YEAR END TRAINING
FY 2015-2016

May 16, 2016
Agenda

- Year End Overview
- Payment Processing
- Deposit Processing
- Cash/Budget Monitoring

- Certified Forward Process
- Tangible Personal Property
- Payroll
Key Divisions for Year End Processing

Department of Financial Services

- Division of Accounting & Auditing
- Division of Information Systems
- Division of Treasury
Florida Department of Financial Services

Accounting & Auditing

Keeping a Watchful Eye on How State Dollars Are Spent

Begin Close Out
FY 15-16
- Process Payments 6/29
- Process Deposits 6/30
- Central FLAIR Closes 7/1

Dual Processing
FY 15-16 & FY 16-17
- Central FLAIR Resumes 7/5
- Departmental FLAIR Closes 8/15

Finalize Close Out
FY 15-16
- CF Reverts 9/30
- CAFR 2/28
Year End Overview

• Extended FLAIR Hours
  • June 6 through July 2
  • 7AM – 8PM, Monday through Friday
  • 7AM – 7PM, Saturdays

• Help Desk
  • Hours of Operations: Monday – Friday 7:30 AM - 5:30 PM
  • Contact Number: (850) 413-3190
  • Email: help.desk@myfloridacfo.com
Year End Overview

• Key FLAIR Dates
  • June 29th - last day to process disbursements
  • July 5\(^{th}\) (anticipated) - FLAIR will be available for processing

• Statewide Document Numbers
  • Friday, July 1, 2016
  • New series number: x7000000001

• Treasury Receipt Numbers
  • Friday, July 1, 2016
  • Resets to 0000000001
Payment Processing
Payment Process

• My FloridaMarketPlace (MFMP) Processing
  • Deadline: Monday, June 20, 2016 5PM
  • Agencies should not submit invoices through MFMP to Auditing after cutoff due to prioritization of voucher processing
  • Late submissions will be returned to agencies to be processed in July, as FY 2015-16 certified forwards or FY 2016-17 disbursements

• Voucher Processing
  • Deadline: Wednesday, June 29, 2016 8PM
  • Physical copies of the vouchers must be delivered to Auditing on or before 5PM on Thursday, June 30, 2016
  • Late vouchers will be deleted, and agencies must make correcting entries to Departmental FLAIR
  • No manual vouchers will be processed after June 24, 2016
Payment Process

- Batch Files (Direct Load to Central FLAIR)
  - Deadline: Thursday, June 30, 2016 1PM
  - Supporting documentation must be received by the Bureau of Auditing by 1PM on June 30, 2016
  - Late submissions will result in the payments being processed in FY 2016-17
Payment Process

• Warrant/EFT Cancellations
  • Agency online cancellations
    • Deadline: Thursday, June 30, 2016 5PM

• Bureau of Vendor Relations (BVR)
  • Deadline: Wednesday, June 29, 2016 12PM
  • To allow BVR sufficient time to coordinate with the agency
Payment Process

• Settlements
• New Requests to Auditing
  • Deadline: Friday, May 27, 2016 5PM
  • To provide Auditing sufficient time to review the contract documents

• Executed Agreements to Auditing
  • Deadline: Friday, June 10, 2016 5PM
  • To provide Auditing sufficient time to audit and process the payment
Payment Process

• Trust Fund Loans and Sweep Payments
  • Deadline: Monday, June 27, 2016 4PM
  • Required by 215.18, Florida Statutes and General Appropriation Act
Payment Process

• Agencies may not create Departmental FLAIR disbursement transactions on June 30th
  • Overnight voucher processing will not occur on June 30th to ensure that vouchers do not print on July 1st
  • FLAIR will purge the voucher print file on June 30th and the vouchers must be resubmitted for processing in FY 2016-17
Deposit Processing
Deposit Deadlines

• Deposits to Bank
  • Deadline: Wednesday, June 29, 2016 4PM

• Input to FLAIR
  • Deadline: Thursday, June 30, 2016 3PM

• Late deposits require an agency to create a reversing entry for each deleted deposit
  • Refer to CFO Memo No. 4 (2013-2014)
Deposit Deadlines- Continued

• Wire Transfers
  • Deadline: Thursday, June 30, 2016 3 PM
  • Wires received in the bank and “T” (transmitted) to treasury by 3PM will be verified
  • Late wire transfers will be processed in FY 2016-17
Current Year Refunds

- **Cash Receipts**
  - Deadline: Tuesday, June 28, 2016 3PM
  - Must be verified by Treasury
  - Cash receipts processed after the due date will not be available to restore budget

- **JT-2 (Restore Budget)**
  - Deadline: Thursday, June 30, 2016 5PM
  - Available for printing on Wednesday, June 29, 2016
  - 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 a prior year refund
Clearing Fund Deposit (CP) Function

- Cash Receipts Utility (CP) Function (records the transfer of cash to State Treasury)
  - Deadline: June 29, 2016
  - To allow Treasury sufficient processing time on June 30th

