TRAINING OPPORTUNITIES FOR STATE AGENCY PERSONNEL

The Office of Florida Financial Education provides state agencies and vendors with resources and effective instructional programs to enable them to have greater knowledge, skills, and responsibility for financial management and accurate reporting of the state’s resources in order to provide services to the citizens of Florida.

The State’s financial management processes, and the training topics offered, have been categorized into the following areas:

**General Topics (GEN)** – includes topics not included in the ten process areas

**Accounts Receivable/Billing to Receipt (ARB)** – focuses on billing and receiving payments

**Asset Acquisition to Disposal (A2D)** – focuses on recording, depreciating, and reporting on assets

**Budget Preparation to Reversion (BUD)** – focuses on the budget management life cycle from request to reversion

**Cash In-Flows to Out-Flows (CSH)** – focuses on verifying deposits, reconciliation, tracking receipts and warrants, and cash reporting

**Grant Application to Closeout (GAC)** – focuses on establishing, managing, and reporting on grants

**Payroll Hire to Separation (PAY)** – focuses on the financial transactions related to accounting for employee salary and benefits costs

**Procurement to Payment (P2P)** – focuses on purchasing and paying for goods and services, including Contract Management

**Project Development to Closeout (PJT)** – focuses on establishing, managing, and reporting on projects

**Record to Report (R2R)** – focuses on establishing ledger coding and record-keeping through financial reporting

**Treasury Management (TRM)** – focuses on the Treasury functions required to manage and maintain custody of cash and investments
This course Catalog is divided into the ten process areas above, along with a General (GEN) category. Some training topics may apply to more than one process area. The following table will help you to determine which training topics may be of benefit to you based upon your role in your agency.

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In addition, each training is labeled with an icon showing if the course is a foundational topic, an intermediate topic, or an advanced topic. Icons will also identify the format of the training as instructor-led, online training, or printable job aid, as well as the registration method.

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<tr>
<th>Foundational</th>
<th>Intermediate</th>
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**TRAINING REGISTRATION**

Each training listed in the catalog includes a registration icon. Some trainings require a form to be completed 📄, some require the user to login to the DFS Learning Management System (LMS) 📚, and some require the user to login to the STATS LMS 📚. For links to the forms and to each LMS, please go to the State Agency Catalog Webpage and see the Training Registration section.

To access the **printable job aids**, 📄 please go to the DFS Training Webpage and select the desired topic.
GENERAL TOPICS (GEN)

FLAIR NAVIGATION
30 Minutes
No CPE credits
This online training discusses menus and screen names; identifies the difference between function codes, transaction types, security codes and selection options. It also discusses program function keys and how to use them.

ACCOUNTS RECEIVABLE/BILLING TO RECEIPT (ARB)

FLAIR FUNDAMENTALS
16 Hours
13 Hours CPE credits available
This course provides an introduction to governmental accounting and FLAIR concepts. Includes introduction to FLAIR Master Data codes, Expansion Options, Title Files, FLAIR Budgeting and the Comprehensive Annual Financial Report (CAFR). Students will become acquainted with accounting terminology and complete activities to enhance their learning experience.

FLAIR REVENUES
16 Hours
13 Hours CPE credits available
This course provides an in-depth view of FLAIR Revenue transactions. This includes accounting and FLAIR terminology (Chapters 2, 3, 5, 6, 7, and 8), cash receipts transactions (Chapters 14, 16, and 17), accounts receivables (Chapter 16), revenue transfers (Chapter 15), revolving fund transactions (Chapter 19), treasury processing (Chapter 20), and report processing (Chapter 22). Students will practice entering transactions.

Note: *Prerequisite required - FLAIR Fundamentals

YEAR-END RECEIPTS PROCESSING
No CPE credits
This PowerPoint training was developed to provide information on how to process FLAIR entries when deposits are not verified on June 30th.
YEAR-END TRAINING WORKSHOP

This workshop will provide information to assist agencies with key dates and information related to year-end and certified forward processes. This includes: Payments, Deposits, Cash/Budget Monitoring, Certified Forward Process, Payroll, and Property.

