

DATE: September 24, 2024

TO: Agency Addressed (No. 8, 2024-2025)

FROM: Renée Hermeling, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM (FACTS)
FLORIDA PLANNING, ACCOUNTING, AND LEDGER MANAGEMENT (FLORIDA
PALM) USER READINESS WORKSHOPS

****UPDATE**Due to Executive Order 24-208 and the approaching inclement weather, the FACTS Workshops are rescheduled to October 8-10, 2024. Participants will need to re-register for the session of their choice.**

The Department of Financial Services, Bureau of Auditing and Office of Information Technology are pleased to announce workshops for agencies to build awareness and understanding of changes to FACTS due to remediation, impacts to FACTS users, and how to prepare FACTS records for transition from Florida Accounting Information Resource (FLAIR) to Florida PALM.

These two-hour workshop sessions will be held on October 8 - 10, 2024. Each session will contain the same content. While virtual options are available, attendance in-person is recommended if possible. Registration is available in the People First Learning Management System (LMS). State employees may follow the steps below to view and register for available classes:

1. Log into People First.
2. Click on the **Talent Management** tile.
3. Select **Learning** from the dropdown menu at the top left next to the Home icon.
4. Using the **Find Learning** tile, search for the *FACTS Workshop*. The search box or Browse all Courses link may be used.
5. Scroll to find the appropriate class title and select to view.
6. Click on **See All Classes** to view available dates. Select the date of your choice.
7. **To Register**
 - a. for **in-person participation**, click the **Register button** at the top right of the page.
 - b. for **webinar participation**, click the Register button then select the **Additional Information tab**, then select the link to *GoToTraining* at the bottom of the page.

For questions regarding registration, please contact the Bureau of Auditing's Enterprise Trends and Analysis Team at FACTS.Info@myfloridacfo.com.