- Review clearing fund deposits not cleared by using the Detail of Clearing Fund Deposits Report

- Late deposits must be recorded in FY 2016-17, via adjusting entries.
Debit Memorandums

• Debit Memos
  • Deadline: Wednesday, June 27, 2016
  • Debit memoranda information will be provided in a report available to the agencies via the Treasury’s Cash Management System
Cash/Budget Monitoring
Negative Cash/Budget

• Beginning Wednesday, June 1, 2016
  • All negative non-payroll related Central FLAIR cash/budget must be cleared on a daily basis

• The last day to clear negative cash/budget is June 29th to allow for posting on June 30th

• Manual corrections will not be accepted after June 29th
## Negative/Atypical Balances

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<th>Status Code</th>
<th>Type of Error</th>
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<tr>
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<td>Negative Cash</td>
</tr>
<tr>
<td>N2</td>
<td>Negative Release/Unreleased Balance</td>
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<tr>
<td>N3</td>
<td>Negative Cash and Release Balance</td>
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<tr>
<td>N4</td>
<td>Atypical Balance</td>
</tr>
<tr>
<td>N5</td>
<td>Negative Cash Balance - Control Account Level (IBI =XX)</td>
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<td>N6</td>
<td>Negative Release/Unreleased Balance-Control Account Level (IBI =XX)</td>
</tr>
<tr>
<td>N7</td>
<td>Atypical Balance -Control Account Level (IBI =XX)</td>
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</tbody>
</table>
Disinvestments

- Treasury will not process disinvestments from June 30th through July 4th
  - The portal will be unavailable during this timeframe
  - Refer to AA memo No. 36 (2015-2016)
- Agencies may resume disinvestments on July 5th
- Agencies must validate all account codes are set-up and active on the account description
  - Refer to FLAIR Fundamentals Manual Section 100
Budget Load

- FY 2016-17 budget load will be processed when Central FLAIR becomes available July 5th (anticipated)

- Two type of Load errors
  - Multiple Fund identifier (FID)
  - No match found

- Bureau of Financial Reporting (BFR) will reach out to agencies requesting the account code for posting budget

- Budget Amendments and any back of the bill items will not be processed until Central FLAIR is up
Other Information

• Agency reorganizations/new entities
  • Notify newaccountcode@myfloridacfo.com with details of the reorganization or new entity

• New funds
  • Complete and submit form DFS-A1-1832 - Fund Questionnaire to sfrs@myfloridacfo.com
Certified Forward Process
Tentative CF Budget

- Dates: July 1 - July 21
- Amount of unexpended release balance available in State Accounts (SA) as of June 30th
- Monitoring report available on DFS website
CF Rules

• Operating
  • Must have unexpended release balance available as of June 30th
  • Must incur obligation (contracted/ordered/received) by June 30th

• Fixed Capital Outlay (FCO)
  • Must have appropriations available
  • Must incur obligation by February 1st of the following fiscal year
  • Refer to Office of Policy and Budget’s (OPB) Planning and Budgeting Instructions
Operating/Subsidiary Records

- DFS will automatically mark payable and encumbrance records on June 30th.
- Agencies may choose/opt-out of automatic marking using the CF Function in FLAIR.
  - Refer to Year End Marking of Subsidiaries guidance.
- DFS will send a file of marked items to MFMP on June 30th for agencies who choose automatic marking.
- Manual changes may be made between July 1-July 21.
  - Prior Period Indicator should used to update June 30th balance.
- Updates after July 21st are limited to the removal or decrease of an obligation.
FCO Creation of the Record File

- DFS will create Fixed Capital Outlay (FCO) Certification Forward File on June 30th for agency completion
- Agencies may choose/opt-out using the CF Function in FLAIR
  - Refer to Year End Marking of Subsidiaries guidance
- The FCO file will not be created unless requested
  - Agencies must create manually if not requested
- FCO records will not carry a “C”; will have year included in account code
File Submission/Budget Checking

• Deadline: Thursday, July 21, 2016 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 Certified Forward obligations

• Agencies who do not use PE Function to close CF period must record the proper general ledger transactions in FLAIR
Payment Limitations

• Unencumbered payments (TR51) that are marked with a “C” must have a description field populated with original encumbrance or payable number after July 29th

• DFS will monitor and may request justification

• Certified Forward Disbursements
  • Deadline - MFMP: Tuesday, September 20, 2016 5PM
  • Deadline - FLAIR: Wednesday, September 21, 2016
Consequences

• Deadline: Friday, September 30, 2016 3PM
  • If vouchers are received by Auditing after deadline, they will not be processed as FY 2015-16 payments
  • If vouchers have unresolved issues, they will not be processed as FY 2015-16 payments

• Undisbursed incurred obligations will revert and may be available for re-appropriation
Tangible Personal Property
Recording Property to the GL or Subsidiary

- Capitalization Threshold
  - Refer to CFO Memo No. 5 (FY 2011-2012)

