

DATE: April 23, 2024

TO: Agency Addressed (No. 19, 2023-2024)

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

SUBJECT: FLORIDA ACCOUNTING INFORMATION RESOURCE (FLAIR)
 FISCAL-YEAR 2023-24 CLOSING

This memorandum provides information related to FLAIR year end closing for the fiscal year (FY) ending on **June 30, 2024 (FY 2023-24)**. All times are Eastern Daylight Savings Time.

For the period of June 28 through July 3, please send contact information for voucher input and signature authority for the following functions to NewAccountCode@MyFloridaCFO.com:

- Payroll
- Disbursements
- Receipts / Deposits
- Disinvestments

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PAYROLLS

ITEM	DESCRIPTION OF TASK
1)	<ul style="list-style-type: none"> • Payrolls and related transactions will be submitted in accordance with the agency payroll calendar for June 2024 and will be processed as FY 2023-24 transactions. A link to the 2024 Payroll Calendar has been provided in the Reference section. • Agencies must monitor account balances to avoid atypical account balances and consequential delays in paying employees at fiscal year end.
2)	<ul style="list-style-type: none"> • On-demand payroll transactions <u>entered and approved</u> by 5:00 p.m. on Wednesday, June 26, 2024, will be processed as FY 2023-24 disbursements and will be warrant dated June 28, 2024. • <u>On-demand payroll transactions not approved by 5:00 p.m. on Wednesday, June 26, 2024</u>, will be purged. • <u>No on-demand payrolls will be processed</u> on Thursday, June 27, 2024, or Friday, June 28, 2024.
3)	<ul style="list-style-type: none"> • <u>Agencies will not be able to process payroll adjustments</u> that affect an employee's prior quarter tax obligation (Withholding, Social Security or Medicare taxes) beginning Thursday, June 13, 2024, through Friday, June 28, 2024. • Additional guidance can be found in the Payroll Preparation Manual, Volume VI, Section 13. A link has been provided to the Manual listed in the Reference section below.
4)	<ul style="list-style-type: none"> • Negative Central FLAIR Cash and/or Budget balances <ul style="list-style-type: none"> • Monthly Payroll: Negative balances resulting from the June monthly payroll warrant dated Friday, June 28, 2024, must be cleared by 11:00 a.m. on Friday, June 28, 2024. • Biweekly Payroll: Negative balances resulting from the Biweekly payroll warrant dated Friday, June 28, 2024, must be cleared by 11:00 a.m. on Friday, June 28, 2024. • To clear the negative balance by Friday, June 28, 2024, agencies must input data into Departmental FLAIR by 5:00 p.m. on Wednesday, June 26, 2024. If negative cash or budget balances have not been cleared by 11:00 a.m. on Friday, June 28, 2024, agencies must provide one (1) FLAIR account code so Bureau of State Payrolls (BOSP) can clear the negative balances. • If there are any payroll journals pending, agencies must provide BOSP with a copy of the journal. If there are no payroll journals pending, the agency must provide one (1) FLAIR account code so the negative balances can be cleared. BOSP will not post to multiple accounts. If no account is provided, BOSP will notify agencies which account has been selected to clear the negative balance.
5)	<ul style="list-style-type: none"> • Employees whose Electronic Funds Transfer (EFT) payment is returned after Thursday, June 20, 2024, will not be reissued until after Wednesday, July 3, 2024.

