

DATE: April 18, 2018

TO: Agency Addressed (No. 29, 2017-2018)

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

SUBJECT: FLORIDA ACCOUNTING INFORMATION RESOURCE (FLAIR) FISCAL YEAR  
2017-18 CLOSING

This memorandum provides information related to FLAIR year end closing for the fiscal year ending June 30, 2018 (FY 2017-18). All times are Eastern Daylight Savings Time.

## PAYROLLS

1. Payrolls and related transactions will be submitted in accordance with the agency payroll calendar for June 2018 and will be processed as FY 2017-18 transactions. 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 27, 2018 will be processed as FY 2017-18 disbursements and will be warrant dated June 29, 2018. **On-demand payroll transactions added but not approved by 5:00 P.M. on Wednesday, June 27, 2018, will be purged.** No on-demand payrolls will process on Thursday, June 28, 2018 or Friday, June 29, 2018.
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 Friday, June 15, 2018, through Saturday, June 30, 2018. 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. Negative Central FLAIR cash and/or budget balances resulting from the June Monthly payroll and the Supplemental payroll, dated Friday, June 29, 2018 must be cleared by 5:00 pm on Thursday, June 28, 2018. To clear the negative balance on time, agencies must input data into Departmental FLAIR by 5:00 P.M. on Thursday, June 28, 2018, for vouchers to be posted on Friday, June 29, 2018. If there are no payroll vouchers pending on Thursday June 28, 2018, agencies 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. Employees whose full-time equivalent (EFT) payment is returned after Thursday, June 28, 2018 will not be reissued until after Thursday, July 5, 2018.

## DISBURSEMENTS

1. Disbursement transactions must be input into Departmental FLAIR by 8:00 P.M. on Thursday, June 28, 2018, to be processed as FY 2017-18 disbursements. Agencies must adjust their last day of voucher input into Departmental FLAIR to allow for mailing time to Tallahassee.

2. To assist with a timely fiscal year closeout, submit vouchers to the Bureau of Auditing by Friday, June 22, 2018. Vouchers must be delivered to the Bureau of Auditing for payment by 5:00 P.M. on Friday, June 29, 2018, to be processed as FY -2017-18 disbursements.
3. Vouchers input into Departmental FLAIR on or before Thursday, June 28, 2018, but not delivered to the Bureau of Auditing by 5:00 P.M. on Friday, June 29, 2018, will be deleted from FLAIR. These vouchers will have to be corrected in FLAIR and resubmitted as FY 2018-19 vouchers.
4. Departmental FLAIR will not process disbursement (including purchasing card) transactions entered on Friday, June 29, 2018. FLAIR will purge the voucher print file on the night of Friday, June 29, 2018, to ensure that all vouchers are printed in FY 2017-18.
5. Disbursement batch files to be input directly into Central FLAIR for FY 2017-18 must be received by DFS by 1:00 P.M. on Friday, June 29, 2018. The Bureau of Auditing must receive the supporting documentation by 1:00 P.M. on the same day.
6. 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 Friday, June 29, 2018.
7. All negative non-payroll-related Central FLAIR cash and/or budget balances must be cleared daily beginning Friday, June 1, 2018. The last day to clear negative cash and/or budget balances is Thursday, June 28, 2018. **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.**
8. MFMP disbursement transactions must be received in the Bureau of Auditing's queue by 5:00 P.M. on Monday, June 18, 2018, to be processed as FY 2017-18 disbursements.

## RECEIPTS

1. Agency deposits will be automatically verified on Friday, June 29, 2018 for deposits made at the bank prior to 4:00 P.M. on Thursday, June 28, 2018, 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 Friday, June 29, 2018, 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 Friday, June 29, 2018 until 3:00 P.M. for deposits made at the bank prior to 4:00 P.M. on Thursday, June 28, 2018. Receipts entered on Friday, June 29, 2018 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 Friday, June 29, 2018 will be verified if the deposit has been transmitted (placed in "T" status) in Departmental FLAIR and

the Notification has been entered into the Treasury Cash Management System (CMS) by 3:00 P.M.

