

FloridaPALM

Planning, Accounting, and Ledger Management



THURSDAY Task Talk

Hosted by the Florida PALM Readiness Team

SEPTEMBER 17, 2026



FloridaPALM
Planning, Accounting, and Ledger Management

Agenda

- ▶ Task Spotlight – 623 Post Implementation Support Plan
- ▶ Training Updates
- ▶ KC Happenings
- ▶ OCM Minute – Florida PALM Toolkit
- ▶ Upcoming Due Dates and Reminders
- ▶ Questions



623 – Create Agency Post Implementation Support Plan

Due 10/30/26

Plan for how you will structure support as Florida PALM is operationalized within your agency

- ▶ Leverage your agency's UAT Plan for lessons learned
- ▶ Plan should include:
 - Overview
 - Scope – including people, processes, technology, and data
 - Key Objectives
 - Known Risks
 - Internal Support Approach:
 - Support Structure
 - End User Enablement
 - Issue Management
 - Change Management
 - Communication Plan
 - Key Roles & Responsibilities

Optional Template Provided:

[Post-Implementation Support Plan Template](#)



Training – Start Planning Now!

Web Based Training

- ▶ WBT will be an interactive, consumable version of the information available in the End User Manual (EUM)
- ▶ How will you ensure your folks are ready to begin training as it is being released?
- ▶ Readiness Criteria for 25% completion will be based on the released content through Payroll Management
 - DM, IU release on October 2
 - Payroll releases on October 16
- ▶ Training Tracker will be implemented with October Progress Report

WBT Delivery Timeline		
Planned Completion Date	Business Process Grouping	Approximate % of Total Users*
October 2	Disbursements Management Inter/IntraUnit Management	42%
October 16	Payroll Management	6%
October 30	Account Management and Financial Reporting Budget Management and Cash Control Accounts Receivable Revenue Accounting Contracts Management Grants Management Project Management	27%
November 6	Asset Accounting and Management Managing Month-End Closing	7%
November 30	Banking** Reporting in Florida PALM	11%

*Balance are DW/BI Authors

**Functionality implemented in CMS Wave



Training – Start Planning Now!

In Person Training

- ▶ Intended to supplement WBT, so participants will be required to complete all online WBT before attending
- ▶ Will be recorded and made available for re-listening
- ▶ Registration for Florida PALM Fundamentals was released yesterday
 - Key concepts that are the building blocks of Florida PALM and how the interconnectedness of the system impacts all aspects of working in Florida PALM
 - Up to 20 participants per agency

Session Topic	Dates
Florida PALM Fundamentals	10/7 & 10/8
Building Reports & Queries	Week of 10/19
Voucher Lifecycle	First three weeks of November
Inter/IntraUnit	
Deposit Processing	
Payroll	First week of December



Training – Coming Soon

Training Calendar

- ▶ Will include:
 - Calendar Items:
 - WBT planned roll out
 - EUM release dates (after the fact)
 - Meetings:
 - In-person sessions
 - Weekly virtual sessions, including registrations to attend or prior session recordings



September, 2026							Calendars	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
30	31	01	02	03	04 EUM	05	☐ All events	
06	07	08	09	10	11 EUM	12	☐ EUM Release	
13	14	15	16	17	18	19	☐ Fundamentals	
20	21	22	23	24	25	26	☐ Reports & Queries	
27	28	29	30	01	02 WBT Release	03	☐ Training Topics	
04	05	06 TTWS	07 Fundamentals A	08 Fundamentals B	09	10	☐ WBT Release	

Knowledge Center Happenings and Other News



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:
 - **Chart of Accounts chapter - New**
 - **Budget Structure chapter - New**
- Updates to Deployment Planning article

A&A has released the Florida Accounting Information Resource (FLAIR) And Florida PALM Cutover Activities Memo - [AAM08](#)

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](#)

9/16/26 - Awareness: Batch File Delays - GLI002, GLI051, and IUI003 are delayed. More information will be posted once they are available. **Update 2:00pm** - Files are now available.

