

DEPARTMENT OF FINANCIAL SERVICES

# Year-End Overview

CFO JIMMY PATRONIS

# Accounting & Auditing

## Year-End Overview

### Before 06/30/24

- Prepare for FY 24-25
- Process payment by 06/20/2024
- Monitor payroll
- Process deposits by 06/27/2024
- Monitor cash and budget
- Central FLAIR closes on 06/28/2024

### After 06/30/24

- Begin marking or unmarking Carry Forward items 07/01/24
- Central FLAIR resumes on 07/05/24
- New budget loads
- Certified preparation period ends on 07/15/24
- Certify payments by 09/25/24
- Depreciation accounting posted
- Departmental FLAIR closing in August 2024

[Agency Addressed Memo 18 & 19](#)

# Prepare for New Fiscal Year

Activities prior to July 1

# Accounting & Auditing

## Agency Contact Information

- Many agencies have had staffing changes since last June
- Send new contact information to the Bureau of Financial Reporting at [NewAccountCode@MyFloridaCFO.com](mailto:NewAccountCode@MyFloridaCFO.com)
  1. Business contact
    - Knowledgeable regarding FLAIR accounting issues
  2. Technical contact
    - Knowledgeable regarding FLAIR technical issues

# Accounting & Auditing

## FLAIR Hours and Assistance

- Extended FLAIR hours
  - 06/03/24 through 07/31/2024
  - 7AM-8PM, Monday-Friday
  - 7AM-7PM, Saturdays

\*Except for scheduled holidays



# Accounting & Auditing

## New Account Codes

- New appropriations may result in new or additional 29-digit account codes
  - New account codes must be established and active on the Account Description File
    - For budget balances to load
    - For agencies to use in FLAIR
    - For use in Florida PALM
    - For inclusion in the Chart of Accounts Crosswalk

# Accounting & Auditing

## New Account Code Establishment

- Agencies must validate all account codes are set up and active on the Account Description File
  - Add new accounts with the New Account (NA) function in FLAIR
  - Add new revenue categories and IBI combinations
  - Approve all new account code combinations
  - Request payroll indicators for salary accounts with a special category
    - For additional information refer to the [Payroll Preparation Manual Volume IV, Section 1](#)
- Refer to the [New Account \(NA\) Function Job Aid](#)



# Accounting & Auditing

## Reorganizations and New Funds

- A&A needs to know of any reorganizations or if new funds are being added
  - Impacts ACFR reporting
  - Impacts payroll
  - May impact SEFA or SWCAP reporting
- Notify [NewAccountCode@MyFloridaCFO.com](mailto:NewAccountCode@MyFloridaCFO.com) and [BOSPPayProcessing@MyFloridaCFO.com](mailto:BOSPPayProcessing@MyFloridaCFO.com) with details
- [DFS-A1-1832 - Fund Questionnaire](#) form must be completed
  - Submit completed form to [SFRS@MyFloridaCFO.com](mailto:SFRS@MyFloridaCFO.com)



# Accounting & Auditing

## Disinvestments

- The process of liquidating cash to support payment processing
  - Agencies who disinvest do so through Florida PALM
- Plan ahead for cash needs for disbursements
- Make sure you have disinvested before payroll is processed
- Treasury will not process disinvestments from 06/27/24 to 07/03/24
  - The ability to process GL journals will this be disabled in Florida PALM during this time
  - Central FLAIR will not be available to accept funds
- Agencies may resume disinvestments no later than 07/03/24

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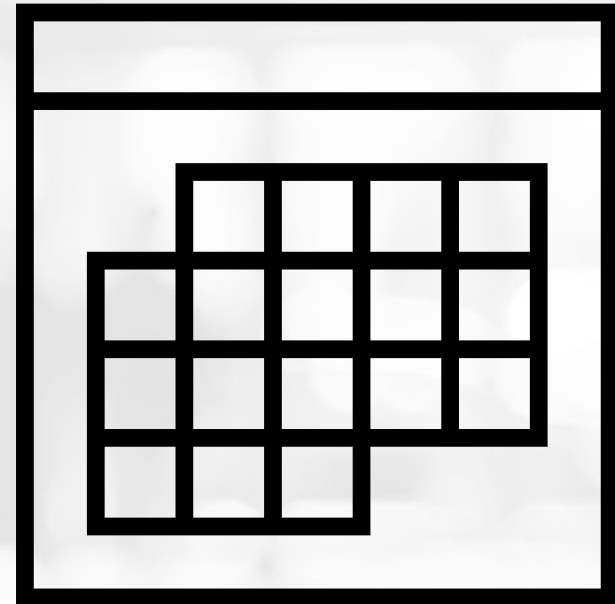
# Deposits

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# Accounting & Auditing

## Deposit Deadlines

- Deposits to bank
  - Deadline - 06/27/24 at 4PM
- Input to FLAIR
  - Deadline - 06/28/24 at 3 PM



