

Overview

Use this document as a resource for completing *Task 326: Update Current-State Agency Business System Inventory and Documentation*. It describes columns added to the Current-State Business Systems worksheet (previously Business System Analysis) in your agency's Inventory Workbook in Smartsheet. It also describes each column of the new sheet: Current-State Interfaces worksheet.

Considering the information below as you complete the columns of the worksheet will guide your agency through a process of updating your list and reviewing and compiling documentation of each of your agency business systems that interface with FLAIR and/or contain FLAIR data. These worksheets are not a repository of all technical and functional details of your systems, but provide a snapshot of the systems and the status of the documentation of those systems.

The fields of information are free-form text fields and drop-down boxes (select from list of valid values). In addition to completing the columns of information, you may also attach information at the Row or Sheet level. To do so, click on the paperclip icon in the top left of your worksheet. Select the Row or Sheet level and upload the file. (For more information on Smartsheet, please see the documents linked [here](#) on the Florida PALM website).

Current-State Business Systems Worksheet

Business System Name	Business System Type	Technology Type	Primary Business System Contact Person	Primary Business System Functional Owner	Primary Business System Technical Owner	Business System Maintained by	Approximate Number of Business System Users	Business System Tier	Business System Criticality	Current-State Technical Documentation Status
Agency Business System 1	Data Warehouse/Data Store Database	Oracle Database	Jane Doe	Finance & Accounting	OIT	In House	51-100	Tier 1 - System has a direct FLAIR connection	High - Must be operational at go-live	Partially Documented
Agency Business System 2	Utility	Scripting	James Test	Payroll	OIT	Vendor	6-25	Tier 2 - Secondary connection to FLAIR through Tier 1 system	Low - Must be operational within 180 days of go-live	Complete Documentation

Figure 1: Current-State Business Systems Worksheet in Smartsheet with examples

Column: Business System Name

Agencies previously submitted an Agency Business System Analysis reporting all current agency business systems related to Financials Wave that interface with FLAIR and/or contain FLAIR data. Review and update your agency's current list. Be sure to add any payroll-related agency business systems that may be impacted by the Payroll Wave.

When evaluating which of your agency business systems to list, consider the following questions:

- Does the system interface with FLAIR?
- Does the system contain a FLAIR data element to support processing (i.e., in a drop-down field or input field)?
- Does the system use financial data (i.e., a FLAIR data element) to perform functions (e.g., allocations, cost distributions, reporting)?
- Does the system integrate / interface with a financial-related (i.e., one that contains a FLAIR data element) database, table, or file?

Column: Business System Type

This field is a multi-select drop down list. In this field, indicate the primary function or nature of the system, as it relates to your agency business processes. Identify the primary purpose of the system and the nature of how it is used. In some cases, more than one description may apply. Select each value that applies to the system.

The available values and descriptions are defined below:

- Application – the system is used as part of business processes to accomplish specific objectives, perform specific tasks, or collect needed information from internal or external users.
- Data Warehouse/Data Store – the system is a repository of data, including FLAIR data, that is used to meet agency reporting needs.
- Database – the system describes a stand-alone database that is used to analyze data, complete certain business process steps, and/or meeting specific reporting needs.
- Automated Processes – the term system describes an agency process that has been automated using a variety of tools, such as SharePoint, Access Database, or other items.
- Website – the system is the maintenance of a website that uses FLAIR data which is part of information that is presented to the public or a set of users.
- Document Repository – the system is used to maintain documents/records for agency use and to meet agency record retention requirements.
- Web-Form – the system refers the use of a web form to collect information for agency use.
- Utility – the process that handles general maintenance, such as patch management software or task scheduling.

Column: Technology Type

This is an optional column to enter any additional information or classification regarding the business systems technology type (e.g., Oracle Database, SQL Database, Access Database, SharePoint List, Front-End Client Site Script, VBA Script, Terminal Script, Web-Based Application, COBOL Application, etc.).

Column: Primary Business System Contact Person

Provide the name of the person(s) who is the primary contact for the agency business system. This will provide you with a list of stakeholders who will require engagement when planning for system remediation.

Column: Primary Business System Functional Owner

Provide the area (unit, division, bureau, or program area) who holds primary functional responsibility for the agency business system. This will provide you with further stakeholder identification.

Column: Primary Business System Technical Owner

Provide the area (unit, division, bureau, or program area) who holds primary technical responsibility for the agency business system. This will provide you with further stakeholder identification.

