*Text to be shown under field*

**\* Division:** Choice

**\* Report Name**: Single Line of Text

*One report per form*

**\*Report ID**: Single Line of Text

*abbreviated report name, such as RDS Report ID*

**\*Description**: Multiple lines of text

*Provide a brief description of the report.*

**\*Purpose/Requirement**: Multiple lines of text

*Describe the various uses of the report within your agency. Questions to consider include:*

*• How does this report support your agency’s mission?*

*• What does the information in this report mean to your agency?*

*• Is the report required by law, rule, grant, contract, etc?*

*• Does this report help with supporting/making any decisions?*

**\*Criticality:** Choice

High – Need at Go-Live

Medium – Need within 30 days of Go-Live

Low – Need within 180 days of Go-Live

None – No time specified or unknown

**\*Primary Report Owner(s)**: People Picker

*Provide the name of the staff or resource(s) that understands how the report was created or is maintained (i.e., understands the report logic).*

**\*Key Users – Internal**: People Picker

*Provide the key user names that receive the report or consume the information.*

**Key Users – External**: Text

Provide the key user names or entities that receive the report or consume the information.

**\*Report Frequency**: Choice

Daily, Monthly, Quarterly, Annually

**\*Data Source**: Choice

Central

Departmental

PYRL

**\*System Source**: Choice

Report Distribution System (RDS)

Information Warehouse (WebFocus, MRE, Online portal)

Agency Business System (ABS)

FLAIR (Immediate Reports)

Florida PALM

Other

**Other System Source**: Single line of text

Field appears and is **\***required only when Other is selected as the System Source

**Agency Business Systems**: Choice multiple

|  |
| --- |
| Agency Transaction History  All Transaction Detail |
| FLINT  EDA  Other  *If you selected ABS in the System Source field, choose all agency business systems associated with the report.*  Field appears and is **\***required only when System Source = Agency Business System  **Other Agency Business System**:  Field appears and is **\***required only when Other is selected as the Agency Business System |

**\*FLAIR Data Elements**: Choice multiple

|  |
| --- |
| Accrual Indicator |
| Acquisition Cost (Acq. Cost) |
| Acquisition Date (Acq-Dt) |
| Activity |
| Agency Unique |
| Allotment Balance |
| Allotment Ytd Spent |
| Amount |
| Beginning Property Item Number |
| Beginning Property Item Number - Count |
| Benefitting Category |
| Benefitting Cfi |
| Benefitting Exp Option |
| Benefitting Object Code |
| Benefitting Org |
| Benefitting Year |
| Bookkeeping Indicator |
| Budget Entity |
| Calendar Month |
| Calendar Year |
| Carry Forward Indicator |
| Category |
| Category - Year |
| Check Date |
| Check Number |
| Class Code |
| Clearing Fund Identifier |
| Contract Number |
| Contract Year |
| Date Changed |
| Date Received |
| Deposit Number |
| Description |
| Disposition Authority (DA) |
| Disposition Doc Number (Disp-Rdoc) |
| Disposition/Transfer Date (Dispdt) |
| Document Number |
| Encumbrance Amount YTD |
| Encumbrance Date |
| Encumbrance Number |
| Expansion Option |
| Expansion Version |
| Expenses MTD |
| Expenses YTD |
| External Object Code |
| Fiscal Month |
| Fiscal Year |
| Fund Identifier |
| GAFFR Fund |
| General Ledger |
| Grant |
| Grouping Character |
| Internal Budget Indicator |
| Invoice Number |
| Item Number |
| Line Number |
| Location |
| Machine Date |
| Manufacturer |
| Object |
| Object Code - Version |
| Offset |
| Organizational Code |
| Other Cost Accumulator |
| Other Document Number |
| Primary Document Number |
| Prior Period Indicator |
| Project Id |
| Property Number |
| Property Status Code (SC) |
| Property-Doc |
| Quantity |
| Quarter |
| Received Date |
| Record Type |
| Revolving Fund Identifier |
| Secondary Document Number |
| Serial Number |
| Set Indicator |
| Site |
| Species |
| State Fund |
| State Program - Standard |
| Statewide Document Number |
| Sub-Vendor Identification |
| Terminal |
| Time |
| Transaction Date |
| Transaction Type |
| User Identifier |
| Vendor Identification Number |
| Vendor Name |
| Vendor Sequence Number |
| Voucher Type |

*Choose all FLAIR data elements associated with the report.*

**\*Business Process Category**: Choice multiple

|  |
| --- |
| All |
| Asset Management |
| Budget Control & Management |
| Budget Control & Management, Cost Allocation, Grants Management |
| Budget Control & Management, Reporting |
| Cash Control & Management |
| Cost Allocation, Revenues, Payment Processing, Asset Management |
| Encumbrances |
| Grants Management |
| Investing and Disinvesting |
| Payment Processing |
| Payment Processing, Reporting |
| Payroll Processing |
| Reporting |
| Reporting, Budget Control & Management |
| Reporting, Payment Processing |
| Reporting, Revenues, Grants Management, GR Service Charge |
| Revenues |
| Revenues, Accounts Receivable Billing and Invoicing  *Select the one or more most appropriate business process to which the report relates.* |

