

DEPARTMENT OF FINANCIAL SERVICES

FISCAL YEAR-END TRAINING FY 2022-2023

Keeping a Watchful Eye on How State Dollars are Spent

CFO JIMMY PATRONIS

Accounting & Auditing

Agenda

- Year-End Overview
- Prepare for New Fiscal Year
- Deposits
- Warrants
- Payments
- Payroll
- Cash/Budget Monitoring
- New Fiscal Year
- Carry Forward & Certified Forward Processing
- Carry Forward Payments
- Tangible Personal Property Processing
- MFMP FYE Processing
- Resources

DEPARTMENT OF FINANCIAL SERVICES

Year-End Overview

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Accounting & Auditing

Year-End Overview

Before 06/30/23

- Prepare for FY 23-24
- Process payment by 06/22/23
- Monitor payroll
- Process deposits by 06/29/23
- Monitor cash and budget
- Central FLAIR closes on 06/30/23

After 06/30/23

- Central FLAIR resumes on 07/05/23
- New budget loads
- Certified preparation period end on 07/17/23
- Certified payments by 09/27/23
- Depreciation accounting posted
- Departmental FLAIR closings in August 2023

[Agency Addressed Memo #19](#)

Prepare for New Fiscal Year

Activities prior to July 1

Accounting & Auditing

- Agency Contact Information
 - Many agencies have had staffing changes since last June
 - Send new contact information to the Bureau of Financial Reporting at NewAccountCode@MyFloridaCFO.com
 1. Business contact
 - Knowledgeable regarding FLAIR accounting issues
 2. Technical contact
 - Knowledgeable regarding FLAIR technical issues

Accounting & Auditing

- FLAIR Hours and Assistance
 - Extended FLAIR hours
 - 06/01/23 through 07/03/23
 - 7AM-8PM, Monday-Friday
 - 7AM-7PM, Saturday



Accounting & Auditing

- New Account Codes
 - New appropriations may result in new or additional 29-digit account codes
 - New account codes must be established and active on the Account Description File
 - For budget balances to load
 - For agencies to use in FLAIR
 - For use in Florida PALM
 - For inclusion in Chart of Accounts Crosswalk

Accounting & Auditing

- New Account Code Establishment
 - Agencies must validate all account codes are set-up and active on the Account Description File
 - Add new accounts with the New Account (NA) function in FLAIR
 - Add new revenue categories and IBI combinations
 - Approve all new account code combinations
 - Request payroll indicators for salary accounts with a special category
 - For additional information refer to the [Payroll Preparation Manual Volume IV, Section 1](#)
 - Refer to [New Account \(NA\) Function Job Aid](#)

Accounting & Auditing

- Reorganizations and New Funds
 - A&A needs to know of any reorganizations or if new funds are being added
 - Impacts ACFR reporting
 - Impacts payroll
 - May impact SEFA or SWCAP reporting
 - Notify NewAccountCode@MyFloridaCFO.com and BOSPPayProcessing@MyFloridaCFO.com with details
 - [DFS-A1-1832 - Fund Questionnaire](#) form must be completed
 - Submit completed form to SFRS@MyFloridaCFO.com

Accounting & Auditing

- Disinvestments
 - The process of liquidating cash to support payment processing
 - Agencies who divest do so through Florida PALM
 - Plan ahead for cash needs for disbursements
 - Make sure you have disinvested before payroll is processed
 - Treasury will not process disinvestments from 06/29/23 through 07/05/23
 - The ability to process GL journals will this be disabled in Florida PALM during this time
 - Central FLAIR will not be available to accept funds
 - Agencies may resume disinvestments on 07/06/23

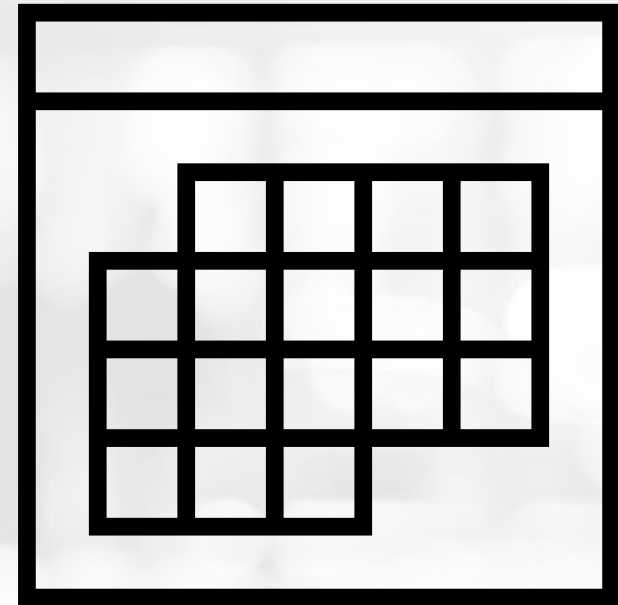
DEPARTMENT OF FINANCIAL SERVICES

Deposits

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Accounting & Auditing

- Deposit Deadlines
 - Deposits to bank
 - Deadline - 06/29/23 at 4PM
 - Input to FLAIR
 - Deadline - 06/30/23 at 3PM



