

FloridaPALM

Planning, Accounting, and Ledger Management



THURSDAY Task Talk

Hosted by the Florida PALM Readiness Team

AUGUST 20, 2026



FloridaPALM
Planning, Accounting, and Ledger Management

Agenda

- ▶ UAT Returns – After Refresh
- ▶ Readiness Certification #4 – Biweekly Sponsor Pulse Checks
- ▶ Updates and Reminders
- ▶ The OCM Minute – FWC's Transition to Florida PALM
- ▶ Upcoming Task Due Dates
- ▶ Questions



After UAT Refresh

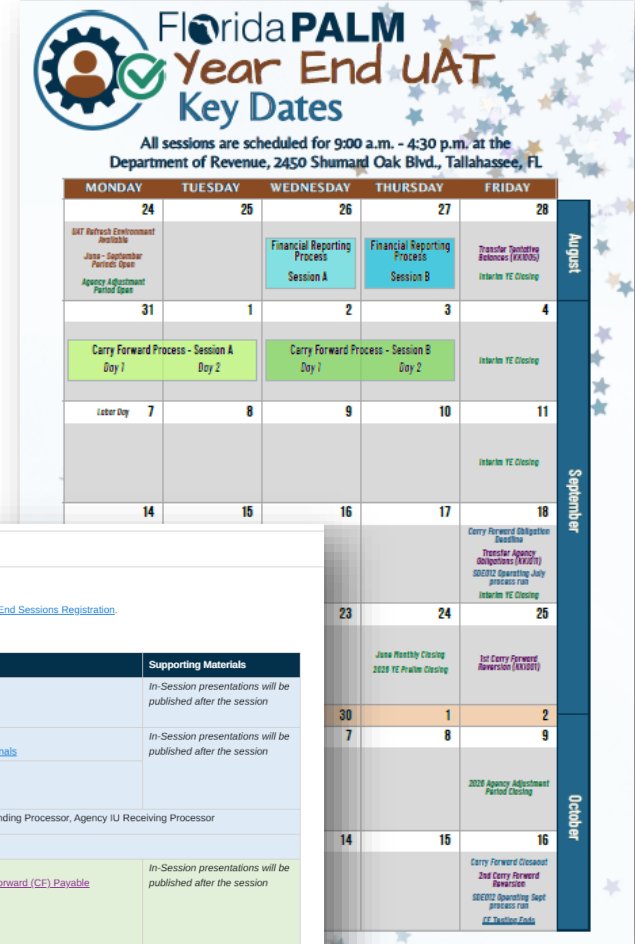
Agency Access

- ▶ SAM Portal will be available on Friday
 - Best practice: reconcile users were loaded correctly – Access Control Report
 - Based on Role Mapping Submission from June 26
 - User Profiles will be in “inactive” status
 - Existing user access can be updated
 - New users may not be added until the environment comes back up
- ▶ Agency End Users will be in on Monday morning
- ▶ Approved SOD conflicts will be “resolved” by A&A



After UAT Refresh Year End Testing

- ▶ Financial Reporting Sessions
 - August 26 & August 27
- ▶ Carry Forward Session
 - August 31 – September 1 & September 2 -3
- ▶ Applicable Process Steps and Roles have been added to the KC
- ▶ Presentation materials and videos will be available on the KC after the sessions



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 Jute - September Period Open Agency Adjustment Period Open		Financial Reporting Process Session A	Financial Reporting Process Session B	Transfer Tentative Balances (KX000) Interim YE Closing	
31	1	2	3	4	
					September
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	
Letter Day 7	8	9	10	11	
					October
14	15	16	17	18	
				Carry Forward Obligation Deadline Transfer Agency Obligations (KX000) SDE012 Operating Dept Processors for Interim YE Closing	
				23	
				24	
				30	
				1	
				7	
				8	
				14	
				15	
				21	
				22	

Year-End Testing

Agencies may send up to 4 participants to either Session A or B. The four agency participants must attend the same session, together.

Registration is closed. If you need to change your registration, contact [Florida PALM](#). You can view the names of those registered here: [Year End Sessions Registration](#).

All sessions are scheduled for 9:00 a.m. - 4:30 p.m.

