



FLORIDA ADMINISTRATION SERVICES MEETING
Friday, September 25, 2026
9:00 a.m. to 11:00 a.m.
Florida Lottery – Powerball Conference Room

Agencies Represented	Department of Children and Families, Department of Corrections, Department of Financial Services, Department of Juvenile Justice, Florida Fish and Wildlife Conservation Commission, Department of Health, Department of Law Enforcement, Department of Revenue, Department of Highway and Safety and Motor Vehicles, Department of Commerce, Business and Professional Regulation, Department of Management Services, Division of Administrative Hearings, Florida State Court, Agriculture and Consumer Services, Commission on Offender Review, Department of Transportation, Justice Administrative Commission, Department of Veteran Affairs, Department of Citrus, Department of Military Affairs
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Opening Remarks

Department of Management Services

Services STMS Update Presentation – Casey Taylor

- Advances during the cutover period
 - Must be submitted before cutover
 - The remaining reimbursement amount will be paid through Florida PALM after 1/12
 - Paper process
 - Must reference the master trip number
 - Create a draft reimbursement for the STMS team– open a ticket with the STMS team and they will reconcile it
 - Extending the advance payment window (currently 14 days) – taking guidance from A&A
- 12/18 - 12/23 – STMS will be view only
- 12/24 - 1/11 - no access to STMS (cutover activities are ongoing)
- Trainings – Q: Can anyone participate regardless of role?
 - Yes

- 3 sessions for each training
- 2 sessions in October, 1 session in November
- Approximately 1,000 seats per session
- See STMS website for training dates

Cutover Memo – Renée Hermeling

- AAM Memo No. 8: Revised FLAIR and Florida PALM Cutover Activities – published
- AAM Memo No. 6: 2026 Payroll Cutover Calendar Information – published
- Working with other partners for advance payment guidance
 - Will not be processing any advance payments before guidance is released
 - Renée will take back for discussion
 - Agencies Security Access Control Custodians can electively remove access
- Q: Has there been discussion about asking agencies who they want to have access to FLAIR and having DFS lock everyone else out?
 - Access Custodians at the agencies can lock out users at their agencies at any point
 - DFS will not be locking everyone else out
 - DFS highly recommends that agency access custodians run and retain access control reports regularly/weekly beginning in November
- Q: Is the A&A advance guidance going to provide a dollar threshold?
 - No, because all contracts are different
 - Agency will need to provide their methodology for estimating the cost
 - Estimate must be reasonable
 - Advances should not be for office supplies or general operations
- Q: Does the 12/17 cutoff include JT1 and JT2?
 - Yes
 - Date in memo about clearing negatives by December 21
 - To clear it BOSP will do a manual Central voucher, and agency will need to do Departmental FLAIR entry only
- Q: Do correcting entries need to stop on 12/17?
 - Yes - if they are going to Central FLAIR
 - No - if corrections just affect Departmental FLAIR

- Assets
 - New memo being released
 - Clearer guidance to clean up asset records by November
- Q: The Cutover memo has a very early Asset cutoff, does that mean that agencies are expected to not purchase assets between the cutoff and cutover?
 - No - the 11/30 deadline is really focused on cleanup activities
 - 12/10 - Last day to do things related to assets, such as adding new assets or making updates to existing assets
 - 12/10 – After COB, update access to FA and FC functions in FLAIR will be turned off and these will be inquiry only
 - If you make asset purchases after this date, you need to manually track these items to be added in Florida PALM after go-live

PCard – Jennifer Patnode

- Provided a range of cardholders and dollars
 - DACS, DEP, and Florida State Guard have a series of operations that are critical
 - G-20 Summit
 - Election
 - Forest Fires
- Renee suggested agencies reach out to her directly to resolve discrepancies
- Q: How can agencies continue operations with limited cards?
 - Revolving Funds – expand the usage
 - Paper POs
 - Advance Payment
- Reminder we are talking about a four-week period – How do we bridge the gap?
- A&A will work with agencies – agree to reasonable adjustments
- Agencies need to provide their lists by 12/1
- Requests to implement the cutover blocks early can be made
 - Renee asks that agencies work with leadership before we adjust
- There are about 20k charges outstanding – 10 days or more
 - Must be cleared out by – 10/31
 - Represents about \$6M

- There are a lot of delinquent charges
 - Some charges over 2 years old – not in dispute
 - PCard charges are getting away from us
 - Some agencies are turning off cards if cardholders are not clearing charges
 - DEP asks for a notification report from A&A to help get charge cleared
- If there are charges for employees that have left the Department reach out for Auditing for support
- DFS asks for a regular report from the PCard team to support the agencies in their monitoring activities
- DEP asked for DFS to implement stricter policy – harsher requirements can be put in agency policy
- Q: Can agencies use PCard for Advance Payments?
 - Will be discussed

Contract Summary Form – Mark Merry

- Eliminating the form
- Agencies may optionally utilize the Contract Summary Form
- Agencies must submit the required information
- Approval can come from the contract manager being part of the approval flow (STMS, Works, AOD)
- Mark commits to sharing draft documentation with the agencies before releasing
- We all need to consider what the AP Voucher approval process looks like post Florida PALM
- FACTS Contract Summary Form is not being eliminated - will not be required
- Jimmy Cox (Florida PALM)
 - Documentation is required for the items that are flagged audit
 - Documentation can be added to things that are flagged for post audit
 - Limitation of 10 megabytes per attachment

Training Calendar

- Many training courses are published
- Focal Point is published

Adjourn