

Effective July 1, 2021

CHIEF FINANCIAL OFFICER MEMORANDUM NO. 17

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

This memo outlines requirements and policy for access to the new Vendor Employee (VE) Table in the Florida Accounting Information Resource (FLAIR) Information Warehouse (IW). This table will be available for query in IW. This table will contain information about employees. The following data elements will be 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. Two types of access are granted. 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 of 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

Department of Financial Services
Bureau of Vendor Relations/Vendor Management Section
200 East Gaines Street
Tallahassee, Florida 32399-0354
Phone: (850) 413-5987
Fax: (850) 413-5550
Email: StatewideVendorFile@MyFloridaCFO.com