



Department of Financial Services (DFS):

Website Project Update by Renée Hermeling – The Division of Accounting and Auditing (A&A) website is a valuable resource of information for State Agencies, local governments, vendors, and our citizens. Earlier this year, we launched a project to revamp our website and make it a user-friendly and intuitive place where information can be found easily. We gathered feedback on our current website through a survey, which resulted in 84 responses. Those survey results, along with recommendations from our Bureaus, were used to develop over 60 requirements for our new website. As we prioritize our requirements, we anticipate building the new design in early 2024 and making the updates to the website in phases. As we make updates to the A&A website, they will be communicated to our user community. Please be on the lookout for changes in 2024. We hope you will find our new website useful and effective.

Agency Addressed (AA) Memorandum Updates:

FY 23/24, AA Memo #9 – STATEWIDE EXPENDIURE OBJECT CODE LIST – Issued: October 12, 2023 – The Statewide Expenditure Object Code (SWOC) List was updated to add a new object code related to DMS-ADMINISTRATIVE HEALTH INSURANCE ASSESSMENT.

The updated SWOC List, as of October 12, 2023, can be located at [Financial Guidance for State Agencies | Accounting and Auditing | MyFloridaCFO.com](#) under Financial Reporting.

Please email any questions to FinancialReporting@MyFloridaCFO.com.

FY 23/24, AA Memo #10 – NEW REPORT IN THE REPORT DISTRIBUTION SYSTEM (RDS) – Issued: October 24, 2023 – The “Salary Refund Records Purged” report currently runs during regular End of Month and End of Calendar Year processes and will assist agencies in identifying the salary refund records that were purged during these routine processes.

The RDS form ID for this report is U**2. The asterisks represent the first two digits of your agency’s organization (ORG) code. Please contact your Agency’s RDS Administrator to set up the report for you in RDS. **Please note:** users must be attached to the form before the report is generated for your agency to receive this report.

If there are questions regarding the new report, please contact the Bureau of State Payrolls at 850-413-5513.

FY 23/24, AA Memo #11 – 2023 CALENDAR YEAR-END INFORMATION – Issued: November 21, 2023 – The following payroll related information is provided to assist agencies in complying with the Payroll Calendar Year-End reporting and processing schedule. Details regarding upcoming payroll processing activities and deadlines are included. The Payroll Preparation Manual, which is referenced throughout this memorandum, can be accessed at [bosp_manual2.pdf \(myfloridacfo.com\)](#). Most reports referenced in this memorandum are available through the Report Distribution System (RDS). If you need assistance in viewing or printing your reports, please contact your agency RDS administrator.



Department of Financial Services
Division Accounting & Auditing
Florida Administration Services Meeting – 12/08/2023

To view any of the above memos electronically, visit:

<https://www.myfloridacfo.com/division/aa/state-agencies/agency-addressed-memoranda>.