

In-Bound Data Flow and Out-Bound Data Flow Examples

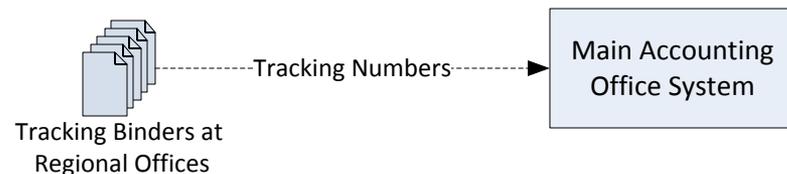
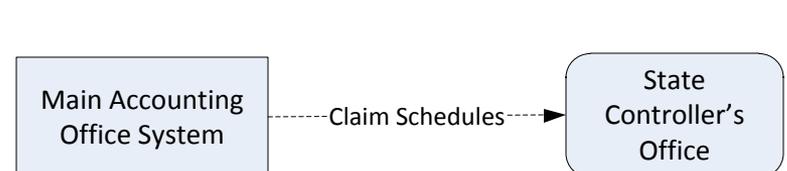
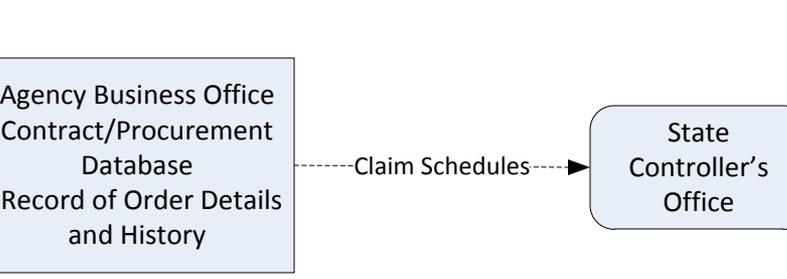
The following in-bound and out-bound data flow examples have been provided to help you differentiate between the types of inputs and outputs FISCal needs documented and what does not need to be documented. For the purpose of this survey, a system is defined as an electronic or manual tool owned, maintained or utilized by your organization whose main or sub purpose is in support of accounting, budgeting and/or procurement/contracting processes. It can be an application, an input or output or a reference tool.

In the first example below, the Tracking Binders at the Regional Offices as well as the Main Accounting Office system need to be documented because the Tracking Numbers are an out-bound data flow from Contract Tracking Log binders and an in-bound data flow to the Main Accounting Office system.

Type of Data Flow

Need to Document on Survey?

Why?

<p>In-bound from External Source</p>	 <p>Tracking Binders at Regional Offices</p> <p>Tracking Numbers</p> <p>Main Accounting Office System</p>	<p>Yes</p>	<p>Regional offices assign contract numbers from Contract Tracking log binders and then email to the Main Accounting Office for manual input. These binders are considered a “system” and the Tracking numbers are an In-bound data flow.</p>
<p>Out-bound to External Source</p>	 <p>Main Accounting Office System</p> <p>Claim Schedules</p> <p>State Controller's Office</p>	<p>Yes</p>	<p>Main Accounting Office system generates Claim Schedules that are hand-carried to the State Controller's Office for claim payment. The Claim Schedules are considered an out-bound data flow from the Main Accounting system.</p>
<p>Not applicable</p>	 <p>Contract/Procurement Request</p> <p>Agency Business Office Contract/Procurement Database -Record of Order Details and History</p>	<p>No</p>	<p>Program level units email contract and procurement requests to the agency business office for manual entry into the Contract/Procurement Database, which contains the Record of Order Details and History. The contract/procurement requests are not considered a “system” or data flow for the purposes of this survey.</p>
<p>Out-bound to External Source</p>	 <p>Agency Business Office Contract/Procurement Database -Record of Order Details and History</p> <p>Claim Schedules</p> <p>State Controller's Office</p>	<p>Yes</p>	<p>Agency Business Office Contract/Procurement Database generates Claim Schedules that are hand-carried to the State Controller's Office for claim payment. The Claim Schedules are considered an out-bound data flow from the Agency Business Office Contract/Procurement Database.</p>

In-Bound Data Flow and Out-Bound Data Flow Examples – continued

Type of Data Flow		Need to Document on Survey?	Why?
Output to External Source	 <p style="text-align: center;">Claim Schedule</p> <p style="text-align: center;">State Controller's Office</p> <p>Excel Spreadsheet</p>	Yes	Department creates Claim Schedule using Microsoft Excel and sends to State Controller's Office via courier. This is an out-bound data flow and the system creating the spreadsheet needs to be documented.
In-bound from Internal Source	<p style="text-align: center;">CAS Construction Administration System</p> <p style="text-align: center;">Contract Data</p> <p style="text-align: center;">CCIS Construction Contract Information System</p>	Yes	Both systems are internal to the department. CAS electronically transmits contract data to CCIS. Contract data is an out-bound flow from CAS and an in-bound flow to CCIS. Both CAS and CCIS systems need to be documented on the questionnaires.
In-bound from External Source	<p style="text-align: center;">FIRST BANK</p> <p style="text-align: center;">Electronic Statement File</p> <p style="text-align: center;">PCARS Purchase Card Accounting & Requisition System</p>	Yes	Electronic Statement data is electronically transmitted from First Bank and uploaded (interfaced) to the PCARS. Documentation is needed on the in-bound flow (Electronic Statement File) and PCARS system.
Not applicable	<p style="text-align: center;">Form and Report System</p> <p style="text-align: center;">Forms/Reports</p> 	No	This Internal Form and Report System generates forms and reports for review, approval, etc. The documents are not sent to another system. Therefore, this is not considered an out-bound data flow. There is no need to document the system or flow.
Not applicable	<p style="text-align: center;">VOYAGER CREDIT CARD COMPANY</p> <p style="text-align: center;">Fuel Amount & Cost Data</p> <p style="text-align: center;">Agency Business Office</p>	No	Voyager Credit Card Company is an external entity that transmits data to the Agency Business Office for manual input. Since this information is received from an external non-state source and manually input, it does not need to be documented.