



Statewide Financial System Program Agenda/Minutes

Date:	March 10, 2014	Time:	9:15 am – 1:15 pm
Subject:	eSettlements Fit-Gap	Location:	Statewide Financial System (SFS), Training Room D
Meeting Facilitator:	Denise Davis	Minutes Prepared by:	Denise Davis
Objective:	Discuss eSettlements Fit-Gap		

Attendees:				
Roz Yezzi (OGS)		Sue Filburn (OGS)		Erika Zaragoza (SFS)
Adam Brown (OGS)		Kim Martin (SFS)		Elliot Menchel (SFS)
Phil Reed (OGS)		Ed Bouryng (SFS)		Denise Davis (SFS)
Brendon McClune (OSC)		Bhagya Thirumuru (SFS)		Jim Beswick (SFS)
Mike Mullin (SFS)				

Agenda:

What	Who	Time
Requirements Fit-Gap Spreadsheet	SFS	
eSettlements Fit-Gap Session Presentation	SFS	

NEW Action Items				
Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)	Requirement #
Send e copy of requirements	Denise Davis			
Send in critical fields from template voucher that the Office of General Services (OGS) wants to transmit in from eInvoices.	Adam Brown			
Schedule P-Card meeting.	Denise Davis			
Look into detail on individual input into eSettlements. Find options.	Mike Mullin			

The Following Decision(s) Have Been Made
Decision: N/A

The Following Decision(s) Are Pending
Decision: N/A

Minutes:

Slide 6: OGS - Internal sources to what? FileNet?

This is from an agency. Any different source that would be coming in; not necessarily FileNet.

Slide 8: OGS - Provides Inquiry. Can they already do that through vendor portal?

Purchase Orders (POs) can be seen through eSupplier. This is part of the eSettlements module. Suppliers will be able to see their invoices.

FITS

1. ES-001: Each supplier will have a security administrator who will be able to allow access to view invoice numbers, details, and status.
2. ES-002: The Office of the State Comptroller (OSC) - User has permission to access. Does the vendor have control over who sees the information?
There is decentralized administration. Each supplier has a security administrator who assigns security to any users within the organization.
OGS - Why only 10?
It will show you just the first 10, but you can click "View All" and see more.
3. ES-003: No comments
4. ES-004: OGS - Dispatch POs?
Yes.
OGS - Can they see change notices, as well?
Yes.
SFS - Does current two-step process require you to work each slice of the contract?
OGS - Yes. Have to release the funds against the change notice, as well. This sounds a lot better.
5. ES-005: No comments.
6. ES-007: SFS - Based on current configuration, is that where it is looking?
Yes.
7. ES-009: No comments.
8. ES-010: Determination needs to be made if supplier can attach documents to an invoice. Once in Accounts Payable (AP) workflow, review voucher/attachments to determine if all valid. Requires policy decision.
OGS - Is this for the vendor or can the user look to this for receiving?
SFS - That is a business process choice. Can add packing slip as an attachment. We won't be stopping any transactions in eSettlements.
OSC - When it comes to Fiscal Year End (FYE), we don't want eSettlements invoices hanging around. Will they reference the PO?
Unless its manual entry invoice, and not from an electronic method, there will only be one method of approval. All others will move into AP, they will have three levels of approval. A different decision may be made during design, but that is the thinking at this time.
9. ES-011: No comments.
10. ES-014: Will not stop invoices while in eSettlements.
OGS - Who would be creating the voucher?
Voucher to be built via scheduled SFS batch process. The vendor would have created the invoice and the invoice would be picked up by SFS Voucher Build process. Final schedule execution of voucher build process needs to be determined.
11. ES-016: No comments.
12. ES-017: Workflow configurable for three levels of agency approval. Can be done based on approval amounts. There is flexibility.
13. ES-023: Controlled by SFS security roles at the supplier level per individual supplier.
14. ES-027: If security access is given to the supplier to change the ChartFields, they can, if the proper accounting ChartFields are provided by the agency. It's in the configuration set-up. Can set the default so that no supplier has that security which is standard. Can be the set default not to allow the vendor to view or change ChartFields. Agency-created SpeedCharts can also be used.
15. ES-028: OGS - Can that be set at agency level?
SFS - It can be set at General Ledger Business Unit (GLBU).
16. ES-030: No comments.
17. ES-031: No comments.
18. ES-040: No comments.
19. ES-042: Allows the ability for the agency to give additional access rights to selected suppliers.
20. ES-048: In this case, dispute means that the payment is on hold.
21. ES-049: No comments.
22. ES-054: No comments.

23. ES-055: OSC - Once an invoice gets turned into a voucher, is the invoice able to be edited or will the vendor need to submit a new invoice?
Once it is submitted it cannot be brought back into eSettlements to be fixed, they'd need to create a new one. A business process would need to be created to eliminate the new vouchers with errors.
24. ES-056: No comments.
25. ES-057: No comments.
26. ES-058: No comments.
27. ES-059: OGS - When the invoice gets pulled in, does it pull in the remaining balance of the PO?
When matching is done, the PO amounts are updated with the remaining amount of the PO. Not all Business Units (BUs) are currently using Matching. This will require new business process and or policies to enforce the use of Matching.
28. ES-060: No comments.
29. ES-062: No comments.
30. ES-063: No comments.
31. ES-065: No comments.
32. ES-073: Test supplier accounts will be used for both suppliers testing and training.
33. ES-076: OSC brought this up. Supplier can use an existing PO to copy content into a new invoice. The supplier will not have the ability to edit the PO. But, if an agency requires a PO for everything, the vendor can copy the pre-existing PO into the invoice when entering invoices on-line.
34. ES-082: No comments.

