

Meeting Information

Meeting Name: AP4 – Accounts Payable Paycycles
Scribe: DeVal Lott
Facilitator: Kyle Morton
Date: March 14, 2005
Time: 1:00pm – 4:00pm
Location: Suite 1616 West Tower

Invitees/Attendees

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

	Name	Organization/Department	Substituting For
-	Chris Thomas	Forestry	
+	Sharon Luckett	Corrections	
+	Jayne Neal	DOAS	
+	Anita Hunnicutt	DOAS	
+	Randy Trowell	DOE	
+	Sherry Carr	DJJ	
+	Vita Jordan	DJJ	
+	Gary McElroy	Pardon & Parole	
+	Elaine Williams	Pardon & Parole	
+	Dorothy Tarrer	DMVS	
-	John Sartain	DHR	
+	Amy Morgan	DHR	
-	Kathy Morey	DCH	
+	Van Green	DOT	
+	Denise Thompson	DTAE	
+	Cheryl Head	DHR	

	Name	Organization/Department	Substituting For
-	Faye Hindson	DHR	
+	Renee Martin	DOAS	
+	Sharon Peavy	DCH	
+	Brent Knowles	Audits	
+	Norma Routh	DNR	
+	Denise Vlasak	DTAE	
	Project Staff		Role
+	Henrietta Adams	SAO	AP Functional Lead
+	Kyle Morton	Accenture	Facilitator

Agenda

Item No.	Topic	Presenter
1.	Introduction	Kyle Morton
2.	Project Guiding Principles	Kyle Morton
3.	Meeting Handouts	Kyle Morton

Item No.	Topic	Presenter
4.	Topics for Discussion <ul style="list-style-type: none"> • 4A - 7.02 Screen Shots • 4B - Paycycle • 4C - Applying Manual Checks • 4D - Wire Transfers • 4E - EFT • 4F - General Fund Transfers • 4G - Payment Cancellation • 4H - Delete Check • 4I - Express Check • 4J - Bank Reconciliation 	Kyle Morton/Henrietta Adams
5.	Conclusion	Kyle Morton

Meeting Summary

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
1,2,3	Introductions were made, the Fit Gap Guiding Principles were discussed and the meeting handouts were distributed.
4	Topics for Discussion The main difference between version 7.02 and version 8.8 is in the page design and enhanced search capability in version 8.8.

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
4I	<p>Express Check</p> <p>There are no changes to the processing of express checks in version 8.8. The crystal report (check copy) will not pop up on the screen. In version 8.8, the report will be stored in the report manager as a PDF and can be printed from there. This will reduce the need to restart or reprint express checks, and may decrease the need for file copies of checks and reports.</p> <p>A discussion was prompted by the fact that checks and reports may be stored as PDF files in the new version. Several agencies expressed interest in being able to have the reports that are currently processed during overnight batch processing stored as PDF files. (See Action Item # 4)</p>
4G	<p>Bank Reconciliation</p> <p>There are no changes in the processing of automated and manual reconciliations in version 8.8. However, in version 8.8, there are additional filter options on the manual reconciliation page in order to narrow down the transactions that need to be reconciled. For automated reconciliations, the bank file will continue to be loaded in the system and processed for those agencies that currently use automated bank reconciliation.</p> <p>In version 8.8, the un-reconcile feature is delivered. The user will have the ability to “un-reconcile” a payment from the manual reconciliation page. A modification would have to be done in version 8.8 if SAO wants to prevent users from performing this function. Questions arose concerning why SAO staff must do all un-reconciliation processes. Was it an Audit Department mandate? (See Action Item # 5)</p>

Action Item Review

Action Item (AI) No.	Date Open	Description	Action/Response
AI1.	3/14/05	Recurring Pay Cycles – no daily data entry	Users want the ability to set a check run one time and have it to run based on the dates entered on the payment selection page. Logged as requirement 627
AI2.	3/14/05	Is USD a default in AP?	SAO will ensure that USD is the default currency in AP. Logged as requirement 628.

Action Item (AI) No.	Date Open	Description	Action/Response
AI3.	3/14/05	EFT detail information to Banks/Vendors. Can banks accept detail?	Users want the ability to be able to send payment details with a Wire or EFT payment. Logged as Requirement 629.
AI4.	3/14/05	Ability to PDF checks and file copies.	Users want the ability to store all batch processing reports as PDF files. Logged as Requirement 630.
AI5.	3/14/05	Audit Department to check on un-reconciled payments	<p>Brent Knowles to find out if there are rules set up in order to prevent users from un-reconciling their own payments.</p> <p>Response from Audit: As long as access to the "unreconcile" feature is limited through security we do not have a problem with this. For example, someone reviewing the bank reconciliations would probably be the user to be able to "unreconcile" and not the preparer of the bank reconciliations.</p> <p>This has been logged as requirement 631.</p>

Parking Lot items

Parking Lot Item No.	Parking Lot Items
PL1	There were no parking lot items for this session