Trust Fund Administrative User Manual

Technical Requirements

In order to perform transactions, your web browser must support 128-bit encryption. We recommend using the Microsoft Internet Explorer 8 browser or above for proper printer formatting and which includes the required encryption. If you need to download this software, a free copy is available at:

http://www.microsoft.com/windows/ie/default.htm

Administrative User Introduction

In order to secure transactions that can be performed online, you have been issued an **administrative** user name and password. The user name and password will also allow you to assign other user names and passwords to the appropriate staff and delete user names and passwords within your organization. You will also have the ability to reset password for the users you've assigned.

This booklet contains procedures used when first logging on, setting up your account, and assigning additional users. The first time you log on, you will be required to change your password and provide contact information.

Care should be taken when assigning new users, as they will be able to view secure information or perform transactions and reporting requirements.

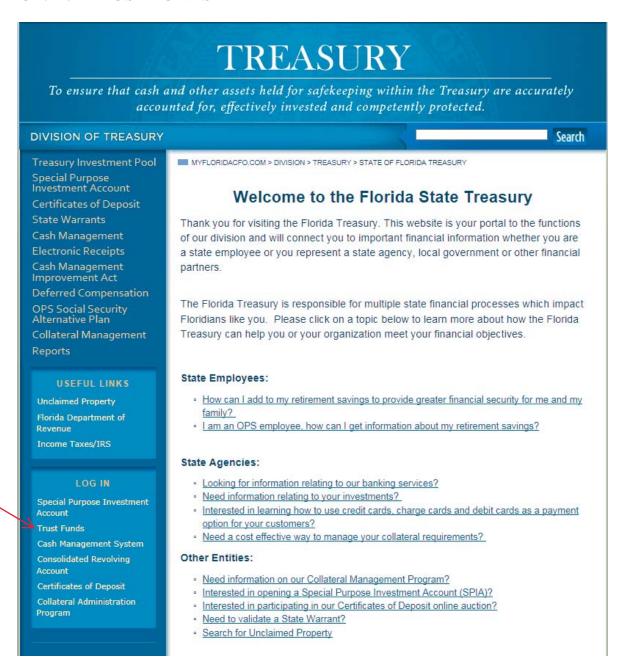
Getting Started

You can access the website by clicking on the link below.

http://www.myfloridacfo.com/Division/Treasury/

Scroll to Log In box on the left side of the screen

Click on TRUST FUNDS



Enter your User ID and temporary password provided by your SPIA and/or Trust Fund Administrator. Click OK.



FLDFS HOME DIVISION OF TREASURY
FLORIDA DEPARTMENT OF FINANCIAL SERVICES - 200 EAST GAINES STREET - TALLAHASSEE, FLORIDA 32399-0344 - PRIVACY STATEMENT

You will be prompted to validate your User ID and password and then prompted to change your temporary password.

Enter your temporary password in the field "Enter Current Password". Then enter your new password and enter it again to confirm. Note: the new password must contain 6 or more characters and is case sensitive.

Now you must enter current contact information. Remember, this routine only occurs the first time you sign on.

The first three boxes default to the correct entries. Enter the remaining contact information and press *Save and Exit*.

Once the changes are saved, you are now ready to enter your User ID and New Password to begin using the online transactions.

Administrators will need to contact the Division of Treasury to reset their passwords.

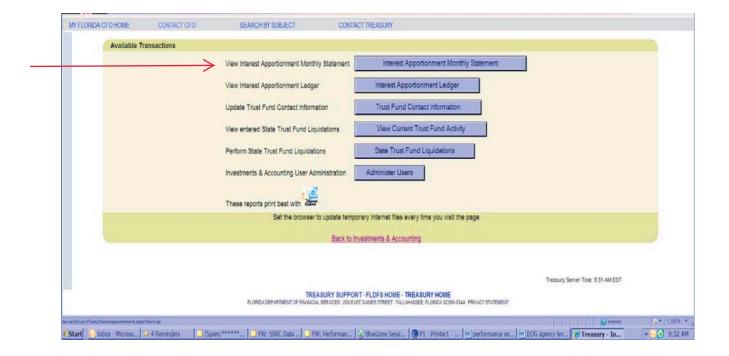
Available Transactions

As an administrator, your transaction screen may include some, if not all, of the buttons shown below. You will have the ability to view activity and statements, perform transactions, update contact information and administer users within your organization.

