

DATE: May 3, 2016

TO: Agency Addressed (No. 34, 2015-2016)

FROM: Christina Smith, Director  
Division of Accounting and Auditing  
Department of Financial Services

SUBJECT: FLORIDA ACCOUNTING INFORMATION RESOURCE (FLAIR) FISCAL YEAR  
2015-16 CLOSING

This memorandum provides information related to FLAIR year end closing for the fiscal year ending June 30, 2016 (FY 2015-16). All times are Eastern Daylight Savings Time.

### **MYFLORIDAMARKETPLACE (MFMP)**

MFMP disbursement transactions must be received in the Bureau of Auditing's queue by 5:00 P.M. on Monday, June 20, 2016, to be processed as FY 2015-16 disbursements.

### **PAYROLLS**

1. Payrolls and related transactions will be submitted in accordance with the agency payroll calendar for June 2016, with the exception of the June 28, 2016, Supplemental, will be processed as FY 2015-16 transactions (i.e., Biweekly, Monthly, SAD and Awards payrolls). The Supplemental Payroll which processes, Tuesday, June 28, 2016, will post Wednesday, June 29, 2016, from FY 2015-2016 disbursements. This payroll will be warrant dated July 5, 2016 (FY 2016-2017). Agencies must monitor account balances to avoid delays in paying employees at year end.
2. On-demand payroll transactions entered and approved by 5:00 P.M. on Wednesday, June 29, 2016 will be processed as FY 2015-16 disbursements, but will be warrant dated July 1, 2016.  
**On-demand payroll transactions added but not approved by 5:00 P.M. on Wednesday, June 29, 2016, will be purged.** No on-demand payroll will process on Thursday June 30, 2016.
3. **Agencies will not be able to process payroll adjustments** that affect an employee's prior quarter tax obligation (Withholding, Social Security or Medicare taxes) from Wednesday June 22, 2016 through Friday, June 30, 2016. Additional guidance can be found in the Payroll Preparation Manual, Volume VI, Section 13. This manual is located at [http://www.myfloridacfo.com/Division/AA/Manuals/BOSP\\_MANUAL2.pdf](http://www.myfloridacfo.com/Division/AA/Manuals/BOSP_MANUAL2.pdf).
4. Agencies must input data into Departmental FLAIR by 5:00 P.M. on Wednesday, June 29, 2016, in order for vouchers to be posted on Thursday, June 30, 2016. Agencies that have negative Central FLAIR cash and/or budget balances on the above-mentioned date, and have no payroll vouchers pending, must provide the Bureau of State Payrolls (BOSP) with one (1) FLAIR account code so the balances can be cleared. BOSP will be unable to post to multiple accounts.
5. Negative Central FLAIR cash and/or budget balances resulting from the June monthly payroll must be cleared by 5:00 pm on Wednesday, June 29, 2016.

6. Employees whose EFT payment is returned after Wednesday, June 29, 2016 will not be reissued until after Tuesday, July 5, 2016.

## CASH DISBURSEMENTS

1. Disbursement transactions must be input into Departmental FLAIR by 8:00 P.M. on Wednesday, June 29, 2016, to be processed as FY 2015-16 disbursements. Agencies must adjust their last day of voucher input into Departmental FLAIR to allow for mailing time to Tallahassee.
2. In order to assist with a timely fiscal year closeout, every effort should be made to submit vouchers to the Bureau of Auditing by Friday, June 24, 2016. Vouchers must be delivered to the Bureau of Auditing for payment by 5:00 P.M. on Thursday, June 30, 2016, in order to be processed as FY 2015-16 disbursements.
3. Vouchers input into Departmental FLAIR on or before Wednesday, June 29, 2016, but not delivered to the Bureau of Auditing by 5:00 P.M. on Thursday, June 30, 2016, will be deleted from the DFS pre-audit file. These vouchers will have to be corrected in FLAIR and resubmitted as FY 2016-17 vouchers.
4. Departmental FLAIR will not process disbursement (including purchasing card) transactions entered on Thursday, June 30, 2016. FLAIR will purge the voucher print file on the night of Thursday, June 30, 2016, to ensure that no vouchers print on Friday, July 1, 2016.
5. Disbursement batch files to be input directly into Central FLAIR for FY 2015-16 must be received by DFS by 1:00 P.M. on Thursday, June 30, 2016. The Bureau of Auditing must receive the supporting documentation by 1:00 P.M. on the same day.
6. In an effort to mitigate the possibility of negative cash or negative budget in FLAIR at year end, the Bureau of Auditing will not perform manual overrides for budget or cash on Thursday, June 30, 2016.
7. All negative non-payroll-related Central FLAIR cash and/or budget balances must be cleared on a daily basis starting Wednesday, June 1, 2016. The last day to clear negative cash and/or budget balances will be Wednesday, June 29, 2016. **The Bureau of Auditing will not be processing manual vouchers to clear negative cash and/or budget balances. If there is not adequate cash and/or budget to process an outstanding voucher, the voucher will be rejected and must be paid in the new fiscal year.**

