

**DOAH Accounting Task List
as of 6/28/2022**

Task	Expected Outcome from Completing Task	Task Frequency	Task Owner	Task Owner Backup	Previous Task Owner	Desk Manual Reference	PALM Task/Activity	PALM Task/Activity Expected Outcome	PALM Task Frequency	PALM Task Owner	PALM Task Owner Approver	PALM Task Owner Back-up
Voucher Print		Daily	Accountant II	Accountant III	Staff name	1.1						
Voucher Assembly		Daily	Accountant II	Accountant III	Staff name	1.2						
Sorting Assembled Vouchers		Daily	Accountant II	Accountant III	Staff name	1.3						
T9 Vouchers		Daily	Accountant II	Accountant III	Staff name	1.4						
Scanning Barcoded Vouchers		Daily	Staff name	Accountant II	Staff name	1.5						
Scanned Voucher Backups		Weekly			Staff name	1.6						
Keying 51's & 70's		As Needed	All Accounting Staff		Staff name	1.7						
Minuteman		As Needed			Staff name	1.8						
Travel Reimbursement/Authorization Audit		Daily	Accountant II	Staff name	Staff name	1.9						
Entering Reimbursements/Audits in STMS		Daily	Accountant II	Staff name	Staff name	1.10						
Supervising STMS WorkFlows		Daily	Accountant II	Accountant III	Staff name	1.11						
Monitor the STMSADMIN@DOAH.STATE.FL.US Inbox		Daily	Accountant II		Staff name							
Print Voucher Summary		Daily	Accountant II	Accountant III	Staff name	1.12						
Receive Warrants		Daily	Accountant II	Accountant III	Staff name	2.4						
Mail Warrant(s) to Vendor with Copy of Associated Invoice(s)		Daily	Accountant II	Accountant III	Staff name	2.4						
Creating & Monitoring Appropriation Quarterly Invoices		Quarterly/ As Needed	Accountant III	Accounting Supervisor	Staff name	Pages 2-4						
Key TR 96 - After Agency has Paid Invoice		Quarterly/ As Needed	Accountant III	Accounting Supervisor	Staff name							
Auditing AVIS Direct Billing Statements		Monthly	Accountant III	Accounting Supervisor	Staff name	Pages 5-8						
Keying AVIS Direct Billing Invoices (TR 51)		Monthly	Accountant III	Accounting Supervisor	Staff name	Pages 5-8						
Auditing SunPass Transponders		Monthly			Staff name	Pages 9-11						
Lexis Nexis Mailing of CDs		Monthly	Accountant II	Accountant III	Staff name	Pages 12-13						
Preparing Lexis Nexis Invoice		Monthly	Accountant II	Accountant III	Staff name							
Property Reconciliation		Monthly	Accountant II	Accounting Supervisor	Staff name	Pages 14-15						
STMS Trainer		As Needed	Accountant II	Accountant III	Staff name	Page 16						
Property Management in FLAIR		As Needed	Accountant II	Accounting Supervisor	Staff name	Pages 17-23						
Recording ROA Payments & Refunds		As Needed	Accountant III	Accounting Supervisor	Staff name	Pages 24-25						
Recording ALJ Contract Payments		As Needed			Staff name	Pages 24-25						
Refunding ROA Overestimated Amounts		As Needed	Accountant II	Accountant III	Staff name	Pages 26-27						
Maintain ROA Tracking Log		As Needed	Accountant II	Accountant III	Staff name							
STMS Fiscal Accountant		Daily	Accountant III	Accounting Supervisor	Staff name	Pages 28-29						
Maintain DOAH Travel Log		Daily	Accountant II / Accountant III	Staff Name / Accounting Supervisor	Staff name							
User Mangement Client Administrator		As Needed	Operations Manager		Staff name	Pages 30-40						
STMS Agency Administrator		As Needed	Operations Manager		Staff name	Pages 41-47						
Bank Deposits		Daily	Accountant III-SES	Accountant II	Staff name	Pages 2-7						
Verification of Bank Deposits - Prior to Handing it Over to Runner		Daily	Contract Manager - Joyce	Accounting Supervisor	Staff name							
Printing ACH Receipts from Treasury		Daily	Accountant III-SES	Accountant II	Staff name	Pages 8-12						
Printing Verified Treasury Receipts		Daily	Accountant III-SES	Accountant II	Staff name	Pages 13-21						
Purchasing Card Auditor		Daily	Accountant III-SES	Accountant II	Staff name	Pages 22-23						
