

DATE: April 25, 2022

TO: Agency Addressed (No. 20, 2021-2022)

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

SUBJECT: FLORIDA ACCOUNTING INFORMATION RESOURCE (FLAIR)
 FISCAL-YEAR (FY) 2021-22 CLOSING

This memorandum provides information related to FLAIR year end closing for the FY ending on **June 30, 2022 (FY 2021-22)**. All times are Eastern Daylight Savings Time.

For the period of June 29 through July 01, please send contact information for voucher input and signature authority for the following functions to NewAccountCode@MyFloridaCFO.com:

- Payroll
- Disbursements
- Receipts / Deposits
- Disinvestments

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PAYROLLS

ITEM	DESCRIPTION OF TASK
1)	<ul style="list-style-type: none"> • Payrolls and related transactions will be submitted in accordance with the agency payroll calendar for June 2022 and will be processed as FY 2021-22 transactions. A link to the 2022 Payroll Calendar has been provided in the Reference section. • Agencies must monitor account balances to avoid delays in paying employees at fiscal year end.
2)	<ul style="list-style-type: none"> • On-demand payroll transactions <u>entered and approved</u> by 5:00 P.M. on Tuesday, June 28, 2022, will be processed as FY 2021-22 disbursements and will be warrant dated June 30, 2022. • <u>On-demand payroll transactions not approved by 5:00 P.M. on Tuesday June 28, 2022, will be purged.</u> • <u>No on-demand payrolls will be processed</u> on Wednesday, June 29, 2022, or Thursday, June 30, 2022.
3)	<ul style="list-style-type: none"> • <u>Agencies will not be able to process payroll adjustments</u> that affect an employee's prior quarter tax obligation (Withholding, Social Security or Medicare taxes) beginning Friday, June 10, 2022, through Thursday, June 30, 2022. • Additional guidance can be found in the Payroll Preparation Manual, Volume VI, Section 13. A link has been provided to the Manual in the Reference section below.
4)	<ul style="list-style-type: none"> • Monthly Payroll: Negative Central FLAIR cash and/or budget balances resulting from the June Monthly payroll warrant dated Thursday, June 30, 2022, must be cleared by 11:00 A.M. on Thursday, June 30, 2022. To clear the negative balance by Thursday, June 30, 2022, agencies must input data into Departmental FLAIR by 5:00 P.M. on Tuesday, June 28, 2022. • Biweekly Payroll: Negative Central FLAIR cash and/or budget balances resulting from the Biweekly payroll warrant dated Friday, July 1, 2022, must be cleared by 11:00 A.M. on Thursday, June 30, 2022. Agencies will not have time to clear negative cash or budget from this payroll. Agencies must provide one (1) FLAIR account code no later than 11:00 A.M. on Thursday, June 30, 2022 so Bureau of State Payrolls (BOSP) can clear the negative balances. • If there are any payroll vouchers pending, agencies must provide the BOSP with a copy of the voucher. If there are no payroll vouchers pending, the agency must provide <u>one</u> (1) FLAIR account code so the negative balances can be cleared. BOSP will not post to multiple accounts. If no account is provided, BOSP will notify agencies which account has been selected to clear the negative balance.
5)	<ul style="list-style-type: none"> • Employees whose Electronic Funds Transfer (EFT) payment is returned after Thursday, June 23, 2022 will not be reissued until after Tuesday, July 5, 2022.