## CASH RECEIPTS

1. Agency deposits will be automatically verified on Thursday, June 30, 2016 for deposits made at the bank prior to 4:00 P.M. on Wednesday, June 29, 2016, using the standard daily deposit process.
2. Treasury will not accept faxed deposit tickets on the last day of the fiscal year for manual verification. Unverified deposits that are received by the bank as of year end will be provided in a report available to the agencies via the Treasury's Cash Management System at: <https://cms.fldfs.com/Login.aspx>.

3. Cash receipts may be entered and transmitted in Departmental FLAIR on Thursday, June 30, 2016 until 3:00 P.M. for deposits made at the bank prior to 4:00 P.M. on Wednesday, June 29, 2016. Receipts entered on Thursday, June 30, 2016 will be automatically verified using the standard daily process if the deposit is placed in “T” status prior to 3:00 P.M.
4. Wire transfers received in the Treasury prior to 3:00 P.M. on Thursday, June 30, 2016 will be verified if the deposit has been transmitted (placed in “T” status) in Departmental FLAIR by 3:00 P.M.
5. At 4:00 P.M. on Thursday, June 30, 2016, Treasury will reject (place in “R” status) any unverified deposits remaining in Departmental FLAIR. On the night of Thursday, June 30, 2016, Departmental FLAIR will purge all outstanding cash receipts records from the cash receipts file. FLAIR will produce a report for each agency that had outstanding records purged. Agencies should make correcting entries in Departmental FLAIR for all records purged from the cash receipts file.
6. Treasury’s last day of processing debit memoranda for returned checks/EFTs for agencies will be Monday, June 27, 2016, for FY 2015-16. Debit memoranda information will be provided in a report available to the agencies via the Treasury’s Cash Management System at: <https://cms.fldfs.com/Login.aspx>.
7. Debit memorandum numbers generated in the Cash Management System will **not** be reset to zero on Friday, July 1, 2016.
8. Treasury receipt numbers will be reset to 1 on Friday, July 1, 2016.
9. Cash receipts for current year refunds must be verified by Treasury no later than 3:00 P.M. on Tuesday, June 28, 2016. The JT-2 to restore budget for the refund will then be available for printing on Wednesday, June 29, 2016. The JT-s should be delivered to the Bureau of Auditing by 5:00 P.M. on Thursday, June 30, 2016.
10. All cash receipts for current year refunds deposited and verified by Treasury after Tuesday, June 28, 2016, will remain in the refund category (001800).
11. Clearing Account cash receipts deposited for current year refunds must be cleared through FLAIR to the Treasury by 3:00 P.M. on Monday, June 27, 2016, to be transferred to the Treasury and verified on or before Tuesday, June 28, 2016.
12. Clearing Account receipts for current year refunds cleared after Monday, June 27, 2016 and not verified by the Treasury will remain in the refund category (001800).
13. Agencies should request the Immediate Detail of Clearing Funds Deposits report through the CP function in FLAIR to review the Clearing Fund deposits not cleared as of Thursday, June 30, 2016. This is a two day process and agencies should use the CP function to Clear the Clearing Fund process by Wednesday, June 29, 2016 in order to “T” the clearing fund deposit(s) to Treasury on Thursday, June 30, 2016.
14. Agencies should approve refunds of overpayment of salary online by entering the deposit number no later than 5:00 P.M. on Thursday, June 30, 2016, in order for the refund to be processed in FY 2015-16. Refer to the Bureau of State Payrolls Payroll Preparation Manual at

[http://www.myfloridacfo.com/aadir/bosp/BOSP\\_MANUAL2.pdf](http://www.myfloridacfo.com/aadir/bosp/BOSP_MANUAL2.pdf) (Volume V, Section 6) for more information.

