



Know Your Change Impact

How will Current Year Expenditure Refunds be handled?

FLAIR

FloridaPALM



Current Year Expenditure Refunds are entered.



Current Year Expenditure Refunds are entered with an 'E' for the deposit type.



Entry is transmitted to Treasury for verification and processing.



A DFS A&A Expenditure Refund Form and any other necessary information are attached to the deposit via the Payments tab.



A JT-2 voucher schedule is generated and made available to the agency.



Transactions require multi-level electronic routing and a workflow approval process between the Agency and DFS.



Agencies attach the JT-2 voucher to the DFS A&A Expenditure Refund Form or an approved Letter of Authorization and submit to the DFS Bureau of Auditing.



The approved deposit also needs to be verified against the bank transaction by Treasury for the system to increase spendable cash and available appropriations balances.



The entry is posted to Central FLAIR. The funds are available to the agency for expenditure.

AGENCY CONSIDERATIONS

Separating revenue and non-revenue deposits can minimize delays.

All expenditure refunds require an agency-level review process that includes validating supporting documentation and deposit information, as well as expenditure accounting.

Avoid processing errors by attaching adequate documentation to the Payments tab.

Detailed information on Expenditure Refunds in Florida PALM can be found under **Direct Journal Deposits (60.2.1)** and **Appendix A - Expenditure Refunds**, in the Knowledge Center.