

Year-end Calendar of Activities



2024

June 2024

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
24	24	25	26	27	28	29
30						

July 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	24	24	25	26	27
28	29	30	31			

Please see AA Memos #18 and #19, 2023-24 for details.

Date	DFS End of Year Financial Deadlines
6/3/24	Voucher payments for executed settlement agreements must be received by Auditing or BOSP by 5:00 PM.
6/10/24	MFMP transactions must be in the DFS Bureau of Auditing queue by 2:00 PM.
6/12/24	Last day of FY to process payroll adjustments that affect an employee's prior quarter tax obligation.
6/18/24	Trust Fund loan repayments & transfers to General Revenue sweep payments must be processed by 4:00 PM.
6/19/24	Current year refund deposits to Clearing Funds must be cleared through FLAIR to the Treasury by 3:00 PM.
6/20/24	Cash receipts for current year refunds must be verified by Treasury no later than 3:00 PM.
	Last day to input disbursement transactions in Departmental FLAIR. Voucher date will be June 21, 2024. STMS transactions must be in the DFS Bureau of Auditing queue by 3:00 PM.
6/21/24	All requests for Statewide Vendor File updates or additions must be submitted to BVR by 12:00 PM.
	Last day to clear negative cash and/or budget balances for non-payroll related issues.
6/26/24	On-Demand Payroll transactions must be input and approved by 5:00 PM to be processed as FY 2023-24 disbursements. Will be warrant dated 6/28/24.
	Last day to input transactions into Departmental FLAIR by 5:00 PM to clear payroll negatives for Monthly Payroll. Last day to process Trust Fund Disinvestments and corrections – Trust Fund Disinvestments will resume July 3, 2024
6/27/24	All vouchers must be received by the Bureau of Auditing by 2:00 PM.
	Agency deposits must be made at bank prior to 4:00 PM to be verified on June 28. All non-payroll related warrants cancelled using the WC function must be added and approved by 5:00 PM.
6/28/24	Batch files to be input directly into Central FLAIR for FY 2023-24 must be received by DFS by 1:00 PM.
	Wire Transfers received in the Treasury prior to 3:00 PM will be verified if the deposit has been transmitted/placed in a "T" status in FLAIR by 3:00 PM as well completing by 2:00 PM the Same Day Deposit Request for EFT using the Treasury Correspondence form in Florida PALM.
	Cash receipts may be input and transmitted in FLAIR until 3:00 PM for deposits made at the bank prior to 4:00 PM on Thursday, June 27, 2024.
	Any unverified deposits will be rejected, placed in status R, at 4:00 PM.
7/1/24	Last day to use CF function to choose/opt out of automatic CF marking by 8:00 PM.
	DFS will automatically mark all accounts payable and encumbrance subsidiary records in FLAIR that have an operating appropriation, with a "C" during nightly processing, if your agency has chosen this option. DFS will send a file to MFMP to be used to mark incurred obligations in MFMP for all agencies that selected the automatic marking of subsidiary records.
	Refund for salary overpayment must be approved by entering the deposit number on-line in FLAIR by 5:00 PM.
7/5/24	Last day to submit account code to BOSP by 11:00AM to clear payroll negative for Biweekly payroll or Monthly payroll dated 6/28/24.
7/11/24	Debit memos processed at the bank on Friday, June 28, 2024, will be posted in Central FLAIR on July 1, 2024.
7/15/24	Statewide document numbers will be reset to begin with number X5000000001.
7/11/24	Last day to process carry forward travel in STMS.
7/15/24	Last day to contact the DFS Help Desk to request incurred obligations/certified forward data be transferred to OPB. Requests must be received by the Help Desk by 2:00 PM. Agencies who choose to use the PE Function to close the CF Period and generate reports should do so after the Help Desk verifies the CF file is approved.
9/10/24	MFMP disbursement transactions must be received in the Bureau of Auditing's queue by 2:00 PM.
9/12/24	Last day to input disbursement transactions to be paid from prior year certified funds.
9/24/24	Vouchers related to incurred obligations must be received in the Bureau of Auditing by 2:00 PM.