DISBURSEMENTS

ITEM	DESCRIPTION OF TASK
1)	<ul style="list-style-type: none"> Disbursement transactions must be input into Departmental FLAIR by 8:00 p.m. on Thursday, June 20, 2024, to be processed as FY 2023-24 disbursements.
2)	<ul style="list-style-type: none"> To assist with a timely fiscal year closeout, agencies are encouraged to make every effort to have their vouchers and journals submitted to the Bureau of Auditing by Friday, June 14, 2024. Vouchers and journals must be received by the Bureau of Auditing for payment by 2:00 p.m. on Thursday, June 27, 2024, to be processed as FY 2023-24 disbursements.
3)	<ul style="list-style-type: none"> Vouchers or journals input into Departmental FLAIR after Thursday, June 20, 2024, that are not received by the Bureau of Auditing by 2:00 p.m. on Thursday, June 27, 2024, will be <u>deleted from Central FLAIR</u>. Agencies will have to correct these vouchers in Departmental FLAIR and resubmit them as FY 2024-25 vouchers.
4)	<ul style="list-style-type: none"> Departmental FLAIR will not process disbursement, FLAIR function code DB (including purchasing card) transactions entered on Friday, June 28, 2024. FLAIR will purge the voucher print file on the night of Friday, June 28, 2024, to ensure that all vouchers are printed in FY 2023-24.
5)	<ul style="list-style-type: none"> Departmental FLAIR will process the Payment Settlement File received on the morning of Thursday, June 27, 2024, including transactions approved in Works through Wednesday, June 26, 2024. Payment Settlement Files received from Works on or after Friday, June 28, 2024, will be processed in FY 2024-25.
6)	<ul style="list-style-type: none"> Disbursement batch files to be input directly into Central FLAIR for FY 2023-24 must be received by DFS by 1:00 p.m. on Friday, June 28, 2024. The Bureau of Auditing <u>must receive the supporting documentation</u> by 1:00 p.m. on the same day.
7)	<ul style="list-style-type: none"> To mitigate the possibility of negative cash or negative budget in FLAIR at year end, the Bureau of Auditing will <u>not</u> perform manual overrides for budget or cash on Friday, June 28, 2024.
8)	<ul style="list-style-type: none"> All negative non-payroll-related Central FLAIR cash and/or budget balances <u>must be cleared</u> daily beginning Monday, June 3, 2024. The last day to clear non-payroll related negative cash and/or budget balances is Friday, June 21, 2024. <u>The Bureau of Auditing will not be processing manual journals to clear negative cash and/or budget balances. If there is not adequate cash and/or budget to process an outstanding voucher, the voucher will be rejected and must be recorded and paid in the new fiscal year.</u>
9)	<ul style="list-style-type: none"> MyFloridaMarketPlace (MFMP) disbursement transactions must be received in the Bureau of Auditing's queue by 2:00 p.m. on Monday, June 10, 2024, to be processed as FY 2023-24 disbursements.
10)	<ul style="list-style-type: none"> Statewide Travel Management System (STMS) disbursement transactions must be received in the Bureau of Auditing's queue by 3:00 p.m. on Thursday, June 20, 2024, to be processed as FY 2023-24 disbursements.

RECEIPTS

ITEM	DESCRIPTION OF TASK
1)	<ul style="list-style-type: none"> Agency branch deposits will be automatically verified on Friday, June 28, 2024, for deposits made at the bank prior to 4:00 p.m. on Thursday, June 27, 2024. Desktop and image cash letter deposits will be automatically verified on Friday, June 28, 2024, for deposits submitted to the bank prior to 10:00 p.m. on Thursday, June 27, 2024. Agencies should work to ensure all deposits received at the bank prior to Friday, June 28, 2024, have corresponding FLAIR entries so that ALL outstanding agency receipts can be verified.
2)	<ul style="list-style-type: none"> Departmental FLAIR cash receipts may be entered and placed in “T” status to Treasury for automatic verification up until 3:00 p.m. on Friday, June 28, 2024. To meet the transfer cut off, Thursday, June 27, 2024, is the last available day for agency batch transmission of cash receipt transactions.
3)	<ul style="list-style-type: none"> Wire transfers received in the Treasury prior to 3:00 p.m. on Friday, June 28, 2024, will be verified if both the deposit has been transmitted (placed in “T” status) in Departmental FLAIR and a Same Day Deposit Request has been submitted in Florida Planning, Accounting, and Ledger Management (PALM.)
4)	<ul style="list-style-type: none"> Deposits that are received at the bank on Friday, June 28, 2024, will not be verified if entered in Departmental FLAIR. A report of these deposits will be provided via Florida PALM FLP UNRECON DEPOSITS (ARR021). A link to Florida PALM has been provided in the Reference section below. Florida PALM will resume sending bank deposits to FLAIR for verification on Wednesday, July 3, 2024.
5)	<ul style="list-style-type: none"> At 4:00 p.m. on Friday, June 28, 2024, Treasury will reject (place in “R” status) any unverified deposits remaining in Departmental FLAIR. On the night of Friday, June 28, 2024, Departmental FLAIR will purge all outstanding cash receipts records from the cash receipts file. FLAIR will produce a report for each agency of outstanding records purged. This will be generated to Records Distribution System (RDS) form XXX4. Agencies should verify they have established a form using their agency form ID. If an agency does not establish a form before the report is generated, they will not have access to the report. For assistance in locating the correct form number for your agency, you may contact the Office of Florida Financial Education (OFFE). Agencies should make adjusting entries in Departmental FLAIR for all records purged from the cash receipts file as well as for all cash and receipts on hand, in-transit, or deposited, but not yet verified. <u>A job aid has been provided to assist with year-end receipts processing.</u> A link to the OFFE Training site has been provided in the Reference section below.
6)	<ul style="list-style-type: none"> Debit memos that process at the bank through Friday, June 28, 2024, will be processed in Central FLAIR through July 1, 2024, for FY 2023-24. Agencies will need to remember that any debit memoranda posted in Central FLAIR for the FY 2023-24 will need to be recorded in Departmental FLAIR for the FY 2023-24, which may require the agency to use a Prior Period Indicator.

	<ul style="list-style-type: none"> • Any accounting reclassification due to debit memos that post after the voucher processing deadline will have to be processed in the FY 2024-25. • Agencies will need to ensure they have sufficient cash in their designated default FLAIR account to cover any adjustments or returned items received and processed during this time. Any negatives not cleared by the end of business on Friday, June 28, 2024, will be cleared by the Bureau of Financial Reporting. • Debit memoranda information will be provided in the DEBIT Memo (ARR024) report available to the agencies via Florida PALM. A debit memo query, <code>FLP_DEBIT_MEMO</code>, is also available.
7)	<ul style="list-style-type: none"> • Cash receipts for current year refunds must be verified by Treasury no later than 3:00 p.m. on Thursday, June 20, 2024. • The JT-2 to restore budget for the refund will then be available for printing on Friday, June 21, 2024. • The JT's must be delivered to the Bureau of Auditing by 2:00 p.m. on Thursday, June 27, 2024.
8)	<ul style="list-style-type: none"> • All cash receipts for current year refunds deposited and verified by Treasury after Thursday, June 20, 2024, will remain in the refund category (001800).
9)	<ul style="list-style-type: none"> • Clearing Account cash receipts deposited for current year refunds must be cleared through FLAIR to the Treasury by 3:00 p.m. on Wednesday, June 19, 2024, to be transferred to the Treasury and verified on or before Thursday, June 20, 2024.
10)	<ul style="list-style-type: none"> • Clearing Account receipts for current year refunds cleared after Thursday, June 20, 2024, and not verified by the Treasury will remain in the refund category (001800).
11)	<ul style="list-style-type: none"> • Agencies should request the Immediate Detail of Clearing Funds Deposits report through the CP function in FLAIR to review the Clearing Fund deposits not cleared as of Thursday, June 20, 2024. • This is a two-day process and agencies should use the CP function to Clear the Clearing Fund process by Friday, June 21, 2024, to "T" the clearing fund deposit(s) to Treasury by Thursday, June 27, 2024.
12)	<ul style="list-style-type: none"> • Agencies should approve refunds of overpayment of salary online by entering the deposit number no later than 5:00 p.m. on Friday, June 28, 2024, for the refund to be processed in FY 2023-24. Refer to the Bureau of State Payrolls Payroll Preparation Manual, Volume V, Section 6, for more information. A link has been provided to the Manual in the Reference section below.
13)	<ul style="list-style-type: none"> • The Department of Revenue (DOR) will process deposits through the spreadsheet upload process directly in Florida PALM on July 1st and the reconciled deposits will be sent to Central FLAIR. This will represent deposits in the bank by June 28. Because these deposits will be recorded to Central FLAIR as June 30 deposits, agencies who receive these deposits will need to record these deposits as of June 30 by using the prior period indicator in Departmental FLAIR. • PLEASE NOTE, that any accounting reclassifications needed must be processed in FY 2025. This may result in an agency setting up a payable (due to) and a receivable (due from) in the prior year for the revenue to be reflected correctly in FY 2024.

