

DATE: April 18, 2025

TO: Agency Addressed (No. 27, 2024-2025)

FROM: Renée Hermeling, Director
Division Director of Accounting and Auditing
Department of Financial Services

SUBJECT: FLORIDA ACCOUNTING INFORMATION RESOURCE
(FLAIR) FISCAL-YEAR 2024-25 (FY 2024-25) CLOSING

This memorandum provides information related to FLAIR year end closing for the fiscal year (FY) ending on **June 30, 2025**. All times are Eastern Daylight Savings Time.

For the period of June 28 through July 3, please send contact information for voucher input and signature authority for the following functions to NewAccountCode@MyFloridaCFO.com:

- Payroll
- Disbursements
- Warrant / Electronic Funds Transfer (EFT) Cancellations
- Settlement Vouchers

FLAIR has extended hours of operations for the months of June and July 2025:

- Monday through Friday: 7:00 a.m. to 8:00 p.m.
- Saturdays: 7:00 a.m. to 7:00 p.m.

There are a few exceptions to these hours:

- July 1 (Tuesday):
 - Departmental: 7:00 a.m. to 8:00 p.m.
 - Central: Down for Fiscal Year End process
- July 2 (Wednesday):
 - Departmental: 7:00 a.m. to 8:00 p.m.
 - Central: Down for Fiscal Year End process
- July 3 (Thursday)
 - FLAIR is back up
- July 4 (Friday): FLAIR will be down for the observance of July 4th Holiday.

Due to the extended hours of FLAIR Operations, there will be a delay in generation of files and reports from the nightly processing.

Florida Planning, Accounting, and Ledger Management (PALM) hours of operation can be found at: <https://myfloridacfo.com/floridapalm/user-support/operations>.

Reminders for Fiscal Year End

1)	Payroll Calendar	Agencies must monitor account balances to avoid atypical account balances and consequential delays in paying employees at fiscal year-end.
2)	Affidavit Attesting to Payee's Non-Benefit of State Warrant	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.
3)	Affidavit Attesting to Forgery	When submitting an Affidavit Attesting to Forgery 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.

May

Payment Request Information

4)	Tuesday May 20	The Bureau of Auditing will accept advance payment of approval request letters through May 20, 2025 . Requests received after the deadline will be processed at the beginning of FY 2025-26.
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Settlement Vouchers

5)	Friday May 23 Due: 5:00 PM	<u>Settlement agreements</u> submitted for review prior to execution must be received by the Bureau of Auditing or the Bureau of State Payrolls (BOSP), <u>no later than 5:00 PM on Friday, May 23, 2025</u> . 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.
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Other Considerations

6)	Friday May 2 Due: 8:00 PM	Agencies that may be impacted organizationally by the passage of legislation should send an email to NewAccountCode@MyFloridaCFO.com by May 2, 2025 , so that we may be prepared to assist your agency. If a new fund is created or transferred, the Fund Questionnaire (DFS-A1-1832) is required to be completed and submitted to the Statewide Financial Reporting Section (SFRS) at SFRS@MyFloridaCFO.com .
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June

Disbursements		
7)	Tuesday June 17 Due: 2:00 PM	MyFloridaMarketPlace (MFMP) disbursement transactions must be received in the Bureau of Auditing's queue by 2:00 PM on Tuesday, June 17, 2025 , to be processed as FY 2024-25 disbursements.
8)	Friday June 20 Due: 3:00 PM	Statewide Travel Management System (STMS) Disbursement transactions must be received in the Bureau of Auditing's queue by 3:00 PM on Friday, June 20, 2025 , to be processed as FY 2024-25 disbursement.
9)	Wednesday June 25 Due: 8:00 PM	Disbursement transactions must be input into Departmental FLAIR by 8:00 PM on Wednesday, June 25, 2025 , to be processed as FY 2024-25 disbursements.
10)	Wednesday June 25 Due: 8:00 PM	The last day to clear non-payroll related negative cash and/or budget balances is Wednesday, June 25, 2025 . <u>The Bureau of Auditing will not be processing manual journals 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 recorded and paid in the new fiscal year.</u>
11)	Friday June 27 Due: 2:00 PM	Vouchers and journals must be received by the Bureau of Auditing for payment by 2:00 PM on Friday, June 27, 2025 , to be processed as FY 2024-25 disbursements.
12)	Friday June 27 <u>Due prior to</u> close of business	Departmental FLAIR will process the Payment Settlement File received on Friday, June 27 . This file will include all transactions approved in Works through Thursday, June 26 . Works files received on or after Saturday, June 28 will be processed in FY 25-26.
13)	Friday June 27 Due: 2:00 PM	Vouchers or journals not received by the Bureau of Auditing by 2:00 PM on Friday, June 27, 2025 , will be <u>deleted from Central FLAIR</u> .
14)	Monday June 30 Due: 1:00 PM	Disbursement batch files to be input directly into Central FLAIR for FY 2024-25 must be received by DFS by 1:00 PM on Monday, June 30, 2025 . The Bureau of Auditing <u>must receive the supporting documentation</u> by 1:00 PM on the same day.
15)	<u>Due prior to:</u> Monday June 30	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 Monday, June 30, 2025 .
16)	<u>Due prior to:</u> Monday June 30	Departmental FLAIR will not process disbursements using FLAIR function code DB (including purchasing card) transactions entered on Monday, June 30, 2025 . FLAIR will purge the voucher print file on the night of Monday, June 30, 2025 , to ensure that all vouchers are printed in FY 2024-25.

