Date:	6/03/2015	**Time:**	9:30 AM – 11:00 AM
Subject:	PSP Workgroup	**Location:**	SFS Conference Room D
Meeting Facilitator:	Ed Bouryng	**Minutes Prepared by:**	Andrew Samuelson Don Buckley
Objective:	Review of PSP Methods used in ABP Requests for Additional PSP Methods Recommended PSP Method Retirements Review of PSP Reports and Future Report Needs		
Presentation/Handouts:	See Bullet Under 06/03/15 Budget/KK - PSP Workgroup Meeting Notes • Encumbrance_Report • Planned PO Report		

Attendees:					
Ed Bouryng (SFS)	X	Dave Stewart (SFS)	X	Kerry Hughes (SCF)	X
Andrew Howland (DOCCS)	X	Donald Buckley (SFS)	X	Kevin Sweet (CFS)	X
Ari Rajendra (SFS)	X	Andrew Samuelson (SFS)	X	Kristen Padilla (ITS)	X
Bonnie Gold (ITS)	X	Gerry Drahos (KPMG)	X	Lisa James (ITS)	X
Brad Valachovic (UCS)	X	Grace Cunningham (SED)	X	Lisa Wright (SFS)	X
Carl Ruppert (OGS)	X	James Sutton (CFS)	X	Marilyn Bell (OMH)	X
Carol Rochester (DCJS)	X	Jeanne Waddington (DCJS)	X	Mark Perry (CFS)	X
Chris Amado (DCJS)	X	John Corbett (OSC)	X	Mary Ryan (DOB)	X
Courtney Noisette (SFS)	X	John Walters (DOB)	X	Mary Woehrmann (ITS)	X
Dan Saxe (SFS)	X	Karen Lemin (DOCCS)	X	Matt Rasmussen (DCJS)	X
Owen Devine (ITS)	X	Richard Kardas (DOH)	X	Roz Yezzi (OGS)	X
Pat Slavick (SFS)	X	Robyn Wilson (SFS)	X	Terry McConville (DOH)	X
Tim Chiplock (DOT)	X	Trish Schaap (SFS)	X	Venkata Nidamanuri (SFS)	X
Victoria Scialdone (SCF)	X				

Agenda:

What	Who	Time
PSP Reports	All	90 minutes

NEW Action Items

Task Assigned	Staff Assigned	Due Date	To Do Added (PMO Use)
Provide crosswalk so that all agencies are made aware of what programs will be a part of their KK financial plan and their fund roll ups. In some cases there will not be a program – we should confirm/communicate that via SFS Secure as well.	KK team		

Tasks

Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)	Require-ment #
Looking to implement workflow status aspects into the PSP Adjustment page EX: Being able to select a checkbox to check where the PO is in the workflow and another checkbox to check who the PO is assigned to.	KK team			
Range of budget periods and the line description	KK team			

Discussion Points

- SFS- During the last PSP Workgroup meeting the group talked about the ability to see the details to our KK financial plan as it relates to the PSP. Also had some follow up conversations with DCJS who provided good input on what they wanted to see as it pertains to PSP. That has led to internal conversations about what we need to meet this requirement. We have created a requirement that is still in its draft form that would try to capture what that report would provide or should be addressed through a public query. We also want to see what can be provided by an AnalyzeNY standpoint.

- SFS- During the last meeting, the need to see PO level information that supported that planned amount for planned ledger was also discussed.

- SFS- The DCJS example (see attachments) from their system provides PO level, PO line, a description of the line, the vendor name, and the remaining amount that is not yet liquidated. If you have an issue you can see the details required to remediate such issue with the public query. DCJS also wanted to see a query per budget period so that was another request that was made.

- DOB- For the most part agencies are at a program level of three but on top of that there are some programs that are summed into another category. What you probably would want is Quarter one, two, three, and four, planned and expected.

- The Pivot Team has created a query (currently in testing) to be discussed. AnalyzeNY we will have appropriation amounts, segregation amounts, reserve amounts, pre encumbrance, encumbrance, expenditures, cash disbursements and some calculations for your segregation, appropriation budget review. Then from there in an encumbrance perspective you will see the encumbrance number and you will drill down from the encumbrance amount to show you the PO's that hit that original amount, what's liquidated against them and what is outstanding. The level of what DOB budgets are then what you would have at a planned amount, the budget amount, the expenditure amount and then what's remaining.

- AnalyzeNY will have the DOB budgets, the budget amount, the planned amount, the expenditure amount. That planned amount would essentially drill down to this report. Which is your PO's, the amount planned and we have not looked at this data in detail yet as to whether it would be these same three columns or some variation of that. These three columns are the original amount, the amount liquidated essentially against that original amount and the amount remaining, in that order.

- Ed-You have that ability in AnalyzeNY coming this October to be able to look at a quarterly planed amount against my KK financial plan and really drill into it, to see the PO Details.
- AnalyzeNY stated that they would.
- Decision: use AnalyzeNY for agency PO drill down needs from KK Financial Plan
- Decision: use Pivot Team query for testing needs for EE1
- Decision: no additional PSP report is needed

- SFS/DOB: We have developed a crosswalk that will be posted on SFSSecure. It will tell the sum of let's say these six appropriations (attached materials). In this crosswalk program you will see the six appropriations in excel format and it can be filter sorted. If you know what program you are looking for and you are trying to figure out where it goes to, you can use the excel functions to find that.

- SFS- In order to get ready for the full dress rehearsal we will need some more information from DOB and SFS.
  - We will need the crosswalk to show what are the new financial plan program codes
  - What are the transactional budgetary codes they lead into?
  - What are the budgets that need to be loaded before full dress rehearsal?

- What has hard controls and what is going to have soft controls?
  - DOB- all state funds are hard control, the general fund, the state capital, and the state special revenue.

- Can the DOB examiner send that information out to the agencies?
  - DOB- You will need to ask your examiner because a lot of agencies have been giving feedback about it.

- Ed- I want to add to the action item to include, that all agencies are aware of what programs will be a part of their KK financial plan and their fund roll ups. In some cases there will not be a program. But this needs to go out for the ones that do have a program.

- Is there a value in having all the lines?
  - We need the ability to put distribution
  - Keep in mind that if you don't have distributions you can have the same line twice
  - Desire for distribution is a must.

- Are vendors going to have access to this info?
  - SFS- You may use this query for that for the impact to plan as far as answering a venders query.

- Can there be a separate line for each quarter for each PO (can this be developed)?
  - SFS- A range of budget periods can be created but it is challenging because of the short lifespan it has before the cutover.
  - It does sound like that having a range is a good idea and the line description.
  - Decision: Pivot Team to add a range of budget periods in the selection options

- Can we implement workflow aspects for reporting or inquiry of which PO's an agency has?

- SFS- That is a complicated request. I think that is a tough task and there other priorities however we will bring this forward as a request and see what we can do because it is a very specific request so we will look into that for you.