# Accounting & Auditing

## Unverified Deposits

- Late deposits require an agency to create a reversing entry for each deleted deposit
- Unverified money must be accounted for in GL 12400
  - Deposits in the bank
  - Cash or checks on hand
- Guidance
  - [Year End Receipts Processing Job Aid](#)
  - Florida PALM FLP UNRECON DEPOSITS (ARR021) Report

# Accounting & Auditing

## Wire Transfers

- Deadline - 06/28/24 at 3 PM
  - Wires received in the bank and “T” (transmitted) to Treasury by 3 PM will be verified
  - Wire transfers received after 3 PM will be processed in FY 24-25
    - Correcting entries will be required

# Accounting & Auditing

## Current Year Refunds

### Cash Receipt of Refund Processed

- Deposit must be made at the bank
- TR input into FLAIR and T to Treasury

### Deposit Verification

- Verification upon receipt of bank file and FLAIR transaction T to Treasury

### JT Voucher Printed

- Documentation sent to Bureau of Auditing for audit

### JT Voucher Posted

- Voucher must be posted in FLAIR for budget to be restored

Step One

Step Two

# Accounting & Auditing

## Current Year Refunds

- Cash Receipts

- Deadline - 06/20/24 at 3 PM
- Must be verified by Treasury for voucher to print
- Cash receipts processed after the due date will not be available to restore budget

- Journal Transactions

- JT-2 (restore budget)
  - Deadline - 06/21/24 at 2 PM
  - [DFS-A2-1896](#) or Letter of Authorization is required for Auditing to process the refund
  - Vouchers to restore budget after the due date will not be processed; agencies will need to process as prior year refund



# Accounting & Auditing

- Debit Memorandums

- Verified items that are returned by the bank
  - Amount of the returned item is deducted from a designated fund
  - Correcting entries must be made by the agency to remove the funds from the fund of original deposit
  - Processing time allows for accounting entries to be posted and in agreement with Treasury entries

- Debit Memorandum Processing

- Items processed at bank by 06/28/24 will be processed in Central FLAIR through 07/01/24
  - Debit memoranda information is available via Florida PALM report [ARR024](#)
- Agencies will be required to create prior year entries to record

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# Warrants

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# Accounting & Auditing

- Warrants in Stop Payment Status
  - Effort should be made to reissue or cancel
  - Stop payment status is a temporary status pending further action
- Warrant Cancellation Requests
  - Agency requests must be received by the Bureau of Vendor Relations by 06/27/24 at 12 PM
  - Must be submitted on the Warrant Cancellation Memorandum, [DFS-A3-1935](#) form, and include:
    - Warrant number, warrant date, warrant amount, and payee information
    - Voided/cancelled warrant

# Accounting & Auditing

## Warrant Cancellations

- Current year non-payroll warrant cancellations will restore current year budget
  - Must be requested and approved by 06/27/24 for budget restoration
- If a warrant needs to be reissued, be mindful of deadlines
- All warrants cancelled by agencies using the online cancellation (WC function) must be added and approved by 06/27/24 at 5 PM
- Agency staff should not enter warrant cancellations in FLAIR between 06/28/24 and 07/03/24
  - Cancellations processed during this period will result in reconciliation issues
- Use of this function may resume on 07/03/24 when Central FLAIR is available

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# Payments

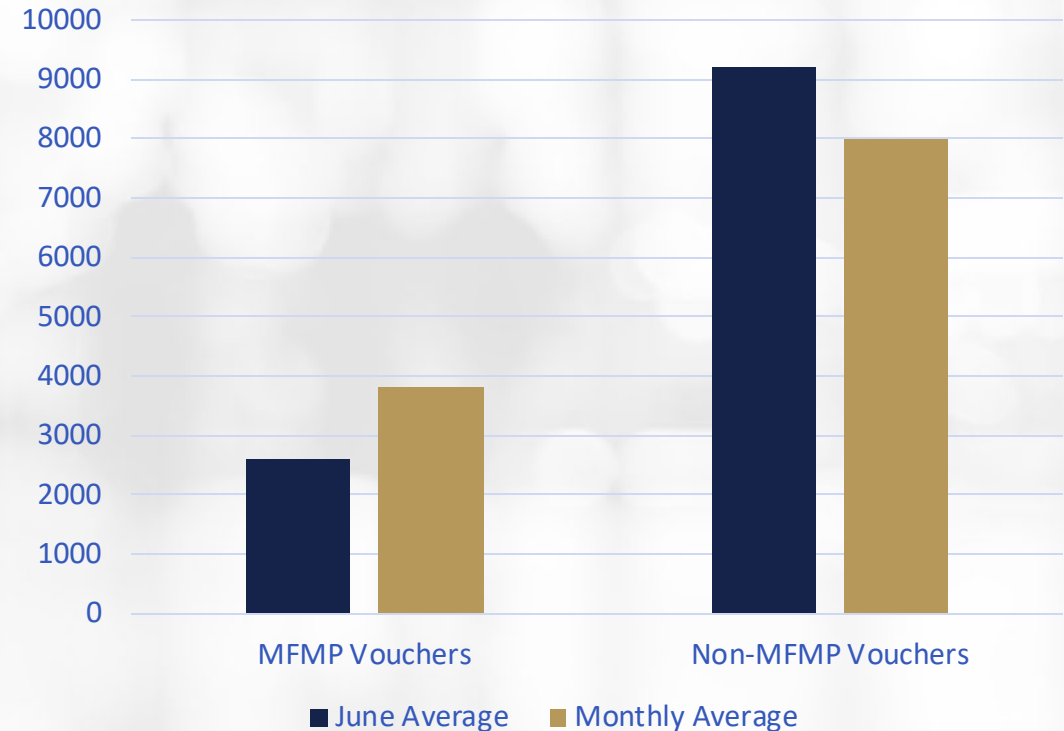
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# Accounting & Auditing

