

DATE: January 10, 2024

TO: Agency Addressed (No. 13, 2023-2024)

FROM: Paul Whitfield, 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 four self-paced, on demand training courses available in People First:

- The Statewide Transaction TR51 Unencumbered Disbursement: this course provides an overview of the most common transaction recorded in Florida Accounting Information Resource (FLAIR).
- The Statewide Encumbrance Overview: this course provides an overview of what encumbrances are and how to create and monitor them.
- The Statewide FLAIR Master Balance Files Overview: This training is an overview on the importance of data management and how to establish best practices to maintain valid FLAIR data.
- The Statewide FLAIR Data Codes: this course provides a high-level outline of the importance of data codes in accounting records and FLAIR management.

Additionally, the calendar listing all classes offered by the Division of Accounting & Auditing for the **Third and Fourth Quarters** of 2023-2024 has been published. The calendar is found at <https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/training/calendar.pdf>

Registration is available in the People First Learning Management System (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 and be assigned to one or more categories.

Categories assigned to Office of Florida Financial Education training:

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

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 Planning Accounting and Ledger Management (PALM).	People First

***Contract/grant managers 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>.