Meeting Information

Meeting Name: AR 2 – Accounts Receivable

Scribe: DeVal Lott

Facilitator: Phil Gross

Date: March 16, 2005

Time: 9:00am – 12:00pm

Location: Suite 1616 West Tower

Invitees/Attendees

+ In attendance, - Absent, # Substitute, *Other

	Name	Organization/Department	Substituting For
-	Travis Kennedy	Corrections	
+	Michelle Iwuchukwu	GTA	
+	Jereme Peterkin	Revenue	
-	Jeff Carmen	OTFS	
+	Renee Martin	DOAS	
+	Ursula Brazil	DTAE	
+	Denise Glanton	DHR	
-	Denise Vlasak	DTAE	
+	Chris Thomas	Forestry	
+	Alenka McElhaney	DOT	
*	Dyan Jones	DOAS	
#	Consuelo Ravelo	Corrections	Travis Kennedy
*	Denise Clay	DNR	
*	Deborah Tate	DNR	
*	Bart Baldemor	DNR	
*	Paulette Petty	Revenue	

	Name	Organization/Department	Substituting For
	Project Staff		**Role**
+	Phil Gross	Accenture	AR Lead
+	Janice Brown	SAO	AR Functional

Agenda

Item No.	Topic	Presenter
1.	Introduction	Phil Gross
2.	Project Guiding Principles	Phil Gross
3.	Meeting Handouts	Phil Gross
4.	Topics for Discussion	Phil Gross/Janice Brown
4A	Speed Types	Phil Gross/Janice Brown
4B	Express Deposit	Phil Gross/Janice Brown
4C	Direct Journal	Phil Gross/Janice Brown
4D	Collect/Maintain and Monitor Receivables	Phil Gross/Janice Brown
4E	Conversations	Phil Gross/Janice Brown
4F	Manual Bank Recon	Phil Gross/Janice Brown
4G	Reports	Phil Gross/Janice Brown
4H	Queries	Phil Gross/Janice Brown

Meeting Summary

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
1,2,3	**Introduction, Project Guiding Principles, Meeting Handouts** Introductions were made by the group. The project principles were discussed and the meeting handouts were distributed and discussed.

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
4A	**Speed Types** **Version 7.02** There are no modifications in this functionality in version 7.02 **Version 8.8** Business Processes currently in version 7.02 will be followed in version 8.8. Security access will be needed in order to add or update speedtypes.
4B	**Express Deposit** **Version 7.02** There is one modification to this panel group in version 7.02. The Accounting Entries Actions field on the Action panel was grayed out for the users so that they couldn't change the data after the system had run ARUPDATE. This modification will carry forward into version 8.8. **Version 8.8** Basically the same as version 7.02 with the exception of a new field, "Payment Method". The delivered options for this field are "Check" "Credit Card", "Direct Debit", "Draft" and "EFT". The users want to add "Wire" as a payment method which is not delivered with version 8.8. **(See Parking Lot Item # 1)** The modification to gray out the Accounting Entries buttons on the Action page will be moved into version 8.8. Also on the Action page, a change of terminology occurred with the 'Post Later" action. It is now known as "Batch Standard". There are new inquiry options available in version 8.8. They include the ability to search by Bank Account, Unit and Payment Status.
4C	**Direct Journal** **Version 7.02** There are no modifications to Direct Journal processing in version 7.02. **Version 8.8** Direct Journal processing in version 8.8 is basically the same as in version 7.02. A Direct Journal payment will begin with a Regular Deposit as in version 7.02. Once the deposit has been created, a Direct Journal may be processed and will update as part of the Journal Generator process during overnight batch processing.

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
4D	**Collect/Maintain and Monitor Receivables** **Collect Receivable - Version 7.02** There are no modifications in version 7.02 to the inquiry panels. **Collect Receivable - Version 8.8** These are inquiry methods used to review data already posted by the system. Users may search data on Customer Accounts, Customer Interactions and Receivable Analysis. Customer Accounts – provides information relevant to transactions entered by customer. Customer Interactions – provides the ability to review and process customer actions, conversations and correspondence. Users will generate “Statements” using this page group. The Contacts page contains “Preferred Communication” methods of Email only and Email, Prt. The users want to be able to email contacts from this page. **(See Action Item # 1)** Receivable Analysis – provides the ability to review receivable information for a Business Unit. Users will also be able to generate activity reports in this page group. **Maintain Receivables – Version 7.02** There is one modification in Maintain Receivables to the worksheet action panel. As in other sections of receivables, the “Accounting Entry Actions” panel is grayed out to restrict the changing of posted data by the users. This modification will carry forward into version 8.8. **Maintain Receivables – Version 8.8** Receivable maintenance will be performed on posted receivable items as is the current business process. Each agency will be responsible for creating worksheets to adjust receivable balances. There are two worksheets available for use. They are: Maintenance Worksheets and Transfer Worksheets. Both types of worksheets required the user to create, update and finalize the worksheet. Receivable maintenance will be updated during the ARUPDATE process during overnight batch processing.