9/16/26 - Awareness: Carry Forward Obligation Deadline & System Availability – As part of the year end testing process (see the 9/18 entry on [this calendar](#)), users will be locked out of UAT environment at **5:00 p.m. on Friday, September 18** (FIN/PAY/DWBI) in order to perform the SDE012 July Carry Forward Obligation process that will close or delete obligations. All environments should be available to users, as normal, on **Monday, September 21 at 8:00 a.m.** As part of the SDE012 process:

- Encumbrances (POs) not dispatched and CF Receipts that have not passed budget check and posted will be closed
- Vouchers using PY budget date that are not in a paid status and are not referencing PY PO or PY Receipt closed
- IU encumbrances and IU accruals not posted will be closed
- IU payments using PY budget date that are not posted and are not referencing a PY encumbrance or accrual will be deleted
- GL journals for Payroll Payables not posted will be deleted

**How do
you eat an
elephant?**





Shrink the Change

YOUR Role

YOUR Processes

YOUR Next Steps



Agency AP Processor

 FOLLOW   ...

Role Description and Responsibilities

The Agency AP Processor is the agency role that:

- Enters regular and carry forward related invoices, voucher corrections, and issues and maintains disbursements in Florida PALM;
- Monitors and manages enterprise vouchers;
- Manages and issues Prompt Payment Interest payments;
- Reviews vouchers and resolves exceptions for period end.

Learning Path

This table shows the available learning materials for each of the Topics and Activities this End User Role will be assigned.

Learning Material Title	Learning Material
All Agency UAT Participant Prerequisites	Please refer to the Learning Paths section of the UAT Prerequisite training required for end users assigned a role in this Business Process.
Subject Area: Entering and Processing Vouchers	<i>Future Web-Based Training (WBT) to be published</i>
Topic: Processing Vouchers	
Activity: Entering a Voucher Manually	Process Steps Demo: Creating a Regular Voucher
Activity: Modifying a Voucher	Process Steps
Activity: Resolving Voucher Errors	Process Steps
Topic: Prompt Payment Interest Vouchers	
Activity: Prompt Payment Interest Voucher Reporting	Process Steps

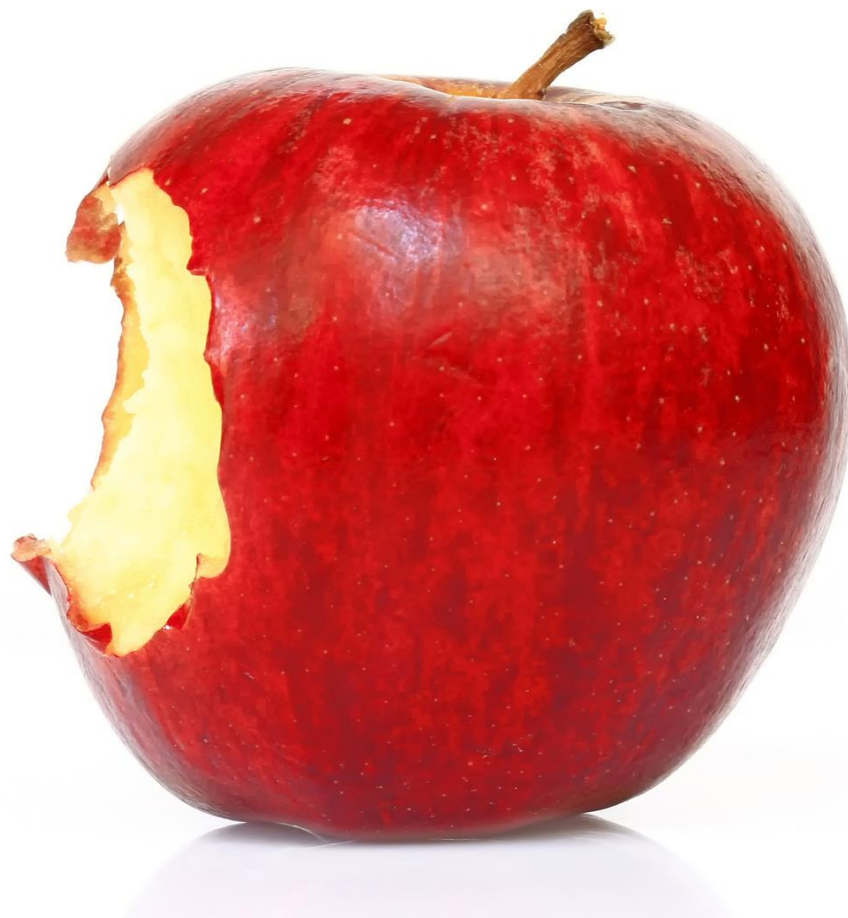
Start by looking for
YOUR Roles in the
Knowledge Center