Date	Subject Matter	Topic	Activity	Supporting Materials
August 26 Session A	Financial Reporting Process	Opening and Closing Periods	Performing Month and Year-End Analysis Creating Adjustment Period Journals Managing Year-End Close Period	In-Session presentations will be published after the session
August 27 Session B		Managing Enterprise Year-End Closing Procedures	Creating Year-End/Financial Reporting Journals Using the Inbound Spreadsheet Upload for Year-End Journals	In-Session presentations will be published after the session
		Processing IU Transactions	Creating and Updating Transactions in the IU Module Receiving and Updating Transactions in the IU Module Approving or Denying Transactions in the IU Module	
Financial Reporting Roles		GL Reconciliation Processor, Agency GL Financial Statement Journal Processor, Agency IU Sending Processor, Agency IU Receiving Processor		
Year-End Account Values - Coming Soon				
August 31 - September 1 Session A	Carry Forward Process	Processing Carry/Certified Forward Payables	Reviewing Open Encumbrances Adding/Updating an Encumbered/Unencumbered Carry Forward (CF) Payable (Receipts) Monitoring Carry Forward Payables Managing Budget Exceptions - Coming Soon Entering a Voucher Manually	In-Session presentations will be published after the session
September 2 - 3 Session B		IU Carry Forward Process	Managing the IU Carry Forward Process - Coming Soon	In-Session presentations will be published after the session
		Maintain Fiscal Year-End Updates	Identify Payroll Carry Forward Expenditures and Create Payables - Coming Soon	
Carry Forward Roles		Carry Forward Payables Processor, Carry Forward Payable Viewer, Agency Encumbrance Processor, Carry Forward Spreadsheet Upload Processor, Agency AP Processor, Agency AP Approver, Agency IU Encumbrance Processor, Agency IU Sending Processor, Agency IU Receiving Processor, Agency GL Financial Statement Processor, Agency Payroll Accounting Reporter		
Location				
DOR - 2450 Shumard Oak Blvd., Tallahassee, FL 32311 Building 2, Room 1250				



Readiness Certification #4

Future Task 628 – Due 11/6, Pulse Checks due Bi-weekly

- ▶ Last Certification of Agency Readiness for all 4 Critical Elements: People, Processes, Technology, Data
- ▶ Agency Sponsor Touchpoint to Kick Off Pre-Task Requirements
 - Bi-weekly Pulse Check to report confidence, actions taken, roadblocks

Forms Connections Dynamic View **Readiness Certification 4 - Pulse Check**

Grid Filter Arial 10 B I U

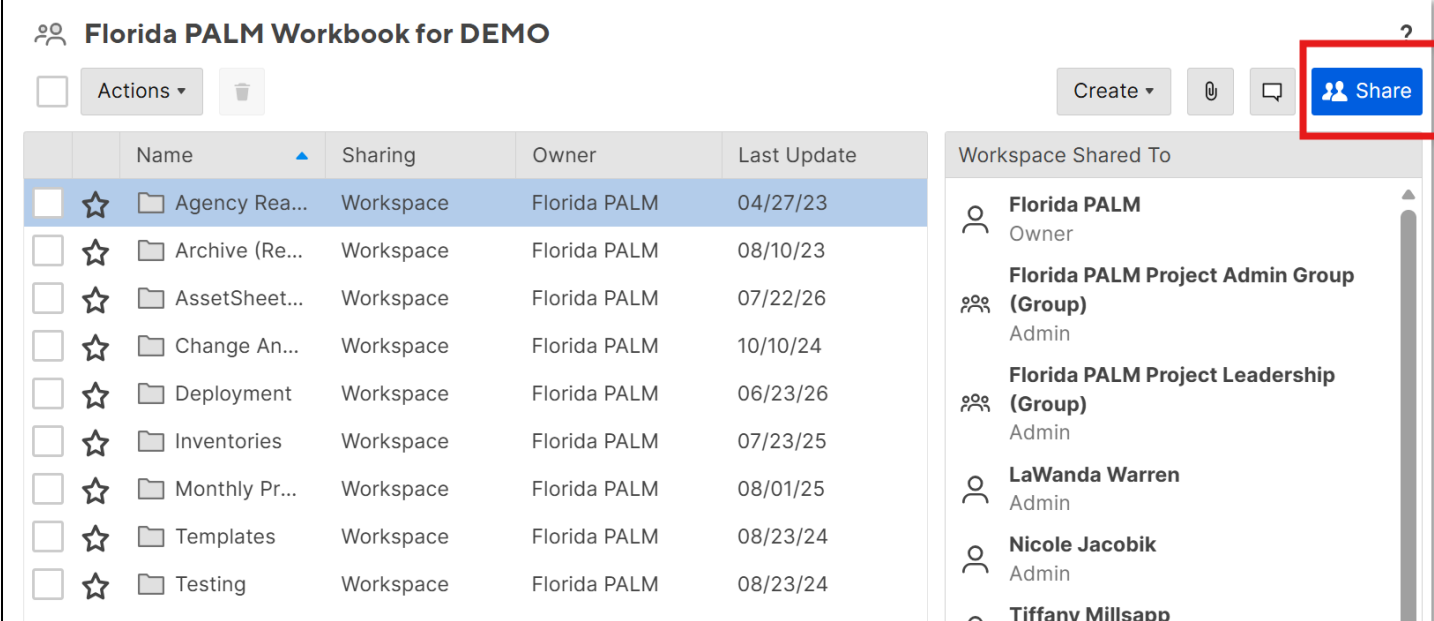
Critical Operational Element	Readiness Criteria	1 - Confidence Level in Meeting Criteria	1 - Basis/reason for selected Confidence Level?	1 - How will you meet or actions taken to meet?	1 - What roadblocks are you facing?
People	At least 25% of end users have completed Project-provided training, and the agency has a documented plan to complete remaining training before the end of January 2027.				
People	All agency-led training sessions have been scheduled and sessions have begun.				
People	End users have practiced or will practice completing job functions in UAT before go-live.				
People	End users have tested and validated end user roles.				
People	All impacted stakeholders are aware of go-live.				
People	Agency is tracking user and role changes in UAT since the UAT Refresh, has a plan for a final submission of complete and error-free role mapping before go-live and has a plan to track user or role changes until cutover.				

