



Statewide Financial System Program Agenda/Minutes

Date:	Wednesday, September 17, 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:	<ul style="list-style-type: none"> • Review Statewide PSP methods. • Walkthrough examples with PSP methods • Improve overall readiness of the PSP deployment. 		

Attendees:					
Marilyn Bell (OMH)	X	Brian Fimple (SFS)	X	Dennis Quinn (ITS)	X
Peter Baran (DOB)	X	Bonnie Gold (ITS)		Martha Ross (SFS)	
Ed Bouryng (EE1 – SFS)	X	Kim Gurney (DOC)		Carl Ruppert (OGS)	X
Adam Brown (OGS)	X	Matthew Haas (DOT)	X	Mary Ryan (DOB)	X
Tim Chiplock (DOT)	X	Don Juron (SED)		Dan Saxe (OGS)	X
John Corbett (OSC)		Paul Kalinowski (SFS)	X	Zach Scarchilli (DOB)	X
Susan Costello (CFS)		Andy Klippel (SED)	X	Trish Schaap (SFS)	
Grace Cunningham (SED)	X	Annette Mendel (DOT)	X	Jim Schumacher (KPMG)	X
Robert Curtin (OGS)	X	Bryan Miller (SFS)		Peg Sherman (SFS)	X
Denise Davis (SFS)		Kimberly Miller (OGS)	X	Emil Slane (OMH)	
Owen Devine (DOB)	X	Mike Mullin (SFS)	X	Pat Slavick (SFS)	
Sandra Downey (DOC)	X	Abu Nazem (DOB)	X	Brad Stevens (DOB)	X
Scott Downing (OGS)	X	John Nieckarz (SFS)	X	David Stewart (SFS)	
Gerry Drahos (KPMG)		Kristen Padilla (ITS)	X	Kevin Sweet (CFS)	X
Ron Epstein (DOT)		Theresa Papa (ITS)		Rick Washburn (SFS)	X
				Lisa Wright (SFS)	

Agenda:

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

Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)
•	Workgroup Members	Next meeting (10/1)	

The Following Action Item(s) Need to Be Made

Action Items:

- 1)

The Following Decision(s) Need to Be Made

Decisions:

DISCUSSION POINTS:

- **Ed Bouryng**, presented:
 - Overview of the PSP workgroup previous meeting and the purpose of the meeting
 - Acknowledgement of new attendees and introductions
 - Asked the PSP workgroup for any examples utilizing the PSP method to go over with the group
 - Other discussion points
 - Fiscal year control – Means no projections past March 31, everything will accumulate in the last month
 - Lapsing control – Means it will check for lapsing, if that was the case then it will dig down and then roll up to the PO level and place the funds in the period.
 - Period equals a quarter
 - Period is ran off of the PO date, relative to the PO date
 - Adjustments Page, who exactly will have access to that page? The manager of the Purchase Order (PO), whoever has appropriate security to modify or manage the PO would therefore be able, through security, have access to the Adjustment Page. How would that work with Bulkload. Through a PO Change Order, in Bulkload process, you can modify an existing PO; however, when a PSP Method is assigned it is “locked down.” Meaning through the existing, and planned future, Bulkload procedures you will not be able to modify the PSP Method. The Bulkload agency, would need to go online, and use the Adjustment Page to modify all those POs within your security purview. It is worth mentioning that there was distinction made between the Mass Adjustments Page, and the Adjustments Page, the previous is used at Fiscal Year End to do a large amounts (i.e.: Mass) of POs due to a pending end of year.
 - There was additional emphasis made that the Adjustment Page change, will always take priority or precedence over default PSP Methods that come from either the Agency/Business Unit (BU), the Contract, etc.. OGS expressed some hesitation as they are not sure they’d want anyone to be able to modify the PSP Method, shouldn’t it just come from the contract? The point was addressed that what happen if something was misidentified and needs to be adjusted, or changed, that leads shows the advantage of having the PSP Ledger, and PSP Method.
 - EE1 Project Team is specifically requesting for OGS and DOT be able to come back with specific contract configurations that would allow SFS (in post-EE1 operations) to have a set of very accurate set of PSP Methods for loading as defaults.
 - Department of Transportation (DOT), brought up, how they have multiple source systems that they use for POs, encumbrances, and requisitions that are related to projects that feed SFS thought the Bulkload process. And, if SFS is rethinking exactly what a PO is, and how it is used, it will effect directly how their source systems feed SFS. They see already how they’re going to have to modify.

- Contract Profile versus Contract Type, and versus Audit Type; what are they? It appears there was significant confusion regarding the them Contract Profile as compared to Contract Type. Audit Type, which is what happens when a contract is audited and information that is tracked by OSC is definitely not what the EE1 Team is talking about; however, they (EE1 Team) were using the Contract Type and Contract Profile terms interchanging. In fact, they said – what do you mean when you say Contract Type. Simply said, “a lease.” Whereas what the EE1 Team is talking about is a completely customizable Contract Profile in SFS created in the system that establishes what the conditions are of the contract. You could, theoretically, have multiple Contract Profiles for a “lease” contract (i.e.: Contract Type), or even have multiple leases sharing one Contract Profiles. So, it was decided – Contract Profile is not ‘contract type’ and we should try to always be clear in that discussion.
 - Who would be the individuals who should see the Adjustment Page, specifically the SFS Security Role if you know them.
- **Brian Fimple**, presented:
 - Started to review the current configurations (excel sheet used)
 - Review of row 3 concerning lapsing
 - Capital project example
 - Other discussion points
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NEXT STEPS: