

Effective July 1, 2024

CHIEF FINANCIAL OFFICER MEMORANDUM NO. 24

**SUBJECT: INTERNAL CONTROLS FOR DEPARTMENTAL FLAIR PAYMENT
PROCESSING WHEN PAYMENT BATCH FILES OR SCRIPTING
METHODS ARE USED FOR DATA ENTRY**

All State Agencies are required to maintain a system of internal control to ensure the validity, proper recording, and legal compliance for payments regardless of the methods used to update Florida Accounting Information Resource (FLAIR). This memorandum focuses on two common methods which are referred to as payment batch processing or payment scripting. Payment batch processing includes batch files that originate from agency business systems and are loaded to the Department of Financial Services (DFS) Managed File Transfer Server or batch files that are created through pre-established templates and are uploaded in the FLAIR Natural Environment. Scripting input, or also known as emulation, is where a batch file is read and written to Departmental FLAIR data entry screens. At a minimum each agency must maintain effective written policies and procedures that address the following:

- All employees who take part in the creation of batch files and the updating of the Departmental FLAIR payment records are properly authorized and trained.
- There is a proper separation of duties for the creation of batch files, a review and authorization of the data, and the actual updating of the payment records.
- There is a process of monitoring to ensure that all payments are accurate and are not duplicated.
- The agency maintains supporting documentation in the form of payment vouchers to demonstrate validity, completeness, and legal compliance.

As part of the DFS audit responsibilities, the Bureau of Auditing may be reaching out to state agencies to receive copies of their procedures. If you have questions regarding this memorandum, please feel free to call 850-413-5512.