



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

Meeting Details

Process Area	Budget Preparation to Reversion (BUD) – R1
Meeting Date	Tuesday, January 13, 2015
Meeting Time	1:30 pm – 4:30 pm
Meeting Location	Fletcher Building, Room B103
Attendees	Teri Madsen (DFS), Erika Roth-Prado (LAS/PBS) , Teresa Brossette (LAS/PBS), Theresa Gagnon (LAS/PBS), Lavitta Stanford (DOC), Asheema Vemuri (DCF), Mike Wolfe (DCF), Rebecca Evers (DOR), Teri Mann (DOR), Christina Smith (DFS), Rachael Lieblick (DFS) , Tim Hsieh (DFS), Tanya McCarty (DFS), Stanton Beazley (DFS), Melissa Turner (FCR) , Angie Robertson (FCR), Deana Metcalf (FCR), Janice Jackson (FCR), Danielle Johnson (DFS), Paula Murphy (DFS), Melissa Patino (LAS/PBS)
Meeting Objective	Review and Discuss Standardization Level 1 Business Process Flows
Attachments/ Related Documents	SME Workgroup Guidelines, Business Process Standardization Level 1/Budget Preparation to Revision (BUD)

#	Topic	Leader	Allotted Time
1	Introduction <ul style="list-style-type: none"> • General Housekeeping • Name, Position/Role at Agency, Experience with Process Area 	Angie	15 min (1:30 pm - 1:42 pm)
2	FCR Project Overview and Role of SME Workgroups	Angie	45 min (1:42 pm - 2:27 pm)

Notes:

- The group reviewed the recommendation of the FLAIR Study including the vision and goals set forth for the FCR project.
- The group discussed the importance of balancing standardization, flexibility, and efficiency.
- Common themes noted in the FLAIR Study were standardization, governance, and adoption.
- This first phase of the project (identified as “Pre-DDI”) will include efforts across multiple tracks with the Business Process Standardization (BPS) team focused on standardization and requirements.
- The BPS team has established a set of 10 financial processes that will document end-to-end processes. The goal of the BPS Track is to design the standards for future state processes that will part of the new core business system.
- Agencies are being asked to participate in these workgroups to review and update process flows developed by the BPS team. DFS is challenging agencies to help keep the decision making boxes to a minimum resulting in less complexity which supports the ability for standardization.
- SME Workgroup Guidelines were provided to the group for reference.
- The BPS team is planning to bring in contract staff to support efforts in the BPS Track (target is to bring them onsite in February 2015).
- SME Workgroup Meetings (with small sets of agencies) are scheduled to occur October 2014 – February 2015 (for Level 1).
- Another round of SME Workgroup Meetings (with an expanded set of agencies) are scheduled to occur April 2015 – June 2015 (for Level 2).
- Workshops (to review Level 2s with all agencies) are scheduled to occur in June 2015.
- Some agency SMEs may be asked to support the requirements finalization.
- This Budget Preparation to Reversion (BUD) process area is scheduled to have three sessions.



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#	Topic	Leader	Allotted Time
	Break		10 min (2:27 pm - 2:40 pm)
	Icebreaker	Angie	5 min (2:40 pm - 2:52 pm)
3	Walkthrough of Process Flow <ul style="list-style-type: none"> • Overview of Template • Review of Flow and Narrative 	Janice	45 min (2:52 pm - 3:28 pm)
Notes: <ul style="list-style-type: none"> • The group reviewed the format of the Business Process Standardization Model for Level 1 for BUD: <ul style="list-style-type: none"> ○ Business Process Standardization (which include scope, approach, SME workgroup members, assumptions, definitions) ○ Standardized Process Area Overview (Description and Workflow) ○ Standardized Process Area Details (with references to governing laws or policies) ○ Control Points ○ Key Performance Indicators/Measures ○ Reporting ○ Accounting Events ○ Integration ○ Future Enhancement Considerations • The drafted Level 1 process flow includes a legend to identify control points, reports needed, accounting events, and integration points. • The drafted Level 1 process flow includes reference to other process areas. • The group decided that the definition of “enterprise,” as mentioned in section 1.4 Assumptions, should be added to the narrative. • The group wants to make sure that we will be moving to using modified accrual basis of accounting throughout the year, which will make encumbering and recording payables even more important in the future (section 1.4). The group acknowledged that not all POs will be encumbered and that the policy (see P2P) will need to address any exceptions as well as the effect on Carry/Certified Forward processing. • The group wants to clarify that in section 1.4 in the last bullet point, “...to address budget consumption” reads as “...to understand budget consumption.” • The group discussed several options for KPIs including: <ul style="list-style-type: none"> ○ Number of budget amendments during the year ○ Number of instances or percentage of expenditures over budget ○ Number of budget overrides • The group discussed Future Enhancement Considerations, including: <ul style="list-style-type: none"> ○ “What If” Analysis capabilities – Good for bill analysis ○ Ability to attach supporting documents to Budget Amendments ○ Capture statistical data • Homework #1: Think about Future Enhancement Considerations – What do agencies need? What would make the budget process easier? What are types and sources of statistical data your agency uses for budget preparation and projection? 			
	Break		10 min (3:28 pm - 3:40 pm)
	Icebreaker	Angie	5 min (3:40 pm - 3:45 pm)



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#	Topic	Leader	Allotted Time
3	Walkthrough of Process Flow <i>(Continued)</i>	Janice	35 min (3:45 pm - 4:23 pm)
4	Close Meeting <ul style="list-style-type: none"> • Action Items • Homework • Next Meeting Date / Time / Location 	Angie	10 min (4:23 pm - 4:30 pm)

Notes:

- Homework #2: In reference to section 5, Key Performance Indicators/Measures, what makes sense to work as budget performance measures?
- The group reviewed the action items and homework assignments
- The next meeting is set for 1/21/15, Fletcher Building, Room B103 from 9 am - 12 pm

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Add the definition of “enterprise” to the Level 1 Process Flow	State BPS Team	At completion of Level 1 Flows
2	Add Assumption for “modified accrual accounting basis” from P2P Assumptions	Janice	1/21
3	Ensure the P2P Policy issues around encumbering includes analysis of exceptions to encumbering all POs	Janice	1/21
4	Add Assumption for the ability to do multiple years (including inputting budgets)	Janice	1/21
5	BUD 1.1: change verbiage from “pursuant to OPB instructions” to “pursuant to budget instructions”	Janice	1/21
6	For R2, change FCO to CIP	Janice	1/21
7	Combine R1 and R2	Janice	1/21
8	BUD 1.5: change “chartfields” to “budget codes”	Janice	1/21
9	BUD 1.3: add the word “Process” to “Budget Approval”	Janice	1/21
10	On the process flow, insert a “Current Year” decision box before BUD 1.1 – If yes, flow to “Budget Adjustment”; If no, flow to “Formal Request”	Janice	1/21
11	BUD 1.3: modify to “State Program Component” and add “Fund” to the budget codes defined by LAS/PBS	Janice	1/21