



Statewide Financial System Program Agenda/Minutes

Date:	4/22/2014	Time:	1 – 4 PM
Subject:	Enterprise Services Automation (ESA) Workflow Workshop	Location:	Training Room D
Meeting Facilitator:	Mary Alber (SFS)	Minutes Prepared by:	Katelyn Klein/Deb Hughes (SFS)
Objective:	Review ESA workflow with Agencies		

Attendees:					
Schwind, Bob (CFS)	X	Sriram, AI (ITS, CFS)	X	Rasmussen, Matt (DCJ)	X
Rochester, Carol (DCJ)	X	Sherling, Melissa (DCJ)	X	Szady, Kim (DCJ)	
Giovannone, Michael (DEC)		Moehringer, Kenneth (DEC)	X	Schwank, Robert (DEC)	
Schweitzer, Shaymus (DEC)	X	Blatt, Michael (DHS)		DeGennaro, Matthew (DHS)	
Hale, Jason (DOB)		Pearson-Strain, Melissa (DOB)		Peragine, Sandra (DOB)	
Phillips, Samantha (DOB)		Ryan, Mary (DOB)		Stevens, Brad (DOB)	
Cataldo, James (DOH)		Griffin, June (DOH)		Harding, Jane (DOH)	
McConville, Terry (DOH)	X	McMullen, Edward (DOH)		Connell Peters, Erica (DOH)	X
Ruby, Andy (DOH)		Ruchel, Kimberly (DOH)		Sawicz, Michael (DOH)	
Tobler, Jonathan (DOH)		Donnelly, Emily (DOL)	X	Farrell, Peg (DOL)	X
Hardwick, David (DOL)		Szelest, Margo (DOL)	X	Welcome, Andrew (DOL)	X
Boolchandani, Mala (DOT)		Colangelo, Jayne (DOT)	X	Coonley, Suzanne (DOT)	
Denison, Shawna (DOT)		Jaracz, Scott (DOT)		Ramphal, Kamini (DOT)	
Shea, Tina (Christina) (HCR)		Stockman, Carol (HCR)		Matteo, Kim (OFT)	
Pingelski, Alison (OFT)		Farleigh, Joe (OFA)	X	Haggerty, Kevin (OFA)	
Vaughn, Gerri (OFA)	X	Voce, Frank (OFA)		Bell, Marilyn (OMH)	
Blakley, Kristyn (OMH)		Gupta, Shweta (OMH)		Barde, Rachel (PRK)	X
Bobish, MaryBeth (PRK)	X	Byrne, Stacey (PRK)	X	Palaski, Larry (PRK)	
Affinito, Mike (OSC)		Caputi, Charlene (OSC)	X	Donohue, Matt (OSC)	X
Marra, Lindsay (OSC)		Gonzales-Verdon, John (TDA)		Martin, Karen (TDA)	
Siniapkin, John (TDA)		Beres, Claire (SED)		James, Alissa (SED)	
Cao, Dexiang (SED)		Cunningham, Grace (SED)	X	Keane, William (SED)	
Martin, Sarah (SED)		Stowell, Laurie (SED)		Davis, Kathy (DOH)	X
Pitt, Nicole (DOH)	X	Weaver, Jacob (TDA)	X	Tozzi, Rocco (TDA)	X
Rossi, Mark (DOL)	X	Angeli, Ryan (SED)	X	Spierre, Jen (PRK)	X
Rowinski, Andrew (DEC)	X	Mellody, Anne (DEC)	X	Gorevich, John (DOL)	X
Hariharan, Priya (SFS)	X	Foster, Bruce (DOT)	X	Arthur, Mary (DMV)	X
Schwarz, Kathy (TDA)	X	Bopp, Tammy (DMV)	X	Brown, Adam (OGS)	X
Alber, Mary (SFS)	X	Narendar Rodda (SFS)	X	Klein, Katelyn (SFS)	X
Stewart, Paul (SFS)	X	Hughes, Deborah (SFS)	X	Tweedie, Betsy (SFS)	X

Agenda:

What	Who	Time
ESA Workflow Conceptual Design	Mary Alber (SFS)	40 mins
Q&A		10 mins

NEW Action Items				
Task Assigned	Staff Assigned <small>(first and last name)</small>	Due Date	To Do Added <small>(PMO Use)</small>	Requirement #
Department of Health (DOH) would like to know if department level routing is available for ESA Workflow	Mary Alber (SFS)			

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

The Following Decision(s) Are Pending
Decision: N/A
Staff Assigned (first and last name):
Due Date:

Minutes:

- Q. DOH: This transaction (slide 16) generates the project parent journals which used to be the Office of the State Comptroller's (OSC) role?
- A. Project parent and child ledgers.

- Q. OSC no longer has a role in federal grants?
- A. The way the Statewide Financial System (SFS) works is when you enter the budget lines, it is at child level. There is a delivered feature in PeopleSoft to generate parent budget. When the budget is finalized, it writes to commitment control (KK) tables (both project parent and child). This workflow is against changes, it doesn't take out any initial OSC step. Budget is in place.

