



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

### Meeting Details

<b>Process Area</b>	Cash In-Flows to Out-Flows (CSH) – R3
<b>Meeting Date</b>	Wednesday, January 14, 2015
<b>Meeting Time</b>	9:00am – 12:00pm
<b>Meeting Location</b>	Fletcher Building, Room B103
<b>Attendees</b>	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), <del>Christina Smith (DFS)</del> , Tim Hsieh, (DFS), Tanya McCarty (DFS), Tanner Collins (DFS) Stanton Beazley (DFS), <del>Melissa Turner (FCR)</del> , Angie Robertson (FCR), Deana Metcalf (FCR), Janice Jackson (FCR), Angela Suchocki (DFS)
<b>Meeting Objective</b>	Review and Discuss Standardization Level 1 Business Process Flows
<b>Attachments/ Related Documents</b>	SME Workgroup Meeting Notes and Action Items – CSH – R2 CSH Standardization Level 1 (01-07-2015) V1.2.pdf BPS Track Planning – Cash Inflow – Outflow-01-07-2015 WG.pdf

#	Topic	Leader	Allotted Time
1	Welcome <ul style="list-style-type: none"> <li>• Introductions (<i>If new attendees</i>)</li> <li>• Overview of Today's Agenda</li> <li>• Review of Meeting Notes and Action Items</li> <li>• Thoughts from Workgroup Members</li> </ul>	Angie	<b>20 min</b> (9:00am-9:20am)
<p><b>Notes:</b> Reviewed action item from previous meeting. Deana showed where the GL account names had been updated to similar titles to match treasury entries to cash ledger entries.</p>			
2	Continue Deeper Dive into Process Flow from Last Meeting Review of Process Flow and Narrative	Deana	<b>60 min</b> (9:20am-10:20am)
<p><b>Notes:</b></p> <p>The narrative and flow were reviewed a final time to gather any further agency comments or suggestions. An assumption was added for timing of agency cut-off of investment/disinvestment decisions. Interest and fees will be recorded as separate amounts and not netted as they are today.</p> <p>SPIA investments are tracked separately. SPIA will be flowed in Level 2</p> <p>A discussion was held regarding cash on hand and in bank for period end. A more detailed discussion will be held in Level 2. Additionally discussion was held around agencies providing an account for posting adjustments or returns and it was decided to discuss further in Level 2.</p> <p>Several action items (listed below) were discussed regarding definitions, changes to the narrative and flow documents and clean-up of numbering.</p>			
<b>Break</b>			<b>10 min</b> (10:20am-10:30am)
<b>Icebreaker</b>		Angie	<b>10 min</b> (10:30am-10:40am)
2	Review of Process Flow and Narrative ( <i>Continued</i> )	Deana	<b>70 min</b> (10:40am-11:50am)



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#	Topic	Leader	Allotted Time
3	Close Meeting • Action Items and / or Homework <i>(if applicable)</i>	Angie	<b>10 min</b> (11:50am-12:00pm)

**Notes:**

Homework – actions items were to be incorporated and new version sent to SME Workgroup. SME Workgroup are to read through entire document and provide comments/revisions and specifically any other KPIs and Future Enhancements

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Add Revolving Fund to Assumptions, Definition & Future Enhancements	Deana	1/16/15
2	Change wording/definition to ACH "Payment" File; also, change on flow chart	Deana	1/16/15
3	Make sure escheatment entries are captured for ledgers	Deana	Level 2
4	Add Definition for "Settlement Date"	Kathy	1/16/15
5	KPI: Add time to record deposit information to time posting at bank	Deana	1/16/15
6	Find what/where to do with the first few R's – Reporting Descriptions	Deana	1/16/15
7	Validate A5 Treasury & Administrative Fees	Deana	1/16/15
8	Renumber Control Points	Deana	1/16/15
9	Read final version and provide revisions/comments	SME Workgroup Members	1/22/15