



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

Meeting Details

Process Area	Cash In-Flows to Out-Flows (CSH) – R1
Meeting Date	Wednesday, December 15, 2014
Meeting Time	9:00am – 12:00pm
Meeting Location	Fletcher Building, Room 233
Attendees	Angie Booker (DEP), Catherine Davis (DOR), Wynette Rogers (DOR), Joe Dismuke (DOT), Bert Wilkerson (DFS), Melisa Hevey (DFS), Teresa Bach (DFS) , Miriam Gray (DFS), Jennifer Pelham (DFS), Katherine Ward-Adkins (DFS), Christina Smith (DFS), Tim Hsieh, (DFS), Tanya McCarty (DFS), Tanner Collins (DFS) Stanton Beazley (DFS), Melissa Turner (FCR), Angie Robertson (FCR), Deana Metcalf (FCR), Janice Jackson (FCR) , Angela Suchocki (DFS)
Meeting Objective	Review and Discuss Standardization Level 1 Business Process Flows
Attachments/ Related Documents	SME Workgroup Guidelines

#	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 (9:00am-9:15am)
2	FCR Project Overview and Role of SME Workgroups	Angie	45 min (9:15am-10:00am)

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



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#	Topic	Leader	Allotted Time
Break			10 min (10:00am-10:10am)
Icebreaker		Angie	5 min (10:10am-10:15am)
3	Walkthrough of Process Flow <ul style="list-style-type: none"> • Overview of Template • Review of Flow and Narrative 	Deana	45 min (10:15am-11:00am)
Notes: <ul style="list-style-type: none"> • Introduction of the Cash Flow Chart – how the proposed system flows; what happens/next steps for a particular outcome (receives cash, bank deposits, treasury notified, etc. – see flow chart) • BPS Track Planning – Cash Inflow – Outflow are made up of 3 main areas : <ol style="list-style-type: none"> 1. Treasury 2. Agency 3. Bank • Intent of new system is the Automation of Entries and that there is just one system (not FLAIR and CMS) • Aspects of the money tracking flow chart: <ol style="list-style-type: none"> 1. (C)- Control Point 2. (R)- Report Need 3. (A)- Accounting Event 4. (I)- Integration Point • Also, discussed adding control points on collecting cash/checks • Need to look at assumptions in narrative for ARB (Accounts Receivable Billing) and P2P (Procure to Pay) and bring over any that are appropriate for CSH • Integration Points at CSH 1.1, cash received, and CSH 1.4, cash recorded • Need to look at Reallocation – when taking interest earned...where is it being reallocated to – although, not too much in detail at Level 1. Each agency has a different way of managing cash. The Group members are asked to consider how they track cash, including what accounting chartfields and what level of detail/granularity. • Discussed adding cash ledger entries (P2P) • Warrant Management topic – possibly monthly reconciliation – maybe bring in Warrant Group for input • Look at Assumption, Policy & Payment Options (voucher posting) – Currently, wires are used less due to technology constraints. For the future, the new system should be able to provide greater flexibility and opportunity to transact business quicker. There was discussion that agencies establish their payment terms with vendors. These agreements will be impacted in the future by system capabilities. 			
Break			10 min (11:00am-11:10am)
Icebreaker		Angie	5 min (11:10am-11:15am)
3	Walkthrough of Process Flow <i>(Continued)</i>	Deana	35 min (11:15am-11:50am)
4	Close Meeting <ul style="list-style-type: none"> • Action Items • Homework • Next Meeting Date / Time / Location 	Angie	10 min (11:50am-12:00pm)
Notes: <ul style="list-style-type: none"> • The Group reviewed the Action Items 			



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#	Topic	Leader	Allotted Time
	<ul style="list-style-type: none"> Home work for the Group is to: Review the Flows and Narrative and think about what was discussed. Come with questions or thoughts about what was discussed at today's meeting. Consider "Future Enhancements" and "Key Performance Indicators/Measures" for inclusion in the Process Flows / Narrative Next Meeting: January 7, 2015 / from 1:30 – 4:30pm / Fletcher Bldg. Room B103 		

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Consider Future Enhancements which could be included in the Process Flows / Narrative.	SME Workgroup Members	1/14/15
2	Consider performance metrics your agency currently has in place to measure the level of success of your agency's cash management. Consider what metrics should be added to the KPI/Measures section.	SME Workgroup Members	1/14/15
3	Research and be prepared to discuss at what level your agency is re-allocating your deposits after Treasury posts, including the level for interest earnings. Consider and understand your agency's key chart fields (Project ID, OCA, etc.).	SME Workgroup Members	1/7/15
4	Review ARB and P2P assumptions and policies and add to Cash as appropriate – Including identified policy issues, such as payment scheduling	Deana	1/7/15
5	Add an Integration Point for agency business systems at 1.1 and 1.4	Deana	1/7/15
6	Add an ARB module connector at 1.1 and delete the GAC module connector on 1.4	Deana	1/7/15
7	Meet with Treasury and A&A to update flows for warrant cancellations, escheatment, warrant management, etc.	Deana/ Angie	1/7/15
8	Change accounting entry table to have a column for Cash Ledger and Treasury Ledger separately	Deana	1/7/15
9	Add policy for types of payments to be allowed / available. This would include the enhanced / expanded use of wires as a payment type.	Deana	1/7/15
10	Modify assumption that bank information "will not be detailed" to "may not be detailed"	Deana	1/7/15
11	Add KPI for how quickly the agencies will record the deposit information	Deana	1/7/15
12	Add control point at 1.1 for separation of duties from receipt/collection and deposit	Deana	1/7/15
13	Add revolving fund assumption	Deana	1/7/15