Table 1: Pulse Check Schedule

Pulse Check #	Release Date	Due Date
1	Tuesday, August 18	Monday, August 31
2	Tuesday, September 1	Monday, September 14
3	Tuesday, September 15	Monday, September 28
4	Tuesday, September 29	Monday, October 12
5	Tuesday, October 13	Monday, October 26

Updates & Reminders

- August 27 & September 3 Thursday Task Talks have been cancelled to accommodate UAT Year End Sessions
- Agency Smartsheet Access Management
 - Designated Agency CCN members have responsibility of removing and granting access to agency SMEs. (Viewer, Editor – can share, Editor – cannot share)



The screenshot displays the 'Florida PALM Workbook for DEMO' interface. At the top, there is a title bar with a user icon and the text 'Florida PALM Workbook for DEMO'. Below the title bar, there is a table with columns: Name, Sharing, Owner, and Last Update. The table lists several workspaces, including 'Agency Rea...', 'Archive (Re...', 'AssetSheet...', 'Change An...', 'Deployment', 'Inventories', 'Monthly Pr...', 'Templates', and 'Testing'. The 'Agency Rea...' workspace is highlighted. To the right of the table, there is a 'Workspace Shared To' section listing users and groups: 'Florida PALM Owner', 'Florida PALM Project Admin Group (Group) Admin', 'Florida PALM Project Leadership (Group) Admin', 'LaWanda Warren Admin', 'Nicole Jacobik Admin', and 'Tiffany Millsapp'. A red box highlights the 'Share' button in the top right corner of the interface.

