

<i>Agenda Item and Notes</i>	<i>Owner(s)</i>	<i>Action Items & Assignments</i>	<i>Comments / Follow-up</i>
1. Logistics, Ground Rules, & Introduction	Beverly Hodges	• None	
2. Project Timeline	Beverly Hodges	• None	
3. Workshop Objectives	Beverly Hodges	• None	
4. Business Process Review	Beverly Hodges Raj Govindarajulu	• See action items below.	See hard copy of Power Point presentation provided.
<ul style="list-style-type: none"> • Current system alignment • Process Improvement Opportunities • SAP Glossary • SAP concepts & functionality • Business process flow • Leading practices • Enterprise readiness challenges 			
5. Action Items	Beverly Hodges Raj Govindarajulu Kandy Daniel		<ol style="list-style-type: none"> 1. Follow up with STO - Fiscal Office (Gary Hall) on Value Date 2. Follow up with STO – Fiscal Office (Gary Hall) on Planning Level 3. Follow up with STO – Fiscal Office (Gary Hall) on 10 digit CM Account Names. 4. Follow up with G/L group to ensure that Nanette Fischer's cash reporting needs can be met in SAP.

Discussion:

Beverly Hodges introduced the session.

- Sign in sheet passed around
- Ground rules slide covered
- Discussed the process for providing feedback for minutes
- Covered past and upcoming FI-CM blueprint sessions

Raj Govindarajulu covered session objectives.

The 2 forecasting tools offered by SAP were discussed.

- Cash Position – Provides information on Short-term cash movements in bank accounts and payment flows by value date.
- Liquidity Forecast – Provided information on medium term movements in sub-ledger accounts.

Cash position was discussed in detail. John Broussard (STO) indicated that the liquidity forecasting option would be useful in determining long and short term investment needs.

John questioned whether the spending patterns at the Universities could be tracked even though they are not on AFS and will not be on SAP. It was explained that they will be treated as a vendor and the history would be maintained there so it could be used in forecasting.

John mentioned that he is interested in tracking investment accounts in SAP. It was explained that sub accounts to include investments transactions as well as cash could be set up within pooled cash in the banking structure. This will be covered further in the next blueprint session.

Raj discussed value date as it relates to cash forecasting. Value date is the date on the document or cash item when it is sent to the bank or entered into the G/L account. **Key Decision:** John agreed that the value date = the posting date on investments and the value date = the due date for disbursements. See **Action Item 1** to follow-up with STO-Fiscal (Gary Hall) on value date needs.

Raj explained that Source Symbols are the identifier which activates CM in the system for cash forecasting. The source symbol (BNK) for bank accounting will be activated for short term forecasting. **Key Decision:** John agreed that source symbols for A/P and A/R should be added for longer term cash forecasting.

Planning Level is defined in the G/L account master record, so that postings to this account can be seen in the cash position reporting. A list of approximately 23 bank accounts currently included in cash position reporting had been provided prior to the blueprint session. **Key Decision:** John agreed that 1 planning level is needed for his cash forecasting needs and would like to include all G/L cash accounts in planning level. See **Action Item 2** to follow-up with STO-Fiscal (Gary Hall) on planning level needs.

Raj noted that a 10 digit freely defined CM account name can be used in all forecasting reports to replace the bank account numbers for easier identification. Output can be displayed by CM account Name, G/L account name or planning level. John liked the idea of using CM account names. See **Action Item 3** to follow-up with STO-Fiscal (Gary Hall) on the use of CM account names.

Understanding the "as is":

John explained his need for a basic daily cash position report showing total credits, debits and the net difference. The report can be by account name or G/L name and can be very broad (summarized). He currently forecasts 10 business days out and refers to a calendar for tracking payments such as debt service and payroll.

Nanette Fischer explained her need for specific pooled cash reports by business area. She provided copies of such reports. See **Action Item 4** to follow-up with the G/L group to ensure that Nanette's reporting needs can be met in SAP.

Next Steps

- Send out minutes. Participants should provide feedback as needed.
- Schedule any needed off-line meetings