



## FLAIR and CMS Replacement Project (FCR) SME Workgroup Meetings Meeting Notes and Action Items

### Meeting Details

<b>Process Area</b>	Asset Requisition to Disposal (A2D) – R3
<b>Meeting Date</b>	Wednesday, January 7, 2015
<b>Meeting Time</b>	9:00am – 12:00pm
<b>Meeting Location</b>	Fletcher Building, Room B103
<b>Attendees</b>	Lucinda Harris (DOC), <del>Richard Gowdy (DOC)</del> , <del>Greg Davis (DOE)</del> , <del>Pamela White (DOE)</del> , Steve Waters (DEP), Cherie Ferrell (DMS), Steve Burch (HSMV), Pauline Washington-McNeil (HSMV), <del>Rachael Lieblick (DFS)</del> , Tim Hsieh (DFS), <del>Trevor Molnar (DFS)</del> , Stanton Beazley (DFS), <del>Melissa Turner (FCR)</del> , Angie Robertson (FCR), Deana Metcalf (FCR), Janice Jackson (FCR), Erica Catledge (DFS)
<b>Meeting Objective</b>	Review and Discuss Standardization Level 1 Business Process Flows
<b>Attachments/ Related Documents</b>	SME Workgroup Meeting Notes and Action Items – A2D – R2 A2D Standardization Level 1 (12-4-14) WB V 1.2.pdf BPS Track Planning – Asset Req 2 Disposal 12-4-14 WG.pdf

#	Topic	Leader	Allotted Time
1	Welcome <ul style="list-style-type: none"> <li>• Overview of Today's Agenda</li> <li>• Review of Meeting Notes and Action Items</li> <li>• Thoughts from Workgroup Members</li> </ul>	Angie	<b>20 min</b> (9:00am-9:20am)

**Notes:**

- The group went over the Action Items from the last meeting.
  - Action Item 1: Review assumptions for consideration for A2D and think about what might not have been captured – *this is ongoing, keep thinking about them*
  - Action Item 2: Talk more in-depth about Future Enhancements – *this is an ongoing item*
  - Action Item 3: Determine if your agency intends to update or implement a system that will interact with the Asset module – *this is an ongoing item*
  - Action Item 4: Search and replace the word "asset" and change to "property" in all documents – *this has been completed*
  - Action Item 5: Search and replace the word "physical inventory" to "inventory" – *this has been completed*
  - Action Item 6: Determine how to flow the warehousing piece in Level 2 – *ongoing item*
  - Action Item 7: Check the Governing Law or Rule associated with R2 Inventory Evaluation Reporting for Risk Management and Insurance – *will cover today*
  - Action Item 8: Brainstorm in Level 2 how to account for found assets (how you would record a found property) – *came to the conclusion, you reverse how you wrote it off*
  - Action Item 9: Verify accounting entries to Deana (specifically Sale of General Fixed Assets) – *this has been completed*
  - Action Item 10: Research Statutes around land sales – *will cover today (now a "to do" for Deana)*
  - Action Item 11: Agenda item to talk about the agency business systems – *will talk about this further*



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	<ul style="list-style-type: none"> <li>The group discussed finding something damaged and how to adjust the asset. This will be a factor in Level 2 to adjust the value for a gain or a loss</li> <li>Discussion around new estimated values, writing off damaged property, lost property and found property. Brainstorm in Level 2 how to account for a found asset</li> </ul>		
2	Review of Process Flow and Narrative	Deana	<b>60 min</b> (9:20am-10:20am)