Accounting & Auditing

- Unverified Deposits
 - Late deposits require an agency to create a reversing entry for each deleted deposit
 - Unverified money must be accounted for in GL 12400
 - Deposits in the bank
 - Cash or checks on hand
 - Refer to [CFO Memo No. 7](#)
 - Guidance for General Ledger entries
 - [Year End Receipts Processing Job Aid](#)

Accounting & Auditing

- Wire Transfers
 - Deadline - 06/30/23 at 3PM
 - Wires received in the bank and “T” (transmitted) to Treasury by 3PM will be verified
 - Wire transfers received after 3PM will be processed in FY 23-24
 - Correcting entries will be required

Accounting & Auditing

- Current Year Refunds

Cash Receipt of Refund Processed

- Deposit must be made at Bank
- TR input into FLAIR and T to Treasury

Deposit Verification

- Verification upon receipt of Bank file and FLAIR transaction T to Treasury

Step One

JT Voucher Printed

- Documentation sent to Bureau of Auditing for Audit

JT Voucher Posted

- Voucher must be posted in FLAIR for budget to be restored

Step Two

Accounting & Auditing

- Current Year Refunds
- Cash Receipts
 - Deadline - 06/22/23 at 3PM
 - Must be verified by Treasury for voucher to print
 - Cash receipts processed after the due date will not be available to restore budget
- Journal Transactions
 - JT-2 (restore budget)
 - Deadline - 06/29/23 at 5PM
 - [DFS-A2-1896](#) or Letter of Authorization is required for Auditing to process the refund
 - Vouchers to restore budget after the due date will not be processed; agencies will need to process as prior year refund

Accounting & Auditing

- Debit Memorandums

- Verified items that are returned by the bank
 - Amount of the returned item is deducted from a designated fund
 - Correcting entries must be made by the agency to remove the funds from the fund of original deposit
 - Processing time allows for accounting entries to be posted and in agreement with Treasury entries

- Debit Memorandum Processing

- Items processed at bank by 06/30/23 will be processed on 07/03/23 as FY 22-23 items
 - Debit memoranda information is available via Florida PALM report [ARR024](#)

Warrants

Accounting & Auditing

- Warrants in Stop Payment Status
 - Effort should be made to reissue or cancel
 - Stop Payment status is a temporary status pending further action
- Warrant Cancellation Requests
 - Agency requests must be received by the Bureau of Vendor Relations by 06/29/23 at 12PM
 - Must be submitted on the Warrant Cancellation Memorandum, form number [DFS-A3-1935](#) and include:
 - Warrant number, warrant date, warrant amount, and payee information
 - Voided/cancelled warrant

Accounting & Auditing

- Warrant Cancellations
 - Current year warrant cancellations will restore current year budget
 - Must be requested and approved by 06/29/23 for budget restoration
 - If a warrant needs to be reissued, be mindful of deadlines
 - All warrants cancelled by agencies using the online cancellation (WC function) must be added and approved by 06/29/23 at 5PM
 - Agency staff should not enter warrant cancellations in FLAIR between 06/30/23 and 07/03/23
 - Cancellations processed during this period will result in reconciliation issues
 - Use of this function may resume on 07/05/23 when Central FLAIR is available

