



DEPARTMENT OF FINANCIAL SERVICES  
**Meeting Agenda**

<b>Meeting Name:</b>	<b>FLAIR User Group</b>
<b>Date:</b>	<b>12/16/2011</b>
<b>Time:</b>	<b>8:30 a.m.</b>
<b>Location:</b>	<b>Capital Circle Office Center, 2450 Shumard Oak Blvd., Building 2, Room #1250</b>

## Agenda

- **FLAIR User Group Call to Order – Mike Wolfe, Chairman**  
Meeting called to order. Mike noted that due to a scheduling conflict the agenda would be adjusted to allow Molly Merry to present before Bill Dubose.
- **Approval of the Minutes – Mike Wolfe, Chairman**  
<http://www.myfloridacfo.com/aadir/FLAIRUserGroup/MinutesJune2011.pdf>  
Motion to approve minutes from the June 2011 meeting was made, and motion to second was made. Minutes from June 2011 were approved.
- **3% Federal Withholding from Vendor Payments – Molly Merry**  
The 3% Federal Withholding Law was repealed on November 21, 2011. There was a lot of effort by national road building and construction associations to repeal this law. They lobbied and put a lot of pressure on the Federal Government. Many people are relieved. The Department of Financial Services (DFS) will be sending an Agency Addressed Memo regarding the 3% Withholding Repeal to provide official notification.  
  
Several projects are continuing:
  - Implementation of backup withholding during the next calendar year. Backup withholding (at a rate of 28%) is required when the IRS notifies us that a vendor has supplied an erroneous Taxpayer Identification Number. This is a long-standing IRS requirement that FLAIR has never been able to handle in the past. Target go-live date for backup withholding is January 1, 2013.
  - Implementation of the W-9 edits in FLAIR on March 5, 2012. (see below)
  - Development of a plan to perform a cleanup of the Statewide Vendor File, this will be a long-term project.
- **FLAIR Vendor Edits – Molly Merry**  
Transactions using Vendor-type object codes will not be processed beginning on Monday, March 5, 2012 unless the vendor has a valid W-9 on file. These are the same edits that were originally going to take effect on November 7, 2011.

As a reminder, you can use queries provided in the Information Warehouse website to identify vendors that do not have a valid W-9 on file, including those with current encumbrances and payables. See AAM #14 (2011-12) for instructions on how to get to these queries. These queries will be available at least until March 5, 2012.

We are seeing many more W-9 forms than we were, so we know the agencies are doing a great job of reaching out to vendors. However, we did see a slowdown once we announced the implementation date moved. Please continue communicating with your vendors regarding the need to submit a Substitute Form W-9 via the new Vendor Portal website at <https://flvendor.myfloridacfo.com>

In January, we will resume e-mail and letter communications to our more active vendors regarding the March edits. We will begin enforcing Backup Withholding (28%) in January 2013 (see above).

**Question:** How will we know if vendors are subject to backup withholding?

**Answer:** If we are notified that a Tax ID is invalid, or if the vendor is notified by the IRS that they are subject to backup withholding, then we will withhold. This is still rare. Only about 1,000 vendors are currently subject to backup withholding.

The AR Customer File will be available to all state agencies beginning January 3, 2012. The AR Customer File was created when the FLAIR Client Vendor File was shut down in March 2011. It has been piloted and tested by five agencies until now. The AR Customer File can be used for any FLAIR cash receipt or receivable transaction. Edits prevent an AR Customer from being used in an encumbrance, payable or disbursement transaction. To obtain access to the AR Customer file, Agency Access Custodians must contact the FLAIR Help Desk to get their Access Control updated for authorization to the AR Customer function. A message will be posted to the FLAIR SYS NEWS screen today and we expect an Agency Addressed Memo to be issued today as well announcing this new functionality.

