification #3

► Task Reminders

► Questions



681 – Submit Monthly Progress Report – Testing, Training, Cutover

Due July 31

► What's New?

- Agency Supplier Testing
- Confirmation of Risks and Issues
 - Risk and Issue Worksheets will be open for confirmation for July next week, after Bimonthly Status Report submission
- Deployment Plan Questionnaire
- Prerequisite Training Statistics
 - Now being calculated on full list of agency end users on role mapping worksheet, not just those currently in UAT
- Business Process Documentation and Agency-Specific Training Material Development Status
 - Now shows status of creation/updates

Project Management	
Risks	Issues
Total Count of Confirmed Risks = - Confirmed Open Risks = - Confirmed New Open Risks = - Confirmed Closed Risks During Reporting Period = Risk Ratings - Risk Rating of 9 = - Risk Rating of 6 - 8 = - Risk Rating of 5 and Below =	Total Count of Confirmed Issues = - Confirmed Open Issues = - Confirmed New Open Issues = - Confirmed Closed Issues During Reporting Period = Priority Levels - Issues with Priority Level High = - Issues with Priority Level Critical =

Training	
Prerequisite Training	Agency-Specific Training Inventory
Total Number of Learning Paths for End Users = - UAT Learning Paths Completed = Percent Complete = %	Applicable Topics Based on User Stories = - Number of Topics Dispositioned for Updates/Creation = / - Number of Topics Requiring Training Materials = / Development Status - Not Started = - In Progress= - On Hold = - Complete =

Business Process Documentation Updates
Applicable Topics Based on User Stories = - Number of Topics Dispositioned for Updates/Creation = / - Number of Topics Requiring Documentation Updates/Creation = / Documentation Status - Not Started = - In Progress= - On Hold = - Complete =

681 – Submit Monthly Progress Report – Testing, Training, Cutover

Due July 31

► Agency Supplier Testing

- Agencies must complete test scenarios in UAT during the month of July to confirm their Supplier Record
- Agency Supplier Record Crosswalk_Early Run is available in Secure File Share > Conversion Workbook Inventory > Dry Run 2 > APC001
 - The document is for reference only
- If updates are required, you must submit a UAT ticket
 - Upon approval, updates will be made in UAT by the Project/A&A
 - Tickets must be submitted by **7/24** to be included for the Supplier Conversion in Dry Run 3

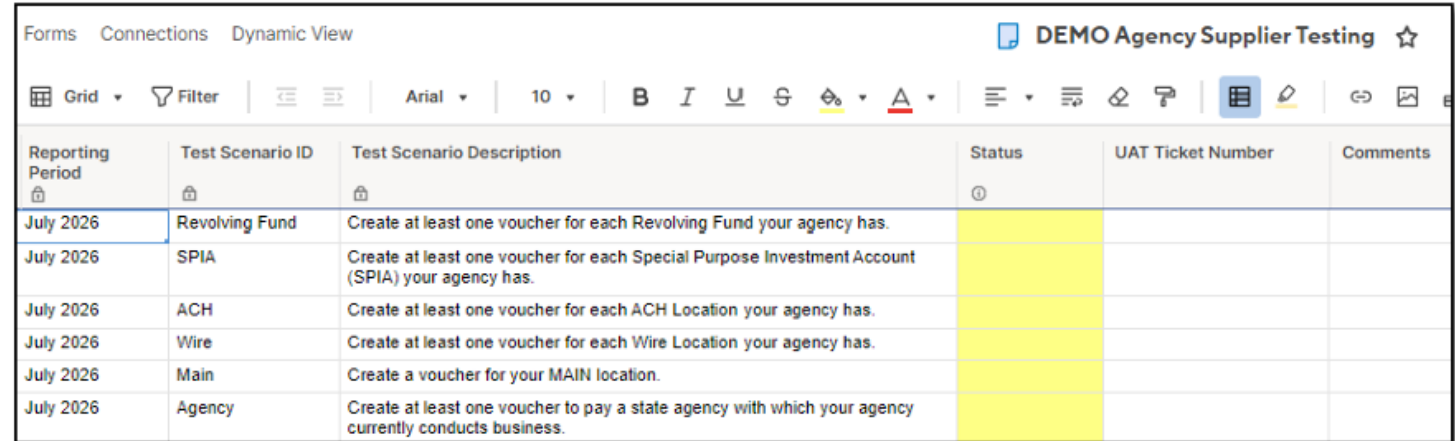


681 – Submit Monthly Progress Report – Testing, Training, Cutover

Due July 31

► Agency Supplier Testing

- 6 testing scenarios
- Complete at least 1 voucher for each scenario
 - Additional scenarios can be added to User Story Inventory
- Provide status in Agency Supplier Testing Worksheet
 - Only select N/A if the testing scenario does not apply to your agency
 - If testing results are inadequate, a UAT ticket is required
- Resources: [Entering a Voucher Manually](#) process steps and [Using the Inbound Voucher Spreadsheet Upload](#) process steps
- Additional guidance for vouchers created or monitored by interface is provided in supplemental document



The screenshot displays a web application titled "DEMO Agency Supplier Testing". It features a table with the following columns: Reporting Period, Test Scenario ID, Test Scenario Description, Status, UAT Ticket Number, and Comments. The table contains six rows of testing scenarios for July 2026.