Payrolls		
17)	Thursday June 12 Begins: 7:00 AM	<p>Agencies will not be able to process payroll adjustments that affect an employee's prior quarter tax obligation (Withholding, Social Security, or Medicare taxes) beginning Thursday, June 12, 2025, through Monday, June 30, 2025.</p> <p>Additional guidance can be found in the Payroll Preparation Manual, Volume VI, Section 13. A link has been provided to the Manual listed in the Reference section below.</p>
18)	<u>After:</u> Thursday June 19	Employees whose EFT payments are returned after Thursday, June 19, 2025 , will not be reissued until FLAIR reopens.
19)	Thursday June 26 Due: 5:00 PM	<p>On-demand payroll transactions entered and approved by 5:00 PM on Thursday, June 26, 2025, will be processed as FY 2024-25 disbursements and will be warrant dated June 30, 2025.</p> <p>On-demand payroll transactions not approved by 5:00 PM on Thursday, June 26, 2025, will be purged.</p> <p><u>*No On-demand payrolls will be processed on Friday, June 27, 2025, or Monday, June 30, 2025.</u></p>
20)	Friday June 27 through Monday June 30 Due: 11:00 AM	<p>Negative Central FLAIR Cash and/or Budget Balances:</p> <ul style="list-style-type: none"> ○ Biweekly Payroll: Negative balances resulting from the Biweekly payroll warrant dated Friday, June 27, 2025, must be cleared by 11:00 AM on Friday, June 27, 2025. ○ Monthly Payroll: Negative balances resulting from the June monthly payroll warrants dated Monday, June 30, 2025, must be cleared by 11:00 AM on Monday, June 30, 2025. ○ To clear the negative balance by Monday, June 30, 2025, agencies must input data into Departmental FLAIR by 5:00 PM on Thursday, June 26, 2025. If negative cash or budget balances have not been cleared by 11:00 AM on Monday, June 30, 2025, agencies must provide one (1) FLAIR account code so that BOSP can clear the negative balances. ○ If there are any payroll journals pending, agencies must provide BOSP with a copy of the journal. If there are no payroll journals pending, the agency must provide one (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.

Payrolls		
21)	Monday June 30 Due: 5:00 PM	Agencies should approve refunds of overpayment of salary online by entering the deposit number no later than 5:00 PM on Monday, June 30, 2025 , for the refund to be processed in FY 2024-25. 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.

