Statewide Financial System Program
Agenda/Minutes

Date:	4/2/2014	Time:	9:00-10:15
Subject:	Requisition Workflow Workgroup	Location:	Training Room D
Meeting Facilitator:	Dolores Tuthill (SFS)	Minutes Prepared by:	Dolores Tuthill (SFS)
Objective:	Go through requisition workflow with agencies		

Attendees:					
Adam Brown	OGS	Carrie Zusy	OSC	Pat Amodeo	DOL
Susan Filburn	OGS	Paul Kalinowski	SFS	Peg Farrell	DOL
Diane Robinson	OGS	Bhagya Thirumuru	SFS	Sarah Stocklas	OSC
Kelly Brandoline	OGS	Sarmistha Bhowmick	SFS	Tricia White	OGS
Brendan McClune	OSC	Dolores Tuthill	SFS	Rosalind Yezzi	OGS
Diane Taylor	OSC	Betsy Tweedie	SFS	Sri Lakshmikanth	SFS
Peter VanderVeer	OSC	Judi Sprague	DOL	Deb Austin	SFS
Moss Cail	SFS	Mary Alber	SFS	Barbara-Jean Heinbach	SFS

Agenda:

What	Who	Time
Requisition Workflow Conceptual Design	Mary Alber (SFS)	2 hours

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

NEW Action Items				
Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)	Require-ment #
Look at what the planned design is for the final level approver (buyer role). Answer if Business Services Center (BSC) can assign separate final approvers in requisition that are different than purchase order (PO) processor's in PO. Determine what is in scope?	Moss Cail Mary Alber (SFS)			

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

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

Minutes:

What is the definition of a contract? This would be an agency negotiated contract – not statewide contracts - the Statewide Financial System (SFS) file that represents the contract.

The proposed concept slide is for information. Today's discussion is regarding the requisition side of workflow, workflow design impacts and aligning the business process.

How does bulkload obtain a requisition? When a contract is bulkloaded the requisition would be systematically generated by the SFS. From a bulkload perspective, the SFS is looking at ways using the current layout to pull data to create the requisition systematically. This is not yet decided.

Ad hoc functionality will be expanded for use in other modules.

At what point will budget check occur? Placement of budget check has not been determined. After final approval, the requisition is subject to budget check. Important to keep in mind, on the commitment control (KK) side, the effort to enable agencies to pre-encumber will assist them in the use of the correct coding from the beginning and to have sufficient funding available.[EB1]

BSC has concerns of when budget check happens (not in scope for this presentation) - slide 12. BSC – states they do not want this to work this way (budget check). BSC stated they wanted budget check to occur on the agency side in requisition before the requisition gets to BSC at the final approval (Buyer) step. SFS stated that changing the position of budget check is not in the scope for today's discussion. Additionally it was noted that there is an ongoing discussion on enabling the pre-budget check process which could also address BSC's concern. [EB2]

ChartField defaults by user configuration are available. There are separate screens to configure user defaults for each module.

Is there a consideration relative to approvers by dollar threshold? Ad hoc functionality would fit this need.
SFS: There could be an agency business process aligned with the use of an ad hoc approver.
BSC: Thinking more about the lower end - and worklist volume.
SFS: You can see all active transactions, not looking at your personal worklist. Security is looking at this, streamline by using a manage screen. The ability to be able to filter down can help the approver catch just what they are looking for.

This is similar to what is implemented in travel. There is a page to see all active transactions. Recommending these pages are looked at instead of the worklist. There will be a way to filter down and catch what they are looking for.

From the standpoint of replication of the first mapping workflow on slide 14, thresholds are out of scope and would require a Change Request. Second mapping workflow is not out of the question.

BSC recommends some type of identifier to distinguish the various types of requisitions in the mapping types.
Response: There is not a current way to do this and this is not necessarily in scope for EE1.

BSC noted that for auto sourcing discussion that they would prefer if the source of PCards could be isolated to differentiate card transactions so that BSC does not have to participate in the workflow related to card transactions if PCards are now linked to requisitions. They feel this would cause worklist bloat and affect them meeting their Service Level Agreements.

The Request for Quotation (RFQ) is not subject to workflow. Then what is the next approval for coming to the Office of the State Comptroller (OSC)? It is a submission, not workflow. Approval is outside of the SFS. RFQ goes to OSC. Once contract approved, POs can be created.

There was a discussion on vendor information. It was noted that vendor is a field on the requisition but is not required. Vendor for PO comes from RFQ.