WARRANT / EFT CANCELLATIONS

ITEM	DESCRIPTION OF TASK
1)	<ul style="list-style-type: none"> All non-payroll-related warrants cancelled by the agencies using the on-line cancellation system must be added and approved by 5:00 p.m. on Thursday, June 27, 2024.
2)	<ul style="list-style-type: none"> Agency requests to cancel warrants must be received by the Bureau of Vendor Relations no later than 12:00 p.m. on Thursday June 27, 2024.
3)	<ul style="list-style-type: none"> Agency staff should <u>not</u> enter non-payroll-related warrant cancellations in FLAIR using the WC function on Friday, June 28, 2024, through Wednesday, July 3, 2024. The use of this function may resume on Wednesday July 3, 2024.
4)	<ul style="list-style-type: none"> EFT cancellations for the Monthly payroll will follow the normal processing schedule. EFT cancellation funds will be restored to the agency accounts on Friday, June 28, 2024 (FY 23/24) during nightly processing. EFT cancellations for the Biweekly payroll will follow the normal processing schedule. EFT cancellation funds will be restored to the agency accounts on Friday, June 28, 2024 (FY 23/24) during nightly processing.
5)	<ul style="list-style-type: none"> Duplicate warrant requests received by 12:00 p.m. on Monday, June 17, 2024, will be processed and sent to Agencies by June 28, 2024.
6)	<ul style="list-style-type: none"> When submitting an Affidavit Attesting to Payee's Non-Benefit of State Warrant for a prior year warrant, agencies must request the benefitting fund of the credit to be <u>certified forward</u>. This will allow the funds to be returned to the correct appropriation for the prior year. Please contact the Bureau of Vendor Relations, Vendor Ombudsman for more information.

SETTLEMENT VOUCHERS

ITEM	DESCRIPTION OF TASK
1)	<ul style="list-style-type: none">• <u>Settlement agreements</u> submitted for review prior to execution must be received by the Bureau of Auditing or BOSP, no later than 5:00 p.m. on Friday, May 17, 2024.
2)	<ul style="list-style-type: none">• Voucher packages for executed settlement agreements must be received by the Bureau of Auditing and completed payroll-related settlement packages must be received by BOSP by 5:00 p.m. on Monday, June 3, 2024, to be processed as FY 2023-24 disbursements.
3)	<ul style="list-style-type: none">• Settlement agreements must be submitted timely and with sufficient detail to enable a prompt pre-audit.• Refer to the Reference Guide for State Expenditures, pages 79-80, or the Payroll Preparation Manual, Volume IV, Section 11, for more information. Links to both the Guide and the Manual have been provided in the Reference section below.

OTHER ITEMS

ITEM	DESCRIPTION OF TASK
1)	<ul style="list-style-type: none"> Due to the heavy workload experienced at year end, it is our intent to <u>not accept</u> requests to manually input vouchers or journals from Wednesday, June 19, 2024, through Friday, June 28, 2024. Requests for exceptions should be directed to the Chief, Bureau of Auditing.
2)	<ul style="list-style-type: none"> Statewide document numbers will be reset to begin with number X5000000001 in the new fiscal year, where X denotes the database on which the number is used. Please do not submit new fiscal year vouchers or journals to the Bureau of Auditing until the bureau resumes operations on or around Friday, July 5, 2024.
3)	<ul style="list-style-type: none"> Information regarding Departmental FLAIR extended hours of operation will be posted on the FLAIR news screens. Florida PALM hours of operation can be found at: https://myfloridacfo.com/floridapalm/user-support/operations
4)	<ul style="list-style-type: none"> Agencies that may be impacted organizationally by the passage of applicable legislative bills should send a brief email to NewAccountCode@MyFloridaCFO.com so that we may be prepared to assist your agency as needed. If a new fund is created or transferred, the Fund Questionnaire (DFS-A1-1832) is required to be completed and submitted to SFRS at SFRS@MyFloridaCFO.com. A link to the Questionnaire has been provided in the Reference section below.
5)	<ul style="list-style-type: none"> Agencies should verify that all vendors receiving payments subject to the FLAIR W-9 edit have a verified Form W-9 on file with the Department of Financial Services. There is a 24 to 48-hour delay from the vendor submitting the Form W-9 and the IRS validating it. Agencies need to be aware of these timeframes when preparing payments to be entered in FLAIR on Thursday, June 20, 2024. Remember that all payable transactions are subject to the W-9 edits.
6)	<ul style="list-style-type: none"> The last day for agencies to process Trust Fund Disinvestments and corrections will be Wednesday, June 26, 2024. Agencies who have the Agency General Ledger (GL) Processor in Florida PALM will not have the ability to process disinvestment or disinvestment correction between Thursday, June 27, 2024, to Wednesday, July 3, 2024. The ability to process disinvestment and disinvestment corrections will resume no later than Wednesday, July 3, 2024, in Florida PALM.
7)	<ul style="list-style-type: none"> The TRINVDLY table in the Information Warehouse will not be updated with daily investment data from July 1 through the year-end closing of the general ledger in Florida PALM. Once the FY 2024 has been closed in Florida PALM, all previous daily files will be generated and provided to the Information Warehouse. Completion of this activity will be communicated via Agency Addressed Memorandum.
8)	<ul style="list-style-type: none"> Agencies must process loan repayments in accordance with section 215.18, Florida Statutes, and transfers to General Revenue “sweep payments” in accordance with Section 97 of the General Appropriations Act (LOF Ch. 2018-19) by 4:00 p.m. Tuesday, June 18, 2024.
9)	<ul style="list-style-type: none"> All requests for Statewide Vendor File (SWVF) updates or additions must be submitted by 12:00 p.m. on Friday, June 21, 2024, to ensure completion by Thursday, June 27, 2024.