ASSET ACQUISITION TO DISPOSAL (A2D)

FLAIR ASSET MANAGEMENT (PROPERTY)
12 Hours

Accounting and non-accounting (custodial) functions of the property sub-system are covered during this course. Students will practice entering transactions and gain knowledge on how the Property subsystem is affected.

Note: A thorough knowledge of the FLAIR Chart of Accounts, FLAIR transaction codes, and an understanding of the 29-digit FLAIR account code are recommended prior to enrolling in this course.

FLAIR EXPENDITURES
16 Hours

This course provides an in-depth view of FLAIR expenditure transactions. This includes accounting and FLAIR terminology, encumbered and non-encumbered transactions, expenditure corrections, and supporting documentation. Central FLAIR functions related to expenditures will also be discussed. Students will practice entering transactions.

Note: *Prerequisite required - FLAIR Fundamentals

FLAIR FUNDAMENTALS
16 Hours

This course provides an introduction to governmental accounting and FLAIR concepts. Includes introduction to FLAIR Master Data codes, Expansion Options, Title Files, FLAIR Budgeting and the Comprehensive Annual Financial Report (CAFR). Students will become acquainted with accounting terminology and complete activities to enhance their learning experience.
STATEWIDE EXPENDITURE OBJECT CODE LIST

16 Minutes

This online training provides an overview of how the statewide expenditure object code (SWOC) list is structured, describes the object code series, and describes how to locate an appropriate object code on the list.

YEAR-END TRAINING WORKSHOP

This workshop will provide information to assist agencies with key dates and information related to year-end and certified forward processes. This includes: Payments, Deposits, Cash/Budget Monitoring, Certified Forward Process, Payroll, and Property.

BUDGET PREPARATION TO REVERSION (BUD)

FLAIR 29-DIGIT ACCOUNT CODE

13 Minutes

This online training will introduce the FLAIR 29-digit account code, and describe each component of the account code. It will give an overview of how it is used and where users may see the account code.

FLAIR FUNDAMENTALS

16 Hours

This course provides an introduction to governmental accounting and FLAIR concepts. Includes introduction to FLAIR Master Data codes, Expansion Options, Title Files, FLAIR Budgeting and the Comprehensive Annual Financial Report (CAFR). Students will become acquainted with accounting terminology and complete activities to enhance their learning experience.
YEAR-END TRAINING WORKSHOP

This workshop will provide information to assist agencies with key dates and information related to year-end and certified forward processes. This includes: Payments, Deposits, Cash/Budget Monitoring, Certified Forward Process, Payroll, and Property.

CASH IN-FLOWS TO OUT-FLOWS (CSH)

FLAIR 29-DIGIT ACCOUNT CODE

13 Minutes

This online training will introduce the FLAIR 29-digit account code, and describe each component of the account code. It will give an overview of how it is used and where users may see the account code.

FLAIR FUNDAMENTALS

16 Hours

This course provides an introduction to governmental accounting and FLAIR concepts. Includes introduction to FLAIR Master Data codes, Expansion Options, Title Files, FLAIR Budgeting and the Comprehensive Annual Financial Report (CAFR). Students will become acquainted with accounting terminology and complete activities to enhance their learning experience.

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16 Hours

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Note: *Prerequisite required - FLAIR Fundamentals
FLAIR REVENUES

16 Hours

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STATEWIDE EXPENDITURE OBJECT CODE LIST

16 Minutes

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YEAR-END RECEIPTS PROCESSING

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YEAR-END TRAINING WORKSHOP

This workshop will provide information to assist agencies with key dates and information related to year-end and certified forward processes. This includes: Payments, Deposits, Cash/Budget Monitoring, Certified Forward Process, Payroll, and Property.
ADVANCING ACCOUNTABILITY – BEST PRACTICES FOR
CONTRACT & GRANT MANAGEMENT

6 Hours

The training program was developed for agency contract and grant managers and satisfies the training requirements in Section 287.057(14), Florida Statutes, for contract managers responsible for agreements exceeding $35,000. Best practices are presented for crucial areas of the contract and grant administration process. Emphasis is placed on areas of weakness that have been revealed through post-audits conducted by the Bureau of Auditing.

