



New Agency Guide

November 2019

Table of Contents

NEW AGENCY GUIDE	1
OVERVIEW	3
How to Use this Guide	5
Priority Levels	6
SUMMARY OF TASKS	7
Stage 1	7
General	7
Chart of Accounts	9
Cash Management	11
Customers, Employees, and Vendors.....	14
Payment Processing	16
Stage 2	20
Cash Management	20
Receipts, Receivables, and Revenues.....	21
Customers, Employees, and Vendors.....	21
Payment Processing	22
Grant Awards, Projects, and Contracts	22
Financial Reporting.....	25
APPENDICES	26
A - Task Table	26
B – Forms.....	27
C – References.....	30
D - Resources.....	32
E – Acronyms.....	36
F – Contact Information	37

Overview

The creation of a new state agency through merger or reorganization of an existing state agency requires coordinated efforts of multiple entities, including the Legislature, the affected state agency or agencies, the Department of Financial Services (DFS), the Office of Planning and Budget (OPB), and the Department of Management Services (DMS). There are many steps involved for a new State entity to be fully operational by the intended effective date. To promote a successful and timely transition, many of the steps must be completed in successive order.

This *New Agency Guide* is intended as a resource for individuals responsible for the administrative tasks of creating a new State entity. The scope of this Guide includes critical tasks for financial management and the State's accounting system. This Guide focuses on those tasks that are required for an agency to make payments, process receipts, hire and pay employees, procure goods and services, and for the Department of Financial Services to meet the accounting and reporting requirements.

The *New Agency Guide* includes a description of the tasks, references to the applicable authority, and links to guidance, as applicable. This *New Agency Guide* is organized into three sections: *Overview*, *Summary of Tasks*, and *Appendices*.

The *Summary of Tasks* section is made up of two stages. Stage 1 identifies the tasks that must be complete before agency operations begins. Stage 2 outlines the tasks that can be completed at any time, but are usually necessary within the first six weeks after agency operations begins. The timing of the completion of the tasks, and priority (i.e., high, medium, and low) of those tasks are identified within each stage.

Entities impacted should remain in close contact with the agencies with enterprise-wide responsibility, such as DFS, OPB, and DMS, during the crucial periods outlined in this document to facilitate the timely completion of all critical tasks for a smooth transition. Leadership in the affected agencies will need to identify a primary contact to coordinate the completion of all applicable tasks.

METHOD OF REORGANIZATION

Section 20.06, Florida Statutes-

(1) Type One Transfer – A type one transfer is the transferring intact of an existing agency or department so that the agency or department becomes a unit of another agency or a department.

(2) Type Two Transfer.—A type two transfer is the merging into another agency or department of an existing agency or department or a program, activity, or function thereof or, if certain identifiable units or subunits, programs, activities, or functions are removed from the existing agency or department, or are abolished, it is the merging into an agency or department of the existing agency or department with the certain identifiable units or subunits, programs, activities, or functions removed therefrom or abolished.

New Agency Guide

The last section, *Appendices*, has several lists and tables and are used as resource materials that are relevant to the tasks described in the *Summary of Tasks* section. These lists and tables may be helpful in building your own project task lists.

Several information technology systems are used in the set-up of the new agency or merger of existing agencies. These systems comprise the components of the Florida Financial Management Information Systems (FFMIS), pursuant to Section 215.92, Florida Statutes. The following table describes each FFMIS system and its function.

SYSTEM	OWNER	FUNCTION
Cash Management System (CMS)	Department of Financial Services (DFS)	The Division of Treasury (the Treasury) receives and disburses funds, invests available balances, performs related accounting functions, cash management operations, and consultations. The Treasury operates separate systems (collectively known as the CMS) to carry out its responsibilities of monitoring cash levels and activities in State bank accounts, for keeping detailed records of cash transactions and investments for State agencies, and paying of warrants and other disbursements issued by the Chief Financial Officer (CFO).
Florida Accounting Information Resource (FLAIR)	Department of Financial Services (DFS)	FLAIR is a double entry, computer-based, general ledger accounting system, which is utilized to perform the State's accounting and financial management functions. Section 215.90, Florida Statutes, designates DFS as the functional owner of FLAIR, responsible for its design, implementation, and operation.
Legislative Appropriations Systems/Planning, Budgeting System (LAS/PBS)	Executive Office of the Governor (EOG)	LAS/PBS is used to manage the State's budget process. The Legislature uses LAS/PBS to develop the appropriations bills and proviso. The EOG uses LAS/PBS to allocate and control budget approvals, releases, and amendments.
MyFloridaMarketPlace (MFMP)	Department of Management Services (DMS)	MFMP is the State's eProcurement system. The system is a source for centralized procurement activities; it streamlines interactions between vendors and state government entities and provides tools to support the procurement process for the State.
PeopleFirst	Department of Management Services (DMS)	PeopleFirst is the State's web-based Human Recourse information system used for payroll preparations, time and attendance, recruitment, benefits administration, and organizational management. It is used by employees, managers, retirees, job applicants, and State human resources staff.

How to Use this Guide

This *New Agency Guide*, in the *Summary of Tasks* section, has identified 40 activities that are critical in the start-up or transfer of an entity and is organized in two stages. Stage 1 identifies critical tasks that must be complete before an agency begins its operations. The estimated time of completion for this stage is approximately ten weeks from legislative authorization. Stage 2 identifies critical tasks that may be completed within six weeks after agency operations have begun.

The timing of the completion of the tasks, and priority (i.e., high, medium, and low) of those tasks are identified within each stage. *Priority Levels* are discussed in more detail in the next sub-topic. Each stage is organized by topic and priority.

Within each stage, the tasks will be grouped by the following 8 topics:

- General
- Chart of Accounts
- Cash Management
- Receipts, Receivables, and Revenues
- Customers, Employees, and Vendors
- Payment Processing
- Grant Awards, Projects, and Contracts
- Financial Reporting

Each topic will include a task or group of tasks that share a commonality. Information for each task will include the details below:

- Background:
- Significance:
- Action Required:
- Form:
- Authority:
- Guidance:
- Owner:
- Priority:

If an item is not applicable for a particular task it will be marked N/A, for example, not all tasks will require a Form to be completed therefore this item will be marked N/A. Additionally, some of the tasks identified in the *New Agency Guide* may not be applicable to the new agency.

The *Appendices* provides a compilation of resources to make the task of starting or transferring a new entity easier. Found is a simplified task table, a links to all the forms, manuals, laws,

New Agency Guide

memos, and statutes that are referenced in the *New Agency Guide*. There is also a list of acronyms for those who might be new to this process, and contact information.

Priority Levels



The estimated duration to complete these administrative tasks varies greatly. Some tasks should be started earlier in the process due to longer implementation and completion periods. For this reason, there are three priority levels that are used to describe the critical tasks within each stage of the transition. These priorities are described as high, medium, and low, and are intended to describe the significance for the sequence of completion. While some flexibility exists regarding the timing of the completion of these tasks, for the duration of the project, the agency contacts should remain in communication with DFS to maintain a smooth transition process.

The following chart is a high-level look at the tasks that must be completed in each stage and the priority assigned to each task.

