



DEPARTMENT OF FINANCIAL SERVICES
Meeting Agenda

Meeting Name:	FLAIR User Group
Date:	5/22/2013
Time:	2:30 p.m.
Location:	Winewood Complex, Building 4

Agenda

- ***FLAIR User Group Call to Order*** – Mike Wolfe – Chairman
Meeting called to order by Mike Wolfe.

- ***Approval of the Minutes*** – Mike Wolfe – Chairman

<http://www.myfloridacfo.com/Division/AA/FLAIR/MinutesJune2012.pdf>

Motion to approve minutes from the June 2012 meeting was made, and motion to second was made. Minutes from June 2012 were approved as submitted.

- ***Report of the Sub-Committee*** – Tommy Lemacks – Enhancement Chairman

There have been no new requests made for the last two years for the sub-committee to consider.

Mike Wolfe encouraged all in the group to continue to submit enhancement requests in order to continually make FLAIR a better system. A complete list of enhancements, along with the status of each, is posted on the FLAIR User Group website.

If you would like to make a request, the request form and instructions can be found on the FLAIR User Group website.

- ***Division of Accounting & Auditing Update*** – Christina Smith

Christina thanked everyone for coming to the meeting. We are re-assessing FLAIR and dusting off the enhancements list. We are trying to work through some of the challenges that we learned from Aspire and continue to move forward with replacing FLAIR. During Aspire days, we identified the need for standardizing information. New projects will be selected based on a combination of preparation for a new system and agency needs.

New Projects and Statuses

Vendor Employee ID – Social Security Number: Enhancement #2008-007

We are currently looking at eliminating the requirement to use Social Security Numbers in transactions. We are going to add the PeopleFirst ID to the Vendor Employee File. We will have to address alternatives for reimbursing employees not recorded in PeopleFirst. Not addressing payroll system at this time.



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Revenue to Revenue Edits – (TR94)

Discussion began with Christina asking the audience if everyone understood what the purpose of a TR94 is and if they were aware of how to process the transaction. A few participants raised their hands. TR94 was developed to assist with the high volume of debit memos. It was rolled out quickly and thus far has been underutilized and is not hitting expectations.

TR94 updates to be addressed this year include:

- Adding the sending General Ledger Code (protected field) to the receiving screen
- Adding the Secondary Document Number to both the sending and receiving screens
- Enhancing the Transfer Type (1, 2, and 3) on the HELP screens
- Pre-populate the Receiving Document Number field to correspond with the Sending Document Number while still allowing it to be modified
- Change Revenue to Revenue Document Number from Secondary Document Number to the original Statewide Document Number

Question: Are the agencies going to be notified of the FLAIR changes and have an opportunity to provide input?

Answer: Yes, we will create work groups for scope and enhancements.

Grant Information – FACTS: Enhancement #2008-009

Grant information is being moved to FACTS. The same process used during the contract conversion to FACTS will be used for the grant phase. A workshop is targeted for **June 21, 2013** for all agencies and will cover recommendations from the policy meetings.

Changes to FLAIR will include an enhancement to allow for multiple Letter of Credit subaccount codes to be linked into one grant.

- Special request from DEO

Standardize Object Codes – Uniform Chart of Accounts

During Aspire days, we began the process of standardizing codes for a new accounting system. Travel object codes are a good example. We will meet with agencies to agree on the standard listing and definitions of the objects codes. The goal is to eliminate the agencies' ability to update agency unique codes by July 2014. Christina is concerned with the limited number of Revenue object codes and may consider adding more. A data dictionary will be created.

Effective Dating: Enhancement #2008-005

DFS is working on adding effective dates on the Title File codes to allow for effective start and end dates. Integration with MFMP is required and conversations with DMS will determine when it may be implemented.

Purchasing Card Provider ITN Update

Currently, this update is in the procurement process; timeframe unknown. Off-the-shelf software will be reviewed. The proposed plan is to eliminate the Departmental PCard subsystem and replace it with web-based card maintenance and charge approval applications.



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New software will include: attachments, workflow, real-time reporting, more robust audit features, and the ability to monitor spending more closely. The plan is to implement the new PCard module in FY 2013/2014.

Question: What would be the impact on agencies?

Answer: Agencies will have the ability to require supervisors to validate charges and include attachments (eliminating paper). Agencies will still have disapproval codes and spending limits. The software will allow robust auditing features that will help agencies closely monitor purchases. The new software will talk to FLAIR, accept FLAIR codes, and carry over data into FLAIR, but will no longer allow encumbrance and payable transactions (TR70s and TR53s). Only unencumbered transactions (TR51s) will be allowed on PCard charges.

Reminder to Group of New Division Website

The new Division of Accounting and Auditing website was rolled-out in April 2013. See Agency Addressed Memo No. 31, 2012-2013. A tab is included for the FLAIR User Group and will be used for communication.

Legislative Updates: Transparency

Prior to FACTS, agencies were reporting contracts in three different places. The legislature passed a bill (5401) that includes requirements for FACTS. This bill includes imaging. DOT is piloting imaging now. We will be working with DFS legal staff to determine what should be included in imaging. We will concentrate on imaging after year end.

