

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.
	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.
7/1/24	Refund for salary overpayment must be approved by entering the deposit number on-line in FLAIR by 5:00 PM.
	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.
7/1/24	Debit memos processed at the bank on Friday, June 28, 2024, will be posted in Central FLAIR on July 1, 2024.
7/5/24	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.