



**DMV System Redesign
Minutes for
FMS Workshop
June 13, 2007**

Attendees:

Jeff Ryan	Greg Hopper
Jim Davidson	Vicki Whitehead
Tera Kovanes	Curtis Chisholm
Angela Bartlett	JoAnne Macklin
Ann Watts	Daniel Sekerdy
Carroll Ernest	Linda Ford

Facilitator: Greg Hopper/Jim Davidson

Agenda:

1. Review, validate and refine the list of processes created from last workshop
2. Create scenarios from the names processes to describe how the Subject Matter Experts do their work
3. Discuss legislative, automation and streamlining potential in scenarios. Identify opportunities to “fix” the broken processes.

Greg opened the workshop by reviewing the minutes from the workshop on June 7th. He advised the team that the agency is looking into expanding LEAN training that may include all SME’s attending workshops.

After reviewing the minutes, Tera asked why the output for Petty Cash was a payment authorization, rather than issuance of a check. Angie advised that the Petty Cash in Accounts Payable was the reimbursement of Petty Cash accounts in the CSC’s, etc. The Petty Cash account that resides in the Cashier’s Office issues checks. That process will be reviewed during the Accounts Receivable module.

Jim advised that this brought up a good point about naming scenarios. Everyone needs to be specific when naming scenarios, so that scenario names are not duplicated for different processes. The team may want to consider renaming Petty Cash to Petty Cash Account Reimbursement.

Greg then advised that the team would begin creating scenarios, listing each step in a particular process. He went over how the team would define scenarios, including requirements, alternate flows, broken processes and actors. The team would also look at legislative opportunities as well as automation.

Greg then gave a brief overview of the EA software, showing the team what has been built into EA thus far. Jim and Greg asked the AP folks what process they wanted to start defining. The team decided to start with Vendor Payment. The team defined the scenario while Greg entered

the information into EA. In addition to vendor payments, the team defined the scenario for Process Travel Vouchers.

The information captured for Vendor Payment and Process Travel Vouchers is listed below.

Process Vendor Payment

Standard Flow:

Paper invoice is received in a basket in AP from mail services or another department.

The technician opens and date stamps each invoice.

The technician sorts each invoice according to type of account and distributes to the appropriate technician.

The technician inquires into the system (Oracle) to determine if a purchase order exists by entering vendor name or PO if it appears on the invoice.

The system responds that a PO does exist on the system. **Go to Alternate Flow 1.**

The system responds that a PO does not exist on the system.

The technician looks up the appropriate codes for the invoice.

The technician writes a code (cost code, fund fund detail, program code, object code, grant project code) on the invoice.

Alternate Flow 1 returns here.

The technician determines the due date, which is based on the date stamp per Prompt Pay legislation.

The technician batches the invoices by due date and payment type.

The technician totals up the invoices on a calculator.

The technician opens the invoice batch screen in Oracle and names the batch based upon the current date, payment type, category, technician's initials, batch number and an "R" to indicate that it needs to be routed for approval.

The technician enters the count and amount of the invoices.

The technician selects the pay group and the category.

The technician clicks the invoice button.

The system opens the Invoice screen.

If a PO exists go to Alternate Flow 1a.

The technician enters the vendor name.

The system responds by populating the tax id number (FEIN/SSN) and address list.

The technician selects the appropriate address.

Alternate Flow 1a returns here.

The technician keys in the invoice number and the invoice date, amount of invoice, stamped-in date, due date and person's name required for authorization, a free-form description of the invoice.

The technician clicks on the distribution button if PO does not exist.

The technician clicks on the match button if PO exists.

The system generates a voucher number.

The technician records the voucher number on the invoice.

The technician clicks the OK button on the system.

Alternate Flow 1b:

The system brings up the AP Invoice Distribution screen.

The technician enters the amount of the invoice, tabs to the account field and enters CNTR-L.

The system responds with a cost code box.

The technician enters the cost code and clicks the OK button.

The system responds with the accounting flex field drop-down box.

The system populates the project code, fund fund detail other fields.

The technician enters a subobject code and clicks the OK button.

Alternate Flow 1b returns here.

The technician saves the payment data by clicking on the save button.

The system waits for further instructions.
If there is another invoice in the batch to key the technician repeats all of the steps above.
After all of the invoices are entered by the technician.
The technician goes to the Oracle menu and selects the submit option.
The system responds with a drop-down box.
The technician selects the appropriate print option.
The system responds with a field to enter the batch to print.
The technician manually enters the batch name to print.
The system prints the expenditure authorization form for each invoice.
The technician hand delivers the invoices to the appropriate approver to sign (authorize) the expenditure authorization form if it is for a two-way match (for services). For a three-way match (for goods) no additional approval is needed.
The approver reviews and validates the expenditure authorization form for a two-way match.
The approver returns invoice and signed authorization form to technician for a two-way match.
The technician batches the approved invoices and authorizations.
The technician prints the batch header sheet from the system.
The technician places the batches in a specified location for the supervisor to approve.
The supervisor reviews the batches for completeness.
The supervisor places the batches in a specified location to await release of payment.
The process ends.

