

Meeting Information

Meeting Name: AR 1 – Accounts Receivable
Scribe: DeVal Lott
Facilitator: Phil Gross
Date: March 2, 2005
Time: 1:00pm – 4:00pm
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	
	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
4A	Customers	
4B	Receivables	
4C	Deposits	
4D	Payments	
4E	Miscellaneous AR	

Meeting Summary

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
1,2,3	Introductions were made by the group. The project principles were discussed using the slideshow and the meeting handouts were distributed and discussed.

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4A	<p>Customers</p> <p>There are no modifications in version 7.02 for customers. The difference between the two versions is mostly navigation.</p> <p>Customers – Version 8.8</p> <ul style="list-style-type: none"> • Effective dating is used in the customer pages. • Default values will come in from the General Information page. • Status of customer will be grayed out (user can not change status). • Address field will not be updated by users (FSS only). The insert row and delete row icons (+ and -) will be grayed out to prevent data entry changes. <p>Review/Update Customers</p> <p>In version 8.8, customer review will be related to attachments, messages, notes and credit availability. (See Parking Lot # 1)</p>
4B	<p>Receivables</p> <p>There are no modifications to version 7.02 for receivables. The difference between the two versions is mostly navigation.</p> <p>Receivables – version 8.8</p> <p>Receivables will continue to be entered at the Agency level by a manual online entry or offline feeds. The receivable items will update as they are now with the AR update process performed during nightly batch processing.</p> <p>Each agency will be responsible for maintenance of receivable activity.</p> <p>Group ID will continue to default to “Next” but may be changed if necessary. There is a mix of agencies that follow the auto-numbering process.</p> <p>Pending Item 1 page – a modification will be made to gray out the “Entry Event” field.</p> <p>Group Actions page – new options for “Posting Action” are available to post the group to the AR ledger. New options include: Batch Priority, Batch Standard, Do Not Post, Post Now and Post Now to GL. Batch Standard is the equivalent of Post Later. The OK button must be pressed before group status will update. The Accounting Entry Actions area may be grayed out. Users will continue to be able to balance the group and delete the group from this page.</p>

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4C	<p>Deposits</p> <p>There are no modifications to version 7.02 for deposits. The difference between the two versions is mostly navigation.</p> <p>Deposits – version 8.8</p> <p>The Deposit ID will continue to default to “next” for agencies that use auto-numbering, but may be changed for those agencies who wish to define their own Deposit ID’s.</p> <p>There is no “Action” page in version 8.8. In order to delete a deposit, the user must use the “Delete Deposit” button on the Totals page.</p> <p>Payment Method is a statistical tracking tool in version 8.8. It could possibly be used for search capability. Delivered payment methods include: check, credit card, direct debit, draft and electronic funds transfer. Users want to add a payment method of “Wire” to this field. (See Action Item # 1)</p> <p>Payment Predicator may be used in the future as a short cut for data entry of payments. (See Parking Lot # 2)</p>
4D	<p>Payments</p> <p>There are no modifications to version 7.02 for payments. The difference between the two versions is mostly navigation.</p> <p>Payments – version 8.8</p> <p>Payment application will continue to be processed at the Agency level using the Worksheet or Direct Journal methods. Payment application will continue to be either a manual online entry or offline feeds into version 8.8. The payment application will update as they are now with the AR update process performed during nightly batch processing.</p> <p>Worksheet Actions page – new options for “Posting Action” are available to post the group to the AR ledger. New options include: Batch Priority, Batch Standard, Do Not Post, Post Now and Post Now to GL. Batch Standard is the equivalent of Post Later. The OK button must be pressed before group status will update. The Accounting Entry Actions area may be grayed out to Users. Users will continue to be able to delete the worksheet from this page.</p> <p>General discussion ensued concerning deleting worksheets. Users want to know if the system will still require the user to delete the deposit through apply payments (delete actual deposit). (See Action Item # 2)</p>

