

Date	June 19, 2024	Time	10:00 a.m. – 12:00 p.m.
Location	Department of Environmental Protection 3900 Commonwealth Blvd, Carr Building, Room 170 Tallahassee, Florida 32303		
Objective	Advisory Council Monthly Meeting		
Attendees	Advisory Council: Mike Alexander (DHSMV); Chad Barrett (DCF); Amy Barrow (DOR); Ramon Evans (APD); Lyndell Francis (DBPR); Lydia Griffin (DEP); Renee Hermeling (DFS); Robert Herron (DOH); Jim Lewandowski (FDACS); Tanya Maphis (FWC); Nona McCall (JAC); Mike Moore (FDLE); Cheryl Morgan (DOT); Stephen Russell (DMS); Lisa Simpson (COM); Erica Starling (FDC); Alexandra Weimorts (DFS) Facilitators: Jimmy Cox (DFS); Donnie Doctor (Accenture); Robert Herron (DOH); Nikki Klein (DFS); Tanya McCarty (DFS)		
Related Documents	Presentation		

Topic	Facilitator
Welcome and Opening Remarks	Robert Herron
Governmental Fund Asset Accounting	Donnie Doctor Tanya McCarty
Supplier Portal	Renee Hermeling
Business System Remediation Using Translation Engine Approach	Renee Hermeling
Readiness Workplan Tasks	Nikki Klein
Walk On Topics	Jimmy Cox
Closing Remarks	Robert Herron

Welcome and Opening Remarks

Facilitated by Robert Herron

Mr. Robert Herron opened the meeting with roll call and welcomed the group. A representative from DCF was present.

Governmental Fund Asset Accounting

Facilitated by Donnie Doctor, Tanya McCarty

Ms. Tanya McCarty introduced the topic, explaining that the Project worked with A&A representatives earlier in the week to review this topic and material. Mr. Donnie Doctor discussed accounting for Governmental Fund assets. He explained the accounting requirements, the delivered system functionality, and the proposed solution to reclassify assets. He explained the

process flow of using a General Ledger Allocation to reclassify entries from Governmental Fund to Ownership Fund based on asset (AM) accounting entries after they have been journal generated. The Council discussed the process and asked questions. This enhancement will be presented to the ESC at the next meeting for vote.

Supplier Portal

Facilitated by Renee Hermeling

Ms. Renee Hermeling shared that DFS was working to procure a new vendor payment registration system. Due to demanding manual processes and the efforts to safeguard against fraud, DFS is pursuing a new system to manage the Supplier File for payments. Ms. Hermeling wanted the Council to be aware of this upcoming change because it will affect vendors that do business with all agencies. If the portal is implemented before the Florida PALM go-live, she does not anticipate FLAIR changes. In preparation, DFS will be inactivating or purging existing Supplier Files that are no longer needed before Florida PALM conversion.

Ms. Hermeling discussed the differences between a vendor's registration in MyFloridaMarketPlace (MFMP) and the future registration in the Supplier Portal. The lists of vendors can be different, with some registered in MFMP never needing to be registered to receive a payment. The current Statewide Vendor File (SWVF) list in FLAIR is out of sync with MFMP. The group discussed the reliance on the various lists today and that agencies needed to review their current processes in order to be able to effectively adopt the new processes going forward.

Business System Remediation Using Translation Engine Approach

Facilitated by Renee Hermeling

Ms. Hermeling wanted to have an open dialogue and discuss agencies' use of FLAIR terminology versus Florida PALM terminology and how that may or may not be helpful for those transitioning. The Council agreed it may only be helpful for those who have worked in FLAIR and are transitioning but new users won't understand FLAIR terminology therefore referencing FLAIR fields will not be helpful. New terminology should be a part of all agencies' remediation approach.

RW Tasks

Facilitated by Nikki Klein

Ms. Nikki Klein discussed the recently submitted Readiness Workplan (RW) task 524 End User Readiness Survey that assessed end users' awareness, understanding, acceptance, and commitment to the Florida PALM transition. She shared agency trends by highlighting there was a higher level of response and engagement across the four areas surveyed with Change Champion Network (CCN) members versus team members who are not actively involved with Florida PALM activities. The survey showed common gaps due to future end users and future functionality (e.g., Chart of Account changes), as well as some change resistance. Ms. Klein shared action items agencies noted they plan to pursue in response to the survey results. The Council briefly shared some of their agency's feedback on the survey.

Ms. Klein also discussed the newly released RW task 536 Create an Agency-Specific User Acceptance Testing (UAT) Plan. She shared an overview of planned UAT activities; the Project expects all agencies to participate in UAT. Project-hosted sessions will begin in April 2025 for agencies' subject matter experts. Following, agencies will lead their own sessions with future end users. This is one of three subtasks for UAT preparation.

The Council discussed various UAT planning topics and questions, including participation (SMEs, end users), data conversion, environment readiness, Enterprise System participation, etc. There will be more information shared as the Project completes more testing planning activities and as future RW Tasks are released.

Walk On Topics

Facilitated by Jimmy Cox

Grants in FACTS and FLAIR

Mr. Jimmy Cox shared that for agencies required to use FACTS, grants must be entered into FACTS and that FLAIR must have a FACTS indicator listed on the grants in order to be converted to Florida PALM. Additionally, he emphasized the importance of these two systems being in sync before the Project team converts data to Florida PALM.

Track with Budget Update

Mr. Cox said the Project team is still researching options.

Auto-Generate of Payables

Mr. Jimmy Cox mentioned that the requested topic was not in scope for the Financials wave and asked FDC to clarify if they had additional questions.

Closing Remarks

Facilitated by Robert Herron

With no further topics for discussion, Mr. Herron adjourned the meeting.