

Effective July 1, 2025

CHIEF FINANCIAL OFFICER MEMORANDUM NO. 17

**SUBJECT: RACF ACCESS FOR VENDOR EMPLOYEE TABLE IN THE FLAIR
INFORMATION WAREHOUSE**

This memo outlines requirements and policy for access to the Vendor Employee (VE) Table in the Florida Accounting Information Resource (FLAIR) Information Warehouse (IW). This table is available for query in IW. This table contains information about employees. The following data elements are on the table:

- OPERATING LEVEL ORGANIZATION CODE
- ORGANIZATION ABBREVIATION CODE
- EMPLOYEE IDENTIFIER
- PARTY TAX IDENTIFIER
- STATUS RECORD CODE
- PERSON LAST NAME
- PERSON FIRST NAME
- PERSON MIDDLE NAME
- PARTY SHORT NAME
- ADDRESS DESCRIPTION
- ADDRESS LINE TWO DESCRIPTION
- CITY NAME
- STATE CODE
- ZONE UNITED STATES OF AMERICA POSTAL CODE
- ADDRESS TYPE
- EMAIL ADDRESS
- EMPLOYEE WORK TELEPHONE NUMBER
- SOURCE SYSTEM STATUS CODE A=ACTIVE, I=INACTIVE
- SOURCE SYSTEM CHANGE DATE
- RESTRICTED EMPLOYEE INDICATOR
- RESTRICTED EMPLOYEE INDICATOR
- PROTECTED INDICATOR
- SWORN INDICATOR
- RECORD ADD DATE
- RECORD CHANGE DATE
- USER CHANGE IDENTIFIER
- LAST USED DATE
- ORGANIZATION CODE
- INFORMATION WAREHOUSE DATE

Requesting VE Table Access

The Department of Financial Services (DFS) may grant two levels of access to the VE table in IW. Special Inquiry (S) access will allow the user access to all the fields on the VE table. Inquiry access (I) will allow the user access to all the fields except the Social Security Number. DFS will authorize a maximum of five (5) employees per agency to have Special Inquiry access. There will be no limit on those with Inquiry access. Agencies should only request access to the VE table for those employees that require it to meet the daily work demands.

Agency Administrative Service Directors or their designee may grant access to the VE table in IW by completing the Information Vendor Employee IW table Form (DFS-A4-2206) and email the completed form to StatewideVendorFile@MyFloridaCFO.com. DFS will review the request for access to be granted within three (3) working days.

Contact Information

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