

**Meeting Details**

<b>Meeting Date</b>	Tuesday, May 5, 2015	<b>Meeting Time</b>	9:00 am to 12:00 pm
<b>Meeting Location</b>	Betty Easley Conference Center, Room 180		
<b>Meeting Objective</b>	Review and Discuss Draft TRM Level 2 Flows and Process Models		
<b>Invitees</b>	<p><u>Level 2 SMEs:</u>                  Bert Wilkerson (Treasury), Melisa Hevey (Treasury), <del>Miriam Gray</del> (Treasury), Jennifer Pelham (Treasury), Kathy Ward-Adkins (Treasury), Teresa Bach (Treasury), Pedro Morgado (Treasury) <del>Benjamin Nash</del> (DEO), Betty Caswell (DEO), Wynette Rogers (DOR), <del>Wendy Wu</del> (DOR), Gina Ballard (DFS), Angie Martin (DFS), Tanya McCarty (DFS)</p> <p><u>Florida PALM BPS Team:</u>                  Deana Metcalf, Gary Schneider, Jordan Landreth, Stanton Beazley, Brenda Lovett, Robert Hicks, Sean Cooley</p>		
<b>Attachments/ Related Documents</b>	Draft Level 1 Process Flow and Narrative Draft Level 2 Process Flow and Narrative		

**Meeting Topics**

<b>Topic</b>	<b>Presenter</b>	<b>Allotted Time</b>
Introduction and Welcome <ul style="list-style-type: none"> <li>• General Housekeeping</li> <li>• Participant Introductions</li> </ul>	Sean Cooley/ Deana Metcalf	<b>15 min</b> (9:00 am - 9:15 am)
Review of Draft Level 1 Flows	Deana Metcalf	<b>20 min</b> (9:15 am - 9:35 am)
Notes:  Deana provided an overview of the TRM Level 1 process flows. She reiterated how CSH and TRM are deeply integrated. CSH deals more with the GL agency accounting for payments, deposits and investments.  TRM focuses on managing enterprise bank accounts and enterprise investing.  Deana discussed the 4 Level 1 flows at a high level: TRM Cash Position, TRM Purchase/Sell Investments, TRM Account Reconciliation and TRM Revolving Funds.		

Topic	Presenter	Allotted Time
Overview of Level 2 Flows and Process Models	Gary Schneider	<b>15 min</b> (9:35 am - 9:50 am)
<p>Gary discussed capabilities of ERP's Treasury Modules. Below are a few examples of base TRM functionality:</p> <ul style="list-style-type: none"> <li>• Maintain synchronization between cash balances and the GL</li> <li>• Calculation and allocation of interest based on ADB</li> <li>• Reconciliation between treasury cash and funds' cash balances</li> <li>• Ability to record external and internal investment activity</li> </ul> <p>New system should facilitate stronger integration with the rest of the modules.</p> <p>Assessment of Level 1 Treasury- overall scope was complete. We expanded flows around wires, CMIA and RA in Level 1 flows. The swim lanes in Level 1 made it easier to transition from Level 1 to Level 2 flows.</p> <p>In the Level 2 flows, we are trying to identify activities that the Florida PALM system will do. Activities with white/no shading are outside of Florida PALM. Level 2 flows should be easier to follow (e.g., symbols will be clear in the flows and you will not have to always cross reference the narratives). We have added more detail with regard to granularity of custodial and disbursements accounts.</p>		
Level 2 Workflow Discussion	Deana Metcalf	<b>25 min</b> (9:50 am - 10:15 am)
<p>Deana explained the layout of the swim lanes/roles within the Level 2 Flows starting with enterprise roles at the top, then agency roles and finally the outside entities. For Treasury, these entities are bank accounts/banks (e.g., Concentration Account, Disbursement accounts, SPIA)</p> <p>The TRM Cash Positioning flow starts with a SPIA swim lane with an accounting entry where participants</p>		