MFMP Exception Handler		Daily	Accountant III-SES	Accountant II	Staff name	Pages 24-25						
Print PST JT / Initiatin & PST JT / Benefit Reports		Daily	Accountant II	Accounting Supervisor	Staff name	Page 5						
Attach PST JT / Initiatin & PST JT / Benefit Reports to related Voucher Schedules		Daily	Accountant II	Accounting Supervisor	Staff name	Page 5						
Print Salary Refund Report		Daily	Accounting Supervisor		Staff name	Page 5						
Print Payroll Reports		Daily	Accounting Supervisor		Staff name	Page 5						
Print Miscellaneous Deduction Register Report		Daily	Accounting Supervisor		Staff name	Page 5						
Print Quarterly Service Charge Report		Quarterly	Accounting Supervisor		Staff name	Page 5						
Print Month-End Reports		Monthly	Sen. Prof. Accountant	Accountant III-SES	Staff name	Page 5						
Access Voucher Screen in FLAIR & Verify Invoices are being paid timely		Daily	Accounting Supervisor		Staff name	Page 5						

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Access State Accounts in FLAIR - Check Cash Balances		Daily	Accounting Supervisor		Staff name	Page 5						
Review & Sign Voucher Schedules		Daily	Accountant III-SES	Accountant III	Staff name	Page 5						
MFMP Invoice Manager		Daily	Accountant III	Accounting Supervisor	Staff name	Page 5						
Review Deposit Detail for Deposits recorded each day		Daily	Accounting Supervisor		Staff name	Page 6						
Review Voucher Detail Summary for all disbursements keyed		Daily	Accountant II	Accounting Supervisor	Staff name	Page 6						
Close the month in FLAIR - First working day of the following month		Monthly	Sen. Prof. Accountant	Accountant III-SES	Staff name	Page 6						
Print month-end Reports by the Comptroller		Monthly	Sen. Prof. Accountant	Accountant III-SES	Staff name	Page 6						
Reconcile Comptroller Expenditure & Revenue Records to Agency Records		Monthly	Sen. Prof. Accountant	Accountant III-SES	Staff name	Page 6						
Reconcile Vouchered PCard Transactions for Prior Month		Monthly	Sen. Prof. Accountant	Accountant III-SES	Staff name	Page 6						
Reconcile Cash Receipts to ALJ Clerks Payment Processing Log for Prior Month		Monthly	Sen. Prof. Accountant	Accountant III-SES	Staff name	Page 6						
Balance Property Accounts in the Trial Balance (G/L 72100)		Monthly	Sen. Prof. Accountant	Accountant III-SES	Staff name	Pages 6-7						
Respond to Bureau of Auditing's Post Audit Requests		Monthly	Accounting Supervisor/Sen. Professional Accountant		Staff name	Page 7						
Print the "Outstanding Warrants Over 3 Months Old" Report - Research & Resolve		Monthly	Accountant III	Accounting Supervisor	Staff name	Page 7						
Record the interest & Admin Fee re: DOAH's cash in the Concentration Account		Monthly	Accounting Supervisor		Staff name	Page 7						
Research Outstanding Interest Penalty Invoices on the Interest Penalty Aged Report		Monthly	Accounting Supervisor		Staff name	Page 7						
Calculate & Prepare Revenue Service Charge Payment		Quarterly	Accounting Supervisor		Staff name	Page 7						
Attend Quarterly PCard Administrator Meeting - DFS Hosts		Quarterly	Sen. Prof. Accountant		Staff name	Page 7						
Submit the Quarterly Verification of Access to the Contract Audit System		Quarterly	Operations Manager		Staff name	Page 7						
Submit the Quarterly Access Control Certification for DFS, Division of Treasury Trust Fund Application		Quarterly	Accounting Supervisor		Staff name	Page 7						
Confirm Interagency Transfers - DOAH's SFRS From 3		Annually	Sen. Prof. Accountant		Staff name	Page 10						
Ensure Operating Capital Outlays (OCO) received in current year are recorded in Property Records		Annually	Accountant II	Sen. Prof. Accountant	Staff name	Page 10						
Final Reconciliation Of Property Records		Annually	Accountant II	Sen. Prof. Accountant	Staff name	Page 10						
