



OFFICE OF THE COMPTROLLER
DEPARTMENT OF BANKING AND FINANCE
STATE OF FLORIDA
TALLAHASSEE
32399-0350

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COMPTROLLER OF FLORIDA

April 3, 2001

IN REPLY REFER TO:
DBFBP 01-05

TO: Agencies Addressed

FROM: Diana Flagg, Chief
Bureau of State Payrolls

SUBJECT: **PAYROLL POSTING OF NEGATIVE BALANCES**

Comptroller's Memorandum #4 (1998-1999) provided guidance on clearing negative balances and established the Payroll Default Account Code for each agency. The Default Account Codes were created as a contingency plan to ensure that no employee goes unpaid due to his/her record containing an incorrect account code. It was also intended that all Agencies comply with the deadlines and clear their negative balances prior to the warrant date.

This memorandum is a reminder that CNPRNEGP, "Payroll Posting Negative Balance" (Form ID **8A) and PSAJPAER, "Default Account Posting Detail" (Form ID R**2) reports are available on RDS and, as such, will no longer be faxed. These reports are available two days after the payroll processes. Agencies are responsible for viewing these reports and clearing their negative balances, which includes posting Journal Transfers prior to the warrant date. It is imperative that all negative balances be cleared by the warrant date.

As always, thank you for your cooperation and please do not hesitate to contact us if you have a problem in this matter. You may contact Betty Barnes at (850) 410-9419, Suncom 210-9419 or Asheema Vemuri at (850) 410-9429, Suncom 210-2429.

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