10)	<ul style="list-style-type: none">• The Division of Accounting and Auditing, OFFE has provided Job Aids that can assist with year end processing. A link has been provided to the OFFE Training web site in the Reference section below.
11)	<ul style="list-style-type: none">• The Bureau of Auditing will accept advance payment of approval request letters through May 20, 2024. Requests received after the deadline will be processed at the beginning of FY 24/25.

REFERENCES AND LINKS	
2024 Payroll Calendar (Click on the Payroll drop down)	BOSP 2024 Agency Payroll Calendar
BOSP Payroll Preparation Manual	BOSP Payroll Preparation Manual
Reference Guide for State Expenditures	Reference Guide for State Expenditures
Job Aids for FLAIR (just a few, in alpha order): <ul style="list-style-type: none"> • TIBCO WebFocus Reporting Environment Repository Access • New Account Code Function • Report Distribution System (RDS) Access • RDS Find & Search Commands • RDS Viewing & Printing Tips • Year End Calendar • Year End Carry Forward Monitoring Report • Year End Debit Memo Guidance • Year End June Interest Apportionment • Year End Marking of Subsidiaries • Year End Receipts Processing 	Job Aids for State Agency Personnel
Job Aids for Florida PALM: <ul style="list-style-type: none"> • Personalizing the Create/Update Journal Entry Columns • Journal Reversal • Disinvestment Informational • Using SpeedTypes • Establishing SpeedTypes 	Florida PALM End User Training
Forms (Click on the Financial Reporting drop down)	Accounting & Auditing Forms Library
Florida Planning, Accounting and Ledger Management Log In	Florida Planning, Accounting and Ledger Management Log-In
Florida PALM Website	www.myfloridacfo.com/FloridaPALM/

DIRECT QUESTIONS TO:

BUREAU / OFFICE	CONTACT INFORMATION	
Bureau of Financial Reporting	(850) 413-5511	NewAccountCode@MyFloridaCFO.com SFRS@MyFloridaCFO.com
Bureau of Auditing	(850) 413-5512	Audit.Info@myfloridacfo.com
Bureau of State Payrolls	(850) 413-5513	BOSPMManagementTeam@myfloridacfo.com
Bureau of Vendor Relations	(850) 413-5516	StatewideVendorFile@myfloridacfo.com
Office of Florida Financial Education		DFSFinancialED@MyFloridaCFO.com
Bureau of Funds Management (Treasury)	(850) 413-3166	BureauofFundsManagement@MyFloridaCFO.com
FLAIR Help Desk	(850) 413-3190	Help.Desk@MyFloridaCFO.com
Florida PALM	(877) FLA-PALM or (877) 352-7256	FLPALM_Solutions@myFloridaCFO.com