

Task Instructions

Task ID: 324

Wave: *Financials and Payroll Waves*

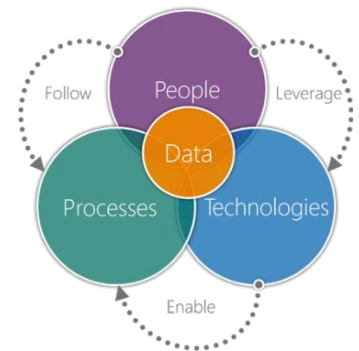
Task Name: *Complete FLAIR Data Elements Inventory*

Task Type: *Business Processes, Conversions, Reporting, Security*

Task Due Date: *March 31, 2023*

Task Overview

Florida PALM is a business transformation project that will affect your agency's people, processes and technologies (systems). At the core of those is the data used or produced to support your agency's business operations. In order to prepare for your agency's business transformation, a solid understanding of your current business practices, including the processes used, the people involved, and the systems used is the starting point. By having your current business state fully documented, you will be better prepared to complete future business transformation tasks such as mapping change impacts and completing business system remediation.



Previously, agencies completed Readiness Workplan (RW) Task 102: Technical Inventory Workbook that included activity of agency's business systems, interface connections, and conversion inventory. This task (Task 324) expands the work activity to identify and document data elements that are used for tracking and reporting the agency's accounting activity. The data structure (elements and values) of an agency supports its internal control design (e.g., budgeting, cash management) as well as provides insights into resources (e.g., source of revenues, expenditure types) and financial reporting (e.g., statutory, federal/grantor).



Figure 1: Components of Information

This figure depicts two key components of an agency's information: data elements, such as Fund and data values, such as 261000. In an agency's data structure, data values can have critical attributes, such as smart coding of the numbering or naming convention, or relationships, such as valid combinations of data values across data elements, which are critical to the internal control or information reporting for that agency. This task is meant to not only document the use of the FLAIR data element itself, but to also capture these aspects of the data values.

An essential step in completing the documentation of your current business state is to identify which FLAIR data elements are currently being used and their purpose within your agency, by asking your agency financial, program, and technical resources questions such as:

- What FLAIR data elements are being used today?
- Who is using (producing and/or consuming) FLAIR data?
- Where and how is the data being used – agency business systems, spreadsheets, databases, reports? What are the business objectives for this usage?
- When or how often is the data being used?
- What are key attributes or relationships among data elements or data values?

FLAIR Data Elements Inventory

Complete the FLAIR Data Elements Inventory sheet that has been added to your Inventory Workbook in Smartsheet. As a reminder, your Inventory Workbook is a protected document and can only be updated by the staff you designated for Smartsheet updates. However, an Excel working copy of the sheet is provided with this Task Instruction as a blank template that can be shared with others in your agency to support the review and analysis of the FLAIR data elements used by your agency. Sample entries (i.e., rows) have been provided in the Excel document. The Smartsheet should be updated with your agency's information by the requested due date.

A list of commonly used FLAIR Data Elements have been provided in the first column. To help you complete this task, the supplemental document **Task 324 Resource: Smartsheet Columns** provides detailed instructions, by column, for how best to complete the inventory. Please refer to that when completing your FLAIR Data Elements Inventory.

How can agencies use this FLAIR Data Elements Inventory?

You will use the information captured in your FLAIR Data Elements Inventory during future analysis of your agency's change management activities and tasks (e.g., interface selection, data configuration for agency-specific data values, data conversions). This inventory will also assist you with a later task to document your business processes. It's expected the inventory will be refined as future tasks are completed and additional information is learned.

What will Florida PALM Team do with this information?

To support this and future work, the Florida PALM team will review your FLAIR Data Elements Inventory to plan for additional discussion and clarification. Existing business processes in FLAIR allow for the use of optional and open fields differently amongst agencies. This task will help the Project to understand those instances and may be used to support interfaces and reports development, data conversion and configuration, and data dictionary creation.

The output of this exercise may be shared with the Department of Financial Services Division of Accounting & Auditing and Florida PALM Advisory Council groups working on standardization efforts, and enterprise policy discussions as appropriate.

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Please work with your Change Champion Network and business and technical subject matter experts familiar with the FLAIR data elements and their purpose to coordinate completing the FLAIR Data Elements Inventory. This will likely include administrative and program areas beyond finance and accounting. As your agency experienced with preparation for the Personalized Agency Working Sessions, the list of divisions, offices, and individuals that use or have some influence on the use of financial information is long. The most effective way to ensure a robust list and set of responses for your agency is to engage multiple stakeholders within your agency.

Please plan accordingly, from a timing, resource, and engagement perspective, to allow your agency to complete the activity by the requested date. Throughout the Task completion period, there will be Project-led meetings and touch points planned where your agency may seek clarification, or you may direct questions to your agency Readiness Coordinator (RC).

Your agency's designated staff have access to Smartsheet Inventory Workbook enabling them to edit and complete the FLAIR Data Elements Inventory. Smartsheet Resources are linked below, which can provide a refresher for how to access and use the tool.

Instructions
<p>1) Review and analyze the FLAIR Data Elements used by your agency.</p> <ul style="list-style-type: none"> • Review your FLAIR Data Elements Inventory in Smartsheet. • Review the Smartsheet Columns supplemental document to help you understand how to analyze your data elements needs. • Using the FLAIR Data Elements Inventory Working File, work within your agency to discuss the Task and gather the requested information.
<p>2) Document findings in the FLAIR Data Elements Inventory in Smartsheet by March 31, 2023. Helpful tip: Your Smartsheet user should ‘save’ frequently while inputting in Smartsheet. Smartsheet does not automatically save.</p>
<p>3) If you have questions regarding the FLAIR Data Elements Inventory, participate or review the Tuesday Task Talk on Tuesday, December 13, 2022, or contact your RC.</p>
<p>4) Participate in future touch points / meetings (e.g., Tuesday Task Talks, Town Halls) related to this task.</p>
<p>5) Be prepared to discuss your agency’s progress through monthly touchpoint meetings with your RC.</p>

Supporting Materials & Resources:

- [Task 324 Resource: Smartsheet Columns](#) – A document that provides more detailed description of the contents of the FLAIR Data Elements Inventory sheet and how to complete.
- [Task 324 Resource: FLAIR Data Elements Inventory Working File](#) – A spreadsheet that mirrors the FLAIR Data Elements Inventory Smartsheet. Use this document to support your Team’s review, analysis, and compilation of information.
- **Agency Business Systems Inventory** – This is the Smartsheet list previously prepared by your agency in response to earlier readiness tasks (RW Task 102) and is the basis for the column drop down selections in the *Agency Business Systems: Name* field. You may locate the Smartsheet in your Inventory Workbook and add any new business systems there.
- [FLAIR Manuals](#) – These provide descriptions of data elements and explain the system use.
 - 100 FLAIR Fundamentals Manual
 - 200 FLAIR Expenditure Manual
 - 500 FLAIR Asset Management Manual
 - 600 FLAIR Revenue Manual
 - 900 FLAIR Reporting Manual
 - FLAIR Appendix
 - FLAIR Glossary
- **Agency Documentation** – These are any procedures, flow diagrams, process documentation, etc., which have been created that can support your understanding of your agency’s use of current FLAIR data elements. These are agency-created documents.
- **Smartsheet Resources** – Documentation provided by the Florida PALM Project to support agency use of the Smartsheet tool
 - [Smartsheet User Guide](#)
 - [Smartsheet Access Request](#)
 - [Smartsheet Job Aid](#)