#	STAGE 1 TASKS	PR
1	Key Contacts	H
2	Agency Identification - Tax Identification Number (TIN)	H
3	Agency Identification - Operating Level Organization (OLO)	H
4	Essential Accounting Codes	H
5	Cash Control	H
6	Site Records	H
8	Clearing and Revolving Accounts Outside Treasury or Other Banking Services	H
9	Concentration Account-Bank Deposits	H
10	Consolidated Revolving Account (CRA)	H
15	PeopleFirst	H
20	ePayments – Credit Card and ACH	H
21	Purchasing Card (PCard)	H
22	MyFloridaMarketPlace (MFMP)	H
7	Fund Classification	M
11	Deposit Slips/Stamps	M
12	Revolving Funds	M
16	Default Payroll Account Code	M
17	Special Category Account (Payroll Indicators)	M
18	Authorizations – Payroll	M
23	Authorizations - Voucher Signature Cards	M
24	Authorizations - Warrant Release	M
25	Garnishment Adjustments	M
13	Trust Fund Investments	L
14	Cash Management Improvement Act (CMIA)	L
19	Pay Data File	L

New Agency Guide

26	Warrant Remittance Message	L
27	Payroll Deductions	L
28	Agency Drop-off Bin	L

#	STAGE 2 TASKS	PR
33	Direct Loads or Required Interface(s) with FLAIR	H
34	Florida Accountability Contract Tracking System (FACTS)	H
29	Special Purpose Investment Account Investments (SPIA)	M
32	1099 Representation Checklist	M
35	Contract Audit System (CAS)	M
40	Statewide Cost Allocation Plan (SWCAP)	M
30	Loan Authority	L
31	Debt Collection Services	L
36	Catalog of State Financial Assistance (CSFA)	L
37	Consolidated Equipment Financing Program (CEFP)	L
38	Financing Agreements	L
39	Equipment Leases	L

Summary of Tasks

Stage 1

Stage 1 includes the critical tasks that must be completed once a new agency has been authorized and before agency operations begin. Many of these tasks must be completed before subsequent tasks can be started. The estimated time of completion is within ten weeks of the new agency or merged agency starting operations.

Tracking any legislative actions and any budgetary actions should also be high priority for the Agency Representatives. Once identified legislative actions can be tracked through, either the Florida House of Representatives Bill Tracker or the Florida Senate Bill Tracker.

Once legislative actions are completed or passed, any budgetary actions will be completed by the Office of Policy and Budget (OPB).

General

1. Key Contacts.

- Background: Identification of key contacts for all applicable tasks is necessary.
- Significance: DFS will refer to the list of agency contacts, as needed, to complete critical tasks necessary for the creation and operations of a new agency, as well as, finalizing task at an existing agency if applicable. Contacts will be needed for the new agency, and the agency that is closing or losing the unit.



New Agency Guide

- Action Required: Identify key contacts and provide the completed form to DFS. The key contacts include the following:
 - Agencies Legislative Liaison
 - Office of Policy and Budget
 - Resource Access Control Facility (RACF) Administrator
 - Form DFS-C1-1987, RACF ID and RDS Report Request
 - Departmental FLAIR Access Control Custodian
 - Payroll FLAIR Access Control Custodian
 - DFS-A3-2143 = PYRL Access Form
 - FLAIR Site Contacts
 - SWVF Add Access
 - Form DFS-A1-2089, Statewide Vendor File Access Request Form
 - Master Personnel for Employee Information Center (EIC) Access
 - Asset Management
 - Form DFS- C1-1819, FLAIR/DACA Access Request
 - Warrant Delivery Notification Contact
 - Warrant Release Authorization
 - Form DFS-A1-2103
 - Financial Management
 - Information Technology Contact
 - File Transfer Protocol (FTP) Technical Contact
 - RDS Administrator
 - Treasury Website Administrator
 - Contract Management Administrator
 - Grant Management Administrator
- Form: See the list above
- Authority: Sections 17.001 and 17.03, Florida Statutes
- Guidance: N/A
- Owner: Bureau of Financial Reporting
- Priority: High

2. Agency Identification - Tax Identification Number (TIN)



- Background: The Internal Revenue Service (IRS) issues a tax identification number (TIN) for use in tax reporting. DFS requires a W-9 to verify the accuracy of the tax identification number (TIN) used in payments and journal transfers.
- Significance: The TIN is used to identify the agency in IRS reports.
- Action Required: Apply for an agency TIN from the IRS. Upon receipt of the TIN, submit a substitute Form W-9 through the Vendor Portal.
- Form: Internal Revenue Service Form W-9, Request for Taxpayer Identification Number (TIN) and Certification

New Agency Guide

- Authority: Sections 6055 and 6056, Internal Revenue Code; AAM23 (FY2010-11)
- Guidance: See the IRS website and the Vendor website
- Owner: Bureau of Vendor Relations
- Priority: High

Chart of Accounts

3. Agency Identification - Operating Level Organization (OLO)



- Background: Each agency is identified by a 6-digit Operating Level Organization (OLO).
- Significance: The OLO is used for budget and accounting purposes.
- Action Required: Coordinate with the Bureau of Financial Reporting to obtain and add the OLO to the Title File.
- Form: N/A
- Authority: Sections 17.001 and 17.03, Florida Statutes
- Guidance: FLAIR Fundamentals Manual, Section 109
- Owner: Bureau of Financial Reporting
- Priority: High

4. Essential Accounting Codes



- Background: DFS is responsible for maintaining the State's accounting system and chart of accounts. The chart of accounts identifies the essential codes used for accounting and financial reporting. These codes, documented in the FLAIR Title File, include titles and descriptions for data elements such as fund identification number, budget entity, and category.
- Significance: Accounting transactions in FLAIR require the use of the codes established in the FLAIR Title File.
- Action Required: Coordinate with the Office of Planning and Budget to identify relevant funds, budget entities, and categories. The Agency should also consult with the Office of Economic & Demographic Research (EDR) for their feedback on whether the proposed codes meet their needs. Then, submit a request to the Bureau of Financial Reporting to update the FLAIR Title File with the agency-specific codes.
- Form: N/A
- Authority: Section 17.0315, Florida Statutes, Authorizing Legislation for the Type One Transfer or Type Two Transfer
- Guidance: FLAIR Fundamentals Manual, Section 110
- Owner: Bureau of Financial Reporting
- Priority: High

5. Cash Control



- Background: The state's accounting records are organized by fund. Each fund is identified by a cash control number which may be subdivided into multiple accounts. The cash control account (first 11 digits of the FLAIR account code) *must* be titled by Accounts Control Section before Agency staff can use the Agency Add (AA) function in FLAIR to add account codes. The Agency may create account codes, using budget entity and category combinations within each cash control account, to accomplish business needs.
- Significance: The cash control accounts are needed to maintain accounting records and to create accounts within each fund.
- Action Required: Submit a request to the Bureau of Financial Reporting.
- Form: N/A
- Authority: Section 215.32, Florida Statute
- Guidance: FLAIR Fundamentals Manual, Sections 109 & 111
- Owner: Bureau of Financial Reporting
- Priority: High

6. Site Records



- Background: The site record is a 2-digit grouping code used in FLAIR for printing vouchers, or recording deposits and journal transfers to or on behalf of a location. Use of this code will vary among agencies depending on agency needs.
- Significance: The site record is used to identify transactions for a location or attribute, and is a required component for processing in FLAIR.
- Action Required: Send a request to the Bureau of Financial Reporting to add or update the FLAIR Title File.
- Form: N/A
- Authority: Sections 17.075 and 17.076, Florida Statutes
- Guidance: FLAIR Fundamentals Manual, Section 110.1
- Owner: Bureau of Financial Reporting, Accounts Control Section.
- Priority: High

7. Fund Classification



- Background: Agency operations are accounted for using one or more funds. Each fund must be classified as one of the governmental accounting fund types. Each fund type has unique purposes, restrictions, and accounting requirements.
- Significance: Compliance with fund accounting requirements and generally accepted accounting principles is critical for the State's financial statements to be properly classified. A significant audit finding for the State's financial statements may result

New Agency Guide

in the State's bond rating to be downgraded, thus resulting in higher costs to raise capital.

