

Effective July 1, 2025

CHIEF FINANCIAL OFFICER MEMORANDUM NO. 29

SUBJECT: Processing Times for Time Sensitive Payments

The Department of Financial Services (DFS) Division of Accounting and Auditing (A&A) is responsible for auditing and settling claims against the State of Florida pursuant to sections 17.03(1) and 215.94(2)(b), Florida Statutes.

To process payments timely, multiple information systems must interface with one another in an orderly format with standardized processing times. Each system provides specific required information as a means of disbursing funds from the State Treasury. For example, Florida Statutes requires that payments cannot be made from the State Treasury without an appropriation. The Legislative Appropriations System/Planning and Budgeting Subsystem (LAS/PBS) serves as the State's book of record for appropriations. These appropriations and changes to appropriations are loaded daily to Central Florida Accounting Information Resource (FLAIR). In turn, Central FLAIR serves as the State's check book where payments are made based on available cash and appropriation balances. Currently, Florida Planning, Accounting, and Ledger Management serves as the system for cash management and investment balances with the State Treasury.

Most of the State's vendor payments originate in Department FLAIR. Departmental FLAIR serves as the State's general ledger and each state agency has specific access to serve their individual business needs. These payments are processed daily and are loaded nightly for processing in Central FLAIR. Enterprise-wide systems such as MyFloridaMarketPlace, State Travel Management System, and PCard Works, interface nightly with Departmental FLAIR. In addition, a valid vendor record must be active, and Substitute Form W9 information may need to be collected and verified. Each of these steps involves processing time.

Often, the Division receives requests for by-passing the standardized processes by requesting that we originate payment requests and disburse funds from the Treasury within a single day. In most instances, these sudden single day payments could have been avoided with more upfront communication and planning.

Agencies that have a need to produce a payment by a specific deadline should notify A&A, Chief of Auditing as soon as possible. With appropriate planning, preliminary steps can be identified and executed to prepare. All requests to produce a payment outside of the normal payment processing times will require written justification from the Administrative Services Director or equivalent, sufficient documentation to authorize the payment, and point of contact information. Requests will require approval by the Director of A&A or his/her delegate.

Contact the A&A Director's office at (850) 413-5510 if you have any questions or concerns.