

FloridaP^{ALM}

Planning, Accounting, and Ledger Management



THURSDAY Task Talk

Hosted by the Florida PALM Readiness Team

SPECIAL EDITION

SEPTEMBER 09, 2026



FloridaPALM
Planning, Accounting, and Ledger Management

Agenda

- ▶ September Monthly Progress Report
- ▶ General Ledger Trial Balance Reconciliation – Featuring the LMC Team
- ▶ Upcoming Task Due Dates and Reminders
- ▶ Questions



691 – September Monthly Progress Report

Due 9/30/26

► What's new?

- Deployment Plan Questionnaire removed
- Cutover Checklist
 - New <Agency> Cutover Checklist worksheet created.
 - Agencies must add tasks from their Cutover Checklist to Smartsheet and provide status updates through-out cutover activities
 - Widget added to dashboard to display stats

Deployment and Cutover	
Cutover Checklist	
Total Tasks = 25	
Progress of Tasks	
- Not Started = 20	
- In Progress = 3	
- Complete = 2	

691 – September Monthly Progress Report

Due 9/30/26

► What's new?

- UAT Proviso Questionnaire - Updated for agencies to provide status of completing the requirements and request assistance if needed.
- Proviso Requirements must be completed before UAT ends on 11/6

DEMO UAT Proviso Requirements Questionnaire ☆								
Requirements	Applicability	List of Individual(s) Responsible	Status of Completing UAT Requirement	Project Assistance Requested	Remaining Effort to Complete Requirement	Expected Completion Date	Approach Taken to Complete Requirement	Comment
1. State Agencies are able to produce a General Ledger Trial Balance Report in Florida PALM that reconciles to the converted balance from Florida Accounting Information System (FLAIR) for each fund within the State Agency, that was in balance in Departmental FLAIR at the point of the conversion snapshot.	All Agencies							
2. State Agencies are able to produce Schedule of Allotment Balance Reports that properly reflect their Agencies' budgetary allotments with the associated encumbrances, expenditures, and remaining balance.	All Agencies							
3. State Agencies are able to verify all active and valid contracts and grants properly recorded in FLAIR can be converted to Florida PALM and the associated encumbrances will be properly established.	All Agencies with contracts or grants being converted							
4. State Agencies can verify all their active asset management records recorded in FLAIR can be converted with the proper asset and depreciation values established in Florida PALM and Users are able to run property inventory reports that include attractive assets.	All Agencies with assets being converted							
5. State Agencies are able to run their operational reports from Florida PALM.	All Agencies							
6. State agencies are able to verify their agency applications have been remediated to integrate with Florida PALM and are functioning as anticipated.	All Agencies with interfaces							

691 – September Monthly Progress Report

Due 9/30/26

- ▶ **New reconciliation files** have been provided to support completion of UAT Proviso Requirement 1 – *State Agencies are able to produce a General Ledger Trial Balance Report in Florida PALM that reconciles to the converted balance from Florida Accounting Information System (FLAIR) for each fund within the State Agency, that was in balance in Departmental FLAIR at the point of the conversion snapshot.*
 - File location: Secure File Share > Conversion Workbook Inventory > Dry Run 2 > GLC001 - Ledger
 - File Names: *Trial Balance Reconciliation - Account and Fund.xlsx* and *Trial Balance Report_082026.xlsx*



Reconciliation Overview

- A **reconciliation** is the process of comparing two sets of financial information to confirm that balances agree and to identify, research, and explain any differences.
- The GLC001 Ledger Conversion uses agency records from the FLAIR Master Balance File to establish beginning balances in Florida PALM.
- The reconciliation compared the converted FLAIR Master Balances to the balances recorded on the Florida PALM Trial Balance.
- Balances were compared by Florida PALM Fund and Account to confirm that the source data was accurately transformed, mapped, and recorded in Florida PALM.
- The reconciliation was based on agency balances as of June 30, 2026.
- Differences were classified as Florida PALM Only, FLAIR Only, or a Balance Difference.



Reconciliation Overview

- A reconciling difference does not always represent an error. Differences may result from Florida PALM process changes, conversion reversals, existing CMS Wave balances, timing, mapping or classification changes, or conversion program updates.
- The Florida PALM Project team reviewed identified differences and documented the applicable analysis and supporting journal IDs.
- Agencies must review items requiring agency action, including out-of-balance FLAIR funds and FLAIR funds that are not mapped to a Florida PALM Fund value.
- The overall goal is to ensure that each agency begins operating in Florida PALM with complete, accurate, properly classified, and fully supported financial balances.



