



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

Meeting Details

Process Area	Treasury Management (TRM) – A2
Meeting Date	Thursday, January 22, 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), Angie Martin (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)
Meeting Objective	Review and Discuss Standardization Level 1 Business Process Flows
Attachments/ Related Documents	SME Workgroup Meeting Notes and Action Items – TRM – A1 Treasury 1-15-15.pdf TRM Standardization Level 1 (01-15-2015) 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: <ul style="list-style-type: none"> • Angie Martin was introduced to the group • Due to meeting conflict, Bert Wilkerson arrived at 10:50 • Action Items from 1-15 meeting <ul style="list-style-type: none"> ○ Deana completed items 1,4,5,6,and 8 ○ Miriam provided Deana updates to the workflows; item 2 complete ○ Deana completed item 3 but it requires verification & validation ○ Item 7 needs to be reviewed and addressed by Angie R and Deana 			
2	Walkthrough of Process Flow and Narrative	Deana	60 min (9:20am-10:20am)
Notes: Discussion and modification of the Treasury Account Reconciliation workflow			
Break			10 min (10:20am-10:30am)
Icebreaker		Angie	10 min (10:30am-10:40am)
3	Walkthrough of Process Flow and Narrative (<i>Continued</i>)	Deana	75 min (10:40am-11:50am)
4	Close Meeting <ul style="list-style-type: none"> • Action Items and / or Homework 	Angie	10 min (11:50am-12:00pm)
Notes: Discussion and modification of the Revolving Funds workflow			



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	<ul style="list-style-type: none"> Policy will be developed to define management of CRA accounts by agencies Links to other modules (P2P, ARB, CSH,) need to be reflected on Level 2 of the Treasury Account Reconciliation workflow All TRM accounting entries and controls need to be reviewed and updated as necessary Questions exist regarding the QPD quarterly and annual reporting requirement documentation Several references for rules and statutes were updated All SMEs were asked to provide additional assumptions to articulate base level understanding of the TRM processes 		

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	Additional meetings need to be scheduled with TR; maybe agencies	Deana	1/27/15
2	Define Accounting and Auditing (A&A) in high-level definitions	Deana	2/4/15
3	Finalize accounting entries and controls for TRM	Deana	2/4/15
4	Look at Cash Flow to determine if annual report for QPDs has been documented	Deana	2/4/15
5	Research R5, Quarterly Revolving Fund Report, to determine requirements	Deana	2/4/15
6	Verify that all rules and statutes listed in documentation are correctly referenced	Deana	2/4/15
7	Add additional assumptions	SMEs	2/11/15