



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

Meeting Details

Process Area	Record to Report (R2R) – R2
Meeting Date	Friday, January 23, 2015
Meeting Time	9:00am – 12:00pm
Meeting Location	Fletcher Building, Room B103
Attendees	Thomas Poucher (DACS), Becky Devlin (DACS), Stephen Hobbs (DEO) , Lisa Simpson (DEO), Alex Szigeti (DEO), Asheema Vemuri (DCF), Mike Wolfe (DCF), Alisa Golden (DOE), Bert Wilkerson (DFS) , Melisa Hevey (DFS) , Katherine Ward-Adkins (DFS), Christina Smith (DFS) , Rachael Lieblick, (DFS), Tim Hsieh (DFS), Gina Ballard (DFS), Stanton Beazley (DFS), Melissa Turner (FCR) , Angie Robertson (FCR), Deana Metcalf (FCR), Janice Jackson (FCR), Paula Murphy (DFS)
Meeting Objective	Review and Discuss Standardization Level 1 Business Process Flows
Attachments/ Related Documents	SME Workgroup Meeting Notes and Action Items – R2R – R1 BPS Track Planning – Record 2 Report 01-12-2015.pdf R2R Standardization Level 1 (01-12-2015) V1.1.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:

The group discussed the following additions/changes to 1.4 Assumptions:

- Change from accrual to cash – Need a policy on which accounting basis to use when – There is a similar assumption in BUD, which can be copied.
- Level of detail and frequency of accounting events that start in or outside of the system – This needs to be a Policy
- Policy regarding component unit
- Acceptable closing dates and closing accounts – Need Policy on standardization of closing period and activities
- Ability by agencies to change codes
- Frequency of running reports
- Multiple ledgers to handle financial process

The group discussed the following changes/additions to the 1.5 Definitions:

- Addition: Cash Accounts Basis – accounting method that recognizes revenue and expenses at the time the physical cash is actually received or paid out
- Change: Comprehensive Annual Financial Report (CAFR) – an annually audited report that presents the financial condition of the State at fiscal year-end and the results of operations during the fiscal year, as well as other financial information
- Change: Fiscal Year – any consecutive twelve-month period designated as the official budget year of the financial reporting entity. The fiscal year for the State of Florida begins on July 1 and ends on the following June 30
- Change: General Ledger (GL) – a master set of financial accounts in which an entity's transactions are recorded in detail or summary form. Serves as a central repository for accounting data transferred from all sub ledgers or modules
- Change: Trial Balance – a report which reflects balances of the general ledger accounts



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

#	Topic	Leader	Allotted Time
	<ul style="list-style-type: none"> Addition: Full Accrual Accounting Basis – accounting method that measures the performance and position of an entity by recognizing economic events regardless of when cash transactions occur Standardized Process Area Details 		
2	Deeper Dive into Process Flow	Janice	60 min (9:20am-10:20am)

Notes:

The team also discussed adding interim/quarterly reporting.

The team discussed the following changes to R2R 1.1

- The accounting structure information will be shared between all the other process areas and external systems, as applicable
- The accounting periods will be monthly and at a minimum yearly

The team discussed the following changes to R2R 1.2

- Process Name – Record Update to Ledgers
- Other process areas and external systems will validate chart field values in this process area during the creation of accounting transactions

The team added DFS Statewide Financial Compliance Checklist to R2R 1.3 under Governing Laws or Policies

The team added the following items to R2R 1.4

- Atypical balances, invalid GLs, compare to prior year, and various analytics equity comparisons, etc.
- Reports will be generated to support the monitoring process, as applicable.
- R1 & R2 was added to the Flow

The team modified R2R 1.5 as follows:

- Modified 1.5 to be Report Preparation
- Trial balances and other reports for period being closed will be produced
- Data will be exchanged from other process areas and external systems
- Numerous Changes: The annual CAFR will be produced
- Addition: Ad-hoc queries and standard extracts can be produced for use by agencies and other data users (i.e. Legislature, DFS, public)
- Added DFS Statewide Financial Compliance Checklist under Governing Laws or Policies

The team discussed the following changes/additions to R2R 1.6:

- Change Process Name to 'Audit' only
- DFS will prepare and review the CAFR, supporting documents, and selected transactions
- Auditor General will perform an audit of the CAFR
- Auditor General will perform a separate audit of the federal awards – Ensure wording is either in R2R or GAC to ensure reference to this audit.
- If any audit adjustments are recommended by the Auditor General and accepted by DFS, the prior year ledger will be updated after which the CAFR will be published
- The team added the following additional Governing Laws or Policies:
 - Generally Accepted Auditing Standards
 - Generally Accepted Accounting Principles (i.e. Statements issued from the Governmental Accounting Standards Board)

The team discussed the following Control Points:

- Adding 'DFS' on C2 to read: Agency & DFS accounting staff reconcile, balance and monitor accounts
- Changing C3: instead of 'independent review' to 'independent audits'

The team discussed adding the following Key Performance Indicators/Measures:

- Agency compliance with checklists (future: list – some of the checklist items)
- Monitor for system overrides
- Time between soft and hard Year-End closes



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

#	Topic	Leader	Allotted Time
	<ul style="list-style-type: none"> Ability to pay part of an invoice if all not is agreed to <p>The team discussed changing Accounting Events A3 to read: Year-end adjusting entries are made</p> <p>The team discussed changing the FFMIS or Key System under Integration I1 to External Systems</p> <p>The team discussed changing the Integration Description to read: This area will interface with FFMIS & Agency business systems to provide account validation and record transactions</p> <p>The team discussed adding the following Future Enhancement Considerations: Ability to produce popular (or Citizen's) reporting – to provide data earlier than the formal CAFR</p>		
Break			10 min (10:20am-10:30am)
Icebreaker		Angie	5 min (10:30am-10:35am)
2	Deeper Dive into Process Flow <i>(Continued)</i>	Janice	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"> The group recapped the Action Items The group should continue to think about Future Enhancements and KPIs/Measures Next Meeting: February 5, 2015 from 9:00 a.m. – 12:00 pm at the Fletcher Bldg., Room B103 			

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Add Assumption to mirror the one in BUD for the ability to report cash and accrual basis	Janice	2/5/15
2	Provide examples of reports from Access data base reports	Gina	2/5/15
3	Add definition for LAS/PBS from BUD	Janice	2/5/15
4	Add definition for fund and trust fund (see Section 215.32, F.S)	Janice	2/5/15
5	Review Blue Book, etc. for any requirements regarding accounting structure	Tim	2/5/15
6	Review correlation with GAC to ensure reference to the Federal Awards Audit performed by the Auditor General	Janice	2/5/15