## Established Deadlines

- Why we establish voucher processing deadlines
  - Volume of transactions increase at fiscal year-end
  - **Goal:** To process all transactions received by the deadline if properly submitted

## Transaction Volumes





# Accounting & Auditing



## Payment Processing Tips

- Proactively collect and pay invoices
  - Use reports to identify unpaid items
  - Work with program areas to get invoices approved
  - Contact vendors and request invoice submission
  - Send internal agency memo to share submission deadlines and impact if not met
  - Develop a working calendar to track agency deadlines, including A&A dates



# Accounting & Auditing

## MyFloridaMarketPlace (MFMP)

- Deadline - 06/10/24 at 2 PM
  - Agencies should submit invoices through MFMP to the Bureau of Auditing by deadline
  - MFMP payments can be made directly in FLAIR after the deadline
    - Agencies must enter the payment information into MFMP
  - Late submissions or incomplete payment (i.e., missing supporting documents) will be returned to agencies to be processed in as FY 23/24 Certified Forwards or FY 24/25 disbursements

# Accounting & Auditing

## Vouchers

- Submittal Deadline - 06/27 at 2 PM
  - Electronic copies of the vouchers must be delivered to the Bureau of Auditing on or before 06/27/24 at 2 PM
  - Late vouchers will be deleted and agencies must make correcting entries in Departmental FLAIR
  - No manual vouchers will be processed after 06/18/24 at 5PM
  - The Bureau of Auditing will not override vouchers that are negative the last week in June

# Accounting & Auditing

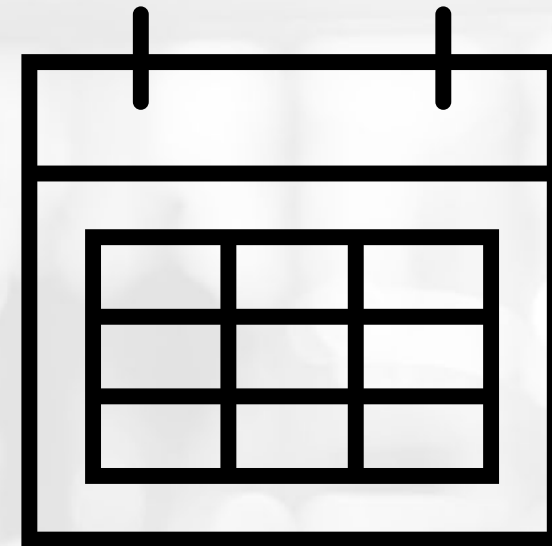
## Journal Transfers

- Agencies must provide posting order for JTs, if applicable
  - DFS Auditors cannot use trial and error method of posting
  - JTs that create a negative balance will not post
    - Negative line(s) can be deleted
    - Voucher can be deleted and a new voucher submitted

# Accounting & Auditing

## Batch Files

- Direct load to Central FLAIR
  - Deadline - 06/28/24 at 1 PM
  - Supporting documentation must be received by the Bureau of Auditing by 06/28/24 at 1 PM
  - Late submissions will result in the payments being processed in FY 24/25



# Accounting & Auditing

## Payment Settlement File from Works Deadline

- Departmental FLAIR will process the Payment Settlement File received on 06/27/24
  - This file will include charges that have been approved in Works through 06/26/24
- Departmental FLAIR will hold the Payment Settlement File received on or after 06/28/24 and will process in FY 24/25
  - This will include charges that have been approved in Works on or after 06/27/24

# Accounting & Auditing

## Disbursement Request Deadline

- The last day for Agencies to create Departmental FLAIR disbursement transactions is 06/20/24
- FLAIR will purge the voucher print file on the night of 06/28/24 and the vouchers must be resubmitted for processing in FY 24/25



# Accounting & Auditing

## Settlement Agreements

- The executed settlement agreement must be signed by the agency head or designee
- New requests for pre-executed review
  - Deadline - 05/17/24 at 5 PM
  - To provide sufficient time to review the contract documents
- Executed agreements
  - Deadline - 06/03/24 at 5 PM
  - To provide sufficient time to audit and process the payment



