



FLORIDA ADMINISTRATION SERVICES MEETING

Friday, August 18, 2023

9:00 a.m. to 10:30 a.m.

Department of Highway Safety and Motor Vehicles – Auditorium

Agencies Represented	Department of Citrus, Department of Corrections, Department of Elder Affairs, Department of Financial Services, Department of Financial Services – Florida PALM, Department of Law Enforcement, Department of Management Services, Department of Management Services – MyFloridaMarketPlace, Department of Military Affairs, Department of Revenue, Department of Transportation, Department of Veterans Affairs, Florida Fish and Wildlife Conservation Commission, Florida Lottery, and Justice Administrative Commission
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Opening Remarks

Mark Merry

- Introductions

Department of Financial Services

Florida PALM

Angie Robertson

- Florida Planning, Accounting, and Ledger Management (PALM) Update
 - New dates are coming out in mid-September for further outreach to get the agencies ready for the migration.
 - The Readiness Work Plan will also be available in mid-September.
 - The collaboration with different liaisons was very beneficial and the forums will be held again.
 - The solution design will be generated in SharePoint.
 - This will allow agencies to fill out their data within the workbook in real time.
 - It will be reviewed on a bi-monthly basis to allow for updates and tweaking.
 - The frequency of this task will be determined at the next Legislative session.
 - The Florida PALM design phase is reflected on the website.
 - The payroll module will be done in the last segment of this phase.

- Payroll Wave business process models will be reviewed from September 6 to September 7.

Department of Management Services

MyFloridaMarketPlace (MFMP)

Jillian Green/Robert Cooper III

- MFMP Next Gen Update
 - The legacy application retirement has been completed.
 - If any auditors reach out to the agencies about FY 2021-2022 purchase orders, contact MFMP to help pull the data.
 - Ariba/Florida PALM integration is planned for January 2026.
 - The Change Review Board will resume meeting and will meet quarterly. Invite people that are knowledge-based in MFMP and in accounting/finance roles, not end users.
 - MFMP encourages everyone to check out the updates made to the webpages on the Department of Management Services (DMS) website.
 - Two known issues have been resolved: 3680 - transaction field and 4120 - custom fields.
 - August testing includes invoice number in Tableau, fixing bugs, and other defects.
 - Past webinars and trainings can be found on their new MFMP resource.
 - Next live trainings are hosted from August 22 to August 24.
 - September 18 is the planned kick-off date for more trainings.

Department of Financial Services

Director's Office

Renée Hermeling

- Division Ledger
 - The Division of Accounting and Auditing invites all agencies to submit topics for the Division Ledger.
- DFS Website Update
 - Help improve the Division of Accounting and Auditing's website by completing a quick survey.
 - The [survey](#) is available until Friday, September 1.

Roundtable Topics

Renée Hermeling

- Agency Transformation Guide
 - The Division of Accounting and Auditing is planning on creating a more comprehensive guide and from an enterprise-wide perspective.
 - The [survey](#) is available until Friday, September 1.
- Asset Management
 - Hopefully everyone depreciated all that was needed!
- Document Ambiguity

- Some documents are too ambiguous.
- **Q: CFO Memo 25 is an example of document ambiguity. My contract managers are holding invoices because we do not know how to fill them. What will be done?**
A: This memo will be reissued (if not already by the time of this being posted).
- Vendor Assignments Update
 - Review guidance that will be coming out soon (if not already by the time of this being posted). The memo is very high-level.
 - Will be handled as a case-by-case basis.
 - Contact the Department of Financial Services to review each individual case.
 - Monitoring will need to be in place at the agency level.
- COOP Process for Warrant Transmittal
 - The Division of Accounting and Auditing is currently reviewing disaster recovery processes.
 - Exploring the outsourcing of a warrant transmittal and warrant printing if needed.
 - **Q: What happens with picking up warrants?**
A: Communicate to vendors that the Division is exploring this option.
- CFO Memo #24 – FLAIR Batch Uploads
 - All agencies have used batch uploads; however, this process was never documented.
 - Going forward, pre-approving batch loads will be done via a Memorandum of Understanding (MOU).
 - **Q: Does this also include PC uploads?**
A: Yes.
 - **Q: Does this MOU include all the batch uploads?**
A: Yes. One MOU per agency detailing the batch uploads.
 - **Q: Do we need an MOU for scripting?**
A: No.
- FACTS Requirements – SB242
 - Reporting total executive management compensation by employee and includes related parties.
 - Applies to most agencies that have grants.
 - **Q: Does this bill replaces the emergency order for annual reporting?**
 - **A: No.**
- Security Access Management (SAM) Inactivation
 - Make sure to notify Access2PALM@MyFloridaCFO.com when employees leave or change positions and their SAM access needs to be updated.
 - An idea to monitor this is to add ‘inactivating SAMs’ to your checklists when people leave their positions.
- Job Posting – Is PeopleFirst the Only Option?

- No, other agencies use LinkedIn, Government Finance Officers Association (GFOA), and Association of Government Accountants (AGA) to post job ads.
- Reach out to local colleges (including Flagler College).
- Florida State University (FSU) has a job fair every year.
- Contact the [Division of Human Resource Management](#) for recruitment opportunities.
- **Q: When will financial statements, leases, and GASB 96 items be opened/available?**
A: No later than Wednesday, August 23.
 - **Q: Is the due date extended?**
 - **A: Not at this time but contact DFS if needing additional time.**

September's FASM Topics

- Encumbrance Records
- WDesk – Financial Statements
- Warrant Transmittal Challenges

Open Floor

Adjourn