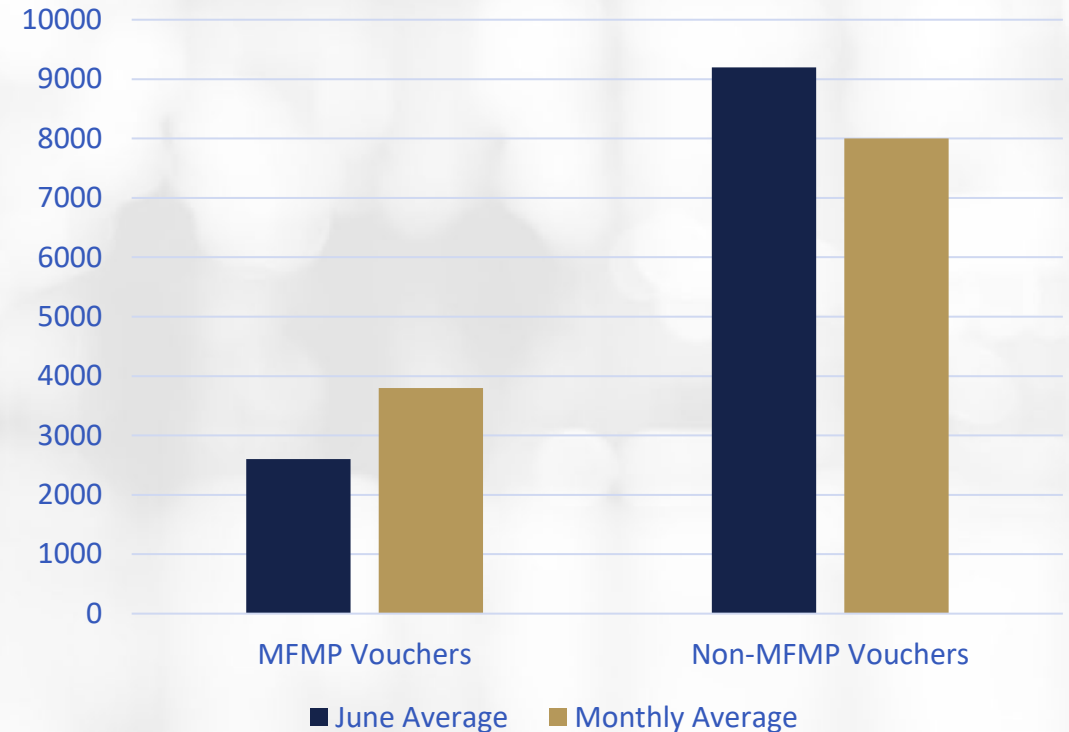
Payments

Accounting & Auditing

Established Deadlines

- Why we establish voucher processing deadlines
 - Volume of transactions increase at fiscal year-end
 - **Goal:** To process all transactions received by the deadline if properly submitted

Transaction Volumes



Accounting & Auditing



- Payment Processing Tips
 - Proactively collect and pay invoices
 - Use reports to identify unpaid items
 - Work with program areas to get invoices approved
 - Contact vendors and request invoice submission
 - Send internal agency memo to share submission deadlines and impact if not met
 - Develop a working calendar to track agency deadlines, including A&A dates

Accounting & Auditing

- MyFloridaMarketPlace (MFMP)
 - Deadline - 06/12/23 at 2PM
 - Agencies should submit invoices through MFMP to the Bureau of Auditing by deadline
 - MFMP Payments can be made directly in FLAIR after the deadline
 - Agencies must enter the payment information into MFMP
 - Late submissions or incomplete payment (i.e., missing supporting documents) will be returned to agencies to be processed in July, as FY 22-23 Certified Forwards or FY 23-24 disbursements

Accounting & Auditing

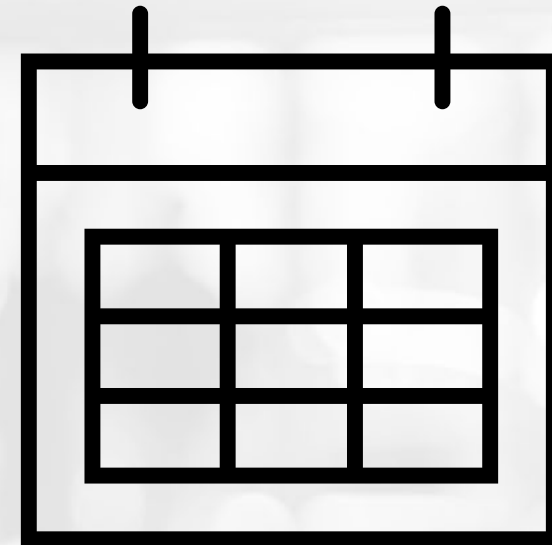
- Vouchers
 - Submittal Deadline - 06/29/23 at 2PM
 - Physical copies of the vouchers must be delivered to the Bureau of Auditing on or before 06/29/23 at 2PM
 - Late vouchers will be deleted and agencies must make correcting entries in Departmental FLAIR
 - No manual vouchers will be processed after 06/20/23 at 5PM
 - The Bureau of Auditing will not override vouchers that are negative on 06/30/23

Accounting & Auditing

- Journal Transfers
 - Agency must provide posting order for JTs, if applicable
 - Auditors cannot use trial and error method of posting
 - JTs that create a negative balance will not post
 - Negative line(s) can be deleted
 - Voucher can be deleted and new voucher submitted

Accounting & Auditing

- Batch Files
 - Direct load to Central FLAIR
 - Deadline - 06/30/23 at 1PM
 - Supporting documentation must be received by the Bureau of Auditing by 06/30/23 at 1PM
 - Late submissions will result in the payments being processed in FY 23-24