- Action Required: Complete the Fund Questionnaire for each unique fund number. The Agency should contact the Bureau of Financial Reporting, Statewide Financial Reporting Section (SFRS), for assistance in selecting the appropriate fund classifications.
- Form: DFS-A1-1832, Fund Questionnaire
- Authority: Section 216.102, Florida Statutes
- Guidance: N/A
- Owner: Bureau of Financial Reporting
- Priority: Medium

Cash Management

8. Clearing and Revolving Accounts Outside Treasury or Other Banking Services



- Background: All bank accounts outside of the State Treasury, or the use of third party vendors for banking services, require review and approval by Treasury.
- Significance: Coordination with Treasury is necessary to avoid delays in Agency operations.
- Action Required: Submit a Request to Procure Banking Services on the Treasury Website.
- Form: DFS-J2-1090 – Request for Authorization to Procure Banking Services
- Authority: Section 17.58, Florida Statutes; Rule 69C-1, Florida Administrative Code
- Guidance: See the Treasury website and CFO Memo #13 (1982-1983)
- Owner: Treasury
- Priority: High

9. Concentration Account-Bank Deposits



- Background: All moneys collected by state agencies, boards, bureaus, commissions, institutions, and departments are required to be deposited in the State Treasury, and immediately credited to the appropriate fund. The Treasury operates a concentration account system which facilitates a master depository account and multiple sub-accounts.
- Significance: The use of an approved concentration account at an approved financial institution is required for Agency receipts to be recognized by the Treasury and accessible for Agency disbursements.
- Action Required: Request access privileges for the Cash Management System (CMS) from the Treasury. The Agency should use CMS to request a new subaccount. Depending on the types of services needed, an implementation period may apply.
- Form: N/A

New Agency Guide

- Authority: Section 17.58, Florida Statutes
- Guidance: Agencies are to use the Cash Management System (CMS)
- Owner: Treasury
- Priority: High

10. Consolidated Revolving Account (CRA)



- Background: The Treasury provides a Consolidated Revolving Account (CRA) for agencies that have approval to utilize a revolving fund outside of the standard receipt/disbursement process. The Treasury maintains a contract with a financial institution to provide an account for agencies to utilize for same day disbursements, etc.
- Significance: Coordination with the Treasury for any CRAs should be timely to avoid delays for agency operations.
- Action Required: Request a CRA on the Treasury website.
- Form: Revolving Account New Location Form is located online
- Authority: Section 17.58, Florida Statutes
- Guidance: See the Treasury website
- Owner: Treasury
- Priority: High

11. Deposit Slips/Stamps



- Background: Approved deposit slips and endorsement stamps are required to utilize the Treasury concentration account system for over the counter deposits.
- Significance: The use of approved banking supplies is necessary to avoid delays in accessing the deposited funds.
- Action Required: Request the deposit slips and endorsement stamps through CMS. The Treasury will place the order, and notify the Agency when the requested supplies are available for pick up.
- Form: N/A
- Authority: Section 17.58, Florida Statutes
- Guidance: Agencies are to use the Cash Management System (CMS)
- Owner: Treasury
- Priority: Medium

12. Revolving Funds



- Background: A revolving fund is a cash fund, maintained within or outside the State Treasury, established from an appropriation, used by an agency to make authorized expenditures outside the normal process, as approved by DFS. The use of a revolving fund is limited to urgent payments that cannot be made using a

New Agency Guide

- purchasing card or through the normal payment process, or as a change fund for offices that need a change fund for contact with the public. The fund is established as a local fund. Reimbursements are requested as needed, through the normal payment process.
- **Significance:** Timely coordination is necessary so the Agency will not be limited to normal payment processes for urgent expenditures, or lack access to change funds for offices that receive payment from the public.
 - **Action Required:** Complete and submit request form to the Bureau of Financial Reporting.
 - **Form:** DFS-A1-1823 – Revolving Fund Request Form
 - **Authority:** Section 216.271, Florida Statutes; Rules 69I-23 and 69I-31.226, Florida Administrative Code, and Volume IV, Section 10 of the Payroll Preparation Manual
 - **Guidance:** Notify Division of Treasury upon approval of Revolving fund. Treasury will need to set up the account if Consolidated Revolving Account (CRA), or otherwise must be notified if outside of CRA. CFO Memo #13 (1982-1983)
 - **Owner:** Bureau of Financial Reporting
 - **Priority:** Medium

13. Trust Fund Investments



- **Background:** Agencies may request that the Treasury invest excess fund balances, where authorized, and receive an allocated share of investment earnings for each fund. Treasury invests all general revenue funds and trust funds (with some exemptions) of each state agency to maximize earnings.
- **Significance:** Investment earnings are allocated to authorized funds.
- **Action Required:** -Identify which funds are eligible for investment and notify the Bureau of Funds Management and Bureau of Auditing to initiate the process.
- **Form:** N/A
- **Authority:** Sections 17.57 and 17.61, Florida Statutes
- **Guidance:** Trust Fund Administrative User Manual; Trust Fund User Manual
- **Owners:** Treasury and Bureau of Auditing
- **Priority:** Low

14. Cash Management Improvement Act (CMIA)



- **Background:** The Division of Treasury is responsible for oversight of clearing patterns for expenditures of Federal grant funds for compliance with the Cash Management Improvement Act of 1990. The State is required to minimize the number of days it takes for warrants, paid from Federal funds, to be presented to the bank for payment.
- **Significance:** The State is required to pay interest for excessive float time related to draws of Federal funds.