GAPS

35. ES-008: EDI/CXML not supported. OGS - This is one that came from the Office of Information Technology Services (ITS), so we'd have to see if they need to do EDI for MarketPlace or if XML is ok.
This came from marketplace. Our understanding is that SFS doesn't support EDI. If it is only XML, it may not be an issue.
36. ES-012: Once an invoice is submitted, no attachments can be added in eSettlements.
37. ES-013: No comment.
38. ES-015: No comment.
39. ES-018: No comment.
40. ES-019: No comment.
41. ES-020: No comment.
42. ES-021: No comment.
43. ES-022: No comment.
44. ES-026: OGS - Is there no field showing when the supplier entered the invoice into the system?
Yes, that is the Invoice Received date which is required in response to prompt payment legislation.
OGS - What is the date that the file is transmitted?
The Invoice Received Date. We need to customize eSettlements so this date is in the voucher.
45. ES-029: There is a delivered repository within PeopleSoft. An enterprise-level decision will be required regarding use of FileNet as the repository for EE1.
46. ES-033: No comment.
47. ES-037: Point-of-origin IDs would need to be created.
48. ES-047: There is no resident functionality for bulkloading suppliers into eSettlements.
49. ES-051: OGS - The requirement was to link template voucher to the eInvoice. The primary reason is to pick up Chart of Accounts (COA), for which we use speedtypes. Speedcharts are at Vendor BU level, and the department level is needed.
I don't believe that is delivered. Speedcharts are available, so we can get the distributions in there. At design time, missing fields can be discussed. The supplier should choose the location for which they are billing. OGS - We can make that mandatory in eInvoicing. SFS - If the supplier wants to eInvoice, they will be given the fields/data they need to be able to transmit, and they will need to make that happen. OGS - The fields that the Business Services Center (BSC) need to transmit in from eInvoices are the ones that are required fields on template vouchers.
50. ES-053: Delivered notification does not provide the details required.

51. ES-061: SFS - Was that envisioned to go back to the supplier via email or how they submitted the file?
 OGS - Just a notification from where it originated. Probably not needed for successful invoices, only if something wasn't picked up. Email may not be the best option. Should probably discuss this during design. SFS - Need to decide who is being notified. If it is the supplier, we need credentials for their site. If eInvoices are going through the MarketPlace, notifications should go through there.
 Action Item: Look into detail on individual input into eSettlements. Find options.
52. ES-064: Noted as a defect in Oracle. Should be fixed by 6/14 prior to EE1 implementation.
53. ES-066: No comment.
54. ES-067: Need to determine what a "denied invoice" is and define denied reason codes. SFS - We talked about not using eSettlements workflow. We talked about using AP workflow. SFS - to OGS, are you still assuming workflow is in FileNet? SFS is not. We need to capture assumptions both ways. Discussion about MarketPlace, decision hasn't been made. We are working on eInvoicing standards, not around FileNet. Discussion regarding FileNet integration with SFS followed.
 Doing a delete on an invoice doesn't have an approval. Do we need to send the deletion back to the supplier? Difference between workflow in eSettlements. In the conceptual design, we were considering not having workflow in eSettlements. If the intent was to reject invalid invoices and send back a notification, this is a different scenario. Disconnect from the AP workflow. Reject something as part of AP. We only want to trigger something in AP saying the invoice was invalid and deleted. The funds are reserved. The only way to get the funds back is to delete the voucher in AP.
 BSC - Is there a 1:1 ratio between invoices and vouchers?
 Yes.
 Action Item: Scheduled meeting on Thursday, 3/13, 2:30 – 4 regarding FileNet/SFS Interface should be rescheduled based on EE1 Project Officers' availability.
55. ES-068: No comment.
56. ES-069: No comment.
57. ES-070: SFS - Are we saying that the business rule for the date that the action comes through is the Invoice Received Date?
 OGS - Anything that's emailed to BSC, we use the email received date or the stamped date that we manually key in. MarketPlace and FileNet will pass the transaction to OGS then to eSettlements. eSettlements will need to be configured to accept the dates OGS generates. ES-069 determines who has the ability to change the date. Invoice Received Date can only be changed in AP.
58. ES-071: Lack of definition/key decisions surrounding this. SFS has been required to set the eInvoicing standards. BSC FileNet will need to conform.
59. ES-072: No comment.
60. ES-074: SFS - Do we need new policies around eInvoices and terms for suppliers to submit eInvoices to the state?
 OSC - will touch base with John Corbett (OSC).
61. ES-077: No comment.
62. ES-078: OGS - What about Excel-to-CI vouchers?
 SFS - We will use XML as the delivered standard for electronic invoices.
63. ES-079: No comment.
64. ES-080: Will happen when liability date is added to the SFS AP.
 SFS - Not sure why we need this in AP.
 SFS - It's a Division of Criminal Justice Services (DCJS) requirement.
 SFS - Will there be paper invoice scanning through FileNet?
 OGS - Will need to pass it though. This ties into the template. BSC will need to get SFS the low level (critical) fields that BSC wants to pass.
 Action Item: OGS to send in critical fields from template voucher that OGS wants to transmit in from eInvoices.
 If it does pass budget check and matching we want it to go back into workflow. We need to look at level of effort. SFS - We do the same thing in bulkload. Custom workflow may be a challenge. Batch processing is involved.
65. ES-081: No comment.

Next Steps:

Compile info and bring it to project officers and governance board. Estimate of what it will take to fulfill gaps. See what can be met. Outcome will be the basis of detailed designs.