

Effective June 15, 2023

CHIEF FINANCIAL OFFICER MEMORANDUM NO. 24

SUBJECT: TO PROVIDE GUIDANCE ON STANDARDIZED FLAIR BATCH UPLOADS

For the Division of Accounting and Auditing (A&A) to protect information security, integrity, confidentiality, and availability of the Florida Accounting Information Resource (FLAIR), a standardized process has been established for all agencies to use when requesting authorization for payment batch uploads to Departmental and Central (FLAIR).

Agencies must provide a written request to the Bureau of Auditing (BOA) documenting the agency's need for a batch upload into Departmental or Central (FLAIR). BOA will only consider disbursement transactions. Journal transfers will not be authorized for batch loads to Central FLAIR. The request must describe the agency need and requested agency timeline. BOA must audit any payment systems creating batch files for Departmental and Central FLAIR.

All agency business systems requesting integration with FLAIR through the batch file process must meet, at a minimum, these audit standards:

- Policies and procedures for information security (e.g., access control to the system, data storage) are established,
- Demonstrate all system end users are authorized and properly trained,
- Internal controls and processes for separation of duties that are documented and monitored, and
- Legal compliance, validity, completeness, and accuracy of payments.

Prior to implementation of the batch load, a Memorandum of Understanding (MOU) between the Department and the respective agency outlining the expectations for both parties must be executed. Non-compliance with the MOU may result in suspension of the system batch upload.

Please contact the Bureau of Auditing at 850-413-5512 if you have any questions regarding this memorandum.