# Establish New FLAIR Operating Level Organization (OLO) Checklist

Leadership for the new agency will need to identify staff to work with the Department of Financial Services (DFS). The newly created agency will need to designate a primary contact to work with DFS's primary contact.   The DFS primary contact will serve as the coordinator to ensure all applicable tasks are addressed and completed. Likewise, the primary contact designated with the new agency will be the coordinator within the agency to assign tasks and monitor for completion and report the status of each task to DFS.

Note: The majority of the tasks associated with creating a new agency in FLAIR must occur in succession. This is why it is critical to identify a primary point of contact both at the new agency and at DFS.

The primary agency contact will need to have staff designated to work with DFS in the following areas:

**Agency Contacts Needed**

1. Primary
2. Agency Financial Management Lead
3. RACF Administrator
4. Departmental FLAIR Access Control Custodian
5. FLAIR Departmental Title Files
6. Payroll FLAIR Access Control Custodian
7. Employee Earnings Center (EIC) EIC Payroll Access
8. File Transfer Protocol (FTP) Technical
9. Debt Collection/Write Off
10. Purchasing Card Administrator
11. Report Distribution System (RDS) Administrator
12. Treasury Website Administrator
13. Asset Management
14. Contract Management
15. Grant Management

Below are the tasks and/ or items to be considered by each of the Agency's Contacts. This list is not a detailed listing of all activities.   Its purpose is to identify the critical areas that need to be reviewed from both a financial management and accounting system perspective. The DFS points of contact will provide detailed instructions on any specific activities that must occur for transition.   Please note that subject matter experts from other cognizant agencies may also be involved in these tasks or items.

1. **Primary**
   a. Serves as the liaison between DFS and the new agency
   b. Identifies agency contacts for each area of responsibility and assigns set up tasks

2. **Agency Financial Management Lead**
   a. Agency is responsible for coordinating the following financial activities:
      i. Beginning cash balances - journal transfers to move cash to new OLO
      ii. Trial balance entries -reconcile and post balances with TR 10's
      iii. Trust fund investments - liquidate in old OLO and invest in new OLO
      iv. Address any outstanding trust fund loans for old agency
      v. Ensure all receipts have been recorded and verified that should be accounted for in the old OLO by the established deadlines for transition/fiscal year end
      vi. Determine carry forward process for FCO and carry forward for Incurred obligations
         1. Invoice processing July - September
         2. Report monitoring for this process
      vii. Obtain new Warrant Release Authorizations for the new Agency including the issuance of Warrant ID cards for specified staff. Remove authorization and ID cards for old agency if applicable.
      viii. Review Warrant messaging and FLAIR site contacts for new Agency
      ix. Review needs for any special payment interfaces to central accounting
      x. Decision on using Agency specific numbering or FLAIR assigned numbering for vouchers
      xi. Obtain new Voucher signature cards for the new Agency. Revoke signature cards for old agency if applicable.
      xii. Ensure that Agency Management Representation letters for the Comprehensive Financial Reporting are being handled for both the new and old agency
      xiii. Ensure that the SAS Fraud disclosure letters for the Comprehensive Financial Reporting are being handled for both the new and old agency
      xiv. Determine how to handle refunds and warrant cancellations originating from old funds.

b. DFS will need to address voucher auditing issues:
    i. Invoice sampling set up and updates
    ii. FLAIR site set up
    iii. Quick pay set up
c. Agency needs to request cash control accounts that need to be set up in FLAIR
d. Agency needs to determine if there is a need for a revolving fund; if yes, identify if revolving funds are for payroll or non-payroll payments.
e. Agency needs to review reporting needs (i.e., historical from old OLO and for new OLO)
    i. Information warehouse access; new OLO needs to be added along with user groups and authorization profiles
f. Old agency will need to perform Monthly close out in FLAIR in order to keep FLAIR indicators in sync
g. Old agency will need to perform year-end close and all related activities
h. Discuss use of any other payment cards (American Express, Diner's Club, etc.)

3. **Resource Access Control Facility (RACF) Administrator**
    a. Identify staff in the agency that need this access

4. **Departmental FLAIR Access Control Custodian**
    a. DFS Help Desk must first establish the custodian's authority; the custodian will then set up agency staff based on their responsibility, (i.e. posting budget, entering deposits, processing disbursements, financial statement adjustments etc.)

5. **Establish FLAIR Departmental Title Files**
    a. At a minimum, the following codes will need to be established in Departmental FLAIR:
        i. Agency organization codes
        ii. Set Files
        iii. Budget Entity to Program Component Crosswalk (LAS/PBS)
        iv. Expansion Options
        v. Agency unique revenue and expenditure object codes
        vi. Agency unique general ledger codes
        vii. Employee and statewide vendor file adds
        viii. Fixed Account Group Description(s)
        ix. General titles; OCA, Grants, Contracts
        x. Cash Control Accounts and subsequent additions of FLAIR 29 digit codes for each cash control.

