Florida PALM
Planning, Accounting, and Ledger Management

Department of Financial Services
Advisory Council Meeting Minutes

Date	September 17, 2025	Time	10:00 a.m. – 12:00 p.m.
Location	Department of Environmental Protection		
Objective	Advisory Council Monthly Meeting		
Attendees	Advisory Council: Amy Barrow (DOR); Stephanie Cabrera (FLHSMV); 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 (FDOT); Stephen Russell (DMS); Lisa Simpson (COM); Erica Starling (FDC); ~~Mary Sweat (DCF)~~; Alexandra Weimorts (DFS) Facilitators: Jimmy Cox (DFS), Renee Hermeling (DFS), Robert Herron (DFS); Rob Hicks (DFS); La'Vondria Norton (DFS)		
Related Documents	Presentation		

Topic	*Facilitator(s)*
Opening Remarks	
Welcome and Roll Call	Robert Herron
Discussion Topics	
New Task 662 State Program Selection for Allotments	Rob Hicks La'Vondria Norton
FLIPS Update	Renee Hermeling
Open Discussion: Mock Conversion 3 Results and Data Cleansing	Jimmy Cox
General Revenue Fund Releases in the Actuals Ledger	Rob Hicks La'Vondria Norton
Walk On Topics	All
Closing Remarks	
Reminders and Action Items	Robert Herron

Welcome and Opening Remarks

Facilitated by Robert Herron

Mr. Robert Herron, Chair, opened the meeting with roll call of the Advisory Council (Council) members and welcomed the group. A representative was present in in place of the Advisory Council member for DCF, FWC, and JAC.

New Task 662 State Program Selection for Allotments

Facilitated by Rob Hicks and La'Vondria Norton

Mr. Rob Hicks presented Budget Allotments specific to the agency option of selecting the use of the State Program ChartField. He walked through the two scenarios:

1) Selecting the option to use the State Program ChartField means they are choosing to use a State Program value on all allotments, which makes the State Program ChartField required field on all allotments for your agency.

2) Selecting not to use the State Program ChartField means agencies cannot use a State Program value on any budget allotments.

As part of this review, Mr. Hicks reminded the Advisory Council how Track with Budget and Track without Budget operate. The only impact of adding in the State Program value is when using Track with Budget (would also apply to Control, but agency has currently selected Control).

a. Track with Budget when used in conjunction with the State Program value, will receive errors or warnings during Budget Check, if budget is not found or does not have an associated allotted budget.

b. Track without Budget when used in conjunction with the State Program value, will generate zero errors or warnings. This method is the most lenient and used for reporting and tracking.

Mr. Hicks reiterated, if the State Program ChartField option is selected by an agency, the State Program value must be used on all budget allotments. Readiness Workplan task 662 was released to agencies to facilitate the agency's decision.

The Council members asked questions of the Project Team representatives and discussed pros and cons of selecting to use the State Program ChartField on Budget Allotments. The individual agency scenarios (e.g., fund to budget entity combinations) and processes will be the biggest driver of the benefits or drawbacks influencing their decision.

FLIPS Update

Facilitated by Renee Hermeling

Ms. Renee Hermeling shared FLIPS will go live in phases. Phase one will be implemented in October 2025 with the Bureau of Vendor Relations (BVR) being the first audience and testers. BVR will use FLIPS for 1099 reporting, setting up valid remittance addresses, and getting vendors enrolled in EFT, replacing the current paper form. Agencies will then test FLIPS in the winter of 2025 with a planned go-live date to include online vendor registration through agency invitation in the spring of 2026. Registrations will be manually added in FLAIR to the Statewide Vendor File. Ms. Hermeling said FLIPS is not a replacement for MFMP, where vendors will register for procurement purposes. With Florida PALM go live, MFMP will receive information from the Florida PALM Supplier File.

A Council member asked for an update to a question asked during a DFS Accounting and Auditing (A&A) workshop regarding a one-to-one association between a vendor and a vendor address. Ms. Hermeling said they took that question as an action item and do not have an update to share at this time. She further said it is true the number of addresses will be limited, and it is possible an enhancement can be performed to increase the limit once FLIPS and Florida PALM are fully rolled out.

