



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

Meeting Details

Process Area	Procure to Payment (P2P) – E4
Meeting Date	Tuesday, January 13, 2015
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) , Anne Rabon (DMS), Vonda Murray (DOS), Lee Ann Hebenthal (DOS), Rachael Liebliick (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 – E3 P2P Standardization Level 1 (01-05-2015) V 1.3 WG.pdf BPS Track Planning – P2P 01-05-2015 WG V1.3.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"> • An overview of the agenda and action items were reviewed. <ul style="list-style-type: none"> ○ The due date for action item #3 was extended to the end of Level 1 			
2	Continue Deeper Dive into Process Flow from Last Meeting Review of Process Flow and Narrative	Deana	60 min (9:20am-10:20am)
Notes: <ul style="list-style-type: none"> • The group discussion began with the P2P 1.14 narrative. • The group decided that the word "Payment" needed to be replaced with "Voucher" for P2P 1.13. The flow chart was updated to reflect changes. • The group discussed if a wire transfer was the same as an EFT For P2P 1.14. Wire transfer was removed as a type of payment option; however, the group determined a set of criteria is needed for this option type and is included as a policy issue. • The group discussed the 1099 process as it relates to revolving funds. Currently, each agency/individual is given a \$600 payment limit before a 1099 is required to be issued. If an agency issues their own 1099 and in turn, DFS issues a 1099 on their behalf, the agency then receives a \$1,200 payment limit instead of the \$600 limit. The policy on detail and payment timing was updated to include the issuance of 1099s as it relates to revolving funds. • The group discussed the need to add a reporting function for Vendor Payment History (R7). There is one for vendors and one for the general public. • 			



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#	Topic	Leader	Allotted Time
	<ul style="list-style-type: none"> The group discussed interfacing MFMP to the process flow box for P2P 1.16. The process flow was updated to include the interface of MFMP. The group discussed the review of warehouse data being documented as a reporting function. The narrative for P2P 1.15 was updated to include determining 1099 requirements. The group determined backup withholding will be discussed in detail at Level 2. The group discussed duplicate vendor reporting. R3 on the process flow was removed from the P2P 1.15 box and placed on the P2P 1.16 box. The group started to review each section of the narrative in detail to finalize the information beginning with 1.4 Assumptions. Two additional assumptions were added. The group suggested adding definitions for customer and EFT. The definition for customer will be pulled from the AR definition and EFT will be pulled from CASH. The Level 1 narrative and workflow will be sent to the SME Workgroup Members for a final review. 		
Break			10 min (10:20am-10:30am)
Icebreaker		Angie	5 min (10:30am-10:35am)
2	Review of Process Flow and Narrative <i>(Continued)</i>	Deana	75 min (10:35am-11:50am)
3	Close Meeting <ul style="list-style-type: none"> Action Items and / or Homework 	Angie	10 min (11:50am-12:00pm)
Notes:			
<ul style="list-style-type: none"> Action items were recapped. 			

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Add a narrative for F.S. 17.0315	Deana/ Angie	1/14/15
2	<i>Question for future consideration:</i> When should an item go through MFMP, FACTS, or the Accounting System?	Deana/ Angie	Level 2
3	<i>Item to consider:</i> Add a requirement to mark items as closed (POs)	Deana/ Angie	1/14/15
4	Review “system” language in the narratives	Deana/ Angie	1/14/15
5	Add a definition for customer	Deana/ Angie	1/14/15
6	Add a definition for EFT	Deana/ Angie	1/14/15
7	Add definitions for payment and voucher	Deana	1/14/15



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Action Items			
Action Item #	Description of Item	Assigned To	Due Date
8	Update definition for subrecipient	Deana/ Angie	1/14/15
9	Change subprocess boxes to process boxes	Deana/ Angie	1/14/15
10	Send the flow chart for the backup withholding process to Deana/Angie	Angie Martin	1/14/15