



**FLORIDA ASSOCIATION OF
STATE AGENCY ADMINISTRATIVE SERVICES DIRECTORS
January 1, 2022 Meeting 8:30 a.m. – 10:00 a.m.
GoToWebinar**

Agencies Represented	Department of Economic Opportunity, Department of Education, Department of Elder Affairs, Department of Environmental Protection, Department of Financial Services, Department of Financial Services – Florida PALM, Department of Highway Safety and Motor Vehicles, Department of Juvenile Justice, Department of Law Enforcement, Department of Management Services, Department of Management Services – MyFloridaMarketPlace, Department of Management Services – Statewide Travel Management System, Department of Revenue, Department of State – Legislative Affairs, Department of Transportation, Department of Veterans’ Affairs, Fish and Wildlife Conservation Commission, Florida Commission of Offender Review, Florida Department of Citrus, State Courts and Justice Administrative Commission.
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Opening Remarks

Mark Merry

Department of Financial Services

Florida PALM

Nikki Klein

- **Production Support Update** – Florida PALM has been jointly hosting end-user learning opportunities with the Office of Florida Financial Education. During the month of January, there were three sessions held, there will be three additional opportunities in the month of February. In addition, a Product Support Round Table will be held Tuesday, February 22.
 - To register for any of these resources online, visit:
<https://myfloridacfo.com/floridapalm/financialswave/meetings-workshops>
- **SpeedTypes** – This functionality is being implemented today, January 28, providing shortcuts for data entry. Resources and information on this functionality will be

provided. This is a system enhancement for the individuals that perform disinvestments, helping to reduce data entry errors by utilizing a shortcut key.

- CRA Activity Statement Report – This report provides activity and balance detail for consolidated revolving accounts; agencies will no longer need to use the CRA reconciliation workaround process.
- Agency Readiness – The Project’s website has been updated to include new updated tasks through 2024 to assist with agency planning. There are also new resources available for agencies including videos, pathfinders, and screenshots.
 - To view agency resources, visit:
<https://myfloridacfo.com/floridapalm/financialswave/readiness-workplan>
- To view this presentation, visit:
<https://www.myfloridacfo.com/Division/AA/fasaasd/documents/FloridaPALMPresentation-January2022FASAASD.pdf>

Q: Will the CRA report be enhanced to reduce derivative*** information?

A: There are some additional updates coming regarding this report.

Department of Management Services

MyFloridaMarketPlace (MFMP)

Tyler Brown
Jillian Green

- Next Gen MFMP – The Next Generation MFMP Contract DMS-20/21-150 was executed in June 2021, effective July 1, 2021 to June 1, 2026.
- Customer Support Operation Innovations – There are MFMP Customer Support Operational Innovations taking place for this project including:
 - Release 1 - ServiceNow CRM Implementation – Complete as of November 1
 - LogMeIn Live Guide Co-Browsing Implementation – Complete as of January 3
 - MFMP FAQ Bot Implementation – In Progress – Expected completion March 28
 - MFMP Live Agent Chat – Coming Soon – Expected July 2022
- Release 2 – Currently in progress is the VIP Cloud Transformation. Stakeholder Design Workshops and Design Review & Approval stages have been completed. In the coming weeks, communication will be sent out regarding development and testing of Release 2.
- Release 3 – Also in progress is the AOD Cloud Transformation. Stakeholder Design and Prototype workshops have been completed. The Customer Roundtable Meeting (CRT) for this release is scheduled for Thursday, February 10. Next Gen AOD Training will be held May-June 2022.
- To view this presentation, visit:
<https://www.myfloridacfo.com/Division/AA/fasaasd/documents/MFMPPresentation-January2022FASAASD.pdf>
- To view all information surrounding Next Generation MFMP, visit:

https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_projects/next_generation_myfloridamarketplace

Closing Remarks

Renée Hermeling

- Florida PALM Access Quarterly Reviews – A quarterly review of all Florida PALM users has been implemented. Moving forward, agencies are being asked to implement these quarterly reviews into their procedures and continue to process these reviews in a timely manner.
- Outstanding Warrant Report Issue – When December’s report was ran, there was an error in processing, making it seem as if agencies did not have any outstanding reports. This error was recognized quickly and OIT has provided Excel reports with the information agencies need regarding outstanding warrants.
- Data Management Statistics – Starting this Spring, conversion items will begin being discussed with Florida PALM. Additional discussion will take place mid-late Spring regarding future changes.

Mark Merry

Q: Regarding Internal Revenue Code 6050x: If there is a court order or settlement agreement with no dollar amount, how do we report the correct amount?

A: The General Council’s Office will be contacted for additional information.

Q: Do you have any tips for helping employees choose electronic delivery of W-2s?

A: Each agency is responsible for selling this option. Communicating the benefits of this option is key.

Statement: Monthly email reminders are sent from our agency to all employees to remind them they can receive their W-2 electronically.

Q: What email should agencies contact to receive a copy of their Outstanding Warrant report?

A: SpecialProjects@MyFloridaCFO.com; due to sensitive information in these reports, please have this email come from a Bureau Chief or Director.

Open Floor

Adjourn