Statewide Financial System Program
Agenda/Minutes

Date:	Wednesday, September 03, 2014	**Time:**	9:30am - 11:30am
Subject:	Projected Spending Plan (PSP) Workgroup	**Location:**	SFS; Video Conferencing Room
Meeting Facilitator:	Ed Bouryng	**Minutes Prepared by:**	John Nieckarz
Objective:	• Establish an Initial set of Statewide PSP methods. • Establish initial PSP method configuration guidelines. • Improve overall readiness of the PSP deployment.		

Attendees:					
Marilyn Bell (OMH)	X	Brian Fimple (SFS)	X	Martha Ross (SFS)	
Ed Bouryng (EE1 – SFS)	X	Bonnie Gold (ITS)	X	Dan Saxe (OGS)	X
Tim Chiplock (DOT)	X	Kim Gurney (DOC)	X	Trish Schaap (SFS)	X
John Corbett (OSC)	X	Don Juron (SED)		Jim Schumacher (KPMG)	X
Susan Costello (CFS)		Paul Kalinowski (SFS)	X	Peg Sherman (SFS)	X
Grace Cunningham (SED)	X	Andy Klippel (SED)	X	Emil Slane (OMH)	
Robert Curtin (OGS)	X	Bryan Miller (SFS)		Pat Slavick (SFS)	X
Denise Davis (SFS)		Mike Mullin (SFS)	X	David Stewart (SFS)	
Owen Devine (DOB)	X	John Nieckarz (SFS	X	Kevin Sweet (CFS)	X
Sandra Downey (DOC)		Kristen Padilla (ITS)	X	Rick Washburn (SFS)	X
Gerry Drahos (KPMG)		Theresa Papa (ITS)		Lisa Wright (SFS)	
Ron Epstein (DOT)					

Agenda:

What	Who	Time
Review the Purpose of the Workgroup / Walkthrough	Ed Bouryng (EE1-SFS)	
PSP Data Entry Walkthrough	Brian Fimple (SFS)	
Next Steps	Ed Bouryng (EE1-SFS)	

Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)
Follow up with the Office of General Services (OGS) between now and 9/17/2015 regarding any types of initial payments through a OGS funding source and discuss with DOB on how to cover that funding source up front.	Ed Bouryng (EE1-SFS) / Mike Mullin (EE1-SFS)		
• Review PSP Methods in template and think about where there are holes in the methods for agencies • Compile a list of the types of contracts the agencies work with where you would need to track these types of procurements or need to apply different PSP defaults for these potential Contract Profiles • Provide examples using PSP that can be used to help deliver the PSP information to the	Workgroup Members	Next meeting (9/17)	

Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)
agencies			

The Following Action Item(s) Need to Be Made
Action Items: 1) Follow up with the Office of General Services (OGS) between now and 9/17/2015 regarding any types of initial payments through a OGS funding source and discuss with DOB on how cover that funding source up front. 2) Need to provide examples and explain better PO quarter vs cash quarter, concept is not clear enough in workgroup. 3) Follow up to see if there is an opportunity to change the PSP method for contracts during the deployment window or not? If so, what would that time frame be?

The Following Decision(s) Need to Be Made
Decisions:

DISCUSSION POINTS:

- **Ed Bouryng**, presented:
  - Overview of the PSP workgroup role
  - Asked the PSP workgroup for any input on configuration additions or changes
  - Introduced Brian to go over current configurations (excel sheet used)
  - Other discussion points
    - PSP is driven by the purchasing BU
    - An initial set of PSP methods needs to be established, if we can achieve 90% before EE1 go live that will put the us in good shape
    - The adjustment screen allows the agencies to manage their PSP
    - Purchasing best practices will be driving EE1
    - We need a SW set for contract profiles, agencies will need to set up contract types (profiles)

- **Brian Fimple**, presented:
  - Started to review the current configurations (excel sheet used)
    - Row 1 (excel sheet) – Allocation (PSP Type) / Full Year Equal (PSP Method)
    - Row 2 (excel sheet) – Source (PSP Type) / PO + 120 Days (PSP Method)
    - Row 3 (excel sheet) – Source (PSP Type) / PO + 1 Days (PSP Method)
    - Row 4 (excel sheet) – Allocation (PSP Type) / Q1 & Q2 Even (PSP Method)
  - The Source Type PSP Method is used to project the Quarterly Budget Period the PSP will impact the Planned Ledger (representing the projected expenditure of the PO) based upon the PO Date plus the additional number of days identified in the PSP Method (PO Date + 30, PO Date + 120, etc.)

- For Allocation Type and Model Type PSP Methods, the PSP method is configured to allocate between one or more periods (generally configured as a maximum number of 5 periods for Non-Capital). The system date of the PO projection is the basis for determining Period 1 of the allocation. Period 1 used by the PSP method may not be the same as Quarter 1 within the State's fiscal year unless the date the PO projection is between April 1st and June 30th of that year.

- Reviewed the defaulting pyramid
- Other discussion points
  - Regular budget check forces PSP budget check
  - There are certain controls DOB can establish at the PSP Method and Business Unit level including preventing a PSP method from extending beyond a single fiscal year or prevent a PSP method from extending beyond a lapse date for the related. Appropriation for the Distribution Line. If either of these controls are active and the PSP method would ordinarily project beyond these dates, the remaining amount to be allocated will be allocated into the last open period within this control (either quarter 4 of the fiscal year if the Fiscal Year control is on or the period that includes the Lapse Date if the Lapse Date control is active)
  - It is likely at Go-Live that the majority of PSP methods will not have the "Do Not Extend Beyond the Current Fiscal Year" turned on.
  - It is likely that Capital related multi-year PSP methods will not have lapsing control turned on (may be turned on for Non-Capital PSP methods)

- **Mike Mullin**, presented:
  - Only open stand-alone (non-contract) PO's will be rolled into the new fiscal year at EE1 go-live (expect normal PO Roll procedures will be in place for future fiscal years after EE1 go-live)
  - Contracts and Pre-encumbrances (Requisitions) are not subject to the PSP budget check. PSP methods assigned to Requisitions and Contracts will be used in how the PSP method defaults to the PO
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  - It is not recommended to set up methods for practices the state does not support

NEXT STEPS:

1. Review PSP Methods configuration sheet and determine if any additions or changes need to be made for your agency.
2. Compile a list of contracts from your agency.
3. Provide examples using PSP to better assist the team deliver the PSP information to the agencies.