➤ **Statewide Contract Reporting System/Transparency – Bill Dubose**

- **Project Status**
- **Data Conversion**
- **Data Interfaces**

There have been 17 agencies participating in a policy workgroup for the Statewide Contract Reporting System (SCRS). Issues addressed by this group include:

- Some fields that are currently Agency Unique will become State Standard.
- The DMS Commodity/Service codes will be required. We will be working with MFMP to determine which other codes need to be standardized.
- Currently working on defining deliverables and handling task work orders.
- Determinations regarding Rate Agreements and contracts with no end dates. Eventually, expenditures will be tied to the contracts must be made.
- A draft user's manual will be available in mid-January. It should include field definitions, instructions, and examples on how to record certain types of agreements.

**Question:** Will this be a flexible environment where if we have a statutory requirement to have a procurement method that is not on the list we could enter our own?

**Bill:** No. Currently the workgroup will be handling issues that are statutorily guided for specific agencies. We currently have 70 procurement codes. Only 10-15 are competitive and the rest are exemptions. We may have to add a code as the need arises. There is a list of codes on the web now. The biggest debate, however, has been the definition of "agreement."

**Question:** Is this part of FLAIR, or a separate application?

**Bill:** This is a separate web-based application, which will provide information to FLAIR. The FLAIR Contract Information file will be shut down for user input and will only be updated through this new program. We will only have one entry point for this information. The SCRS will eliminate a couple of systems.

We have received Impact Statements from some agencies. We need to meet with some agencies to discuss how this will impact business systems. Please request a meeting if you would like to have one to discuss your agency business systems.

Data conversion file layouts are on the website for agencies to download and view. We are asking each agency to submit a plan including a conversion date and any obstacles that would keep you from converting by that date. Each conversion plan is unique. Let us know if you don't have enough IT staff and need support. We need to have any IT issues submitted to us by January 12, 2012. Review the Contract Batch File format, and if you cannot provide files in the proper format, let us know by January 12, 2012. Review the data conversion timeline. In March, we must freeze the system. The Update and Add functions will be disabled and the Inquiry function will be available for a time. Data will be pulled from three systems and a consolidated file will be provided by March 4, 2012. The website will be made public April 2, 2012 with the exception of contact information and Vendor ID.

**Question:** What if we have a new contract and need to do a financial transaction? Where will we go to validate the information?

**Answer:** We will complete batch uploads nightly for addition to the FLAIR Contract Information file. There will be a delay, as it will be updated overnight.

**Question:** March 4<sup>th</sup> is a Sunday. Will you (Bill) be there?

**Answer:** The system will be available.

**Question:** Will agencies set their own Contract numbers?

**Answer:** Yes. We looked at auto numbering the Contract Number field, but so many old numbers that no one inactivated or deleted are still out there that it wasn't feasible. Agencies will provide the five character contract number.

**Question:** Will we be able to access the nightly file?

**Answer:** Yes. Agencies will receive batch error reports and files through FTP secured data. Agencies will have to request reports.

**Question:** Will the C&G Sub-system go away?

**Answer:** No, on April 2, 2012 the FLAIR Contract Information file entry point will be eliminated and agencies will need to enter their contract data via SCRS.

**Question:** As of March 1, 2012, no one will be able to update contracts in FLAIR?

**Answer:** Correct. FLAIR will be updated through this new application. Inquiry access to FLAIR will be available until April 2, 2012.

**Question:** For FTP files, will these be pushed out or will we need to retrieve them?

**Answer:** We will decide on that in the next couple of weeks. Some agencies will want the full file and some will want the updates only.

**Question:** "Who wants all the files each night?"

**Response:** 10 hands went up.

**Question:** What about agencies that have systems that retrieve information from FLAIR?

**Answer:** We put it in a format so agencies can pull the data.

**Question:** Will there be a security profile?

**Answer:** Yes. The profile will be all inclusive.

**Question:** Can you give us the time when it will be available?

**Answer:** Yes, but it may vary by agency. We will determine that and let you know.

**Question:** We have a contracts system already. Will we be able to push uploads to you?

**Answer:** Yes, but it will need to be in the correct format.

**Question:** How can we obtain a history?

**Answer:** We will have a formatted query for agencies to download. All data will be stored in the Information Warehouse. DFS will refresh the data to include old field formats on April 2, 2012.

