

<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	Kurt Demmerly	<ul style="list-style-type: none"> None 	
2. Project Timeline	Kurt Demmerly	<ul style="list-style-type: none"> None 	
3. Workshop Objectives	Kurt Demmerly	<ul style="list-style-type: none"> None 	
4. Business Process Review <ul style="list-style-type: none"> Process Overview As-Is Process Current system alignment Process Improvement Opportunities SAP Glossary SAP concepts & functionality Business process flow Leading practices Enterprise readiness challenges 	Kurt Demmerly Ravi Balakrishna	<ul style="list-style-type: none"> See action items below. 	See hard copy of Power Point presentation provided.
5. Action Items	Kurt Demmerly Ravi Balakrishna Kandy Daniel	1. Get sample reports for bank account reconciliation. (Day 1) 2. Define detail line item requirements by BAI (for reconciling reports). 3. Follow up with Department of Revenue regarding yearly bank accounts.	

Discussion:

On day 1 Glenda (STO) explained the current bank account types and the As-Is process for retrieving bank activity for daily and monthly reconciliations. Most activity is received from bank electronically and imported into RECON plus with some manual input.

Reviewed the existing bank table and attempted to map it to SAP as follows:

SAP House bank # 6 digits = bank # in AFS 3 digits (example: 039)

SAP Bank account # = bank acct # in AFS

SAP Account id 5 digits alpha numeric= 2 digit bank acct code (example: h4)

Kurt questioned whether 1 bank account can be tied to multiple g/l cash account numbers.

Glenda requested to see a sample reconciliation report from SAP. Ravi agreed to provide a report on day 2 of session. Glenda agreed to bring copies of existing bank transaction codes and reconciliation reports.

On Day 2 the group discussed the standard 6 digit SAP numbering convention for g/l cash accounts. It had been proposed that fields 1-3 represent assets, current assets and cash. Fields 4-5 represent the individual bank account and field 6 represents the sub-account code. It was noted that there are currently more than 99 bank accounts (approximately 179) so a decision was made to add a field so that the individual bank account would represent fields 4-6 and the sub account would represent field 7. It was also noted that there are currently more than 10 bank sub-account codes. An attempt was made to combine and reduce these codes as follows to accommodate the 1 digit field.

Mapping of Sub account codes to existing bank transaction codes:

0	Bank Cash	
1	wires in/out	195, 495
2	ACH in/out	165, 455
3	Check out	475
4	Check Deposits (in transit)	175,115
5	ZBA transfers in/out	275, 575
6	CDA transfers in/out	277, 577
7	Deposit correction	172, 695
8	Deposit item returned	555
9	Misc	354, 399, 699, class

STO would review this setup and refine as necessary.

There was also some discussion as to the possibility of eliminating some existing bank accounts. See action item regarding follow-up with Department of Revenue about yearly bank accounts.