



## Division of Accounting and Auditing Meeting Minutes

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| <b>Meeting Name:</b> | FLAIR User Group Meeting |
| <b>Date:</b>         | May 27, 2009             |
| <b>Time:</b>         | 2:30 pm – 4:00 pm        |
| <b>Location:</b>     | Burn's Auditorium        |

- 1) Meeting called to order by Mike Wolfe.
- 2) Notification on the FLAIR User Group Meetings was discussed and will add emailing to the announcement already being placed on the CICS news screen.
- 3) Minutes were approved unanimously as written.
- 4) Sub Committee Report given by Mike Wolfe.
  - a. Sub committee had a meeting last week.
  - b. The subcommittee had 5 FLAIR enhancements.
  - c. The five enhancements were then presented and voted on by the user group:
    - i. Enhancement 2009-001 – Submitted by Becky Devlin - DOACS, request for batch upload capability to TR33. Subcommittee recommended acceptance and user group accepted.
    - ii. Enhancement 2009-002 – Submitted by Tommy Lemacks - DEP, requesting the adding of detail when using GAFR 80 within the property subsystem. Currently each key field contains a zero and is needed for actual data.
    - iii. Enhancement 2008-008 – Lisa Simpson, AWI – Expanded the enhancement to include additional modifiable data to benefitting fields. Was approved by the subcommittee to bring to the group. All approved the changes to the enhancement.
    - iv. Enhancement 2008-009 – Lisa Simpson, AWI – Modifications to the Grant Info Title file for LOC sub-account information. Would also like to extend the same modifications to the Revenue file. Approved by user group.



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- v. Enhancement 2008-010 – Lisa Simpson, AWI - Enhancement was withdrawn due to combination with number 2008-009.

### 5) FLAIR Statewide Vendor File – Molly Merry & Mike Manderfield:

- a. SPURS sun-setting this Friday, June 29<sup>th</sup>, 2009, at 5pm and there will be a new SWVF.

- i. Friday night a Pcard indicator flag will be added to the FLAIR screens and this will indicator a Pcard only vendor.
- ii. If a vendor has only been used by one OLO it will be flagged to that OLO.
- iii. Added a W-9 flag to the Vendor File that will indicate a 1099 (W-9) for that vendor exists.

- 1. Policy has been set up for the agency to add the vendor, obtain new W-9 forms and fax them to DFS for flagging of these vendors.

- a. Fines are associated with 1099's and have become an issue for the State. DFS is required to report these accurately and must resolve these issues now.
  - b. If an agency has problems with a vendor re: obtaining a W-9, please contact DFS. Payment will be withheld if these forms cannot be obtained.
  - c. Agencies have been found to have made up a tax payer ID number that has caused tremendous effects. This practice will be stopped immediately and the new system will provide DFS with the capability to determine the user that added this information to the file.
  - d. January 1, 2012 the 3% withholding will come into effect for any payments in excess of \$10,000.00 and thus making the 1099 issue bear greater significance.
- iv. Added a Confidential Vendor flag that will indicate that a vendor is confidential.



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1. This flag must be placed by DFS A & A and should any agency see a vendor that needs this indicator, please contact A & A through the SWVF email address within the A & A Memo to have this done. Your agency will be given the most recent version of the confidential commodities file from SPURS to review for accuracy.
  - a. Too many vendors were in the SPURS Confidential Vendor files that were not actually confidential vendors and therefore these will be reworked through this new process.
  - b. Turn around time varies depending on the number of vendors selected to flag as confidential. This will be done by a maximum of two weeks.
2. Mike Wolfe asked the question of “when will vendors be purged?”
  - a. Vendors and any sequence (not MFMP vendors) will be purged out of the SWVF after 18 months if there has been no activity involving that vendor or sequence number.
    - i. Use in a transaction is defining the vendor as being used.
    - ii. Purges happen monthly beginning July 2009.
  - b. Monday morning, June 1<sup>st</sup>, 2009, the new screens will be available, please refer to the A & A Memo that went out last Thursday.
  - c. Client files, Regular files were all examined with the end goal to retire these in the future. In the next few months these will be examined further to determine when these can be phased out. This will be dealt with on an agency-by-agency basis.
    - i. Agencies should look forward to being contacted by DFS to begin this process.
    - ii. Target date for termination of these files is December 31, 2009 tentatively.



