FLORIDA ADMINISTRATION SERVICES MEETING
Friday, December 12, 2025
9:00 a.m. to 11:00 a.m.
Florida Lottery – Powerball Conference Room

Agencies Represented	*Department of Corrections, Department of Financial Services, Florida PALM, Department of Law Enforcement, Department of Management Services, Department of Military Affairs (Online), Department of Transportation, Department of Veterans Affairs (Online), Florida Lottery, Commission on Offender Review, Division of Administrative Hearings, Justice Administrative Commission, Department Fish and Wildlife Conservation Commission, Legislature, Highway Safety and Motor Vehicles, Department of Environmental Protection, Department of State, Department of Business and Professional Regulation, and Florida Citrus (Online).*

Opening Remarks

Department of Financial Services

Division of Unclaimed Property (DUP)

Stale Dated Warrants

- DUP prefers that stale dated warrants be resolved by the agency rather than transferring to them

- Agencies are called Holders, which means they are in possession of the property

- Agencies need to monitor their stale dated warrants and reach out to the payees for possible resolution.

- Due Diligences

    o Must be completed on property worth $50 or more

    o Letter requirements are outlined in FS 717.117(6)

    o Agencies need to make outreach, run reports, and check for stale dated warrants

- Unclaimed property gets stale-dated warrants at the 13th month

- One attempt is sufficient to meet due diligence, but DUP encourages more.

- A lot of refunds are less than $50 which do not require due diligence.

- Everything that is not federally funded goes to unclaimed property. The Federal Funds table in FLAIR is used to identify what is exempt.

Division of Treasury

The Retirement of the Penny

- The US Mint has stopped producing pennies

- There may be a shortage of actual pennies.

- This is critical for agencies that engage in cash transactions.

- Electronic transactions will still be to the penny

- There is some unofficial guidance about rounding to the nearest nickel

    - At two cents, round down

    - At three cents, round up

- Reach out to Treasury with any questions or concerns about the shortage of the penny.

- US Treasury has not issued official guidance. Treasury can provide recommendations.

- NASACT has a survey out to gather information from other states. There may be more guidance coming.

Florida PALM Updates

- Full User Acceptance Testing (UAT) is scheduled to start February 2, 2026, upon approval from the Executive Steering Committee.

    - Florida PALM started pre-UAT testing with a handful of agency Subject Matter Experts (SME) in October.

- All agencies will be expected to test during Online UAT to find errors.

- A UAT coordinator and triage team will be needed at each agency.

    - The readiness work plan has many details about how UAT will work.

    - Each task is interconnected; they build on each other.

- Data will be converted from Enterprise Business systems, (e.g., FLAIR, MFMP, and People First)

    - Data will not be converted from Agency Unique Business Systems (ABS)

- Interfaces will be part of UAT, this is a change from the last approach

- A new vendor was onboarded to support the interface and UAT

    - Vendor was onboarded this week – 12/8/25 – 12/12/25

    - Start working with Agencies in January

    - Go-Live date is now January 2027

FLIPS Updates

- Timeline changed because Florida PALM implementation timeline changed
  - Will not use full functionality until Florida PALM goes live
- Engage in CSN Activities, which will resume next year
- FLIPS will replace the paper direct deposit form
  - Will not be using it to onboard vendors until closer to go-live
  - Agencies will collect basic information and send the request to A&A to help vendors get registered for direct deposit.
  - Agencies will engage with A&A and BVR will be sending out invitations in the interim for agencies until FLIPS goes live.
  - Agencies will still be expected to add vendors to Statewide Vendor File (SWVF)
  - A&A will work with agencies directly when a vendor's email address bounces back when we are trying to onboard vendors.
- Once Florida PALM goes live, vendors will get remittance information from FLIPS
- Preparing current suppliers for FLIPS
  - FLAIR does not carry an email address. As you are onboarding new vendors, capture the data manually
  - Question: When a new vendor registers in VIP, will there be communication that vendors need to register in FLIPS?
  - Answer: FLIPS is an invitation only system. Invitations will come from agencies. A supplier cannot decide to register without an invitation.
- **SOD Conflicts**
- Not enforcing SOD Conflict at UAT until role refresh, which will be in July-August timeframe
- Question: Will we expect agencies to complete SAM access forms to add/remove roles?
  - Answer: Each agency will determine how they will conquer this task
  - Answer: At DFS, we will have a process, via a form to request roles – this will likely change from current process once the system goes live

Data Clean-up

- We have a team available to support your team
- We cannot do an analysis for your agency, but we can offer tips and support
- Some things in FLAIR that are not fixable
- Special characters are a challenge; look for those in titles and consider changing them when converting them to Florida PALM, as Florida PALM does not accept special characters

Supplier Address in Florida PALM

- Florida PALM will default address for payment

- Be mindful when payment is issued that users must select the address that is appropriate for payment.

- Location Code within Florida PALM identifies how they are going to be paid while address identifies where the payment will be sent if paid by warrant ACH or warrant location identifies payment method

- Address is less critical for ACH paid suppliers

- The Bureau of Vendor Relations (BVR) team can change the default address

- Suppliers that have different names (county offices) – Florida PALM has a specific field associated with the address that can be used to issue the payment

- Suppliers can have multiple logins in FLIPS

- Only active vendors will be converted into FLIPS

- Batch schedule into Florida PALM is currently in design

    - The file would run at least once daily

Debt Collection

- Previously, we had 7 collectors (vendors); now we have decreased to 4

    - Created Debt Collection Manual – currently being drafted and will be published soon

- One-on-one sessions will be held with agencies, and the Bureau of Financial Reporting will coordinate these sessions

Agency Accountability Tool

- A&A has developed a tool to help agencies identify internal controls that need to be in place for transactions that are sent via batch or interface

- There will be different tool versions depending on how your interface is created

- The Tool will need to be completed for each Agency Business System (ABS)

- The tool will be shared with the agencies, within the next few weeks for feedback.

Adjourn