**Notes:**

- The group reviewed the assumptions in detail
- The group discussed whether property is recorded when the voucher is created or processed. Additional discussion on when an agency should take possession of a property item. After discussion, the first assumption was reworded to read “if purchased rather than built the accounting entry is associated with property at the time the voucher is created”
- The group had a side thought that the new system could possibly have a trigger “do not become an asset until payment is made”
- The group walked through the Narrative and Flowchart in detail
- Reviewed A2D1.1. Discussion around agencies who do not use the property system (will they be allowed to use their own?) In Level 2, discuss with an agency who currently uses their own system (i.e., JAC, SCA). Those agencies are currently responsible for doing their own depreciation
- An assumption was added on who is using asset system and what the level of requirement will be – “policy on use of the asset management functionality (i.e., level of detail, timing, exceptions to use)”
- A control point was added to creating an asset record. Added a new C1 control point “Separation between person receiving property and person recording property”
- Reviewed the Reporting R1, currently a placeholder
- Reviewed the accounting entries, made some updates by removing reference to OCO/FCO since there are some special categories. Used the word “expenditures” instead
- There needs to be a discussion in Level 2 for inventory. The group discussed items tracked that do not meet capitalization requirements. The system should allow for items to be tracked that are not capitalized (examples: sensitive items, weapons, guns). Agencies currently choose to put in things under capitalized amount. There needs to be further discussion if agencies record things under the threshold, wanting a system to allow it, and keeping it at the agency discretion.
- An assumption was added – “we may need a policy on capitalization threshold changes and capitalization or tracking of property below the threshold.”
- Reviewed A2D1.2. Discussion around extraordinary impairments and the definition
- Reviewed R2 and updated the word “inventory” to “property” to read “Property Evaluation Reporting for Risk Management and Insurance”
- Reviewed the accounting entries for A2D1.2. Removed reference from “operating impairment” to “impairment”
- The group discussed impairments and reflecting that on the property. Discussed a requirement for different asset values



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	<ul style="list-style-type: none"> <li>• Reviewed Integration. More detail will be required in Level 2 for A2D1.2.</li> <li>• Reviewed A2D1.3 in detail</li> <li>• The group updated Integration I1 to Agency Business Systems/FLEET. It was also updated to show the system will need to provide an interface to “external” business systems to send/received property information and inventory results</li> <li>• Group discussion if agencies have business system with direct interface. DOT was mentioned</li> <li>• The group discussed a need for a report for A2D1.3 and R1 Reporting was added on Flow Chart</li> <li>• Reviewed A2D1.4 in detail</li> <li>• A bullet was added under 1.4 “If property was acquired through a grant there may be additional restrictions and/or reporting requirements.”</li> <li>• A connector was added on Flow Chart for property acquired through grant</li> <li>• The group discussed a need for a report for A2D1.4 and R1 Reporting was added on Flow Chart</li> <li>• Reviewed A2D1.5 in detail</li> <li>• Group discussion around proceeds of sale being returned to the owning agency (removed reference to DOE because of other agencies)</li> <li>• Requirement of new system – ability to give DEP visibility to manage the land but ownership coded to owning agency</li> <li>• Discussion around DOT currently maintains database of land not through DEP</li> <li>• The group updated Integration I1 to also include reference to SOLARIS</li> <li>• Integration I1 and I2 added on Flow Chart under A2D1.4</li> <li>• Currently no accounting entries for Land Sale. Discuss in Level 2 for accounting entries (how do you get land sales out, trouble with recording entries for transfer of proceeds)</li> <li>• Requirement – transfer proceeds from the selling agency to owning agency</li> <li>• Reviewed Key Performance Indicators/Measures (had none, added the following):               <ul style="list-style-type: none"> <li>○ Timeliness of recording property</li> <li>○ Timeliness of inventory</li> <li>○ Volume of property lost</li> <li>○ Accuracy of Property Records (amount of location/custodian’s delegate changes needed after inventory)</li> </ul> </li> <li>• Reviewed Future Enhancement Considerations               <ul style="list-style-type: none"> <li>○ Microchip/auto scan technology</li> </ul> </li> <li>• Group was asked to think about future enhancement considerations</li> <li>• Discussion around Business Systems. Discussed SOLARIS with DEP, no separate system for land management. Scanners used at DOC. Manual process used for weapons at HSMV. “Asset Explorer” being put together at DEP, which tracks IT equipment</li> <li>• Discussion on Federal surplus property. DMS manages relationship between agencies and feds</li> </ul>		
	<b>Break</b>		<b>10 min</b> (10:20am-10:30am)



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#	Topic	Leader	Allotted Time
<b>Icebreaker</b>		Angie	<b>10 min</b> (10:30am-10:40am)
2	Review of Process Flow and Narrative <i>(Continued)</i>	Deana	<b>70 min</b> (10:40am-11:50am)
3	Close Meeting <ul style="list-style-type: none"> <li>• Action Items and / or Homework</li> </ul>	Angie	<b>10 min</b> (11:50am-12:00pm)

**Notes:**

- The group recapped the action items
- As homework, SME Workgroup Participants were asked to think about future enhancements, requirements in Level 2 and beyond.

### Action Items

Action Item #	Description of Item	Assigned To	Due Date
1	Research the specific section of Chapter 284.xxx F.S	Deana	1/7/15
2	Update Narrative and Workflow and send out for the SME Workgroup Participants to review, make edits, and send back	Angie Deana	1/7/15