11/15/22

# Data Management

Has your agency started analyzing legacy encumbrance data?

How do we know we are using valid codes?

FDLE, review reports to validate GLs and information, look at amount.

FWC – with have had some agency clean-up efforts and that included cleaning out old information for AOD transfer. That’s only for formal. For manual, we just remove the Cs. Divisions monitor. We gave guidance from September 30th to clear Pos. Specifically with contracts, they have to process contracts to capture everything through AOD. They cannot use TR51s because it does not pull all things together/ audit trail.

DOH – we have had challenges with change orders to update encumbrances as we needed. Our purchasing group has done a great job of identifying errors. The volume of what we have is too much for what we need to do. We have a daily report. It’s a combination of FLAIR data from legacy. The report that provides data from AOD is not updated. There was not a data dictionary to cross walk

Renée/A&A to ask about check box “Rejected by FLAIR”.

DOH – we strongly use ORG/EO. They do not look at the account code. That involves training for everyone. It’s critical.

DOR – sections have budget persons who monitor outstanding balances and they review data codes and then notify what updates are needed.

Renée/A&A – how do we identify what people are using to capture the information.

FWC – we don’t really rely on org and EO, we look at account code. They’re looking at pots of money, not account code.

Renée/A&A – it means something to them and we need to determine what that is. We have to know so we can help the program people know. There will be a chart string which will be very different.

DOH – Central and county health departments have different perspectives of the org/EO and how we use it. They do not have the knowledge of what would be a chart string or the relationship that is built with the set file. We do utilize OCA, I am sure some others do it all the way down to contract. OCA is use for funding – 60-70% will represent federal funding – typically tied to grants. We keep the org and EO throughout the life of funding and update version as needed.

FDLE – we use grants.

HSMV – we have about 10 codes. We use org/EO/object. Everything else populates with that, we are planning to use speed types. We can put more information into the titles of the speed types to help them identify.

FDLE – we are concerned about speed types not being in MFMP. How will that look for us

What are your agency concerns for the readiness of your encumbrance data for use in Florida PALM?

FDLE – If they convert open, outstanding items that will help us. We might have some issues if the encumbrances are more than the appropriations.

Renée/A&A – budget and such will be converted so everything works right.

DOH – there are some where our funds are given to ACHA that is then amended to come to us. There may be a period of time with an encumbrance in a pending status.

Renée/A&A – is it doable to reduce encumbrance balances to offset any budget issues.

HSMV – well, it depends on when we convert cause I need those carry over for certified.

DOH agrees.

FDLE – I heard budget year is going to be identified with year, and we would identify Certified that way.

FWC – how will cutover be? DO we finish out one year in FLAIR and then start everything new as of July 1st.

DOH – It doesn’t happen frequently, end a fiscal year, have obligation that is certified. For whatever reason, it doesn’t get paid out of certified, it gets paid out of current year.

FDLE – they would have to pick budget year.

Renée/A&A – that’s a valid point, we get the invoice later, we just take out the Cs.

DOR – we need to look at the lessons from AOD.

FDLE – everything will have a payable based on the way that they want the payment to go out.

Renée/A&A - Anything issued from the agency fund, there is an payable set up in the agency fund, the treasures fund will how the money and when it’s paid, the payable will release.

FDLE – I got the impression that it will automate

Renée/A&A – yes. Today, we have a warrant issuance voucher. There is a payable set up until the money is moved to treasurer’s fund.

FWC - Circle back to consuming funding, when you take the C off. If we take the c off does that consume budget?

Renée/A&A – that depends how it’s set up in FLAIR.

DOH – if we choose July 1, it depends how that process works with AOD.

DOH – Is there ever a good time based on when things fall on fiscal year.

Renée/A&A – yea, there may not be a right time without a heavy lift.

HSMV – You could eliminate a lot of risks if you let us work out of both systems?

Renée/A&A – how hard is that on your staff?

DOH – it will be difficult, but would it be positive to help people make that connection to this is the process in FLAIR and this is the process in FLP.

FWC – you would need to AODs to run to FLAIR to FLP.

DEO – if you’re running both on July 1, you will have two books of records.

Renée/A&A – I think there are couple of ways that could be done. To manage certifieds, Departmental and Central would be needed. Central will pay it out of current year since it does not have dual year.

FWC – there will not be two ways to code things.

DOH – no one has said what AOD is going to do. Are they going to convert, or will there have to be a translation/crosswalk?

DOR – how is Works going to work? All outside systems will have to be updated.

Outside systems: Works, STMS, People First, agency systems, revolving funds – cross walk

FWC – do not encumber for their revolving funds. They do not tie their revolving funds for anything. Used for covert operations.

FWC – there are times when we have to manually key things in FLAIR when MFMP is shut down. How do we make the books from FLAIR and match in all the systems.

Renée/A&A – is there any guidance that you think would be applicable for all agencies?

HSMV – review them to see if they’re still needed/valid. We also need to define what review means. We find things they overlooked all the time. Like ones that have balances that are never closed out.

Renée/A&A – how often do you review encumbrances and release balances?

DOH – typically varies by program and depends on the need, maybe a budget needs to free up some budget. They should be reviewing them on a monthly basis, minimally.

DOR – some of ours review daily and some monthly.

FDLE – We have a lot of AOD reports that we use. Returned by auditor – we look at that every day. We have a customized FLAIR encumbrance that added GLs so we could see that the GL matches the object code, so we don’t throw off property records.

FWC – we have issues sometimes with some people who say not to encumber that. They have Pos for alligators and we don’t know when things will be caught… we are working through those.

DOH – these are really more like blanket POs. Maybe we need to discuss with agencies about how to work with blanket Pos

DOH – we do a master agreement and then subs. Like a master vendor and then our CHDs do mini agreements from it. It has one contract and then we have POs.

FWC – it’s a problem cause the contract is tied to one vendor in FACTS (restriction to FACTS) but the Pos are made out to other vendors.

Renée/A&A – we don’t know what PO capabilities in FLP will be for blanket and memo.

Is there any kind of standardization that we can move towards?

DOH – we don’t encumber STMS, works, utilities, cell phones, anything that has a ton of orgs tied to the payment.

No one pays cellular services with PCards – no one?

Renée/A&A – if it’s part of your agency plan.

FWC – needs definition – cellular phones paid by PCard

HSMV – Maybe DFS can help with us? We are having the same issue with AT&T… FDC also has the same issue.

DOH – I have concerned with vendors if we choose to pay the vendor with multiple agency payments. We already have issues with vendors verifying our payments now. It’s going to create a big issue on the recon side. I will send them to DFS to deal with.

DOR – is it going to send the remit to the vendor? Is that going to have the warrant number/ split it out.

Renée/A&A – would help if they read it. If they have human employees using that information, do they know what that means.

HSMV – There are also late fees tied to it. Some of our issues come from field offices who have to have different service providers. They might want to consider showing the vendors/vendor outreach for how this can be done and acknowledge

FWC – We need to push for forced contract reconciliation and making sure all the contracts are up to date. – FWC does not have an internal policy about what is reconciled from the contract manager. I can just see what the last change date is.

HSMV – if your force to sign them… but if you have a template with balances and details and does that match the encumbrance – make it have some teeth that directors need to sign off.

FWC – we as accounting cannot verify that it’s true and correct when the contracts managers are the one who really know what’s going on.

FWC – how are other agencies using PIDs? No one uses them here

Renée/A&A – adding data analysis of data elements and usage – where you need to start

TR11 – tied to the purge of the contract/grant master file – it cleans the file and happens twice a year. Only applies to those whose codes have been marked for deletion.