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BUSINESS PROCESS WORKSHOP FOR BILLING/ACCOUNTS RECEIVABLE 2016 DEPARTMENT RELEASE

DATE: TUESDAY, FEBRUARY 23, 2016
TIME: 9:00AM – 4:00PM
LOCATION: FI$CAL 200 EVERGREEN STREET, SACRAMENTO, CA 95815
ROOM: AUDITORIUM

Facilitators:	Presenters – Steve Johnson/Lilia Leal Accenture – Akanksha Gupta/Nishant Jaglan
Meeting Purpose: **Type of Meeting:**	Business Process Workshop for Billing/Accounts Receivable 2016 Department Release

AGENDA TOPICS/MINUTES

#	**Topic** *[Brief description]*	**Presenter** *[Name]*	**Duration** *[Time in Min.]*
1	Introduction/Agenda	Steve Johnson	2 Min
2	BPW Objectives	Steve Johnson	2 Min
3	Create and Maintain Customers Overview/Roles	Steve/Lilia	5 Min
4	Generate and Adjust Invoices Overview	Steve/Lilia	4 Min
5	Interagency Billing Scenarios	Steve/Lilia	11 Min
6	AR Module/Enter Maintain Receivables/Roles	Steve/Lilia	6 Min
7	Process Payments Overviews/Roles	Steve/Lilia	4 Min
8	Process Payroll Deductions Payments	Steve/Lilia	3 Min
9	Process NSF Payments/Direct Transfer Payments Online/Payment Adjustments Receivables	Steve/Lilia	7Min
10	Process Federal Wires	Steve/Lilia	2 Min
11	Collect Receivables Overview/Dunning Letters/Write Offs	Steve/Lilia	8 Min
12	Process Refunds Credit ARs…..BREAK (15MIN)	Steve/Lilia	4 Min
13	Demonstration	Lilia	60 Min

QUESTIONS AND ANSWERS

Q1: Customers are department specific – do we create on our own?	A1: Yes.
Q2: Is there a customer conversion?	A2: Yes there is a conversion.
Q3: Department still going to receive something from SCO that they made the deposit?	A3: Yes. It will post to a high level accounting string. We will cover all those steps in our demonstration.
Q4: Slide 22 – Request Direct Transfer – is that for authority? Do we get a warrant from the other department?	A4: Yes. Until the controller's office comes on you will get a warrant.

Q5: Difference between worksheet and Payment Predictor…	A5: If you flag as payment predictor you enter deposit and you're done. If it's not a one to one it will create a worksheet and finalize – approve and send to post.
Q6: Customer has to become a vendor to process refund?	A6: No. There is a functionality for one time if you're never going to use vendor again. It's not a contract or 1099 report, if it's only a refund you can use this functionality.
Q7: Will there be a job aid for demo material?	There are UPK's for all that we are showing.
Q8: Type – are there options?	A8: Yes (drop down) and you can always change.
Q9: If we need more help than the UPK offers can we ask for extra help?	A9: Yes, I will say for AR…yes.
Q10: The identifier is what?	A10: Type of service you are providing. You can prepopulate. I will show you when we get there.
Q11: Do all reimbursements require a project?	A11: For federal funds but not for all non-federal reimbursements.
Q12: Was that a configured value – the invoice?	A12: Yes, the finalized invoice would give the departments fields.
Q13: Is this CTS accounts?	A13: Yes and it should configure in CM.
Q14: Pay Predictor automatically posts?	A14: Yes and worksheet is manual.
Q15: Can you flag SCO Deposits?	A15: Yes, they can be isolated.