



Statewide Financial System Program Agenda/Minutes

Date:	April 3, 2014	Time:	1:00 p.m. – 4:00 p.m.
Subject:	EE1 Payables Workflow Workshop	Location:	SFS, Training Room D
Meeting Facilitator:	Denise Davis and Jim Beswick (SFS)	Minutes Prepared by:	Denise Davis and Jim Beswick (SFS)
Objective:	Discussion of Payables Workflow Conceptual Design		

Attendees:					
Mary Alber	SFS	Moss Cail	SFS	Kathy Durivage	SFS
Jim Beswick	SFS	Laura Canham-Lunde	OSC	Peg Farrell	DOL
Kellie Brandoline	OSC	Daniel Clarke	OGS	Michael Jenks	OGS
Adam Brown	OGS	Denise Davis	SFS	Paul Kalinowski	SFS
Sri Lakshmikanth	SFS	Joe Le Duc	SFS	Kim Martin	SFS
Brendan McClune	OSC	Elliot Menchel	SFS	Deb Merrow	DOL
Lindsay Pulcher	DOL	Phil Reed	OGS	Diane Robinson	OGS
Paul Stewart	SFS	Betsy Tweedie	SFS	Peter VanderVeer	OSC
Leanne Vriesema	OGS	Rosalind Yezzi	OGS	Erika Zaragoza	SFS

Agenda:

What	Who	Time
Payables Workflow Conceptual Design	Moss Cail and Mary Alber	60 minutes

OLD Action Items				
Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)	Require- ment #

NEW Action Items				
Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)	Require- ment #
Review how workflow for Payables can be routed based on transaction originator (originator at BSC vs. originator at Agency).	Mary Alber	5/5/14		

The Following Decision(s) Have Been Made

Decision:

The Following Decision(s) Are Pending

Decision:
 Staff Assigned (first and last name):
 Due Date:

Minutes:

Q: Business Service Center (BSC) is concerned about vouchers generated by an agency using another agency’s coding. Will workflow still be governed by header agency?

A: There is no change in Bulkload. That will happen without consent of header agency. The only other instance is when you are allowed to act on behalf of the header agency. SFS does not take a stance on that. The control point is that the header agency has given the other agency permission to act on their behalf for that transaction.

Q: With pooled approver worklists, how can BSC distinguish where the workflow goes next? Right now, the supervisor mapping of the BSC approvers to BSC originators in AP creates separate workflows where an Agency can process vouchers that route to Agency Approvers and BSC originators of vouchers have their transactions route to BSC approvers.. BSC needs a clear separation between BSC transaction workflow and agency originated workflow.

A: A main point in 9.2 is more streamlined workflow. SFS does not have a specific requirement for AP today that states Business Service Center originated vouchers follow a different route. SFS would need to look at the configuration to determine mapping options to address BSC concern. Creator routing rules have been ruled out as an option due to issues with staff turnover.

The stakeholders noted that the BSC preference on denial is for the item to go back to the BSC processors, but not the individual processor.

Action item to review how workflow can be used to address BSC concerns regarding Agency vs. BSC routing.

Q: Can you shut people down to specific types of vouchers?

A: Currently, no. SFS does exercise controls and certain styles of vouchers (adjustment), but not types of vouchers.

Q: Plan to separate Refund of Appropriations (ROA) routing from other voucher routing?

A: We are still working out the details.

Q: If an agency submits a payable then joins BSC, would that payable be stuck in workflow?

A: No, it would follow the existing agency workflow when “Submit” was selected. BSC approvers could be assigned as long as the agency has allowed for BSC processing authority.

Q: Currently, the BSC process is that a voucher is submitted to workflow, passes budget check, and must be submitted again. Will this process remain?

A: Yes.

Q: Could one Accounts Payable (AP) Approver be assigned at all three approver levels (hence does skipping logic apply)?

A: Yes.

Q: Will administrator reports that reflect a transactions status in workflow be updated to align with the new workflow design?

A: All reports will be reviewed and revised along with associated job aids. Some reports may no longer be needed based on design changes, e.g. if administration is decreased some of the data integrity queries will be retired.

Q: Will there be any impact of workflow changes to close out/elimination of vouchers at Fiscal Year End (FYE)?

A: This shouldn't be a problem because the workflow should be the same. The first activity of EE1 is FYE. Dependency is to clear out all transactions, budgets, and workflow. The only impact might be based upon where budget check will occur. (This is an open decision outside of this group.)

Q: Can roles be skipped? If no one is in role one, can it skip to role two?

A: Yes. It will skip up to the next level with exception of OSC audit approval.

No negative feedback was received on the reduction of approval levels in the workflow.