Column: Business System Maintained By

This field is a multi-select drop down list. In this field, indicate whether the system is maintained in-house (state resources), by a vendor (external or contracted resources), or combination of both.

Column: Approximate Number of Business System Users

This field is a drop-down list of ranges of users. The intent of this column is to note the system's general reach across the agency by providing a range of users. Include users who input data, pull

reports and/or have view access to the system. The options provided via drop down are: 1-5, 6-25, 26-50, 51-100, >100.

Column: Business System Tier

This field is a drop-down list. Determine where the agency business system lives in the data exchange ecosystem. Does the agency business system send or receive data directly to FLAIR? Those agency business systems are Tier 1 systems. Does your agency business system send FLAIR data to another agency business system? Those systems are Tier 2 systems. Some systems may have FLAIR data manually entered by an end user rather than by interface. You may select from the following in this column:

- **Tier 1** – System has a direct FLAIR connection
- **Tier 2** – Secondary connection to FLAIR through Tier 1 system
- **Tier 3** – Data is utilized from a Tier 2 system
- **Manual** – Contains financial information, but data is manually loaded into business system
- **Other** – Select for all other tiers and describe the tier in the Comments column

The diagram below shows an example of the complexity of FLAIR interfaces from an agency perspective. The blue arrows show the direct interfaces between FLAIR and agency business systems, or what we call Tier 1 systems. The red arrows depict systems that send or receive FLAIR data through an agency business system, or what we call Tier 2 or Tier 3 systems, and the dotted black arrow is manual entry based on business system data.

