



# The A&A Ledger

Florida Department of Financial Services | Division of Accounting & Auditing

Issue 5: July 2024

## WEBSITE CHANGES ARE COMING!

BY NIKI NOLTON

As you may know, the Division of Accounting and Auditing is working on a project to overhaul our website. Based on your feedback and customer survey results, changes are in progress. Our goal is to make it a more user friendly, customer focused experience.

The first round of updates were published in May 2024 and the second round of updates were published in June 2024. Several changes were implemented including changes to the following pages:

- Contact Us Page: <https://www.myfloridacfo.com/division/aa/contact-us>
- Memos Page: <https://www.myfloridacfo.com/division/aa/memo>
- Forms Page: <https://www.myfloridacfo.com/division/aa/forms>
- Home Page: <https://www.myfloridacfo.com/Division/AA/>
- Audits and Reports: <https://myfloridacfo.com/division/aa/audits-reports>
- Manuals: <https://myfloridacfo.com/division/aa/manuals>

We're especially excited about the updates made to the Forms page; now forms are grouped in one location by topic. Every form now has a description, too. This should help you easily locate the form you need.

To find out more about what was updated on our website, check out Agency Addressed Memorandum No. 21 and No. 27. Review your bookmarks and update them as appropriate. We created a Website Updates Page, which is available from the Home Page, to highlight all recent updates.

Coming soon, we're publishing updates to the Training and Job Aid Page. This page will be sorted by topic for easy navigation.



Tallahassee

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Flagler University—St. Augustine

# THE BUREAU OF STATE PAYROLLS IS HERE TO HELP!

BY CONSTANCE PARRAMORE

The Bureau of State Payrolls (BOSP) has a dedicated team available to support agencies with all payroll functions, policies, and procedures. BOSP has three teams: Payroll Processing/Involuntary Deductions, Employee Records and Taxation. Each team is here to assist agencies and state employees with questions.

The Payroll Processing team's main goal is to confirm that all payrolls are processed accurately and timely. This team can assist agencies with entering payments through the On Demand system, processing leave payouts for employees, completing retroactive payroll payments, and processing settlement agreements. They can also assist agencies with questions related to any payroll that is processed by reviewing data and validating its accuracy. After each major payroll is processed this team sends out multiple agency notifications related to any error that may have occurred, negative amounts in payroll accounts, and requests review of payments that are outside of normal parameters.

The Involuntary Deductions team maintains all involuntary deductions that are deducted from an employee's payroll and assures these payments are sent out timely. They are also available to answer questions from employees regarding involuntary wage deductions.

The Employee Records team is responsible for maintaining the employee payroll record, which includes the Form W4, the employee year-to-date balances, and any adjustment made to an employee's payroll. They maintain and review agency access to FLAIR-PYRL and access to the Employee Information Center website. This team sends out notifications after every major payroll for employees who have not completed a Form W-4 and they also send out quarterly payroll system access review notifications. They are well versed in the payroll system and can assist with questions related to salary overpayment adjustments, non-cash adjustments, and any other adjustment entered by agencies in the payroll system. Need a cumulative payroll history for an employee? This team can provide it!

The Taxation section is responsible for remitting taxes withheld from employees that work for state agencies. This team reconciles and remits taxes after every payroll that is processed. This team is also responsible for reconciling and remitting retirement contributions. They are also available to assist agencies with questions related to corrected form W2's, refunds of withholding taxes, and the processing of retirement variance invoices.

Not only do we have three dedicated teams to assist you, we also have the Payroll Preparation Manual online at the following link:

[https://sfo1.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/bosp\\_manual2.pdf](https://sfo1.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/bosp_manual2.pdf)

This manual serves as an instructional manual that includes schedules, tables, and codes in the payroll system. It is frequently reviewed and updated and is a wonderful resource for agencies.

*If your agency needs assistance with anything related to payroll, please reach out to us. Our teams can be reached at the following email addresses:*

- *Payroll Processing:*  
*BOSPPayProcessing@myfloridacfo.com*
- *Employee Records:*  
*BOSPEmployeeRecords@myfloridacfo.com*
- *Taxation:*  
*BOSPTaxation@myfloridacfo.com*



## Dates to Watch!

- **After July 15, 2024:** Updates to the carry forward encumbrance, accounts payable, and receivable subsidiary records will be limited
- **After July 19, 2024:** Use the description field to record the payable number for unencumbered incurred obligations
- **September 12, 2024:** Enter FLAIR vouchers related to incurred obligations
- **September 25, 2024:** Vouchers related to prior year obligations must be received by the Bureau of Auditing

# FLAIR SHORTCUTS

BY KIM JACOBS

Ok folks, if you're reading this article, there is a possibility you currently use the Florida Accounting Information Resource (FLAIR), or at the very least, you are familiar with FLAIR and what we use it for. Take just a moment to thank FLAIR for automating, in part, our accounting work.