Reporting Period	Test Scenario ID	Test Scenario Description	Status	UAT Ticket Number	Comments
July 2026	Revolving Fund	Create at least one voucher for each Revolving Fund your agency has.			
July 2026	SPIA	Create at least one voucher for each Special Purpose Investment Account (SPIA) your agency has.			
July 2026	ACH	Create at least one voucher for each ACH Location your agency has.			
July 2026	Wire	Create at least one voucher for each Wire Location your agency has.			
July 2026	Main	Create a voucher for your MAIN location.			
July 2026	Agency	Create at least one voucher to pay a state agency with which your agency currently conducts business.			

681 – Submit Monthly Progress Report – Testing, Training, Cutover

Due July 31

- ▶ Deployment Plan Questionnaire
 - Required for July
 - Provide update on your deployment planning efforts

Forms Connections Dynamic View

DEMO Deployment Plan Questionnaire ☆

Grid Filter Arial 10 B I U S A

Reporting Period	Deployment Plan Progress	Cutover Checklist Progress	Roles and Responsibilities Progress	Have you identified your Deployment Coordinator?	Downtime Fin Processing Alternatives Progress ①	Overall Confidence in Completing Plan Timely	Overall Confidence in Completing Plan Sufficiently	Comments

586 – Create Agency Deployment Plan & Cutover Checklist

Due September 11

- ▶ Agency responsibilities during deployment:
 - Providing agency-specific configuration and conversion mapping.
 - Ensuring data in FLAIR, MFMP and FACTS is cleansed and ready for final conversion.
 - Maintaining agency operations during downtime.
 - Performing cutover and contingency planning for agency business systems.
 - Executing final agency business systems cutover activities and preparing for interfaces.
 - Performing “catch up” activities, including transaction processing, after Go-Live.
- ▶ Resources
 - [Deployment Planning](#) in Knowledge Center
 - Updated to include Key Cutover Dates for Agency Planning
 - [Deployment Plan Template](#)
 - [Cutover Checklist Template](#)

Key Date	Key Date Description	Implication for Agency Planning
11/13/2026	Production ChartField Configuration Freeze	No values added to FLAIR after this date will be converted. Agencies will have to set up directly in Florida PALM or follow the new COA request process after Go Live.
11/30/2026	Agencies Submit Final Configuration, Conversion & Role Mapping Workbooks	All agency-maintained configuration, conversion, and role mapping information must be in their workbooks (Smartsheet) for loading into Florida PALM during cutover. Any information not included in the workbooks or information in error in the workbooks will not be converted or may be defaulted, depending on the conversion program. Agencies will have to set up directly or clean up any data errors in Florida PALM after Go Live.
12/4/2026	Supplier, Contracts, and Grants Add/Update Freeze	No values added to FLAIR or FACTS after this date will be converted. For agency-initiated changes, they will have to follow the new Supplier add / update process after Go Live.
12/16/2026	Stage Gate 5 - Deployment Readiness	The Project will decide whether to officially begin the Cutover period activities. If Cutover begins, FLAIR will begin to come offline between this date and 12/24/2026.
12/18/2026	Departmental FLAIR Payment Processing Ends	Agency Departmental access will be suspended and therefore, no new transactions (e.g., payments) may be made in FLAIR.
12/23/2026	Central FLAIR, PYRL, and Florida PALM Processing Ends	No payments or deposits will be processed until “Catch Up” processing begins for select processes (i.e., bank files) or until after Go Live for remaining.
01/01/2027 - 01/03/2027	Catch Up Processing - Payroll	The Project team, select third parties, enterprise partners, and limited end users will be in Florida PALM processing catch up transactions from the downtime period.
01/04/2027	Stage Gate 6 - Continue Deployment	The Project will decide whether to continue with Go Live, based on the results of the Cutover activities and the execution of the first payroll. If Go Live does not proceed, the “fallback” to FLAIR will begin. Agencies should be able to “fallback” their agency business systems in the event that the State restores FLAIR as the State’s accounting system of record.
01/03/2027 - 01/10/2027	Catch Up Processing - Financials	The Project team, select third parties, enterprise partners, and limited end users will be in Florida PALM processing catch up transactions from the downtime period. Critical daily files, such as banking files and multi-agency impacting files from the Department of Revenue will be processed so that the financial information is within Florida PALM at go-live.
01/12/2027	Go Live	Florida PALM is available for all agency end users to access and batch processing begins.

