



Statewide Financial System Program Agenda/Minutes

Date:	5/22/14	Time:	11:00am – 1:00pm
Subject:	Purchasing Workflow Conceptual Design	Location:	Statewide Financial System (SFS) Training Room D
Meeting Facilitator:	Mary Alber	Minutes Prepared by:	Rob Weaver
Objective:	Demo walkthrough of the Purchasing Workflow Conceptual Design process		

Attendees:				
Moss Cail (SFS)		Mary Alber (SFS)		Ed Bouryng (SFS)
Mike Mullin (SFS)		Rich Thomas (SFS)		Margaret Sherman (SFS)
Mary Ryan (DOB)		Adrian Swierczewski (DOB)		Peter Baran (DOB)
Brian Fimple (SFS)		Bradley Stevens (DOB)		Joseph Conroy (DOB)
Sri Lakshmikanth (SFS)		Victoria Walker (DOB)		Cathy Durand (DOB)

Agenda:

What	Who	Time
Purchasing Workflow Conceptual Design Demo	Mary Alber (SFS)	60 minutes
Group Discussion	All	60 minutes

NEW Action Items				
Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)	Requirement #
Further follow up is needed in regards to purchase order (PO) workflow to determine impacts to the Payment Schedule Projection (PSP). Specifically, follow up is needed on what agencies can see; and what options DOB has to gain insight into the process of moving money throughout the year for agencies.	SFS Workflow Team	6/2014		
SFS needs to work directly with the Division of the Budget (DOB) to determine what can/needs to be controlled regarding Capital Programs and Local Assistance Programs spending in workflow. SFS to provide a solution based on the submitted DOB requirements/criteria for participation in requisition and purchase order workflow.	SFS Workflow Team	6/2014		
DOB needs to garner a better understanding of the needs associated with Capital Programs and Local Assistance Programs in workflow. DOB will pull together a group to discuss Capital Programs and Local Assistance Programs needs in workflow; inviting applicable Capital Programs and Local Assistance Programs representatives, as well as, as agency Chief Financial Officers (CFOs). DOB to supply the resulting criteria for participation in workflow to SFS upon session completion.	DOB	6/2014		

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

The Following Decision(s) Are Pending

Decision: N/A

Minutes:

This meeting was held as a follow up to the May 15th discussion regarding the flexibility of Commitment Control (KK). The purpose of this meeting is to address the business needs of DOB as it relates to workflow and to exemplify the use of new workflow features in PeopleSoft 9.2. New workflow features showcased in this Purchasing Workflow Conceptual Design Demo included:

- New PeopleSoft 9.2 approval framework functionality, including the user of Ad-hoc approver options and worklist management features.
- Business rules that generate workflows and the process for business rule changes.
- Workflow stages built at point of document submission based on routing configuration in existence at point of transaction submission.

Q: DOB – If you deny a transaction or reset a transaction in workflow will it follow the new business rules at the time of resubmission?

A: SFS – Yes.

Q: DOB – Can you change workflow configurations (changes to thresholds and parameters) and how long will these work efforts take to implement?

A: SFS – Yes, the configuration is flexible. The work effort is dependent upon the initial design. It could possibly take days, if DOB provides the parameters that would be most likely to change in future as part of your criteria up front (e.g. by fund vs. category). SFS could pre-configure to allow more flexibility for change and it would lessen the work effort later if configuration changes are requested.

Q: DOB – Is it possible to enable DOB workflow for agencies that are utilizing bulkload for requisitions and purchase orders?

A: SFS – While possible, this would be considered a customization particularly for requisitions.

Q: DOB – The Department of Transportation's (DOT) Capital Program-related contracts need to be closely monitored, how is this accomplished from an approval prospective?

A: SFS – The current process is that the contract is sent in; a Request for Quotation (RFQ) is created and attributed to the contract; a requisition is then created; and then the contract can be approved.

Q: DOB – Other than creating a rule based on commodity code to facilitate transaction based workflow participation, how can we set a rule in order to obtain this information at a higher level?

A: SFS – You could establish queries to aggregate the data for review.

Q: DOB – How do you drill down for transactional volumes?