DISBURSEMENTS

ITEM	DESCRIPTION OF TASK
1)	<ul style="list-style-type: none"> Disbursement transactions must be input into Departmental FLAIR by 8:00 P.M. on Thursday, June 23, 2022, to be processed as FY 2021-22 disbursements.
2)	<ul style="list-style-type: none"> To assist with a timely fiscal year closeout, agencies are encouraged to make every effort to have their vouchers submitted to the Bureau of Auditing by Friday, June 17, 2022. Vouchers must be received by the Bureau of Auditing for payment by 2:00 P.M. on Wednesday, June 29, 2022, to be processed as FY 2021-22 disbursements.
3)	<ul style="list-style-type: none"> Vouchers input into Departmental FLAIR after Thursday, June 23, 2022, and vouchers that are not delivered to the Bureau of Auditing by 2:00 P.M. on Wednesday, June 29, 2022, will be <u>deleted from FLAIR</u>. These vouchers will have to be corrected in FLAIR and resubmitted as FY 2022-23 vouchers.
4)	<ul style="list-style-type: none"> Departmental FLAIR will not process disbursement (including purchasing card) transactions entered on Thursday, June 30, 2022. FLAIR will purge the voucher print file on the night of Thursday, June 30, 2022, to ensure that all vouchers are printed in FY 2021-22.
5)	<ul style="list-style-type: none"> Departmental FLAIR will process the Payment Settlement File received on the morning of Wednesday, June 29, 2022 including transactions approved in Works through Tuesday, June 28, 2022. Payment Settlement Files received from Works on or after Thursday, June 30, 2022, will be processed in FY 2022-23.
6)	<ul style="list-style-type: none"> Disbursement batch files to be input directly into Central FLAIR for FY 2021-22 must be received by Department of Financial Services (DFS) by 1:00 P.M. on Thursday, June 30, 2022. The Bureau of Auditing <u>must receive the supporting documentation</u> by 1:00 P.M. on the same day.
7)	<ul style="list-style-type: none"> To mitigate the possibility of negative cash or negative budget in FLAIR at year end, the Bureau of Auditing will <u>not</u> perform manual overrides for budget or cash on Thursday, June 30, 2022.
8)	<ul style="list-style-type: none"> All negative non-payroll-related Central FLAIR cash and/or budget balances <u>must be cleared</u> daily beginning Wednesday, June 1, 2022. The last day to clear non-payroll related negative cash and/or budget balances is Friday, June 24, 2022. <u>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.</u>
9)	<ul style="list-style-type: none"> My Florida Market Place (MFMP) disbursement transactions must be received in the Bureau of Auditing's queue by 2:00 P.M. on Monday, June 13, 2022, to be processed as FY 2021-22 disbursements.
10)	<ul style="list-style-type: none"> Statewide Travel Management System (STMS) disbursement transactions must be received in the Bureau of Auditing's queue by 3:00 P.M. on Thursday, June 23, 2022, to be processed as FY 2021-22 disbursements.

RECEIPTS

ITEM	DESCRIPTION OF TASK
1)	<ul style="list-style-type: none"> Agency branch deposits will be automatically verified on Thursday, June 30, 2022, for deposits made at the bank prior to 4:00 P.M. on Wednesday, June 29, 2022. Desktop and image cash letter deposits will be automatically verified on Thursday, June 30, 2022, for deposits submitted to the bank prior to 10:00 P.M. on Wednesday, June 29, 2022. Agencies should work to ensure all deposits received at the bank prior to Thursday, June 30, 2022, have corresponding FLAIR entries so that ALL outstanding agency receipts can be verified.
2)	<ul style="list-style-type: none"> Departmental FLAIR cash receipts may be entered and placed in “T” status to Treasury for automatic verification up until 3:00 P.M., on Thursday, June 30, 2022. To meet the transfer cut off, Wednesday, June 29, 2022, is the last available day for agency batch transmission of cash receipt transactions.
3)	<ul style="list-style-type: none"> Wire transfers received in the Treasury prior to 3:00 P.M. on Thursday, June 30, 2022, will be verified if the deposit has been transmitted (placed in “T” status) in Departmental FLAIR and the EFT Notification using the Treasury Correspondence form in Florida PALM by 2:00 P.M.
4)	<ul style="list-style-type: none"> Deposits that are received at the bank on Thursday, June 30, 2022, will not be verified if entered in Departmental FLAIR. These deposits will be provided in a report available to the agencies via Florida Planning, Accounting, and Ledger Management (Florida PALM) called FLP UNRECON DEPOSITS report (ARR021). A link to Florida PALM has been provided in the Reference section below.
5)	<ul style="list-style-type: none"> At 4:00 P.M. on Thursday, June 30, 2022, Treasury will reject (place in “R” status) any unverified deposits remaining in Departmental FLAIR. On the night of Thursday, June 30, 2022, Departmental FLAIR will purge all outstanding cash receipts records from the cash receipts file. FLAIR will produce a report for each agency of outstanding records purged. This will be generated to form XXX4 where each agency should verify, they have established a form using their agency form ID. If an agency does not establish a form before the report is generated, they will not have access to the report. For assistance in locating the correct form number for your agency, you may contact the Office of Florida Financial Education (OFFE). Agencies should make correcting entries in Departmental FLAIR for all records purged from the cash receipts file. <u>A job aid has been provided to assist with year end receipts processing.</u> A link to the OFFE Training site has been provided in the Reference section below.
6)	<ul style="list-style-type: none"> Florida PALM’s last day of processing debit memoranda for returned items (paper checks/ACHs/credit cards) for agencies will be different this year than years past. Debit memos that process at the bank through Thursday, June 30, 2022 will be processed in Central FLAIR through July 1, 2022 for FY 2021-22. Agencies will need to remember that any debit memoranda posted in Central FLAIR for the FY 2021-22 will need to be recorded in Departmental FLAIR for the FY 2021-22, which may require the agency to use a Prior Period Indicator. Any reclassification of cash