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<p>deposit money into the SPIA account. There is a transaction file from the SPIA account that comes to Florida PALM on daily basis.</p> <p>Pedro said that the SPIA bank account file should flow into the custodial account and not directly into the cash positioning process activity.</p> <p>Pedro said they are currently going into SPIA system to see how much money has come in on a daily basis. We discussed adding a file from the SPIA application to the cash positioning process box for the future-state process.</p> <p>Bert suggested starting with a “process activity” box showing investment and disinvestment into SPIA account before accounting entry. The SPIA application file would be transferred to Florida PALM and generate an accounting entry.</p> <p>Next, we discussed the Custodial Account swim lane. Pedro said there are multiple custodial accounts by fund, but for cash positioning, there is a liquidity custodial account that feeds into the DDA (Demand Deposit Account). The flow needs to be modified to rename the swim lane to custodial bank account and show the custodial liquidity account feeding the DDA.</p> <p>Next, we discussed the disbursement account swim lane and that a file would be received from the main disbursement account.</p> <p>In the new system – we will have functionality to generate wires. Treasury will be notified of wires through a P2P workflow and through a daily file of schedule wire payments. The cash positioning process will need to connect to P2P to interface the scheduled payments (e.g., wires, ACHs and warrants over a certain threshold).</p> <p>An offline meeting on vendor account setup needs to be held with Bureau of Vendor Relations and Treasury</p>		

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<p>Staff to determine who will be responsible for vendor wire setup.</p> <p>Treasury will release wire payments through the P2P workflow.</p> <p>There was discussion that some agencies might not need SPIA application if A&amp;A will agree to make these same day wire payments without auditing.</p> <p>The DEO swim lane was discussed and we determined that DEO processes should be shown in separate flow. Melisa added that it's possible that there could be separate/new accounts with other agencies and would like the flow to be more generic.</p> <p>Both Treasury and DEO monitor and reconcile the RA/UC account.</p> <p>The current flow indicates DEO tells Treasury what should go to the RA disbursements account but it should be the Federal UC account.</p> <p>The UC draw is deposited directly into the RA bank account. DEO disburses the funds from the RA bank account. A file is sent to the bank to issue the individual EFTs. A voucher summary is sent to Treasury to wire payment to the vendor to load the debit cards. The tax payment is swept from the account by the IRS. Additionally, miscellaneous credits will occur in the RA account (i.e., EFT return).</p> <p>Currently, A&amp;A records the AE in Central and DOE does the departmental side of accounting entries. In Florida PALM, there will be no central entry and DEO will record the AE.</p> <p>Treasury and DEO reconcile state and federal account monthly.</p> <p>It is not wired from the Concentration account. Need to ask Pedro where money goes before it is wired to US DOL.</p>		

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ARB and GAC process areas will cover the draw and deposit of funds into the RA disbursement account.		
<b>Break</b>		<b>15 min</b> (10:15 am - 10:30 am)
Icebreaker	Deana Metcalf	<b>15 min</b> (10:30 am - 10:45 am)
Level 2 Workflow Discussion Continued	Deana Metcalf	<b>65 min</b> (10:45 am - 11:50 am)
<p>After break, the movement of funds was discussed. First funds are moved from concentration account to disbursement accounts to cover payments multiple times per day. If there is not enough to cover payments in concentration accounts, they might have to pull money from custodial account.</p> <p>If money is left over in concentration account, it goes to custodial account for investments. Concentration and disbursement account should be close to \$0 at end of day.</p> <p>Next, the TRM Establish Revolving Funds flow was discussed. It begins with the agency requesting approval to establish a revolving fund. A&amp;A reviews the request and approves justification for opening a revolving fund or denies if determined not needed.</p> <p>There was discussion on whether TRM CP 4.3 should be removed but it was determined if would be kept and Treasury would review to determine whether the agencies should use the CRA or not in the future process.</p> <p>It was discussed that CP 4.6 box should be changed to a control point because Treasury determines if QPD and reviews contract for appropriateness and issues an approval letter for outside banking services once all documentation is acceptable.</p> <p>The group discussed a Requirement for bank account setup. Treasury needs to approve all bank account</p>		

