



MEETING MINUTES

State of Louisiana ERP Project

Blueprint Workshop / Finance/ CM/Imprest Funds & Replenishments

11/19/2008 @ 08:30 to 11:30

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	Y	ERP Team
8.	Schoenfield, Diana	Y	Y	ERP Team
9.	Kelly, Will	Y	N	ERP Team
10.	DeBenedetto, Kay	Y	N	DPS
11.	Jones, Shanda	Y	N	SOS
12.	Anderson, Joyce	Y	N	LDR
13.	Adomako, Afranie	Y	N	OSRAP
14.	Courville, Debbie	Y	Y	STO
15.	Hall, Gary	Y	N	STO
16.	Reynolds, Jeff	Y	N	DHH
17.	Lansing, Janice	Y	N	WLF
18.	Pocorello, Tara	N	Y	DPS
19.	Scherich, Eileen	N	Y	ERP
20.	Autin, Denise	N	Y	DPS
21.	Horsley, Kris	N	Y	WLF
22.	Thompson, Rachelle	N	Y	OSRAP
23.	Matherne, Peggy	N	Y	DHH

<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	Katie O'Connor	<ul style="list-style-type: none"> None 	
2. Project Timeline	Katie O'Connor	<ul style="list-style-type: none"> None 	
3. Blueprint Objectives	Katie O'Connor	<ul style="list-style-type: none"> None 	
4. Work Session Objectives <ul style="list-style-type: none"> Imprest Account Uses Defining Cash Journal Payment Process Replenishment Process Roles and security requirements 	Raj Govindarajulu	<ul style="list-style-type: none"> See action items below. 	See hard copy of Power Point presentation provided.
5. Action Items	Katie O'Connor Raj Govindarajulu Kandy Daniel		1. Verify that there will be minimal down time of imprest system in SAP(ex: AFS down during close). 2. Identify number of imprest bank accounts to enter in g/l (Treasury accounts have already been identified). 3. Identify agency specifications for cash journal uses (ex: expenditure types, etc). 4. Verify that authority to vendor master data used in cash journals set up by a particular agency is only assessable by that agency.

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 as stated above.

Raj discussed potential uses for imprest accounts – small dollar purchases, travel expenditure payments or emergency a/p checks. Agency attendees discussed their current uses for imprest funds/petty cash. It was

noted that agencies presently used IMS/TMS systems, quickbooks or other manual systems to account for imprest funds. These agencies would be good candidates for imprest in SAP.

Raj explained how imprest accounts operate. A designated amount of money is deposited in a separate bank account for each Agency. The Agency records the invoices to vendor accounts through cash journals and then checks are created to pay the vendors. The agency then processes a PV to replenish the account.

Because the purpose of the account is to have funds readily accessible to the Agencies, attendees expressed the need for the system to be operational at all times. See **Action Item 1** to verify that there will be minimal down time of imprest system in SAP (ex: AFS down during close).

It was noted that the team would need to identify all accounts that would need to be added to SAP. See **Action Item 2** to identify number of imprest bank accounts to enter in g/I (Treasury accounts have already been identified). DPS asked if more than 1 CJ could be assigned to 1 bank account. Raj said that SAP offered this functionality. DPS is thinking they would need 10 CJs assigned to their current imprest account.

FRICE-W Item: Gather check stock samples from current imprest users so that check forms can be set up in SAP.

Raj discussed cash journals, payments and replenishments at length. See **Action Item 3** to identify agency specifications for cash journal uses (ex: expenditure types, etc).

Two items were brought up by attendees that related to A/P. **Parking Lot Items:** How 1 time vendor payments match 1099 and whether or not travel employees will appear in cash journal. After the break, Mary Walker from the A/P team spoke to attendees via speaker phone to answer questions related to these parking lot items. She explained that for a 1 time payment in cash journal, the agency needs to know that the vendor is a 1099 vendor (per instructions outlined by OSRAP to identify a 1099 vendor). The tax ID field and the withholding tax code fields must be filled in. Once the appropriate information is entered and saved, the system will know that it is a 1099 vendor. Mary noted that there can be more than 1 shell for a 1 time vendor if that is what is decided. **Key Decision:** Attendees agreed that the 2 standard shells should be used to set up vendors for cash journals – Non 1099 and 1099 reportable.

Security requirements related to cash journals were discussed. Raj explained that payments from the CJ could be assigned separate doc types, payment terms, and payment methods.

Key Decision: Attendees agreed on 3 security levels related to cash journals – 1. 1 person enters CJ (park), 2. 1 person approves and posts, 3. 1 person cuts check from CJ

Key Decision: Attendees agreed that security related to cash journals should include different document types and number ranges.

It was noted that some agencies also utilize their imprest accounts to replenish their petty cash. DPS noted that they have 40-50 petty cash custodians that they would need to set up as a vendor to reimburse petty cash and they would not want other agencies given authority to access the personal information of those custodians. See **Action Item 4** to verify that authority to vendor master data used in cash journals set up by a particular agency is only assessable by that agency.

Next Steps

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