5. At 4:00 P.M. on Friday, June 29, 2018, Treasury will reject (place in “R” status) any unverified deposits remaining in Departmental FLAIR. On the night of Friday, June 29, 2018, 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. A job aid has been provided to assist with year end receipts processing. It is found at: <https://www.myfloridacfo.com/Division/AA/Training/documents/YearEndReceiptsProcessing.pdf>
6. Treasury’s last day of processing debit memoranda for returned checks/EFTs for agencies will be Tuesday, June 26, 2018, for FY 2017-18. 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 Monday, July 2, 2018.
8. Treasury receipt numbers will be reset to 1 at the beginning of the new fiscal year.
9. Cash receipts for current year refunds must be verified by Treasury no later than 3:00 P.M. on Wednesday, June 27, 2018. The JT-2 to restore budget for the refund will then be available for printing on Thursday, June 28, 2018. The JT-s must be delivered to the Bureau of Auditing by 5:00 P.M. on Friday, June 29, 2018.
10. All cash receipts for current year refunds deposited and verified by Treasury after Wednesday, June 27, 2018, 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 Tuesday, June 26, 2018, to be transferred to the Treasury and verified on or before Wednesday, June 27, 2018.
12. Clearing Account receipts for current year refunds cleared after Tuesday, June 26, 2018 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 Wednesday, June 27, 2018. This is a two-day process and agencies should use the CP function to Clear the Clearing Fund process by Thursday, June 28, 2017 to “T” the clearing fund deposit(s) to Treasury on Friday, June 29, 2018.
14. Agencies should approve refunds of overpayment of salary online by entering the deposit number no later than 5:00 P.M. on Friday, June 29, 2018, for the refund to be processed in FY 2017-18. Refer to the Bureau of State Payrolls Payroll Preparation Manual at [http://www.myfloridacfo.com/Division/AA/Manuals/BOSP\\_MANUAL2.pdf](http://www.myfloridacfo.com/Division/AA/Manuals/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 28, 2018.
2. Agency requests to cancel warrants must be received by the Bureau of Vendor Relations no later than 12:00 P.M. on Thursday June 28, 2018.
3. Agency staff should not enter warrant cancellations in FLAIR using the WC function on Saturday, June 30, 2018, through Tuesday, July 3, 2018. The use of this function may resume on Thursday, July 5, 2018.
4. EFT Cancellations for the monthly payroll must be entered and approved in the Payroll (PYRL) system by 11:00 A.M. on Wednesday, June 27, 2018, to restore the agency accounts in FY 2017-18.
5. Agency requests to duplicate a warrant must be received by the Bureau of Vendor Relations no later than 5:00 Friday, June 22, 2018 to be processed with FY 2017-18 disbursements. Duplicate warrant requests received after June 22, 2018 will be processed using FY 2018-19 disbursements.

## **SETTLEMENT VOUCHERS**

1. Settlement agreements submitted for review prior to execution must be received by the Bureau of Auditing, Room434B, Fletcher Building, or BOSP, Room 364, Fletcher Building, no later than 5:00 P.M. on Friday, May 25, 2018.
2. Voucher packages 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 8, 2018, to be processed as FY 2017-18 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 25, 2018 through Friday, June 29, 2018. Requests for exceptions should be directed to the Chief, Bureau of Auditing.
2. Statewide document numbers will be reset to begin with number x9000000001 in the new fiscal year, 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 or around Thursday, July 5, 2018.
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 to 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 26, 2018. Remember that all payable transactions are subject to the W-9 edits.
6. Treasury will not process 2018-2019 fiscal year Trust Fund Disinvestments from Friday, June 29, 2018 through Wednesday, July 4, 2018. Treasury will resume the processing of Trust Fund Disinvestments from the online Trust Fund Application on or around Thursday, July 5, 2018, when Central FLAIR has resumed normal business.
7. Agencies must process loan repayments in accordance with Section 215.18, Florida Statutes and transfers to General Revenue “sweep payments” in accordance with Section 106 of the General Appropriations Act (LOF Ch. 2017-70) by 4:00 p.m. Tuesday, June 26, 2018.
8. All requests for Statewide Vendor File (SWVF) updates or additions must be submitted by 12:00 p.m. on Wednesday, June 27, 2018 to ensure completion by Thursday, June 28, 2018.
9. The Division of Accounting and Auditing, Office of Florida Financial Education has provided Job Aids that can assist with year end processing. The complete list can be found at: <https://www.myfloridacfo.com/Division/AA/Training/JobAids-StateAgency.htm>

**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