- Property Subsystem in FLAIR records items to Property Master File.
  - Refer to FLAIR Asset Management Manual Section 500

- Items may be added manually to Asset GLs
Pending File Clean Up

- Agencies must monitor the Property Pending File for any incomplete property records
  - Awaiting assignment of Beginning Property Id Number (BPIN)
  - Requires correlation to Ownership Fund

- The Property Master File must be up-to-date to ensure the accuracy and completeness of the calculated depreciation
  - Common problems:
    - Items on Property Pending File
    - Items deleted from Property Pending File in error
    - Depreciation calculation not completed for all assets
Property Master File Class Code Review

• Class Codes determine the lifespan of an item
  • Used in depreciation calculation
  • Refer to State Standard Class Codes for Capital Assets

• Review Class Codes for accuracy
Depreciation

• Deadline: August (before agency closing)
  • FLAIR Property Subsystem will calculate depreciation for items on Property Master File
  • Manual entries for depreciation must be recorded for items not on Property Master File
  • Refer to FLAIR Asset Management Manual Section 500
Payroll Process
Year End Payroll Process

• Refund of Salary Overpayments
  • Deadline: Thursday, June 30, 2016 5PM
  • Agencies should approve refunds online by entering the deposit number in order for the refund to be processed in FY 2015-16
  • Refer to the Bureau of State Payrolls Payroll Preparation Manual Volume V, Section 6, for more information
Year End Payroll Process

• Release of salary warrants
  • Warrants will be delivered 2 days after payroll (i.e., prior to warrant date) to allow for timely delivery
  • Per Florida Administrative Code 69I-31.211, a warrant may not be delivered or otherwise made available to the payee before the warrant date
Year End Payroll Process

- Payroll cut offs (On demand, payroll adjustments, payroll calendar)
  - Deadline: Wednesday, June 29, 2016 5PM
  - On-demand payroll transactions entered and approved will be processed as FY 2015-16 disbursements, but the warrants will be dated July 1, 2016
  - On-demand payroll transactions added but not approved will be purged
    - No on-demand payroll will process on Thursday, June 30, 2016
- 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 Wednesday June 22, through Friday, June 30, 2016
Year End Payroll Process

• Payroll and Related Transactions
  • Payroll and related transactions will be submitted in accordance with agency payroll calendar (Biweekly, Monthly, SAD and Awards payrolls and will be processed as FY 2015-16 transactions)

• Supplemental payrolls
  • June 28 Supplemental payroll will post to Central FLAIR on Wednesday, June 29 for FY 2015-16 disbursements. These warrants will be dated July 5, 2016 (FY 2016-17)
Payroll

• Negatives budget balances (default)
  • Negative Central FLAIR cash and/or budget balances resulting from the June monthly payroll must be cleared by close of business June 29th

• Agencies that have negative Central FLAIR cash and/or budget balances on Thursday, June 30, 2016, and have no payroll vouchers pending, must provide the Bureau of State Payrolls with one FLAIR account code so the balances can be cleared. **BOSP will be unable to post to multiple accounts**
DFS Contacts

- 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  (850) 413-2767
- FLAIR Help Desk  (850) 413-3190
References

• FLAIR Fiscal Year 2015-16 Closing Memo
  • http://www.myfloridacfo.com/Division/AA/Memos/aam3416.pdf
• FLAIR Fiscal Year 2015-16 Undisbursed Appropriations Memo
  • http://www.myfloridacfo.com/Division/AA/Memos/aam3316.pdf
• State Trust Fund Liquidation Memo
  • http://www.myfloridacfo.com/Division/AA/Memos/aam3616.pdf
• Unverified Deposits
• Cash Management System
  • https://cms.fldfs.com/Login.aspx
References

- Capitalization Threshold

- Property Class Codes
  - [http://www.myfloridacfo.com/Division/AA/Links/PropertyClassCodes.pdf](http://www.myfloridacfo.com/Division/AA/Links/PropertyClassCodes.pdf)

- Refer to Office of Policy and Budget Instructions
  - [http://floridafiscalportal.state.fl.us/Publications.aspx?DT=10](http://floridafiscalportal.state.fl.us/Publications.aspx?DT=10)

- Year End Marking of Subsidiaries guidance
  - [http://www.myfloridacfo.com/Division/AA/Manuals/YearEndMarkingofSubsidiariesusingCF.pdf](http://www.myfloridacfo.com/Division/AA/Manuals/YearEndMarkingofSubsidiariesusingCF.pdf)

- DFS Monitoring Report
  - [https://flair.dbf.state.fl.us/iwapps/iwhome.shtml](https://flair.dbf.state.fl.us/iwapps/iwhome.shtml)
References

- Chapter 100 FLAIR Fundamentals Manual
- Chapter 500 FLAIR Asset Management Manual
- Chapter 600 FLAIR Revenue Manual
- Chapter 700 Year-End Processing
THE END