



## Division of Accounting and Auditing Meeting Minutes

<b>Meeting Name:</b>	FLAIR User Group Meeting
<b>Date:</b>	May 21, 2008
<b>Time:</b>	2:00 pm – 3:30 pm
<b>Location:</b>	Burn's Auditorium

- 1) Meeting called to order by Mike Wolfe.
- 2) Minutes were approved unanimously as written.
- 3) Sub Committee Report given by Mike Mentillo.
  - a. Sub committee had 7 FLAIR enhancements.
  - b. Five were passed and two were tabled pending further research.
  - c. The five enhancements were then presented and voted on by the user group:
    - i. Enhancement 001 – approved unanimously.
    - ii. Enhancement 002 – approved unanimously.
    - iii. Enhancement 003 – approved with one decent.
    - iv. Enhancement 004 – approved unanimously.
    - v. Enhancement 005 – discussion held on impact, approved unanimously.
      1. Effective dating will change the status code.
      2. MFMP will pick-up status code changes on nightly uploads.
  - d. Enhancements were then prioritized to provide DFS with guidance on which of these the agencies would like completed first. DFS will then take this into consideration when reviewing and will accommodate as they can.
    - i. 001 – Priority Level 1 voted and assigned.
    - ii. 002 – Priority Level 1 voted and assigned.



## Division of Accounting and Auditing Meeting Minutes

- iii. 003 – Priority Level 3 voted and assigned.
  - iv. 004 – Priority Level 1 voted and assigned.
  - v. 005 – Priority Level 2 voted and assigned.
- 4) Doug Darling spoke to the User Group re: the Omnibus Reconciliation Act.
- a. Federal law, if not repealed, will require total FLAIR modifications that will take two to three years for completion.
  - b. Requires all payments to have a withholding similar to income taxes.
  - c. Alaska has begun a movement to have this law overturned.
  - d. Will have tremendous state, county, and local impacts.
- 5) Agency Addressed Memorandum #11 discussed by Tim Hsieh, Jeff Cagle, and Alice Angulo.
- a. Financial Statements will be closing in August.
  - b. CAFR Workshop at TCC on June 17<sup>th</sup>.
  - c. CFA and SWCAP federal reports workshop at TCC on June 10<sup>th</sup>.
  - d. End of year MFMP data due in DFS queue by 5pm June 23<sup>rd</sup>.
  - e. End of year DFS data must be input due by 6pm June 27<sup>th</sup>.
  - f. Vouchers must be presented to the DFS by 5pm on June 30.
  - g. Settlement Agreements due by 5pm June 2<sup>nd</sup>.
  - h. Two payrolls will warrant date for June 30<sup>th</sup>.
    - i. Monthly Payroll on June 23<sup>rd</sup> will voucher on June 24<sup>th</sup>
    - ii. Supplemental Payroll on June 24<sup>th</sup> will voucher on June 25<sup>th</sup>.
    - iii. All negatives must be cleared by June 27<sup>th</sup>.
  - i. Bi-weekly Payroll will process on June 27<sup>th</sup> and will voucher June 30<sup>th</sup>.
    - i. Negatives must be cleared by July 1<sup>st</sup>.



## Division of Accounting and Auditing Meeting Minutes

- ii. Must submit manual vouchers to Auditing by noon on 1<sup>st</sup>.
  - j. Last On-Demand payroll for FY 07-08 will process on June 27<sup>th</sup>.
  - k. Vouchers must be in Departmental FLAIR to be current year by June 27<sup>th</sup>.
- 6) Report Printing Policy Changes discussed by Joanne Krieger-Wolin.
- a. Agency Addressed Memorandum #9 sent in March stated as of July 1, 2008 reports will no longer be printed at DFS and must be done at the agency.
    - i. The Help Desk has instructions on how to set-up the print jobs at the agency level. Contact Reggie Watson for assistance.
  - b. EOS ThinClient is currently being tested for usability by DFS and more information will be forthcoming.
- 7) SB 1824 / HB 5043 discussed by Christina Smith.
- a. A task force will be appointed to develop a successor financial and cash management system that must meet the following criteria:
    - i. Interface with current HR and procurement systems.
    - ii. Provide timely and accurate transaction processing.
    - iii. Use proper disbursement and auditing controls.
    - iv. Support executive reporting and data analysis needs.
    - v. Follow the IT strategy developed by the Agency for Enterprise Information Technology.
  - b. The task force shall submit a report to the Governor, President of the Senate, and the Speaker of the House of Representatives containing:
    - i. Problems and opportunities posed by current law and the current administration with existing state accounting systems.
    - ii. Developmental solutions to known failures identified by external review and audit reports.
    - iii. Business processes and requirements to support a standardized statewide accounting system.



## Division of Accounting and Auditing Meeting Minutes

- iv. Revised rulemaking procedures needed to ensure the operational and security integrity of any successor system.
  - v. Different funding approaches to equitably distribute common accounting infrastructure costs across all participating users.
  - vi. An executable, enterprise-wide work product that can be used as the basis for a revised competitive procurement for the implementation of a successor system.
  - c. The Chief Financial Officer shall submit the initial report, along with draft legislation recommended to implement a standardized statewide financial and cash management system, by January 1, 2009.
- 8) 2008-2009 Officers election conducted by Ella Hinson.
- a. Mike Wolfe nominated and voted in as President.
  - b. Mike Mentillo nominated and voted in as Vice President.
- 9) Other Business conducted by Mike Wolfe.
- a. Jim Baggett spoke that TR 94 was under review to determine the best approach issues with it.
- 10) Motion made to adjourn, seconded, and approved.



## Division of Accounting and Auditing Meeting Minutes

### Discussion:

- 
- 
- 

### Action Items or Decisions Pending:

Item	Responsible	Priority	Due Date