New Agency Guide

- Action Required: Identify any agency operations subject to these requirements and consult the Treasury. The Agency should create and use FLAIR account codes to manage the timing of draws of federal funds and the related disbursements.
- Form: N/A
- Authority: Cash Management Improvement Act of 1990
- Guidance: See the Treasury website
- Owner: Treasury
- Priority: Low

Customers, Employees, and Vendors

15. People First



- Background: People First is the information system used by the State for human resource functions including attendance and leave, benefits administration, human resource management, organizational management, payroll preparation, performance management, recruiting, and reporting.
- Significance: Timely and proper setup of human resources and payroll processes are necessary for Agency employees to be timely paid, and for the completion of required records and reports for attendance and leave, retirement, benefits, and taxes.
- Action Required: Contact the Department of Management Services for appropriate access privileges in People First. The Bureau of State Payrolls will monitor the status of this required action.
- Form: N/A
- Authority: Section 110.116, Florida Statutes
- Guidance: Payroll Preparation Manual and the PeopleFirst online resources
- Owner: Department of Management Services, monitored by the Bureau of State Payrolls
- Priority: High

16. Default Payroll Account Code



- Background: It is critical that payroll processes are completed successfully to enable timely payment to employees. When a payroll request is submitted with an invalid account code or the account code has not been set with a payroll indicator to allow wage payments from the state payroll system, DFS refers to a default payroll account to use instead.
- Significance: The designation of a default payroll account is necessary to avoid delays in payments to employees.
- Action Required: Provide BOSP with identify a default payroll account code to be added to the Company Control (COC) Directory in the Payroll (PYRL) component of FLAIR.

- Form: N/A
- Authority: Volume IV, Section 1 of the Payroll Preparation Manual
- Guidance: Volume IV, Section 1, Payroll Preparation Manual
- Owner: Bureau of State Payrolls
- Priority: Medium

17. Special Category Account (Payroll Indicators)



- Background: Some agencies may require a special category account code for payroll processes. For example, criminal justice incentive payments are paid from a special category.
- Significance: Coordination with the Bureau of State Payrolls is necessary to avoid delays in payroll processes that use special category accounts.
- Action Required: Notify the Bureau of State Payrolls of any payroll indicator requests, if needed.
- Form: N/A
- Authority: Volume IV, Section 1 of the Payroll Preparation Manual
- Guidance: Payroll Preparation Manual
- Owner: Bureau of State Payrolls
- Priority: Medium

18. Authorizations - Payroll



- Background: Each payroll request must be approved via signature by a person authorized by the agency head. A signature card is required for all persons authorized to approve payroll.
- Significance: The signature card is used to validate that a payroll request is properly authorized.
- Action Required: Complete the Authorized Signature form and submit it to the Bureau of State Payrolls.
- Form: DFS-A3-1930, Authorized Signature Form
- Authority: Volume IV, Section 1 of the Payroll Preparation Manual
- Guidance: Payroll Preparation Manual
- Owner: Bureau of State Payrolls
- Priority: Medium

19. Pay Data File



- Background: The Pay Data File (file 0013) is used for reporting payroll output data to the agencies. The file includes the actual data used to pay employees, process miscellaneous deductions, report salary warrant cancellations and employee record adjustments.

- Significance: The Pay Data File is a resource for agencies to review the details of a payroll.
- Action Required: Contact the Bureau of State Payrolls to request the Pay Data File. Provide FTP information for the secure file transfer.
- Form: N/A
- Authority: Volume VII, Section 3 of the Payroll Preparation Manual
- Guidance: Payroll Preparation Manual
- Owner: Bureau of State Payrolls
- Priority: Low

Payment Processing

20. ePayments - Credit Card and ACH



- Background: The Treasury is responsible for oversight of banking services utilized by state agencies. Agencies that accept credit card and echeck payments for services through a website or point of sale terminal are to utilize the standard electronic payments contract with a financial institution to process and receive these types of payments.
- Significance: Treasury can assist the Agency with compliance with applicable requirements for credit card and ACH activity.
- Action Required: Request a new location/subaccount or subaccount type in the Cash Management System (CMS) and notify the Treasury E-payments Contract Manager. An implementation process at the financial institution includes establishing the new account(s), set up, and testing.
- Form: N/A
- Authority: Rule 69C-4, Florida Administrative Code
- Guidance: Agencies are to use the Cash Management System (CMS)
- Owner: Treasury
- Priority: High

21. Purchasing Card (PCard)



- Background: The State's Purchasing Card (PCard) Program provides a convenient way for employees to purchase commodities for use in official business of the state, or to pay for travel expenses incurred while conducting state business. Participation in the PCard Program requires approval by the Statewide PCard Administrator's Office (SPCA), set-up in the PCard Module (PCM) in FLAIR, and issuance of cards by Bank of America. DFS is in the process of transitioning to a new purchasing card contract, PCard Works.

New Agency Guide

- Significance: The timely setup of the PCard Program will enable employees to use PCards to expedite purchases and avoid the need to seek reimbursement for travel expenses.
- Action Required: Complete and submit the PCard application and Agency PCard plan to the SPCA. Upon SPCA approval, the PCard application will be processed for set up with the Bank. The SPCA and the Agency PCard Administrator will work with DFS Office of Information Technology to add the cardholders, approval groups, approval levels, and individual approvers in the PCM. To become a cardholder, an employee must submit a cardholder profile to his/her agency PC Administrator.
- Form: A generic form is available from DFS or an Agency may develop their own Agency form
- Authority: Sections 215.422 and 112.061, Florida Statutes; Rule 69I-24, Florida Administrative Code
- Guidance: See the PCard website
- Owner: Bureau of Auditing
- Priority: High

22. MyFloridaMarketPlace (MFMP)



- Background: MyFloridaMarketPlace (MFMP) is the State's centralized eProcurement system used by agencies to streamline interactions between vendors and agencies. Agencies use the system for online requisitions, purchase orders and payment processing.
- Significance: Upon appropriate set-up in MFMP, the Agency will have access to the system for procurement and payment activities.
- Action Required: Contact the Department of Management Services to initiate set-up of MFMP.
- Form: N/A
- Authority: Sections 287.032 and 287.042, Florida Statutes
- Guidance: See the MFMP website
- Owner: Department of Management Services
- Priority: High

23. Authorizations - Voucher Signature Cards



- Background: Each voucher submitted to the DFS for payment must include agency approval via a signature by a person authorized by the agency head. A signature card is required for all persons authorized to approve agency vouchers.
- Significance: The signature on the voucher schedule certifies that the transactions are in accordance with the Florida Statutes and all applicable laws and rules of the State of Florida.

New Agency Guide

- Action Required: Complete a voucher signature card for each person authorized to approve and sign vouchers. The Agency Head or Designee must authorize the request. If there are any changes in the authorizations, the agency must notify Auditing so that the forms can be voided.
- Form: DFS-AA-29, Voucher Signature
- Authority: Rule 69I-40.001, Florida Administrative Code
- Guidance: Contact the Bureau of Auditing
- Owner: Bureau of Auditing
- Priority: Medium

24. Authorizations - Warrant Release



- Background: Courier identification (ID) cards are required for an agency courier to pick up warrants from DFS Transmittal.
- Significance: Warrants are released only to authorized personnel.
- Action Required: Request and obtain a courier card for each person authorized to pick up agency warrants from DFS.
- Form: DFS-A1-2103, Warrant Release Authorization Request
- Authority: Sections 17.075 and 17.076, Florida Statutes
- Guidance: Instructions are included on the Warrant Release Authorization Form
- Owner: Bureau of Vendor Relations
- Priority: Medium

