



FLORIDA ADMINISTRATION SERVICES MEETING
Friday, March 31, 2023
9:00 a.m. to 10:30 a.m.
Department of Highway Safety and Motor Vehicles – Auditorium

Agencies Represented	Department of Agriculture and Consumer Services, Department of Business and Professional Regulation, Department of Citrus, Department of Education, Department of Elder Affairs, Department of Financial Services, Department of Financial Services – Florida PALM, Department of Highway Safety and Motor Vehicles, Department of Law Enforcement, Department of Management Services, Department of Management Services – MyFloridaMarketPlace (MFMP), Department of Military Affairs, Department of State – Legislative Affairs, Department of Transportation, Department of Veterans’ Affairs, Division of Administrative Hearings, Florida Commission on Offender Review, Florida Lottery, and Justice Administrative Commission
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Opening Remarks

Mark Merry

- GASB 87 implementation is complete!
 - To view the newly published ACFR online, visit:
<https://myfloridacfo.com/division/aa/state-agencies/reports/lists/AccountingAndAuditingDataProvider/panels-financial-guidance-for-state-agencies-reports/87ae42fb-4225-4c35-986e-9aa348729864>.

- Two standards are being implemented this year: GASB 94 and GASB 96.

Q: When can we expect to see this information?
A: Soon! The information is drafted and under review.

Department of Financial Services

Bureau of Financial Services

Alexandra Weimorts

- Job Fair Update
 - The job fair she put on recently was a huge success!
 - Alexandra shared her tips and tricks on hiring new staff.
Q: What did you do to then get the people to directly apply on People First?
A: You don’t have to! Your flyer acts as your announcement, the intake is the people, and the sign-in sheet acted as the flow – these will also be good for six months!

- To view this presentation, visit: https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/fasaasd/job-fair-experience--tips-and-lessons-learned.pdf?sfvrsn=175313e7_4.

Director's Office

Renée Hermeling

- SAM Inactivation
 - Every agency should have two Florida PALM SAMs (Security Access Managers).
 - When a SAM leaves your agency, or a position that has SAM capability, A&A needs to be notified as a part of the off-boarding process. Let us know by emailing Access2PALM@MyFloridaCFO.com.
 - Q: FLAIR has a process to notify all agencies for their FLAIR Access Control Custodians annually. Why can't we do that same process?**
 - A: The FLAIR access monitored in that way is for Departmental FLAIR Access Control Custodians (ACCs). Florida PALM SAMs are not the equivalent to Departmental FLAIR ACCs. The access they grant is more similar to Departmental and Central access combined. Therefore, we have established an additional layer of approval for Florida PALM SAM access.**
 - Q: What form is needed and who signs it?**
 - A: There is a form that authorizes the SAM. The Admin. Services Director or equivalent must sign it.**
 - Since most agencies have a separation checklist, it may be beneficial to include identifying if the person separating is a SAM.
- 2023 Access Control Custodian Verification
 - Just a reminder to all agencies to respond to OIT and return the form they have sent.
 - Q: Can you send out a list to the Admin. Directors?**
 - A: Renée will send out a list.**

Florida PALM

Angie Robertson

- Florida PALM Update
 - Amendment 8 has been voted on and approved but hasn't been signed yet.
 - There is a "PALMcast" done to announce the new Florida PALM schedule. To hear it, visit: <https://myfloridacfo.com/floridapalm/implementation/palmcast>.
 - Q: Will enterprise partners enter information into the UAT environment?**
 - A: Enterprise testing is listed out separately. We intend to do full-blown testing with enterprise partners and execute testing and file loads into their agency business systems. There will be a UAT plan that identifies checkpoints, activities, and milestones.**
 - Q: As we're entering our transactions during that phase, do we also have to enter in FLAIR like normal?**

A: We will be using real data during UAT. Florida PALM will execute test scripts, but they expect agencies to “do their jobs” in UAT rather than executing test scripts. So yes, use real transactions that have been entered in FLAIR.

Q: Outside UAT testing, what is the training plan?

A: The training plan is coming. UAT access will not be limited. Anyone that will use the system when Florida PALM is live should have access to UAT system.

Q: Will there be IW testing?

A: IW testing is planned for April 2025 along with all other testing.

Q: When will the new system be turned on?

A: Roll-out date is expected to be in January 2026.

- Florida PALM urges all agencies that hire staff and/or project managers for the Florida PALM agency transformation.
- To view this presentation, visit: https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/fasaasd/florida-palm-presentation-03-2023.pdf?sfvrsn=1052b264_4.

Department of Management Services

MyFloridaMarketPlace

Tyler Brown/Jillian Green

- Year-End Processing Update
 - Legacy MFMP files, including the actual invoices and rejected IRs, will migrate over to the MFMP Secure Reports site.
 - Let MFMP know if anything else is needed to be migrated over.
 - Look into FLAIR and Tableau to ensure everything is certified or not certified appropriately.

Q: What if we mark all certified and then go back and take off the certification for some requisitions before locking in everything for certified forward (CF)?

A: It will not display after year-end. Whatever comes through on the change order will be what comes through at CF.

Q: Who will the year-end workshop be for?

A: All end users. It will be held at DMS 101 and there will be a remote option.
- To view this presentation, visit: https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/fasaasd/mfmp-presentation-03-2023.pdf?sfvrsn=57c2374_4.

Roundtable Topics

- Finance & Accounting Desk Procedures
 - With the amount of turnover at agencies, knowledge is going out the door.

Q: Will DFS be implementing the in-person trainings for FLAIR?

A: Yes, we will focus on more targeted trainings.

Q: Can agencies with bandwidth potentially partner with OFFE and use the training rooms to lead trainings?

A: Yes, we can explore that option.

- The Bureau of Auditing (BOA) is seeing challenges with agencies understanding the timing of payment processing (lags between Departmental and Central FLAIR).
 - Mark has asked the Auditing Bureau Chief to visit with a few agencies to walk through the entire payment process.
 - Communicating with BOA is critical to walk through abnormal processes.
- Departmental FLAIR Password Expiration Update
 - The cadence is changing from 90 to 60 days.
 - Roll-out for this update will be this July.
 - Be mindful of changes required for interface files such as MFMP and STMS.
- Lurking Missing Property
 - The CFO's office has been made aware that there are inquiries about what happens to missing state-owned property.
 - Everyone indicated that they perform annual inventory.
 - The actual administration generally happens in General Services. Implement good communication with General Services. If there is good communication, we will have a better grasp on what happens to the property.
 - HSMV users ServiceNow to track their property.
 - This is a new asset management system application to keep track of property.
 - Assigning property to employees creates accountability and a better way to track who has what.

May's FASM Topics

- Vendor Assignments
- Batch Load Guidance Update
- HSMV's Property Asset Management

Open Floor

Adjourn