



# The A&A Ledger

Florida Department of Financial Services | Division of Accounting & Auditing

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## THE IMPORTANCE OF ACCURATE DATA IN THE STATEWIDE VENDOR FILE

By: HUNTER RENTZ

With the continued implementation of Florida PALM, Accounting and Auditing is reviewing current data in the FLAIR Statewide Vendor File (SWVF) to validate the information within the file to confirm accuracy before records are moved into Florida PALM.

Accurate vendor data is important! This information is used in several critical business processes including payment processing and federal tax reporting. It can be overwhelming and time consuming to navigate through a file with duplicate or obsolete information. A cluttered SWVF leaves more room for errors and can lead to fraudulent records being overlooked or inadvertently used. Inaccurate data can also result in payments going to the incorrect vendor.

Performing a clean-up of the SWVF will increase the accuracy of payment processing and reporting by removing, updating, and maintaining stale, outdated, and redundant vendor records. Cleaning up data now, will not only enable FLAIR to provide Florida PALM with accurate records, but will aid you in preventing processing errors.

Accurate data in SWVF will also maximize productivity and allow Bureau of Vendor Relations staff members to support agencies by reducing the workload of maintaining unnecessary records. Additionally, agency personnel will have less information to sort through when searching for vendor records.

### How will Data be Cleansed and what Records can be Removed?

- Vendor records with no payment activity, duplicate records, and those that have failed Taxpayer Identification Number (TIN) matching with the IRS will be inactivated.
- Vendor records with incorrect or suspicious records that may contain spelling errors or have inconsistent information will be purged.
- Vendor addresses will be verified to determine which records are no longer necessary. This will validate that payments and 1099s are mailed to the correct addresses. Inaccurate information will be inactivated.

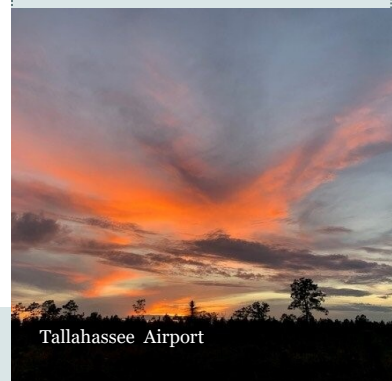
If you have questions about this process or about SWVF, contact [StatewideVendorFile@MyFloridaCFO.com](mailto:StatewideVendorFile@MyFloridaCFO.com).



Saint Marks Lighthouse

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Tallahassee Airport



## WHAT IS THE REPORT DISTRIBUTION SYSTEM?

BY: RITA SMITH

The Report Distribution System (RDS) application was designed to create report data from Departmental and Central Florida Accounting Information Resource (FLAIR). It operates on the same mainframe programming as FLAIR.

Reports are tools designed for those responsible for a business process. RDS User IDs are tied to an employee or position number. The employee or position number is tied to the work that position is responsible for in FLAIR. And that work should drive which business process data, or reports, are needed

Each user should validate that the reports in his/her library are needed to complete assigned job duties. So, if a report is going into your library and when

opened, the data is not data you recognize, please discuss with management so that the report can be explained or removed from your library if no longer applicable. This reduces risk.

*“Each user should validate that the report in his /her library is needed”*

Some reports may contain sensitive or confidential data

(e.g., social security numbers, confidential payee information). This means, having access to RDS Reports carries a BIG degree of responsibility. You don't want to be responsible for data you do not use or need.

Open each report and look at the actual Report Title. Do not rely on the description on the RDS Library screen, as sometimes these titles will not match the actual report. The majority of RDS reports were created because a user of FLAIR had a reporting need.

Knowing ALL Reports in your RDS library that tie to your position number and job duties, it becomes clear that the reports in your library each morning, week, month, are not there by MISTAKE.

## THE CALENDAR IS COMING!!!

BY: ARNETTA GIVENS

The Office of Florida Financial Education (OFFE) is excited to announce the Fiscal Year 2023-2024 third and fourth quarter training calendar. OFFE will be offering a variety of courses in three different formats: in person, virtual, and on-demand. Over 20 instructor lead classes will be held!

We heard you! To support the needs and requests of our customers, there are trainings focused on State accounting and contract management. This fall, we revitalized the Florida Accounting Information Resource (FLAIR) best practices and will be offering FLAIR in-person trainings in the new calendar year! We are, also, introducing Florida PALM trainings focusing on navigation, cash management functions, and security access management.

Monthly, there are several opportunities for you to increase your knowledge on topics dealing with Advancing Accountability both for state employees and vendors. There are several FLAIR topics (e.g., reporting, encumbrance management).

The calendar will be from January 2024 through June 2024 and will be published soon. The calendar will be available online.

**Look for classes in the People First LMS!**

If you have a training need that is not reflected on the calendar, reach out to us at [DFSFinancialEd@MyFloridaCFO.com](mailto:DFSFinancialEd@MyFloridaCFO.com).



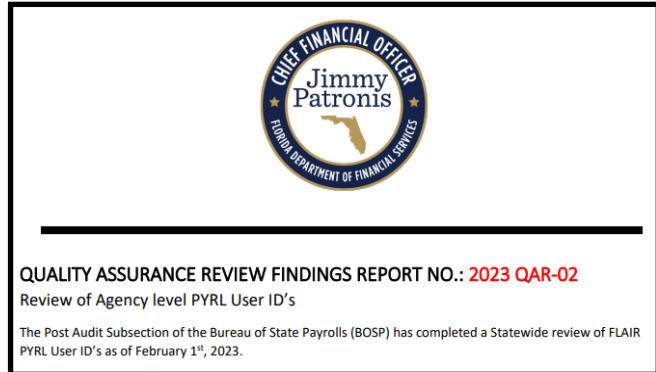
# THE BENEFIT OF QUALITY ASSURANCE REVIEWS

BY: CONSTANCE PARRAMORE

The Bureau of State Payrolls (BOSP) has a dedicated team that is here to support agencies with improving their accuracy and efficiency with payroll functions, policies, and procedures. This team does this by, performing regular Quality Assurance Reviews (QARs) of payroll related data and processes.