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4E	**Conversations** **Version 7.02 -** There are no modifications to Conversations in version 7.02 **Version 8.8** – Conversations may be added by navigating to the Conversations menu area or the user may use the "links" located on the various monitoring and maintaining Receivable pages. Conversations in version 8.8 use three pages instead of one panel in version 7.02.
4F	**Manual Bank Reconciliation** **Version 7.02 –** There are no modifications in version 7.02. During the review of bank reconciliation processing, it was determined that many agencies are not processing bank reconciliation on their deposits. It is recommended that all agencies process their deposits through the bank reconciliation processes. **Version 8.8** – As in version 7.02, there is no Business Unit field to use for searching the system for bank statements to be processed. Each user will have security access to view only their agencies bank accounts and statements. There is an option for the user to "un-reconcile" entries in the system. This is being discussed in conjunction with the Accounts Payable module which uses the same pages to process disbursements. **(See Action Item # 2)**

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4G	**Reports** **Version 7.02 –** There are six modified reports in version 7.02. They are as follows: 1. Aging Detail by Business Unit 2. Aging summary by Business Unit 3. AR Customer Statement 4. Outstanding AR by Business Unit 5. Outstanding AR by Detail 6. AR Customer Statement (items over 30 days) There are nine 'customized' reports currently used in version 7.02. They are: 1. Business Unit Customers 2. Accounting Entries 3. AR Budget Exceptions 4. AR Distribution Codes Report 5. Daily Cash Receipts Journal 6. Monthly Cash Receipts Journal 7. Deposit Transactions Update 8. Offline Open Item Interface 9. Offline Customer Interface Listing Some users want to change the "Outstanding AR by Business Unit" report to include the accounting date or have a new report created. **(See Parking Lot Item # 2)** One change to running a report in version 8.8 is that the "Process Monitor" may be accessed using a hyperlink from the 'process report' page. All of the above listed reports will be moved to version 8.8 unless there is a delivered report in version 8.8 that will capture our business processes data. It has not yet been determined which reports may be replaced in version 8.8 with delivered reports.

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4H	**Queries** **Version 7.02** – Many queries were written for version 7.02. It has not yet been determined which public queries will be carried forward into version 8.8. **Version 8.8** – Agencies will have the same capability to do business in version 8.8 as they have had in version 7.02. DHR wants their "Z" queries (queries that were created for them by an implementation vendor) moved forward into version 8.8 even though they may not be 'supported' by helpdesk personnel. In version 8.8, queries may be scheduled to run during overnight batch processing. This may solve the problem of queries that 'time out' when larger agencies run them during the day. DHR complained about the 'timing out' issue when they run some of their larger queries. Users have requested the ability to create and run their own queries. **(See Parking Lot Item # 3).**
5	**Conclusion** The Action Items and Parking Lot Items were discussed. Participants were thanked for their service to the upgrade project.

Action Item Review

Action Item (AI) No.	Date Open	Description	Action/Response
AI1.	3/15/05	Preferred Communications	Users want the ability to communicate via Email with customers and contacts. The ability to use the email functionality within PeopleSoft version 8.8 is being reviewed. The internal email use "Notify" may possibly be used because it is an intranet functionality. The external use of email as with contacting sources outside the State's intranet has far reaching implications in that it would require transmitting across the internet. Final decisions on the use of "Notify" and Email use will be forthcoming.

Action Item (AI) No.	Date Open	Description	Action/Response
AI2.	3/15/05	Users ability to unreconcile deposits cleared in error	Users want to be able to unreconcile deposit entries cleared in error. Users would like a separate high level security for performing this process. This will be reviewed and feedback provided when available.

Parking Lot items

Parking Lot Item No.	Parking Lot Items
PL1	Add "wire" to payment methods – not delivered in version 8.8. This will require additional review with Technical Staff to see if modification will be allowed.
PL2	Add the "accounting date" field to the "Outstanding AR by Business Unit" report or create a new report which will display the accounting date. The User requesting the report is a Grant Based user of the system and has no need for "Due Date" information. The modification or creation of new report will be addressed and feedback provided at a later date.
PL3	Create new or custom queries – Users want the ability to create and run their own queries. The ability for Users to create queries will be reviewed and feedback provided at a later date.