

Meeting Details

Meeting Date	Tuesday May 5, 2015	Meeting Time	1:30 pm to 4:30 pm
Meeting Location	Betty Easley, Room 180		
Meeting Objective	Review and Discuss Draft R2R Level 2 Flows and Process Models		
Invitees	<p><u>Level 2 SMEs:</u> Thomas Poucher (DACS), Becky Devlin (DACS), Stephen Hobbs (DEO), Alex Szigeti (DEO), Mike Wolfe (DCF), Asheema Vemuri (DCF), Alisa Golden (DOE), Matt Kirkland (DOE), Michael White (DOE), Bert Wilkerson (Treasury), Melisa Hevey (Treasury), Kathy Ward-Adkins (Treasury), Mike Mentillo (LEG), Gina Ballard (A&A), Blake Godwin (A&A), Rose Salinas (APD), Dee Ann Warren (APD), Barbara Trombino (Lottery), Veronica Bishop (AHCA)</p> <p><u>Florida PALM BPS Team:</u> Janice Jackson, Stanton Beazley, Robert Bolton, Elizabeth Chao, Tanner Collins, Robert Hicks, Deb Gries, Deana Metcalf, Angie Robertson</p>		
Attachments/ Related Documents	DRAFT Level 2 Process Flow and Narrative V 1.2		

Meeting Topics

Topic	Presenter	Allotted Time
Welcome <ul style="list-style-type: none"> • Overview of Agenda • Introductions (<i>if new attendees</i>) • Recap of Action Items/Policy Issues from last meeting 	Janice Jackson	20 min (1:30 pm-1:50 pm)
<p>Notes:</p> <ul style="list-style-type: none"> • Attendees: Thomas Poucher, Becky Devlin, Stephen Hobbs, Alex Szigeti, Mike Wolfe, Asheema Vemuri, Alisa Golden, Michael White, Melisa Hevey, Kathy Ward-Adkins, Mike Mentillo, Gina Ballard, Rose Salina, Dee Ann Warren, Barbara Trombino, Veronica Bishop (Julian, Robert H., Stanton, Brenda) • Review of the action items (meeting notes from workgroup 2) <ul style="list-style-type: none"> ○ During review of previous Policy Issue (Hard Close), discussion was brought up that before you close, the funds shouldn't be out of balance; might need a related policy issue (or expand scope of previous policy issue) to specify that agencies need to clean up any outstanding balances/omissions of errors – specific requirements/instructions around fund closing 		
Walkthrough of Updated Process Flows and Process Narrative	Janice, Robert, Stanton	60 min (1:50 pm-2:50 pm)
Notes:		

Topic	Presenter	Allotted Time
<p><u>Flow 1- General Ledger/Chart of Accounts Maintenance</u></p>		
<ul style="list-style-type: none"> • Question from WG members: If the agency has control of a code, then it wouldn't need to go to DFS for approval? <ul style="list-style-type: none"> ○ Answer: This is a policy issue to determine what fields the agencies will (if any) have control over setting up ○ Anticipate that agency owned codes (if DFS makes that determination) can bypass the DFS workflow → Janice will add narrative to 1.1/1.1.1, to reflect this discussion • Add a definition for effective dating (this is also covered in the assumptions section) 		
<p><u>Flow 2 – Record Updates to Ledgers</u></p>		
<ul style="list-style-type: none"> • Add a reporting requirement between 2.1 and 2.2 (to run unconsolidated reports before the consolidation to the GL); to provide the ability to run management level reports before the GL rollup; title as “Management transaction reports” – this is also covered in the Budget Module with the use of EPM 		
Break		10 min (2:50 pm - 3:00 pm)
Icebreaker	Janice	10 min (3:00 pm-3:10 pm)
Walkthrough of Updated Process Flows and Process Narrative (Continued)	Janice, Robert, Stanton	70 min (3:10 pm – 4:20 pm)
<p>Notes:</p>		
<p><u>Flow 3 – Execute Month End Close</u></p>		
<ul style="list-style-type: none"> • Action item: KPI, section 1.11 of the narrative – general ledger correcting entries at close → add narrative to explain that there is a distinction between corrections made that are out of the control of the agency and the ones that are actually due to input processing by an agency • Add the language from 3.10 about the option to deploy a system or manual closure to the soft close narrative in 3.4 • Take out “in source process areas” from 3.6 		
<p><u>Flow 4 – Execute Year End Period Close</u></p>		
<ul style="list-style-type: none"> • Add box between 4.20 and 4.21 where agencies review and respond to DFS and Auditor General about the materiality of the adjustments being made. Agencies noted they will sign off on the adjustments → Janice and Robert to determine if this will be a decision box or process box • AE 4.10, 4.17, 4.21 – add a bullet to each narrative to indicate that agencies can re-run the financial statement/reports to reflect the updates 		

Topic	Presenter	Allotted Time
Close Meeting <ul style="list-style-type: none"> • Action Items • Next Steps 	Janice, Robert, Elizabeth Chao	10 min (4:20 pm-4:30 pm)

Action Items			
Number	Description of Item	Assigned To	Due Date
1.	Update flows as discussed above	Elizabeth	05/12/2015
2.	Update narrative as discussed above and rewrite Standardized Process Area Overview	Robert/Janice	05/12/2015
3.	Send documents to workgroup members for review and final feedback	Janice	05/12/2015

Requirement	Additional Notes or Context
None noted during this meeting	