



**DMV System Redesign
Minutes for
FMS Workshop – Accounts Receivable
September 5, 2007**

Attendees:

Martha Freeland	Greg Hopper
Jack Christian	John Gruber
Jeff Ryan	Carroll Ernest
Shirley Anderson	Gary Adams
Patrick Musselwhite	Deborah Bradby
Debi Roper	Debbie Wolfe
Cherie McCoy	Pearl Poindexter
Angela Bartlett	Stuart Napier
Cella Harris	Barbara Lilly

Facilitators: Martha Freeland/Greg Hopper

Agenda:

1. Opening remarks and brief review of last week's session.
2. Review of the nine processes discussed in the last session.
3. Plan the scenarios for future sessions.
4. Write additional process scenarios.

Martha gave a brief overview of the previous session and asked if there were any questions. The group reviewed and revised each of the nine scenarios created in the last session as needed.

The group decided to complete the remaining "Other AR Processes" scenarios first, and then begin work on the Deposit processes. Once the Deposit scenarios are done, the Payment scenarios will be discussed. That leaves the Settlement processes and the Financial Analysis and Reconciliation processes to do.

Martha obtained a list of stops from SSG to help us determine which stops are released by FMS and how these relate to the processes in the Credentialing and Tax Processing sessions.

Processes discussed during the session were:

- Deposit ACH Payments to Treasury (originally titled Transfer Funds from DMV Holding Accounts to Treasury)
 - Tentative scenario written.
 - The group determined that ideally, the need for the holding account will not be needed in the future state and much of this process will not be required.
 - This process will need to be revisited. Several questions were raised during the discussion that will need to be investigated.

- Requirements will need to be gathered once the future state is defined.
- Establish a Return Check Record
 - Scenario written and requirements captured.
- Process Rental Deposits
 - This process is a Tax Services process and not an Accounts Receivable process.
- Process Non-Billable Expenditure Credits
 - Scenario written and requirements captured.
- Process Federal Drawdown
 - This process will not be needed in the future state. The grants area will be able to create the deposit certificates themselves.
- Process Deposit Certificates for Non-Concentrated Banks
 - The current state for this process was defined; the future state will be written during the next session.

Discussion was held on the following potential Process Improvement Opportunities during the session:

- Determine if the localities for the Vehicle Registration Withholding can be set up for ACH Credit.
- Determine if Accounts Receivable needs to transfer the returned check records between revenue codes.
- Billing now creates a dummy bill to deposit expenditure credits through their work area. This process could be changed to have the Cashier's Office complete an Expenditure Credit DC and do the deposit.
- Cashier's Office now deposits the Federal Drawdown money through Location Code 960 using those DC numbers. Suggestion made to either give a supply of DCs to the Budget Office/Grants Accounting Section or to create a new location code for that area to do deposits.
- Doing research on returned checks is labor-intensive, and sometimes impossible, when a check has not been endorsed. Suggestion: Remind CSCs and HQ work units about the importance of check endorsement.

For the next session, on September 12th, these scenarios will be validated and any new requirements completed. We will then write scenarios for additional named processes in the for the deposits category.

The session ended at 4:00.