25. Garnishment Adjustments



- Background: The collection subsystem is a part of payroll processing system. State employees that have court ordered support (child support or alimony), Internal Revenue Service Levies, defaulted student loans (federal), and or debt garnishments, will have records built in the Collection Authorization subsystem. These records are entered by BOSP from information contained in the withholding document. The deducted amounts may vary from pay period to pay period to comply with Federal and State laws.
- Significance: The State is responsible for compliance with court-ordered payroll deductions.
- Action Required: Identify all employees with wage garnishments for BOSP to update the payroll system.
- Form: N/A
- Authority: Section 77.0305, Florida Statutes; Chapter 69I-31.803, Florida Administrative Code
- Guidance: Volume IV, Section 16, Payroll Preparation Manual
- Owner: Bureau of State Payrolls

- Priority: Medium

26. Warrant Remittance Message



- Background: The agency may add a message to a warrant remittance to include information such as phone numbers, a contact address, or to relay a message to the warrant recipients. The message must be reviewed and approved by the Bureau of Vendor Relations. Upon approval, the change is made and printed on the warrants.
- Significance: The lack of relevant information on the warrant remittance may make it difficult for payees to contact the appropriate agency personnel.
- Action Required: Send detailed request to DFS Help Desk. The Help Desk will forward the request via FLAIR to the Bureau of Vendor Relations for review and approval.
- Form: N/A
- Authority: Sections 17.075 and 17.076, Florida Statutes
- Guidance: N/A
- Owner: Bureau of Vendor Relations
- Priority: Low

27. Payroll Deductions



- Background: Standard payroll deduction codes for deductions from employee salaries or wages for group life, health, and disability insurance, or deductions to credit unions are available for agency use. An agency may request to set up a new payroll deduction code with approval by DFS.
- Significance: The use of payroll deduction codes facilitates payments to external parties for the benefit of employees.
- Action Required: A request for the assignment of payroll deduction codes must be made in writing and include detailed information. It must be sent from the agency head to PeopleFirst and the Chief of State Payrolls.
- Form: N/A
- Authority: Section 110.114, Florida Statutes; Rule 69I-31.226, Florida Administrative Code, Volume V, Section 4 of the Payroll Preparation Manual
- Guidance: Payroll Preparation Manual, Employee Records, Miscellaneous Deduction Codes
- Owner: Bureau of State Payrolls
- Priority: Low

28. Agency Drop-off Bin



- Background: Each agency is provided a designated drop-off location for agency vouchers at DFS.

New Agency Guide

- Significance: The use of the designated drop-off bin facilitates timely receipt and distribution of vouchers by the Bureau of Auditing.
- Action Required: Use the voucher drop-off bin designated by the Bureau of Auditing for the new Agency.
- Form: N/A
- Authority: NA
- Guidance: Contact the Bureau of Auditing
- Owner: Bureau of Auditing
- Priority: Low

Stage 2

Stage 2 includes the administrative tasks with less time sensitivity that should be completed soon after the new agency operations begin.

Cash Management

29. Special Purpose Investment Account Investments (SPIA)



- Background: Universities, Colleges, and Component Units of the State that are created by the Florida Constitution or Florida Statutes are eligible to invest in a special investment program operated by the State Treasury. The agency should identify whether any component units are eligible to participate in SPIA and receive allocated investment earnings.
- Significance: Treasury can assist agencies in investment options.
- Action Required: - Using the Treasury online system, complete a SPIA New Account Request form for an entity.
- Form: Agency's and Non-State entities seeking SPIA accounts are found online
- Authority: Section 17.61, Florida Statutes
- Guidance: SPIA Manual
- Owner: Treasury, Bureau of Vendor Relations, and Bureau of Auditing
- Priority: Medium

30. Loan Authority



- Background: An agency may request a trust fund loan to meet a temporary cash need.
- Significance: Agencies may experience cash flow issues that hinder making timely payments.
- Action Required: Request authority for a trust fund loan from Executive Office of the Governor. As the need occurs within an agency, that agency should send the loan request to the Bureau of Financial Reporting. The request should include: the

New Agency Guide

authority for the loan (e.g., a letter from the Executive Office of the Governor authorizing the loan); the requested amount to be transferred; and the 29-digit account codes for the fund source and fund recipient. Loan transfers must be repaid by fiscal year end.

- Form: N/A
- Authority: Section 215.18, Florida Statutes
- Guidance: Forward the signed approval letter from the Executive Office of the Governor to the Bureau of Financial Reporting
- Owner: Bureau of Financial Reporting
- Priority: Low

Receipts, Receivables, and Revenues

31. Debt Collection Services



- Background: Debt collection services are available to agencies through contracts managed by DFS. The Agency should select one or more vendors for collection services and remit delinquent accounts for collection.
- Significance: Timely referral of delinquent accounts receivable increases the likelihood of collection.
- Action Required: Contact the Bureau of Financial Reporting for a Vendor Selection Agreement Form. Complete and return the form to the Bureau of Financial Reporting. Then, the Agency should contact the selected collection agency for set-up and to coordinate system testing prior to the first submission of accounts.
- Form: Vendor Selection Agreement
- Authority: Sections 17.04 and 17.20, Florida Statutes; Rule 69I-21.002, Florida Administrative Code
- Guidance: N/A
- Owner: Bureau of Financial Reporting
- Priority: Low

Customers, Employees, and Vendors

32. 1099 Representation Checklist



- Background: Agencies are required to submit the Form 1099 Representation Checklist to DFS on an annual basis as a means of assurance that the agency is aware the applicable IRS reporting requirements.
- Significance: The State may be subject to penalties for noncompliance with IRS requirements.
- Action Required: Complete and submit the Form 1099 Representation Checklist to the Bureau of Vendor Relations.

- Form: DFS-A1-2137, Form 1099 Representation Checklist and IRS Form 1099
- Authority: Agency Addressed Memos #18 (2012-2013) and #51 (2013-2014)
- Guidance: 1099 Representation Checklist
- Owner: Bureau of Vendor Relations
- Priority: Medium

Payment Processing

33. Direct Loads or Required interface(s) with FLAIR



- Background: DFS must review and approve any requests for a batch upload process (i.e., direct load) or other interface processes needed by an agency. Approval of these process exceptions are made on a case-by-case basis.
- Significance: Timely coordination with the Office of Information Technology, the Bureau of Auditing, and the Bureau of Vendor Relations will minimize delays of payment processes.
- Action Required: Coordinate with the Office of Information Technology and the Bureau of Auditing to schedule a review of the proposed direct load or interface with FLAIR.
- Form: N/A
- Authority: Section 17.04, Florida Statutes
- Guidance: N/A
- Owner: Bureau of Auditing
- Priority: High

Grant Awards, Projects, and Contracts

34. Florida Accountability Contract Tracking System (FACTS)



- Background: FACTS is a vital component of the “Transparency Florida Act”. FACTS provides a means to track state contracts by government agencies and gives the public access to contract information. Agencies are responsible for uploading contract documents and maintaining contract, payment, and other information in FACTS
- Significance: With the increased access to contract financial information, contract images, and audit findings of grant and contract documents, the public will realize greater accountability and transparency to how their tax dollars are being used.
- Action Required: Coordinate with the Office of Information Technology to set up the agency profile and access to FACTS
- Form: DFS-A0-2101, FACTS User Account Request Form
- Authority: Section 215.985, Florida Statutes