FLAIR is a 40-year-old system with an array of technology, both old and new. The core technology was developed in the 1970s and implemented in the 1980s. For some of you who are reading this, FLAIR is older than you are! With a system of this age comes a few challenges for people accustomed to working with new technology. That mouse you just touched to check your email, to click on that internet icon, and select the toppings on your sandwich you ordered for lunch...take it and put it in your desk drawer because it's not needed in FLAIR. To navigate within FLAIR, you cannot use a mouse; you have to use your keyboard, and your keyboard alone.

To help you maneuver in FLAIR, the Office of Florida Financial Education (OFFE) developed a resource that outlines FLAIR keyboard shortcuts. Take a minute to review the FLAIR Navigation Shortcuts resource online [here](#).

Not only has OFFE created this resource to make your FLAIR life easier, but OFFE also implemented an instructor led FLAIR Training Highlights - Navigation training that you can take. If you are interested in this course, please email the OFFE team at [DFSFinancialEd@MyFloridaCFO.com](mailto:DFSFinancialEd@MyFloridaCFO.com) to request the next training date and ask how to get your seat!



## LEARNING OPPORTUNITIES

BY RACHAEL LIEBLICK

The Office of Florida Financial Education heard you! We offer a lot of on-demand and instructor led training opportunities in FLAIR, accounting, and contract management, but you're having difficulties finding our classes. We acted on your feedback and suggestions and have reorganized course content in People First.

We grouped courses together under major headings:

- **FLAIR:** In this training program, you will see classes related to FLAIR and basic accounting. Expect to see on-demand classes like, FLAIR navigation and Governmental Accounting, and instructor led courses that you can register for like, FLAIR Fundamentals.
- **Financial Accountability (Contracts):** In this training program, you will see classes related to monitoring contracts. Expect to see on demand classes like the Florida Single Audit Act and instructor led classes that you can register for like, Advancing Accounting and Monitoring Steps for Success.
- **Payroll:** In this training program, you will see the new self-paced, interactive on-demand payroll training.
- **Purchasing Card Works:** In this training program, you will see on-demand classes related to Navigating Works and Approving Transactions.

More learning content is coming soon; stay tuned!

Accounting & Auditing will no longer use STATS for our training registration; all training registration will be handled through People First LMS. If your agency does not use People First, access to their LMS can be established. Notify Office of Florida Financial Education at [DFSFinancialEd@myfloridacfo.com](mailto:DFSFinancialEd@myfloridacfo.com) and we can help!

## MEMOS OF NOTE



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Chief Financial Officer Memorandums communicate policy regarding accounting and payment information and are published online. Annually, A&A reviews these memos; memos can be retired, revised, or unchanged. Memos are republished at the start of the new fiscal year. Below is a summary of the revised memos.

#	Title	Summary of Changes
No. 02	Reference Guide for State Expenditures	Updated link.
No. 03	Contract Summary Form and Receipt of Goods and Services	Added Grant Manager language. Clarified what is required for payment in MyFloridaMarketPlace when the contract or grant agreements are recorded in the Florida Accountability Contract Tracking System.
No. 05	Contract Monitoring and Documenting Contractor Performance	Clarified the documentation requirements for Contract Managers and Grant Managers.
No. 06	Clerks of Court Accounting Methodology for Chapter 2008-111, Laws of Florida	This memo was retired.
No. 07	Accounting for Cash Receipts at Year End	Updated some links.
No. 08	Interest on Revolving Fund and Clearing Accounts	Removed Rule reference.
No. 11	Guaranteed Energy, Water and Wastewater Performance Savings Contracts	Updated the processes for obtaining a copy of the model contract and submission.
No. 13	Statewide Financial Statements Capital Asset Guidance and Rules for Tangible Personal Property	Added guidance related to right to use leases Generally Accounting Standards Board (GASB) 87 and 96.
No. 17	New RACF Access for Vendor Employee Table in the FLAIR Information Warehouse	Contact information was updated.
No. 18	Prompt Payment Compliance and Interest Penalty Monitoring	Links were updated.
No. 21	Information Reporting for Fines, Penalties, and Other Amounts	Links and embedded documents were updated.
No. 24	Internal Controls for Departmental FLAIR Payment Processing when Payment Batch Files or Scripting Methods are Used for Data Entry	Now includes an explanation of the batch process.
No. 25	Contracts With Non-Profit Organizations as Defined in Section 215.97 (2)(M), Florida Statutes	Now includes a detailed explanation of the completion process for "Total Compensation Paid to Non-Profit Personnel Using State Funds" form.
No. 26	Administrative Health Insurance Assessment	The authority references within this were updated.

## BE IN THE KNOW!



**FYE Workshops** - on demand training is available in People First LMS



**Agency Addressed Memo No. 18** includes all the critical processing dates for FY23/24 incurred obligations.



**Did you know?** The pictures in the Ledger were taken by A&A team members and all focus on Florida.



Give us feedback on the Ledger by responding to this **5 minute survey**: <https://www.surveymonkey.com/r/AADivisionLedger>



FASM is now hosted at the Florida Lottery; for meeting materials including meeting minutes, checkout the **FASM Meeting Materials page** of the A&A website