

August 21, 2014

CHIEF FINANCIAL OFFICER MEMORANDUM NO. 01 (2014-2015)

SUBJECT: RECORDING CONTRACT ID ON PAYMENTS

This memorandum supersedes Chief Financial Officer Memorandum No. 8 (2011-2012).

State agencies have been required to record a Florida Accounting Information Resource (FLAIR) Contract ID on all payments associated with a contract reported in the Florida Accountability Contract Tracking System (FACTS) since July 1, 2012. The purpose of this memorandum is to clarify that, for transparency purposes, this requirement applies to all methods of payment, including payments made in FLAIR or MyFloridaMarketPlace (MFMP), or payments made using the State of Florida Purchasing Card (PCard).

Effective August 1, 2014, the Bureau of Auditing will return pre-audited payments that are associated with a contract reported in FACTS, but the FLAIR Contract ID has not been recorded with the payment. The FLAIR Contract ID shall be recorded in the following manner:

FLAIR

For payments made in FLAIR, State agencies shall ensure that the FLAIR Contract ID is recorded in the "CNTRT" field on the Single Input or Multiple Input screen when entering the disbursement in FLAIR. This requirement is also applicable to payments made via journal transfer for interagency agreements that are reported in FACTS.

MFMP

For payments made in MFMP on a purchase order that is associated with a contract reported separately in FACTS (e.g. master agreements), State agencies shall record the FLAIR Contract ID in the "Contract" field for each line item in the accounting details section in MFMP.

PCard

For contractual service payments made using the PCard, State agencies shall record the FLAIR Contract ID in the "CNTRT" field on the Charge/Distribution Maintenance screen in the FLAIR PCard module.

Please contact the Bureau of Auditing at (850) 413-5512 if you have any questions regarding this requirement.