



FLORIDA ADMINISTRATION SERVICES MEETING

Friday, May 16, 2025

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

Florida Lottery – Powerball Conference Room

Agencies Represented	<i>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.</i>
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Department of Financial Services

Florida Integrated Payee System (FLIPS):

- Replacing several systems/processes used by A&A including the current W9 system.
- Will perform a lot of automatic validations which are currently manual.
 - Today BVR gets thousands of vendor requests to get paid by EFT and are only able to approve ~50%.
- Envisioning a phased approach going forward with internal use starting in October.
 - Vendors can be issued an invitation manually by someone having to enter one into the system. Agencies will need to determine which role/business area should handle this and this is anticipated for early next year.
 - Q: Will this replace the vendor registration process in MFMP?
 - A: FLIPS will not replace the vendor registration process in MFMP.
 - Q: Will invitations from agencies be automated?
 - A: Invitations will not be automated. Invitations will replace someone going into the Statewide Vendor File (SWVF) to add a record.
 - Q: Will vendors need to go to the Vendor Information Portal (VIP) and FLIPS?
 - A: DFS still needs vendors to register to have remittance information or other tax information. We will not have a way to pay them until they register. You can register in FLIPS with a valid tax ID number. Agencies CANNOT register "on behalf of".
 - Q: How do we process people (i.e. witnesses) who don't have computer access?

- A: DFS will work with you on unique payee populations on a case-by-case basis.
- Q: How will agencies register “one-off” vendors?
- A: Agencies will not be able to add vendors into FLIPS; however, A&A will be able to. A&A will work with agencies on their unique payee populations.

CFO Memo #28:

Requests for additional SAMs are being accepted currently. You should have an idea of population for role mapping activities. Go ahead and get them in place to prepare for UAT.

- Q: SAMs cannot have a role in FLP as a Processor, Approver, Maintainer, etc. and they cannot give themselves access?
- A: SAMs can only have Reporter or Viewer roles. Agencies need to be prepared for mitigation. Agencies are expected to perform access reviews and manage their user access.
- Q: Smaller agencies have concerns regarding lack of resources due to small teams (i.e. 11 users and 2 are SAMs) and the required separation of duties.
- A: You may need to investigate other areas. SAMs should not be able to impact the Ledger. A&A can help you prepare creative solutions, if needed.

Federal Executive Order:

- Recent Federal Executive Order states that the federal government as of September 30, 2025, will no longer accept or issue paper-based payments.
- For those that send/receive money with federal agencies, this could be impactful. Request: Let us know which agencies are requesting electronic payments.
 - Q: Who should we send electronic payment requests to?
 - A: Angie.Martin@MyFloridaCFO.com

Financial Policy Workgroup Update:

- A&A realizes the need to draft policy to support changes coming with the implementation of Florida PALM. There will be a place on our website where draft policy will be published.
 - Q: Will we get subsequent updates on list prioritization?
 - A: We can. We have identified a small population of policy prior to SME UAT. We're happy to communicate and be transparent.

Confidential Payments:

- Florida PALM has features/functions that do not exist in FLAIR.
 - One is marking a payment as confidential and not a whole supplier.
 - It is recommended to use the ‘Confidential Payment’ feature to protect your information. If a supplier gets marked as confidential, that effects your Business Unit (BU). There are other agencies that could be using the same vendor, and an additional record could be added to the supplier file.
 - Marking a supplier confidential should be rare.
- A&A agreed to address this in policy.
 - Q: Does this include employee Accounts Payable (AP) records?

- A: They will be attached to BU of agency they work with. Focus on vendors for confidentiality.
- Q: What is final decision for one agency paying another agency's employee?
- A: The agency where the individual is employed will have to provide the agency paying the individual's agency with supplier ID.

Alexandra Weimorts - DFS CCN Updates:

- [Power Point Presentation](#)
 - Prerequisite Collaboration - We want to eliminate duplicate efforts.
 - Prerequisite training 'scripts' to be nailed down by May 30.
 - All trainings to be built and in the PeopleFirst Learning Management System (LMS) by June 27th.

Roundtable Topics

Misapplied Payments and Bank Returns:

- Sometimes a bank will return an ACH payment and A&A must collaborate with Treasury to resolve it.
- Oftentimes the resolution includes returning funds to the agency that initiated the payment. Sometimes these funds are not accepted by the original agency but have to be returned to complete the payment life-cycle.
- There is a backlog of these items and A&A is trying to catch up.
- A&A will be sending notifications to the agencies within the month.
- Please make your teams aware of this process

Point of Contact (POC) Responses for Emergencies:

- Back in September most agencies responded (36 agencies responded) with POC information for A&A to use in the event of an emergency or office closure.
- If you did not or you need to update your information, please reach out to AcctAudPMT@myfloridacfo.com.

A&A Website Update – Handout:

- A [Site Map](#) is now available for ease of website use.

Session Highlights:

- The Bill was HB 5201 – State Financial Accounting
 - Q: Any budget updates?
 - A: Office of Policy and Budget (OPB) scheduled a Budget Directors meeting for later this afternoon (5/16/25).

PCard Usage:

- Mark: True or False: We can go negative on PCards during emergencies.
 - No - mechanically, we cannot. There is no override for PCard.
- Mark: True or False: We can we make PCard payments without budget.
 - No - we should not.
- We have a contract agreement that we will clear PCard charges within 10 days. Whatever charges are left pending, the corporate limit is consumed.

Tariffs:

- Q: What is the legal authority to pay this?
 - The Department of Management Services (DMS) told the Florida Department of Law Enforcement (FDLE) tariffs were not allowed per the State Term Contract.
- Q: What's the policy for object code?
 - A&A will evaluate if a new object code is required to track tariff related costs.
 - DOT shared that UPS would not deliver a product without DOT paying the delivery tariff (\$100), so DOT used a PCard.

Aging PCard Transactions:

- We can do better; some charges hanging out for 45 to 60 days (hotels and travel without any receipts or movement).
- Contract with BOA to process within 10 days. Some agencies are leaving charges recycling in the system without budget available – becoming a problem with the bank contract and system requirements.
- WORKS will also be part of implementation – A&A is working with the bank on how these charges will be processed through the queue; charges made in FLAIR will have to be paid in FLAIR so deadlines will have to be applied for PCard for the cutover to Florida PALM.
- Think ahead about how you do your planning. Keep credits in mind that could come after the fact. Mark stated there may be ways of handling certain things with the bank, but the current stats would be a nightmare to have to try and clear.
- Whatever starts in the system needs to complete in the system before we cutover to Florida PALM.
 - Q: How does that work with recurring charges when you don't have an idea of when it will be charged?
 - A: You need to work with your vendors on scheduling. If it starts in a system, it needs to end in the same system.

Data Cleanup:

- A&A sponsored a series of workshops about data cleanup but there was limited participation.
- Everyone will soon be asked to look at data – A&A can help agencies if needed going forward.

Topics for Future Meetings:

- Mark – Potential Certified Forward process
- Alexandra – Collaboration on how we're going to clear our PCard queues. Every agency/division/office/need can be different but there is some commonality to be gained.
- Susan, FDLE – [CFO Memo #3](#) related to receiving services and commodities.