Task Reminders

Upcoming Task Due Dates:

Friday, September 11

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

Wednesday, September 30

- ✓ 691 – Submit Monthly Progress Report – Testing, Training, Cutover
- ✓ 707 – Maintain Role Mapping Worksheet

Friday, October 9

- ✓ 709 – Submit Configuration and Conversion Workbooks
- ✓ 710 – Complete Data Cleansing in Preparation for Dry Run 4

Friday, October 30

- ✓ 602 – Update Agency Business Process Documentation
- ✓ 604 – Create Agency-Specific Learning Materials to Support End Users



Readiness Certification #4 Pulse Check Reminders

Pulse Check Due Dates:

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

Pulse Check Responses –

- ▶ **Pulse Check 1** published to the Agency Reporting webpage

Home / Agency Reporting

Agency Readiness Reporting

Agencies must ready their people, processes, technology and data for a successful transition to Florida PALM. Agency readiness progress is reported to the Project through ongoing readiness workplan tasks, monthly progress reports, and periodic readiness certifications. The buttons below provide access to various static reports and live dashboards that provide summary or detailed information, as reported by agencies regarding their readiness activities.

 SUMMARY OF DASHBOARDS

 PAST DUE RW TASKS

 PROGRESS REPORTS

 STATUS REPORTS

 READINESS CERTIFICATION

Agency Readiness Certification

Agencies must certify that they have completed readiness activities across the four critical operational elements: people, processes, technology, and data. Agency completed and submitted Readiness Certification will be provided to the Executive Steering Committee for review to consider each agency's readiness as they prepare to vote on Stage Gate 4: Agency Readiness.

The readiness activities for Agency Readiness Certification are:

- Update 1: RW 593: Update Agency Readiness Certification
- Update 2: RW 606: Update Agency Readiness Certification
- Update 3: RW 619: Update Agency Readiness Certification
- Update 4: RW 628: Submit Agency Readiness Certification

The below provides the readiness criteria, by critical operational element, for each Update and the Final Certification along with the applicable Readiness Workplan Tasks. Click here to download a [printable version](#) of the Agency Readiness Certification details.

You may view agency readiness certification responses via the link below, which includes individual pages for Certifications #1, #2 and #3:

- [Agency Readiness Certification Responses](#)
(Use the Previous and Next buttons at the bottom of the page to navigate.)

Expand all

Update 1 – Begin UAT and Interface Testing

Update 2 – Begin All Agency UAT

Update 3 – Continue UAT and Prepare for Training

Update 4 – Ready to Go Live

Certification #4 Pulse Check

[Completing the Certification 4 Pulse Check](#) describes the biweekly Pulse Check process in advance of the final Agency Readiness Certification (Cert #4).

[Pulse Check 1](#)

Knowledge Center Happenings



The first sections of the **FLORIDA PALM END USER MANUAL** have been published!

Three chapters are available now:

- Budget Management and Cash Control
- Inter/IntraUnit Management
- Appendices

[Click to Learn More](#)

 Florida PALM End User Manual

Don't forget to “follow” the UAT Message Board

- EUM Chapters Published:
 - Accessing Florida PALM section within the Florida PALM Fundamentals chapter
 - Budget Management and Cash Control chapter
 - Inter/IntraUnit Management chapter
 - Appendices chapter
- New MVP article published
- Updates to Deployment Planning article

UAT Communication

UPDATED

 FOLLOW  

“Follow” this page to get notifications when new content is published. This page will continually update with information or announcements to assist all testers during All Agency UAT (February - October).

MESSAGE BOARD

For archived messages, view the [Archived Message Board Communications](#)

9/9 - Awareness: New Reconciliation Files - Two new files have been placed in the Secure File Share (SFS) folder for agencies. During the Thursday Task Talk tomorrow (9/10), the LMC Team will talk through both files and how they will support agency confirmation of ledger balancing between FLAIR and Florida PALM.

- **File location:** Secure File Share > Conversion Workbook Inventory > Dry Run 2 > GLC001 - Ledger
- **File Names:** *Trial Balance Reconciliation - Account and Fund.xlsx* and *Trial Balance Report_082026.xlsx*

8/31/26 - Awareness: Dual Year Processing in UAT - We are in the process of enabling dual-year processing in UAT. This will mean that agencies will receive two files when data exists for both the current and prior fiscal year for the following interfaces: API031, GMI004, CTI003, ~~GLI051~~, GLI002, GLI009, GLI071, and IUI003. The GLI002 files are already in dual-year mode, meaning that agencies may already be receiving two files. The configuration for dual year processing is expected to be in place in the coming weeks for the others. We will provide an update here when they are in place.

9/8 - Update: GLI051 will be added to dual-year during tonight's nightly processing.

9/4/26 - Awareness: Topics and Activities Changes - The “Creating a Lease” Topic (and associated Activities) along with the *Agency AM Lease Processor* role have been removed from the Topics and Activities List and from agency Role Mapping Worksheets. This role and functionality, which are not current functions in FLAIR, will not be leveraged at Go Live. The functionality will not be leveraged at or near Go Live to support State for financial reporting and as such the expectation for testing and training is being removed.

9/4/26 - Awareness: SOD Conflict Enforcement - A&A will begin remediating SOD Conflicts starting on Tuesday, September 8. Remediation of a conflict will mean that both roles that are in conflict will be removed from a user's profile. A&A will reach out to the agency SAMs when this occurs. If there are questions, they can reach out Access2Palm@myfloridacfo.com.