A Council member asked if and from where FACTS will get the Supplier ID. Ms. Hermeling confirmed that FACTS will get the Supplier ID from API020 from Florida PALM. A Council member also asked whether other agencies will need to be established as suppliers in FLIPS for payments to be made between agencies (e.g., for contracts or grants). Ms. Hermeling shared that most payments will be handled through InterUnit, which does not require a supplier record. For payments between agencies that require warrants to be generated, the Project has requested agencies, via RW Tasks, to provide their TIN and payment location information for distributing those warrants.

Lastly, Ms. Hermeling reminded agencies that intend to use API002 for recording single payments that it will require A&A approval and she encouraged agencies to follow up with their employees outstanding salary refunds. If the warrants escheat, employees with uncashed overpayments will need to go through unclaimed property to obtain their funds.

Open Discussion: Mock Conversion 3 Results and Data Cleansing

Facilitated by Jimmy Cox

Mr. Jimmy Cox opened the discussion to address specific questions on Mock Conversion 3 results or data cleansing. A Council member asked about the ampersand character on the Supplier ID field found in their conversion results, stating her expectation of the Project cleansing the data before sharing results with agencies, and the increased workload it causes the technical team to remove. Ms. Tanya McCarty said the ampersand was removed from converted data; however, some special characters were received from the W9 system. She will take that request/information away as an action item for the Project to clean up in the future.

Mr. Cox briefly reiterated previous Project correspondence on special characters. The Florida PALM system does not prevent special characters in values or naming conventions; however, Mr. Cox shared that, due to data translation between systems, it is strongly recommended agencies do not use special characters in titles/descriptions, but it's prohibited in data fields (e.g., ChartField values). Additionally, it will cause downstream impacts and cause transactions to fail. Ms. Hermeling seconded that recommendation and said FACTS remediation will also not allow special characters in the near future.

The Council members discussed various options for correcting current data anomalies and challenges with cleansing their master balances. Ms. Hermeling offered support from A&A / OIT to support agency analysis.

General Revenue Fund Releases in the Actuals Ledger

Facilitated by Rob Hicks, La'Vondria Norton

Ms. La'Vondria Norton presented a general revenue fund overview, reviewing the GASB and Florida statute requirements, how the general revenue fund is used today in FLAIR, how it will be used in Florida PALM, and then the similarities and differences between the two.

The FLAIR and Florida PAM processes with example accounting entries are outlined on slides 19 through 22. The take-aways include:

- Agencies do not own cash but continue to have "little"/transactional general revenue funds. All state agency cash will be handled like the Treasury Trust fund, in one account, maintained and managed by DFS, A&A.
- Releases will automatically load into Florida PALM.
- Budgetary transactions and balances will be recorded in the appropriate Budget Ledger within the Commitment Control (KK) module.

- Financial transactions are recorded within the Actuals Ledger.
- General revenue releases will load into Budgetary Ledger.
- Deposits will be recorded into a transactional general revenue fund through an actual bank account as a cash activity. *– This is the biggest change!*
- Service charge payments will be performed in the Inter/IntraUnit (IU) module.
- Expenditures will impact a real cash account value.
- Agency Trial Balance reflects the cumulative agency cash activity for the transactional general revenue fund.
- Adjusting entries will not be recorded or needed.

A Council member asked about recording estimated revenues. Ms. Norton shared that there is a separate ledger for this. She reiterated that general revenue will function how trust funds function. This means if there are less deposits coming in, then the trial balance for the agency's little general revenue fund will show a cumulative negative balance. Finally, Ms. Norton shared there are resources on the Knowledge Center, with more in development, and the A&A website regarding these changes.

Walk On Topics

A Council member made a suggestion for a standing topic to be added to Advisory Council meeting agendas to share updates, concerns, or potential decision-making topics gleaned from the new agency cross-agency risks and issues collaboration.

A Council member gave praise to the new Interface Testing articles on the Knowledge Center. They cited how it was already adding value to their technical team members.

A Council member asked if the User Acceptance Testing (UAT) support from the SSI vendor would be similar to the support agencies are receiving during Interface Testing, specific to resolving testing errors. Mr. Cox stated that both the SSI vendor and the state Project team has recently added additional resources to interface testing to help resolve issues and to support testing efforts, including communication with agencies. Mr. Cox also said the strategy for UAT is an all-hands-on-deck approach, where interface testing is a much smaller set of resources.

Closing Remarks

Facilitated by Robert Herron

The next Advisory Council meeting will be held on October 15. Mr. Herron adjourned the meeting.