

Day, Month, Date, Year
 Meeting: Bulkload Fit-Gap
 Date: March 20, 2014
 Time: 9:15 am – 4:15 pm
 Location: SFS, Training Room D

Attendance:

Count	Name	Organization	Role
1	Srini Murthy	DCJ01	
2	Chris Burgess	DCJ01	
3	Matt Rasmussen	DCJ01	
4	John Boucher	SEN01	
5	Sheila Gould	SEN01	
6	Terry Cassidy	SNY01	
7	John Gerry	SNY01	
8	Grace Cunningham	SED01	
9	Nathan Brown	DOT01	
10	Scott Jaracz	DOT01	
11	Jayne Colangelo	DOT01	
12	Erica Connell	DOH01	
13	Kerry Hughes	SCF01	
14	Joe Conroy	SED01	
15	Dennis Nelson	SFS	Internal Controls
16	Denise Davis	SFS	Facilitation
17	Moss Cail	SFS	Bulkload Lead
18	Mike Mullin	SFS	Bulkload Lead
19	Raman Kota	SFS	Bulkload Lead
20	Jim Schumaker	SFS	IV&V

Session Notes:

Start time: 9:15

Presentation:

1. (SEN) What is changing on inbound files for contract lines?
 - a. There are no final decisions on that yet. GL is more accounting focused today then payments focused. Contracts will be discussed more during the user group meetings.
2. (SEN) Not talking about KK as much, but more accounting. Slide 8, 3rd bullet. Will we discuss more KK?
 - a. We can talk about a lot, and KK has a history in the system, but the focus for today is GL transactions. The same basic rules would apply I KK. More discussion would be needed for KK, probably a separate session on where what you need is located in the system.

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3. (SNY) When you say “additional documents” does that mean the document is created in an additional status?
 - a. There is only one voucher and that is stored in AP, but will store additional records in KK regarding that voucher. Accounting entries are an example.
4. Is there a way to relate stages to the detail record line in your example?
 - a. If you look at the first line, that’s the example.
5. We may get changes on the header?
 - a. Probably, but decisions haven’t been made about that. There might be nothing on the header about what has been updated, (accounting entries) but expenditures may be shown. You will need to know what data file you should view to see which changes.
6. Where can we go for help?
 - a. We are considering setting up other more frequent additional meetings in the upcoming months so we can get more data and you can get more information, in addition to EE1 and User Group meetings.
7. As far as when the document is finalized, the document is not the transaction. The document has transactions associated with it. Would it make sense for the document to be the transaction?
 - a. The document has a short shelf like when it comes to bulkloading transactions. Once we get to the approval state and it is posted, there are few opportunities for updating. Once the lifecycle ends, you can see what goes on afterward.
8. (SFS) DST_ACCT_TYPE flag describes the type of accounting entry an entry is.
9. Is there a GL entry for each voucher?
 - a. Voucher post is against all vouchers, not just one. When a voucher is at the detail level, in GL (mod accrual ledger is a summary ledger), it is summarized. There is now the ability to go back and forth.
10. I thought the system would be designed around budget check and mod accrual.
 - a. Budget ledger is one sided entries. Budget checking has nothing to do with posting budget entries.
11. What is the trigger for mod accrual?
 - a. Can post until approved and budget checked. Nightly batch process.
12. Accounting entries summarized and posted in the journal. In GL you’d never see transactions with budgetary chartfield values. Journal ID is tied to vouchers.
13. What do we see on this extract?
 - a. If it wasn’t eligible for payment, the numbers represent a posting date with a payment on the following day. Triggered as an approved expenditure, it may get paid, a night, week or month from now.
14. If the expenditure was rejected or cancelled?
 - a. It would not be recognized as an accounting entry.
15. CAS account type is how to build a 399?
 - a. Yes and no. Accounting is created when accrual is created. Debit is created and creates a liability account. 399 told about the expenditure line record disbursement. Use the distrib line to see if the expenditure is disbursed.
16. (SEN) Payment disbursements are made with cash entry.

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- a. Difference with cash basis accounting. Accrual entries, payment entries, expenditure chartfields values on CAS saying it was paid.
- 17. (SFS) People need to report on disbursements and how you agency does accrual basis accounting. Cash basis you want to cut out liability. Merge two. People are mixing data: budget and financial reporting, apples and oranges. Hopefully they'd be the same, but can be out of sync due to the approval process.
- 18. (SEN) Small agencies may not have as much of a problem approving then budget checking, but larger agencies may.
- 19. (SNY) Should we assume that if the book of records is correct, that our accounting is correct?
 - a. M161 won't reconcile using apples and oranges, as we have tried doing using budget and financial reporting.
- 20. Are we capturing all expenditure records into our system, and understand data files?
- 21. Will M141 be budget checked elements?
- 22. Expenditure point of view, things hit the budget that aren't budget checked.
 - a. Reconcile from financial reporting, use GL balances, which SFS will start giving out. Should be no differences between GL and budget. Will it ever reconcile between GL and KK, no. Always a window of time where things haven't posted, causing discrepancy.
- 23. (SFS) CAS entry (accounting entry date) is created, that's when it reduces cash account and eliminating liability. Check is then cut.
- 24. What will the vendor see?
 - a. Payment creation date, not the ACH date. Cash basis entry date is the day the entry is created, not when the check clears the back. ACH would be seen two days from when it was issued.
- 25. Scheduled payment date?
 - a. Not generated till pay cycle picks it up and generates it.
- 26. M171 used as payment journal.
 - a. It's more of a check register then an accounting register.

