

DATE: August 1, 2023

TO: Agency Addressed (No. 07, 2023-2024)

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

SUBJECT: TRAINING RESOURCES PUBLISHED

The Department of Financial Services is pleased to announce the publication of two new training resources: The Statewide Encumbrances Overview and the Statewide Transaction 51 (TR51) Overview

Both are available in the People First Learning Management System (LMS) for State of Florida employees. Classes available to all State of Florida employees will contain “Statewide” at the beginning of the class title and be assigned to one or more categories. [People First](#)

Categories assigned to Office of Florida Financial Education training:

- Business and Financial Operations
- Statewide: Accounting & Financial Rptg
- Statewide: Contract & Grant Management
- Statewide: Contracts & Purchasing

State employees may follow the steps below to access the resources:

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 **Start Course**.
7. Click on **Launch**.

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

Registration instructions for all classes offered to State of Florida employees may be found at <https://www.myfloridacfo.com/division/aa/training/state-agency-catalog>

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