Accounting & Auditing

- Disbursement Request Deadline
 - Agencies may not create Departmental FLAIR disbursement transactions on 06/29/23 and 06/30/23
 - Overnight voucher processing will not occur on 06/30/23
 - FLAIR will purge the voucher print file on the night of 06/30/23 and the vouchers must be resubmitted for processing in FY 23-24

Accounting & Auditing

- Payment Settlement File from Works Deadline
 - Departmental FLAIR will process the Payment Settlement File received on 06/29/23
 - This file will include charges that have been approved in Works through 06/28/23
 - Departmental FLAIR will hold the Payment Settlement File received on or after 06/30/23 and will process in FY 23-24
 - This will include charges that have been approved in Works after 06/28/23

Accounting & Auditing

- Settlement Agreements
 - The executed settlement agreement must be signed by the agency head or designee
 - New requests for pre-executed review
 - Deadline - 05/19/23 at 5PM
 - To provide sufficient time to review the contract documents
 - Executed agreements
 - Deadline - 06/02/23 at 5PM
 - To provide sufficient time to audit and process the payment

DEPARTMENT OF FINANCIAL SERVICES

Payroll

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Accounting & Auditing

- Payroll
 - All payrolls processed in June will be recorded as FY 22-23 disbursements
 - Biweekly payroll processes on 06/26/23 and will post to Central FLAIR on 06/27/23 with warrants dated 06/30/23
 - SAD/FSG payroll processes on 06/28/23 and will post to Central FLAIR on 06/29/23 with warrants dated 07/06/23

Accounting & Auditing

- On-Demand Payroll
 - Deadline - 06/28/23 at 5PM
 - On-demand payroll transactions entered and approved will be processed as FY 22-23 disbursements and the warrants will be dated 06/30/23
 - On-demand payroll transactions added, but not approved, will be purged
 - No on-demand payroll will process on 06/29/23 and 06/30/23
 - Verify cash and budget before processing an on-demand payment

Accounting & Auditing

- Payroll EFT Cancellations
 - EFT cancellations for the monthly and biweekly payroll must be entered and approved in the Payroll (PYRL) system by 06/28/23 at 11AM
 - EFT cancellations will not be credited back to the agencies' accounts until the night of 06/30/23
 - Items not cancelled timely will result in an employee being overpaid

Accounting & Auditing

- Refund of Salary Overpayment
 - Approve refunds online by entering the deposit number in order for the refund to be processed in FY 22-23
 - Deposits must be verified by 06/30/23
 - Proactively monitor payroll
- Adjustment Suspension Period
 - 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 06/09/23 through 07/01/23

Cash/Budget Monitoring

Accounting & Auditing

- Cash/Budget
 - Agencies should proactively monitor cash and budget
 - Without adequate cash and/or budget, vouchers will not be processed
 - Without adequate cash and/or budget, payroll will go into a negative status
 - Reports available in RDS

On or before 06/30/23

- CNPRNEGC – Negative Cash Report
- CNPRNEGB – Negative Budget Report
- CNPRNEGR – Negative Revenue Balances

On or before final close

- CNPPCSHA – MST LVL CASH ACCT W/NEGATIVE BAL
- CNPPBUDA – MST LVL BUDGET ACCT W/NEGATIVE BAL
- CNPPRECA – MST LVL RECEIPT ACCT W/NEGATIVE BAL
- CNPRNEGP – ACCTS W/NEG BALS AFTER PYRL POST

All reports identified track at the 29-digit account code level

Accounting & Auditing

- Negative/Atypical Balances

Status Code	Type of Error
N1	Negative Cash
N2	Negative Release/Unreleased Balance
N3	Negative Cash and Release Balance
N4	Atypical Balance
N5	Negative Cash Balance - Control Account Level (IBI =XX)
N6	Negative Release/Unreleased Balance-Control Account Level (IBI =XX)
N7	Atypical Balance -Control Account Level (IBI =XX)

Accounting & Auditing

- Negative Cash/Budget
 - Beginning on 06/01/23
 - All negative non-payroll related Central FLAIR cash/budget must be cleared on a daily basis
 - Agency adjustments to resolve any negatives must be entered in Departmental FLAIR by 06/28/23 to allow for posting on 06/29/23

Accounting & Auditing

- Payroll Related Negative Cash/Budget
 - Negative balances resulting from the June biweekly and monthly payroll must be cleared no later than 11AM on 06/30/23 which means the agency must have a voucher submitted to the Bureau of Auditing by close of business on 06/28/23
 - Agencies that still have negative balances on 06/30/23 must provide the Bureau of State Payrolls with one FLAIR 29-digit account code so the balances can be cleared by BOSP
 - ***BOSP will be unable to post to multiple accounts***