Question: How do agencies handle contract reporting and MFMP processing?

Answer: We are working with MFMP to import PO information into FACTS. Currently, there is no tool in MFMP for contract management. Short term: yes, continue to report contracts in both places if it is your agency's policy to report contracts in MFMP. However, in the long term it will be beneficial to pull information over from MFMP.

FLAIR Business

DFS received proviso and appropriation of \$1.75M to hire a consulting firm to complete a study of FLAIR and recommend enhancing or replacing it. Proviso also directs that the study assesses: the feasibility of implementing an ERP for the State; the advantages and disadvantages of replacing just FLAIR; FLAIR and CMS; and FLAIR, CMS, and the personnel and procurement subsystems. Study shall also identify all specific changes needed in statute and financial business practices to facilitate the recommended option. We anticipate the solicitation to be out in the summer and a bid awarded in the fall.

Question: How will projects be communicated to the agencies?

Answer: Projects will be communicated through an Agency Addressed Memo and possibly the FLAIR news page.

Next Steps

We will be sending out a cheat sheet of enhancements – preferred method is an Agency Addressed Memo.



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Question: Was it decided to expand fields? Ex: Grant number expanded to 11 digits.

Answer: Challenging and expensive to change fields. This will not happen in FLAIR. However, the advantage of ERP systems is that they allow us to look at the size of fields and additional field elements to determine field length. ERP systems allow you to turn on or off certain functionality which includes adding additional field elements.

➤ ***Introduction of New Division of Information Systems Deputy Director for FLAIR - Terry Kester/Tammy Crumel***

Terry Kester introduced Tammy Crumel as the new DIS Deputy Director for FLAIR. He also congratulated Joy James as the new Bureau Chief for the Design Group within DIS.

➤ ***FLAIR Updates – Joy James***

Beginning Trail Balance

Historically, when you closed out the fiscal year, the EOG would request that you run a trial balance and print it to their virtual printer. Now included in your period end process, FLAIR will run the trial balance and send it over automatically.

RDS Project

The Division of Information Systems is currently reviewing its output distribution methods – hardcopy print, CDs, FTP – to reduce duplication efforts and possibly save money. The DIS/FLAIR Team (Reggie Watson) will be contacting agencies to confirm reports received are 1) still needed; 2) received using the best delivery method available; and 3) not received using multiple methods.

SYSD Retirement

Effective May 30, SYSD will be disabled. Beginning June 1, reports will be distributed to either RDS or a printer.

Invalid Reports

In January, we implemented an edit to validate Report Schedules. Currently there are 7,205 scheduled reports and 253 are invalid. On June 14, we are planning to delete the 253 invalid reports and work with agencies on cleaning up the other reports.

Screen Changes

Currently in the design/programming phase is the option to have the **SITE** field added to the AUDIT SUMMARY REQUEST SCREEN, voucher option.

Question: Because this is an “inquiry” screen, are there any user community concerns if we implement these changes without the 90 day notice?



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Answer: None noted.

Technical Contact

We would like to obtain a technical contact for each agency. The technical contact would be notified of all system changes and would be responsible for making sure that the proper notifications were made at the agency level and for “sign-off” of accepted changes.

Question: We used to be able to input a **Y** on the news screen to display more data. Is this currently functional?

Answer: Yes, Patricia will verify.

➤ ***FACTS Update*** – Danielle Kosberg

New process for communicating FACTS updates has been implemented. Releases will be posted on the FACTS projects page. All changes from March 2012 along with the phases of the projects are located on this page.

Twenty one agencies participated in the policy workgroups for grants and they are very close to finalizing requirements for the Grants Phase.

We are working with DMS on retrieving purchase order information directly from MFMP as well as defining requirements. A webinar is planned for the second or third week in June to discuss fields and requirements.

Question: JAC does not currently use MFMP; will we be required to put information into MFMP?

Answer: Christina will talk with JAC directly; JAC should send an email to the FACTS email addressing your concerns.

➤ ***Nominations and Election of FY 2013/2014 Officers*** – Ella Hinson

Nominations for President: Mike Wolfe

Closed, voted, and elected.

Nominations for Vice-President: Tommy Lemacks

Closed, voted, and elected.

➤ ***Other Business*** – Mike Wolfe

Question: Are there plans to update the manual?

Answer: Yes. It is currently in the process of being updated. We are planning to have the first piece on the web soon and the entire project done by September.

Question: Are we preserving any documents from Aspire?

Answer: Yes, we are leveraging what we can use from earlier projects.



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Christina spoke about agency travel. Several agencies are in the process of looking to update their systems and have seen multiple demos of new methods/software from vendors. The goal is to make the process more automated. Currently, travel is on an Oracle platform but the hope is to convert it to a .net. She would like to put a meeting together with agency administrators to see what can be done.

Christina also spoke about the desire to move to a paperless voucher process. She is planning to send out a survey to determine needs and submit a budget request to assist in the long-term solution. The purpose would be cost saving.

➤ ***Adjournment***

Motion made to adjourn, seconded, and approved.