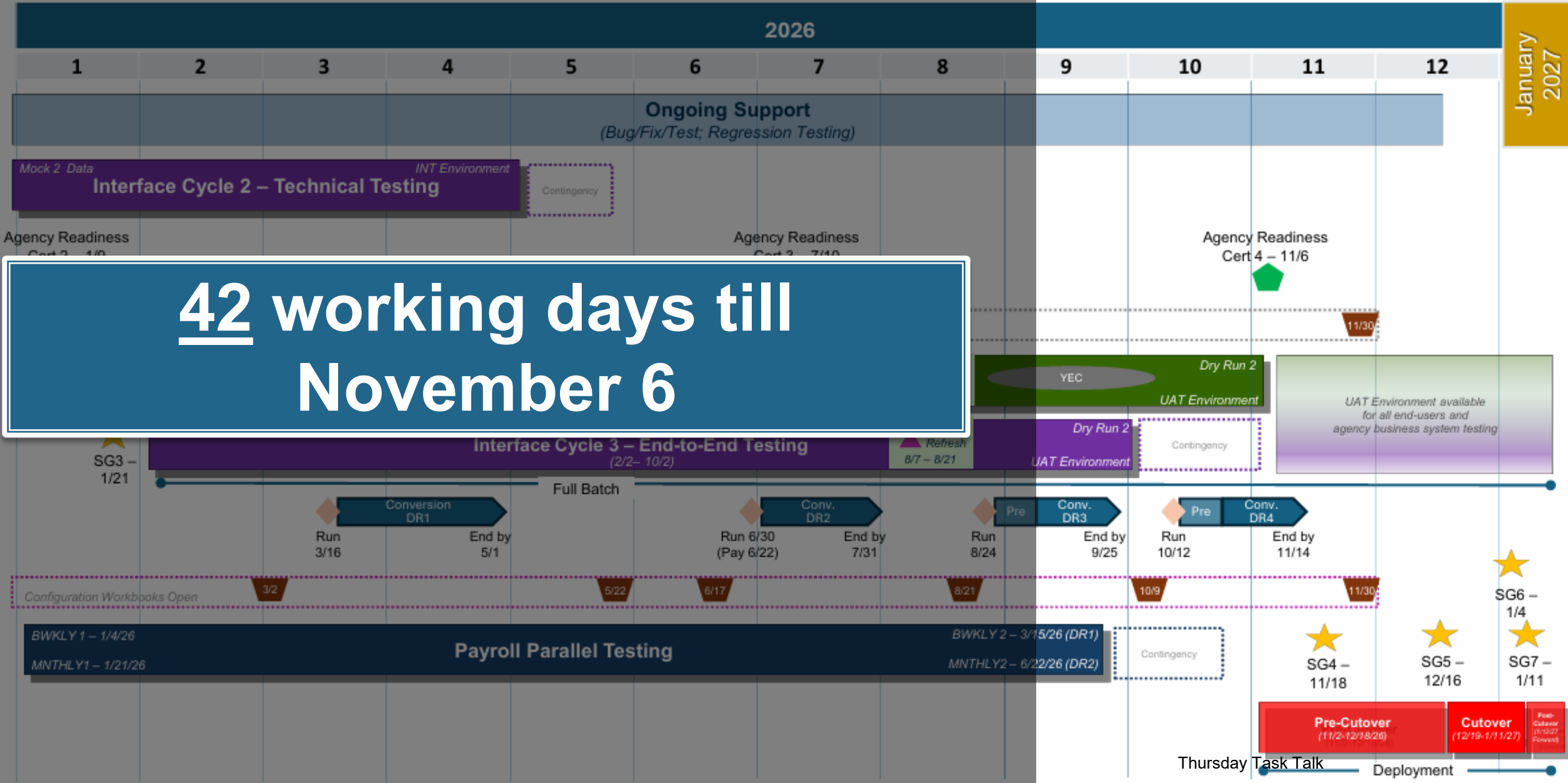
9/4/26 - Awareness: Payroll Users - On the night of Tuesday, September 8th, a refresh will take place for HCM users' “Recently Visited” tab on the NavBar. Any recently visited pages will no longer be listed under “Recently Visited” until users begin visiting pages starting Wednesday, September 9th.

9/3/26 - A new [article](#) has been published to clarify what is meant by the Minimum Viable Product (MVP) concept and what it means for Florida PALM and agencies.



Testing Timeline

As of July 21, 2026



Questions?

Don't forget to send your testing questions in for tomorrow's UAT Office Hours

**FRIDAYS THRU
NOVEMBER 6th**



UAT Ends in November!

**Help your agency meet its
UAT objectives for Agency
Readiness Certification #4**

To support your testing efforts, the Project team has scheduled Office Hours for each Friday of the remaining weeks of user acceptance testing.

To add Office Hours to your calendar, visit the
UAT Communication Page

CONTACT US

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