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<p>requests and should enter bank accounts info into system as a control.</p> <p>Agency will send a voucher to P2P to fund bank account (CP P2P can only voucher to authorized account).</p> <p>There should be an interface at TRM 5.2 to agency business systems for recording revolving fund activity.</p> <p>TRM CP 5.8 should have a paper and an electronic file. We are already showing paper document attachment but need to add the electronic interface.</p> <p>The narrative for TRM AR 5.13 &amp; 5.18 needs to reflect that Treasury is actually entering amounts into SPIA application.</p> <p>Accounting entries were discussed and it was determined a separate meeting with Treasury and the Bureau of Financial Reporting would be held to finalize all accounting entries.</p> <p>Tanya brought up that the flows do not show changing fund approved balances or closing revolving accounts. Those need to be added to flows.</p>		
<p>Close Meeting</p> <ul style="list-style-type: none"> <li>• Action Items</li> <li>• Homework – None assigned to group</li> <li>• Next Meeting Date / Time / Location</li> </ul>	<p>Jordan Landreth</p>	<p><b>10 min</b> (11:50 am - 12:00 pm)</p>

Action Items			
Action Item #	Description of Item	Assigned To	Due Date
1	SPIA bank account file should flow into the custodial account and not directly into the cash positioning process activity	BPS TRM Team	05/12/2015

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2	A file from the SPIA application to the cash positioning process box needs to be added	BPS TRM Team	05/12/2015
3	A process activity box showing investment and disinvestment into SPIA account needs to be added before the SPIA application file and accounting entry	BPS TRM Team	05/12/2015
4	TRM 1.13 should be removed since we are adding a process activity box for the investment/disinvestment process at the beginning of the flow	BPS TRM Team	05/12/2015
5.	The flow needs to be modified to rename the swim lane to custodial bank account and show the custodial liquidity account feeding the DDA	BPS TRM Team	05/12/2015
6.	P2P connector needs to be added to the cash positioning process box	BPS TRM Team	05/12/2015
7.	Schedule meeting on vendor account setup with Bureau of Vendor Relations and Treasury Staff to determine who will be responsible for vendor wire setup	BPS TRM Team	05/20/2015
8.	DEO process needs to be removed from cash position flow and a separate flow created. Several changes need to be made as follows: <ul style="list-style-type: none"> <li>• The current flow indicates DEO tells Treasury what should go to the RA disbursements account but it should be the Federal UC account</li> <li>• Need to ask Pedro where money goes before it's wired to US DOL</li> <li>• Need to add AE for moving state money to US DOL</li> </ul>	BPS TRM Team	05/20/2015
9.	All files need to show "Multiple times per day" instead of "Daily"	BPS TRM Team	05/12/2015
10.	CP 4.6 box should be changed to a control point	BPS TRM Team	05/12/2015
11.	Add interface at TRM 5.2 to agency business systems	BPS TRM Team	05/12/2015

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12.	TRM CP 5.8 should have an electronic file interface for bank statements	BPS TRM Team	05/12/2015
13.	The wording for TRM 5.13 needs to be modified	BPS TRM Team	05/12/2015
14.	Narrative for TRM AR 5.13 & 5.18 needs to reflect that Treasury is actually entering amounts into SPIA application	BPS TRM Team	05/12/2015
15.	Schedule meeting with Treasury and the Bureau of Financial Reporting to finalize all accounting entries	Deana	06/30/2015
16.	Add changing fund approved balances or closing revolving accounts to flow	BPS TRM Team	05/12/2015
17.	Send forms used to request revolving funds and banking activities	Tanya & Jennifer	05/12/2015
18.	Follow up with appropriate BPS Team members to flow payroll tax disbursement account and vendor withholding disbursement account	Deana	06/01/2015