# Accounting & Auditing

## Payroll

- All payrolls processed in June will be recorded as FY 23/24 disbursements
- Biweekly payroll processes on 06/24/24 and will post to Central FLAIR on 06/25/24 with warrants dated 06/28/24
- SAD/FSG payroll processes on 06/26/24 and will post to Central FLAIR on 06/27/24 with warrants dated 07/02/24

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# Payroll

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# Accounting & Auditing

## On-Demand Payroll

- Deadline - 06/26/24 at 5 PM
  - On-demand payroll transactions entered and approved will be processed as FY 23/24 disbursements and the warrants will be dated 06/28/24
  - On-demand payroll transactions added, but not approved, will be purged
    - No on-demand payroll will be processed on 06/27/24 and 06/28/24
  - Verify cash and budget before processing an on-demand payment

# Accounting & Auditing

## Payroll EFT Cancellations

- For the monthly and biweekly payroll will follow the normal processing schedule
- Funds will be restored to the agency accounts on 06/28/24
- Items not cancelled timely will result in an employee being overpaid

# Accounting & Auditing

- Refund of Salary Overpayment
  - Approve refunds online by entering the deposit number in order for the refund to be processed in FY 23/24
    - Deposits must be verified by 06/28/24 by 5 PM
    - Proactively monitor payroll
- Adjustment Suspension Period
  - Agencies will not be able to process payroll adjustments that affect an employee's prior quarter tax obligation (e.g., Social Security, withholding, Medicare taxes) from 06/13/24 through 06/28/24

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# Cash/Budget Monitoring

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# Accounting & Auditing

## Cash/Budget

- Agencies should proactively monitor cash and budget
  - Without adequate cash and/or budget, vouchers will not be processed
  - Without adequate cash and/or budget, payroll will go into a negative status
  - Reports available in RDS

### On or before 06/28/24

- CNPRNEGC – Negative Cash Report
- CNPRNEGB – Negative Budget Report
- CNPRNEGR – Negative Revenue Balances

### On or before final close

- CNPPCSHA – MST LVL CASH ACCT W/NEGATIVE BAL
- CNPPBUDA – MST LVL BUDGET ACCT W/NEGATIVE BAL
- CNPPRECA – MST LVL RECEIPT ACCT W/NEGATIVE BAL
- CNPRNEGP – ACCTS W/NEG BALS AFTER PYRL POST

*All reports identified track at the 29-digit account code level*

# Accounting & Auditing

## Negative/Atypical Balances

Status Code	Type of Error
N1	Negative Cash
N2	Negative Release/Unreleased Balance
N3	Negative Cash and Release Balance
N4	Atypical Balance
N5	Negative Cash Balance - Control Account Level (IBI =XX)
N6	Negative Release/Unreleased Balance-Control Account Level (IBI =XX)
N7	Atypical Balance -Control Account Level (IBI =XX)

# Accounting & Auditing

## Negative Cash/Budget

- Must be resolved by 06/21/24
  - All negative non-payroll related Central FLAIR cash/budget must be cleared on a daily basis
- Agency adjustments to resolve any negatives must be entered in Departmental FLAIR by 06/27/24 to allow for posting on 06/28/24

# Accounting & Auditing

## Payroll Related Negative Cash/Budget

- Negative balances resulting from the June biweekly and monthly payroll must be cleared no later than 11 AM on 06/28/24 which means the agency must have a voucher submitted to the Bureau of Auditing by close of business on 06/27/24
- Agencies that still have negative balances on 06/28/24 must provide the Bureau of State Payrolls with one FLAIR 29-digit account code so the balances can be cleared by BOSP
- ***BOSP will be unable to post to multiple accounts***

# Accounting & Auditing

## Opening New year

After 06/30/24

- Central FLAIR resumes on 07/03/24
- New budget loads
- Certified preparation period ends on 07/15/24
- Use certify forward funds by 09/25/24

- Depreciation accounting posted
- Departmental FLAIR closes in August
- CF reverts on 09/30/24
- ACFR published in February 2025

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# New Fiscal Year

Activities on or after July 1

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# Accounting & Auditing

## FY 24/25

- Key FLAIR dates
  - 07/03/24 (anticipated) – FLAIR will be available for processing
  - [Agency Addressed \(No. 18, 2023-2024\)](#)
- Statewide Document Numbers
  - 07/01/24
  - New series number: X5000000001



