

DATE: May 15, 2017

TO: Agency Addressed (No. 38, 2016-2017)

FROM: Christina Smith, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: CHANGES TO THE FLORIDA ACCOUNTING INFORMATION RESOURCE SYSTEM (FLAIR); NEW SITE CODE (T9)

In order to more easily identify transactions processed through the Statewide Travel Management System (STMS), a new site code T9 has been created. Upon implementation of STMS, any transaction initiated in STMS will be processed through FLAIR with site code T9.

Creation of the new site code will require FLAIR user profile modifications. Any FLAIR user processing travel transactions in STMS or running batch error reports in FLAIR will need to contact the agency FLAIR access custodian to have the new site code added to his or her user profile.

Please contact the Help Desk at Help.Desk@myfloridacfo.com or (850) 413-3190 if you have questions regarding these changes.