

Creating FLAIR Account Code

Overview This instructional guide identifies the steps for creating a FLAIR Account Code.

Definitions The following are definitions relevant to this instructional guide:

- FLAIR Account Code - The 29-digit account code used to make payments to employees.
- People First Team – The entity within the Department of Management Services that is responsible for strategic planning and procurement management; contract management and service center oversight; system and data warehouse design; customer support, communication and training as it relates to the People First system.
- Mass Load – A systematic way to process certain position and employee actions in People First. A minimum of 100 records are required to process a mass load.

Process Steps Only an agency can establish the FLAIR Account Code in FLAIR. Once the Account Code is created, and marked for payroll, it will be sent to the People First system via an automated interface file and will be available for use.

Step 1: Create New FLAIR Account Code in FLAIR

- Coordinate with your agency's Finance and Accounting staff to have the 29-Digit FLAIR Account Code created in the FLAIR accounting system.

Step 2: Mark FLAIR Account Code for Payroll

- Once the FLAIR Account Code is created in FLAIR, if the account category is 010000 or 030000, the payroll indicator will automatically be set. For all other account categories, it is necessary to send a request to the Bureau of State Payrolls requesting the payroll indicator be marked for payroll purposes. Refer to Volume IV, Section 1 of the Payroll Preparation Manual for instructions.
 - The Payroll Preparation Manual can be found at:
<https://www.myfloridacfo.com/Division/AA/StateAgencies/default.htm>
- All new FLAIR Account Codes must be established in FLAIR (and marked for payroll) before the account code can be used in People First. Once the FLAIR Account Code is marked for Payroll use in FLAIR, it will be sent via automated interface file from FLAIR to People First. Once loaded in People First, the FLAIR Account Code can be assigned to a position or organization using any effective date, effective date must be within the current requirement of two pay periods back.

Step 3: Create New Budget Entity (BE) in People First

- The Budget Entity must be created in People First before the FLAIR Account Code can be assigned to a position or Organization Unit.

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- The Budget Entity must be linked to the appropriate State Program Component before it can be used in People First.
- Refer to the “*Creating Budget Entity (BE)*” instructional guide for establishing the Budget Entity and creating the SPC to BE Relationship.

Step 4: Update Organization Unit

- If applicable, once the FLAIR Account Code has been created, assign (as default) it to an Organization Unit in People First by processing an Update Org Details action.

Step 5: Update Position Records

- Once the FLAIR Account Code has been created, update all positions in People First manually (process Update Position Details action) or through the mass load process.
 - If processing as a mass load, the agency provides data to the People First Team using the established template (Position Funding Template). Mass load requests should be submitted to Alissa Martz at Alissa.Martz@dms.fl.gov.