**Comments**: Multiple lines of Text

*This is an optional field to enter any additional information regarding the report.*

Form Layout

|  |  |  |
| --- | --- | --- |
| **Division** |  |  |
| **Report Name** | **Data Source** (drop down) | **Primary Report Owner(s)** |
| **Report ID** | **System Source** (drop down) | **Key Users – Internal** |
| **Report Frequency** (drop down) | **Criticality** (drop down) | **Key Users – External** |
| **Description** |  |  |
| **Purpose/Requirement** |  |  |
| **Business Process Category** |  |  |
| * All * Asset Management * Budget Control & Management * Budget Control & Management, Cost Allocation, Grants Management * Budget Control & Management, Reporting * Cash Control & Management * Cost Allocation, Revenues, Payment Processing, Asset Management * Encumbrances * Grants Management | * Investing and Disinvesting * Payment Processing * Payment Processing, Reporting * Payroll Processing * Reporting * Reporting, Budget Control & Management * Reporting, Payment Processing * Reporting, Revenues, Grants Management, GR Service Charge * Revenues   Revenues, Accounts Receivable Billing and Invoicing |  |
| **Agency Business Systems** |  |  |
| * All Transaction Detail * Cash Transfers * Daily Cash Report * Depreciation * DMFM Expenditure Moves * DMFM OPS Salary Moves * Encumbrance Process * Financial Management Tracking * Financial Management Tracking, Invoice Tracking System (Laserfiche), ACH Processing, Payroll Cost Distribution System, GoOutdoorsFlorida * Financial Statement Entries * Fleet/plate number * FLEETWAVE * FLINT * FWRI Agency Expenditure | * Moves * FWRI All Encumbrances * FWRI All Expenditures Transactions * FWRI Allotments * FWRI Budget Tracking Sheet * FWRI Grant vs. Actual * GoOutdoorsFlorida * Grant Cost Sheets * HSC Budget Allotment Monitoring (SAB) * HSC Federal Aid/WMA and LMUAC Reporting * HSC LRPP * HSC OPS Salary Projections * HSC Transaction Detail * Internal Operating Budget * Monitoring Report – Operating * and Non-Operating | * Investments * Invoice Tracking System (Laserfiche) * MFMP * OLP Reporting for Reconciliation * Payroll Cost Distribution System * Power Automate (workflow assigns vouchers to queues in LF) * Property Donation or Confiscation Information Tracking form. * Property Pending * Property Transfers * Property/Fleet deletion/missing/stolen   Revenue and Disbursements Scripts |
| **FLAIR Data Elements** |  |  |
| * Accrual Indicator * Acquisition Cost (Acq. Cost) * Acquisition Date (Acq-Dt) * Activity * Agency Unique * Allotment Balance * Allotment Ytd Spent * Amount * Beginning Property Item Number * Beginning Property Item Number - Count * Benefitting Category * Benefitting Cfi * Benefitting Exp Option * Benefitting Object Code * Benefitting Org * Benefitting Year * Bookkeeping Indicator * Budget Entity * Calendar Month * Calendar Year * Carry Forward Indicator * Category * Category - Year * Check Date * Check Number * Class Code * Clearing Fund Identifier * Contract Number * Contract Year * Date Changed * Date Received   Deposit Number | * Description * Disposition Authority (DA) * Disposition Doc Number (Disp-Rdoc) * Disposition/Transfer Date (Dispdt) * Document Number * Encumbrance Amount YTD * Encumbrance Date * Encumbrance Number * Expansion Option * Expansion Version * Expenses MTD * Expenses YTD * External Object Code * Fiscal Month * Fiscal Year * Fund Identifier * GAFFR Fund * General Ledger * Grant * Grouping Character * Internal Budget Indicator * Invoice Number * Item Number * Line Number * Location * Machine Date * Manufacturer * Object * Object Code - Version * Offset   Organizational Code | * Other Cost Accumulator * Other Document Number * Primary Document Number * Prior Period Indicator * Project Id * Property Number * Property Status Code (SC) * Property-Doc * Quantity * Quarter * Received Date * Record Type * Revolving Fund Identifier * Secondary Document Number * Serial Number * Set Indicator * Site * Species * State Fund * State Program - Standard * Statewide Document Number * Sub-Vendor Identification * Terminal * Time * Transaction Date * Transaction Type * User Identifier * Vendor Identification Number * Vendor Name * Vendor Sequence Number   Voucher Type |
| * **Comments** |  |  |
|  |  |  |

Screen Shots:

Graphical user interface, text, application, email

Description automatically generated

Graphical user interface, text, application, email

Description automatically generated