

Overview

This document is provided as a resource when completing *Task 324: Complete FLAIR Data Elements Inventory*. It describes each column of information in the Smartsheet provided to guide your agency's activities and to capture the requested information.

Some of the fields of information are free-form text fields and others are drop-down boxes (select from list of valid values). In addition to completing the columns of information, you may also attach information at the Row or Sheet level. Click on the paperclip icon to the left of the cell in the FLAIR Data Elements column. Select the Row or Sheet level and upload the file.

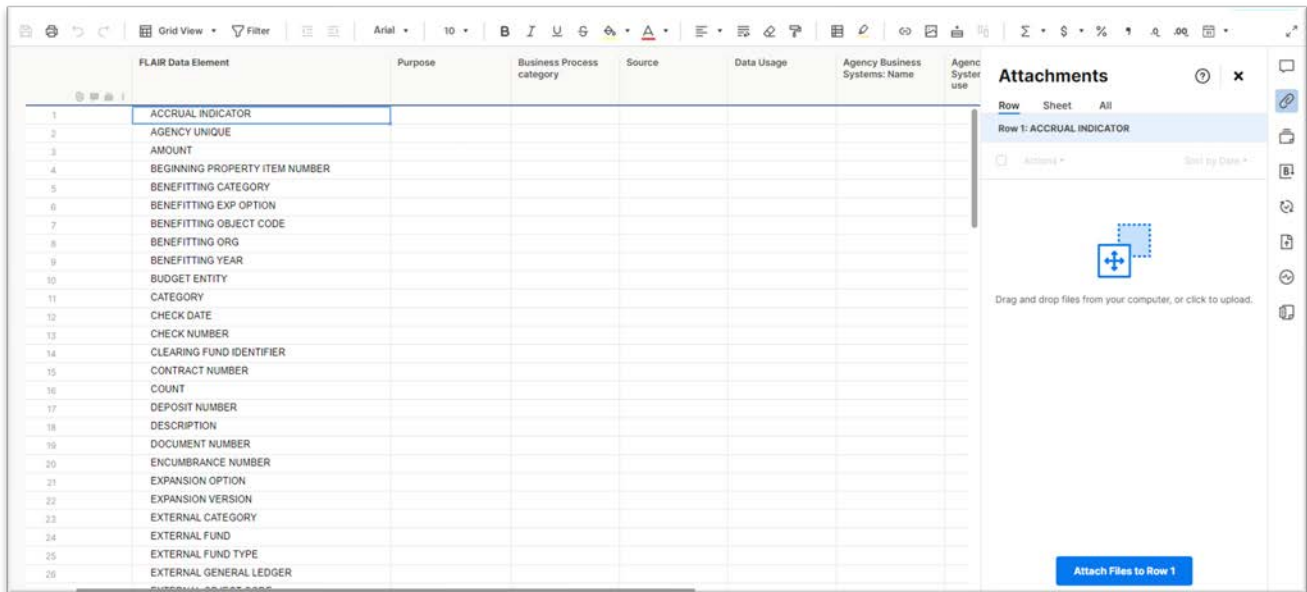


Figure 1: Adding attachments in Smartsheet

Column: FLAIR Data Elements

A pre-populated list of the most common FLAIR data elements used for capturing information on transactions.

The intent of having the list pre-populated is to help drive the discussion within your agency for the most common fields used in FLAIR. The list provided is not exhaustive and may be expanded and new data elements added if determined by your agency's analysis. If there are other critical data elements that your agency relies on within FLAIR, add the new data element into the first available blank row of the FLAIR Data Elements column and provide the remaining columns of information.

In addition, if you have variability in the response for a particular data element (i.e., multiple purpose or usages), please add another line by copying and pasting the data element title into the first blank row. For every FLAIR data element and purpose combination, there should be a different row. For example, if the Description field is used by the agency to capture the employee ID number for payroll charges and the vehicle number for WEX charges, those should be in two different rows on the form.

Please do not delete rows. If you do not use a particular element, please simply add "Not Used" in the Purpose column.

Column: Purpose

Describe the various uses of the data element within your agency (which may or may not be consistent with the FLAIR manual and training). Include only one purpose for each data element row. If there is a different purpose for the data element within your agency (e.g., different usages by systems, divisions or units within the agency), please add a new row and indicate with the purpose field how it is used differently.

Many data elements may be used consistent with the FLAIR guidance. For example, *Amount* is used to capture the dollar value associated with the transaction. Other data elements may have a special function for your agency. For example, your agency captures the *service period* for an invoice in the *Description* field so that you can manage the period of availability for your grant reporting. In this field, you could input "Capture the last date of service from a vendor's invoice to support grant reporting". Alternatively, your agency uses the L4 of the Org Code to restrict users' access to information.

Questions to Consider: Is this required by FLAIR or an optional field? What values do we input into this field? What does the information in this field mean to our agency? Is this a value that is reported on? Is this a field that relates to another (e.g., values correlate or is required in certain scenarios)?

Column: Business Process Category

Using the drop-down, select the one or more most appropriate business process to which the data element and purpose relate. An "All" selection is available for any data elements you find are used for or important to all business processes (e.g., Amount).

Column: Source

Describe how the data element is determined or derived, including for titling (when made a valid FLAIR value) and for inclusion on a transaction (when keyed in a transaction).

Questions to Consider: Is the value determined by the program office and a title requested on an ad hoc basis, or is the value pulled from the face of a vendor's invoice? Is the value assigned in a business system / process (e.g., an employee's People First ID)? For data elements that are only infrequently used, what is that trigger or special event that prompts use of that data element or a specific value?

Column: Data Usage

Describe the outputs (i.e., reports, extracts) prepared by your agency that use the data element for the identified purpose.

Questions to Consider: Do we use the data for financial or operational reporting? Is the value used to support the reconciliation with some external source or system? What spreadsheets or databases (not in your agency business system list) contain or rely on this data element or data value? Who are primary consumers of the information? What is the volume? What is the frequency?

Column: Agency Business System: Name

Using the drop-down, select the one or more previously identified agency business systems that use this FLAIR data element. This may take collaboration with your IT/systems support staff. Agencies are encouraged to go beyond Tier 1 (direct connection to FLAIR) agency business systems.

This list is derived from your agency business system Inventory. If you see where an agency business system needs to be added, removed, or otherwise updated, contact your agency's assigned Smartsheet user(s).

Column: Agency Business System: Details of Use

Describe how the agency business system uses the data element.

Questions to Consider: What information does the agency business system consume from FLAIR? What information does it provide to FLAIR? Does it consume or provide information through a file upload? Is the data element hard coded in the agency business system? How is the value added or updated? Are there reports or outputs from the agency business system that contains the data element? What are system dependencies on the data element?

Column: Continued Use

Select "Yes", "No", or "Undetermined" based on your review. This is for your preliminary assessment of whether the business purpose for the data element will continue to be needed, whether today or in the future.

Questions to Consider: Is the information required by an external party (e.g., grantor)? Is the purpose a key internal control for the organization? Are there alternatives for how to capture the information?

Column: Comments

Include any notes or contemporaneous information that supports the responses to the prior columns.

Questions to Consider: Are there any follow-ups, unknowns or lingering questions? What are assumptions that are made in completing the response? What else is unique about the data element that should be considered? Are we using another data field for a similar purpose? Are we using the data element to accommodate for a limitation in FLAIR? What would be the change impacts for modifying how we use the data element?