Build **YOUR** Toolkit



- Terminology
- ChartFields
- Reports
- Process Steps
- Who to Call
- Job Aids
- Gotchas
- Quick Reference Guides
- Questions / Practice List
- Troubleshooting Checklist
- Knowledge Center Articles





Learn **YOUR** Role in Florida PALM One Bite at a Time

Task Reminders

Upcoming Task Due Dates:

Monday, September 28

- ✓ *Pulse Check #3*

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

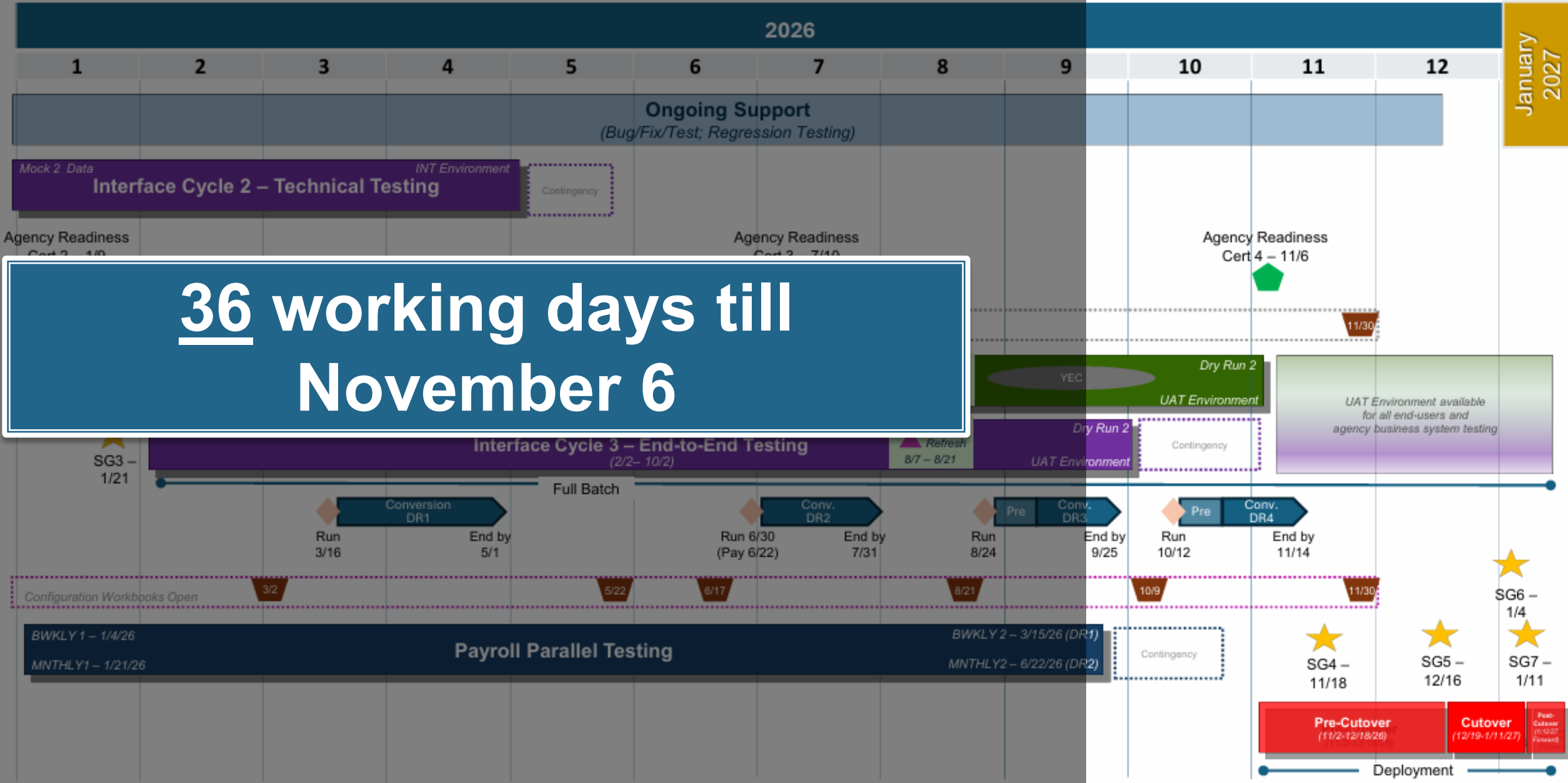
Friday, October 30

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



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

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