



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

Meeting Details

Process Area	Procure to Payment (P2P) – E2
Meeting Date	Tuesday, December 16, 2014
Meeting Time	9:00am – 12:00pm
Meeting Location	Fletcher Building, Room B103
Attendees	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 Hebenenthal (DOS), Christina Smith (DFS) , Rachael Lieblick (DFS), Kim Holland (DFS), Angie Martin (DFS) , Stanton Beazley (DFS), Melissa Turner (FCR) , Danielle Kosberg (FCR), Angie Robertson (FCR), Deana Metcalf (FCR), Janice Jackson (FCR), Vanessa Williams (DFS)
Meeting Objective	Review and Discuss Standardization Level 1 Business Process Flows
Attachments/ Related Documents	SME Workgroup Meeting Notes and Action Items – P2P – E1

#	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 (9:00am-9:20am)
Notes:			
<ul style="list-style-type: none"> • The SME Workgroup briefly reintroduced themselves. There was a new attendee, Janice Jackson, who will work as the FCR General Ledger lead. • An overview of the agenda, last meeting notes and action items were reviewed. The flow diagram was split into two since last meeting: Purchase Process and Payment Process. • The FCR Project Team will be moving forward with bringing on consultants in February 2015. • The next two meetings will be scheduled for January 5, 2015 and January 13, 2015. • There were five (5) new policy items added to the Assumptions. 			
2	Deeper Dive into Process Flow	Deana	60 min (9:20am-10:20am)
Notes:			
<ul style="list-style-type: none"> • The group discussed assumptions and made several edits. • Within the flow, the group discussed the starting point (buy or make decision), the requisition vs. non-requisition process (especially P-Cards), as well as the vendor registration process. • The group discussed budget checking and the need to obligate budget at the time of PO creation, but also the opportunity to “check” budget at the time of pre-encumbrance. The flow was updated to reflect a “check” at the time of pre-encumbrance. • The group continues to be aware of the need for integration with outside systems, such as MFMP and agency business systems. • The group continued to discuss the difference between payment methods (P-Card, warrant, EFT, etc.) and procurement methods (sole source, direct purchase, RFQ, etc.) and how these different elements need to be reflected in the process flows and narrative. • The group discussed the need to have requisitions close after a period of inactivity. This will need to be further refined during Level 2. • The group discussed advance payments and the need to provide clarifying information and to consider these in the future policy regarding payment scheduling. Several members of the group felt there were enough grey areas in current practice that led to inconsistent treatment from agency to agency. 			



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#	Topic	Leader	Allotted Time
	<ul style="list-style-type: none"> The group discussed the need to address revolving funds and their role in the procurement / payment process. It was determined that this was a Level 2 discussion, but that it was also a topic that touched the TRM Process Area. It was agreed that there is a continued need for revolving funds, but that the details of the revolving fund process and any requirements for revolving funds would be a future discussion. The group discussed the W9 submission process. Currently, DFS has a separate system for vendors to input their W9 information online. The group would like a requirement added that there be an integrated method for vendors to input W9 information into the new system without having to maintain the old system. The Vendor Information Portal (VIP) was discussed. The group felt this needed to be a requirement for the new system, as it is a useful tool for vendors today when researching payments, etc. The group started to review each box on the flow and narrative in detail. The group stopped at the P2P 1.7 and will pick up with that flow box at the next meeting. 		
Break			10 min (10:20am-10:30am)
Icebreaker		Angie	5 min (10:30am-10:35am)
2	Deeper Dive into Process Flow (<i>Continued</i>)	Deana	75 min (10:35am-11:50am)
3	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: <ul style="list-style-type: none"> Think about everything discussed. What needs clarification? Think about Governing Laws or Policies for P2P 1.2 & 1.5. Think about future enhancements and KPIs for inclusion in the Level 1 documents. The next meeting is scheduled for Monday, January 5, 2015 from 9:00am-12:00pm at the Fletcher Building, Room B103. 			

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Discuss / provide SME Workgroup with more information on the 1099 Reporting process.	Angie Martin	1/5/15
2	Identify Governing Laws or Policies for P2P-1.2 & 1.5 (this may be a separate table)	Deana	1/5/15
3	Think about "Future Enhancements" to include in Level 1 narrative	SME Workgroup Members	1/5/15
4	Think about "KPIs/Measures" to include in the Level 1 narrative	SME Workgroup Members	1/5/15
5	Identify Governing Laws or Policies for P2P-1.5	Deana	1/5/15
6	Add a requirement for the detailed submission of the W9 forms	Deana/ Angie	1/5/15



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7	Add a requirement for the automatic closing of a requisition after a certain period of inactivity.	Deana/ Angie	1/5/15
8	Add a requirement for an online vendor W9 information portal / page, which allows vendors to provide W9 information electronically.	Deana/ Angie	
9	Add a requirement / discussion item for Vendor Information Portal (VIP) capabilities.	Deana/ Angie	1/5/15
10	Add definition of "Valid Vendor".	Deana/ Angie	1/5/15
11	<i>Question for future consideration:</i> How do we establish and maintain commodity codes in the new system?	Deana/ Angie	Level 2
12	<i>Question for future consideration:</i> How should the Revolving Funds be reflected on the flows for Level 2 and what requirements should there be around the Funds?	Deana/ Angie	Level 2