



# MEETING MINUTES

## State of Louisiana ERP Project

### *Blueprint Workshop / Finance/ CM/Cash Receipting (Revenue & Interfaces)*

11/18/2008 @ 08:30 to 12:15

Location: Claiborne Bldg, Montana Rm, 1-142

Attendees:

No.	Name	Invited?	Attended?	Comments
1.	Hodges, Beverly	Y	N	ERP Team
2.	Daniel, Kandy	Y	Y	ERP Team
3.	O'Connor, Katie	Y	Y	ERP Team
4.	Ramsrud, Mary	Y	N	ERP Team
5.	Govindarajulu, Raj	Y	Y	ERP Team
6.	Thigpen, Drew	Y	N	ERP Team
7.	Pasha, Anees	Y	N	ERP Team
8.	Schoenfield, Diana	Y	Y	ERP Team
9.	Kelly, Will	Y	N	ERP Team
10.	DeBenedetto, Kay	Y	Y	DPS
11.	Shaw, Beverly	Y	N	CRT
12.	Anderson, Joyce	Y	Y	LDR
13.	Demmerly, Kurt	Y	N	OSRAP
14.	Hannaman, Glenda	Y	N	STO
15.	Hall, Gary	Y	N	STO
16.	Canella, Mary	N	Y	CRT
17.	Ladatto, Donnie	N	Y	OSRAP
18.	Pocorello, Tara	N	Y	DPS
19.	Scherich, Eileen	N	Y	ERP
20.	Autin, Denise	N	Y	DPS

<i>Agenda Item and Notes</i>	<i>Owner(s)</i>	<i>Action Items &amp; Assignments</i>	<i>Comments / Follow-up</i>
1. <b>Logistics, Ground Rules, &amp; Introduction</b>	Katie O'Connor	• None	
2. <b>Project Timeline</b>	Katie O'Connor	• None	
3. <b>Blueprint Objectives</b>	Katie O'Connor	• None	
4. <b>Work Session Objectives</b> <ul style="list-style-type: none"> <li>• Develop business design and controls supporting cash receipting process</li> <li>• Develop business design supporting reconciliation of cash postings and revenue allocation</li> <li>• Determine business requirement supporting daily reporting</li> <li>• Determine the Interfaces needed</li> </ul>	Raj Govindarajulu	• See action items below.	See hard copy of Power Point presentation provided.
5. <b>Action Items</b>	Katie O'Connor Raj Govindarajulu Kandy Daniel		1. Treasury – Procedure change for DS entry - Could this be done by agency?  2. Treasury/Agencies – Security/Controls with SAP functionality  3. Define a new 'to be' process - credit/debit memos received and recorded by the Treasury. (currently enters 'C' or 'D' document)

Discussion:

Katie O'Connor 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.

Raj discussed cash receipting functionality in SAP. The agency attendees related their 'as is' processes. Most process cash receipts in a separate system and send funds to treasury to deposit along with deposit tickets. STO enters a DS (document suspense) document once funds are verified at the bank. The agency then classifies the deposit through a CR (cash receipt) document to post to the appropriate revenue code. Some Agencies manually enter CR documents to classify. DPS classifies in their external system and it is electronically sent to AFS. Raj noted that an interface can be build to extract revenue codes from separate systems to send to SAP.

The Agency attendees expressed an interest in an automated process to get away from sending manual deposit slips to Treasury. Raj noted that 1) DS documents could be entered by the Agency and 'parked' for Treasury to post through workflow once the deposit of funds is verified or 2) if workflow not used, the agency could send a file/interface to SAP to 'park' a DS document and the Treasury could run a report and post the DS document from the report once the deposit of funds is verified. See **Action Item 1** to follow up with Treasury on a procedure change for DS entry - Could this be done by agency?

Security levels related to revenue posting were discussed. Attendees felt that controls should be in place to mandate that the person entering the document could not also approve that document. Raj noted that this process could be accomplished through workflow. See **Action Item 2** to follow up with Treasury/Agencies on Security/Controls with SAP functionality

It was noted that Treasury (Not the Agency) currently enters credit/debit documents for some items that electronically post to the central depository account. (Examples are certain wires received and NSF checks) Raj noted that the current process would need to be re-defined in SAP. See **Action Item 3** to define a new 'to be' process for credit/debit memos received and recorded by the Treasury. STO currently enters and assigns 'C' or 'D' document.

The master AFS/AGPS interface list was reviewed and discussed. The following FRICE-W items were noted. It was also noted that some items appeared to be missing from list provided. Further review of other interfaces will be required and/or coordinated with other ERP teams.

**FRICE-W Items:** Build interfaces from DPS cash receipting systems to SAP. There are currently 2 interfaces but it was noted that DPS is going to a new system (NGMV) which will require at least 2 interfaces, possibly 3. Build interface from Department of Revenue cash receipt system to SAP. 1 interface will be required.

#### Next Steps

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