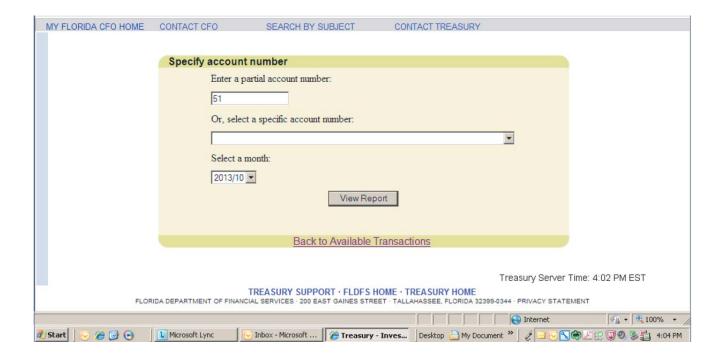


View Monthly Statements

Click on Interest Apportionment Monthly Statement from Available Transactions screen.

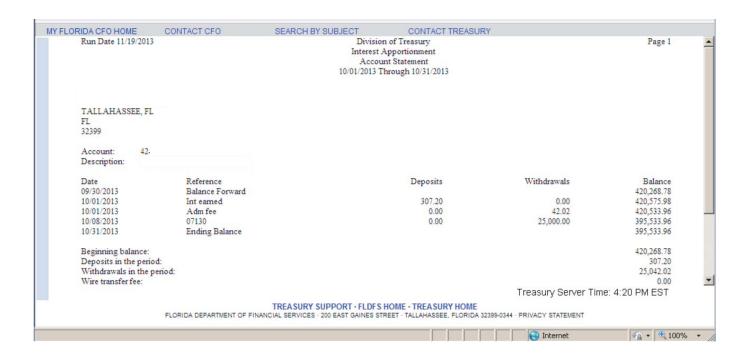


You may either enter a partial account number to view all statements beginning with that number or pick an account number from a drop down menu. These account numbers correspond to the Treasury assigned trust fund number.



Click View Report.

You may also print these statements by clicking on *File* in the main menu of the browser, and then clicking on *Print* and *OK*, or using CTRL P as a shortcut.



Above is an example of a monthly statement online. These may be printed or saved to a file. The previous month's statement with the interest allocation is usually available by the 10^{th} of each month. Monthly statements will be available until the last day of the month. The statement interface will not be available again until the 10^{th} of the month with the next month's statement.

Special Note: If at any time statements are not available by the 10th of the month, a message will be posted to Treasury's home page and/or SPIA and Trust Funds web page. Also, check the SPIA and Trust Fund web page for other important messages or links updated on a monthly basis.

View Interest Apportionment Ledger

Click Interest Apportionment Ledger from Available Transactions screen.

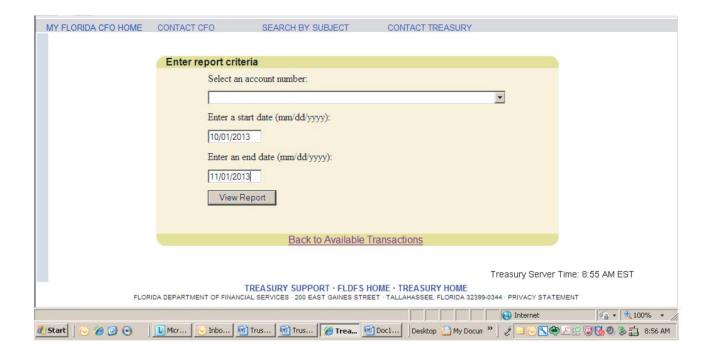


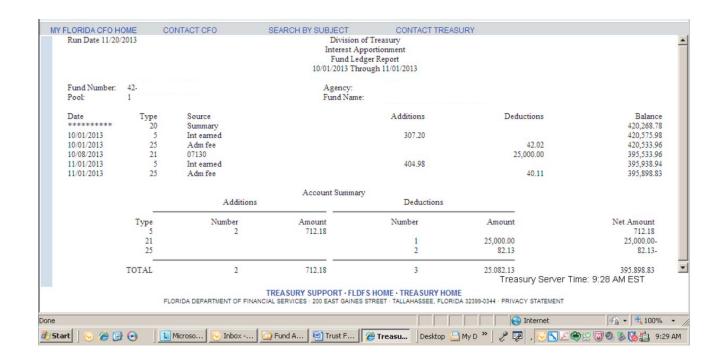
Select the account number of the ledger you would like to run.

Enter date range. Note: Interest earned for a previous month will be reflected on the first day of the following month. You will need to run the ledger report for a date range that would include the first date of the following month.

