

DATE: December 6, 2024

TO: Agency Addressed (No. 13, 2024-2025)

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

SUBJECT: NEW & UPDATED TRAININGS AND FLAIR JOB AIDS

The Department of Financial Services is pleased to announce the publication of some new and/or updated trainings and Florida Accounting Information Resource (FLAIR) Job Aids. All trainings are accessed through [People First LMS](#) and Job Aids are on the [Accounting & Auditing Training Opportunities](#) web page.

### **Trainings & Workshops**

- Month-End Close – This training provides principles and guidelines for the month-end closing process, including trial balance, expenditure reconciliation, deposits, transfers, disinvestments, property, payroll, reporting, and the process to close the month in FLAIR. This training supports the Month-End Close checklist.
- Statewide Master Adjustments (SWMA) – This training provides an overview of SWMA, how to gain access and post-closing adjustments.
- Florida Planning, Accounting, and Ledger Management (PALM) System Access Manager (SAM) – This training provides guidelines and security for setting up new agency SAM access and agency end-user access in Florida PALM.
- Statewide Vendor File training – This training is only available to agency employees who have or will be assigned access to add Statewide Vendor File records in FLAIR. The vendor file add access is managed by the Bureau of Vendor Relations (BVR) per policy. Recommended as a refresher for staff with Vendor Add access and their supervisors as well as new staff who require vendor add access.
- Statewide Payroll Fundamentals – This training provides 4 training modules that guide students through the payroll functions.
- 2024 Bureau of Financial Reporting (BFR) Federal Reporting Workshop - The training provides updated information related to the preparation of the Schedule of Expenditures of Federal Awards and Statewide Cost Allocation Plan.

### **Job Aids**

- Property Master File – This Job Aid was updated to correct the Chief Financial Officer (CFO) memorandum reference number.
- Property Pending File Records - This Job Aid was updated to correct the CFO memorandum reference number.
- Property Ancillary Charges – New Job Aid to document charges in addition to the cost of the asset.

- Federal and Non-Federal Fund Deposit with Zero Treasury Receipt – This is a new Job Aid that provides guidance on how to complete a Zero Treasury Receipt when a deposit contains both Federal and Non-Federal Funds.
- Month-End Close Checklist – This is a new Job Aid that supports the Month-End Close Training.

### **Manuals**

- Florida PALM Security Access Management User Manual – Updated the SAM Manual to add clarity and refine the SAM responsibilities as defined in CFO Memo #28.
- Agency Guide: New and Reorganizing Agencies – Updated the manual to add clarity and include new sections (e.g., SWMA).

For questions regarding job aids, please contact the Office of Florida Financial Education (OFFE) at [DFSFinancialEd@myfloridacfo.com](mailto:DFSFinancialEd@myfloridacfo.com).