



Blueprint Work Session Invitation

FI-CM-007

Imprest Funds and Replenishment

This Blueprint Session is **1** day in duration.

- Day 1: **Wednesday, November 19, 2008** **8:30 a.m. – 4:30 p.m.**

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

Blueprint Session Narrative

Description:

This workshop will present a high level overview of the various Imprest and petty cash activities at various agencies. Identify the agencies which use the cash box functionality, small dollar purchases, reimbursement process and replenishments in petty cash. Identify Agencies which operate Imprest Expenditure Bank Accounts, amount limits, types of uses, and replenishments. This session will enable the agencies to understand the same functionality in SAP offered by Cash Journal to record the petty cash and Imprest in SAP.

Processes:

- Petty Cash postings and record data by agency and Treasury
- Imprest Expenditure Account Postings by agency and Treasury
- Replenishments Process

Reporting: Cash Journal Reports by GL accounts and Agency

Key Areas:

- To maintain and record cash activities in SAP by agency directly
- Track and Report cash movements in Imprest Account and Petty Cash Accounts

Interfaces: None

Retiring Systems:

- AFS Cash Management
- Agency Maintained 3rd Party Accounting System to Record Cash



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-007: Imprest Funds and Replenishment

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	EPR Team	Will Kelly	Will.Kelly@la.gov
OSRAP	Statewide Reporting	Afranie Adomako	Afranie.Adomako@la.gov
Treas	State Treasurer	Gary Hall	ghall@treasury.state.la.us
DPS	Dept of Public Safety	Kay DeBenedetto	Kay.DeBenedetto@la.gov
LDR	Dept of Revenue	Joyce Anderson	Joyce.Anderson@la.gov
SOS	Secretary of State	Shanda Jones	Shanda.jones@sos.louisiana.gov
DHH	Health & Hospitals	Jeff Reynolds	Jeff.Reynolds@la.gov
WLF	Wildlife & Fisheries	Janice Lansing	jlansing@wlf.louisiana.gov

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

	GOV Offices	Contact	Email / Phone
DHH	Dept. of Health & Hospitals	Keith Fitzgerald	kfitzger@dhh.la.gov
DPS	Dept. of Public Safety	Erin Bielikiewicz	Erin.bielkiewicz@la.gov
LDR	Dept. of Revenue	Clarence Lymon	Clarence.Lymon@la.gov
TREAS	Dept. of the Treasury	Gary Hall	ghall@treasury.state.la.us
WLF	Dept. of Wildlife & Fisheries	Wynette Kees	wkees@wlf.louisiana.gov
SOS	Secretary of State	Shanda Jones	Shanda.jones@sos.louisiana.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. PDDs 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