



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

Meeting Details

Process Area	Budget Preparation to Reversion (BUD) – R2
Meeting Date	Wednesday, January 21, 2015
Meeting Time	9:00am – 12:00pm
Meeting Location	Fletcher Building, Room B103
Attendees	Teri Madsen (DFS), Melissa Patino (LAS/PBS), Teresa Brossette (LAS/PBS), Theresa Gagnon (LAS/PBS), Lavitta Stanford (DOC), Asheema Vemuri (DCF), Brenda Jacobs (DCF) , Mike Wolfe (DCF), Rebecca Evers (DOR), Teri Mann (DOR) , Christina Smith (DFS) , Rachael Lieblich (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) , Angela Suchocki (DFS)
Meeting Objective	Review and Discuss Standardization Level 1 Business Process Flows
Attachments/ Related Documents	SME Workgroup Meeting Notes and Action Items – BUD – R1 BPS Track Planning – Budget Prep to Reversion 01-13-2015.pdf BUD Standardization Level 1 (01-13-2015) V1.0.pdf

#	Topic	Leader	Allotted Time
1	Welcome <ul style="list-style-type: none"> • Introductions (<i>If new attendees</i>) • Overview of Today's Agenda • Review of Meeting Notes and Action Items • Thoughts from Workgroup Members 	Angie	20 min (9:00am-9:20am)
Notes: The group reviewed the completed action items from the prior meeting. The items included the addition of many assumptions, including policy issues, but mostly revisions to the first few boxes on the flow.			
2	Deeper Dive into Process Flow	Janice	60 min (9:20am-10:20am)
Notes: The group reviewed the updated process flow and narratives, which the BPS Team prepared after the R1 meeting. Revisions were made to remove “agency” from several boxes to be inclusive of all entities. The group discussed the need to use the term “entity” and to establish a definition. An entity can include an agency or another organization who’s budget is appropriated in the GAA. It was discussed that in Level 2, we need to gather the status codes of the various values that are passed from LAS/PBS to ensure the appropriate value(s) are included in the future state process and requirements. In Level 2, we also need to address the FSI (Fund Source Indicator) code and Activity Code. These are not currently in FLAIR; however, in Aspire, there was a planned interfacing / inclusion of these values for reporting and use. The group clarified the LAS/PBS fund vs the fund code used in FLAIR. It was discussed the Transparency Florida has a glossary of terms, which may be helpful to reference for our purposes. Specifically, the definition of “reserve” was one that group felt could be gleaned from that source. The group discussed the fact that the different fund types required different methods of accrual for reporting. The group agreed that there needed to be included in the policy issue related to accrual clear guidance on the proper method and frequency of recording accruals depending on the fund type.			



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<p>The group discussed that some entities have other budget management tools, such as the Legislature. The BAPS system is not used by the Legislature to submit budget requests during the year. The AT01 and AT02 are codes that are assigned to the Legislature's amendments in LAS/BPS and FLAIR. Universities are another area where more information needs to be obtained. The GAA for the Universities provides authority to DOE, which is passed to the Universities, but the group does not know much about how the funds are passed through to the Universities. For Level 2, we need to determine the interfaces for these outside systems.</p> <p>The group discussed the various files sent from and to LAS/PBS and FLAIR at year end and regarding Carry/Certified Forward. The flow and narrative were adjusted to reflect the files, data and timing of the information exchange. In Level 2, we will need to get more specific detail on timing and layouts. It was discussed that both the cash consumption (when payments are issued) and the budget consumption (when invoices are posted) amounts were essential for LAS/PBS. One enhancement the group discussed was moving to sending one file of CF data for all agencies, instead of one file per agency as are sent today. Another enhancement that was discussed was to have cleaner correlation of values in the accounting system so that transactions are created with the correct set of values (BE to Program Component or Department to Fund). Currently, the errors are discovered when the data is passed to LAS/PBS and have to be corrected at the time of upload.</p> <p>The group discussed adding various KPIs. At the next meeting, the group discussed diving into the Debits and Credits in more detail.</p>			
Break			10 min (10:20am-10:30am)
Icebreaker		Angie	5 min (10:30am-10:35am)
2	Deeper Dive into Process Flow <i>(Continued)</i>	Janice	75 min (10:35am-11:50am)
3	Close Meeting <ul style="list-style-type: none"> • Action Items • Homework • Next Meeting Date / Time / Location 	Angie	10 min (11:50am-12:00pm)
Notes: February 4 th / 9a-12p / Fletcher Bldg. Rm B103			

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Review policy issue assumption in R2R to ensure that it includes impact of accrual accounting method on all fund types	Janice	02/04/15
2	Add definition for "reserves"	Janice	02/04/15
3	Review definition of "entity" and replace "agency" with "entity" where appropriate in Level 1 documents	Deana	02/04/15
4	Add definition for "Certified Forward"	Janice	02/04/15