Receipts		
22)	Friday June 20 Due: 8:00 PM	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 Friday, June 20, 2025 . This is a two-day process. See Monday, June 23rd for more details.
23)	Monday June 23 Due: 8:00 PM	Agencies should use the CP function to Clear the Clearing Fund process by Monday, June 23, 2025 , to “T” the clearing fund deposit(s) to Treasury by Friday, June 27, 2025 .
24)	<u>After:</u> Monday June 23	Clearing Account receipts for current year refunds cleared after Monday, June 23, 2025 , and not verified by the Treasury will remain in the refund category (001800).
25)	Tuesday June 24 Due: 3:00 PM	Clearing Account cash receipts deposited for current year refunds must be cleared through FLAIR to the Treasury by 3:00 PM on Tuesday, June 24, 2025 , to be transferred to the Treasury and verified on or before Wednesday, June 25, 2025 .
26)	<u>After</u> Tuesday June 24	All cash receipts for current year refunds deposited and verified by Treasury after Tuesday, June 24, 2025 , will remain in the refund category (001800).
27)	Wednesday June 25 Due: 3:00 PM	Cash receipts for current year refunds must be verified by Treasury no later than 3:00 PM on Wednesday, June 25, 2025 .
28)	Thursday June 26 Due: 2:00 PM	The JT-2 to restore budget for all expenditure refunds verified on Wednesday, June 25, 2025 , will be available for printing on Thursday, June 26, 2025 . The JT’s must be delivered to the Bureau of Auditing by 2:00 PM on Friday, June 27, 2025 .
29)	Friday June 27 Due prior to 4:00 PM	Agency branch deposits will automatically be verified on Monday, June 30, 2025 , for deposits made at the bank prior to 4:00 PM on Friday, June 27, 2025 .
30)	Friday June 27 Due: 8:00 PM	To meet the transfer cut off, Friday, June 27, 2025 , is the last available day for agency batch transmission of cash receipt transactions.
31)	Friday June 27 Due prior to 10:00 PM	Desktop and image cash letter deposits will be automatically verified on Monday, June 30, 2025 , for deposits submitted to the bank prior to 10:00 PM on Friday, June 27, 2025 .

Receipts		
32)	Monday June 30 Due prior to 3:00 PM	<p>Agencies should work to ensure all deposits received at the bank prior to Monday, June 30, 2025, have corresponding FLAIR entries so that ALL outstanding agency receipts can be verified.</p> <p>Wire transfers received in the Treasury prior to 3:00 PM on Monday, June 30, 2025, will be verified if both the deposit has been transmitted (placed in “T” status) in Departmental FLAIR and a Same Day Deposit Request has been submitted in Florida PALM.</p> <p>Departmental FLAIR cash receipts may be entered and placed in “T” status to Treasury for automatic verification up until 3:00 PM on Monday, June 30, 2025.</p>
33)	Monday June 30 Due: 3:00 PM	<p>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 Monday, June 30, 2025, will be cleared by the Bureau of Financial Reporting.</p> <p>Debit memoranda information will be provided in the DEBIT Memo (ARR024) report available to the agencies via Florida PALM. A debit memo query, FLP DEBIT MEMO, is also available.</p>
34)	Monday June 30 Due: 4:00 PM	Deposits that are received at the bank on Monday, June 30, 2025 , will not be verified if entered in Departmental FLAIR. A report of these deposits will be provided via Florida PALM FLP UNRECON DEPOSITS (ARR021). A link to Florida PALM has been provided in the Reference section below.
35)	Monday June 30 Due: 4:00 PM	At 4:00 PM on Monday, June 30, 2025 , Treasury will reject (place in “R” status) any unverified deposits remaining in Departmental FLAIR.
36)	Monday June 30	<p>On the night of Monday, June 30, 2025, Departmental FLAIR will purge all outstanding cash receipts records from the cash receipts file.</p> <p>FLAIR will produce a report for each agency of outstanding records purged. This will be generated to Report Distribution System (RDS) form XXX4. Agencies 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).</p> <p>Agencies should make adjusting entries in Departmental FLAIR for all records purged from the cash receipts file, as well as for all cash and receipts on hand, in-transit, or deposited, but not yet verified. <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.</p>

Receipts		
37)	Monday June 30	Debit memos that process at the bank through Monday, June 30, 2025 , will be processed in Central FLAIR through July 1, 2025 , for FY 2024-25. Agencies will need to remember that any debit memoranda posted in Central FLAIR for the FY 2024-25 will need to be recorded in Departmental FLAIR for the FY 2024-25, which may require the agency to use a Prior Period Indicator. Any accounting reclassification due to debit memos that post after the voucher processing deadline will have to be processed in the FY 2025-26.

Warrant / EFT Cancellations		
38)	Friday June 20 Due: 12:00 PM	Duplicate warrant requests received by 12:00 PM on Friday, June 20, 2025 , will be processed and sent to Agencies by June 30, 2025 .
39)	Friday June 27 Due: 12:00 PM	Agency requests to cancel warrants must be received by the Bureau of Vendor Relations no later than 12:00 PM on Friday June 27, 2025 .
40)	Friday June 27 Due: 5:00 PM	All non-payroll-related warrants cancelled by the agencies using the on-line cancellation system must be added and approved by 5:00 PM on Friday, June 27, 2025 .
41)	Friday June 27 - Monday June 30 Due: 8:00 PM	EFT cancellations for the Biweekly payroll will follow the normal processing schedule. EFT cancellation funds will be restored to the agency accounts on Friday, June 27, 2025 (FY 2024-25) during nightly processing. EFT cancellations for the Monthly payroll will follow the normal processing schedule. EFT cancellation funds will be restored to the agency accounts on Monday, June 30, 2025 (FY 2024-25) during nightly processing.
42)	Saturday June 28 – July 2	Agency staff should <u>not</u> enter non-payroll-related warrant cancellations in FLAIR using the WC function on Saturday, June 28, 2025 , through Thursday, July 3, 2025 . The use of this function may resume on Thursday July 3, 2025 .

