# **Employee Records in the State CFO** (SC) Files



Some functions within the State CFO Files in FLAIR allow State agencies to search for payments or information related to employee payments. When searching, all employee Social Security Numbers (SSN) are masked in search results.

#### **ACCESS**

To access the State CFO Files function from the Accounting Main Menu or any FLAIR input screen:

- 1. Input **SC** into the **TYPE** field.
- 2. Press Enter. The State CFO Central Accounting Mini Menu will display.

```
SCMU

STATE CFO CENTRAL ACCOUNTING MINI MENU

SEC FC DESCRIPTION

I AA ACCOUNT CODE
I ET EFT AUTHORIZATION
I NA NEW ACCOUNT CODE
I PC PROMPT PAYMENT COMPLIANCE
I PW PAID WARRANT INDEX
I SA ACCOUNT BALANCE
I TH EMPLOYEE TRAVEL HISTORY
I TR DETAIL TRANSACTION
I VA AUDIT SUMMARY
I VH VENDOR HISTORY
I VH VENDOR HISTORY
I WC WARRANT CANCELLATION

Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--
MAIN RFRSH
```

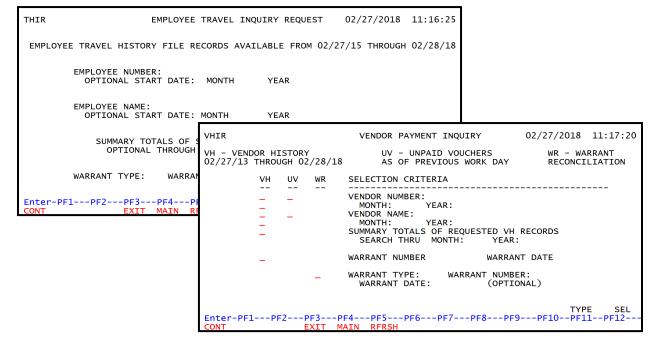
For all inquiries that contain an employee's SSN, the first 5-digits of SSN will be masked, (XXXXX) on search results. The Employee ID is not allowed as search criteria for these functions:

- ET EFT Authorization (all SSN masked)
- PC Prompt Payment

- **TR** Detail Transaction
- WC Warrant Cancellation

### **FLAIR Payment Inquiry Functions**

There are two functions within FLAIR that can be used to obtain payment history and allow the user to search by employee number. The first function is the Employee Travel History (**TH**). The second is the Vendor History (**VH**). Both functions are on the State CFO Central Accounting Mini Menu.



## The Employee Travel History Search Results (TH)

Users may search by Name or Employee ID. Search by Employee ID will only return results once payment is made with Employee ID. The **EMPLOYEE NO:** field will contain the employee's SSN with the first 5-digits masked.

```
THI2

EMPLOYEE TRAVEL HISTORY - INQUIRY BY EMPLOYEE NAME

EMPLOYEE NAME: DANIELS

A.

ACCOUNT CODE
SWDN
AMOUNT
STORY

AMOUNT
AMO
```

Information contained in this file is a result of expenditure warrants and EFT payment information for employees who have submitted travel, or other non-payroll, reimbursements. Records contained in this file are retained for three years.

# The Vendor History Search Results (VH)

Users may search by Name, Employee ID, or SSN. Search by Employee ID will only return results once payment is made with Employee ID. The **VENDOR NUMBER** field will contain the employee's SSN with the first 5-digits masked.

VHI2 VENDOR PAYME	NT HISTORY - INQUIRY		/14/2018 08:57:21 ME
ACCOUNT CODE SEL VENDOR NUMBER SWDN		AMOUNT VCH	
VEN NAME: SMITH 85-101-000001-85200000- EXXXXX2222 D5000	A.C. 00-040000-00 596481 2611	80.00 V00 8 062	4330 05/18/15 7035 05/20/15
VEN NAME: SMITH 85-101-000001-85200000- EXXXXX2222 D5000 WARRANT NO. 06	00-040000-00 596481 2612	30.00 V00 8 062 110.00	4330 05/18/15 7035 05/20/15
SEL LEGEND: I = INVOICE INQUIRY W = WARRANT RECONCILIATION INQUIRY  T = TRANSACTION INQUIRY			
CONTINUING NEXT: VEN NAME Enter-PF1PF2PF3PF4 CONT EXIT MAI		MM: YY: PF8PF9 FWD	

The Vendor History (VH) function allows agency users to inquire on payments to vendors or employees. This file contains departmental pending and paid vendor history information. The data included in this file is available for viewing for up to five years.