

- 1. FLAIR User Group Call to Order – Mike Wolfe – Chairman**
 - ✓ 3:05 Call to order.
 - ✓ Regathering of FLAIR Users Group
 - ✓ FLAIR User Group Board made up of three people:
 - i. Chair Person – elected – Mike Wolfe
 - ii. Vice Chair Person – elected – Mike Mentillo
 - iii. Secretary - Department of Financial Services
 - ✓ Annual election at the end of the fiscal year.
 - ✓ It was moved, seconded and agreed by members present to continue with the current officers until year end.

- 2. User Group Goals –Herb Fillyaw (Represented Doug Darling also)**
 - ✓ Spoke of list of items that are needed for FLAIR enhancements using the knowledge many had acquired over the past 5 years.
 - ✓ List of items will serve 2 purposes:
 - i. Enhancements may be big or tough but these need to be identified anyway so that when DFS goes back to the Legislative committee to get “A” (Aspire) started again. Use list for justification.
 - ii. Legislative staff has changed and DFS, along with agencies, will need to rejustify why the State needs a new system.
 - iii. DFS needs a priority list of small changes so that we can assign our resources appropriately to make modifications.
 - ✓ Also need to know agency needs because you are DIS customers. Need to know where the need is and what the need is.
 - ✓ Limited resources to use, DFS will do the best it can do.

- 3. Bureau of State Payrolls Over view – John Bennett**
 - ✓ Introduced staff.
 - ✓ New pay cumulative detail report – has a lot more information than before, ie., miscellaneous deduction amounts listed individually now. Contact Patsy Burgess at 413-5513 for more information.
 - ✓ Print on-line earnings statements new functionality – Agencies that have employees who do not have access to computers or the internet can now have authorized personnel print earnings statements for the staff. We just completed a successful pilot test at the Department of Revenue.
 - ✓ Agency payroll account codes desktop audits – letters going out to agencies soon listing payroll account codes that have been dormant or have had no spending authority for two years. Need to mark most of them inactive and subsequently purge them.
 - ✓ Question: Are you looking for new systems for payroll? Response: We are always looking for ways to improve.
 - ✓ Question: Is there an ability to EFT payroll to more than one destination such as checking and savings? Response: This is not possible at this time. This is also a direct deposit question, which is the responsibility of the Bureau of Accounting.
 - ✓ Question: What about using the SSN versus employee id numbers. Response: Not possible at this time. (It is item 15 on the Current FLAIR Projects.)
 - ✓ Christina made comment that each agency should look at the FLAIR enhancements list and see what is on there. If something is not there, then it needs to be put on the list.

4. Bureau of Accounting Overview – Tim Hsieh

- ✓ Many changes in Accounting over the last few years.
- ✓ Accounting has 37 positions within four sections.
- ✓ Molly Merry Bureau Chief.
- ✓ Moved Vendor Ombudsman from the Bureau of Auditing to the Bureau of Accounting under Mike Manderfield.
- ✓ Provided new high level organizational chart – review org chart.
- ✓ Provided new contact list.
- ✓ A review of SWCAP is underway and Steve Wilson is contacting agencies concerning transfers of SWCAP to General Revenue.

Contractual Services Edits – Delvis Jimenez

- ✓ In 2005, Section 216.011(1)(n), F.S., was amended to prevent Contractual Services to be paid out of Expense appropriations categories.
- ✓ Agency Addressed memorandum (AAM) #20, 2005-2006 - stated as of July 1, 2006, all Contractual Services object codes should not be paid from a 040000 Expense Appropriation category, with the exception of 2420XX.

Code 13XXXX----- Personal Services – Independent Contractors, except 134900
Finger Printing/Background Checks.

25XXXX---- Care and Subsistence

28XXXX---- Employee Moving Expenses

7XXX----- Grants, Contributions and Distributions

Edits put in place during FY 2006, preventing disbursements out of the 040000 category with contractual services object codes. It did not prevent the entry of encumbrances, payables or budgetary transactions.

- ✓ AAM # 13, 2006-2007, stated that 2420XX – Repairs and Maintenance – Contracted Services should not be paid out of 040000 category as of July 1, 2007.

- ✓ AAM #02, 2007-2008, notified agencies that edits will be put in place:

Effective November 1, 2007 – Encumbrances and Payables

Prevent the addition of new encumbrances and payable transactions (TR60, TR80, TR81) using the 2420XX object and objects mentioned in AAM #20, 2005-2006.

Updates using 60U and 80U will be edited too; corrections to subsidiary ledger will be allowed until December 31, 2007;

To assist in clean-up report sent out last week.

Effective January 1, 2008 – Encumbrances

Updates to encumbrances and payable subsidiaries to not allowed for object 2420XX and AAM#20.

Disbursements

Expense Approp disbursement transactions using 2420XX object not allowed.
Reports are being sent out on a weekly basis.

TR58s and 10s are not reflected in our reports; TR10s are not recommended.

Please notify DFS Accounting if using TR58s.

Budgetary Transactions

All budgetary transactions using 2420 object and AAM#20 objects not allowed with 04 approp category.

