



DEPARTMENT OF FINANCIAL SERVICES
Meeting Agenda

Meeting Name:	FLAIR User Group
Date:	5/12/2014
Time:	2:30 p.m.
Location:	Dept. of Revenue – Cap. Circle Office Center

Agenda

- **FLAIR User Group Call to Order** – Mike Wolfe – Chairman

Meeting called to order by Mike Wolfe.

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

The FLAIR User Group November 2013 meeting minutes are available on the FLAIR User Group website: <http://www.myfloridacfo.com/Division/AA/MeetingMinutesNovember2013-V1.pdf>

Motion made and seconded to approve minutes from the November 2013 meeting. Minutes from the November 2013 meeting approved as submitted.

- **FLAIR Enhancements** – Tommy Lemacks – Enhancement Chairman

The FLAIR Subcommittee Enhancements Update handout is available on the FLAIR User Group website: <http://www.myfloridacfo.com/Division/AA/EnhancementListUpdate0514.pdf>

Item 2014-001 – Amended to include online request for auto-marking. Given C2 priority. Target date June 2015 as submitted by the subcommittee. Passed.

Item 2014-002 – Need ability to add additional CSFA/CFDA numbers to the Grant Information File in FLAIR. Passed.

Item 2014-003 – Add beginning and ending dates in FLAIR Grant Information File. Passed.

Item 2014-004 – Include all Grant (FACTS and FLAIR) on FTP file. A poll was taken of agencies using FTP file extract, used by a limited number of agencies. Part of the discussion included the timing of the extract and the updates on the FLAIR title file during nightly update. Passed.

Ella Hinson noted that all previously submitted enhancements not yet completed will be placed on hold due to the FLAIR Study and Object Code projects.

Tammy Crumel noted that DFS will attempt to work on requested enhancements, which do not call for major program rewrites of FLAIR as time permits during the Object Code and FLAIR Replacements Projects.



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➤ **2013-14 Year End** – Tim Hsieh

Refer to the handout, Fiscal Year 2013-14 Closing Activities to be Monitored, can be found on the FLAIR User Group website at: <http://www.myfloridacfo.com/Division/AA/FLAIRUserGroup.htm>. This handout lists the activities that will be tracked during this year's closing process. While there will not be a grade, these activities will be reviewed to determine where improvements may be made in the process.

Additional year end closing instructions can be found in Agency Addressed Memo No. 39, 2013-2014: <http://www.myfloridacfo.com/Division/AA/Memos/agency/2013-2014/aam3914.pdf>.

- Question: When is the earliest time after the cut-off will an agency be able to resubmit on-demand payroll transactions?
 - Answer: Agencies can begin submitting on-demand payroll transactions on June 27, 2014. This information is also contained in the Division of Accounting and Auditing Agency Addressed Memo (No. 39, 2013-2014), which was sent to state agencies on April 17, 2014.

➤ **FACTS Update** – Danielle Kosberg

The FACTS Update PowerPoint can be found on the FLAIR User Group website: <http://www.myfloridacfo.com/Division/AA/FLAIRUserGroup.htm>

All major phases of the FACTS Project are complete. There are over 300,000 agreements in FACTS and 91,000 of the contracts contain images.

- Focusing on system enhancements and clean-up activities
- New Imaging Reports
- July 2014 enhancement release to include:
 - New Ending Date field
 - New MFMP commodity codes (DFS will maintain a crosswalk)
- Records on the FLAIR Grant Information File not updated since March 1, 2014 will be marked for deletion by FLAIR and purged in January 2016.
- A webinar will be held in May for batch users to discuss details of the approach.

➤ **FLAIR Object Code Standardization Project** – Danielle Kosberg

The FLAIR Object Code Standardization Project PowerPoint can be found on the FLAIR User Group website: <http://www.myfloridacfo.com/Division/AA/FLAIRUserGroup.htm>

Two phases: this year expenditure object codes, next year revenue object codes.

- Brief project overview discussed as well as an overview of the two previous workshops.
- Impact Statements: 37 impact statements from 26 agencies have been received.
 - Over 320 new Statewide Expenditure Object Codes have been requested.
 - Reporting and MFMP were highlighted as main areas of concern.
- DFS is focusing on gathering a finalized list by the end of May.
- Upcoming activities:



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- Respond to impact statements
- Publish FAQs
- Conduct a workshop in June
- Publish the training schedule
- Develop and deploy the Conversion Dashboard
- Pilot conversion with one agency
- Question: Do we have any direction on how to clean up the old codes?
 - Answer: DFS will have something shortly.

➤ *FLAIR Study Update* – Tara Kyvik

The FLAIR Study Debriefing PowerPoint can be found on the FLAIR User Group website:
<http://www.myfloridacfo.com/Division/AA/FLAIRUserGroup.htm>

It has been recommended that FLAIR and CMS be replaced with an ERP solution. Once approved to move forward, the replacement will be a complex, multi-year project.

- Question: What about LAS/PBS and why is it not on the list?
 - Answer: It was not included in the proviso as an option to be explored.
- Question: Where will the presentation be parked?
 - Answer: On the FLAIR Projects page.
- Question: Any advantages and disadvantages if ERP with other states?
 - Answer: No definite answers. Most were lessons learned. Found customization is sometimes needed and must be managed. No state was able to roll out an all-inclusive ERP (accounting, procurement, payroll). All states shared that they wished they had done more business process reengineering up front.

➤ *Nominations and Election of 2014/2015 Officers*

President – Mike Wolfe. Approved by group.

Vice President – Tommy Lemacks. Approved by group.

➤ *Other Business* – Mike Wolfe

- Question: How many retiring in the next year?
 - Answer: Bill Dubose and Ella Hinson

➤ *Adjournment* – Mike Wolfe

Motion made to adjourn. Motion seconded and approved.