- Q. We sometimes get quarterly allocations, which is a change but not an increase in project budget. Would this count as a change that would trigger workflow?
- A: Table and discuss at the next ESA workflow session.

- Q. Department of Labor (DOL): We have our budgets at a grant level not at a lower project level, will this necessitate us to put a budget in a project level? One of our requirements is to have a soft budget. Another requirement is that we have a soft project budget – we could have a budget but wouldn't be controlling expenditures?

- A. Expenditure control must be at the project parent level. The grant control prevents overbilling to the federal grantor and is established on the Customer Contract.
- Q. If the proposal is not submitting to the federal grant, what's the point? What's the value of using this process if you still have to go out and submit it to the federal government?
- A. The proposal is optional. The benefit would be tracking the data on grants in a central location for your agency reference. Additionally, using this process will aid your agency in being able to create the actual grant award in the SFS. While much of the process takes place outside of the SFS, to track the funds and award the grant in the system the entry needs to be done in the SFS.
- Q. Department of Transportation (DOT): What budget are you bringing into the grant proposal (slide 19)? What budget entry am I doing? Budget KK or budget from the grant?
- A. Sponsoring agency amount is used for proposal budgets.
- Q. Are these new roles?
- A. Yes.
- Q. Pooled roles or individual? Workflow one-to-one?
- A. Right now it would be considered pooled. In the first slide, we are trying to do everything role-based per our lessons learned; it is a gap so we'll need to go through the design approval first.
- Q. Are the grant proposals at the statewide level? Does every agency have access to all proposals?
- A. There is a business unit (BU) entered and SFS security is controlled by BU access.
- Q. Aren't they all NYS01 as the BU?
- A. The future-state ESA business process will include the agency BU. NYS01 will continue to serve those agencies who have not yet on-boarded the future-state business process.
- OSC stated: There's talk about individual BUs moving forward being put on grant proposals.
- Q: DOH: If the approval process is going to be role-based, a different role area, someone (different) approves WIC and Medicaid?
- A. Security is role-based and BU-based. It is the combination of your BU data permissions and your role/page access.
- Q. DOH: If I'm in DOH and my primary perm list is DOH, I only have BU security for DOH. They're all in the same BU with program areas, e.g., program and fund distributions?
- OSC stated: Our current model is by BU right now.
- SFS asked DOH to clarify: You're talking about the chart strings connected to DOH?
- DOH clarified, yes that they were referring to security-based upon facility or program fund level.
- See slide 6 of the PowerPoint presentation.
- Q. Office of General Services' (OGS) Business Services Center (BSC): We think she is asking about department level routing?

- A. Yes, security in the SFS is by BU but routing in certain modules is available by department. Is this important for your agency for this module? Not enough to be BU and role-based (DOH). They would like to know if department routing is available for this workflow.
- Q. State Education Department (SED): I thought ESA was only being implemented for DOL and DOT for April 1 is that true (referenced the agency administrator exercise), only Phase 1 agencies?
- A. ESA is being implemented for DOL for April 2015. The agency administrator exercise is more than the ESA module, there are changes impacting all modules. Additionally, the EE1 workflow design goal to decrease the administrative overhead in the SFS means that agency administrators need to be informed on the changes. For example, today the Travel and Expense (T&E) supervisor is a one-to-one relationship but the configuration is linked to requisition, and accounts payable (AP) supervisor. The conceptual design is to take away that link so that its supervisor is exclusive to travel and getting the other modules pooled. This change impacts administrator on board and off board processes and reduces the administrative overhead as a whole (this slide represents EE1 as a whole and it's not exclusive to ESA). Queries maybe used today for validation but may not apply in the future (off/on boarding). Agency administrators will need to be informed on the changes.

- Q. If ESA is intended for only certain agencies at start up is everyone getting the roles in Agency Security Administrator (ASA) Self Service?
- A. If you opt into a module your ASA would see the roles in ASA Self Service when they click the option to assign roles to a user. The role selection in ASA Self Service would have those roles available. So for who opted in for ESA, DOL you've opted in, those roles would become part of your ASA self-service choices and your agency would be responsible for granting or provisioning these roles to your users. All changes to users or employee data, for example role changes, are controlled by agency administrators. The SFS supplies the access to the administrator to make the change and the administrators are responsible for making changes based upon each agency's internal business process for staff movement and separations.

- Q. DOT: For agencies like DOL or DOT that opt into the ESA module, do they have to use the grants proposal workflow (in other ESA sessions, they noted that you could do a "bluebird" approach), is that a requirement or not?
- A. No, this is optional.

- Q. Once a grant award is approved by the federal government; it comes back to the agency for a breakdown division of the grant breakdown local, state agency and administrative funding. For the project breakdown of the activities and the spending plan, which workflow will it follow?
- A. Project budget workflow for DOL and any other agencies that have on-boarded the future-state ESA business process and KK workflow otherwise.