	<p>due to debit memos that post after the voucher processing deadline will have to be processed in the FY 2022-23.</p> <ul style="list-style-type: none"> • Agencies will need to ensure they have sufficient cash in their designated default FLAIR account to cover any adjustments or returned items received and processed during this time. Any negatives not cleared by the end of business on Thursday, June 30, 2022 will be cleared by the Bureau of Financial Reporting. • Debit memoranda information will be provided in a report available to the agencies via Florida PALM. A debit memo query, FLP_DEBIT_MEMO, is also available.
7)	<ul style="list-style-type: none"> • Cash receipts for current year refunds must be verified by Treasury no later than 3:00 P.M. on Thursday, June 23, 2022. • The JT-2 to restore budget for the refund will then be available for printing on Friday, June 24, 2022. • The JT's must be delivered to the Bureau of Auditing by 2:00 P.M. on Wednesday, June 29, 2022.
8)	<ul style="list-style-type: none"> • All cash receipts for current year refunds deposited and verified by Treasury after Thursday, June 23, 2022, will remain in the refund category (001800).
9)	<ul style="list-style-type: none"> • Clearing Account cash receipts deposited for current year refunds must be cleared through FLAIR to the Treasury by 3:00 P.M. on Wednesday, June 22, 2022, to be transferred to the Treasury and verified on or before Thursday, June 23, 2022.
10)	<ul style="list-style-type: none"> • Clearing Account receipts for current year refunds cleared after Thursday, June 23, 2022, and not verified by the Treasury will remain in the refund category (001800).
11)	<ul style="list-style-type: none"> • 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 23, 2022. • This is a two-day process and agencies should use the CP function to Clear the Clearing Fund process by Friday, June 24, 2022, to "T" the clearing fund deposit(s) to Treasury by Wednesday, June 29, 2022.
12)	<ul style="list-style-type: none"> • 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, 2022, for the refund to be processed in FY 2021-22. Refer to the Bureau of State Payrolls Payroll Preparation Manual, Volume V, Section 6, for more information. A link has been provided to the Manual in the Reference section below.
13)	<ul style="list-style-type: none"> • The Department of Revenue (DOR) will process deposits directly in Florida PALM on July 1st and the reconciled deposits will be sent to Central FLAIR. This will represent deposits in the bank by June 30. Because these deposits will be recorded to Central FLAIR as June 30 deposits, agencies who receive these deposits will need to record these deposits as of June 30 by using the prior period indicator in Departmental FLAIR. • PLEASE NOTE, that any reclassifications needed must be processed in FY 2023. This may result in any agency setting up a payable (due to) and a receivable (due from) in the prior year for the revenue to be reflected correctly in FY 2022.

