



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

Meeting Details

Process Area	Procure to Payment (P2P) – E3
Meeting Date	Monday, January 5, 2015
Meeting Time	9:00am – 12:00pm
Meeting Location	Fletcher Building, Room B103
Attendees	Sharon Bussey (FWC), Stuart Potlock (FCR), Lydia Louis (DEP), Kelly McMullen (DMS), Mitchell Clark (DMS), Cassandra Williams (DMS), Anne Rabon (DMS), Vonda Murray (DOS), Lee Ann Hebenenthal (DOS), Rachael Lieblich (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 – E2 P2P Standardization Level 1 (12-16-14) V 1.2 WG.pdf BPS Track Planning – P2P 12-16-14 WG V1.2.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 (9:00am-9:20am)
Notes:			
<ul style="list-style-type: none"> • Stuart Potlock was introduced as the new Procurement lead as of January 5, 2015. • An overview of the agenda and action items were reviewed. 			
2	Deeper Dive into Process Flow	Deana	60 min (9:20am-10:20am)
Notes:			
<ul style="list-style-type: none"> • The group discussed several additions to the Laws, Rules, and Policies in several areas in the narrative. • The group discussion began with the P2P -1.7 narrative. Information regarding contracts was added to the narrative. • Definitions for payee, recipient, and sub-recipient were added to the P2P Standardization Level 1. The definitions for recipient and sub-recipient will be relayed to the Grant process area to ensure consistency. • The group discussed adding the Procurement Table as a reference to P2P-1.2 instead of replacing in order to accommodate for any changes made to the table. • An assumption was added that a contract or PO must be established in the accounting system prior to payment. • The group discussed the difference between a MFMP contract (referred to as a master agreement) and a regular contract and how they will interface with the new accounting system and FACTS. • The group discussed the differences in a two-way and three-way match. They also agreed to add a receipting policy assumption to obtain clarification as to when something needs to have a receipt (three-way match) and when a two-way match would suffice. Currently, MFMP does not require receipting for services, based on the modification added to MFMP. 			



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

#	Topic	Leader	Allotted Time
	<ul style="list-style-type: none"> The group discussed that the system would be useful to obtain information on payment discounts. The group felt it would be helpful to capture discounts available vs. discounts taken. Payment discounts were captured in the reporting section R6. A reporting function was added to P2P-1.10 - Receiving reports. The group discussed having the final payment option, when chosen, close out the PO and release the encumbrance balances. In Level 2, more information needs to be gained regarding the contract close process. The expiration date may not be the date the agreement closes, but is just the date beyond which the services cannot be provided. There is often times that contract management activities happen beyond the close date, so the new system must allow certain action to happen outside of the close date. The KPI/Measure of the timeliness of contracts being recorded in the accounting system was added to the Level 1 narrative. The group discussed the need to have a cash reserve/hold for voucher posting. The group determined that it was not necessary. The group stopped at the P2P-1.13 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"> Review the P2P Standardization Level 1 (1-5-15) and BPS Track Planning – P2P 1-5-15 documents. Document any changes and be prepared to discuss and finalize at the next meeting. The next meeting is scheduled for Tuesday, January 13, 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	1/13/15
2	Present the terms recipient and sub-recipient to the Grant Processing Area to ensure consistency.	Deana/ Angie	1/13/15
3	Add a narrative for F.S. 17.0315	Deana/ Angie	1/13/15



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

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
4	Review documents and recommend any edits for consideration during next meeting.	SME Workgroup Members	1/13/15
5	<i>Question for future consideration:</i> When should a contract go through MFMP, FACTS, or the accounting System?	Deana/ Angie	1/13/15
6	<i>Open item for the future:</i> Add a requirement to mark items as closed	Deana/ Angie	1/13/15
7	<i>Question for future consideration:</i> What is the future state for the voucher process?	Deana/ Angie	1/13/15