Schedule Annual Depreciation function to Run Prior to Closing at end of year in FLAIR (once all property are recorded in property records)		Annually	Sen. Prof. Accountant	Accountant II	Staff name	Page 11						
Record Account Payables for all Goods & Services received prior to Year-End, but Paid After 06/30/YY (record on TR 80/81)		Annually	Accountant III	Sen. Prof. Accountant	Staff name	Page 11						
Release (pay) all Account Payables on TR53s, once Invoices are Received		Annually	Accounting Supervisor	Accountant III	Staff name	Page 11						
Balance Accounts Payables Outstanding with DMS at Year-End		Annually	Accounting Supervisor	Accountant III-SES	Staff name	Page 11						
Set up Accounts Receivables for all Services Provided by Year-End, but not paid for by 6/30/YY (record on TR 90)		Annually	Accountant III-SES	Accounting Supervisor	Staff name	Page 11						
Call FLAIR Help Desk to Schedule the Transmission of Carry Forward Data		Annually	Senior Professional Accountant		Staff name	Page 11						
Review all Invoices as they are being processed in July & August to make sure payments are made out of correct fiscal year		Annually	Accountant III	Accounting Supervisor	Staff name	Page 11						
Request the Carry Forward Automated Processing through the PE Function on the same day Carry Forward is transmitted to Govr's Office		Annually	Accounting Supervisor		Staff name	Page 11						
Final Reconciliation of Comptroller to Agency Financial Records		Annually	Sen. Prof. Accountant	Accountant III-SES	Staff name	Page 11						
Preparation of Year-End Financial Statements, SFRS Required Schedules, Per Instructions by DFS		Annually	Sen. Prof. Accountant		Staff name	Page 11						
Assist Budget Director with Schedule I Requirements after Final Trial Balance is Run at Fiscal Year-End		Annually	Sen. Prof. Accountant		Staff name	Page 11						
Send a Memorandum to Division of Treasury re: CMS Security Administrators (early October)		Annually	Accounting Supervisor	Operations Manager	Staff name	Page 11						
Complete the Form 1099 Representation Checklist for Previous Tax Year & Send to Bureau of Vendor Relations		Annually	Accounting Supervisor	Operations Manager	Staff name	Page 12						
Completion of Division of Risk Management Annual Exposure Base Inquiry Survey (# of Staff - Insurance Premiums)		Annually	Accounting Supervisor	Operations Manager	Staff name							

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Completion of Division of Risk Management Annual Property Values Collections Survey (Rental, Building and Contents Premium Insurance)		Annually	Accountant II	Accounting Supervisor	Staff name							
Prepare Code Sheet re: ROA Refund Requests		As Needed	Accountant III	Accounting Supervisor	Staff name	Page 7						
Key ROA Refund Transactions		As Needed	Accountant II	Accountant III	Staff name							
Prepare Code Sheet and Key Reimbursement Other than Travel		As Needed	Accountant III	Accountant II	Staff name	Page 8						
Prepare Code Sheet and Key State Insurance Payments		As Needed	Accounting Supervisor	Accountant III	Staff name	Page 8						
Prepare Code Sheet and Key People First Personnel Assessments Payments		As Needed	Accountant III	Accounting Supervisor	Staff name	Page 8						
Prepare Code Sheet and Key Unemployment (Re-employment) Compensation Payments		As Needed	Accounting Supervisor	Accountant III	Staff name	Page 8						
Prepare Code Sheet and Key Casualty & Property Insurance Payments		As Needed	Accounting Supervisor	Accountant III	Staff name	Page 8						
Prepare Code Sheet and Key Payments to DMS for Retirement Variances		As Needed	Accounting Supervisor	Accountant III	Staff name	Page 8						
Prepare Code Sheet and Key Tenant Broker Commissions		As Needed	Accountant III	Accounting Supervisor	Staff name	Page 8						