# Accounting & Auditing

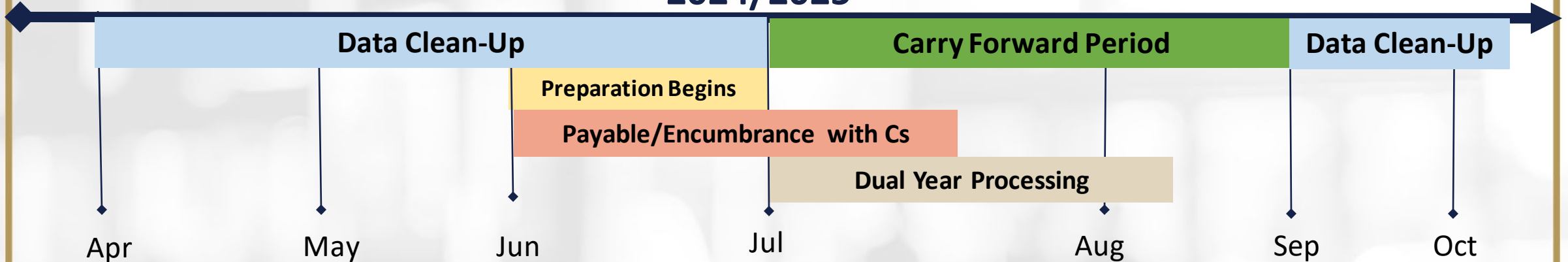
## Budget Load

- FY 24/25 budget load will be processed when Central FLAIR becomes available on 07/03/24 (anticipated)
- Two types of load errors
  - Multiple fund identifier (FID)
  - No match found (missing codes)
- The Bureau of Financial Reporting will reach out to agencies requesting the account code for posting budget

# Carry Forward & Certified Forward Processing

# Accounting & Auditing

2024/2025



- **April 1 to June 28** – Record clean-up, pre-CF period
- **June 1** – CF preparation tasks begin
- **June 28** – 1SX for subsidiaries must be marked or verified
- **June 28** – End of fiscal year
- **June 28** – DFS send file to MFMP
- **July 1** – New fiscal year Carry Forward begins
- **July 1 to Mid-Aug.** – Dual year processing
- **July 15** – Last day to set up payables/encumbrances with Cs
- **July 15** – Governor’s request for certification is due
- **Sept. 25** – Last day of Carry Forward process
- **Oct. 1** – Record clean-up, post-CF period

# Accounting & Auditing CF Types

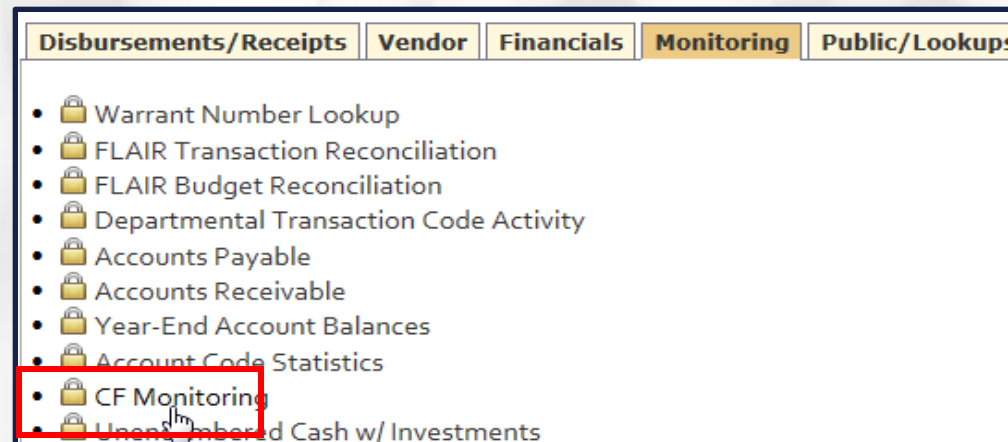
- Payables
  - A Items = Items for goods or services ordered and received on or before June 30, but paid for after July 1.
- Certified Encumbrances
  - B Items = Items for goods or services ordered on or before June 30, but not received until after July 1.

# Accounting & Auditing

- Carry Forward Rules
  - Operating
    - Must have unexpended release balance available as of 06/28/24
    - Must incur obligation (contracted, ordered, or received) by 06/30/24
- Certified Forward Rules
  - Fixed Capital Outlay (FCO)
    - Must have appropriations available
    - Refer to Office of Policy and Budget's planning and budgeting instructions

# Accounting & Auditing

- Tentative Carry Forward Budget
  - Dates: 07/01/24 through 07/15/24
  - Amount of unexpended release balance available in State Accounts (SA) as of 06/28/24
  - Monitoring report available on the DFS website



- [Year-End Carry Forward Monitoring Report Job Aid](#)



# Accounting & Auditing

## Operating/Subsidiary Records

- Agencies have until 06/28/24 to choose/opt-out of automatic marking using the CF function in FLAIR
  - Refer to [Year End Marking of Subsidiaries Job Aid](#) or [FLAIR Manual Chapter 700](#)
- If auto-marking is selected, DFS will automatically mark payable and encumbrance records on 06/28/24
- DFS will send a file of marked items to MFMP on 06/28/24 for agencies who choose automatic marking



# Accounting & Auditing

## Operating/Subsidiary Records

- Manual changes may be made between 07/01/24 and 07/15/24
  - Prior Period Indicator (PPI) should be used to update balances during dual month and dual year processing
    - Refer to [Carry Forward Reminders & Tips Job Aid](#)

