



Statewide Financial System Program Agenda/Minutes

Date:	Wednesday, December 10, 2014	Time:	9:30am - 11:30am
Subject:	Payment Scheduled Projection (PSP) Workgroup	Location:	SFS; Video Conferencing Room
Meeting Facilitator:	Ed Bouryng	Minutes Prepared by:	Denise Davis
Objective:	Capital PSP Methods Discussion		

Attendees:					
Peter Baran (DOB)	X	Matthew Haas (DOT)		Dan Saxe (OGS)	
Marilyn Bell (OMH)	X	Jennifer Harkin (SCF)		Zach Scarchilli (DOB)	
Ed Bouryng (EE1 – SFS)	X	Sharon Hover (SCF)	X	Trish Schaap (SFS)	
Colin Brady (DOB)		Kerry Hughes (SCF)	X	Jim Schumacher (KPMG)	X
Adam Brown (OGS)		Don Juron (SED)		Shaymus Schweitzer (DEC)	X
Donald Buckley (SFS)	X	Paul Kalinowski (SFS)		Victoria Scialdone (SCF)	
Dominique Calderazzo	X	Andy Klippel (SED)		Peg Sherman (SFS)	
Tim Chiplock (DOT)	X	Kelly Kurposka (DOB)		Eugene Sit (DOB)	
John Corbett (OSC)		Anne Melody (SFS)	X	Emil Slane (OMH)	
Susan Costello (CFS)		Annette Mendel (DOT)		Pat Slavick (SFS)	
Grace Cunningham (SED)	X	Bryan Miller (SFS)		Jerome Smith (DOB)	
Robert Curtin (OGS)	X	Kimberly Miller (OGS)		Brad Stevens (DOB)	
Denise Davis (SFS)	X	Mike Mullin (SFS)		David Stewart (SFS)	
Owen Devine (ITS)		Abu Nazem (DOB)		Eric Swanson (OSC)	
Sandra Downey (DOC)		Dave Nagy (DOT)		Kevin Sweet (CFS)	X
Scott Downing (OGS)		John Nieckarz (SFS)		Bhagya Thirumuru (SFS)	X
Gerry Drahos (KPMG)		Kristen Padilla (ITS)	X	Brad Valachovic (UCS)	X
Ron Epstein (DOT)		Theresa Papa (ITS)		John Walters (DOB)	
Brian Fimple (SFS)	X	Mark Perry		Rick Washburn (SFS)	
Shiva Ganapatiraju (DOT)		Dennis Quinn (ITS)	X	Robyn Wilson (SFS)	X
Bonnie Gold (ITS)		Martha Ross (SFS)		Mary Woehrmann (ITS)	
Kim Gurney (DOC)		Carl Ruppert (OGS)	X	Lisa Wright (SFS)	
Katie Dilello (DEC)	X	Mary Ryan (DOB)	X	Roz Yezzi (OGS-BSC)	
		Lisa Relation (ITS)			

Agenda:

What	Who	Time
Conversion	Brian Fimple (SFS)	
Contract Profiles	Ed Bouryng (SFS-EE1)	
Future of PSP Workgroup	Ed Bouryng (SFS-EE1)	
Screen walk through	Bhagya Thirumuru (SFS)	

NEW Action Items			
Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)
Schedule meeting for statewide to go over output of the PSP workgroup configuration: methods and contract profiles. Get communication out for default	Denise Davis (SFS)	Email sent to the communications team to schedule	

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NEW Action Items			
Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)
PSP method. Meet with agency budget offices. Bring them into training room D.		meeting: completed 12/10/14 9:45am	
Discussion to take an hour during the agency checkpoint call to present PSP Workgroup decisions. Can this be done?	Katelyn Klein (SFS)	Email sent to the communications team to schedule meeting: completed 12/10/14 10:20am	
Governance around PSP configuration. COA? Decision needed.	Mary Ryan (DOB)		
PSP Workgroup to fall into GL/KK User Group, with a heavy emphasis on PSP (and bring PSP Workgroup back together, as needed).	Denise Davis (SFS)	Begin this for January GLUG meeting	

The Following Decision(s) Were Made
<p>Decisions:</p> <ul style="list-style-type: none"> ○ PSP Workgroup to fall into GL/KK User Group, and bring PSP Workgroup back together, as needed. ○ Extend PSP Workgroup through 12/24?

