Meeting Details

Meeting Date	Wednesday, April 29, 2015	Meeting Time	9:00 am to 12:00 pm
Meeting Location	Department of Revenue, Bldg 2 - Room 1250		
Meeting Objective	Review and Discuss Draft CSH Level 2 Flows and Process Models		
Invitees	<u>Level 2 SMEs:</u> Bert Wilkerson (Treasury), Melisa Hevey (Treasury), Miriam Gray (Treasury), Jennifer Pelham (Treasury), ~~Kathy Ward-Adkins~~ (Treasury), ~~Teresa Bach~~ (Treasury), Angie Booker (DEP), ~~Darinda Mclaughlin~~ (DEP), Wynette Rogers (DOR), Catherine Davis (DOR), Joe Dismuke (DOT), ~~Mary Townsend~~ (DBPR), Eric Thiele (DBPR), Jason Adank (DOT), Kiki Evans (A&A), Lynn Griffin (DEA), Lisa Revell (DEA), Mike Alexander (DFS), Shajuana Jenkins (DFS), Patricia Williams (AHCA), Paula Crosby (DBPR new attendee) <u>Florida PALM BPS Team:</u> Deana Metcalf, Gary Schneider, Jordan Landreth, Deb Gries, Tanner Collins		
Attachments/ Related Documents	Revised Draft Level 2 Process Flow and Narrative (04-27-2015) V 1.1 CSH Level 2 Workgroup Meeting #1 Notes (04/22/2015)		

Meeting Topics

Topic	Presenter	Allotted Time
Welcome • Overview of Agenda • Participant Introductions *(if new participants)* • Recap of Action Items	Deana Metcalf	**15 min** (9:00 am - 9:15 am)
Notes: Deana reviewed action items and indicated that all action items have been completed and would be discussed further when we reviewed the flows. There was a new flow added for returns. DOR process was added to Inflow process.		
Discussion of Changes made to CSH-Inflow Process Flow	Gary Schneider	**20 min** (9:15 am - 9:35 am)
Notes: Added DOR swim lane as well as files that DOR uses (Clerk File, CC file, BAI File). Interfaces are now represented by only one symbol. The on page connector of CSH 1.28 was updated to "D" instead of "C" Treasury said the BAI file will have to be loaded into Florida PALM. Need additional information in DOR		

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lane about check deposits. Instead of manually posting deposits to FLAIR, system posts to FLAIR via FTP. Miriam does not think checks are posted to FLAIR automatically. Sounds like its mixed approach (electronic and check). DOR creates agency deposit FTP files (checks and clerk of courts). File generated out of Suntax system and into Florida PALM to be posted to agency GL. Flow was updated to reflect DOR file showing check and electronic deposit into CSH AE 1.2. Money collected for clerk of courts – portion is sent to DFS then DFS gives money to clerk of court corporation. No detail is provided, they just get the total amount. Files are entered into Suntax for agency, then there is a separation of files to send to agencies to pull into business systems -- updated flow to show agency file Florida PALM is receiving side and will provide a standard interface. The agency will need to update the file formats to make compatible with Florida PALM Do we need to add reconciliation process – Miriam said after the deposit is verified, then the reconciliation processes. Update CSH AE 1.21 to reflect includes reconciliation and verification process as well. Clarify in narrative what the verification process and reconciliation process includes (verification is comparing AE from treasury side to agency side, reconciliation is accounting entry to bank record) Originally had resolution of banking issues in agency swim lane but moved it to treasury swim lane because Treasury is point with contracted bank We added two new Reports (R3 – annual report of outside banking activity, annual report of revolving funds) -- this will also go to the treasury flows Agencies submit annual report of "Electronic Transactions" each year to treasury which provides		

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number of transaction by card type, interchange fees. There was discussion around possibility of automating but determined level of detail needed would not be in Florida PALM		
Asked to go into returns flow – Deana showed the returns flow Item returned to concentration bank (ACH, CC, Check Returns, Foreign item returns Miriam asked to add RA/UC returns. UC goes to disbarment account(ra/uc returns are from state RA fund others are out of concentration account) so we decided to change swim lane from BOA Files loaded in system and the system automatically assigns to agencies and posts to agencies default account identified for returns (this reduces verified cash and debits revenue account) Next would like to have a screen for agencies to work these returns – will have interface with ARB because we have to make a customer entry Get two files for IP 4.3 detailed file and imaged files --- just for checks In 4.7 – they will have to merge check image and check return file and load it in the system Only allowed to charge one NSF per check but if it's used to pay multiple agencies … it has to be divided up. Might need a policy change so agencies can administer administrative fee – need to look at return item statute 215.34. Also review for the minimum return fee --- some banks are charging $25 or $40 instead of $15		