6. **Payroll FLAIR (PYRL) Access Control Custodian**
   a. Agency will need to provide default payroll account code
   b. BOSP will need to address Wage permissibility Settings/Deductions
   c. BOSP will need to address Garnishments/Collection Adjustments
   d. Agency will need to decide if there is a need to receive the File 13
   e. Agency will need to decide if there is a need for Revolving Funds for payroll
   f. Agency will need to address any Unemployment accounts with Department of Revenue
   g. Agency will need to address any Worker's Compensation payments

7. **Employee Earnings Center (EIC) EIC Payroll Access**
   a. Agency will need to assign a "Master personnel" person,who will have access to print from the EIC for any employee
   b. Agency may need to grant access in both the old OLO and new OLO

8. **File Transfer Protocol (FTP) Technical**
   a. Agency will need to determine what nightly files are to be received
   b. Agency request listing of files to be transmitted to the new agency
   c. Agency must ensure all security and protocols are being used for transmitting data from and to the new agency
   d. Agency and DFS will collaborate on testing of the nightly files prior to the transition date

9. **Debt Collection/Write Off**
   a. Agency will need to decide which collection agency will be utilized
   b. Agency will need to establish transfer accounts

10. **Purchasing Card Administrator**
    a. Submit application for agency to have use of the state P-Card
    b. Submit plan for approval
        i. This includes the different levels of approval within the P-Card module in FLAIR
    c. Discuss with specified DFS staff all needed requirements.

11. **Report Distribution System (RDS) Administrator**
    a. DFS will need to add New OLO to user groups and authorization profiles
    b. Agency will need to work with DFS to set up access profiles for the new agency users
    c. Agency will need to set up RDS form ID #'s to receive reports
    d. Natural programming and warehouse set up, including MRE access

12. **Treasury Website Administrator**

   Agency is responsible for coordinating the following activities:
   a. Concentration Account – Bank Deposits
      i. Request a new sub-account and/or location
      ii. Assign Treasury website administrator to set up access for new users and delete old users, if applicable
      iii. Provide new FLAIR account codes for Returned Items
      iv. Provide new ACH Authorizations forms
      v. Coordinate deposit processing with Department of Revenue, if applicable
   b. ePayments – Credit Card and ACH
      i. Provide details for the following:
         1. Identify existing or new business processes/areas affected by the change
         2. Provide a listing of ePayment internet applications and/or Point of Sale services affected
         3. Update existing or request new bank accounts
         4. Update or request new merchant numbers
         5. Update or complete a new contract Participation Agreement
      ii. Coordinate consultation between Treasury and ePayments vendor to identify and to evaluate changes needed to existing ePayment systems
      iii. Provide change request to ePayments vendor and agreement for payment of changes
      iv. Test and provide approval  once vendor has completed change request
   c. Consolidated Revolving Account (CRA)
      i. Provide revolving fund approval and authorization from Accounting and Auditing (A&A)
      ii. Request a new bank account or change agency location from Treasury
      iii. Provide new signature card
      iv. Select and order checks, deposit tickets and endorsement stamps
      v. Assign Treasury website administrator to set up access for new users and delete old users, if applicable
      vi. Close existing sub-account, if applicable
   d. Clearing and Revolving Accounts (Outside Treasury)
      i. Close existing revolving fund authorization (A&A)
      ii. Provide Treasury with new revolving fund authorization from A&A
      iii. Submit request form to amend existing or procure new banking services available on Treasury website
      iv. Close existing bank account, if applicable
      v. Open new bank account and order new supplies, if applicable
      vi. Update clearing and revolving quarterly and annual reports submitted to the Treasury
   e. Cash Management Improvement Act (CMIA)
      i. Determine if the Treasury State Agreement needs updating with the new agency name
      ii. Determine if covered programs are transferring to the new agency
      iii. Determine if new FLAIR codes are needed for clearance pattern tracking

  f. Trust Fund Investments
    i. Work with Treasury to identify staff that need security to access the treasury website for agency trust fund administration
    ii. Determine how the Agency wants to handle investments; liquidate in old OLO; reinvest in <u>new</u> OLO
  g. Special Purpose Investment Account Investments (SPIA)
    i. If you have a SPIA account, please contact Treasury Internal Investment staff to determine the needed action.  Staff can be reached at 850.413.3168

## 13. <u>Asset Management</u>
  a. Old and New Agency needs to determine if an inventory should be performed before the transfer of assets
  b. Old Agency needs to clear any property pending items before transition date
  c. New Agency needs to establish fixed account groups
  d. Old Agency needs to work with DFS on establishing the criteria for mass transfer of assets, if needed

## 14. <u>Contract Management</u>
  a. Old and New Agency need to identify contracts that need an amendment to acknowledge the new agency
  b. Old and New Agency need to determine if any contract data in FLAIR's contract subsidiary file needs to be loaded to the new agency

## 15. <u>Grant Management</u>
  a. Old and New Agency need to identify contracts that need an amendment to acknowledge the new agency
  b. Old and New Agency need to determine if any contract data in FLAIR's contract subsidiary file needs to be loaded to the new agency