586 – Create Agency Deployment Plan & Cutover Checklist

Due September 11

► Deployment Plan Key Elements

- Agency Overview
- Objectives and Scope (People, Processes, Technology, Data)
- Key Activities
 - Preparation
 - Pre-Cutover
 - Cutover
 - Post-Cutover
- Contingency Plans
- Approach for Managing Deployment
 - Coordination
 - Tracking and reporting progress
 - Managing risks and issues
 - Communication
- Key roles and responsibilities and resources
- List of key downtime financial processing alternatives

► Agency-Specific Cutover Checklist

- Key Activities/Tasks (People, Processes, Technology, Data)
- Project's Published Key Cutover Dates
- Task Coordinator and resources for each task
- Relationships with other tasks
- Impacted cutover period, start and end dates, estimated duration
- Task progress/status

****Agencies will be required to provide Cutover Checklist progress in Smartsheet for future Monthly Progress Reports.***

703 – Maintain Configuration and Conversion Workbooks

Due July 31

► What's New?

- Payroll Configuration Workbooks Updated –
 - Configure Value Column selection is now only “Yes”
 - When data is refreshed in your workbook, if a row changes or is new the Configure Value column will be blank, requiring agency action to review, make any necessary updates to the row and mark “Yes” in Configure Value column
- July verification only requires Configuration Workbooks to be error free
 - Conversion Workbooks will remain locked until July 20th

704 – Maintain Role Mapping Worksheet

Due August 21

- ▶ Maintaining role mapping between time of role mapping submission (6/26) and the UAT Refresh
 - RW updated with new end date of 8/21

Task ID	Task Name	Task Description	Task Planned Start Date (dates subject to change)	Task Planned End Date (dates subject to change)
704	Maintain Role Mapping Worksheet	Review and update Agency Role Mapping Worksheet during UAT.	07/01/26	08/21/26
707	Maintain Role Mapping Worksheet	Review and update Agency Role Mapping Worksheet during UAT.	08/24/26	09/30/26
708	Maintain Role Mapping Worksheet	Review and update Agency Role Mapping Worksheet during UAT.	09/01/26	09/30/26

- ▶ Previous role mapping submissions have been reviewed
 - RCs will provide feedback on any errors identified for agency remediation

619 – Update Agency Readiness Certification #3

Due July 10

- ▶ Requires responses for criteria and confidence levels overall and by critical operational element (people, processes, technology, data)
 - Responses should be based on progress made as of **June 30** (submission forms to be activated on July 1)
 - Comments are not required but encouraged
 - Some responses auto-populated based on RW Tasks and Progress Reporting data
- ▶ Mitigation Plans required for any criteria not met
- ▶ Past progress reporting data, including cumulative testing, provided in Agency Archive Workspace

Helpful Links		DEMO Readiness Certification #3 Dashboard		Readiness Certification #3 Confirmation	
Agency Readiness Certification Agency Readiness Certification #1 Agency Readiness Certification #2		Continue UAT and Prepare for Training		Agency Sponsor Name:	Confirmed By:
				DEMO Sponsor	floridapalm@myfloridacfo.com
				Confirmation Date	04/22/26
SUMMARY					
Overall Confidence Level					
People		Processes		Technology	
Confidence Level - People		Confidence Level - Processes		Confidence Level - Technology	
Criteria 1.1		Criteria 2.1		Criteria 3.1	
Criteria 1.2		Criteria 2.2		Criteria 3.2	
Criteria 1.3		Criteria 2.3		Criteria 3.3	
Criteria 1.4				Criteria 3.4	
Criteria 1.5					
Data				Confidence Level - Data	
Criteria 4.1				Criteria 4.1	
Criteria 4.2				Criteria 4.2	
Criteria 4.3				Criteria 4.3	