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Deeper Dive in Level 2 Flows and Narrative	Deana Metcalf	**40 min** (9:35 am - 10: 15 am)
Notes: Deana provided an overview of the CSH Invest flow – This is just the agency investment processes. Would like to automate more with trust fund profiles using investment parameters. Need to provide parameters we might see for agency specific investment criteria: minimum balance, statutory restrictions on investing period Cigarette tax funds are never invested --- Miriam said it's invested via the GR pool. There is a long list of things that go into GR pool. The list is in 17.61. For each exempt area, you would have to read individual statute Agency might want to split across multiple funds inside one agency – might need allocation information Review cash balances by agency to perform cash flow projections to determine how much to invest /disinvest. This will be calculate daily Deana said we will provide reports/queries for Florida PALM to enable this process (scheduled payments, deposit verified) Discussion around whether agencies need to make investment decisions or whether to just use allocations per Treasury. This could impact GR and was not going to be implemented initially but system being designed to handle if it was decided to implement down the road.		
Break		**15 min** (10:15 am–10:30 am)
Icebreaker	Deana Metcalf	**15 min** (10:30 am–10:45 am)
Deeper Dive in Level 2 Flows and Narrative *(Continued)*	Deana Metcalf	**65 min** (10:45 am–11:50 am)

Topic	Presenter	Allotted Time
Notes: CSH – Invest continued: Discussion around accounting entries and noted entries for Cash and Treasury ledgers are happening in the accounting entries The system will need to provide an allocation template for reapportioning interest and fees *** switching back to returns*** There was discussion around reports needed for returns. For checks, other foreign items and UC/RA – we get images but we need physical documents to be returned to agencies – this should be added to flow Would like to generate an electronic debit memoranda – Miriam said they are doing it to attach to checks *** Switched to CSH outflow: all payments (except for revolving funds come from p2p) Cash consumption is occurring in P2p when payment file is ran (probably a day before payment) Three different types of payment files (ach file, issue file(all payments and warrant cancellations) and a wires file Bank processes ach and wires. The issue file is used by the bank to validate warrants before they process them for payment Fund payment – moving money to appropriate bank account so the money is in account to cover the payment (CSH AE 3.8) There was discussion around the Treasury warrant process and where documented in flows. Follow-up meeting will be held with Treasury Miriam said Treasury is tracking all payments and a		

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reconciliation is done in Treasury. They payment information will also be updated in the payment record in P2P Treasury is contacted when they want evidence of payment and warrant images. Images can have confidential information and may need to be redacted There is a statute that says the official record of the payment copy comes from Treasury Warrant exceptions are reviewed by Treasury and ACH returns are handled by vendor relations. ACH return typically happens when bank account info is wrong – vendor usually needs to fix something Currently, wires are totally manual, but we would like to automate it – should be handled like ach return, typically happens when bank account info is wrong or it could go to wrong account, vendor usually needs to fix something Treasury create approved templates for all wire process – contact agency requested wire and vendor , and confirm wiring info is correct (dual verification) Currently the call agency to verify the amount, institution, and account number, separate person contacts bank to verify account number Need approval process for wires – would like a screen or report showing all wires going out and verifying money is there to move Have not gone over narrative. Next meeting need to review in detail and be prepared to discuss assumptions and future enhancements		
Close Meeting • Action Items • Homework • Next Meeting Date / Time / Location	Jordan Landreth	**10 min** (11:50 am-12:00 pm)

	Action Items		
Action Item #	**Description of Item**	**Assigned To**	**Due Date**
1	Update CSH 1.9 narrative to indicate this file is loaded into Florida PALM and file generated for DOR so CSH IP 1.10 needs to not be shaded	TRM Team	05/28/2015
2	Update CSH AE 1.21 to reflect includes reconciliation and verification process and include in narrative	TRM Team	05/28/2015
3	Change box 1.16 to be an interface point	TRM Team	05/28/2015
4	Look into return item statute 215.34 in relation to bad check fee if check for multiple agencies and the fee for returned checks as banks have increased fees	Deana/Tanner	TBD (Policy Issue)
5	Send tele-check info to group	Deana	05/28/2015
6	Agencies to look at investment parameters their agencies are currently using and be ready to discuss at next meeting	SMEs	05/28/2015
7	Add link to budget flow at box 2.3 for revenue forecasting	TRM Team	05/28/2015
8	AE 2.5 needs to show connector for cash and budget check	TRM Team	05/28/2015
9	Deana to get with budget(Robert) to discuss policy around investment appropriation	Deana	05/28/2015
10	Change CSH R8 audience should be agency staff	TRM Team	05/28/2015
11	R10 audience should be treasury	TRM Team	05/28/2015
12	Add to return flow to indicate for checks, other foreign items and UC/RA – we get images but we need physical documents to be returned to agencies with a generated debit memoranda	TRM Team	05/28/2015
13	Review list of treasury internal reports and aspire reports to get ideas for CASH returns	Deana	05/28/2015

	Topic	Presenter	Allotted Time
	across cash processes		
14	Make sure there is an accounting event on Treasury ledger for returns	TRM Team	05/28/2015
15	Need to add A&A swim lane and move IP 3.1 – 3.5 to that swim lane	TRM Team	05/28/2015
16	Schedule meeting with Treasury to discuss warrant management process	Deana	05/19/2015
17	Schedule meeting with A&A and Treasury to discuss wire authorization and wire return process. Will be done in conjunction with P2P Team	Deana/Deb Gries	05/30/2015
18	Reports need to be identified for outflow process. Needs to be discussed at next meeting	SMEs	05/28/2015
19	Next meeting need to review in detail and be prepared to discuss assumptions and future enhancements	SMEs	05/28/2015