# Accounting & Auditing

## FCO Creation of the Record File

- DFS will create Fixed Capital Outlay (FCO) Certification Forward File on 06/28/24
- Agencies may choose/opt-out using the CF function in FLAIR
  - Refer to [Year End Marking of Subsidiaries Job Aid](#)
- The FCO File will not be created unless requested
  - Agencies must create file manually if not requested
  - Agencies must add additional information if file is requested
- FCO records will not carry a “C”, will have year included in account code

# Accounting & Auditing

## File Submission/Budget Checking

- Deadline - 07/15/24 at 2 PM
  - Contact the HelpDesk to initiate Certified Forward Period End (PE) function in FLAIR
    - HelpDesk will verify balances with the Bureau of Financial Reporting
    - File will be submitted to the Office of Policy and Budget
  - Perform PE function to trigger TR07s related to Carry Forward obligations
- Agencies who do not use PE Function to close CF period must record the proper general ledger transaction in FLAIR

# Carry Forward Payments

# Accounting & Auditing

## Carry Forward

- Payments
  - Once the end of the Carry Forward period is reached, payments can't be made from prior year Carried Forward budget *for any reason*
    - This includes payroll, vouchers, and settlements
- Disbursement Transactions
  - All authorizing documentation must have been authorized and/or executed prior to 07/01/24

### A-Items

- ✓ Goods are ordered and received prior to 07/01/24
- ✓ Services were fully rendered prior to 07/01/24

### B-Items

- ✓ Goods are ordered but not received by 06/30/24
- ✓ Services began but extended beyond 06/30/24

# Accounting & Auditing

## Payment Limitations

- Certified Unencumbered payments (TR51) must have a description field populated with original encumbrance or payable number after 07/19/24
- DFS will monitor and may request justification
- Certified Forward disbursements
  - MFMP deadline – 09/10/24 at 2 PM
  - FLAIR deadline – 09/24/24 at 2 PM



# Accounting & Auditing

## Certified Forward Deadline

- Deadline - 09/25/24 at 2 PM
  - If vouchers are received by Auditing after deadline, they will not be processed as FY 23/24 payments
  - If vouchers have unresolved issues, they will not be processed as FY 23/24 payments
- Undisbursed incurred obligations will revert
  - [Year-End Calendar](#)



# Tangible Personal Property Processing

# Accounting & Auditing

## Recording Property to the GL or Subsidiary

- Capitalization threshold
  - Refer to [CFO Memo No. 13](#)
    - Includes Right to Use Leases and Right to use Subscriptions
- Property subsystem in FLAIR records items to Property Master File
  - Refer to [FLAIR Property Manual Section 500](#)
- Items may be added manually to asset GLs
- Items may need to be worked from the Property Pending File

# Accounting & Auditing

- Property Pending File Clean-Up
  - Must be continuously monitored for any incomplete property records
  - Items will not be depreciated
  - [Property Pending File Records Job Aid](#)
- Property Master File Clean-Up
  - Must be up-to-date to ensure the accuracy and completeness of the calculated depreciation
  - [Property Master File Records Job Aid](#)

# Accounting & Auditing

- Simulated Depreciation

- Creates reports of accounting entries that would be recorded if depreciation is run
- Recommended to run as many times as necessary before running Depreciation Request (DR)
- Must be assigned an RDS form number to access report

- Depreciation

- Deadline - August 2024 (before agency closing)
- Manual entries must be recorded for items not on Property Master File or are depreciated using other methods than straight-line
- Based on period end date and last run
- Make sure ALL items needing depreciation are included

# Accounting & Auditing

- OIT and BFR will remind to agencies to run their depreciation
  - Will not be allowed to close until depreciation is run for one organization code (fund)
- AA Memo 23 – State-owned Tangible Personal Property and Property Record Retention
  - Chapter 273, F.S.
  - DFS Rule Chapter 69I-72, F.A.C.
  - Assets still in use must be retained in the Property subsystem

# Fiscal Year End Workshop

May 3, 2024





# MFMP Fiscal Year-End Overview

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## **Fiscal Year-End Processes**

- **Agency:** Processing Payables, Documenting Payments Completed in FLAIR
  - **MFMP team:** Carry Forward Process, Delay Purchase Until (DPU) Orders
- 

**The Ariba on Demand (AOD) Buying and Invoicing modules will have an extended maintenance window.**

- AOD should not be accessed during this time. Agency customers will be notified when all year-end activities have been completed.
- 

**The MFMP team will begin vendor outreach in June to confirm the purchase order (PO) contact and delivery information.**

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**Agencies must submit MFMP invoices to DFS, Bureau of Auditing. The deadline mandated by DFS will be communicated by the MFMP team when available.**

- For payments made directly in FLAIR after the deadline, agencies should enter the payment information into AOD via the Payment Update eForm.



# Fiscal Year-End Maintenance Windows

The AOD Buying and Invoicing modules will have an extended maintenance window.

- AOD is still accessible, during scheduled maintenance windows, however, **users should not log in and should refrain from processing transactions in AOD** during these times.
- Accessing AOD during a scheduled maintenance window may result in significant delays in application response time and transaction processing during MFMP year-end activities.



