

FloridaP^{ALM}

Planning, Accounting, and Ledger Management



THURSDAY Task Talk

Hosted by the Florida PALM Readiness Team

AUGUST 13, 2026



Agenda

- ▶ Conversion File Approach, Updates, and What to Know
 - ▶ GLC001 – Ledger
 - ▶ POC001 – Open Encumbrances
- ▶ OCM Minute
- ▶ Reminders & Upcoming Task Due Dates
- ▶ Questions



GLC001 – Ledger

➤ V providing Title Slide



POC001 – Open Encumbrances

- Encumbrances recorded in FLAIR on July 1, 2026, through August 1, 2026, were converted using Budget Period 2027
- Unique Prefix added to the Encumbrance ID sequence
- Agency encumbrances with valid Tax ID's
 - Determine if the encumbrance should be created in the Inter/Intra Unit module or should it remain in the AP module

FWC Transition to Florida PALM





Preparing our Staff

Engagement – In addition to including end users in UAT, we are including many of them in our Deployment Planning process

Communication – For those that have not been actively participating in either of those activities yet, we are sending out frequent communications via email and our divisional budget officers are meeting with their teams to prepare for the upcoming changes

Leadership Support

- Since the beginning of the Florida PALM project, FWC engaged executive leadership and has had support when needed
- Our Agency Chief of Staff (COS) is our Project Sponsor and our Agency Chief Financial Officer (CFO) is our Business Liaison.
- The approach we have been taking is “regular” communications are sent out by our Agency Liaison.
- “Important” communications are sent out by our CFO.
- “Critical” communications are sent out by our COS.

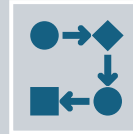
Connecting and Activities



During the Design phase of the project, FWC established “Super Subject Matter Experts (SMEs)”. These are the folks that have been engaged in almost every meeting Florida PALM meeting and agency-level decision making meeting.



Once we started UAT, we used our Super SMEs to educate the section leads and budget officers, creating a level of front-line SMEs.

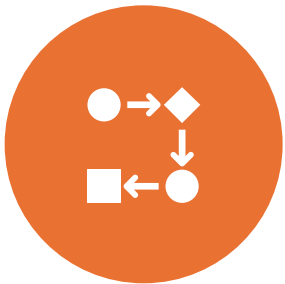


After the refresh, any of our end users that have not yet started testing, will be using our SMEs as the first-level of support, escalating to the Super SMEs, as needed.

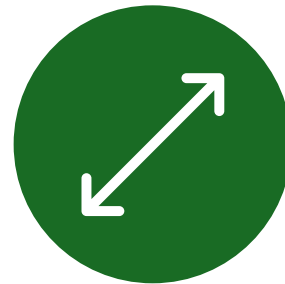


At the end of October, we will be hosting Florida PALM workshops where we will be answering questions and sharing more formalized processes as we move into prepping for go-live versus just practicing in Florida PALM

Lessons Learned



Don't hesitate to shift gears, if something isn't working, try a different approach



Everyone learns at a different pace, check-in on the folks that appear to not be making good progress, they might be on the struggle bus



Have patience, change is very hard for some folks



Don't take anything personal, learning new systems and processes can be very frustrating, which can cause folks to react in many different ways

Questions?

Topics & Activities List – Payroll Topic Updates

What's changed:

- 12 existing Payroll Topics have been merged into 6 Payroll Topics with new names
 - Role Mapping Worksheets have been updated to reflect new topic names

Agency Action Required:

- ▶ Review Business Process Documentation Smartsheet (Task 602) and update as necessary
- ▶ Review Agency Specific Learning Materials (Task 604) and update as necessary
 - Back-up versions of both sheets will be provided to support reconciliation

Old Topic Name	New Topic Name
Calculating Payroll	Processing Payroll
Creating, Loading, and Managing Paysheets	Processing Payroll
Updating Paysheets	Processing Payroll
Processing Off-Cycle Payroll	Processing Payroll
Adjusting Retirement Earnings	Managing Payroll Adjustments
Managing Payroll Reversals	Managing Payroll Adjustments
Recording Non-Cash, Fringe, and Other Adjustments	Managing Payroll Adjustments
Generating Payroll Accounting Distributions	Managing Payroll Accounting
Managing Employee W-4	Processing Calendar Year-End
Maintain Fiscal Year-End	Processing End of Period
Transferring Unclaimed Property Funds	Processing End of Period
Managing Position Funding Updates	Setting Up and Maintaining Position Funding

Topics & Activities List – GL Activity Updates

What's changed:

- Activity name changes
- Project will complete reconciliation to update User Story Activity Coverage and User Story Inventory sheets