There will be one conversion date for the information in three separate systems:

Departmental FLAIR Contracts & Grants Sub-system

CFO Non-Competitive Solicitation Reporting Website

State Contract Management System (LAS/PBS)

Some fields that are pulled have long field lengths. If they have data at the beginning of the field, you will get it on the conversion file. If the data didn't start until somewhere in the middle of the field, you may not get it. We will pull as much usable information from the systems as possible. Agencies will need to ensure that current records are valid. If there is no data in required fields, it will need to be added. There will be some fields added that will be optional.

**Question:** I heard renewal contracts cannot be given new numbers?

**Answer:** Correct. There are record types on the website. With the record type and status, you should be able to tell it is a renewal. This is to ensure transparency and ease of public use.

**Question:** How will we distinguish between extensions and renewals?

**Answer:** We will discuss that in the policy workgroup. Definitions will be determined and policy will be set.

**Question:** This is not a statutory requirement. How can we allow a system to determine business operations?

**Answer:** This whole project is to provide transparency. We must define things clearly so the public can see we are within guidelines.

There is also a Reference Number on the Amendment page so you can number the amendment how you want using that field. Disbursements will be tracked at the total contract level, not by renewal.

**Question:** What is the contract budget?

**Answer:** The appropriation.

**Question:** For one fiscal year?

**Answer;** No. The Budget Amount is recurring. You may have additional non-recurring amounts to add to the contract. We understand you may have multi-year contracts with unfunded amounts, so we are adding a field for unfunded amounts. This will be tied to the 29-digit FLAIR account code. The Correlation Table will now be mandatory and will edit the account code against the Account Description file. The Vendor ID will be 13 or 21 digits and will be an edited field. There will need to be a record on the AD or VS file.

**Question:** Can we use confidential vendors?

**Answer:** We will address that.

**Question:** What if I need to pay a contract disbursement from one FLAIR account code and later split the funding with a JT? Can I do that?

**Answer:** Yes. You would need to add both FLAIR account codes to the Correlation Table.

**Question:** Will this system be tied to the Encumbrance Subsidiary file?

**Answer:** No.

The Contract Deliverable Information Record layout will have some codes added to make it useful.

**Question:** Are you working with MFMP?

**Answer:** Yes. Direct Orders will be eventually added to this application and information from the LARS leasing system.

The Deliverable Information Record Layout will be where you define what is to be done. This may eventually replace the Contract Summary form currently required by the Bureau of Auditing.

Coding layout for CSFA & CFDA will only apply for those types of agreements.

Agencies must review each record in the merged extraction files to ensure data meets the requirements in the record layouts. When you scrub records, add anything that will now be required that is not already included on the record. You can also feed back to us any new contracts that are not on the file provided back to you.

**Comment:** We have internal systems where this is going to have a major impact.

**Response:** That is why we are having this meeting. You are invited to attend any workshops that we hold.

**Question:** Do we need to clean up current records that need to be deleted?

**Answer:** Only send back records that you want. Anything you do not include on the return file will be marked for inactivation, and will go through the normal purge cycle. These items will also be purged from the GL master file. Any deleted records are included in the history file. If a contract is not merged into the new system, it will be purged from the Contract Information/Title file.

**Question:** What if I have closed contracts that I need to appear on my master GL file?

**Answer:** If you need the record on the Master GL, put it on the file to have it added to the new system.

The reviewed extraction files should be returned to us by batch processing. The successful records will be on the website. There will also be a batch error report. Agencies can then re-input the correct information. We do plan to have user training.

**Comment:** As the definition of "agreement" evolves, we may want to add more than five characters or we will run out of numbers.

**Response:** We recognize that. However, we cannot change FLAIR at this point. We are starting now and will keep 10 years of history.