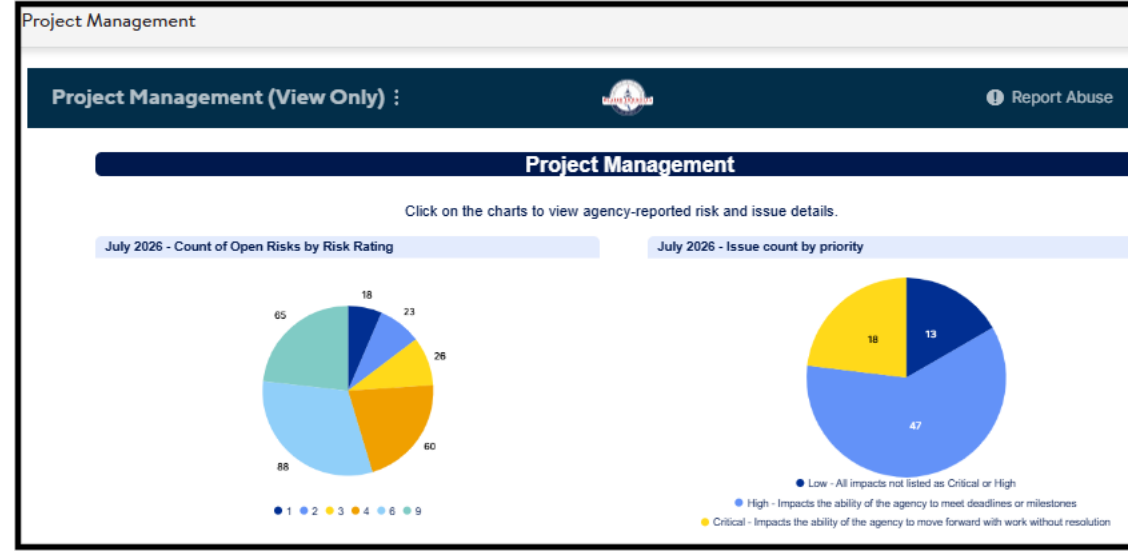
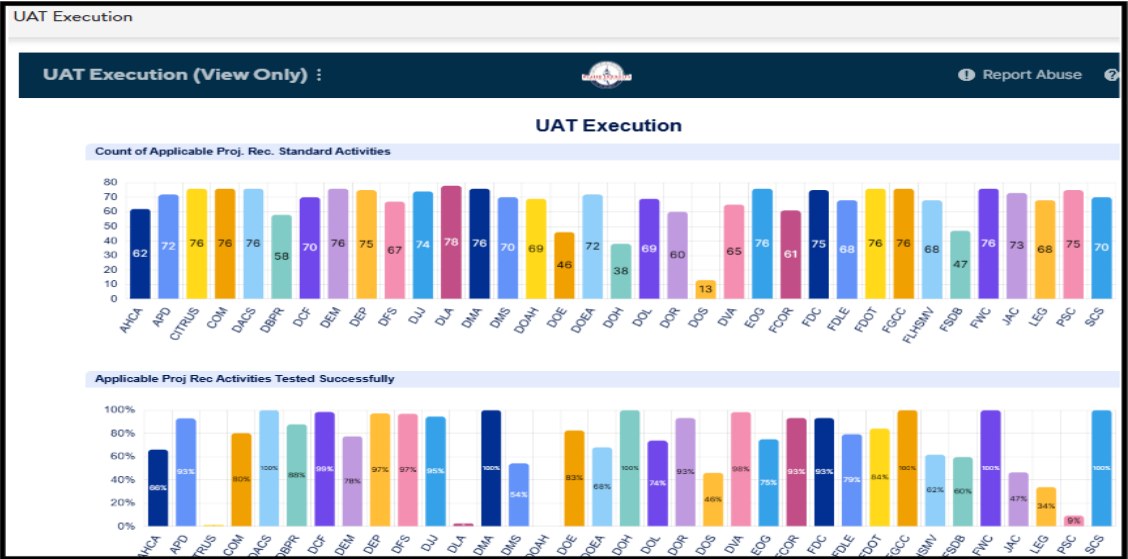
Name	Sharing	Owner	Last Update
Agency Rea...	Workspace	Florida PALM	04/27/23
Archive (Re...	Workspace	Florida PALM	08/10/23
AssetSheet...	Workspace	Florida PALM	07/22/26
Change An...	Workspace	Florida PALM	10/10/24
Deployment	Workspace	Florida PALM	06/23/26
Inventories	Workspace	Florida PALM	07/23/25
Monthly Pr...	Workspace	Florida PALM	08/01/25
Templates	Workspace	Florida PALM	08/23/24
Testing	Workspace	Florida PALM	08/23/24

Workspace Shared To

- Florida PALM Owner
- Florida PALM Project Admin Group (Group) Admin
- Florida PALM Project Leadership (Group) Admin
- LaWanda Warren Admin
- Nicole Jacobik Admin
- Tiffany Millsapp

Updates & Reminders

► Agency Readiness Reporting Webpage Update – Summary of Dashboards





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.



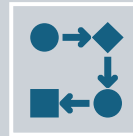
Connecting and Activities



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.

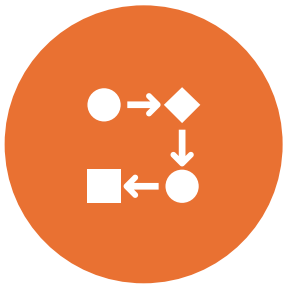


After the refresh, any of our end users that have not yet started testing, will be using our SMEs as the first-level of support, escalating to the Super SMEs, as needed.

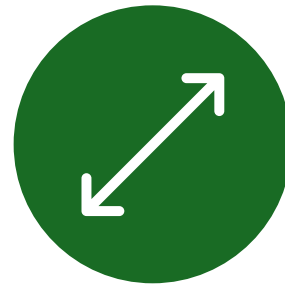


At the end of October, we will be hosting Florida PALM workshops where we will be answering questions and sharing more formalized processes as we move into prepping for go-live versus just practicing in Florida PALM

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?