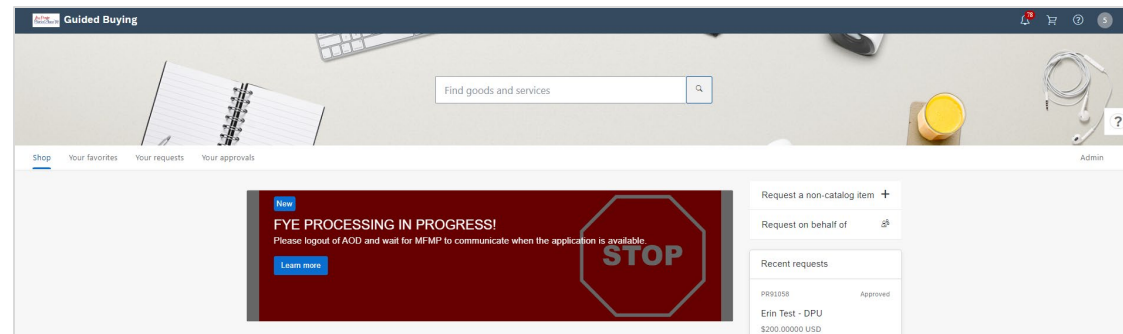
Agency customers will be notified when all fiscal year-end activities have been completed.

# Fiscal Year-End Maintenance Windows

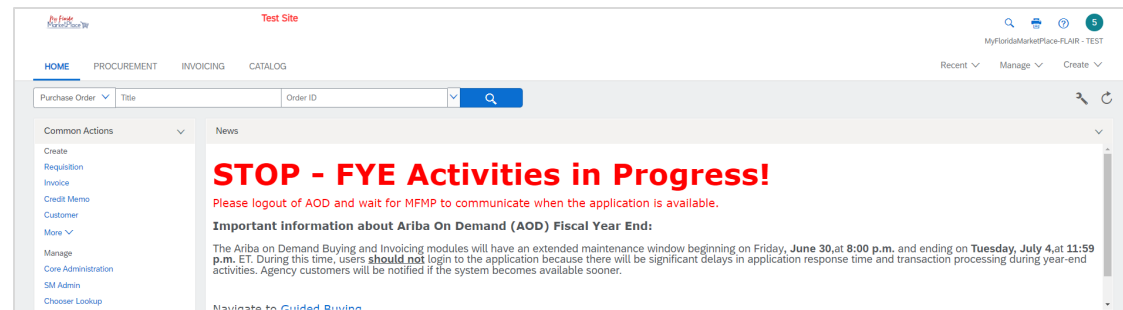
The AOD Buying and Invoicing modules will have an extended maintenance window.

- A newsfeed will be posted in Guided Buying and Expert View to warn agency customers about the scheduled maintenance window.

## Newsfeed in Guided Buying

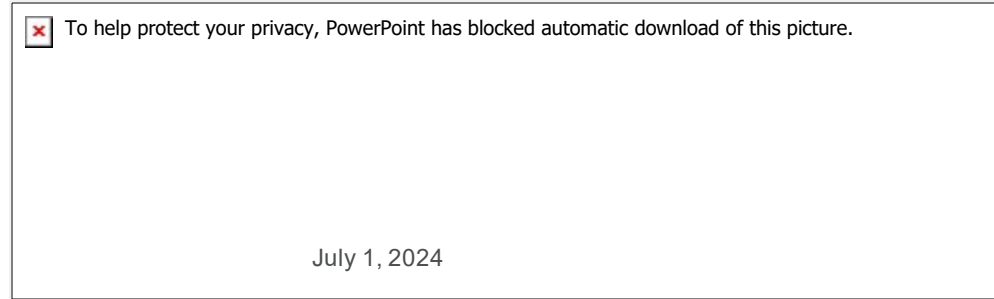


## Newsfeed in Expert View



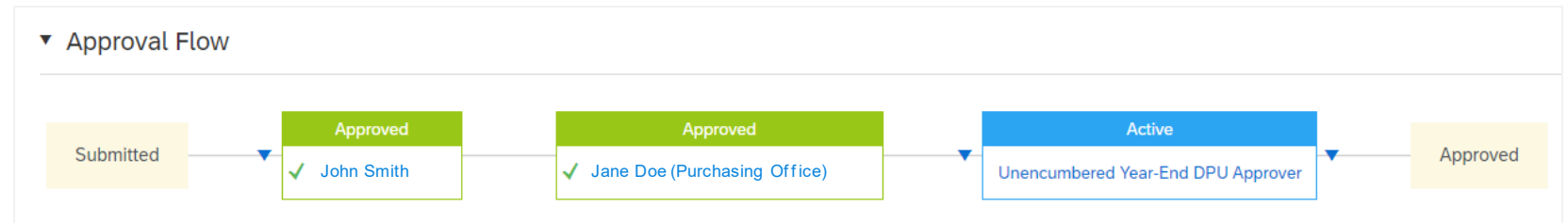
# Delay Purchase Until (DPU) Requisitions

The **DPU** date on requisitions allows customers to delay the delivery of a purchase order (PO) to a vendor until the specified date.