Alternate Flow 1:

The system displays the PO information.
The technician opens the PO.
The technician checks that PO is in an open status, verify the invoice dollar amount and the quantity, coding, whether the invoice is approved in Oracle, check for receipt of goods if the PO is for goods.

Alternate Flow 1a:

The technician clicks on PO default.
The system brings up a pop-up box to enter the PO number.
The technician enters the PO number.
The system returns the vendor name, tax ID number and address.

Alternate Flow 1b:

The system brings up the PO Match screen.
The technician enters the PO number and clicks the find button.
The system responds with the PO screen.
The technician verifies the PO information with the invoice information, selects a check box if it is a final match (to close the PO), and clicks the match button.

Process Travel Voucher

Standard Flow:

Paper travel voucher is received in a basket in AP from mail services or another department.
The technician opens and date stamps each voucher and all travel vouchers are given to the appropriate technician.
The technician looks up the appropriate codes for the voucher.
The technician writes a code (cost code, fund fund detail, program code, object code, grant project code) on the voucher.
The technician determines the due date which is seven days from the keyed (not stamped-in) date.
The technician checks an Excel spreadsheet to determine if the traveler is on electronic data interchange (for payment).

If not on EDI, and traveler has traveled before, the traveler is notified that they are required to complete an FMS-195 form.

The completed FMS-195 form is forwarded to Department of Accounts to set up the traveler on EDI.

DOA will notify Accounts Payable via email when the traveler is set up for EDI.

The technician examines the voucher to ensure that it is complete, signed by the employee and has an approving signature and dated.

The technician checks the reimbursement request amounts to ensure that all expenses meet DMV and DOA travel guidelines (including required receipts).

The technician makes any adjustments to the reimbursement amounts to bring it into compliance.

The technician manually calculates the amounts stated on the voucher to ensure the amount certified for payment is correct.

The technician batches the vouchers by due date and payment type.

The technician totals up the vouchers in the batch on a calculator.

The technician opens the invoice batch screen in Oracle and names the batch based upon the current date, payment type, category, technician's initials, and batch number.

The technician enters the count and amount of the invoices.

The technician selects the pay group and the category.

The technician clicks the invoice button.

The system opens the Invoice screen.

The technician enters the vendor (traveler) name.

The system responds by populating the tax id number (FEIN/SSN) and address list.

The technician keys in the invoice number and the invoice date, amount of invoice, stamped-in date, due date and a description of "travel reimbursement".

The technician selects the appropriate address.

The technician clicks on the distribution button.

The system generates a voucher number.

The technician records the voucher number on the invoice.

The technician clicks the OK button on the system.

The system brings up the AP Invoice Distribution screen.

The technician enters the amount of the invoice, tabs to the account field and enters CNTR-L.

The system responds with a cost code box.

The technician enters the cost code and clicks the OK button.

The system responds with the accounting flex field drop-down box.

The system populates the project code, fund fund detail other fields.

The technician enters a sub-object code and clicks the OK button.

The technician saves the payment data by clicking on the save button.

The system waits for further instructions.

If there is another invoice in the batch to key the technician repeats all of the steps above.

After all of the invoices are entered by the technician.

The technician goes to the Oracle menu and selects the submit option.

The system responds with a drop-down box.

The technician selects the appropriate print option.

The system responds with a field to enter the batch to print.

The technician manually enters the batch name to print.

The system prints the expenditure authorization form for each voucher.

The technician batches the vouchers and authorizations.

The technician prints the batch header sheet from the system.

The technician places the batches in a specified location for the supervisor to approve.

The supervisor reviews the batches for completeness.

The supervisor places the batches in a specified location to await release of payment.

The process ends.

The remaining processes to be defined are:

Process Refunds, Release Payments, Process Inter-agency Transfer, Reissue Checks, Process Reimbursement for Petty Cash, Prepare 1099 Tax Reporting Form, Establish Supplier/Vendor Record on Oracle, Process Stop Payment Request, Maintain/Update Authorized Signature File, Process Undelivered Checks, Verify Payment Submissions, Maintain Records, Prepare Records for Dead Storage, Special Payments, Administer Administrative Changes to ATBAS, Reporting – Year-end, Monthly, Quarterly, Research, Resolve Payment Inquiries

The workshop adjourned at 3:30.