Other Payment Request Information		
43)	Monday June 2, 2025 Due: 5:00 PM	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 PM on Monday, June 2, 2025 , to be processed as FY 2024-25 disbursements.
44)	Friday June 20 Due: 12:00 PM	All requests for Statewide Vendor File (SWVF) updates or additions must be submitted by 12:00 PM on Friday, June 20, 2025 , to ensure completion by Friday, June 27, 2025 .

Other Payment Request Information		
45)	Monday June 23 - June 30 Due prior to: June 23	Due to the heavy workload experienced at year end, we <u>will not accept</u> requests to manually input vouchers or journals from Monday, June 23, 2025 , through Monday, June 30, 2025 . Requests for exceptions should be directed to the Bureau Chief in the Bureau of Auditing.
46)	Tuesday June 24 Due: 4:00 PM	Agencies must process loan repayments in accordance with section 215.18, Florida Statutes, and transfers to General Revenue “sweep payments” in accordance with section 97 of the General Appropriations Act (Laws of Florida, Chapter 2018-19) by 4:00 PM on Tuesday, June 24, 2025 .
47)	Tuesday June 24 Due: 8:00 PM	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 Internal Revenue Service (IRS) validating it. Agencies need to be aware of these timeframes when preparing payments to be entered in FLAIR on Tuesday, June 24, 2025 . Remember that all payable transactions are subject to the W-9 edits.
48)	Thursday June 26 – July 3	The last day for agencies to process Trust Fund Disinvestments and corrections will be Thursday, June 26, 2025 . Agencies who have the Agency General Ledger (GL) Processor role in Florida PALM will not have the ability to process disinvestment or disinvestment correction(s) between Thursday, June 26, 2025 , to Thursday, July 3, 2025 , when access will be restored.

July

Receipts		
49)	Tuesday July 1: Central FLAIR is Unavailable (All Activities)	The Department of Revenue (DOR) will process deposits through the spreadsheet upload process directly in Florida PALM on Tuesday, July 1, 2025 , 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: Any accounting reclassifications needed must be processed in FY 2025-26. This may result in an 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 2024-25.

Receipts		
50)	Thursday July 3	Florida PALM will resume sending bank deposits to FLAIR for verification on Thursday, July 3, 2025 .

Other Considerations		
51)	Begins: Wednesday July 2 through mid-August	The TRINVDLY table in the Information Warehouse will not be updated with daily investment data from July 2 through the year-end closing of the general ledger in Florida PALM. Once the FY 2024-25 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.
52)	Monday July 7	<p>Statewide document numbers will be reset to begin with number X6000000001 in the new fiscal year, where X denotes the database on which the number is used.</p> <p>Please do not submit new fiscal year vouchers or journals to the Bureau of Auditing until the bureau resumes operations on or around Monday, July 7, 2025.</p>

Reference and Links	
Payroll Calendar	BOSP Payroll Calendar
BOSP Payroll Preparation Manual	BOSP Payroll Preparation Manual
Reference Guide for State Expenditures	Reference Guide for State Expenditures
Job Aids for FLAIR	Job Aids for State Agency Personnel
Job Aids for Florida PALM:	Florida PALM End User Training
Financial Reporting Forms	Accounting & Auditing Forms Library
Florida PALM Log In	Florida PALM Log-In

DIRECT QUESTIONS TO:

BUREAU / OFFICE	PHONE	EMAIL ADDRESS
Bureau of Financial Reporting	(850) 413-5511	NewAccountCode@myfloridacfo.com SFRS@myfloridacfo.com
Bureau of Auditing	(850) 413-5512	Audit.Info@myfloridacfo.com
Bureau of State Payrolls	(850) 413-5513	BOSPManagementTeam@myfloridacfo.com
Bureau of Vendor Relations	(850) 413-5516	StatewideVendorFile@myfloridacfo.com
Office of Florida Financial Education		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) 352-7256	FLPALMSolutions@myfloridacfo.com