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4E	<p>Miscellaneous AR</p> <p>Non-Sufficient Funds – There are no changes in processing non-sufficient funds entries. Each agency will continue to perform maintenance against items.</p> <p>On Account – There are no changes in processing on account entries. “Add” button will replace “new worksheet item” dialog box.</p> <p>Speedtypes – Speedtypes will continue to be used as a short cut data entry feature used with entering Direct Journal Payments. (See Action Item # 3) During the fit gap 8.8 demonstration, we had the wrong screen shot for entry of speedtypes. Will demonstrate speedtype entry in the next fit gap session. (See Action Item # 4)</p>
5	<p>Conclusion</p> <p>General discussion – Question was asked of participants: “How do you feel about consolidating the customer file into one file for the State of Georgia?”</p> <p>DOAS indicated that a consolidated file would be an asset to them because they are currently working to manually clean-up customer file internally.</p> <p>DHR indicated that they would think about it and let us know. They have multi-tiered levels of agency structure that may affect this type of consolidation. (example: 42701, 42702, etc) UPDATE 3/3/2005 – DHR has no objections to the establishment of a centralized customer file.</p> <p>DTAE indicated that they would survey the technical schools to see how it would affect them, if at all. Denise Vlasak said that she would get in touch with us soon. (See Action Item # 5)</p>

Action Item Review

Action Item (AI) No.	Date Open	Description	Action/Response
A11.	3/2/05	Payment Methods (check, EFT, Wire)	Users inquired about the ability to add payment methods. Payment methods can not be added without making modifications. The delivered payment methods are check, credit card, direct debit, draft and electronic fund transfer.

Action Item (AI) No.	Date Open	Description	Action/Response
AI2.	3/2/05	Worksheet Actions – Delete worksheet button	Users want to know if they will also have to delete the original deposit (as is currently done in 7.02), or if this one action will take care of the entire deposit deletion. Users will have to delete deposits as done in 7.02. Worksheet Actions – “Delete Worksheet” button deletes worksheet activity only. If the deposit needs to be deleted, the “Delete Deposit” button on the Totals page of the Regular Deposit Entry component must be clicked after the worksheet is deleted.
AI3.	3/2/05	Is there a limit to the number of speedtypes on file for one agency?	Research to be done to see if there is a limit on the number of speedtypes that may be entered. Version 8.8 does not limit the number of speedtypes a business unit may have. FSS encourages Users to modify chartfield information from year to year rather than adding new ones to limit the draw on system resources.
AI4.	3/2/05	Speedtype entry screen shots	Used distribution code entry in Demo. SpeedType demo will be shown in second Fit Gap Session on 3/16/05.
AI5.	3/2/05	Consolidated Customer File	Survey to be taken of the technical schools to see if a consolidated customer file would affect the way that they do their business. Denise Vlasak will share the survey with SAO.

Parking Lot items

Parking Lot Item No.	Parking Lot Items
PL1	Use additional information attachments for customers. The use of attachments is currently under review. Other modules have requested the ability to use this, however, major issues have to be reviewed before a final decision is made. Issues being considered are file space requirements, virus issues, file formats and affect on system processing time.
PL2	Payment Predictor – may use in the future. Payment Predictor is a new functionality and is therefore being closely reviewed. Issues being considered are costs to add to project, configuration and training associated with adding new functionality.

Agency Responses

Action Item #	Agency Response
<p>Action Item # 5</p>	<p>I have not gotten a response from all the schools but the consensus is to leave the customer database on a per business unit basis. A lot of the responses indicated that they use an ID naming system that they can relate to the information that they have in Banner and it is helpful when balancing their Banner accounts. Also, most of the responses indicated that it was ok to have a vendor file for the AP database due to statewide contracts and major companies, but they feel that they do not have a lot of the same customers. Again, I am sorry for the delay and hope this is helpful. If you have any questions, please let me know. Thanks</p> <p><i>Denise Vlasak</i> Assistant Director of Accounting (404) 679-1756 dvlasak@dtae.org</p>
<p>Action Item # 5</p>	<p>From: Denise Glanton [mailto:dtglanton@dhr.state.ga.us] Sent: Thursday, March 03, 2005 11:32 AM To: Lott, Deval Cc: John Sartain Subject: shared customer file</p> <p>DHR has no objections to the establishment of a central customer file.</p>