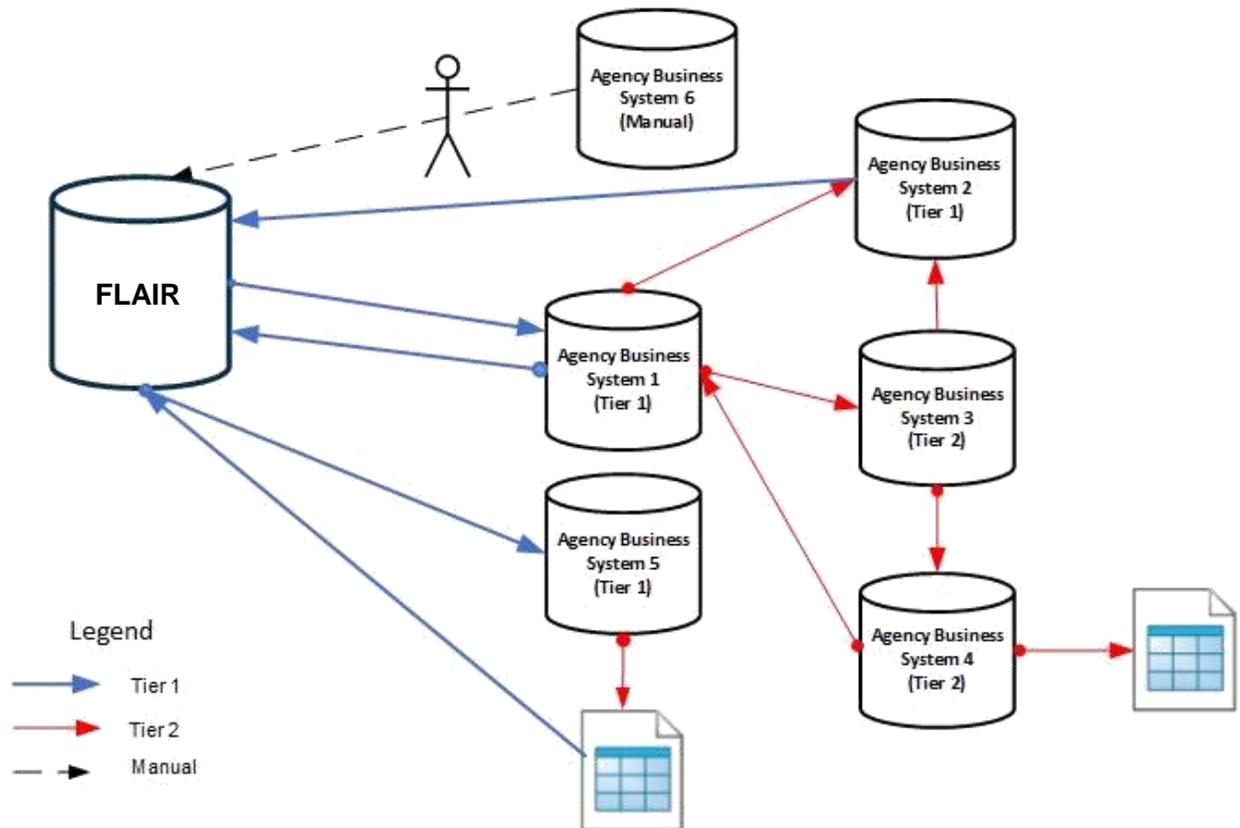


Figure 2: Interface Diagram depicting Tier framework

Although the main focus is the Tier 1 systems that have interfaces with FLAIR, you should also document Tier 2 and Tier 3 systems. Those systems that contain FLAIR data will likely require remediation if your agency continues to use them after Florida PALM is implemented. It's important to document Tier 2 and Tier 3, as any changes to Tier 1 may also impact those systems.

Column: Business System Criticality

This field is a drop-down list. Indicate in this field the criticality of each business system: High, Medium, Low, or None:

- High – Must be operational at Go-Live
- Medium – Must be operational within 30 Days of Go-Live
- Low – Must be operational within 180 Days of Go-Live
- None – No time specified

When evaluating the criticality of your agency business systems, consider when you need the system to be available for input or with updated information. Below, is a list of questions to help you evaluate the criticality of each business system. Also, consider your own business requirements as criticality is evaluated. This list is meant to help drive the conversation within your agency to determine the criticality of the system, and the answer to any one question does not align to any particular criticality choice.

- Does the system support daily user processing (e.g., receivable or billing system)?
- Are there users outside of the agency that access or utilize the system?
- What is the frequency of the input / consumption of information (e.g., daily, weekly, monthly, quarterly, annually, or ad hoc)?
- What is the frequency of the output (e.g., daily weekly, monthly, quarterly, annually, or ad hoc)?
- Are there next Tier systems or downstream processes that rely on information from this system?
- Can functions be processed manually or without the system for some period of time?

Column: Current-State Technical Documentation Status

This field is a drop-down list. Indicate the status of the Business System Technical documentation. The options provided via drop down are: Not Documented, Partially Documented, Complete Documentation, or N/A. Select N/A for systems that are planned to be retired before or with Florida PALM.

Current-State Interfaces Worksheet

Interface Long Name	Interface Short Name	Inbound to Agency / Outbound from Agency	Source / Target	Interface Type	Frequency	Interface Filename	Associated Business System(s)	Comments
F0001 processing	F0001	Outbound	DFS - FLAIR Payroll	File	Bi-weekly	D:PRP\F0001\CVG.M	Agency Business System 2	
Master Balance	MB1	Inbound	DFS - FLAIR Central	File	Daily	C3100MBJ_YYYYMMDD.TXT	Agency Business System 1 Agency Business System 3	

Figure 3: Current-State Interfaces Worksheet in Smartsheet with examples

Column: Interface Long Name

Name of the interface(s) that is utilized to send or receive financial information (e.g., FLAIR data element) between an agency business system and a component of FLAIR (Central, Departmental, PYRL) or enterprise system (MFMP, STMS, PF).

Column: Interface Short Name

The abbreviated name of the interface, if applicable.

Column: Inbound to Agency / Outbound from Agency

This field is a drop-down list. Choose if the interface is inbound to your agency / agency business system or outbound from your agency / agency business system.

Column: Source / Target

Indicate the sending or receiving system. For interfaces that are inbound to your agency business system, indicate the source system. Does the interface come from FLAIR, an Enterprise System (e.g., MFMP, LAS/PBS), one of your business systems or another agency? If the interface is an outbound interface that your system produces and sends, indicate to where (i.e., business system) the information is sent.

Column: Interface Type

This field is a multi-select drop down list. How is information exchanged between the source and target systems? Select all types of interfaces that apply:

- File – Standard file layout (e.g., TR1)
- Manual Data Exchange – Non-automated transfer (download / upload) of data
- Scripting/Screen Scraping – Automated process initiated by an end-user
- Other – Please describe in Comments column

Column: Frequency

This field is a multi-select drop down list. Indicate the frequency (e.g., daily, monthly) for the interface. Select all that apply.

Column: Interface Filename

Provide the interface file name(s). Typically interfaces with various frequencies will have different file names. If there are multiple interface file names, enter all names separated with a coma.

Column: Associated Business System(s)

Choose all agency business systems associated with the interface. This field contains a pre-populated multi-select drop down list of agency business systems from your Current-State Business Systems worksheet.

Column: Comments

This is an optional column to enter any additional information regarding the interface.