**Notes – Session #1 – November 1, 2022**

FDLE encumbers in MFMP and in FLAIR

FDLE does not consume budget

Definition of Consume budget - like we have made a payment? Or just show on the SAB?

There is a concern about an encumbrance not posting because it consumes budget

They may not have received an amendment yet.

Consume in Departmental

FDLE does not have Enc check AB. That only happens at disbursement

Agencies check cash and release at disbursement

Some agencies do not do allotments

DOH Central office allots to a high level and CHDs allot to object code level

Some are at fist 4 of object and some go to six digits.

FWC can allot to 6-digit but they are very decentralized

FWC checks at allotment level, because they get ABI 04 all the time

HSMV allots to the L5 of ORG

More of monitoring for budget

In legacy the errors would come back to the invoice manager, but now it goes back to the initial user.

DBPR noted that all of the AOD reports that they would use to monitor for errors are not working right now.

There is not a data dictionary to crosswalk the FLAIR field to the AOD field

Not encumbered

Travel

Phones

Utilities

PCard transactions

Multi-year Pos

FWC contract managers do not recon back to the encumbrance

No multi-year Pos because it is too hard to keep in sync with FLARI

FDLE issues multi-year Pos in MFMP but marks them as unencumbered and then does a one-year manual encumbrance in FLAIR

When they have a payment that gets marked payment completed in FLAIR but it does not go to FACTS unless you fill out the form.

Has to be manually keyed in FLAIR and check the box and then fill out the form in MFMP.

DOH does the form to get the information in FACTS, but FDLE does not.

DBPR does not do the form,

Auditing groups are not consistent,

Some of the groups will return if this is not screen shots (Teams B and E are strict)

DOH noted that if we step back and talk about the encumbrance process, we can get there

We have disbursements that we do not worry about encumbering

Salary

Travel

Phone bill

Utilities

DOH requires a requisition for PCard for a threshold

Over $500

Then there are regular requisitions

Do it through MFMP, then make payment

Then the Contracts that are formal. These are encumbered in FLAIR

They do track what is paid in FACTS and FLAIR and make sure they agree

They look at encumbrance balance and the pay log in FLAIR and FACTS

Problem with the contracts, they are not concrete. An encumbrance is a contingent liability.

A contract is concrete because we should get all services

The challenge with the procurement system is who takes authority. Who is in control?

FLAIR, MFMP, FACTS, manual documentation. Who is the book of record?

DOH works on an annual basis and not multi-year.

With a contract there is an 1122. That establishes the timeline and the budget for each year.

Year 1 they establish only 1122 for that year.

At FY end, they choose to have all outstanding obligations roll forward with a C.

The challenge is that not all balances are cleaned up at June 30.

So the CF period you pay through the period and follow the process and then revert what is left.

After 9/30 all encumbrances are deleted.

Year 2 would be established as a new FY encumbrance

They do have smart numbering in the Encumbrance number

Except for bio-medical because it is a revert and re-appropriate program.

They remove the "C"s for those programs

Even with the revert and re-appropriate, you have to have the obligation and show that it is for the service period.

DEO asked how DOH handles the encumbrances that align with Federal year.

DOH cannot manage encumbrances because it is thousands of lines

FWC allowed everything to stay as B items and then set up the 80s in the background.

DOH remembers when Jeb Bush did not allow any B items

The challenge that we have and will continue to be a challenge will be the items that you set up a requisition as a blanket PO

Monetarily the amount is not that much.

We may have 50 offices that work with that vendor.

FWC thinks that payments should have to follow the same thresholds as procurement.

FDLE budget uses the encumbrances for projections

HSMV sets up multi-year encumbrance and then pay against the encumbrance

DBPR issues Pos every year if they remember

HSMV has trouble with getting the updated PO from the vendor on the invoice

HSMV thinks it would be nice if A&A defined the encumbrance

Define the mechanism of payment.

Definitions would help.

HSMV uses blanket Pos and encumbers them.

The troopers can go to any one of 5 vendors and they never use all the funds so they revert at 6/30

Challenge will be that we don’t know what we used to know.

Staff does not know why they encumber. What are we doing?

Understand from LBP to GAA to SA and how it happens over and over every year

HSMV wants to know if budget people are involved in the FLP discussions?

F&A and Budget are two different things.

Yes, uses encumbrances to budget at level 2

CHDs budget to lower level of detail

DOH noted that there is a difference between budgeting and tracking

DBPR has budget coordinators in every division. They use for quarterly spending plans.

Some don’t look and some freak out if object code is negative

FDLE budget office uses enc to track

Send reports out to monitor spending

DOR Child support does that as well

Daily outstanding encumbrance report

DOR keeps a payment log and they reconcile every month

FWC wishes that FACTS has an export feature for the payments

A lot of manual processes around encumbrance tracking and monitoring

FWC is very Project driven

DOH is very OCA driven

Also, a very manual recon process

DOH has an encumbrance log that is posted every day and it gets reviewed. IT is color coded to tell green is less than 30 days old, yellow is 60-90 since activity and red is over 90 days.

DOR and FDLE log all payments on an Excel spreadsheet for each PO

DOH has too many. The program has to manage that.

Need some guidance for contract managers to keep pay logs for Contracts

FWC would like to see some guidance for consistency.

For STC, should a PO be cut?

In order to standardize, we have to have procurement people, budget people and F&A people.

How do we get it through the cycle with consistency?

FLAIR Users group was a loss to the State.

In person every other week and with a hybrid Teams option

Enc and Budget and Enc and Procurement

FWC wants to know who is in the approval flow for AOD requisitions

DEO and DOR have F&A approvers for all requisitions for EO checking

DOR does it because they had to do so many change orders.

FWC requires that the submitter check the budget

DEO has a budget approver, and FCO approver and an IT approver

FDLE has some one in the purchasing office approve everything.

DEO loads the Expansion files into Spreadsheet and her staff does check it for every payment

Encumbrances

Newest iterations of systems do not hold to FLAIR standards

Look at what FLAIR does not and how the ORG/EO file is used, can we generate a report to replicate the report and show us what is not correct?

We will have a crazy amount of errors.

Great amount of concern about MFMP users not being able to use EO. They will have to understand the fund/CAT etc.

DOH FIS truncates the L1

Works and AOD (MFMP) could still use the ORG/EO to validate before sending to FLP

DOH noted we have the integration of two thoughts.

Private companies try to put the process down to the user

That does not benefit the state.

None of the agencies use the encumbrances in STMS

Are there any agencies that have policies around encumbrances?

FDLE does not encumber or do requisitions for PCard

They use PCard for less than $2500

HSMV does not allow $2500 on PCard except in emergencies

Procurement could help set some boundaries to help us develop guidance

Another aspect of this would be to talk about the data that comes from AOD.

Report that merges the PO information and the FLAIR encumbrance information. It dropped 3 to 4 pieces of information.

But FIRS pulls information and other things.

Got to talk about the pieces of data that are in FLP and AOD.

Comes from the MFMP warehouse.

MFMP requested information from agencies about reports they used in legacy so that they could provide

IR with last approver. It is correct but it isn't. Information on the report may not show in recon. You may have to go further into the To Do box. May be a timing issue.

Procurement People have been challenged to get things approved.

Teams page

Meeting 2 weeks

Share notes and recording

Data management is next topic

For the 4 week meeting we will invite budget