Accounting & Auditing

- Opening New year

After 06/30/23

- Central FLAIR resumes on 07/05/23
- New budget loads
- Certified preparation period ends on 07/17/23
- Certified payments by 09/27/23

- Depreciation accounting posted
- Departmental FLAIR closes in August
- CF reverts 09/29/23
- ACFR published in February 2024

DEPARTMENT OF FINANCIAL SERVICES

New Fiscal Year

Activities on or after July 1

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Accounting & Auditing

- Fiscal Year 23-24
 - Key FLAIR dates
 - 07/05/23 (anticipated) – FLAIR will be available for processing
 - [Agency Addressed \(No. 19, 2022-2023\)](#)
 - Statewide Document Numbers
 - 07/05/23
 - New series number: X40000000001

Accounting & Auditing

- Budget Load
 - FY 23-24 budget load will be processed when Central FLAIR becomes available on 07/05/23 (anticipated)
 - Two types of load errors
 - Multiple fund identifier (FID)
 - No match found (missing codes)
 - BFR will reach out to agencies requesting the account code for posting budget

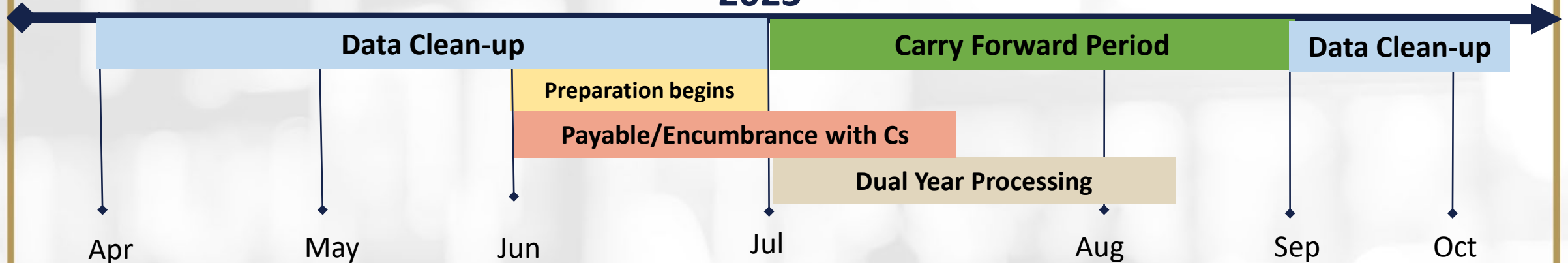
Carry Forward & Certified Forward Processing

Accounting & Auditing

- Carry Forward Processing
 - Section 216.301, F.S. gives agencies the ability to Carry Forward remaining operating budget balance during July to cover obligations accrued prior to 07/01/23
 - Ch. 2005-152 Laws of Florida gives agencies until 09/29/23 to expend their Carry Forward budget; any remaining balances will automatically revert
 - Double-check year-end memos for cut-off dates to have payment requests submitted to the Bureau of Auditing

Accounting & Auditing

2023



- **April 1 to June 30** – Record clean-up, pre-CF period
- **June 1** – CF preparation tasks begin
- **June 30** – 1SX for subsidiaries must be marked or verified
- **June 30** – End of fiscal year
- **July 1** – New fiscal year & beginning of Carry Forward process

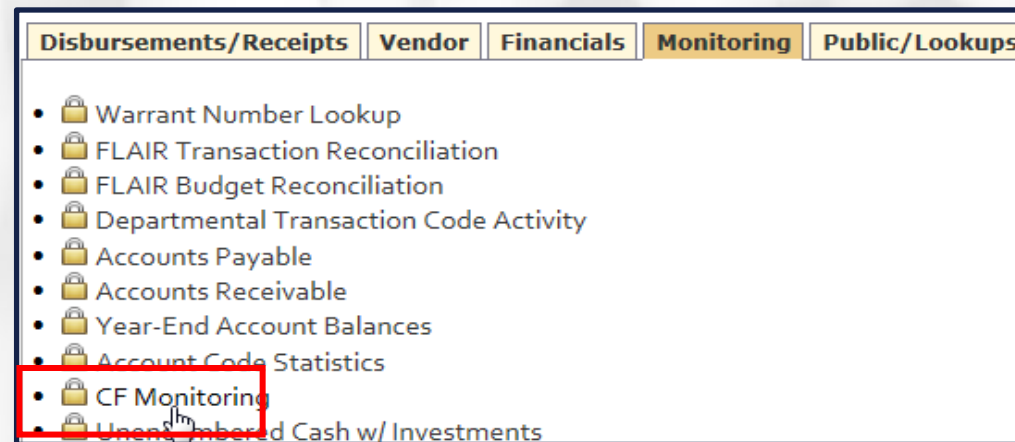
- **July 1 to Mid-Aug.** – Dual year processing
- **July 17** – Last day to set up payables/encumbrances with Cs
- **July 17** – Governor's request for certification is due
- **Sept. 29** – Last day of Carry Forward process
- **Oct. 1** – Record clean-up, post-CF period