***No agency action required**

Topic	Existing Activity Title	Proposed Activity Title
Opening and Closing Periods	Opening and Closing General Ledger and Source Module Period	Performing Month and Year End Analysis
	Managing Adjustment Periods	Creating Adjustment Period Journals
	Managing Year-End Close Period	Managing Year-End Close Period
Managing Enterprise Year-End Closing Procedures	Configuring and Running Closing Rules - Statewide	Creating Year End/Financial Reporting Journals
	Using the Inbound Spreadsheet Upload for Enterprise Component Units	Using the Inbound Spreadsheet Upload for Year End Journals

Task Reminders

Upcoming Due Dates:

Friday, August 21

- ✓ 704 – Maintain Role Mapping Worksheet
- ✓ 705 – Complete Data Cleansing in Preparation for Dry Run 3
- ✓ 706 – Submit Configuration & Conversion Workbooks

*August 24 – August 28

- ✓ Catch-Up Bank Files and End-to-End Deposit Testing

Monday, August 31

- ✓ 689 – Submit Monthly Progress Report – Testing, Training, Cutover

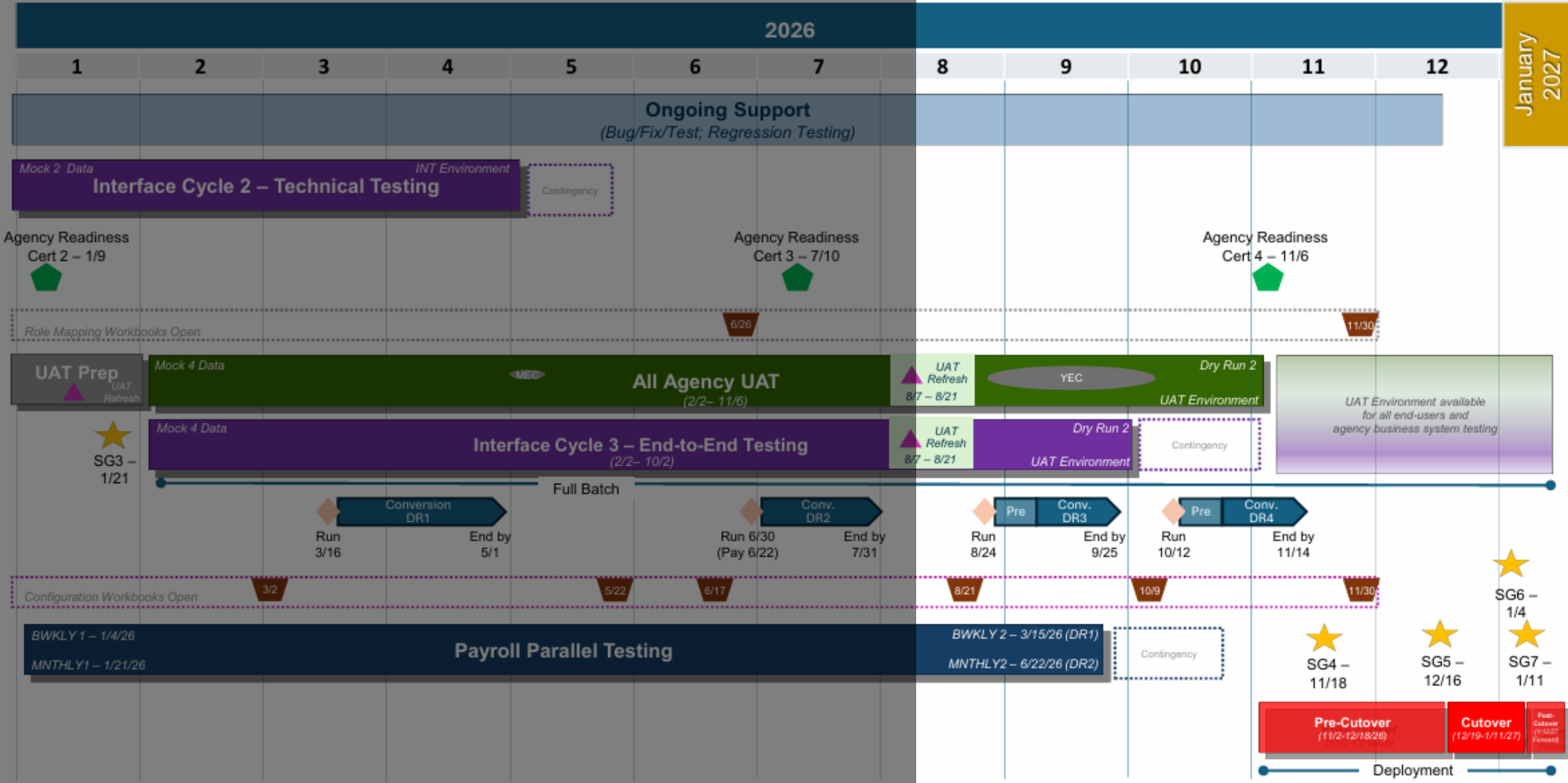
Friday, September 11

- ✓ 586 – Create Agency Deployment Plan and Cutover Checklist to Prepare for Go-Live



Testing Timeline

As of July 21, 2026



Questions?



CONTACT US

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