

Meeting Details

Meeting Date	Wednesday May 13, 2015
Meeting Time	1:30pm – 4:30pm
Meeting Location	Department of Revenue, Building 2, in room 1220/1221
Meeting Objective	Review and Discuss Draft ARB Level 2 Flows and Process Models
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), Ferri 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 #2 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"> Attendance: Kedra Lewis, Thomas Poucher, Sabrina Donovan, Darlene Faris, Eric Thiele, Charlotte Fraser, Kim Straubinger, Matt Gilbert, Mary Clark, Larry Hurley, Ed Nelson, Wendy Wu BPS Team: Deb Gries, Tanner Collins, Deana Metcalf, Stanton Beazley, Sean Cooley, Robert Bolton, Elizabeth Chao <p>Review of Action Items:</p> <ul style="list-style-type: none"> Adding a box around refunds for customers that can't be located (when it goes to unclaimed property) – this is handled through P2P workflow. Agencies want the process to be automated so they don't have to fill out the unclaimed property form. Deb has a meeting with Walter (Bureau chief for unclaimed property) around this topic Future Enhancement: the ability to auto populate unclaimed property forms with all of the other state specific requirements (like filing dates) New box added (2.18) Vendor holds – DOR Liens/Levy I3 on flow 2 Treasury Offset Program: every time the tax refunds go out, they bounce against all of the state databases and dependent on certain debt types will adjust the refund down to pay that debt to the states ARB 2.12 – update narrative to include a potential notification to customer 			
2	Review of Level 2 Workflows and Process Narrative (Changes Made)	Tanner Collins/ Robert Bolton	1hr (1:45pm- 2:45am)

#	Topic	Leader	Allotted Time
<p>Notes: <u>Reporting</u></p> <ul style="list-style-type: none"> • Overview of standard reports that come with most ERP systems • Action Item: look at the graphing capability for reporting • Report to pull historical monthly data (long term) for revenue estimation report (might be in Budget) • Edit/Exceptions reports can be run at all process activities to show any errors – Add to Assumptions • Will there be a review of the allowance account? That's is policy issue that is pretty far down the road <p><u>Accounting Events</u></p> <ul style="list-style-type: none"> • How will an overpayment entry be handled? The system will be integrated so the overpayment and adjustment will be handled in the P2P module. • What do you do when you have a customer that sends a payment but you don't have enough information to apply it to a receivable? • Refunds will reduce revenue at the time refund is issued <ul style="list-style-type: none"> ○ Budget refunds and reducing revenue – Policy issue, refund authority might be eliminated <p><u>Key Performance Indicators</u></p> <ul style="list-style-type: none"> • No additional ones added <p><u>Future Enhancements</u></p> <ul style="list-style-type: none"> • Auto population for mandated forms/budget amendments • Amortization schedules broken out by type 			
3	Break		15 min (2:45pm-3:00pm)
4	Icebreaker	Tanner Collins	15 min (3:00pm- 3:15pm)
5	Level 2 Workflow Discussion	Tanner Collins	1hr (3:15pm- 4:15pm)
<p>Notes:</p> <ul style="list-style-type: none"> • Worked through the break and dismissed early due to completion of all agenda items 			
6	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
No additional ones identified	

Action Items	Additional Notes or Context
Future Enhancement - The ability to auto populate unclaimed property forms with all of the other state specific requirements (like filing dates)	Added to the future enhancement section of the process model
Amortization schedules broken out by type	Added to the future enhancement section of the process model
Auto population for mandated forms/budget amendments	Added to the future enhancement section of the process model
Graphing capability for reporting	Data can be exported to excel and the requested graphing functionality can be performed in Excel

Policy Issues	Additional Notes or Context
No additional ones identified	