

# 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                                02/21/2018  16:26:29
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  WC  WARRANT CANCELLATION

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

```

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.

```

THIR                                EMPLOYEE TRAVEL INQUIRY REQUEST  02/27/2018  11:16:25
EMPLOYEE TRAVEL HISTORY FILE RECORDS AVAILABLE FROM 02/27/15 THROUGH 02/28/18

EMPLOYEE NUMBER:
OPTIONAL START DATE:  MONTH      YEAR

EMPLOYEE NAME:
OPTIONAL START DATE:  MONTH      YEAR

SUMMARY TOTALS OF S
OPTIONAL THROUGH

WARRANT TYPE:  WARRANT

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                EXIT  MAIN  RFRSH                                TYPE  SEL

VHIR                                VENDOR PAYMENT INQUIRY  02/27/2018  11:17:20
VH - VENDOR HISTORY          UV - UNPAID VOUCHERS    WR - WARRANT
02/27/13 THROUGH 02/28/18  AS OF PREVIOUS WORK DAY RECONCILIATION

VH  UV  WR  SELECTION CRITERIA
--  --  --  -----
-   -   -   VENDOR NUMBER:
-   -   -   MONTH:      YEAR:
-   -   -   VENDOR NAME:
-   -   -   MONTH:      YEAR:
-   -   -   SUMMARY TOTALS OF REQUESTED VH RECORDS
-   -   -   SEARCH THRU  MONTH:  YEAR:
-   -   -   WARRANT NUMBER          WARRANT DATE
-   -   -   WARRANT TYPE:      WARRANT NUMBER:
-   -   -   WARRANT DATE:      (OPTIONAL)

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
CONT                                EXIT  MAIN  RFRSH                                TYPE  SEL

```

### 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		02/21/2018 08:30:24							
EMPLOYEE NAME: DANIELS A.											
ACCOUNT CODE	SWDN	CFI	OBJ	WARRANT WT DATE	VCHR IND AUD DATE	VCHR DTE CFO REC	PAY CANX				
85-101-000001-85200000-00-040000-00			2612	8-0719149	WARRANT	06/22/17					
D7000648503				06/27/17		06/23/17					
EMPLOYEE NO: XXXXX2222		TOTAL				146.00					
85-101-000001-85200000-00-040000-00			2611	8-0392899	WARRANT	01/17/18					
D8000343113				01/22/18		01/18/18					
EMPLOYEE NO: XXXXX2222		TOTAL				80.00					
CONTINUING...											
NEXT: EMPLOYEE NAME											
START DATE											
Enter-PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12
CONT	EXIT	MAIN	RFRSH	TOP	FWD						

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 PAYMENT HISTORY - INQUIRY BY VENDOR NAME		02/14/2018 08:57:21							
SEL	ACCOUNT CODE	SWDN	CFI OBJ CNTR	AMOUNT PYMT: TP	VCHR NO TP-NO	CFO REC DATE	PAY CANX				
	VEN NAME: SMITH	A.C.		80.00	V004330	05/18/15					
	85-101-000001-85200000-00-040000-00		2611		8 0627035	05/20/15					
	EXXXXX2222	D5000596481									
	VEN NAME: SMITH	A.C.		30.00	V004330	05/18/15					
	85-101-000001-85200000-00-040000-00		2612		8 0627035	05/20/15					
	EXXXXX2222	D5000596481									
	WARRANT NO. 0627035	TOTAL		110.00							
SEL LEGEND: I = INVOICE INQUIRY W = WARRANT RECONCILIATION INQUIRY											
T = TRANSACTION INQUIRY											
CONTINUING...											
NEXT: VEN NAME											
Enter-PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12
CONT	EXIT	MAIN	RFRSH	TOP	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.