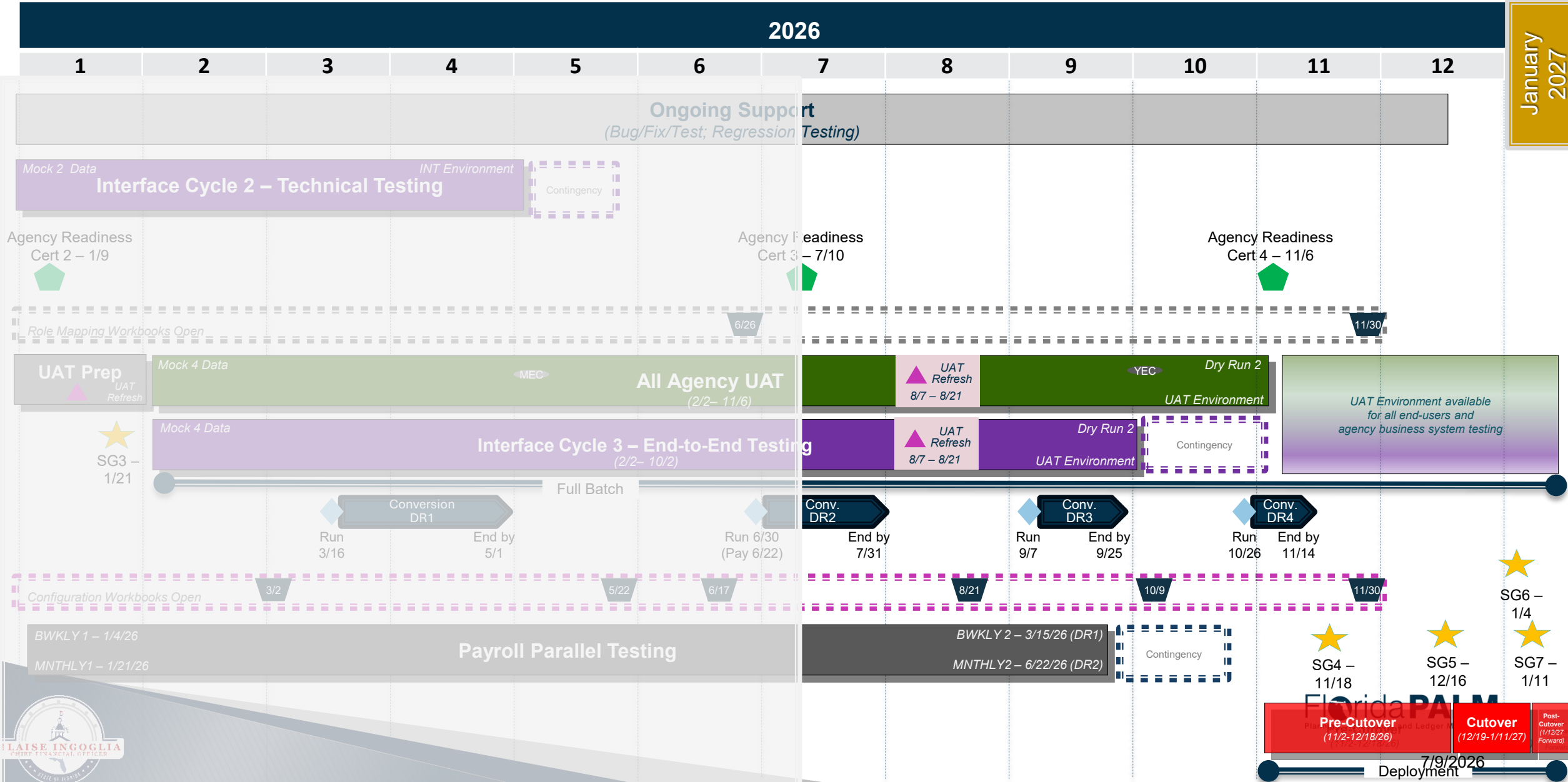
619 – Update Agency Readiness Certification #3

Due July 10

- ▶ Published 7/1/26 - Update to Criteria 3.1 - All Cycle 3 interfaces have been successfully tested in UAT multiple times
 - Yes – 100% met
 - No – Greater than 90% met
 - The cell will be highlighted yellow for this selection. A mitigation plan will be required.
 - No – Less than 90% met
 - The cell will be highlighted red for this selection. A mitigation plan will be required.
 - Project-provided comment in Comments column to indicate the number of interfaces that have been successfully tested in UAT multiple times out of the total number of interfaces for that agency

Testing Timeline

As of June 23, 2026



Task Reminders

Upcoming Due Dates:

Friday, July 10

- ✓ 619 – Update Agency Readiness Certification #3
- ✓ 680 – Submit Bimonthly Agency Readiness Status Report (Last one!)

Friday, July 31

- ✓ 681 – Submit Monthly Progress Report - Testing, Training, Cutover
- ✓ 703 – Maintain Configuration and Conversion Workbooks

Friday, August 21

- ✓ 704 – Maintain Role Mapping Worksheet



Questions?



CONTACT US

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