## **WARRANT/EFT CANCELLATIONS**

1. All warrants (including payroll warrants) cancelled by the agencies using the on-line cancellation system must be added and approved by 5:00 P.M. on Thursday, June 30, 2016.
2. Warrants to be cancelled by the Bureau of Vendor Relations must be received by 12:00 P.M. and entered into Central FLAIR by 5:00 P.M. on Wednesday, June 29, 2016.
3. Agency staff should not enter warrant cancellations in FLAIR using the WC function on Friday, July 1, 2016, through Saturday, July 2, 2016. The use of this function may resume on Tuesday, July 5, 2016.
4. EFT Cancellations for the monthly payroll must be entered and approved in the Payroll (PYRL) system by 11:00 A.M. on Tuesday, June 28, 2016, to restore the agency accounts in FY 2015-16.

## **SETTLEMENT VOUCHERS**

1. Settlement agreements submitted for review prior to execution must be received by the Bureau of Auditing, Room 448G, Fletcher Building, or BOSP, Room 364, Fletcher Building, no later than 5:00 P.M. on Friday, May 27, 2016.
2. Voucher packets for executed settlement agreements must be received by the Bureau of Auditing and completed payroll related settlement packages must be received by BOSP by 5:00 P.M. on Friday, June 10, 2016, to be processed as FY 2015-16 disbursements.
3. Settlement agreements must be submitted timely and with sufficient detail to enable a prompt pre-audit. Refer to the Reference Guide for State Expenditures, pages 47-48, or the Payroll Preparation Manual, Volume IV, Section 11, for more information.

## **OTHER ITEMS**

1. Due to the heavy workload experienced at year end, it is our intent to not accept requests to manually input vouchers from Monday, June 27, 2016 through Friday, July 1, 2016. Requests for exceptions should be directed to the appropriate Bureau Chief. Your cooperation in minimizing these exception requests will help us close out the fiscal year in a timely manner.
2. Statewide document numbers will be reset to begin with number x7000000001 on Friday, July 1, 2016, where x denotes the database on which the number is used. Please do not submit new fiscal year vouchers to the Bureau of Auditing until the bureau resumes operations on Tuesday, July 5, 2016.
3. Information regarding Departmental FLAIR extended hours of operation will be posted on the FLAIR news screens.
4. Agencies that may be impacted organizationally by the passage of applicable legislative bills should send a brief email to [newaccountcode@myfloridacfo.com](mailto:newaccountcode@myfloridacfo.com) so that we may be prepared to

assist your agency as needed. If a new fund is created or transferred the Fund Questionnaire (DFS-A1-1832) is required to be completed and submitted to [sfrs@myfloridacfo.com](mailto:sfrs@myfloridacfo.com).

5. Agencies should verify that all vendors receiving payments subject to the FLAIR W-9 edit have a verified Form W-9 on file with the Department of Financial Services. There is a 24-48 hour delay from the vendor submitting the Form W-9 and the IRS validating it. Agencies need to be aware of these timeframes when preparing payments to be entered in FLAIR on Tuesday, June 28, 2016. Remember that all payable transactions are subject to the W-9 edits.
6. Treasury will not process 2016-2017 fiscal year Trust Fund Disinvestments from Thursday, June 30, 2016 through Monday, July 4, 2016. Treasury will resume the processing of Trust Fund Disinvestments from the online Trust Fund Application on Tuesday, July 5, 2016, when Central FLAIR has resumed normal business.
7. Agencies must process loan repayments in accordance with 215.18, Florida Statutes and transfers to General Revenue “sweep payments” in accordance with Section 110 of the General Appropriations Act (LOF 2015-232) by 4:00 p.m. Monday, June 27, 2016
8. All requests for Statewide Vendor File (SWVF) updates or additions must be submitted by 12:00 p.m. on Wednesday, June 29, 2016 to ensure completion by June 30<sup>th</sup>.

**Please direct questions to the following:**

Bureau of Financial Reporting	(850) 413-5511
Bureau of Auditing	(850) 413-5512
Bureau of State Payrolls	(850) 413-5513
Bureau of Vendor Relations	(850) 413-5516
Bureau of Funds Management (Treasury)	(850) 413-2767
FLAIR Help Desk	(850) 413-3190