

DATE: October 16, 2017

TO: Agency Addressed (No. 12 2017-2018)

FROM: Paul Whitfield, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: ENHANCEMENTS TO THE CONTRACT AUDIT SYSTEM (CAS); EAP
AUTOMATION

On May 17, 2017, new Contract Audit System (CAS) enhancements were made to facilitate the Expanded Audit of Payment (EAP) process, and include:

1. Existing 'Expanded Audit of Payment' has been renamed as 'Historical Expanded Audit of Payment Findings'. This existing EAP is for manually capturing the findings only and will be available for view only for historical purposes.
2. New audit type 'Expanded Audit of Payment' has been added to the system.
3. This new EAP will go through the entire workflow with the agency.
4. Agency will be notified and will have 10 calendar days to respond with the requested documentation in the system.
5. Auditors can return an EAP audit to an agency if the response is not satisfactory. Agency will have 5 calendar days to submit a revised response.
6. Once the review is completed, agency will be notified and have the opportunity to view audit findings and provide a comment. Agency will have 5 calendar days to submit the comment. Please note that there is no mechanism in the system that will change the outcome of the audit based on the agency comment.
7. If the response is not received by the due date, the audit will be finalized and published.
8. Agency users with an EAP designation will be notified when the audit is finalized.
9. Every agency user will now have Role Designations as part of their user profile. If an agency user requires access to view and respond to an EAP, that agency user should have the EAP Role Designation added to their user profile. Role Designation changes can be requested by the Agency's CAS Access Custodian. Please see the Contract Audit System (CAS) Access Control Procedures and Forms (Auditing Form DFS-A2-2098) located on the Division of Accounting and Auditing Forms website at:
<http://www.myfloridacfo.com/Division/AA/Forms/default.htm>, and directly at:
<http://www.myfloridacfo.com/Division/AA/Forms/DFS-A2-2098.doc>.

10. Agency users must complete the Contract Audit System (CAS) Enhancements 4.0 training before being granted the EAP Role Designation. To access the training, go to www.stats.myfloridacfo.com. For help registering, please see our STATS Registration Job Aid at <http://myfloridacfo.com/Division/AA/Training/STATSRegistration.pdf>. Once logged into STATS, use the Office of Florida Financial Education link under the Categories heading. Select the Contract Audit System Enhancements 4.0 Training. Upon completion of the training, submit the training certificate along with Form DFS-A2-2098 to request the EAP Role Designation.

These changes will be implemented November 1, 2017 for Fiscal Year 2017/2018.

All enhancements and or changes to CAS are documented and communicated through the CAS Release Notes located on the CAS Project Website at:
<http://www.myfloridacfo.com/Division/AA/FACTSReporting/FloridaAccountabilityContractTrackingSystemFACTSProjectDocumentation.htm>.

Please contact Audit.Info@MyFloridaCFO.com if you have questions about these changes.