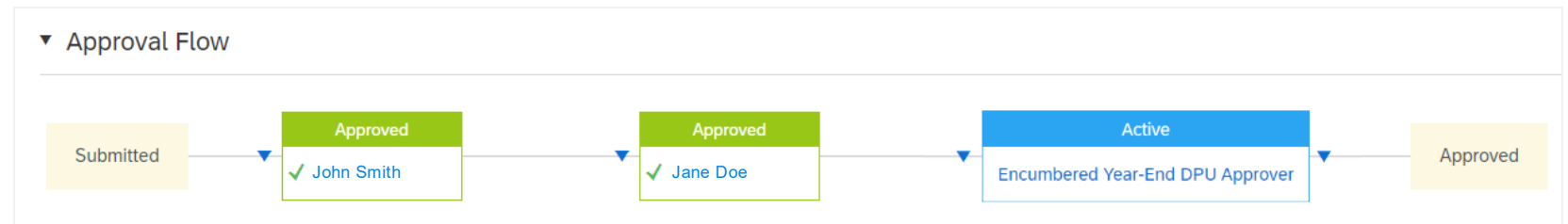


A special approver is **automatically added** to the end of the approval flow for all July 1, 2024, DPU requisitions to allow for fiscal year-end processing by the MFMP team.

**Unencumbered DPU Requisition Approval Flows:**



**Encumbered DPU Requisition Approval Flows:**





# DPU vs PO Start Date

## DPU

The **DPU** date field allows requesters to create and submit requisitions to move through the approval flow and then delay delivery of the PO until the DPU date arrives.

**On midnight of the DPU date, the transaction is sent to FLAIR (if it was encumbered), and the PO is sent to the vendor.**

## PO Start Date

The **PO start date** is used to identify the start date of the agreement or services; however, this field **does not control when the PO is sent to a vendor.**

	Example 1	Example 2
DPU Date	Blank	July 1, 2024
PO Start Date	July 1, 2024	July 1, 2024
Fully Approved Date	June 15	June 15
PO sent to Vendor and Encumbrance Established	June 15	July 1*

*\*Or after MFMP year-end activities are complete.*

# Certified Forward

**Certified Forward (or Carry Forward)** allows the budget (encumbrances) to be carried over from one fiscal year to another.

**There are two ways agencies can mark a transaction as Certified Forward:**

1

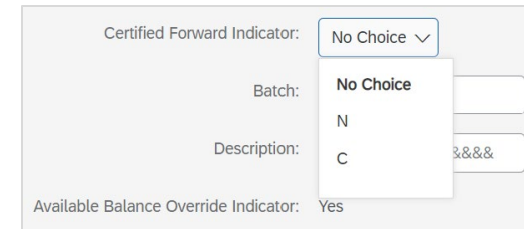
## In FLAIR

Use DFS' automated process of marking encumbrances as Certified Forward in FLAIR.

2

## In AOD

Manually mark encumbrances in AOD as Certified Forward via the *Certified Forward Indicator* in the Accounting Details in the line item of the requisition.



The screenshot shows a form with the following fields:

- Certified Forward Indicator: No Choice (dropdown menu is open)
- Batch: No Choice
- Description: N
- Available Balance Override Indicator: Yes



# Important Updates Impacting Fiscal Year-End Certified Forwards

## Certified Forwards

The MFMP Team receives a Certified Forward file from DFS with a list of MFMP encumbrances marked with a “C” in the Certified Forward Indicator field in FLAIR. The MFMP team uses this information to update the Certified Forward Indicator on MFMP encumbrances sent to FLAIR from AOD via the requisition, purchase order, and invoice process.

## After MFMP Fiscal Year-End Processing

- The Certified Forward Indicator will not display a “C” in AOD on requisitions and POs.
- Agency customers may view existing MFMP encumbrances marked with the “Certified Forward Indicator” in the following reports:
  - FLAIR Encumbrance Summary Dashboard (Tableau).
  - FY2023-24 Certified Forward report (MFMP Secure Reports website).



All orders that are manually marked as Carry Forwards (Certified Forwards) must be fully approved by DFS’s deadline.

# Fiscal Year-End Support

## Upcoming Fiscal Year-End Efforts from MFMP



The MFMP team will continue to share fiscal year-end information with agency liaisons via email and during the upcoming Customer Round Table (CRT).



The next MFMP CRT is scheduled for  
**May 9, 2024**



MFMP liaisons can invite others to attend meetings online and should forward emails to others at their agency as needed.



Learn more about MFMP fiscal year-end processes by accessing the MFMP Fiscal Year-End Job Aid on the [MFMP Guides and Job Aids webpage](#).



# Resources

DEPARTMENT OF FINANCIAL SERVICES



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