

Meeting Details

Meeting Date	Wednesday May 6, 2015
Meeting Time	1:30pm – 4:30pm
Meeting Location	Department of Revenue, Building 1, in room 1220/1221
Meeting Objective	Provide a Project overview and expectations for the level 2 Workgroup Meetings
Invitees	<p><u>Level 2 SMEs:</u> Kedra Lewis (DJJ), Letetia Wiley (DJJ), Thomas Poucher (DACs), Peggy Brown (DACs), Sabrina Donovan (DLA), Darlene Faris (DLA), Faye Jones (DBPR), Eric Thiele (DBPR), Charlotte Fraser (FDLE), Terri Speed (FDLE), Wendy Wu (DOR), Kim Straubinger (DOR), Matt Gilbert (DFS A&A), Mary Clark (DOH), Robert Herron (DOH)</p> <p><u>Florida Palm BPS Team:</u> Tanner Collins, Robert Bolton, Elizabeth Chao</p>
Attachments/ Related Documents	Meeting #1 Notes DRAFT Level 2 Process Flow and Narrative

#	Topic	Leader	Allotted Time
1	Introduction and Welcome <ul style="list-style-type: none"> • General Housekeeping • Participant Introductions • Level Setting 	Tanner Collins/ Robert Bolton	15 min (1:30pm- 1:45pm)
<p>Notes:</p> <ul style="list-style-type: none"> • Review of action items and roll call • Terri Speed, Thomas Poucher, Matt Gilbert, Faye Jones, Letetia Wiley, Charlotte Fraser, Eric Thiele, Darlene Faris, Kedra Lewis, Stanton Beazley, Ed Nelson, May Clark, Peggy Brown, Sabrina Donovan, Wendy Wu, Kim Straubinger (BPS Team: Julian Gaultreaux, Tanner Collins, Robert Bolton, Elizabeth Chao, Brenda Lovett) 			
3	Review of Level 2 Workflows and Process Narrative	Tanner Collins/ Robert Bolton	1hr (1:45pm- 2:45am)
<p>Notes:</p> <p><u>Flow 1 – Create Customer and Create AR and Billing</u></p> <ul style="list-style-type: none"> • Unclaimed property (Escheat) – will this be covered in our flow? • Add a box around any unearned/or just regular revenue should be sent to unclaimed property (this will be an integration point around 1.1.4) – any revenue that requires a refund should be sent to unclaimed property (This process will be handled within the P2P Process flow in P2P x.xx) <ul style="list-style-type: none"> • Ex: when the receivable amount is correct but the customer makes an overpayment, retainer for a law firm that then goes out of business, auction of unclaimed items, take the cash, book it as a receivable, and then turns it to unclaimed property • Statute 717 – unclaimed property statute, Walter Graham (unclaimed property) <p><u>Flow 2 – Aging and Collections</u></p>			

#	Topic	Leader	Allotted Time
	<ul style="list-style-type: none"> • 2.4: link from Treasury for all the debit memos (which get set up as receivables)? Is this in the Treasury flow? We will double check to see if there is an off page reference on the Treasury flow back to ARB (on Cash inflow) • Requirement: the ability to add comments to individual customer records • 2.7: what do you mean by legally collectable? For example, if they are deceased you can't legally collect. Will there be something in the system to check death records? No, this is just legally collectable from the point of view of the state at that point in time. If your agency is made aware that this account is no longer legally collectable, there would be information entered on this account (e.g. bankruptcy documentation, death certificate) if the agency selects the option for the account not being legally collectible. • add a process box for Agency Submits for Write Off at 2.7 • Voucher a payment to vendor, agency doesn't know there is a hold, A&A has the hold on the vendor then A&A rejects the payment so they must revoucher – this is a literal, manual offset <ul style="list-style-type: none"> • Would it help if your vendor hold file is uploaded to PALM (even though this action happens in P2P) this is automatically run and automate this (2.10 – add an integration from DOR) T information can be uploaded within the ARBB “Offset” process in order to have the DOR hold process automated. H • check that the payment will not just go to an agency but could also go to federal government – payments can be made to state agencies and to the federal government 		
4	Break		15 min (2:45pm-3:00pm)
5	Icebreaker	Tanner Collins	15 min (3:00pm- 3:15pm)
6	Level 2 Workflow Discussion	Tanner Collins	1hr (3:15pm- 4:15pm)
<p>Notes:</p> <ul style="list-style-type: none"> • Add narrative for update customer record for 2.11 • Requirement for mass updates to a customer record (i.e., budget change comes down that impacts 100 receivables – right now they do this manually, changing one by one) • 2.12 – possibility of a notice being generated to be sent to the customer being collected against (back to 1.6 or 2.4), there could be an option to have a letter come from the agency . You could word the letter to say remit payment to XYZ collection agency to try to eliminate confusion • 2.14, 2.15 add an exception report at both places • Policy Issue around the minimum amounts to bbe sent to collections (what you can send to collections) • Can you continue to collect something that is not on your books? Yes <ul style="list-style-type: none"> ○ Requirement to be able to reinstate a receivable ex: business license past the statute of limitations, you can accept payments – you just can no longer pursue payment • Requirements: automated updates to GL allowances based on files sent to collections 			

#	Topic	Leader	Allotted Time
7	Close Meeting: <ul style="list-style-type: none"> Action Items Homework/Next meeting 	Tanner Collins/Elizabeth	15 min (4:15pm- 4:30pm)

Requirements	Additional Notes or Context
The ability to add comments to individual customer records	Users would like the ability to be able to add notes/updates directly to the customer files
Mass updates to a customer record	The ability to do batch updates

Action Items	Additional Notes or Context
Rename the accounting event at 1.1.5	
Add CSH number to ARB 1.1.3 home plate	Updates will be made once all process area process flows are finalized

Policy Issues	Additional Notes or Context
The minimum amounts for sending to collections	What is the cutoff for the monetary amount that will not be sent to collections