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- d. In the A & A Memo, Addendum A, each agency was asked to submit the request with four names that should have “add” capability to the new SWFV.
    - i. Agencies are requested to complete this request now and at the latest next Tuesday. If agencies get these to DFS by COB today May 27, 2009, they will have access sometime on Monday (not at 8am, but ASAP).
      1. If someone is placed on the list and they do not currently have FLAIR access, they cannot be added.
    - ii. Should you need more than four persons with add capability, you must provide justification on the request form for why more than four are needed.
      1. Justification should be detailed and specific. Not simply “because this person has always used SPURS.”
      2. Marking an existing vendor as confidential is not considered part of the update capability.
      3. Confidential vendors must be actual confidential vendors as per law. If you are unsure, your agency’s attorneys should review pertinent laws to determine.
        - a. Serious fines are associated with this practice.
    - iii. Update capability will be retained by DFS for now to limit the amount of errors being made.
  - e. Training will be provided to the agencies on the new SWVF.
    - i. There will be an A & A Memo as soon as tomorrow, May 28<sup>th</sup> that will layout the various training provided for this new SWVF.
      1. If one-on-one training is desired, please contact the Training section at DFS for arrangements.
- 6) FLAIR Cash Management Task Force – Christina Smith:
- a. Report was put into Senate Bill 2088 this session and was amended.
    - i. This passed the senate but stalled in the House.



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- ii. Have been asked to present the CFO with a proposal.
  - 1. Establish a governance structure approved by FMIB.
  - 2. Layout ideas for moving forward.
- 7) Stop printing Employee Expense Remittance Advice – Christina Smith:
  - a. Advice is out on web and there is no longer a need to print.
  - b. Will be effective as of July 1, 2009.
  - c. Will save time and money.
  - d. Comment made to add a possible description field so that more detail could be added for the employee to see on the web.
    - i. Particularly important to travel reimbursements to indicate which periods a particular expense reimbursement is for.
    - ii. Christina will check into the capability of modifying what is displayed.
- 8) Complex Passwords – Joanne Krieger-Wolin:
  - a. Effective June 8, 2009 RACF passwords will be required to be complex. New date will be on FLAIR news screen.
  - b. Any agencies that use EDA (JAC, AWI, DEP) were asked to participate in testing. DFS will contact these agencies.
  - c. Side note – news screen says to use “X” in the new report for Confidential Vendor File and it should actually be “6”. Please use ZZ or ZY and the number 6.
    - i. Please review your forms. Any ZZ or ZY forms that is used for purposes other than the production reports that we push to you should be changed to use an appropriate form ID within your agencies form range.
    - ii. A & A Memo #13 “Fiscal Year Close Out” – Tim Hsieh & Jeff Cagle:
  - d. Content much the same as last year.



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- e. Extended FLAIR hours will be posted on the FLAIR news screen.
- f. Please continue to monitor Central Accounting balances for negatives.
- g. Please remember to check your budget before you certify forward. A report is available for review of these budgets for any negatives.
  - i. The timeframes have been modified slightly to allow for corrections if any negatives are present. A one day difference is applicable this year. This will help with OPB compliance issues.
- h. Enterprise Financial Reporting workshop is next Tuesday and Wednesday and an email will be sent out with the location of the materials as they will not be printed this year.
- i. Bureau of Auditing:
  - i. Settlement Agreements: Packet due no later than 5pm June 1<sup>st</sup>.
  - ii. Vouchers: No later than June 30<sup>th</sup> by 5pm

### 9) FLAIR Training – Ella Hinson:

- a. Calvin Sloan introduced as new Training Supervisor.
- b. Still reworking training with goal of no class longer than two days.
- c. Some classes have begun.

### 10) Nominations & Election of FY 2009-2010 Officers – Ella Hinson:

- a. Nominations:
  - i. President – Mike Wolfe.
    - 1. Closed, voted and elected.
  - ii. Vice President – Jim Oakley.
    - 1. Closed, voted and elected.
  - iii. Secretary – Ella Hinson.
    - 1. Closed, no vote.



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- 11) Request made by Bruce Wolin to reverse the order of announcements to reflect the newest announcements on the User Group site be at the top of the section rather than the bottom.
- 12) Motion made to adjourn, seconded, and approved.