Prepare Code Sheet and Key Contract Payments		As Needed	Accountant III	Accounting Supervisor	Staff name	Page 8						
Cash Refund on Current Year Expenditure - Complete a Retoration to Current Year Appropriation Form to submit with voucher		As Needed	Accounting Supervisor	Accountant III	Staff name	Pages 8-9						
Record Warrant Cancellations		As Needed	Accounting Supervisor		Staff name	Page 9						
Confirm Interagency Transfers via email		As Needed	Accountant III	Accounting Supervisor	Staff name	Page 9						
Handle Invoice Processing Questions & Issues		As Needed	All Accounting Staff		Staff name	Page 9						
Handle Revenue Recording Questions & Issues		As Needed	Accounting Supervisor	Accountant III-SES	Staff name	Page 9						
Record TR21 and TR22 Appropriation Entries at Start of Fiscal Year, and Changes Made during the Year		Annually & As Needed	Sen. Prof. Accountant	Accountant III	Staff name	Page 9						
P-Card Administrator - Set up & Delete Cardholders, Approvers, MCC Codes, & Groups in FLAIR		As Needed	Sen. Prof. Accountant	No Backup	Staff name	Page 10						
P-Card Administrator - Activate & Distribute New Purchasing Cards		As Needed	Sen. Prof. Accountant	No Backup	Staff name	Page 10						
P-Card Administrator - Monitor Outstanding PCard Charges		Weekly	Sen. Prof. Accountant	No Backup	Staff name	Page 10						
P-Card Administrator - Provide Documentation to DFS re: Charges Selected for Audits		As Needed	Sen. Prof. Accountant	No Backup	Staff name	Page 10						
P-Card Administrator - Assist Cardholders with any Issues		As Needed	Sen. Prof. Accountant	No Backup	Staff name	Page 10						
P-Card Administrator - Act as Liaison between DOAH & DFS Purchasing Card Administration and Bank of America		As Needed	Sen. Prof. Accountant	No Backup	Staff name	Page 10						
P-Card Administrator - Train New PCard Accountholders		As Needed	Sen. Prof. Accountant	No Backup	Staff name							
P-Card Administrator - Maintain PCard Administration Files		Daily	Sen. Prof. Accountant	No Backup	Staff name							
P-Card Administrator - Conduct Monthly Scoped Compliance Review (Monthly Reconciliation of P_Card Charges)		Monthly	Sen. Prof. Accountant	No Backup	Staff name	Page 30						
P-Card Administrator - Maintain & Update DOAH's PCard Plan		As Needed	Sen. Prof. Accountant	No Backup	Staff name							
Liquidate & Invest Funds with State Treasury - Record in FLAIR as TR96 or TR51		As Needed	Accounting Supervisor	Accountant III	Staff name	Page 10						
Record Salary Cancellations in FLAIR		As Needed	Accounting Supervisor		Staff name	Page 10						
Approve Salary Refunds in FLAIR		As Needed	Accounting Supervisor		Staff name	Page 10						
Complete "Restoration of Current Year Appropriation" form (DFS A2-1896) for each Salary Refund - Current Year Payroll Warrants Only		As Needed	Accounting Supervisor		Staff name	Page 19						
Record the Transfer Deductions for Each Salary Refund in FLAIR		As Needed	Accounting Supervisor		Staff name	Page 20						
Provide Copy of DOAH's Tax Exemption Certification, W-9, or FEID Number		As Needed	All Accounting Staff		Staff name	Page 10						
Respond to DFS re: Compliance with Prompt Payment Law Requirements, if compliance falls below 95% in a quarter		As Needed	Accounting Supervisor	Operations Manager	Staff name	Page 10						
Write or Update Accounting Section's Procedures		As Needed	Operations Manager	Accounting Supervisor	Staff name	Page 10						
Completes & Submits the Accounts Receivable Write-off Form to DFS		As Needed	Accountant III	Accountant II	Staff name							
Submits the Annual Report of Claims for Collection to DFS		Annually	Accountant III	Accountant II	Staff name							
Prepares & Submits the Monthly Aging Report of Outstanding Invoices - ALJ Contracts		Monthly			Staff name							