WARRANT / EFT CANCELLATIONS

ITEM	DESCRIPTION OF TASK
1)	<ul style="list-style-type: none"> All non-payroll-related warrants cancelled by the agencies using the on-line cancellation system must be added and approved by 5:00 P.M. on Wednesday, June 29, 2022.
2)	<ul style="list-style-type: none"> Agency requests to cancel warrants must be received by the Bureau of Vendor Relations no later than 12:00 P.M. on Wednesday June 29, 2022.
3)	<ul style="list-style-type: none"> Agency staff should <u>not</u> enter non-payroll-related warrant cancellations in FLAIR using the WC function on Thursday, June 30, 2022, through Saturday, July 2, 2022. The use of this function may resume on Tuesday July 5, 2022.
4)	<ul style="list-style-type: none"> EFT cancellations for the Monthly payroll will follow the normal processing schedule. EFT cancellation funds will be restored to the agency accounts on Thursday, June 30, 2022 (FY 21/22), during nightly processing. EFT cancellations for the Biweekly payroll will follow the normal processing schedule. EFT cancellation funds will be restored to the agency accounts on Friday, July 1, 2022 (FY 22/23), during nightly processing.
5)	<ul style="list-style-type: none"> Agency requests to duplicate a warrant must be received by the Bureau of Vendor Relations no later than 5:00 P.M. on Thursday, June 16, 2022, to be processed with FY 2021- 22 disbursements. Duplicate warrant requests received on or after Friday, June 17, 2022, will be processed using FY 2022-23 disbursements.
6)	<ul style="list-style-type: none"> When submitting, an Affidavit Attesting to Payee's Non-Benefit of State Warrant for a prior year warrant, agencies must request the benefitting fund of the credit to be <u>certified forward</u>. This will allow the funds to be returned to the correct appropriation for the prior year. Please contact the Bureau of Vendor Relations, Vendor Ombudsman for more information.

SETTLEMENT VOUCHERS

ITEM	DESCRIPTION OF TASK
1)	<ul style="list-style-type: none">• <u>Settlement agreements</u> submitted for review prior to execution must be received by the Bureau of Auditing or BOSP, <u>no later than 5:00 P.M. on Friday, May 20, 2022.</u>
2)	<ul style="list-style-type: none">• 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 3, 2022, to be processed as FY 2021-22 disbursements.
3)	<ul style="list-style-type: none">• 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 79-80, or the Payroll Preparation Manual, Volume IV, Section 11, for more information. Links to both the Guide and the Manual have been provided in the Reference section below.

