

DATE: April 17, 2025

TO: Agency Addressed (No. 24, 2024-2025)

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

SUBJECT: REPORT DISTRIBUTION SYSTEM UPGRADE V16 TO V23

The Department of Financial Services (DFS), Division of Accounting and Auditing is working closely with the Office of Information Technology (OIT) to make required updates to the Report Distribution System (RDS). The change is necessary to maintain RDS support. The primary impacts of this upgrade are:

- **Field Name Update: User Name/User is replaced on some screens by Recipient:** In places where the field is renamed Recipient, the recipient assigned in this field will be a group that identifies what user's library the reports are copied from. In places where the field name did not change, the use of the field did not change.
- **Functionality Change:** The new functionality provided with the Recipient field allows agency Administrators to assign reports to groups, which can then be assigned to new users. By organizing reports into groups based on type (e.g., accounts payable, payroll), Administrators can streamline the process of assigning users to relevant reports.
 - With the new functionality, when adding or updating a user, the RDS Manager should determine whether the new user should receive the same reports as an existing user. If so, the **'Copy User'** function can be used during the add or update process. This ensures the new user inherits the same **'Recipient'** value as the user being copied.
- RDS users will **not** see any changes in how they view reports in their report directory or how they navigate. However, when navigating to the Global Report Directory, the screen label will now display **"Global Recipient Directory."**

These changes will be launching, May 05, 2025. The [1100 FLAIR Report Distribution System \(RDS\) Administrator Manual](#) has been updated to include these changes.

Should you have any questions or need assistance, please contact the Office of Florida Financial Education at DFSFinancialEd@MyFloridaCFO.com.