

DATE: December 3, 2021

TO: Agency Addressed (No. 16, 2021-2022)

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

SUBJECT: CMS WAVE LEARNING OPPORTUNITY: TIPS AND TRICKS FOR MONITORING DEPOSITS

Florida Planning, Accounting, and Ledger Management (PALM) and the Office of Financial Education (OFFE) are partnering to provide a **“Tips and Tricks for Monitoring Deposits”** learning opportunity on Thursday, December 16 from 10:00 - 11:00 a.m. in GoToWebinar. This session is intended to educate Florida PALM end users on the available deposit reports, deposit report information, and how to use that information when performing transactions in Florida Accounting Information Resource (FLAIR). We will pay specific attention to the Debit Memo (ARR024) and Unreconciled Deposits (ARR021) Reports.

Recommended attendees should be agency end users who run deposit reports, read the reports, and use the information from these reports to process transactions in FLAIR. These may include people who use the Cash Receipt (CR) function in FLAIR or who have been assigned the following Florida PALM end user roles:

- Agency Deposit Processor
- Agency Deposit Reporter
- DFS Deposit Approver
- DFS Deposit Processor
- DOR Agency Exception Processor
- DFS Bank Reconciliation Processor

You may also want others who provide on the job training or your Tier 0 Support team to attend this session to facilitate their ability assisting end users.

Registration is required. Participants may register through the Florida PALM [Meetings and Workshops page](#), as well as add this meeting to your calendar.

If you have questions, please contact FloridaPALM@myfloridacfo.com.