

DATE: May 29, 2009

TO: Agency Addressed (No. 15, 2008-2009)

FROM: Kimberly D. McMurray, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: Enhanced FLAIR Statewide Vendor Online Training

Effective June 1, 2009, a new functionality in FLAIR will be activated to allow agencies with authorized access to add vendors directly to the FLAIR Statewide Vendor File (VS).

The FLAIR Education Section, Division of Accounting and Auditing, has developed an interactive web-based tutorial that will enable users to view demonstrations of this new functionality. A PowerPoint presentation, which includes these demonstrations (Adding a new vendor, Inquiring by vendor name, and Inquiring by vendor number), is available at <http://www.myfloridacfo.com/aadir> (Scroll down the page and click on FLAIR Statewide Vendor File (New) to view the PowerPoint).

If you have any questions or concerns, please contact the FLAIR Education Section at (850) 413-3566 or e-mail at FLAIRtraining@myfloridacfo.com.