To register, see page 3 for link to Registration Form.

CONTRACT/GRA NT MONITORING – STEP FOR SUCCESS

7 Hours

This is a workshop designed to give participants hands-on experience applying the concepts vital for successfully monitoring an agreement. Activities include creating a monitoring tool, scope of work, and deliverables. Other topics covered in the workshop include risk assessment, monitoring plans, and remedies.

To register, see page 3 for link to Registration Form.

FLORIDA SINGLE AUDIT ACT (FSAA)

5 Hours

This training was developed to provide participants with an understanding of the responsibilities and accountability requirements regarding state financial assistance. Activities include identifying state projects, classifying non-state organizations as recipients or vendors, and preparing compliance requirements for the State Projects Compliance Supplement. Topics discussed are intended to encourage the proper management of State resources. State agency personnel, independent CPAs, and recipients are encouraged to attend.

To register, see page 3 for link to Registration Form.
PAYROLL HIRE TO SEPARATION (PAY)

PAYROLL FUNDAMENTALS
4 Hours
No CPE credits
This course is designed to help agency Payroll staff better understand the payroll process. The training content will include payroll guidance and rules, state agency and Bureau responsibilities, payroll cancellations and adjustments, payroll deductions and calculations, common payroll issues and how to avoid or correct them, and frequently used payroll system screens.

YEAR-END TRAINING WORKSHOP
No CPE credits
This workshop will provide information to assist agencies with key dates and information related to year-end and certified forward processes. This includes: Payments, Deposits, Cash/Budget Monitoring, Certified Forward Process, Payroll, and Property.

PROCUREMENT TO PAYMENT (P2P)

ADVANCING ACCOUNTABILITY – BEST PRACTICES FOR CONTRACT & GRANT MANAGEMENT
6 Hours
6 Hours CPE credits available
The training program was developed for agency contract and grant managers and satisfies the training requirements in Section 287.057(14), Florida Statutes, for contract managers responsible for agreements exceeding $35,000. Best practices are presented for crucial areas of the contract and grant administration process. Emphasis is placed on areas of weakness that have been revealed through post-audits conducted by the Bureau of Auditing.

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FACTS IMAGING TRAINING

20 Minutes

In this online course, participants will be self-guided through the process of attaching document images to contracts in FACTS.

FLAIR EXPENDITURES

16 Hours

This course provides an in-depth view of FLAIR expenditure transactions. This includes accounting and FLAIR terminology, encumbered and non-encumbered transactions, expenditure corrections, and supporting documentation. Central FLAIR functions related to expenditures will also be discussed. Students will practice entering transactions.

Note: *Prerequisite required - FLAIR Fundamentals

FLAIR FUNDAMENTALS

16 Hours

This course provides an introduction to governmental accounting and FLAIR concepts. Includes introduction to FLAIR Master Data codes, Expansion Options, Title Files, FLAIR Budgeting and the Comprehensive Annual Financial Report (CAFR). Students will become acquainted with accounting terminology and complete activities to enhance their learning experience.
FLAIR PURCHASING CARD FOR APPROVERS
4 Hours
This course discusses approving purchasing card transactions in FLAIR at all levels. The course also discusses documentation required to process a purchasing card transaction, as well as reconciliation of purchasing card transactions. Students will practice entering transactions.

STATEWIDE EXPENDITURE OBJECT CODE LIST
16 Minutes
This online training provides an overview of how the statewide expenditure object code (SWOC) list is structured, describes the object code series, and describes how to locate an appropriate object code on the list.

YEAR-END TRAINING WORKSHOP
No CPE credits
This workshop will provide information to assist agencies with key dates and information related to year-end and certified forward processes. This includes: Payments, Deposits, Cash/Budget Monitoring, Certified Forward Process, Payroll, and Property.