Accounting & Auditing

- Carry Forward Rules
 - Operating
 - Must have unexpended release balance available as of 06/30/23
 - Must incur obligation (contracted, ordered, or received) by 06/30/23
- Certified Forward Rules
 - Fixed Capital Outlay (FCO)
 - Must have appropriations available
 - Must incur obligation by 03/01/24
 - Refer to Office of Policy and Budget's (OPB) planning and budgeting instructions

Accounting & Auditing

- Tentative Carry Forward Budget
 - Dates: 07/01/23 through 07/17/23
 - Amount of unexpended release balance available in State Accounts (SA) as of 06/30/23
 - Monitoring report available on DFS website



- [Year-End Carry Forward Monitoring Report Job Aid](#)

Accounting & Auditing

- Operating/Subsidiary Records
 - Agencies have until 06/30/23 to choose/opt-out of automatic marking using the CF function in FLAIR
 - Refer to [Year End Marking of Subsidiaries Job Aid](#) or [FLAIR Manual Chapter 700](#)
 - If auto-marking is selected, DFS will automatically mark payable and encumbrance records on 06/30/23
 - DFS will send a file of marked items to MFMP on 06/30/23 for agencies who choose automatic marking

Accounting & Auditing

- Operating/Subsidiary Records
 - Manual changes may be made between 07/01/23 and 07/17/23
 - Prior Period Indicator (PPI) should be used to update balances during dual month and dual year processing
 - Refer to [Carry Forward Reminders & Tips Job Aid](#)
 - Updates after 07/17/23 are limited to the removal or reduction of an obligation
 - If a payment has been processed against a payable, the payable can't be updated

Accounting & Auditing

- FCO Creation of the Record File
 - DFS will create Fixed Capital Outlay (FCO) Certification Forward File on 06/30/23
 - Agencies may choose/opt-out using the CF function in FLAIR
 - Refer to [Year End Marking of Subsidiaries Job Aid](#)
 - The FCO File will not be created unless requested
 - Agencies must create file manually if not requested
 - Agencies must add additional information if file is requested
 - FCO records will not carry a “C”, will have year included in account code

Accounting & Auditing

```
1SX3          FCO CERTIFICATIONS REQUEST INQUIRY/UPDATE      03/23/2023  12:40:32
DELETE
PROJECT 99999999999          TITLE EMPLOYEE PARKING GARAGE
CF PROJECT STATUS      PROGRAM APPROVED          Y    ARCH & ENG CONTRACT
                        CONSTRUCTION CONTRACT      Y    PURCHASE COMPLETE
                        FORCE ACCOUNT APPROVED

BUDGET ENTITY 85200000      FUND 2010      CATEGORY 080037      YEAR 21      IBI 00

ESTIMATED CERTIFICATIONS BALANCE
AMOUNT REQUESTED      STUDY
                        DESIGN
                        LAND PURCHASE
                        CONSTRUCTION/CONTINGENCY      2000000.00
                        EQUIPMENT                      183000.00
                        RESERVE
COMMENTS              (1) —
                      (2)
                      (3)

SEL PROJECT      BUDGET ENTITY      FUND      CATEGORY      YEAR      IBI
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT              MINI      MAIN      RFRSH TOP              FWD              CAN
```

Accounting & Auditing

- File Submission/Budget Checking
 - Deadline - 07/17/23 at 2PM
 - Contact the HelpDesk to initiate Certified Forward Period End (PE) function in FLAIR
 - Helpdesk will verify balances with BFR
 - File will be submitted to OPB
 - Perform PE function to trigger TR07s related to Carry Forward obligations
 - Agencies who do not use PE Function to close CF period must record the proper general ledger transaction in FLAIR

Carry Forward Payments

Accounting & Auditing

Carry Forward

- Payments
 - Once the end of the Carry Forward period is reached, payments can't be made from prior year carried forward budget *for any reason*
 - This includes payroll, vouchers, and settlements
- Disbursement Transactions
 - All authorizing documentation must have been authorized and/or executed prior to 07/01/23

A-Items

- ✓ Goods are ordered and received prior to 07/01/23
- ✓ Services were fully rendered prior to 07/01/23

B-Items

- ✓ Goods are ordered but not received by 06/30/23
- ✓ Services began but extended beyond 06/30/23