- Guidance: See the FACTS website
- Owner: Bureau of Auditing
- Priority: High

35. Contract Audit System (CAS)



- Background: CAS is used to communicate the results of contract audits performed by the Bureau of Auditing and for agencies to provide responses, as applicable. These audit results are shared with the public, through an interface between CAS and FACTS. Proper set-up in CAS is necessary for required interfaces with FACTS.
- Significance: Contract audit results are communicated to FACTS for public viewing via FACTS, increasing transparency to the public.
- Action Required: Coordinate with Office of Information Technology to establish the agency profile for access to CAS.
- Form: DFS-A2-2098, Contract Audit System (CAS) Access Control Procedures and Forms
- Authority: Section 215.985, Florida Statutes
- Guidance: Instructions are provided at the CAS website
- Owner: Bureau of Auditing
- Priority: Medium

36. Catalog of State Financial Assistance (CSFA)



- Background: Agencies are responsible for communicating to recipients of State financial assistance the administrative and program requirements related to the funds. The Catalog of State Financial Assistance (Catalog or CSFA) and the State Projects Compliance Supplement identifies each State program by number and the applicable requirement of each program.
- Significance: The creation of new State programs or modification of existing State programs may necessitate changes to the Catalog or Compliance Supplement.
- Action Required: Identify any updates necessary for the Catalog or Compliance Supplement. Complete and submit the State Project Determination Checklist to the Bureau of Auditing. (does BOA have an inbox?)
- Form: DFS-A2-AC, Florida Single Audit Act Agency Confirmation; DFS-A2-AR, Florida Single Audit Agency Request – New Project Number; DFS-A2-PD, Florida Single Audit Act Project Determination Checklist
- Authority: Section 215.97(4), Florida Statutes; Rule 69I-5, Florida Administrative Code
- Guidance: Instructions are included in the referenced forms
- Owner: Bureau of Auditing

- Priority: Low

37. Consolidated Equipment Financing Program (CEFP)



- Background: The Consolidated Equipment Financing Program (CEFP) is available to Agencies to make purchases of equipment using installment payments.
- Significance: The use of CEFP, when authorized by the General Appropriations Act and approved by DFS, facilitates the purchase of equipment without significant up-front capital outlay.
- Action Required: To participate in CEFP, the Agency must request and receive budget authority and submit the application to DFS for review and approval.
- Form: DFS-A1-410, Consolidated Equipment Financing Program Application
- Authority: Sections 287.063 and 287.064, Florida Statutes; Rule 69I-3 Florida Administrative Code
- Guidance: N/A
- Owner: Bureau of Financial Reporting
- Priority: Low

38. Financing Agreements



- Background: Guaranteed Energy, Water, and Wastewater Performance Savings (GEWWPS) and Energy Savings Contracts (ESCO) agreements are mechanisms for Agencies to finance improvements that result in energy and water efficiencies.
- Significance: These agreements, when authorized by the General Appropriations Act and approved by DFS, facilitates building and other improvements without significant up-front capital outlay.
- Action Required: To participate, the Agency must request and receive budget authority and submit an application to the Bureau of Financial Reporting.
- Forms: DFS-A1-412, Checklist – Guaranteed Energy, Water and Wastewater Performance Savings Contract; DFS-A1-413 Application to Finance Conservation Measures
- Authority: Sections 287.063, 287.064, 287.057, and 489.145, Florida Statutes; Rule 69I-3, Florida Administrative Code
- Guidance: CFO Memos #04 (1995-96) and #04 (2008-2009)
- Owner: Bureau of Financial Reporting
- Priority: Low

39. Equipment Leases



- Background: Agencies may lease equipment using installment payments.
- Significance: The use of leases when approved by DFS, facilitates the use of equipment without significant up-front capital outlay.

New Agency Guide

- Action Required: Agencies must submit request a request to DFS for review and approval.
- Form: DFS-A1-411, Checklist - Approval to Lease Equipment
- Authority: Sections 216.0111, 216.023, 216.0236, and 287.012(5), Florida Statutes; Rule 69I-3, Florida Administrative Code
- Guidance: N/A
- Owner: Bureau of Financial Reporting
- Priority: Low

Financial Reporting

40. Statewide Cost Allocation Plan (SWCAP)



- Background: The State of Florida is eligible to receive reimbursement from the Federal government for indirect costs attributable to some Federal grants. DFS requests information from applicable agencies that provide services to other agencies and prepares an annual Statewide Cost Allocation Plan. Central service costs are allocated to Agencies and accounted for, as applicable, in Agency indirect cost plans, to recoup eligible amounts related to federal programs. Agencies may then seek reimbursement form the Federal government and, as applicable make a quarterly remittance of the appropriate portion to the General Revenue Fund.
- Significance: Agencies use the SWCAP to seek reimbursements from the Federal government for applicable grant programs, and remit an appropriate share to the General Revenue Fund for central services costs as applicable.
- Action Required: Agencies that administer grants may include central service costs in their agency indirect cost plan and see Federal reimbursement as applicable. Central services agencies are required to maintain appropriate accounting records to support the accumulated costs and allocation methods for the services provided.
- Form: N/A
- Authority: Section 215.195, Florida Statutes; 2 CFR 200.4, 200.416, Code of Federal Regulations (Uniform Grant Guidance)
- Guidance: CFO Memo #2 (2013-2014)
- Owner: Bureau of Financial Reporting
- Priority: Medium

Appendices

A - Task Table

Stage 1			Stage 2		
Division of Accounting & Auditing - Bureau of Financial Reporting					
#	TASK	PR	#	TASK	PR
1	Key Contacts	H	40	Statewide Cost Allocations Plan (SWCAP)	M
3	Agency Identification - Operating Level Organization (OLO)	H	30	Loan Authority	L
4	Essential Accounting Codes	H	31	Debt Collection Services	L
5	Cash Control	H	37	Consolidated Equipment Financing Program (CEFP)	L
6	Site Records	H	38	Financing Agreements	L
7	Fund Classification	M	39	Equipment Leases	
12	Revolving Funds	M			
Division of Accounting & Auditing – Bureau of Vendor Relations					
#	TASK	PR	#	TASK	PR
2	Agency Identification - Tax Identification Number (TIN)	H	32	1099 Representation Checklist	M
24	Authorizations - Warrant Release	M			
26	Warrant Remittance Message	L			
Division of Accounting & Auditing – Bureau of State Payrolls					
#	TASK	PR	#	TASK	PR
16	Default Payroll Account Code	M			
17	Special Category Account (Payroll Indicators)	M			
18	Authorizations - Payroll	M			
25	Garnishment Adjustments	M			
19	Pay Data File	L			
27	Payroll Deductions	L			
Division of Accounting & Auditing – Bureau of Auditing					
#	TASK	PR	#	TASK	PR
21	Purchasing Card (PCard)	H	33	Direct Loads or Required Interface(s) with FLAIR	H
23	Authorizations - Voucher Signature Cards	M	34	Florida Accountability Contract Tracking System (FACTS)	H
28	Agency Drop-Off Bins	L	35	Contract Audit System (CAS)	M
			36	Catalog of State Financial Assistance (CSFA)	L
Division of Treasury – Bureau of Funds Management					
#	TASK	PR	#	TASK	PR
8	Clearing and Revolving Accounts Outside Treasury or Other Banking Services	H	29	Special Purpose Investment Account Investments (SPIA)	M
9	Concentration Account-Bank Deposits	H			
10	Consolidated Revolving Account (CRA)	H			
20	ePayments – Credit Card and ACH	H			
11	Deposit Slips / Stamps	M			
13	Trust Fund Investments	L			
14	Cash Management Improvement Act (CMIA)	L			
Office of Information Technology – Bureau of Accounting Design and Development					
#	TASK	PR	#	TASK	PR
Department of Management Services					
#	TASK	PR	#	TASK	PR
15	PeopleFirst	H			
22	MyFloridaMarketPlace (MFMP)	H			