PROJECT DEVELOPMENT TO CLOSEOUT (PJT)

FLAIR FUNDAMENTALS
16 Hours
This course provides an introduction to governmental accounting and FLAIR concepts. Includes introduction to FLAIR Master Data codes, Expansion Options, Title Files, FLAIR Budgeting and the Comprehensive Annual Financial Report (CAFR). Students will become acquainted with accounting terminology and complete activities to enhance their learning experience.
FINANCIAL REPORT WORKSHOP

Up to 4 Hours

This workshop primarily covers topics related to the preparation of statewide financial statements for the Comprehensive Annual Financial Report (CAFR) and the preparation of the Schedule of Expenditures of Federal Awards (SEFA). Workshop topics generally include an overview of major processes, forms and documents to be completed, reporting changes, and other selected topics of interest. The target audience of this workshop is agency staff responsible for the preparation of the CAFR and the SEFA. The workshop is generally conducted annually, and different sessions may be offered.

FLAIR 29-DIGIT ACCOUNT CODE

13 Minutes

This online training will introduce the FLAIR 29-digit account code, and describe each component of the account code. It will give an overview of how it is used and where users may see the account code.

FLAIR FUNDAMENTALS

16 Hours

This course provides an introduction to governmental accounting and FLAIR concepts. Includes introduction to FLAIR Master Data codes, Expansion Options, Title Files, FLAIR Budgeting and the Comprehensive Annual Financial Report (CAFR). Students will become acquainted with accounting terminology and complete activities to enhance their learning experience.

FLAIR REPORT DISTRIBUTION SYSTEM (RDS) AGENCY ADMINISTRATOR

4 Hours

This course covers the administration of RDS for agency administrators. Students will practice creating and copying profiles, the setting up of forms and distribution of reports by user id, and the splitting of large reports to users by data content.
FLAIR REPORT DISTRIBUTION SYSTEM (RDS) END USER

4 Hours

4 Hours CPE credits available

The course provides a basic overview of the Report Distribution System for end users. The overview includes viewing reports on-line using navigational commands, the partial printing of reports, search and find features, Boolean logic, and more. Students will complete exercises using RDS.

FLORIDA SINGLE AUDIT ACT (FSAA)

5 Hours

No CPE credits

This training was developed to provide participants with an understanding of the responsibilities and accountability requirements regarding state financial assistance. Activities include identifying state projects, classifying non-state organizations as recipients or vendors, and preparing compliance requirements for the State Projects Compliance Supplement. Topics discussed are intended to encourage the proper management of State resources. State agency personnel, independent CPAs, and recipients are encouraged to attend.

To register, see page 3 for link to Registration Form.

MANAGED REPORTING ENVIRONMENT (MRE)

8 Hours

7 Hours CPE credits available

The Information Warehouse is a storage database containing agency and central accounting transactions and transactional data. Students are taught how to set up and execute reports that extract data from the Information Warehouse using the Managed Reporting Environment. Students will examine the interfaces for MRE and the Managed Reporter and learn about the various user profiles and authorizations for working in MRE. Students will also create ad hoc queries and export data into Excel, PDF and html formats.

STATEWIDE EXPENDITURE OBJECT CODE LIST

16 Minutes

No CPE credits

This online training provides an overview of how the statewide expenditure object code (SWOC) list is structured, describes the object code series, and describes how to locate an appropriate object code on the list.
YEAR-END TRAINING WORKSHOP

This workshop will provide information to assist agencies with key dates and information related to year-end and certified forward processes. This includes Payments, Deposits, Cash/Budget Monitoring, Certified Forward Process, Payroll, and Property.

TREASURY MANAGEMENT (TRM)

FLAIR REVENUES
16 Hours
13 Hours CPE credits available
This course provides an in-depth view of FLAIR Revenue transactions. This includes accounting and FLAIR terminology, cash receipts transactions, accounts receivables, revenue transfers, revolving fund transactions, treasury processing, and report processing. Students will practice entering transactions.

*Note: *Prerequisite required - FLAIR Fundamentals

FLAIR FUNDAMENTALS
16 Hours
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