



**DMV System Redesign
Minutes for
FMS Workshop
July 18, 2007**

Attendees:

Martha Freeland	Greg Hopper
Angela Bartlett	Jack Christian
Curtis Chisholm	Carroll Ernest
Gary Adams	

Facilitator: Greg Hopper/Martha Freeland

Agenda:

1. Review, validate and refine the list of processes created from last workshop.
2. Define future state scenarios and requirements and streamlining potential in scenarios
3. Discuss and validate requirements.

Martha opened the workshop by asking about the re-engineering process and how they think the group has progressed. She then explained about how Oracle fits into the CSI project. Specifically, that DMV will continue to use Oracle for Accounts Payable.

Greg briefly reviewed the minutes from the workshop on July 11^h. No questions were raised on the minutes from last week.

The future state scenarios defined in the last session were updated with the understanding of the role that Oracle plays in the CSI project. The future state scenarios were written for the remaining processes except one. The Prepare 1099 Tax Reporting Form was tabled to give Angie the opportunity to take a closer look at the process. The future state for this will be addressed in the next work session, or before, if time and availability permit.

The team identified four potential changes to Oracle processing. The ability to complete these is being investigated. The potential changes are:

1. Allow Oracle to set a due date.
2. Investigate method to change object code in a purchase order. This was discussed and it was determined that the object code cannot be changed since it is a part of a string.
3. Ability to attach an image of an invoice to the record in Oracle.
4. Ability of Oracle to maintain a list of people who have approval authority to include a signature.

Angie advised that she did meet with Jim Savage to determine if Return Check Reimbursement can be handled through the Miscellaneous Refund Process, instead of the current process of manually creating an invoice in Oracle Financials by re-keying information off of a printout produced in CSS. It appears that this can be accomplished.

A new global requirement to comply with ARMICS – Agency Risk Management Internal Control Standards was identified in the session. ARMICS is a Commonwealth of Virginia state-wide initiative for financial internal control.

Opportunities for improvement identified during the session were:

1. AP no longer needs to maintain the Excel spreadsheet currently used to keep a list of individuals who are signed up for travel voucher payments via EDI. This is a Lean thinking improvement.
2. AP can filter Return Check Reimbursements through Oracle as a payment, which will no longer require re-keying data.
3. Expenditure IAT may be able to be processed as a Type 3, which will negate the need to perform this special process. Curtis will look into the effect of this on DMV's eVA utilization report.

Next week, the team will refine and validate the future state scenarios for the Prepare 1099 Tax Reporting Form processes and validate what was defined in this week's workshop. Activity diagrams will be created for the team to validate the process flow. The team will also validate and add requirements. The workshop will be held in Room 133.

The workshop adjourned at 4:00.