Break: 10:30am-10:40am

- 27. (SED) At what point do you think you will share the variables with us?
 - a. That'll be fairly early on, as some are more critical than others.
- 28. (SEN) Will the data dictionary help to make term clearer and will we get an updated one for 9.2? If we cannot do selects... Want to know how the data works.
 - a. PeopleSoft data dictionary doesn't apply much to SFS, and especially bulkload, because of all the customizations. We will continue to keep trying to communicate with you so this stuff is more understandable.
- 29. How will the reversal of the first one be shown?
 - a. When you see the account entries, out of the two, one relieves what was done last, an undo. Those will be the same. Transaction values will look different. Just like the payment, but a "flip" (in sign?).

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30. This appears to have a different accounting date. Vouchers paid across fiscal years on M041 and how it posts.
 - a. The expense is recorded on the year it posted. The payment accounting entries debits liability and cash. See it come out as a cancel and reverse back to credit liability and cash. Still shows as an expenditure in the system, a liability to pay it out. Expenditure is recognized, but there is a liability to pay.
31. (SNY) Is there, or is there not, voucher accounting entry made for late payment interest?
 - a. There is.
32. (SNY) Once its re-classed in the GL, is that expenditure reverse for late payment interest?
 - a. The journal takes it out. One line showing reduction. GL journal entry on the line.
33. (SNY) We try to capture all the expenditures, but they aren't all coming out of the account.
 - a. The tie in is the journal line reference as the journal ID. Shows you what document interest is related.
34. (SEN) The vanilla is helpful, but seeing the complex transactions would be more helpful.
35. (SNY) Some of these journals reflect GL journals.
 - a. Depends on level of detail you need. Voucher accounting line extract, GL journal lines, expense account journal entries.
36. (SED) What indicates SED?
 - a. System source.
37. (SED) If we enter one, what is it?
 - a. GLS, manually entered source. Business unit on the header tells what BU initiated it. More documentation will be provided over what values mean and how they relate to each other.
38. (SNY) Issue with reconciliation. What do we reconcile against?
 - a. Reconcile to the budget ledgers. Whatever shows up in seg ledger, use different source, KK info. KK activity makes up all those balances.
39. (SEN) Ledger accounting extract, are there roll-up values?
 - a. No. KK activity log tells you the budget chartfields the document hit.
40. (SNY) KK activity log has deletions, and KK trans has everything?
 - a. That happens from reinitiating budget check. Should be the last resort to reinitiate budget check. Those two logs are parent/child relationship. There is nothing for us to give anyone when that occurs, because when one is deleted, it changes the other.
41. Draft out the ledgers and relationships with seg as example. **Action Item: Mike & Moss.**
42. (SED) what will they see when OSC does intercepts?
 - a. Accounting entries would be identical. Different M171 payment records. Nothing in the ledgers.
43. (SFS) Concerns or issues?
 - a. Pipe? Pike?

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44. Will XML be used?
 - a. That's what we are trying to use as the common denominator. For fixed file format, we'd need to decide on limiting fields to the necessary ones.
45. (SFS) Is the need for archive necessary?
 - a. Depends on the report. Maybe we can extract them from AnalyzeNY.
46. (SFS) How can functionality be provided for agencies to report in the ways they want to? Synchronize financial system and datawarehousing.
47. (SEN) Canned Reports: we need to know from where data is pulled.
 - a. Yes, good point.
48. What changes and impacts will there be on the bulkload side of the new contract process?
 - a. We need to look at that from all angles. What we think may be good, may end up not minimizing work.
49. Are you sure there are no changes to vouchers in relation to contracts and POs?
 - a. May be changes to P-Contracting, and how NYSPro interacts with SFS. Need to review how to support all the requirements we are getting for POs and contracts.
50. Contract released amount?
 - a. Some delivered functionality doesn't meet NYS requirements. Multiple scenarios in relation to vouchers. Right now, you are forced to managed POs and tie to amendments. The contract re-architecture would not force POs to be tied to amendments, just the contracts.
51. Plan is to hold more frequent, briefer Bulkload update meetings to disseminate information.

Finished at noon.

Action Items:

Count	Action Item Description	Req #	Assigned To
1	Additional examples to be sent with notes.		Mike and Moss
2	Draft out the ledgers and relationships with seg as example.		Mike and Moss
3	Which files need to be archived and should they be archived by SFS?		Mike and Moss