



Office of Florida Financial Education

Training Program Update

As our State moves closer to implementing a new statewide accounting system, our agency partners are investing time to prepare for the change, while still using the Departmental FLAIR component for agency accounting needs for the next several years. To support agencies with FLAIR training, we are making updates to our FLAIR training program. The FLAIR two-day classes will no longer be offered beginning April 1, 2021. We will be offering shorter topic-based trainings. Examples include:

- Governmental Accounting
- Understanding FLAIR data elements
- How to pay an invoice
- Voucher processing and payment history information
- Payment life cycle
- Certified Forward preparation and processing
- Processing Deposits
- Corrections and reconciliation

We will be offering the new topics beginning in July. The training calendar will continue to be maintained on the training website.



Agency Addressed (AA) Memorandum Updates:

FY 20/21, AA Memo #13 – 2020 CALENDAR YEAR-END INFORMATION –

Issued: December 8, 2020 – Payroll related information is provided to assist agencies in complying with the Payroll Calendar year-end reporting and processing schedule. Information concerning upcoming payroll changes and activities is included. The Payroll Preparation Manual, which is referenced throughout this memorandum, can be accessed at https://myfloridacfo.com/Division/AA/Manuals/documents/BOSP_MANUAL2.pdf. Most reports referenced in this memorandum are available through the Report Distribution System (RDS). If you need assistance in viewing or printing your reports, please contact your agency RDS administrator.

FY 20/21, AA Memo #14 – TRAINING CALENDAR FOR DIVISION OF ACCOUNTING & AUDITING CLASSES PUBLISHED – Issued: December 14,

2020 – The Department of Financial Services is pleased to announce the training calendar for all classes offered by the Division of Accounting & Auditing for the month of January 2021 has been published. The calendar may be found at <http://www.myfloridacfo.com/Division/AA/Training/documents/Calendar.pdf>.

FY 20/21, AA Memo #15 – TRANSMITTAL OFFICE – Issued: December 16, 2020

– The Transmittal Office will not be distributing warrants on Thursday, December 24, 2020. Agencies should prepare to have all warrants issued and picked up by Wednesday, December 23, 2020. If you have any questions, please contact April McBrayer at (850) 413-5572.

FY 20/21, AA Memo #16 – STATEWIDE EXPENDITURE OBJECT CODE LIST –

Issued: January 14, 2021 – The Statewide Expenditure Object Code (SWOC) List was updated to include two new object codes related to Worker's Compensation payments: 4214 & 4215.

FY 20/21, AA Memo #17 – TRAINING CALENDAR FOR DIVISION OF

ACCOUNTING & AUDITING CLASSES PUBLISHED – Issued: January 20, 2021 –

The Department of Financial Services is pleased to announce the training calendar for all classes offered by the Division of Accounting & Auditing for the month of March 2021 has been published. The calendar may be found at

<http://www.myfloridacfo.com/Division/AA/Training/documents/Calendar.pdf>.

FY 20/21, AA Memo #18 – TRAINING CALENDAR FOR DIVISION OF

ACCOUNTING & AUDITING CLASSES PUBLISHED – Issued: February 22, 2021 –

The Department of Financial Services is pleased to announce the training calendar for all classes offered by the Division of Accounting & Auditing for the month of February 2021 has been published. The calendar may be found at

<http://www.myfloridacfo.com/Division/AA/Training/documents/Calendar.pdf>.



FY 20/21, AA Memo #19 – JUDGMENT INTEREST RATE FOR THE QUARTER BEGINNING April 1, 2021 – Issued: March 3, 2021 – Chapter 2011-169, Laws of Florida, amended section (s.) 55.03(1), Florida Statutes (F.S.), to require the Chief Financial Officer (CFO) to set the rate of interest that shall be payable on judgments and decrees on a quarterly basis rather than an annual basis. Sections 215.422(3)(b), 337.141(3) and 687.01, F.S., require the use of the interest rate established in s. 55.03(1), F.S.

FY 20/21, AA Memo #20 – TRAINING CALENDAR FOR DIVISION OF ACCOUNTING & AUDITING CLASSES PUBLISHED – Issued: March 23, 2021 – The Department of Financial Services is pleased to announce the training calendar for all classes offered by the Division of Accounting & Auditing for the month of April 2021 has been published. The calendar may be found at <http://www.myfloridacfo.com/Division/AA/Training/documents/Calendar.pdf>.

FY 20/21, Proposed AA Memo – LOCAL FUNDS – PREPARATION FOR FLORIDA PALM CONVERSION – Issued: TBA – As the State of Florida transitions its accounting system from FLAIR into Florida PALM, state agencies are requested to account for their revolving and clearing funds as a State Fund 8. For state agencies that have not already established Local Funds for their bank accounts, we request they establish a unique fund account within FLAIR for each local fund utilized by agencies to conduct state business. In addition to State Fund 8, additional account values in the chart of account fields as used as a parent fund (few exceptions apply).

To view any of the above memos electronically, visit:

<https://www.myfloridacfo.com/Division/AA/Memos/AgencyAddressedMemorandaFiscalYear2020-2021.htm>