

DATE: August 8, 2024

TO: Agency Addressed (No. 04, 2024-2025)

FROM: Renée Hermeling, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: STATEWIDE MASTER ADJUSTMENT SYSTEM (SWMA) –
ESTABLISHING GUIDANCE AND FORMS

The Department of Financial Services (DFS) is establishing agency access in the Statewide Master Adjustment System (SWMA) for agencies to perform post-closing adjustments only, that will be provided to the Bureau of Financial Reporting, Statewide Financial Reporting.

Effective immediately, [Statewide Master Adjustment User Account Request Form \(DFS-A1-0400\)](#) is available at the [Department's website](#), within the Financial Reporting Forms drop down menu, for agencies to request user access to process post-closing adjustments in SWMA. The form must be downloaded within Adobe Acrobat, in order to be completed, signed, scanned, and emailed to SFRS@MyFloridaCFO.com.

Agency guidance has been created to assist in this new process. This document is now available on the [Department's website](#), within the Financial Guidance for State Agencies page and saved under the Financial Reporting menu.

The SWMA system will be available to use August 16, 2024, at 3:30 p.m.

If you have any questions or concerns, please email SFRS@MyFloridaCFO.com or call (850) 413-5511.