



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

Meeting Details

Process Area	Treasury Management (TRM) – A1
Meeting Date	Thursday, January 15, 2015
Meeting Time	9:00am – 12:00pm
Meeting Location	Fletcher Building, Room B103
Attendees	Bert Wilkerson (DFS), Melisa Hevey (DFS), Miriam Gray (DFS), Jennifer Pelham (DFS), Pedro Morgado (DFS), Teresa Bach (DFS), Katherine Ward-Adkins (DFS), Betty Caswell (DEO), Ben Nash (DEO), Wendy Wu (DOR), Wynette Rogers (DOR), Christina Smith (DFS), Stanton Beazley (DFS), Melissa Turner (FCR), Angie Robertson (FCR), Deana Metcalf (FCR), Janice Jackson (FCR), Abe Kinsey (DFS), Derrick Walters (DFS)
Meeting Objective	Review and Discuss Standardization Level 1 Business Process Flows
Attachments/ Related Documents	SME Workgroup Guidelines FCR Project Overview (ppt) FLAIR Process Standardization Level 1 (TRM) Treasury Cash Position workflow document (Treasury 1-15-15.vsd)

#	Topic	Leader	Allotted Time
1	Introduction <ul style="list-style-type: none"> General Housekeeping Name, Position/Role at Agency, Experience with Process Area 	Angie	15 min (9:00am-9:15am)
2	FCR Project Overview and Role of SME Workgroups	Angie	45 min (9:15am-10:00am)

Notes:

- The group reviewed the recommendation of the FLAIR Study including the vision and goals set forth for the FCR project.
- The group discussed the importance of balancing standardization, flexibility, and efficiency.
- Common themes noted in the FLAIR Study were standardization, governance, and adoption.
- This first phase of the project (identified as “Pre-DDI”) will include efforts across multiple tracks with the Business Process Standardization (BPS) team focused on standardization and requirements.
- The BPS team has established a set of 10 financial processes that will document end-to-end processes. The goal of the BPS Track is to design the standards for future state processes that will part of the new core business system.
- Agencies are being asked to participate in these workgroups to review and update process flows developed by the BPS team. DFS is challenging agencies to help keep the decision making boxes to a minimum resulting in less complexity which supports the ability for standardization.
- SME Workgroup Guidelines were provided to the group for reference.
- The BPS team is planning to bring in contract staff to support efforts in the BPS Track (target is to bring them onsite in February 2015).
- SME Workgroup Meetings (with small sets of agencies) are scheduled to occur October 2014 – February 2015 (for Level 1).
- Another round of SME Workgroup Meetings (with an expanded set of agencies) are scheduled to occur April 2015 – June 2015 (for Level 2).
- Workshops (to review Level 2s with all agencies) are scheduled to occur in June 2015.
- Some agency SMEs may be asked to support the requirements finalization.
- This Treasury Management (TRM) process area is scheduled to have two sessions.
- The group reviewed the format of the Business Process Standardization Model for Level 1 for TRM:
 - Business Process Standardization (which include scope, approach, SME workgroup members, assumptions, definitions)
 - Standardized Process Area Overview (Description and Workflow)



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#	Topic	Leader	Allotted Time
	<ul style="list-style-type: none"> ○ Standardized Process Area Details (with references to governing laws or policies) ○ Control Points ○ Key Performance Indicators/Measures ○ Reporting ○ Accounting Events ○ Integration ○ Future Enhancement Considerations <ul style="list-style-type: none"> ● The drafted Level 1 process flow includes a legend to identify control points, reports needed, accounting events, and integration points. ● The drafted Level 1 process flow includes reference to other process areas. 		
Break			10 min (10:00am-10:10am)
Icebreaker		Angie	20 min (10:10am-10:15am)
3	Walkthrough of Process Flow <ul style="list-style-type: none"> ● Overview of Template ● Review of Flow and Narrative 	Deana	1hour 30 min (10:15am-11:00am)
Notes:			
<ul style="list-style-type: none"> ● Deana led discussion of BPS Level 1 TRM and Treasury Cash Position workflows; some modifications were made to these documents to correct/clarify statements ● Discussed the use of bank names noting that they may change; Decided to use the purpose of the account (Concentration, Custodian and Disbursements) instead of bank names in the reviewed documents ● Workflows for DEO cash movements is needed for level 2 ● There is a need to document the SPIA requirements for Level 2 ● An additional SPIA interface (I5) will be needed to interface SPIA detail to the ERP – The SPIA system is outside of the scope of what will be within the new accounting system ● Potential future enhancement: electronically send/receive investment trade details from ERP ● All available funds are invested, investments are not dependent on agency notifications ● Determine Cash Position (TRM1.1) equates to “The Board” ● Decisions on real-time / batch interfaces from banks will be based on TR requirements that are not defined ● Cash ledger is only concerned with the total cash available ● Treasury ledger is concerned with which bank cash is in ● TRM 1.3 is the movement of monies, TRM 1.4 is an Investment decision ● Decision point for level 2 or future consideration: How will external investments detail be interfaced to ERP for Investment Accounting (summary or detail)? ● TRM 1.5 - TRM 1.6 was discussed in detail ● A6 includes apportionment for General Revenue & SPIA ● Apportionment processes will need to be documented for General Revenue and SPIA ● How will customer account record be setup for SPIA participants? 			
4	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 action items were recapped and the group was reminded of their homework assignments, including considering Future Enhancements and KPIs. ● The next meeting is set for January 22 from 9am – 12pm in B103. 			



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Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Instead of using the existing banks by name in the BPS Level 1 TRM and the Treasury Cash Position workflow diagrams, use the purpose of the account (concentration, custodial, disbursements)	Deana	1/22
2	SME homework: Review and provide feedback on the Assumptions, Definitions & Section 2 of BPS Level 1 TRM before the next meeting	SME Workgroup Members	1/21
3	Determine if there is a better way to draw the workflow to capture "Excess"; Better define the decision points to accurately represent reality; Move decision for Excess after TRM1.2 & change verbiage	Deana	1/22
4	Remove "real-time" from work flows until decision are made as to what TR needs in the future system	Deana	1/22
5	Remove I5 or mark the interface as manual process	Deana	1/22
6	Wells Fargo Disbursement Account should be plural on the Treasury Cash Position document	Deana	1/22
7	Review and if necessary rework the workflow from TRM 1.5 through TRM 1.7 to firm up information flow from trade to cash transfer	Deana	1/22
8	Document DB/CR flows for Accounting Events A3 and A5	Kathy	1/22