



FLORIDA ADMINISTRATION SERVICES MEETING

Friday, March 27, 2026

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 (Online), Department of Transportation, Department of Veterans Affairs (Online), 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 Health, Department of Business and Professional Regulation, and Florida Citrus (Online)</i>
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Opening Remarks

Department of Financial Services

Capital Assets

- Property Subsystem Cleanup
 - Agencies must make an effort to clean up property items sitting in the property subsystem that fall below the depreciation threshold.
 - A&A offered assistance to agencies:
 - Move items to “attractive items” (pending OIT confirmation).
 - Systematically remove items after agency review and confirmation.
 - DBPR Question: When will A&A send the data?
 - Answer: Data can be sent by the end of next week.
 - Agency Question: Why is FLAIR showing value on things that should have been fully depreciated?
 - Answer: There are many reasons. For example, the account code string may be invalid, or the record was marked to stop depreciation.
 - The goal would be that fully depreciated items will no longer appear in financial statements.
 - The request for agencies to work through depreciated property data will be sent to FASM attendees. and the agencies’ Financial Reporting contacts.

Consolidating Policy – Document 360 Framework

- Purpose
 - Centralize policies, guidance, and procedures into a single, user-friendly location.
- Policy Pyramid Structure
 - Policy – Explains the “why” behind processes.

- Management Assertions – Agency representation that payments are valid, genuine, accurate.
 - Supported by documentation.
 - Must meet criteria such as completeness.
- Internal Controls – Required controls to support assertions.
- Agency SOPs – Desk procedures outlining process steps.
- Report Monitoring – Ensures processes are functioning as intended.
- What is the tool A&A plans to use:
 - Document 360 will be used for improved navigation and usability.
 - Attendee feedback is that A&A includes Treasury policy items within the tool. .

Agency Accountability Tool Updates

- Three surveys have been created for agencies to start reviewing their internal controls for the following types of batch jobs:
 - Spreadsheet Uploads
 - Internal Business Systems
 - External Business Systems
- These surveys will be resent to agencies to complete and provide feedback
- SurveyMonkey results can be downloaded as PDFs for collaboration within the agency.
- Model Plan:
 - Auditing has been drafting a model plan template that will help agencies document their internal controls.
 - This will be shared with agencies for review once the Bureau of Auditing has completed it.

Cleaning Up FACTS Records

- Reports are available to help agencies clean up data.
 - 19 agencies currently do not batch
 - All agencies encouraged to batch
- MFT folders have been created for agencies to review their data
 - Everyone who requested access should be in the system by the end of March
- The goal is to complete cleanup before the end of July.

Downtime / Cutover Planning

- Planning meetings ongoing; no final timeline yet.
- Agencies should begin considering:
 - How to manage payments
 - Whether payments can be moved or paid ahead
 - Mitigation plans for statutory required payments
- Question from FDLE and FWC:
 - What about emergency payments and needing to use our PCard, will that be shut off too?
 - Agencies should work with A&A; revolving funds that may need to be set up to complete these types of emergency payments.
 - DFS Question: if we are required to make payments every two weeks, what do we do?
 - Answer: Make a mitigation plan. Perhaps queue up payments and hold warrants.
 - FWC Question: What about prompt payment for the things that are due but cannot

- be paid during the cutover period?
 - Answer: Additional conversations about how to address prompt payment items that occur during the cutover.
 - Commerce question: How will agencies that require federal draws fund prepayments for items due during the cutover?
 - Answer: Create a mitigation plan. Work with suppliers/contractors; can some payments be made later? Can funding from another source be used?
- Consider starting to implement monthly closing processes within your agency:
 - Florida PALM will require monthly reconciliations
 - Agencies encouraged to begin monthly depreciation
- There will be a period of time where FLAIR access is fully restricted during cutover.

Active Participation in UAT

- A&A is actively working through UAT and onboarding new end users.
- Agencies have been asked to input vouchers to support testing for A&A
- Agencies should use the comment box to indicate readiness and needs when interacting with A&A during testing.
- Questions and UAT support needed from A&A should go to: AcctAudUATSupport@MyFloridaCFO.com
- [A&A PALM Connection page](#) includes the testing schedule for A&A.

Vendor Communication

- A&A is drafting language for agencies to help communicate changes; DFS Communications will review.
- A vendor/retiree website is being created for agencies to direct vendors to.
- Agencies will need to communicate with their vendor communities.
- Mass messaging:
 - Considering working through MFMP; discussions ongoing.

RDS Reports

- RDS will remain available for a limited time post-go-live (possibly as short as 6 months).
- Agencies should identify which reports they need and where to store them within their agency.
- Information Warehouse date will be moved into Florida PALM Data Warehouse.
- Question: Does Florida PALM have a Warrant Register Report?
 - Answer: There is a Payment Register Report available in the Florida PALM Data Warehouse. It is under the AP section and is labeled as APR021 – Payment Register. This report allows the user to apply criteria, such as data range, confidential or not, etc. The results can be exported.

Roundtable Topics

SOD Policy and Form

- Agencies should contact A&A early to help with mitigating SOD conflicts.
- Review the SOD policy and form [online](#).
- For August data refresh:
 - Florida PALM will not load agency roles if there are SOD conflicts without an approved SOD conflict form from A&A.

Record Retention

- In Florida PALM, the BU and Voucher # /AR/Deposit combo will be the unique tracking number
- Use the Florida PALM auto assigned number

Documentation Standard

- A&A (Auditing) is working on a procedural policy that identifies the type of supporting documentation needed for payment processing.