Accounting & Auditing

- Payment Limitations
 - Unencumbered payments (TR51) must have a description field populated with original encumbrance or payable number after 07/21/23
 - DFS will monitor and may request justification
 - Certified Forward disbursements
 - MFMP deadline – 09/12/23 at 5PM
 - FLAIR deadline – 09/27/23 at 2PM

Accounting & Auditing

- Certified Forward Deadline
 - Deadline - 09/27/23 at 2PM
 - If vouchers are received by Auditing after deadline, they will not be processed as FY 22-23 payments
 - If vouchers have unresolved issues, they will not be processed as FY 22-23 payments
 - Undisbursed incurred obligations will revert and may be available for re-appropriation
 - [Year-End Calendar](#)

Tangible Personal Property Processing

Accounting & Auditing

- Recording Property to the GL or Subsidiary
 - Capitalization threshold
 - Refer to [CFO Memo No. 13](#)
 - Will be updated and new CFO memo will be published to address leases
 - Property subsystem in FLAIR records items to Property Master File
 - Refer to [FLAIR Property Manual Section 500](#)
 - Items may be added manually to asset GLs
 - Items may need to be worked from the Property Pending File

Accounting & Auditing

- Property Pending File Clean-Up
 - Must be continuously monitored for any incomplete property records
 - Items will not be depreciated
 - [Property Pending File Records Job Aid](#)
- Property Master File Clean-Up
 - Must be up-to-date to ensure the accuracy and completeness of the calculated depreciation
 - [Property Maser File Records Job Aid](#)

Accounting & Auditing

- Simulated Depreciation

- Creates reports of accounting entries that would be recorded if depreciation is run
- Recommended to run as many times as necessary before running Depreciation Request (DR)
- Must be assigned an RDS form number in order to access report

- Depreciation

- Deadline - August 2023 (before agency closing)
- Manual entries must be recorded for items not on Property Master File or are depreciated using other methods than straight-line
- Based on period end date and last run
- Make sure ALL items needing depreciation are included

Accounting & Auditing

2021 STATE OF FLORIDA ACFR

Primary government capital asset activities for the fiscal year ended June 30, 2021, are as follows (in thousands):

	GOVERNMENTAL ACTIVITIES			
	Balance July 1, 2020	Increases	Decreases	Balance June 30, 2021
Capital assets, not being depreciated:				
Land and other nondepreciable assets	\$ 20,447,530	\$ 433,602	\$ 456	\$ 20,880,676
Infrastructure and infrastructure improvements - nondepreciable	52,713,027	1,785,940	265,515	54,233,452
Construction work in progress	4,712,739	619,511	147,599	5,184,651
Total capital assets, not being depreciated	77,873,296	2,839,053	413,570	80,298,779
Capital assets, being depreciated:				
Buildings and building improvements	5,646,463	118,545	46,275	5,718,733
Infrastructure and infrastructure improvements	842,284	53,227	2,135	893,376
Leasehold improvements	8,354	460	—	8,814
Property under capital lease	176,186	172	21,195	155,163
Furniture and equipment	1,871,249	155,203	140,314	1,886,138
Works of art and historical treasures	1,917	—	34	1,883
Library resources	25,323	40	12	25,351
Other	102,872	7,002	655	109,219
Total capital assets, being depreciated	8,674,648	334,649	210,620	8,798,677
Less accumulated depreciation for:				
Buildings and building improvements	3,241,101	171,780	36,107	3,376,774
Infrastructure and infrastructure improvements	561,667	27,217	1,137	587,747
Leasehold improvements	5,719	135	1,147	4,707
Property under capital lease	118,945	9,698	20,963	107,680
Furniture and equipment	1,423,348	100,343	84,743	1,438,948
Works of art and historical treasures	1,294	60	26	1,328
Library resources	17,873	734	11	18,596
Other	67,598	3,796	267	71,127
Total accumulated depreciation	5,437,545	313,763	144,401	5,606,907
Total capital assets, being depreciated, net	3,237,103	20,886	66,219	3,191,770
Governmental activities capital assets, net	\$ 81,110,399	\$ 2,859,939	\$ 479,789	\$ 83,490,549

