



**DMV System Redesign
Minutes for
FMS Workshop
July 11, 2007**

Attendees:

Jeff Ryan	Greg Hopper
Jim Davidson	Jack Christian
Vicki Whitehead	Angela Bartlett
JoAnne Macklin	Ann Watts
Daniel Sekerdy	Carroll Ernest
Gary Adams	Martha Freeland
Terry Witt	

Facilitator: Greg Hopper/Jim Davidson

Agenda:

1. Review, validate and refine the list of processes created from last workshop
2. Define future state scenarios and requirements
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 27th. No questions were raised on the minutes from last week.

Angie provided Greg with current scenario for ATBAS which will be put into EA outside of the workshop.

Maintain Records and Customer Inquiries were removed from the EA model as the team determined they were not definable processes.

Angie and Terry identified a possible fix that can be accomplished quickly regarding customer refunds. Giving CCC personnel access to the CSS refund screen will allow CCC personnel to handle customer inquiries about refund status rather than passing the call on to Accounts Payable Personnel.

The team determined that Accounts Payable personnel should not initiate a refund in CSS based on the FMS210 and then the same personnel release the payment from Oracle Financials. The duties need to be segregated with VSA personnel initiating the refund in CSS based on the FMS210 and Accounts Payable personnel releasing the payment in the same fashion as all other CSS refunds are released. Angie will meet with Eula Moore to discuss the possible transfer of duties from Accounts Payable to VSA.

The team identified a need to find other companies using the Oracle Financials Invoice Gateway to see how they process payable invoices.

Angie advised that she will meet with Vallerie Conley and Jim Savage to determine if Return Check Reimbursement can be handled through the Miscellaneous Refund Process, rather than manually creating an invoice in Oracle Financials based on a printout produced in CSS. Handling Return Check Reimbursement through the Miscellaneous Refund Process will eliminate the need to manually enter data into Oracle Financials from a CSS report.

Greg advised that he will e-mail future state scenario for Process Vendor Payment to Angie, JoAnne and Ann so they can review what was defined during the workshop and make revisions as necessary.

Gary advised that he will obtain an OnBase tutorial and review the information prior to next week's workshop so the team can become more familiar with the functionality of the package.

Broken Processes here

Next week, the team will continue to define future state scenarios for remaining processes and validate what was defined in this week's workshop. All future workshops will be held in Room 133.

The workshop adjourned at 3:30.