**Mike Wolfe adjourned the meeting for a break at 10:04. We reconvened at 10:23.**

➤ ***State Contract Reporting System Impacts to FLAIR – Joanne Kriberg-Wolin***

The FLAIR Contract Information inquiry function will be available until April 2, 2012. Once we convert, FLAIR reports will no longer run pertaining to contracts. Joanne has a list, and encourages everyone to look at the list of reports that will no longer run. Reports will be run through the web application.

**Question:** Will we be able to schedule reports using the web application?

**Answer:** Not at this time.

**Question:** Is there any reason the inquiry functionality can't be left on until the end of the fiscal

year?  
**Answer:** The records will still be out there. There are some fields that can no longer be updated, so possibly they may not be valid.

**Question:** Can we still query titles from the Title file?

**Answer:** Yes.

**Question:** Will Information Warehouse be affected?

**Answer:** You can use the natural logon only, but not IW file.

➤ **Secure 3270 Emulation: Bluezone – Joanne Krieger-Wolin**

Most agencies use Attachmate or Extra to sign on to FLAIR. They do not encrypt passwords during transmission. We are currently working with the primary data centers to get encryption. We at DFS have moved to Bluezone. This transition has been seamless. We can work with you to move to Bluezone and we have purchased statewide licenses for all users, so this will be at no cost to agencies.

**Question:** Do you have a website where we can check what features Bluezone offers?

**Answer:** You should be able to Google it and find it that way.

You can make Attachmate secure. We can work with you on that. Bluezone does not work with the automation functionality, where Secure Attachmate will. However, Attachmate will not become secure automatically. Contact the Helpdesk for assistance.

**Question:** If we are already using Bluezone, do we have secure transmissions?

**Answer:** Not necessarily. You may have to turn security on.

**Question:** Did I hear you say you have licenses for everyone? Could we switch?

**Answer:** Yes. We are working with the data centers and will put together information so you know what your options are.

Eventually, non-secure transmission will be blocked. If an agency does not have a secure transmission, they will not be able to send transmissions to DFS. We are looking at a six month timeline to implement this.

➤ **Security – Joanne Krieger-Wolin**

● **Changing of default password**

FLAIR default passwords will change as a result of audit criticisms. It will now be an auto-generated random 8-digit password. When the custodian resets the password, the new password will be provided. The custodian will notify the user of the new password. The user will be prompted to change the password upon signing on. This does not affect the RACF IDs at this point, only the User IDs to sign in to the accounting system. This will be effective March 1, 2012.

● **User Enhancement 2011-06, PPI Override Authorization**

This feature will be implemented no later than July 1, 2012. It will edit data in the PPI field against the user's access control profile to determine if an "M" or "Y" can be used in the field. If a user has been granted access to use "Y" then the user can use any valid code in that field. If the user has access to use "M" in the PPI field, than "M" or blank can be used. If access is not given to use "M" or "Y", than user can only enter transactions for the current month.

**Comment:** Thank you!

The system security has already been changed, so you can begin changing access control for your users. The system edits will be activated no later July 1, 2012.

- **Secure Shell FTP**

This will be a new way to secure transmissions due to an audit criticism. We are currently working with Agency IT staff. This should be completed by July 2012. This has been a BIG undertaking. Thank you to all the agencies for working with us on this.

- **FLAIR Website – New Look – Joanne Krieger-Wolin**

We are making the FLAIR main page more user friendly. It is designed to look more like the main CFO home page with similar colors and pop up boxes. Cleaner. The sub-pages will not change. Implementation date is January 17, 2012.

**Question:** The online FLAIR manual is frustrating to use, with its three sections. Bureau of State Payrolls has their manual all in one document and with hyperlinks and it is just as big. When will this be updated?

**Answer:** The FLAIR manual is in the process of being re-written.

**Question:** What about an online version where you can search for terms?

**Answer:** We will look into that.

- **Adjourn**

Mike asked if there was any other business. No one had new business. Mike asked if the facility was satisfactory and received a positive response. The next FLAIR User Group meeting will be held in June 2012.

Meeting adjourned at 10:50.