B – Forms

The Division of Accounting and Auditing makes accessing forms easier by creating a one-stop-shop for most of the forms published in the Division. The site is found here:

<https://www.myfloridacfo.com/Division/AA/Forms/default.htm>

The Division has a drop-down box menu that will allow the user to pick the form they are looking for. Provided below is a snip-it from the web-site to show the format for the drop-down menus. Most of the forms listed in the *New Agency Guide* are found at this web-site.



MYFLORIDACFO.COM > DIVISION > AA > FORMS > FORMS HOME

Forms

Forms issued by the Division of Accounting and Auditing. Updates to this site will occur as additional forms or updates are issued.

- AUDITING**
 - [DFS-AA-4 Application for Refund](#)
 - [DFS-A2-1896 Expenditure Refund](#)
 - [DFS-AA-13 Authorization to Incur Travel](#)
 - [DFS-AA-15 Voucher for Reimbursement of Travel](#)
 - [DFS-AA-25 Advance Travel Expenses](#)
 - [DFS-A6-692 Payment of Court Related Fees](#)
 - [DFS-A2-AC Florida Single Audit Act Agency Confirmation](#)
 - [DFS-A2-AR Florida Single Audit Act Agency Request-New Project Number](#)
 - [DFS-A2-CL Florida Single Audit Act Contract Language](#)
 - [DFS-A2-CS Florida Single Audit Act State Projects Compliance](#)
 - [DFS-A2-NS Florida Single Audit Act Checklist-NonState](#)
 - [DFS-A2-PD Florida Single Audit Act Project Determination Checklist](#)
 - [DFS-A2-2098 Contract Audit System \(CAS\) Access Control Procedures and Forms](#)
 - [DFS-A2-2102 Contract Summary Form](#)
- FLORIDA ACCOUNTABILITY CONTRACT TRACKING SYSTEM (FACTS)**
- FINANCIAL REPORTING**
- LOCAL GOVERNMENTS**
- STATE PAYROLLS**
- VENDOR RELATIONS**

A quick link has been provided to the published form, unless otherwise indicated.

New Agency Guide

Bureau of Auditing

- DFS-AA-29 - Voucher Signature (Contact Auditing for the Form)
- [DFS-A0-2101 FACTS User Account Request Form](#)
- [DFS-A2-AC Florida Single Audit Act Agency Confirmation](#)
- [DFS-A2-AR Florida Single Audit Act Agency Request-New Project Number](#)
[DFS-A2-PD Florida Single Audit Act Project](#)
[Determination Checklist](#)
- [DFS-A2-2098 Contract Audit System \(CAS\) Access Control Procedures and Forms](#)
- DFS-A3-1930 - Authorized Signature Form (Contact Auditing for the Form)

Bureau of Financial Reporting

- [DFS-A1-410 Consolidated Equipment Financing Program Application](#)
- [DFS-A1-411 Checklist to Lease Equipment](#)
- [DFS-A1-412 Checklist Guaranteed Energy, Water, & Wastewater Performance Savings Contract](#)
- [DFS-A1-413 Consolidated Equipment Financing for Conservation Measures](#)
- DFS-A1-1823 - Revolving Fund Request Form (Contact Financial Reporting for the Form)
- [DFS-A1-1832 Fund Questionnaire](#)

Bureau of State Payrolls

- DFS-A3-2143 = PYRL Access Form (Contact State Payrolls for the Form)

Bureau of Vendor Relations

- [DFS-A1-2089 Statewide Vendor File Access Request Form](#)
- [DFS-A1-2103 Warrant Release Authorization Request](#)
- [DFS-A1-2137 Form 1099 Representation Checklist](#)

Office of Information Technology

- DFS-C1-1819 = FLAIR / DACA Access Request
Email – Help.Desk@myfloridacfo.com
- DFS-C1-1987 = RACF ID and RDS Report Request
Email – Help.Desk@myfloridacfo.com

Treasury

- SPIA New Account Request Form (State Agency) -
http://www.fltreasury.org/treasury/investment_accounting/spiareqstate.html
- SPIA New Account Request Form (Non-State Agency)
http://www.fltreasury.org/treasury/investment_accounting/spiareqnonstate.html
- Revolving Account New Location Form -
http://www.fltreasury.org/cash_management/new.html

C – References

UNITED STATES CODE

- 26 USC 6055 – Reporting of health insurance coverage
- 26 USC 6056 – Certain employers required to report on health insurance coverage
- 31 USC 6501 – Intergovernmental Cooperation

CODE OF FEDERAL REGULATION

- 2 CFR 200.4 – Allocation
- 2 CFR 200.416 – Cost allocation plans and indirect cost proposals
- 2 CFR 200.501 – Audit Requirements
- 2 CFR 200.510 – Financial Statements

FLORIDA STATUTES

- 17.001 – Chief Financial Officer
- 17.03 – To audit claims against the state
- 17.0315 – Financial and cash management system; task force
- 17.04 – To audit and adjust accounts of officers and those indebted to the state
- 17.075 – Form of state warrants and other payment orders; rules
- 17.076 – Direct deposit of funds
- 17.20 – Assignment of claims for collection
- 17.57 – Deposits and investments of state money
- 17.58 – Deposits of public money outside the State Treasury; revolving funds
- 17.61 – Chief Financial Officer powers and duties in the investment of certain funds
- 20 – Organizational Structure
- 110.114 – Employee and wage deductions
- 110.116 – Personnel information system; payroll procedures
- 112.061 – Per diem and travel expenses of public officers, employees, and authorized persons
- 215.18 – Transfers between funds; limitation
- 215.32 – State funds; exceptions
- 215.195 – Agency deposits relating to Statewide Cost Allocation Plan
- 215.422 – Payments, warrants, and invoices;
- 215.97(4) – Florida Single Audit Act
- 215.985 – Transparency in government spending
- 216.0111 – State agency contracts; required information to be provided to Department of Financial Services
- 216.023 – Legislative budget requests to be furnished to Legislature by agencies
- 216.0236 – Agency fees for regulatory services or oversight; criteria

New Agency Guide

- 216.102 – Filing of financial information; handling by Chief Financial Officer; penalty for noncompliance
- 216.271 – Revolving funds
- 287.012(5) – Definitions; Commodity
- 287.032 – Purpose of department
- 287.042 – Powers, duties, and functions
- 287.057 – Procurement of commodities or contractual services
- 287.063 – Deferred-payment commodity contracts; preaudit review
- 287.064 – Consolidated financing of deferred-payment purchases
- 489.145 – Guaranteed energy, water, and wastewater performance savings contracting

