

DATE: November 20, 2006

TO: Agency Addressed (No. 03, 2006-2007)

FROM: Douglas A. Darling, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: CONTRACTUAL SERVICE EDITS AND CORRECTING TRANSACTIONS

Edits are now active in FLAIR that prohibit contractual services disbursements from being paid from the expense appropriation category as provided for in Section 216.011(1)(n), Florida Statutes, and Agency Addressed Memos No. 20, 2005-2006 and No. 01, 2006-2007. Agency transactions entered into FLAIR prior to these edits becoming active that were not in compliance with the Statute must be corrected.

Agencies must correct these disbursements by moving the expenditures to an appropriate appropriation category. Corrections must be made using a Journal Transfer (JT) with a Transaction (TR) 51S or 58S (on-line transactions only, no batch transactions) in Departmental FLAIR. In the event a warrant cancellation is posted that is not in compliance with Section 216.011(1)(n), Florida Statutes, agencies are required to correct the transaction using a TR 58S. Please contact the FLAIR Helpdesk at (850) 413-3190, Suncom 293-3190 for assistance in using these transaction codes and the proper bookkeeping indicators relevant to your situation. All corrections must be completed by February 28, 2007.

Please contact Michael Alexander at (850) 413-5454, Suncom 293-5454, michael.alexander@fldfs.com or Cheri Greene at (850) 413-5593, Suncom 293-5593, cheri.greene@fldfs.com if you have questions or need a list of contractual service disbursements paid from your agency's expense appropriation categories.