



FLORIDA ADMINISTRATION SERVICES MEETING

Friday, July 26, 2024

9:00 a.m. to 11:00 a.m.

The 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, Department of Transportation, Department of Veterans Affairs, 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.
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Opening Remarks

Mark Merry

- Introductions

Department of Financial Services (DFS)

Florida PALM

Angie Robertson

- [PowerPoint Presentation](#)
 - User Acceptance Training (UAT) will begin April 2025 – November 2025.
 - Training will begin July 2025 – December 2025.
 - End User Manual will support training and UAT.
 - Sandbox will be available once we go live.
 - Question – When will the End User Manual be ready?
 - It will be available for UAT. It's a living document and will continue to be refined as Information is learned.
 - Question - Will the End User Manual be like the FLAIR manual and include accounting entries?
 - The intent is for the manual to include accounting entries; however, the first iteration will likely not include them.

- Question - If I'm using UAT and the End User Manual to develop my agency's learning materials, will there be additional changes by the time the manual is released?
 - Yes; the End User Manual is a living document and will be refined as new information is learned.

Accounting and Auditing Director's Office

Renée Hermeling

- Security Access Manager (SAM) Form
 - See CFO Memo #28.
 - The form now has a form number and is owned by Accounting and Auditing.
- Master Balance File Update
 - The data needs to be reviewed and cleaned up for Florida PALM.
 - DFS will not cleanup agency records. Agencies are responsible for cleaning up their own data because they know their data.
 - A&A is working with DFS OIT to develop some tools to help isolate records agencies may need to review and delete.
 - Question – When will the tool be available?
 - TBD. It is still in the testing phase.
 - Will DFS help agencies cleanse inactive or deleted data?
 - Not until after September 30 to allow certified period to close.
- FACTS Workshop
 - DFS is remediating FACTS due to Florida PALM.
 - The first workshop will be held on August 21, at the Lottery in the same room as FASM, for agencies that interface files for FACTS.
 - It will be invitation only and in person.
 - Workshop for online users will be announced later; it is tentatively planned for the winter.
- Interest Penalty Invoices
 - These will not be converted to Florida PALM.
 - Agencies need to monitor interest penalties.
 - There are several invoices that are past the 15-day review period allowed by Florida Statute.
- Revenue Account Code Updates
 - The Standardized Revenue object code list has been updated and republished.
- Agency Guide

- This guide is to help new agencies or agencies with changes (for example: Type 2 transfers). A draft has been published on the FASM website for review and feedback.
- Question – Are there any plans to update the Reference Guide for State Expenditures?
 - Yes, the updates will be released via an Agency Addressed Memorandum.
- CFO Memo #24
 - 67% of all payments in FLAIR are a result of batch files.
 - This does not include scripting.
 - There will be a survey released soon for A&A to gather information from the agencies about agency business processes.
 - The survey will help A&A prepare for Florida PALM.
 - The survey will be sent to FASM and AA Memo contact list.
- EFT Clearing Update
 - DFS is moving towards eliminating this process during the migration to Florida PALM.
 - This move should have no impacts to agencies.
 - Agencies should review their clearing funds to confirm if they are still needed.

Bureau of Accounting and Auditing

Kim Holland

- Invoicing Requirements
 - The bureau is working on standardizing the invoicing documentation requirements.
 - The goal is to have standards in place by July 2025.
 - Analyzed the data and identified payment groups. A few examples include: Contracted Services, Operating Supplies and Expenses, and Care and Subsistence.
 - Agencies will need to leverage the source system for documentation.
 - Example: documentation that is attached in STMS does not need to be attached in WORKS; reference the Master Trip number from STMS in WORKS.
- CFO Memo #3 – Contract Summary Form
 - The Contractual Services form is available online via FACTS.
 - Currently the FACTS form does not auto populate.
 - Agency suggested adding contract managers to the MFMP workflow.
 - Question – Why do we need to have the Contractual Services form signed rather

than using standardized language?

- The form verifies that DFS is in compliance with Florida Statute 287.
- Most of the time the Contract Manager is not in the approval flow; this form provides the Contract Manager the opportunity to confirm that services were received.
- This change is for contractual services only and is not for commodities.
- DFS committed to reviewing the process and sharing any process adjustments with FASM for feedback.

Department of Management Services

Gerard Steele

- Changes were made to the current training program registration process to make sure that Contract Managers that require the training can register.
 - Contract Managers have 6 months to get certified when managing a contract.
- Currently certifying approximately 1500 per year.
- Requesting agencies to only send staff that needs the certification. If they need contract management training, there is Advancing Accountability hosted by DFS and POP hosted by DMS.

Open Floor

- Reconciliation of Central and Departmental FLAIR.
 - What are agencies reconciling?
 - Are agencies reconciling agency business systems to FLAIR?
 - Start thinking about what it means to migrate from one accounting system to another.
 - We need to focus on having clean data by July 2025 and then spend the next 6 months keeping the data clean.
- Memo Changes
 - DOT would like to see track change version of the CFO memo changes.
 - It would be helpful to understand what changed by seeing the changes.