DISCUSSION POINTS:

Direct care provider contracts can run several hundred thousand dollars. 50%-50% won't work because those contracts usually run for more than a year. Need 50% one year and 50% the next, even if it is set up quarterly and backloaded. Capital PSP Method does PSP over years one and two. That is an OGS method, at this point. We are working on getting methods in UAT to test in January.

Is PSP in contract profile defaults predefined based on conversion to UAT? That needs to be determined by agencies. There will be an agency communication sent out on that. Contract profile defaults need to come from the agency. Contract PSPs will be blank on the contracts after conversion. Agencies will need to define that after conversion. It is not required on converted contracts. At the minimum, the BU default is needed.

Action Item (Denise) - Schedule meeting for statewide to go over output of the PSP workgroup configuration: methods and contract profiles. Get communication out for default PSP method. Meet with agency budget offices. Bring them into training room D.

There was a rock salt discussion regarding centralized OGS contracts and how contract profiles will be used. OGS confirmed that there would not be a default PSP Method set on the contract. Method on PO takes priority. If the agency is online and there is a requisition, and no PO or contract PSP Method is set, then the priority would be the requisition. Agency sets its own PSP defaults to the purchasing BU.

New configuration for contract profile needs to consider whether there will be a fund reservation to keep the requisition in sync. Each contract profile does not need a unique prefix. There can be multiple contract profiles with the same prefix. It is included on contracts for informational purposes.

Request to see screens where PSPs are established. Can this be demonstrated in the agency finance meeting? Conceptual set of policy changes need to be drafted by OSC and DOB. Hope to have some ready by the 2 hour session with finance offices, or by 12/19.

Recommendation to agencies from Ed for all budget officers to call into agency checkpoint meeting on 12/19.

Who is monitoring PSP workflow? Agency Budget Unit, with work being done by procurement staff? PSP accents the standard issue, as it impacts budget, but PSP can be set on procurement document.

Grant record controls spending. KK controls at cash ceilings doesn't make much sense, as the State will spend as much Federal money as possible, no point in having the funds kick. Federal Will be set to be tracked without budget.

Track with budget needs to have at least a \$0 budget. Tracked with can be a hard control or soft control.

Discussions to take an hour during the agency checkpoint call to present PSP Workgroup decisions. Can this be done?

Associate PSP Workgroup with GL/KK User Group and make guest appearances at PUG.

Need Governance around PSP configuration. COA? Decision needed. Action Item: Mary Ryan.

Agencies don't require funds for NYS-Pro corporate contracts today. A fund reservation is not needed for the contract at this point. That would be painful for agencies. Fund reservation wouldn't be checked. Two paths: 1. Reserve budgets in creating the contract, or 2. just put contract out there and requisition off of it.

Unlimited contract profiles may be included in the default, though there may only be one contract default. If a contract profile isn't assigned, it will default to BU profile. The smarter the defaults are set up, the less work for agency purchasing staff.

KK Financial Plan vs. PSP will need to be explained to agencies.

Funds reservation on contracts: contract must be set up properly to reserve funds. We don't want a contract reserving funds when there shouldn't be. This is very important.

Administrator user Group slides show roles needed for contracts (map 2). Map 1 is requisitions.

For Bulkload, every contract has to have a profile. The profile will be set during conversion. Outreach has to take place for any changes needed on setting those defaults.

NEXT STEPS:

1. In Transition Meeting with agency finance offices (to be discussed during 12/10 meeting), discuss:
 - Policies
 - Screenshots and walk-throughs
 - What's been decided on during the PSP Workgroup
 - How can you change controls?
 - Roles for agencies under BSC (BSC to reach out to agencies if PO fails PSP budget check)
 - PSP Workgroup requested to be present in room during agency call if SFS decides to include PSP as a major agenda item
 - KK Financial Plan vs. PSP
2. Transition PSP Workgroup meeting into GL/KK User Group, with a focus on PSP.