Accounting & Auditing

2022 STATE OF FLORIDA ACFR				
Primary government capital asset activities for the fiscal year ended June 30, 2022, are as follows (in thousands):				
GOVERNMENTAL ACTIVITIES				
	Balance July 1, 2021	Increases	Decreases	Balance June 30, 2022
Capital assets, not being depreciated:				
Land and other nondepreciable assets	\$ 20,880,676	\$ 1,188,199	\$ 9,299	\$ 22,059,576
Infrastructure and infrastructure improvements - nondepreciable	54,233,452	4,143,336	—	58,376,788
Construction work in progress	5,184,651	3,044,562	5,875,205	2,354,008
Total capital assets, not being depreciated	80,298,779	8,376,097	5,884,504	82,790,372
Capital assets, being depreciated:				
Buildings and building improvements	5,718,733	106,661	64,860	5,760,534
Infrastructure and infrastructure improvements	893,376	26,047	23,407	896,016
Leasehold improvements	8,814	1	57	8,758
Furniture and equipment	1,886,138	157,338	136,079	1,907,397
Works of art and historical treasures	1,883	50	29	1,904
Library resources	25,351	8	5	25,354
Other	109,219	7,632	4,991	111,860
Total capital assets, being depreciated	8,643,514	297,737	229,428	8,711,823
Less accumulated depreciation for:				
Buildings and building improvements	3,376,774	135,363	4,888	3,507,249
Infrastructure and infrastructure improvements	587,747	31,084	5,540	613,291
Leasehold improvements	4,707	534	—	5,241
Furniture and equipment	1,438,948	124,883	118,378	1,445,453
Works of art and historical treasures	1,328	132	75	1,385
Library resources	18,596	598	4	19,190
Other	71,127	3,268	110	74,285
Total accumulated depreciation	5,499,227	295,862	128,995	5,666,094
Total capital assets, being depreciated, net	3,144,287	1,875	100,433	3,045,729
Governmental activities capital assets, net	\$ 83,443,066	\$ 8,377,972	\$ 5,984,937	\$ 85,836,101

Fiscal Year-End Workshop

May 12, 2023



Fiscal Year-End Maintenance Windows

The AOD Buying and Invoicing modules will have an extended maintenance window beginning on **Friday, June 30, at 8:00 p.m.** and ending on **Tuesday, July 4, at 11:59 p.m.** ET.

- **Previously**, when MFMP had scheduled downtime, the website would become unavailable and users would be directed to the maintenance window webpage.
- **Now with AOD**, during scheduled maintenance windows, AOD will still be accessible, however, **users should refrain from processing transactions in AOD** during these times.
 - Accessing AOD during a scheduled maintenance window may result in performance issues including an impact to document searches and indexing functionality.

Note: Agency customers will be notified when all year-end activities have been completed.

Important Changes Impacting Fiscal Year-End

Delay Purchase Until (DPUs)

The MFMP Team will continue to process requisitions with a Delay Purchase Until (DPU) date of July 1, 2023, during fiscal year-end processing.

Things to know:

- A new MFMP-controlled approver will be added to the end of all July 1 DPU requisition approval flows. This approver allows the MFMP team to process DPUs during fiscal year-end processing.
- Approvers will show up in the approval flow as outlined in the table below:

DPU Type	Approver Name
Encumbered DPU	Encumbered Year-End DPU Approver
Unencumbered DPU	Unencumbered Year-End DPU Approver

Important Changes Impacting Fiscal Year-End

Delay Purchase Until (DPUs)

Only July 1 DPU requisitions pending the new approver will be processed by the MFMP team during fiscal year-end activities.

Things to know:

- Any July 1 DPU requisition created before the close of business on Feb. 23, 2023, must be withdrawn and resubmitted to add the additional approver to the approval flow.
 - Requesters and the Agency Change Network with DPUs that were impacted by this were sent a targeted email on Feb. 24, 2023.

Important Changes Impacting Fiscal Year-End

Certified Forwards

The MFMP Team will receive a Certified Forward file from DFS with a list of MFMP encumbrances marked with a “C” in the Certified Forward Indicator field in FLAIR. The MFMP team will use this information to update the Certified Forward Indicator on MFMP encumbrances sent to FLAIR from Ariba on Demand (AOD) via the requisition, purchase order, and invoice process.

Things to know:

- The Certified Forward will not display a “C” in AOD on requisitions and purchase orders.
- After fiscal year-end processing, agency customers may view existing MFMP encumbrances marked with the “Certified Forward Indicator” in the following reporting tools:
 - FLAIR dashboard in Tableau.
 - The “FY2022-23 Certified Forward” report on the MFMP Secure Reports website.



All orders that are manually marked as Carry Forwards (Certified Forwards) must be fully approved by June 30, 2023, before FLAIR’s close of business.

Who can I contact for help with MFMP?

MFMP Customer Service Desk (CSD)

The MFMP CSD can be reached Monday – Friday from 8 a.m. – 6 p.m. ET. Via the following methods:



Phone



Email



Chat

The DMS MFMP Team

The [DMS MFMP Team](#) can be contacted for immediate questions or concerns.

Note: Questions about MFMP should be directed to one of the above resources, unless otherwise specified by the MFMP team.

Resources

DEPARTMENT OF FINANCIAL SERVICES



CFO JIMMY PATRONIS