- ✓ .A question was asked if it was possible for changes in one system to flow into the other to keep MFMP and FLAIR in sync when these changes are made in FLAIR. Jim Baggett agreed that this would be helpful, however at this time it is not possible because MFMP doesn't post to FLAIR until after the transactions are complete and FLAIR does not post back to MFMP.
- ✓ Christina said MFMP had several large projects they are finishing and they are gearing up for the next seven (7) big items on their prioritized list. They are just a little further ahead than the FLAIR Users Group. DFS is working on edits with DMS.
- ✓ A question was asked about placing edits in MFMP to prohibit encumbrances from allowing the combination of contractual service object code with an expense category. DFS needs to contact DMS to set up the edits.

Prompt Payment Compliance – Mike Manderfield

- ✓ Quarterly compliance letters were sent out about two weeks ago.
- ✓ DFS is considering changing the compliance rating for MFMP payments due to auditing time included in the days counted.

Stop Payments – Mike Manderfield

- ✓ Two step process.
- ✓ After the Stop Payment is issued, the warrants need to be reissued or cancelled.
- ✓ Work on warrants before they go to Unclaimed Property.

Warrant Transmittal – Mike Manderfield

- ✓ Warrant Transmittals will have limited access in the future. The new hours will be 9:30 am to 4:30 pm to allow time to complete the sorting.
- ✓ Warrant Courier ID Card requests should come from an agency's Finance and Accounting Director level or higher
- ✓ Question: How much does it cost to issue a warrant? Response: This has not been recalculated.

5. Treasurer's Office – Kimberly McMurray

- ✓ Introduced staff
- ✓ Meeting scheduled for December 10, 2007 8:30 to 11:00ish.
- ✓ Sending out meeting invite to agency heads, agency chiefs, FLAIR Users Group

6. FLAIR Training – Ella Hinson

- ✓ FLAIR Training is back.
- ✓ Vicki Nichols is the lead trainer.
- ✓ In the process of hiring for 2 positions.
- ✓ New calendar for the next 6 months will be published on the SAMAS SYS page in December.

7. Natural Programming – Tammy Ellis (Joanne Krieger-Wolin substituted)

- ✓ Software AG will be offering a Natural class at TCC. The cost will be \$600 per day for a five day class or \$2,550 with a 15% government discount. Get more info at

www.softwareag.com/us/service/training. They also offer an online class for around \$2,000.

8. FLAIR Enhancements – Joanne Krieger-Wolin

- ✓ Reviewed two handouts one Proposed FLAIR Projects and the other was Current FLAIR Projects. On the current list #1, said production date will be moved out, #5 Delvis spoke about this, #6, does not affect the agencies, #7 will affect 12 agencies, we are converting tape formats from 3480 to 3490E. Enhancements #15, #17, #18 still researching.
- ✓ A memo will be sent to the agencies who are affected by the tape format change
- ✓ Remember it is important to review the list and submit any additional enhancements that your agency is requesting through the Enhancement sub-committee.

9. Future Meetings – Mike Wolfe

- ✓ Mike Mentillo spoke about direction of Enhancement Committee. Where heading, how, when, etc. This group will review the old and new list to add or take away requests.
- ✓ Understand what, how enhancements will work – not band-aid, not ERP, somewhere in the middle.
- ✓ Next Users Group Meeting, not sure when, will be a lot in the beginning and then back off when things get going.
- ✓ Look for Postings (announcements) on the FLAIR Information screen.

Herb closed by reiterating what was said by the CFO and COS.

Comments from the CFO

- ✚ We're back! Five years since last meeting.
- ✚ Before we can get back to "A" project, must straighten out Governance issues.
- ✚ In mean time need to do what we can with FLAIR.
- ✚ Need suggestions and help from the agencies.
- ✚ Need FLAIR to be the best and most efficient for all users in the State.

Comments from the COS

- ✚ Intent is not to make FLAIR into the "A" word.
- ✚ Have to resell the "A" word to the House and Senate because there is a stigma attached to it now.
- ✚ Have to get agencies to help say this is what we need when DFS goes before the Legislature. Need them to know this is a state project not just a DFS project.
- ✚ DFS is steadfast in the decision to stop the former project. Will need to get funding for start up again. Need to get a governance structure in place first.

Question: DFS looking at big picture, MFMP, etc?

- ✚ YES...looking and new project with all aspects in mind not just an accounting system.
- ✚ Will not take something off of the shelf that will not work.
- ✚ DFS is determined not to do this wrong again.

Question: How are enhancements to be viewed? Are we going to live with FLAIR as is with a few enhancements or make it a system that works.

- ✚ Need to make it the best we can because we are not sure how long it will be until we get the "A" started again. 1, 5 or 10 years perhaps.
- ✚ DO HAVE A STRONG COMMITMENT FROM CFO & COS TO GET NEW SYSTEM. NEED GOVERNANCE FIRST.

Question: FLAIR staff has been depleted of the last few years. Can maintain a functioning system now, what about resources for enhancements?

- ✚ Know there are limited resources and management is working on it. Need backing of the Agencies when DFS goes before the committees to ask for funding for more staff and other resources. Need the Legislature to know this is for the State and not just DFS.