

DATE: May 24, 2018

TO: Agency Addressed (No. 33, 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 updates to the training website to add new material. In addition, we have launched a new online training series.

**New Year End Online Training** – Online training has been developed to address the common tasks and processes that Agency staff must monitor closely at the end of the fiscal year. Training modules available include:

- ***Year End Overview*** – discusses the fiscal year end and why it is necessary to monitor and complete tasks by the stated deadlines. Recommended for anyone in the agency involved in year-end processes.
- ***Year End Disbursements*** – discusses the tasks and deadlines around payment processing, warrant/EFT handling and carry forward processes. Recommended for staff who are involved in disbursement processes.
- ***Year End Revenues*** – discusses revenue processes, including recording unverified cash, processing current year expenditure refunds and clearing the clearing funds in a timely manner. Recommended for staff who collect and record deposits.
- ***Year End Payroll*** – discusses payroll processes, adjustments and cancellations that are impacted by fiscal year end. Recommended for staff who are involved in payroll processes or make payroll adjustments.
- ***Year End Budget*** – discusses budget related topics including budget amendments, monitoring funds and clearing negative balances, and loading budget for the new fiscal year. Recommended for staff involved in budgeting processes.

Registration instructions for online training are available in the [State Agency Course Catalog](#).

**New State Agency Personnel Job Aids** – The following job aids for state agency personnel have been published and may be found at [State Agency Job Aids](#).

- ***CJIP Incentive Pay*** – provides information about the Criminal Justice Incentive Program (CJIP) payments and how to calculate the proper CJIP payment amount when the employee has recorded Leave Without Pay (LWOP) during the pay period.
- ***Deliverables at a Glance*** – defines contract deliverables and provides guidance on how to determine appropriate deliverables for services.
- ***Financial Consequences at a Glance*** – defines financial consequences and provides guidance on how to properly apply them.

- ***Retirement Variance Invoice Employee & Employer Adjustments*** - provides steps to process an employee and/or employer adjustment when an overpayment or underpayment of retirement contributions has been submitted to Florida Retirement System (FRS).
- ***Retirement Variance Invoice Process*** – provides information on why the retirement variance invoice is received and how to properly process to correct an employee’s record.
- ***Scope of Work at a Glance*** – defines the scope of work section of a contract and provides guidance on how to write an effective scope of work.

Please contact the Office of Florida Financial Education with any questions at [DFSFinancialEd@myfloridacfo.com](mailto:DFSFinancialEd@myfloridacfo.com).