A: SFS – You will need to reference the appropriation and segregation to determine the pre-encumbrance in regards to the requisition.

Q: DOB – Is there a new requirement to control obligations and pre-encumbrances?

A: SFS – Yes. SFS is being as flexible as possible when it comes to KK for agencies. KK is expected to be set at consistent levels in order to get controls through workflow (e.g. thresholds) to determine how much agencies are spending.

Q: DOB – We manage a great deal of requisitions for Local Assistance Programs. For these programs when a contract is involved is the requisition attributed to the PO?

A: SFS – Yes, because these programs require OSC approval.

Q: DOB (in reference to slide 4 of the meeting PowerPoint deck) – In regards to Type 1, where is the Office of General Services' (OGS) Business Services Center (BSC) involved?

A: SFS – BSC is involved at the PO level. SFS is currently working with BSC on this related design process.

Q: DOB – When do you need to reinforce a spending plan?

A: SFS – First day of financial year.

Q: DOB – Are there different budget levels available to help differentiate Local Assistance Programs from Capital Programs?

A: SFS – Yes.

Q: DOB – At SFS Go Live, the expectation was to set KK levels at the beginning of the year. Is the process the same for workflow?

A: SFS – Financial plan definitions will establish the workflow to set these levels and the ability to address changing needs.

Q: DOB – Is the Office of Information Technology Services (ITS) involved in the purchasing approval process?

A: SFS – Currently we do not draw a stage for ITS participation. There is an open incident with ITS requesting participation. We need to capture the specific requirements for when ITS approval would occur. ITS has an action item to supply SFS with their business case.

Q: DOB – Where does BSC come into play within the PO workflow process?

A: SFS – BSC comes in at the buyer level. Currently, SFS is working with BSC to more fully define this role.

Action Item: Further follow up is needed in regards to PO workflow to determine impacts to PSP. Specifically, follow up is needed on what agencies can see; and the gain insight into the process of moving money throughout the year for agencies.

Q: DOB – How many levels of approval are involved in this workflow?

A: SFS – The number of levels is flexible. The draft design is outlined in the slide deck demonstrated. DOB needs to determine how many approval levels they want to request for involvement in purchasing workflow and supply SFS the requirement..

Q: DOB (in reference to PO workflow demo being showcased by SFS) – Is there a requirement to determine what this requisition is for (e.g. XYZ) or a way for DOB to better decipher what the requisition is for?

A: SFS – Within this PO workflow demo format, inquiry on transaction(s) is code-based.

Q: DOB – Who receives notification if a contract is denied?

A: SFS – Denied notification for a requisition will go back to the requester as a work item that links to the transaction data.

Q: DOB – Requisition information is the only contract information that will appear on a worklist?

A: SFS – All information associated with the contract will appear in the related transaction.

Q: DOB – What type of search filters can be used?

A: SFS – You can create search filters for e-procurement; requisition ID; Business Unit (BU); requisition name; etc.

Q: DOB – What controls does DOB have in place to ensure agencies have submitted spending plans?

A: SFS – Agency spending plans have a specific due date for submission to DOB. (SFS Suggestion only) DOB could establish penalties upon agencies if they do not comply by spending plan due dates. We could turn on/off workflow participation as needed.

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Q: DOB – Within workflow, if segregation is loaded at 100%, can we define business rules regarding the availability of this segregation amount?

A: SFS – Yes. You can establish business rules around the segregated amount. The ability to establish these rules can be accomplished at the requisition level.

Q: DOB – What business rules are in place/available for Capital Programs and Local Assistance Programs spending?

A: SFS (Action Item) – We need to work with DOB to determine what we can/need to control regarding the spending for these programs. SFS to provide a solution based on the submitted DOB requirements/criteria for participation in requisition and purchase order workflow.

Action Item - DOB needs to garner a better understanding of the needs associated with Capital Programs and Local Assistance Programs in workflow (how to view activity at BU levels for these programs). DOB to pull together a group to discuss Capital Programs and Local Assistance Programs needs in workflow (inviting applicable Capital Programs and Local Assistance Programs representatives, as well as, as agency CFOs. DOB to supply the resulting criteria for participation in workflow to SFS upon session completion.