



Blueprint Work Session Invitation

FI-CM-006

Cash Receipting (Revenue and Interfaces)

This Blueprint Session is 1 day in duration.

- Day 1: **Tuesday, November 18, 2008** 8:30 a.m. – 4:30 p.m.

Location: **Claiborne Building, Rm 1-142, Montana Room**

Blueprint Session Narrative

Description:

This workshop would provide an understanding of cash receipting processes by agencies off-site and how the process can be improved by use of SAP. The various interfaces available for cash postings that are sent to treasury and the type of data sent in interfaces and how cash is posted from interfaces into cash management system. This session will also provide an overview of how Revenue is recorded by agency currently and the To-Be processes flow of recording revenue by agency and treasury.

Processes:

- Cash receipts process from various offsite facilities
- Recording Revenue and classification of cash receipts by agency
- Interfaces sent to treasury to record cash activities by agencies

Reporting:

- Interface reports sent from agencies
- Cash balance recorded offsite for each agency
- Reports on daily revenue classification data by agency

Key Areas:

- Offsite facilities recording cash separately
- How data is recorded in agency, sent to treasury and posted in system
- Revenue classification by agency
- Various Interfaces used by agency to send data to treasury

Interfaces: Various Interfaces from Agency will be identified in this session

Retiring Systems:

- AFS Cash Management
- Manual Interfaces from an agency 3rd party system to AFS



You have been identified as a subject matter expert for this session and your participation is critical to ensure the successful redesign of the relevant business process in the new SAP ERP system. If you cannot attend please suggest or arrange an alternate. Due to the sharp focus and the expeditious decision-making process of the sessions, participation levels must be closely monitored and only those individuals invited are encouraged to attend.

Attendee List: FI-CM-006: Cash Receipting (Revenue and Interfaces)

Dept	Agency or Subject Area	Session Attendee:	Email:
DOA	ERP Team	Beverly Hodges	Beverly.Hodges@la.gov
DOA	ERP Team	Drew Thigpen	Drew.Thigpen@la.gov
DOA	ERP Team	Mary Ramsrud	Mary.ramsrud@la.gov
DOA	ERP Team	Kandy Daniel	Kandy.Daniel@la.gov
DOA	ERP Team	Raj Govindarajulu	Raj.Govindarajulu@la.gov
DOA	ERP Team	Katie O'Connor	Katie.O'connor@la.gov
DOA	ERP Team	Anees Pasha	Anees.pasha@la.gov
DOA	ERP Team	Diana Schoenfield	Diana.Schoenfield@la.gov
DOA	ERP Team	Will Kelly	Will.Kelly@la.gov
Treas	State Treasurer	Gary Hall	ghall@treasury.state.la.us
DPS	Dept of Public Safety	Kay DeBenedetto	Kay.DeBenedetto@la.gov
CRT	Culture, Recreation, Tourism	Beverly Shaw	bshaw@crt.state.la.us
LDR	Dept of Revenue	Joyce Anderson	Joyce.Anderson@la.gov
OSRAP	Statewide Reporting	Kurt Demmerly	Kurt.Demmerly@la.gov

Agency Single Point Of Contact (SPOC)... *Optional Attendees*

	GOV Offices	Contact	Email / Phone
DPS	Dept. of Public Safety	Erin Bielkiewicz	Erin.bielkiewicz@la.gov
LDR	Dept. of Revenue	Clarence Lymon	Clarence.Lymon@la.gov



Blueprint Objectives:

Blueprint work sessions provide a forum for validation of current business processes, discussion of SAP functionality and best business practices, and drafting of the future state business processes. Specific objectives for sessions include:

- Identify and review current business processes, considering available Needs Assessment Documentation
- Establish open communication channels between process experts and project team members
- Collect design requirements, identifying improvement opportunities and benefits, and integrating business processes
- Identify gaps and issues
- Assess Organization Impact of “future” business processes while maximizing system capability
- Identify users and control requirements

Please realize that not all issues and design questions will be resolved during the session. Open issues will be noted with assignment of follow up activities to drive resolution. Additional informal discussion will be scheduled as required. If time does not permit discussion of all the relevant topics, follow up sessions may be scheduled.

Roles:

Blueprint sessions will be comprised of Subject Matter Experts (SMEs) and Project Team Members. Several key roles are as follows:

1. The Project Functional Teams for Finance and Logistics:
 - a. The Functional Team Leads
 - b. The State of Louisiana ERP Project Functional Team Members
 - c. The Consulting Functional Team Members
 - d. Subject Matter Experts (SMEs)

2. The Project Technical Teams (as needed):
 - a. The FRICE-W Technical Team
 - b. The Infrastructure Technical Team
 - c. The Business Intelligence Team



Session Delivery:

Blueprint work sessions are conducted as open discussion forums to allow for the free flow of options and ideas. All participants are encouraged to actively participate in the session. The combined efforts of all attendees are required to ensure that all business requirements are addressed.

After the Session:

After the session, generally two to three business days, you will receive, via email, the minutes of the session. Please review the minutes for accuracy and completeness and provide comments, if necessary, in reply to the session owner. Additionally, if you are assigned a follow up item during the session, respond with the results to the business owner by the identified date.

At the end of the Blueprint Phase, the results of these sessions will have been formally documented in the Process Design Documents (PDD's). The PDD's will receive several levels of State review and approval. PDD's serve as the design basis for the build of the new SAP ERP system.

Questions:

Any questions or suggestions regarding this invitation should be addressed to:

Katie O'Connor at katie.o'connor@la.gov