FLORIDA ADMINISTRATIVE CODE

- 69I-21.002 – Procedure for Adjustment of State-Owned Property Records
- 69I-23 – Revolving Funds
- 69I-24 – Payment of Vouchers by State Warrant
- 69I-3 – Consolidated Equipment Financing Program
- 69I-31.226 – Wage Payments from Revolving Funds
- 69I-31.803 – Garnishee Agency Responsibilities
- 69I-40.001 – Schedule Form
- 69I-5 – State Financial Assistance
- 69C-1 – Approval and Administration of Clearing Accounts Outside the State Treasury
- 69C-4 – Acceptance of Credit Cards by State Agencies and the Judicial Branch for Certain Goods, Services and Information

COMPTOLLER/CHIEF FINANCIAL OFFICER MEMORANDA

- #13 (1982-1983) – New Accounts for State Funds
- #4 (1995-1996) – Equipment Leases
- #4 (2008-2009) – Guaranteed Energy, Water, and Wastewater Performance Savings Contracts
- #2 (2013-2014) – Statewide Cost Allocation Plan Excess Balances

AGENCY ADDRESSED MEMORANDA

- #18 (2012-2013) – Form 1099 Correction Request
- #51(2013-2014) - Representation From Agencies Regarding IRS Form 1099

D - Resources

Manuals

- Cash Management System (CMS) Manual
[Cash Management System](#)
- Contract Audit System
[Contract Audit System-Agency User Guide](#)
- Florida Accountability Contract Tracking System (FACTS) Manual
[FACTS User Manual](#)
- FLAIR Fundamentals Manual
[100 FLAIR Fundamentals Manual](#)
[200 FLAIR Expenditure Manual](#)
[500 FLAIR Asset Management Manual](#)
[600 FLAIR Revenue Manual](#)
[700 Year End Manual](#)
[900 FLAIR Reporting Manual](#)
[1000 FLAIR Report Distribution System \(RDS\) End User Manual](#)
[1100 FLAIR Report Distribution System \(RDS\) Administrator Manual](#)
- MyFloridaMarketPlace Resources
http://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_agency_customers/mfmp_university/manuals_and_job_aids
http://www.dms.myflorida.com/content/download/80933/466612/MFMP_3.0_manual_Update_April_2012.pdf
- Payroll Manual
[Payroll Preparation Manual](#)
- PeopleFirst Resources
http://www.dms.myflorida.com/workforce_operations/people_first/for_state_hr_practitioners
<https://peoplefirst.myflorida.com>
- SPIA Manual:
<http://www.myfloridacfo.com/Division/Treasury/InvestmentPool/documents/SPIAUsersGuide.pdf>

New Agency Guide

- Trust Fund Administrative User Manual:
<http://www.myfloridacfo.com/Division/Treasury/InvestmentPool/documents/TrustFundAdministrativeUserManual.pdf>
- Trust Fund User Manual:
<http://www.myfloridacfo.com/Division/Treasury/InvestmentPool/documents/TrustFundUserManual.pdf>

Websites

- Cash Management System (CMS)
<https://cms.fldfs.com/Login.aspx>
- Contract Audit System
<https://apps8.fldfs.com/CAS/Account/Login.aspx>
- Debt Collection Program
[Debt Collection Program](#)
- Division of Accounting and Auditing
[Division of Accounting and Auditing](#)
- FLAIR Help Desk
Help.Desk@MyFloridaCFO.com
- Florida Accountability Contract Tracking System (FACTS)
<https://facts.fldfs.com>
- Florida House of Representatives Bill Tracker
[House Bill Tracker](#)
- Florida Senate Bill Tracker
[Senate Bill Tracker](#)
- Internal Revenue Service
<https://www.irs.gov/>
IRS Form 1099, Miscellaneous Income, <https://www.irs.gov/pub/irs-pdf/f1099msc.pdf>
IRS Form W-9, Request for Taxpayer Identification Number (TIN) and Certification, <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- MyFloridaMarketplace
<http://www.dms.myflorida.com>
- PeopleFirst
<https://peoplefirst.myflorida.com>

New Agency Guide

- Purchase Card Program
<https://flair.dbf.state.fl.us/iwpapps/pchome.shtml>
- Treasury
https://www.fltreasury.org/treasury/fs_01sub.html
<http://www.myfloridacfo.com/Division/Treasury/BankAccounts/default.htm>
- Vendor Portal
<https://flvendor.myfloridacfo.com/>

E – Acronyms

- ACH – Automated Clearing House
- BE – Budget Entity
- BFR – Bureau of Financial Reporting
- BOSP – Bureau of State Payrolls
- BVR – Bureau of Vendor Relations
- CAS – Contract Audit System
- CEFPP – Consolidated Equipment Financing Program
- CFO – Chief Financial Officer
- CMIA – Cash Management Improvement Act
- CMS – Cash Management System
- COC – Company Control
- CRA – Consolidated Revolving Account
- CSFA – Catalog of State Financial Assistance
- DFS – Department of Financial Services
- EDR – Economic & Demographic Research
- EIC – Employee Information Center
- EOG – Executive Office of the Governor
- FACTS – Florida Accountability Contract Tracking System
- FID – Fund Identifier
- FLAIR – Florida Accounting Information Resource
- FTP – File Transfer Protocol
- GAA – General Appropriations Act
- GAAFR – Governmental Accounting, Auditing, and Financial Reporting
- GAAP – General Accepted Accounting Principles
- GEWWPS – Guaranteed, Energy, Water and Wastewater Performance Savings
- IRS – Internal Revenue Service
- LAS/PBS – Legislative Appropriation System/Planning, Budgeting System
- MFMP – MyFloridaMarketPlace
- N/A – Not applicable
- OIT – Office of Information Technology
- OLO – Operating Level Organization
- OPB – Office of Policy and Budget
- PCard – Purchase Card
- PCM – PCard Module
- PR – Priority
- RACF – Resource Access Control Facility Administrator
- SDD – Systems Design and Development
- SFRRS – Statewide Financial Reporting Section
- SPCA – Statewide PCard Administrator Office
- SPIA – Special Purpose Investment Account Investments
- SWCAP – Statewide Cost Allocation Plan
- TIN – Tax Identification Number

F – Contact Information

Department of Financial Services

Division of Accounting & Auditing

Bureau of Auditing, (850) 413-5512

- auditmanualprocesses@myfloridacfo.com

Bureau of Financial Reporting, (850) 413-5511

- Accounts Control
 - newaccountscontrol@myfloridacfo.com
 - 850-413-5511
- Financing
 - Financing@myfloridacfo.com
 - 850-413-5511

Bureau of State Payrolls, (850) 413-5513

Bureau of Vendor Relations

- FLW9@myfloridacfo.com
- Vendor Ombudsman
 - (850) 413-5516
- Direct Deposit / EFT
 - (850) 413-5517
- 1099s
 - (850) 413-5519

Division of Treasury

Bureau of Funds Management, (850) 413-3165

Office of Information Technology

Bureau of Accounting Systems Design & Development, (850) 413-3190

Bureau of Customer Support Services, (850) 413-3190

- Help.Desk@myfloridacfo.com