



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) – R2
Meeting Date	Wednesday, January 7, 2015
Meeting Time	1:30pm – 4:30pm
Meeting Location	Fletcher Building, Room B103
Attendees	Angie Booker (DEP), Catherine Davis (DOR), Wynette Rogers (DOR) , Joe Dismuke (DOT), Jason Adank (DOT), Bert Wilkerson (DFS), Melisa Hevey (DFS), Teresa Bach (DFS) , Katherine Ward-Adkins (DFS), Miriam Gray (DFS), Jennifer Pelham (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 Meeting Notes and Action Items – CSH – R1 CSH Standardization Level 1 (1-7-15) V1.1.pdf BPS Track Planning – Cash Inflow – Outflow-1-7-2015.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 (1:30pm-1:50pm)
Notes: The group reviewed the agenda for today's meeting along with action items from the previous meeting.			
2	Deeper Dive into Process Flow	Deana	60 min (1:50pm-2:50pm)
Notes: <ul style="list-style-type: none"> • The group discussed the movement of cash balances from unverified to verified within the Cash and Treasury ledgers. There was a modification proposed and documented in the ARB module in Aspire, which may be helpful for the Project Team to review. There was discussion about the group modifying the names of each GL to make them more meaningful. Deana will work with Treasury to rename and the group will discuss at the next meeting. • The group discussed whether there was a need to have a "cash on hand" GL balance, other than at year end. DOT collects and holds some funds for up to 30 days prior to depositing. An assumption was added to address frequency of recording cash on hand. • The group discussed "remote deposits", which is a means of preparing and submitting deposits without having to travel to the bank. Two methods discussed are Image Cash Letter (file is built and transmitted to the bank, usually via third party vendors), and Remote Deposit (certain agency staff will sign on to BOA site and submit the deposit image). CSH 1.2 was modified to reflect the ability to remotely or physically deliver. A&A provided a copy of the CFO memo on posting. • The concept of "subaccounts" was discussed. Some agencies use subaccounts to track interest earnings, such as for bond proceeds, etc. The group felt there needed to be a lower level than fund to allow for tracking. During Level 2, the Project needs to gather information about the appropriate level. • Requirements discussed included an automated investment and dis-investment process at the sub-account level, instead of a manual vouchering, as well as an automated apportionment of interest allocation. • The group made various edits to Assumptions, Definitions, and the Standard Process Area Details, as well as the process flow. 			



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#	Topic	Leader	Allotted Time
	Break		10 min (2:50pm-3:00pm)
	Icebreaker	Angie	10 min (3:00pm-3:10pm)
2	Deeper Dive into Process Flow <i>(Continued)</i>	Deana	70 min (3:10pm-4:20pm)
3	Close Meeting <ul style="list-style-type: none"> • Action Items • Homework • Next Meeting Date / Time / Location 	Angie	10 min (4:20pm-4:30pm)

Notes:

- Action Items (see table below) and homework were discussed.
- The next and final meeting of the workgroup is 1/14/15 at the Fletcher Building in room B103 from 9am-12pm.

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Review the titles of each of the GLs in A3 & A4 and identify options.	Deana	1/14/15