These QARs are conducted to validate that BOSP understands where agencies may be having issues with the payroll system and policies associated as outlined in our Payroll Preparation Manual (PPM). By reviewing the payroll data and processes of agency transactions completed in the payroll system, it allows our team to be able to identify areas of improvement within the agency, when it relates to the understanding of payroll system functionality, as well as within our own policies and procedures. QARs can also lead to more standardized payroll functionality across all agencies and can also be used to support agencies by assisting in reaffirming policy decisions, providing suggestions, and tips on how to complete payroll functions accurately and timely.

We would like to thank all agencies that have participated in providing us responses to our QARs. Without your assistance, we could not complete these reviews to better assist our payroll groups.



QARs are available online at [www.myfloridacfo.com/division/aa/state-agencies/payrolls](http://www.myfloridacfo.com/division/aa/state-agencies/payrolls)



The Office of Florida Financial Education (OFFE), would like to extend a huge and sincere ‘thank you’, to the agencies that took time out of their busy schedules to meet and discuss training needs related to their current processes.

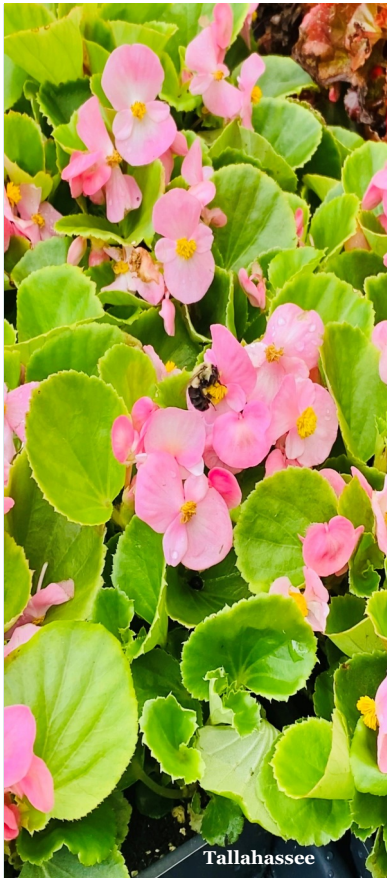
*Thank You!*

Department of Agricultural and Consumer Services (DACS), Department of Business and Professional Regulation (DBPR), Department of Children and Families (DCF), Department of Management Services (DMS), Department of Corrections (DOC), Department of Transportation (DOT), and Florida Fish and Wildlife Conservation Commission (FWC) opened their doors to us

and in turn, OFFE is jumping at the chance to provide additional training and guidance for all state agencies (e.g., FLAIR trainings, general accounting principles).

With a better understanding in FLAIR processes, agencies will be more prepared than ever to transition to Florida PALM, in January 2026! If your agency has specific training needs, please reach out to [DFSFinancialEd@myfloridacfo.com](mailto:DFSFinancialEd@myfloridacfo.com).

- Anne Rabon



## MEMOS OF NOTE

**AAM#8:** JUDGMENT INTEREST RATE FOR THE QUARTER BEGINNING OCTOBER 1, 2023-Provides information related to the interest rate established for the quarter beginning July 1, 2023.

**AAM#9:** STATEWIDE EXPENDIURE OBJECT CODE LIST-Provides information related to updating the Statewide Expenditure Object Code (SWOC) List with a new object code related DMS-Administrative Health Insurance Assessment.

**AAM#10:** NEW REPORT IN THE REPORT DISTRIBUTION SYSTEM (RDS): Provides information for the new Salary Refund Records Purged report that currently runs at the end of each month.

**AAM#11:** 2023 CALENDAR YEAR-END INFORMATION- Provides information to assist agencies in complying with the Payroll Calendar Year-End reporting and processing schedule.

**CFOM#26:** ADMINISTRATIVE HEALTH INSURANCE ASSESSMENT- Provides information regarding the Administrative Health Insurance Assessment (AHIA).

## HELPFUL ONLINE RESOURCES

**Payroll Preparation Manual:** This manual contains the process for the administration of the Bureau of State Payrolls (BOSP). These instructions are to state agencies for preparing and submitting payroll and employee data, as well as schedules, tables, and codes used in the payroll system (PYRL).

⇒ [Payroll Preparation Manual](#)

**FLAIR Manuals:** The FLAIR manuals provide guidance in how to perform accounting and reporting functions in the state's accounting system.

⇒ [FLAIR Manuals](#)

**Reference Guide for State Expenditures:** The purpose of this manual is to provide state agencies guidance regarding the requirements applicable to the disbursement of funds from the State Treasury, regardless of the payment methods (warrant, EFT, PCard).

⇒ [Reference Guide for State Expenditures](#)

**Statewide Vendor File Reference Guide:** The Statewide Vendor File (SWVF) reference guide provides guidance in how to add and request updates to vendor records in the FLAIR SWVF.

⇒ [Statewide Vendor File Reference Guide](#)



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