
FLORIDA DEPARTMENT OF FINANCIAL SERVICES
FLAIR STUDY
AGENCY BUSINESS SYSTEMS INTERFACE WORKBOOK
INSTRUCTIONS



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Revision History

Date	Author	Version	Change Reference
11/4/13	Jeremy Segers	001	Developed first draft of the Inventory Instructions
11/4/13	Jeremy Segers	002	Revisions from QA Review
11/5/13	Tina Worley	003	Revisions from review with DFS

Quality Review

Name	Role	Date
Tina Worley	Business Case Professional	11/4/13

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SECTION 1 AGENCY BUSINESS SYSTEMS INVENTORY INSTRUCTIONS

The “Agency Business Systems Interface Workbook” is a tool for agencies to validate their internal business systems which interface with FLAIR. Each agency will be provided with an excel spreadsheet, known as the interface workbook, which is based upon data originally derived from agencies during previous inventory projects. An individual profile for each business system interfacing with FLAIR has been provided based on the last inventory update. Each business system is found on a separate row within the excel spreadsheet workbook. This document contains a description of data elements being collected for each business system identified. Exhibit 1 below is a description of each of the data elements being collected.

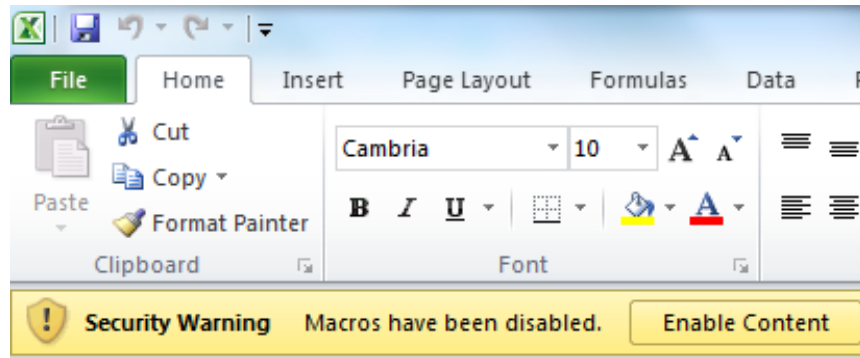
Column Name	Description	Type
Agency OLO	Lists the agency OLO code	Auto-populated
Agency Name	Lists the agency name	Drop Down List
Business System Name	Lists the system name, if identified	Free Form
Business System Acronym	Lists the system acronym, if identified	Free Form
Category	Lists a number 1 through 3 that denotes the following: <ul style="list-style-type: none"> ▪ 1 – Core Agency Business System - represents an Agency Business system that has a financial component ▪ 2 – Agency Financial System - represents a financial system purchased or developed by the agency to compensate for a lack of functionality in the current FLAIR/CMS system ▪ 3 – Agency Financial Database - represents a database or reporting application purchased or developed by the agency to compensate for a lack of functionality in the current FLAIR/CMS system 	Drop Down List
Financial Functions of the System	Lists the different financial functions performed by the agency business system	Multi-Select Drop Down List
Interfaces With?	Lists what part of FLAIR/FFMIS the systems interface with (Central, Departmental, Payroll, Information Warehouse, People First, MFMP)	Multi-Select Drop Down List
System Type	Identifies whether the system is custom or commercial software	Drop Down
Maintained By?	Identifies whether the system is maintained internally or externally	Drop Down
System Age	Identifies the age of the system	Drop Down
Is the System Shared with Other Agencies?	Identifies if the system is used by or on behalf of other agencies to interface with FLAIR	Drop Down List (Yes/No)
If so, which?	Lists the agencies that utilize the system	Multi-Select Drop Down List

Column Name	Description	Type
Comments	Identifies any relevant comments not captured in the previous fields	Free Form

Exhibit 1- Data Elements Description

1.1 ACCESSING THE WORKBOOK

Each agency will be provided a workbook with pre-populated fields based on the last inventory project. When first opening the Workbook, the respondent will be prompted by a Security Warning. To edit the workbook the respondent must select “**Enable Content**”.



1.2 COMPLETING THE WORKBOOK

When receiving the workbook, each respondent completing the workbook will provide their contact information (Name, Phone and Email) in the space provided at the top of the workbook.

Each assigned respondent will review the information identified on the agency workbook and will verify that the information is correct. Corrections are to be made directly in the workbook. Any additional business systems not listed are to be added at the end of the list and any obsolete business systems are to be identified by selecting Expired in the System Age field; please do not delete any rows in the workbook. Please adhere to the format as provided within the workbook.

For each correct business system which has been pre-populated or for any added business systems, complete each column within each row in its entirety.

1.2.1 WORKBOOK FIELDS

The workbook contains four different types of fields to complete; Auto-populated, Free Form, Drop-down List, and Multi-Select Drop-down List.

- Auto-populated – this field is automatically filled out based on other selections.
- Free Form Fields – any data value can be entered into these cells to complete the field.
- Drop-down List – one value can be selected from the list of available values.

- Multi-select Drop-down List – multiple values can be selected from the available values. To select multiple values the respondent must select each value from the list one at a time. Each new selection will be added to the cell separated by a comma. If you wish to remove a value which was entered incorrectly, click the drop-down list and select the value to be removed. The respondent will be prompted to confirm the deletion of the value. Simply select Yes and the value will be removed.

1.3 SAVING THE WORKBOOK

When saving the workbook, use the same filename as provided.

1.4 SUBMITTING THE WORKBOOK

Workbooks are to be submitted via e-mail to the following e-mail address:

FlairStudy@myfloridacfo.com

SECTION 2 QUESTIONS AND ANSWERS

Inventory respondents have the ability to ask questions and receive answers via three methods:

1. Email (preferred)
2. Office hours conference calls
3. Help Desk

2.1 E-MAIL

Respondents are to submit questions via e-mail at the following address:

FlairStudy@myfloridacfo.com

Questions will be answered within 24 hours of receipt.

When submitting an e-mail, please provide the following:

- Name
- Agency
- Contact Number
- Reason for inquiry/question

2.2 OFFICE HOURS CONFERENCE CALLS

Office hour's conference calls will begin Tuesday, November 12, 2013 and will end November 26, 2013. Respondents may call the following number, *1-877-451-3701 - Code: 9838146030*, on the below days between the hours of 10:00 a.m. and 11:00 a.m. to ask questions on the workbook.

- November 12, 2013
- November 14, 2013
- November 19, 2013
- November 21, 2013
- November 26, 2013

2.3 HELP DESK

The following Help Desk number is also available to provide additional support outside of office hours:

- 1-850-413-5535