



Fiscal Accountant Guide

NAVIGATION

Logon to STMS

1. Go to the STMS website:
<https://flstms.my.salesforce.com/>
2. Enter your *Username*
3. Enter your *Password*
4. Click the *Login* button

Your Home Screen

1. In the Ready for Agency Audit section, click the link the *Form ID* column
2. The *Fiscal Auditor* column provides you with a way to quickly and easily find out if anyone is auditing the trip form

Logoff

1. To log out of STMS, click on your user profile image at the top right of your screen and select the *Logout* link.

Did you know...?

If a user serves dual roles, they may require more than one login. For example: Fiscal Auditor and Approver or Agency Administrator.

ASSIGNING A TRIP FORM

Assign the Trip Form

1. Click the *Edit* button
2. Enter your name as the *Fiscal Auditor* and click the *Save* button

AUDITING A TRIP FORM

Review Expense Line Items

1. Click the *Expense Line Items* tab
2. Click the *Expense ID* link
3. Click the *Edit* button
4. You can edit the *Org Code*, *EO* and *EO Version* fields, then click the *Save* button
5. Click the *Return to Trip Form* button
6. Click the *Expense Line Items* tab to continue reviewing ELLs

Review Attachments

1. Click the *Attachments* tab
2. Click the *Attachment Name* link
3. Click the *Files* tab
4. Click the *Download* link to view the file
5. Click the *Details* tab
6. Click the *Return to Trip Form* button
7. Click the *Expense Line Items* tab to continue reviewing Attachments

Change Audit Status

1. When you have completed your audit, click the *Details* tab to return to the Trip Form Details
2. Click the *Edit* button
3. In the *Audit Status* field, select the appropriate status:
 - *Agency Audit Received* – default status when the trip form is ready for audit
 - *Agency Audit Complete* – ready to create transactions
 - *Agency Audit Rejected* – returned to Traveler
 - *Audit Complete Reporting Only* – after an audit is complete, but no transactions are created
 - *Traveler Owes State* – when the Traveler owes the State money for expenses
 - *Traveler Paid* – when the Traveler has paid the State in full



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TRANSACTIONS

Create Transactions

1. Change the *Audit Status* to *Agency Audit Complete*
- Edit Transaction**

1. Click the *FLAIR Transactions* tab
2. Click the *FLAIR Transactions Name* link
3. Click the *Edit* button
4. Edit fields as needed (examples: Grouping Character, Available Override Indicator)
5. Click the *Save* button

TR Audit Statuses

- *FLAIR Ready* – transaction ready for pickup to FLAIR
- *FLAIR Ready for Resubmission* – transaction ready for pickup to FLAIR (this status only occurs if a transaction has been returned by FLAIR, corrected and is ready to go back to FLAIR)
- *Transaction Cancelled* – transaction cancelled, the corresponding ELI is unlocked

FLAIR STATUSES

Departmental Statuses

- *FLAIR Ready for Submission* – ready for FLAIR pickup
- *FLAIR Submitted* – delivered to FLAIR
- *FLAIR Batch Error* – transaction not received by Departmental, transaction is unlocked
- *FLAIR Dept Accepted* – transaction received by Departmental, then sent to Central

Central Statuses

- *FLAIR Audit* – being audited by Central
- *FLAIR Rejected* – wait for updates
- *FLAIR Invalid Account Code* – wait for updates
- *FLAIR Negative Balance* – wait for updates
- *FLAIR Posted* – transaction paid
- *FLAIR Deleted* – transaction is unlocked
- *Unknown FLAIR Posting Status* – wait for updates

CHATTER

Sending a Chatter Message

1. Navigate to Chatter by clicking on the *Chatter Feed* tab on the *Trip Form* screen.
2. Type the @ symbol followed by the recipient's name.
3. Enter the message text.
4. Click the *Share* button.

Viewing Trip Form Action History

1. Navigate to Chatter by clicking on the *Chatter Feed* tab on the *Trip Form* screen.
2. Scroll down on the *Chatter Feed* screen to view all the actions that have been taken on this trip form.

Did you know...?

Chatter can be used for a variety of purposes including:

- Review of Trip Forms
- Requests for help on a Trip Form
- Discussion in the Approval Process

Chatter content is subject to public records requests. Be sure to use the same professionalism you would in an email message.

For additional resources, please visit

<https://www.dms.myflorida.com/STMS>.