View Report.

Note: You may pick any account for any time period within the last two years to query daily activity. The Interest Apportionment Ledger provides daily activity information. Yesterday's information should be available by approximately 9:00 a.m. the next workday.





Above is an example of an Interest Apportionment Ledger Report online. These may be printed or saved to a file.

Trust Fund Contact Information



To update contact information by individual trust fund, click on the **Trust Fund Contact Information** button.



Choose the Trust Fund account that needs updating and click on Update Trust Fund Contact Information button.

Change information and/or update as applicable per Trust Fund.

Save and Exit.

View Current Trust Fund Activity



Select account number for activity you would like to see.

Click view.

State Trust Fund Liquidations



Enter the FLAIR account code to which the trust fund liquidation will be posted. The site, OLO, and Treasury's fund number should default to the appropriate code. The beginning balance will be presented. At this time you may enter the daily disinvestment amount. Click on the *Add Transaction* button.

Note: If the FLAIR account number is not the correct length you will get this error message. Please make sure you have entered 21 digits (OLO through IBI).

The Add Transaction button will return an ending balance for the first fund and present another transaction line. You may enter another transaction and click the *Add Transaction* button again.

The ending balance will again be presented.

After pressing the Add Transactions button for each entry, a Delete Entry? list box is presented and will give the user the option to "Yes" delete an entry, or "No" accept the default value and not delete the entry.

After completing all transactions, enter the total of all transactions for the day in the <u>Enter Worksheet Total</u> box and click the *Confirm Total* button.

The transactions for the day, along with the voucher number are presented. Please print this page for verification of your transaction and click the OK button to return to the transaction entry page.

Note: We recommend printing the confirmation page for your records.

Continue entering transactions or click the <u>Back to Available Transactions</u> link.

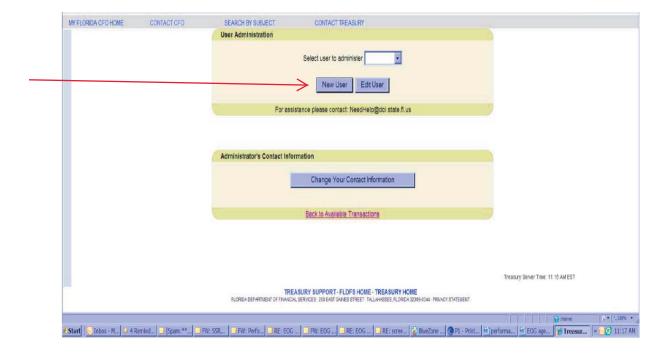
Administer Users

To set up new users, edit and/or delete existing users, or change administrative contact information, click on the **Administer Users** button on the Available Transaction screen.



Set Up a New User

Click on the **New User** button.



Assign a User ID (case sensitive)

Assign Entity and Permissions.

- 1) Entity assignment can be one or many entities depending upon what is assigned by you.
- 2) Permissions Yes in "View" window will allow the user to view Monthly Statements and Daily activity. Yes in the "Update" window will allow the user to perform transactions and change Trust Fund Contact information.



Save and Exit.

Edit User

Click on **Edit User** button.





You can change or edit a User's permissions to view only, assign rights to perform transactions (update), delete a User or reset passwords.

View Only – Click "Yes" from drop down list under View and "No" under Update.

Assign permission for transactions – Click "Yes" from drop down list under Update.

Delete User – Click Delete User button

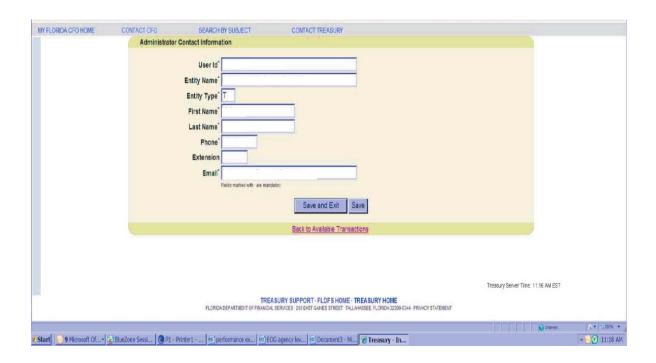
Reset Passwords – Click Reset Password button. The system will assign a temporary password. Notify the user of the new password. They will need to re-validate before logging in again.

Change Administrative Contact Information

Click on Change Your Contact Information button.



Enter and/or update information as applicable.



Save and Exit.