

DATE: July 3, 2024

TO: Agency Addressed (No. 2, 2024-2025)

FROM: Renée Hermeling, Division Director
Division of Accounting and Auditing
Department of Financial Services

SUBJECT: TRAINING MATERIALS AND CALENDAR ANNOUNCEMENTS FOR DIVISION
OF ACCOUNTING & AUDITING CLASSES PUBLISHED

The Department of Financial Services is pleased to announce the release of five self-paced, on demand training courses available in People First:

- The Statewide Applying Double Entry Accounting: This course provides an overview of double entry accounting in transactions recorded in Florida Accounting Information resource (FLAIR).
- The Statewide Prompt Payment: This course provides guidance on the rules related to timely payment for goods and services through the State of Florida.
- The 2023-2024 Year End Workshop Recording: This recording is a review of the fiscal year process for 2023-2024 including dates and guidance for compliance.
- The Statewide FLAIR Reporting Overview: This course provides a high-level outline of the reporting tools available in FLAIR management.
- Payroll Fundamentals Training: This training consists of four modules and provides information from the authority for payroll to payroll overpayments. This training is recommended for all employees working with agency payroll tasks.

We are introducing programs in the People First Learning Management System (LMS) to assist in navigating available training. The tracks will include a listing of offered training opportunities related to specific topics:

- FLAIR Training Subjects Listing
- Florida Planning, Accounting, and Ledger Management (PALM) – Financial Education
- Financial Accountability- (Contracts)
- Purchasing Card (P-Card) Works Training
- Payroll Fundamentals

Additionally, the calendar listing all classes offered by the Division of Accounting & Auditing for the **First and Second Quarters** of 2024-2025 has been published. The calendar is found at [Training | Accounting and Auditing | MyFloridaCFO](#).

Registration is available in the People First LMS for classes offered to State of Florida employees. Classes available to all State of Florida employees will contain “Statewide” at the beginning of the class title.

State employees may follow the steps below to view and register for available classes:

1. Log into People First.
2. Click on the **Talent Management** tile.
3. Select **Learning** from the dropdown menu at the top left next to the Home icon.
4. Using the **Find Learning** tile, search for the statewide classes in the catalog by title or by choosing a category (see list above). The search box or **Browse all Courses** link may be used.
5. Scroll to find the appropriate class title.
6. Click on **See Classes** to view available dates.
7. Click on **Register Now**.

For questions regarding registration, please contact the Office of Florida Financial Education at DFSFinancialEd@myfloridacfo.com.

Classes being offered include:

Class	Description	Registration
Statewide – Advancing Accountability – Best Practices for Contract and Grant Management*	For State Agency personnel. Provided to meet requirements of section 287.057 (14) and section 215.971(2)(a)1., Florida Statutes, this class discusses the contract and grant administrative process.	People First
Advancing Accountability – For Service Providers	For recipients/sub-recipients of state and federal financial assistance and other providers of client services. This course provides guidance on the fiscal requirements related to contracts/agreements.	STATS Learning Management System
Statewide – Contract/Grant Monitoring: Steps for Success	Previous attendance of Advancing Accountability or Florida Certified Contract Manager training is a prerequisite. This course provides an overview of contract/grant monitoring tools, scope of work, and deliverables.	People First
FLAIR Training	For State Agency Personnel. These courses provide an overview of specific functions and activities within FLAIR. Online and in-person classes are available.	People First
Florida PALM Training	For State Agency Personnel. These courses provide an overview of specific activities within Florida PALM.	People First

***Contract/grant managers are responsible for contracts/agreements exceeding \$100,000 will not register for this course. They are required to become a Florida Certified Contract Manager. For additional information on this certification please visit the [DMS Website](#).**

For additional information, please access the training website at <https://myfloridacfo.com/division/aa/training>.