



FLAIR and CMS Replacement Project (FCR) SME Workgroup Meetings Agenda

Meeting Details

Process Area	Procure to Pay (P2P) – E1
Meeting Date	Monday, December 1, 2014
Meeting Time	9:00am – 12:00pm
Meeting Location	Fletcher Building, Room B103
Invitees	Sharon Bussey (FWC), Stuart Potlock (FWC), Lydia Louis (DEP), Kelly McMullen (DMS), Mitchell Clark (DMS) , Cassandra Williams (DMS), Anne Rabon (DMS), Vonda Murray (DOS), Lee Ann Heenthal (DOS), Christina Smith (DFS), Rachael Lieblich (DFS) , Kim Holland (DFS), Angie Martin (DFS), Stanton Beazley (DFS) , Melissa Turner (FCR), Danielle Kosberg (FCR), Angie Robertson (FCR), Deana Metcalf (FCR)
Meeting Objective	Review and Discuss Standardization Level 1 Business Process Flows
Attachments/ Related Documents	SME Workgroup Guidelines, Business Process Model, Flow Chart

#	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:

- Various slides were reviewed to provide an overview and background of how the FCR project was derived (FLAIR Study) and the roles, responsibilities, and expected outcomes of the SME workgroups.
- The Vision discussed is to implement a statewide accounting system that enforces standardization and act as a scalable foundation to evolve as business needs change.
 - Scalable – common core functions / grow and evolve as things change.
- Solution goals and common themes of the study were discussed.
- The group discussed the importance of planning and how essential the pre-implementation activities are to the overall adoption of the ERP.
- The group discussed the four (4) phases of the FCR Project and they are as follows:
 - Pre DDI –Planning Phase. Building the team, doing standardization, etc.
 - Phase I – five (5) year phase that focuses on core
 - Phase II – focuses on enhancements/improvements
 - Operation & Maintenance – separate phase
- The group was asked to look for new or existing technology to make their jobs better and/or easier. They were also asked to document “nice to haves” for the future.
- The group discussed the four (4) key project tracks for the DDI phase and emphasized the focus will be on the first, Business Process Standardization (BPS).
- Two (2) major BPS track activities were discussed which includes standardized business process models and requirements. These activities should occur over the next two (2) years. BPS support services would also be procured.
- The group discussed the ten (10) major Process Areas identified for further development of Process Flows.
- Two (2) Process Flow levels were discussed. Level 1 is high level. Level 2 will be more detailed and meetings to build those will be opened up to other agencies.



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#	Topic	Leader	Allotted Time
	<ul style="list-style-type: none"> Both levels would include key information such as reports/reporting requirements, control points, integration points, and accounting. Process flows will be included in the standard process model. Short, Mid, and Long Term Goals and Objectives, Roles and Responsibilities of the workgroup, and Rules of Engagement were discussed. The P2P workgroup will consist of four (4) three (3) hour sessions. 		
	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"> The group was given a copy of the flow chart along with the BPS model explaining the navigation of the flow chart. A high level explanation/review was done with the group for each section of the BPS model. The group was challenged to think about performance measures and how they are to be captured in the accounting system as they walk through the process flow (Section 5 – Key Performance Indicators/ Measures). It was discussed that encumbering will be required on all purchase orders to project how the state is doing financially; however, there may be small exceptions to the rule. The State of Florida will also take advantage of scheduling/ managing payments for the purpose of projecting cash flow, receiving discounts, or earning interest. There will also be a policy on the level of accounting detail for transparency purposes. The group was asked to think about the Revolving Fund as a Future Enhancement, but for now, the Revolving Fund payments will still occur outside of the accounting system. Solicitation process occurs outside of the accounting system (P2P – 1.2). 			
	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"> Action items were recapped. Homework: Read narrative. Think about what was discussed or what of importance should have been discussed to fully complement information to be presented at the next level. The next meeting is scheduled for Tuesday, December 16, 2014 from 9:00am – 12:00pm at the Fletcher Building, Room B103. 			



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Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Add reference to Single Source Procurement	Deana / Angie	12/16/14
2	Identify R4 on page 9 for reporting purposes	Deana / Angie	12/16/14
3	Add R5 to P2P - 1.14 for payment reports (i.e., minority spend, etc.)	Deana / Angie	12/16/14
4	Add Business system interface to 1.7	Deana / Angie	12/16/14
5	Add assumption – Advance Payments as a Policy Item	Deana / Angie	12/16/14
6	Add assumption – Encumbrances as a Policy Item	Deana / Angie	12/16/14
7	Add reporting – Section 215.985, F.S. for governing authority for FACTS Transparency	Deana / Angie	12/16/14
8	Add assumption – Offset of payments as Policy Item	Deana / Angie	12/16/14
9	Add assumption – Revolving Fund will continue to be processed outside of the new system	Deana / Angie	12/16/14
10	Add assumption – Direct Pay as a Policy Item	Deana / Angie	12/16/14
11	Consider showing the integration with the Budget Process Area	Deana / Angie	12/16/14
12	Be prepared to discuss 1099 Reporting requirements at future meeting	Angie Martin	1/5/15
13	Update typo in BPS Model for 1.4 (page 3)	Deana / Angie	12/16/14
14	Add #9 – Future Enhancements to the template	Deana / Angie	12/16/14
15	Consider Key Performance Indicators / Measures that will show we are doing a good job in the P2P area	SME Workgroup Participants	1/5/15
16	<i>Question for future consideration:</i> What will be the required level of detail for vendors paid only through P-Card?	Deana / Angie	1/15/14
17	Add assumption – Certified Forward Processing as Policy Item	Deana / Angie	12/16/14
18	<i>Question for future consideration:</i> How do we show / treat DOT's payables they set up for construction hold back?	Deana / Angie	1/15/14