OTHER ITEMS

ITEM	DESCRIPTION OF TASK
1)	<ul style="list-style-type: none"> Due to the heavy workload experienced at year end, it is our intent to <u>not accept</u> requests to manually input vouchers from Wednesday, June 22, 2022, through Thursday, June 30, 2022. Requests for exceptions should be directed to the Chief, Bureau of Auditing.
2)	<ul style="list-style-type: none"> Statewide document numbers will be reset to begin with number X3000000001 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 Tuesday, July 5, 2022.
3)	<ul style="list-style-type: none"> Information regarding Departmental FLAIR extended hours of operation will be posted on the FLAIR news screens. Florida PALM hours of operation can be found at: https://myfloridacfo.com/floridapalm/user-support/operations
4)	<ul style="list-style-type: none"> Agencies that may be impacted organizationally by the passage of applicable legislative bills should send a brief email to 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 Statewide Financial Reporting Section (SFRS) at SFRS@MyFloridaCFO.com. A link to the Questionnaire has been provided in the Reference section below.
5)	<ul style="list-style-type: none"> 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 21, 2022. Remember that all payable transactions are subject to the W-9 edits.
6)	<ul style="list-style-type: none"> <u>Trust Fund Disinvestments</u> will not be processed starting Wednesday, June 29, 2022. The Agencies GL Processors will not have functionality to process disinvestments or disinvestments corrections between Thursday, June 30, 2022 to Tuesday, July 5, 2022. All disinvestment corrections that impact the Agencies daily balance should be processed by Wednesday, June 29, 2022 using a RED source. Trust Fund Disinvestments will resume no later than Wednesday, July 6, 2022 in Florida PALM.
7)	<ul style="list-style-type: none"> The TRINVDLY table in the Information Warehouse will not be updated with daily investment data from July 1 through the year-end closing of the general ledger in Florida PALM. Once the FY 2022 has been closed in Florida PALM, all previous daily files will be generated and provided to the Information Warehouse. Completion of this activity will be communicated via Agency Addressed Memorandum.
8)	<ul style="list-style-type: none"> Agencies must process loan repayments in accordance with section (s.) 215.18, Florida Statutes (F.S.), and transfers to General Revenue “sweep payments” in accordance with Section 97 of the General Appropriations Act (LOF Ch. 2018-19) by 4:00 P.M. Tuesday, June 21, 2022.

9)	<ul style="list-style-type: none">• All requests for Statewide Vendor File (SWVF) updates or additions must be submitted by 12:00 P.M. on Friday, June 24, 2022, to ensure completion by Wednesday, June 29, 2022.
10)	<ul style="list-style-type: none">• The Division of Accounting and Auditing, OFFE has provided Job Aids that can assist with year end processing. A link has been provided to the OFFE Training web site in the Reference section below.

REFERENCES AND LINKS	
2022 Payroll Calendar (Click on the Payroll drop down)	https://www.myfloridacfo.com/Division/AA/StateAgencies
Florida Planning, Accounting and Ledger Management Log In	Florida Planning, Accounting and Ledger Management Log-In
BOSP Payroll Preparation Manual	https://sf01.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/bosp_manual2-0422.pdf
Reference Guide or State Expenditures	https://myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/referenceguideforstateexpenditures.pdf?sfvrsn=fc1c5555_2
Job Aids for FLAIR (just a few, in alpha order): <ul style="list-style-type: none"> • MRE Access • New Account Code Function • Report Distribution System (RDS) Access • RDS Find & Search Commands • RDS Viewing & Printing Tips • Year End Calendar • Year End Marking of Subsidiaries • Year End Receipts Processing 	https://myfloridacfo.com/division/aa/training/state-agency-job-aids
Job Aids for Florida PALM: <ul style="list-style-type: none"> • Personalizing the Create/Update Journal Entry Columns • Journal Reversal • Disinvestment Informational • Using SpeedTypes • Establishing SpeedTypes 	https://myfloridacfo.com/floridapalm/user-support/end-user-training
Forms (Click on the Financial Reporting drop down)	https://www.myfloridacfo.com/division/aa/all-forms
Florida PALM Website	www.myfloridacfo.com/FloridaPALM/
Florida PALM Reports	app.smartsheet.com/b/publish

DIRECT QUESTIONS TO:

BUREAU / OFFICE	CONTACT INFORMATION	
Bureau of Financial Reporting	(850) 413-5511	NewAccountCode@MyFloridaCFO.com SFRS@MyFloridaCFO.com
Bureau of Auditing	(850) 413-5512	
Bureau of State Payrolls	(850) 413-5513	
Bureau of Vendor Relations	(850) 413-5516	StatewideVendorFile@myfloridacfo.com
Office of Florida Financial Education	(850) 413-3027	DFSFinancialED@MyFloridaCFO.com
Bureau of Funds Management (Treasury)	(850) 413-3166	BureauofFundsManagement@MyFloridaCFO.com
FLAIR Help Desk	(850) 413-3190	Help.Desk@MyFloridaCFO.com
Florida PALM	(877) FLAPALM or (877) 352-7256	FLPALM@MyFloridaCFO.com