

DATE: March 08, 2018

TO: Agency Addressed (No. 25, 2017-2018)

FROM: Paul Whitfield, Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: TRAINING MATERIALS PUBLISHED

The Division of Accounting and Auditing is pleased to announce we have made some recent updates to the training website, including FLAIR Procedures Manual revisions and additions of new material.

FLAIR Procedures Manual Updates – Several sections of the FLAIR Procedures Manual have been updated. Changes are noted on the Revisions Log. Manuals may be found at <https://www.myfloridacfo.com/Division/AA/Manuals/default.htm>.

New Vendor Job Aid – The following job aid for vendors has been published and may be found at <https://www.myfloridacfo.com/Division/AA/Training/JobAids-Vendors.htm>.

- **Vendor Payment History Job Aid** - provides vendors step by step instructions to find payments and pending payment information using the State of Florida Vendor Website.

New State Agency Personnel Job Aids – The following job aids for state agency personnel have been published and may be found at

<https://www.myfloridacfo.com/Division/AA/Training/JobAids-StateAgency.htm>.

- **Employee Records in the State CFO (SC) Files** – provides guidance on searching for employee related records in the functions within the State CFO File in FLAIR.
- **Employee Vendor (VE) File Record Search** – provides steps to search for records on the VE File using the two new access options.
- **Managed Reporting Environment (MRE) Access** - provides steps to log into the MRE system.
- **Report Directory System (RDS) Access** - provides steps to log into RDS.
- **The Statewide Cost Allocation Plan (SWCAP)** - provides an overview of the SWCAP purpose and processes used to determine statewide indirect costs for reporting and GR transfers.
- **The Vendor History (VH) Function in FLAIR** - is designed to help Agency staff search for vendor payment information in FLAIR.

Please contact the Office of Florida Financial Education with any questions at DFSFinancialEd@myfloridacfo.com.