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
- ✓ RDNS Cert #4 Pulse Check

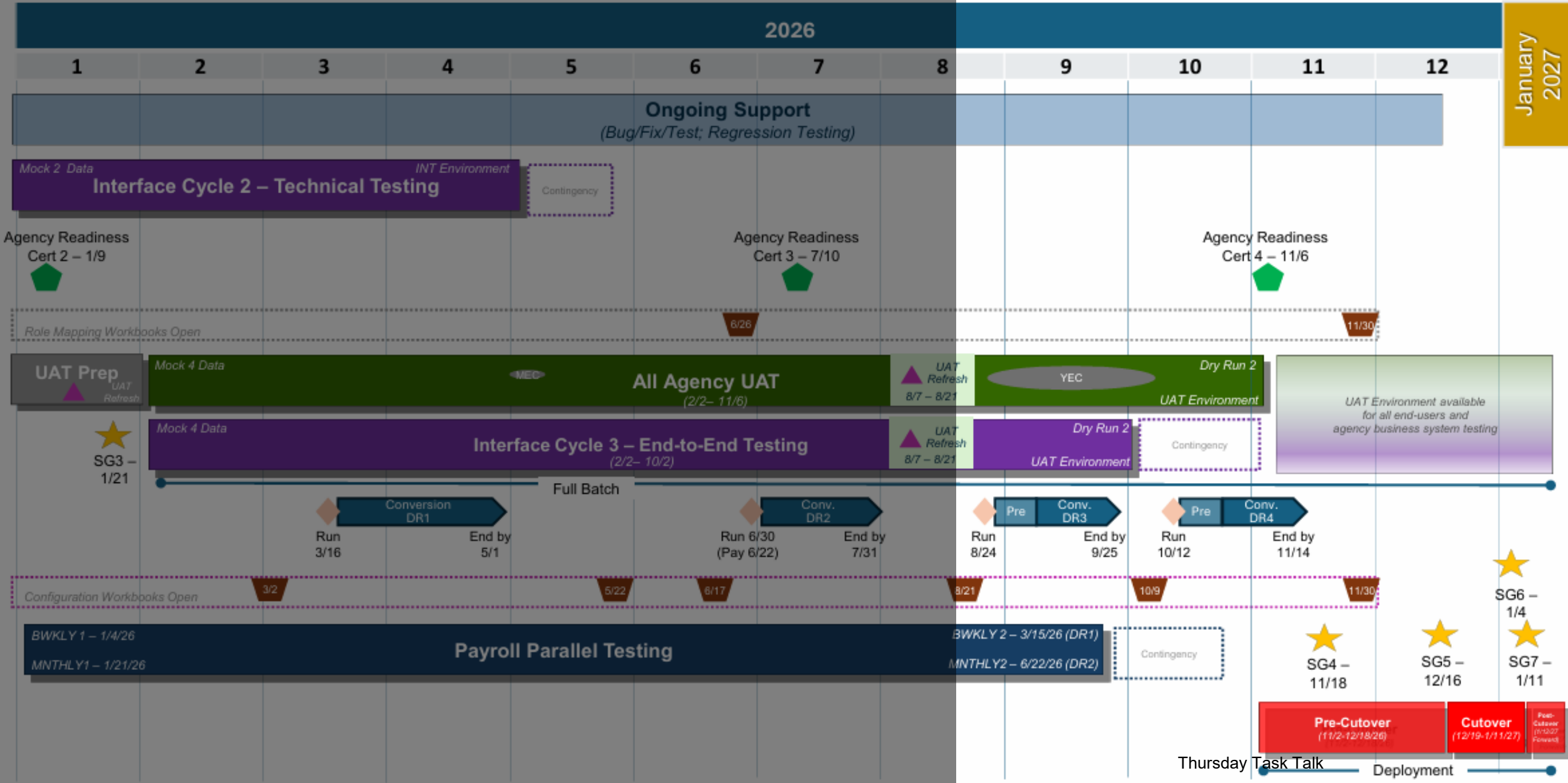
Friday, September 11

- ✓ 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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PROJECT WEBSITE

WWW.MYFLORIDACFO.COM/FLORIDAPALM/

KNOWLEDGE CENTER

[HTTPS//:MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO](https://:MYFLORIDACFOFLORIDAPALM.US.DOCUMENT360.IO)

