



**FLORIDA ASSOCIATION OF  
STATE AGENCY ADMINISTRATIVE SERVICES DIRECTORS  
September 24, 2021 Meeting 8:30 a.m. – 10:00 a.m.  
Highway Safety and Motor Vehicles – Auditorium**

<b>Agencies Represented</b>	Department of Economic Opportunity, Department of Education, Department of Elder Affairs, Department of Environmental Protection, Department of Financial Services, Department of Financial Services – Florida PALM, Department of Highway Safety and Motor Vehicles, Department of Juvenile Justice, Department of Law Enforcement, Department of Management Services, Department of Management Services – MyFloridaMarketPlace, Department of Management Services – Statewide Travel Management System, Department of Revenue, Department of State – Legislative Affairs, Department of Transportation, Department of Veterans’ Affairs, Fish and Wildlife Conservation Commission, Florida Commission of Offender Review, Florida Department of Citrus, Justice Administrative Commission, and State Courts.
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**Opening Remarks**

Mark Merry

**Department of Financial Services**

Florida PALM

Nikki Klein

- **Website Update** – The face of the Florida PALM website has been renovated to make all Financials Wave implementation information easier to navigate. Updates include a restructured navigation bar, separation between Financials Wave and User Support pages, and targeted resources for the Financials Wave. Also, Master Readiness Workplan tasks for the Financials Wave have been updated through December 2021.
- **Business Transformation** – There is dedicated time for agencies to review each individual business system need (systems to be retained or retired, which interfaces and/or reports will be needed, what data might need to be converted, etc.). Now is a great time to start creating your agency-specific detailed timeline and help your agency carry out all decisions made while following the Business Transformation planning. To

start making decisions about your agency's business processes and needs, there are Module Workgroups available, Readiness Coordinators, Project Team assistance, and other Project tools available within your agency and online here:

<https://www.myfloridacfo.com/FloridaPALM/>.

- To view this presentation, visit:  
<https://www.myfloridacfo.com/Division/AA/fasaasd/documents/FloridaPALM-FASAASDPresentation.pdf>.

**Q:** Can you clarify the meaning of the Financials Wave and the Payroll Wave being concurrent?

**A:** Florida PALM recently had a different approach for the launching of the Central Wave (replacing Central FLAIR functionality) and Departmental Wave (replacing Departmental FLAIR functionality). The decision was made to combine these two waves into the Financials Wave (combining the implementation of Central and Departmental FLAIR functionality). This change will go live in July 2024. The Payroll Wave will go live at the same time (replacing PYRL functionality).

**Q:** When will the timelines be shared for these new waves?

**A:** With the wave changes being made, Florida PALM is currently undergoing a contract amendment. Once this amendment is completed, a better idea of timeline details will be available and posted to the Florida PALM website.

- To view this timeline, visit:  
<https://myfloridacfo.com/floridapalm/financialswave/resources/timeline>.

**Q:** Will agencies have to be involved in any Information Warehouse activities?

**A:** As soon as all details are understood for this part of the Project, we will bring this information forward.

**Q:** Will agencies have to be involved in the Payroll Wave?

**A:** There will be some impact for any agency that utilizes the PYRL system. Florida PALM is still looking into the details surrounding the Payroll Wave. There is additional information to come related to this topic.

**Statement:** Agencies are currently trying to evaluate the volume impact to their agency and the Change Champion Network.

**Response:** Florida PALM is aware that the scope and impact of the CMS Wave was considerably smaller than the impact of the Financials Wave and the Payroll Wave. Small

group trainings have been established to help with the impact of these waves before their July 2024 implementation.

Director's Office

Miley Kilts

- Disinvestment Resources – Resources have been developed by the Office of Florida Financial Education (OFFE) to assist agencies with some of the business processes that agencies have struggled with. There are four new job aids available:
  - Journal Processing/Disinvesting Informational Job Aid
  - Florida PALM Journal Deletion Job Aid
  - Florida PALM Journal Reversal Job Aid
  - Personalizing the Create/Update Journal Entry Columns Job Aid
- To view the job aids referenced above, visit:  
<https://myfloridacfo.com/floridapalm/user-support/manuals-and-job-aids>.

### **Department of Management Services**

MyFloridaMarketPlace (MFMP)

Tyler Brown  
Jillian Green

- Next Gen MFMP – The Next Generation MFMP Contract DMS-20/21-150 was executed in June 2021, effective July 1, 2021 to June 1, 2026. The new updates to be expected include:
  - A modern and user-friendly look and feel
  - A secure, cloud-based environment
  - A Contract Management System Module
  - A business intelligence analytics application
  - An integrated VBS and OSD application
  - Enhanced customer service via an MFMP FAQ Bot (Virtual Agent)
- To view this presentation, visit:  
<https://www.myfloridacfo.com/Division/AA/fasaasd/documents/MFMP-FASAASDNextGenPresentation.pdf>.
- To view all information surrounding Next Generation MFMP, visit:  
[https://www.dms.myflorida.com/business\\_operations/state\\_purchasing/myfloridamarketplace/mfmp\\_projects/next\\_generation\\_myfloridamarketplace](https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_projects/next_generation_myfloridamarketplace).

**Q:** When will the September 14, 2021 presentation be made available online?

**A:** The recording and Meeting Minutes will be made available by as soon as they are approved, by early next week.

**Q:** Will the Vendor Registration release happening in March 2022 have any impact on FLAIR or to agencies? If so, what should agencies anticipate?

**A:** This release will be very vendor-focused; this is our vendor registration application. From an agency perspective, the Vendor Bid System will be updated. From a FLAIR perspective, the batching process for the Statewide Vendor File will be mirrored to ensure that all records are entered appropriately.

**Q:** What are the current training delivery plans for this update?

**A:** Training is targeted for the May/June timeframe to prepare for go-live. There will be in-person and online/webinar-based training, as well as prototype trainings for functionality testing before go-live.

**Q:** Who will be determining roles during this update (Liaisons, Subject Matter Experts (SMEs), etc.)? What should agencies start thinking about to prepare?

**A:** Identifying your agency's Liaisons and SMEs will be a great start for this update. A distribution list has been disbursed to agencies that identified each agency's Finance/Accounting Directors, Purchasing Directors, and MFMP System Administrators. This list is not finalized and can be updated by contacting MFMP.

**Q:** Will there be a 'sandbox' available for agencies to use?

**A:** Yes, there will be a training environment made available for agencies to use.

## **Closing Remarks**

Mark Merry

- **Certified Forward:** The Fiscal Year-End is approaching quickly. Ensure your agency is ready for the new year by finalizing all Certified Forward requests before the deadline.

**Q:** What observations has Central FLAIR seen since the Florida PALM go-live that agencies need to be aware of?

**A:** The Disinvestment Process: Disinvestments are processed in the General Ledger Module. In this module, there are not a lot of edits that can be made. There will be information in the Informational Job Aid to remind you of details to be mindful of when processing these transactions in Florida PALM. A monthly reconciliation process within each agency is highly recommended.

**Q:** What happens when a journal is not in an open period?

**A:** Be mindful of your journal periods and that the date that is entered on your journal is in an open period.

## **Open Floor**

## **Adjourn**