*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 HistoryAll Transaction Detail |
| FLINTEDAOther*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:



