



[BUSINESS PROCESS WORKSHOP – CASH MANAGEMENT]

DATE: [24, FEBRUARY, 2016]

TIME: [9:00 A.M. – 12:00 P.M.]

LOCATION: [2000 EVERGREEN STREET, SACRAMENTO CA]

ROOM: [AUDITORIUM]

Facilitators:	Jeffrey Ju, Monte Hand, and Akanksha Gupta.
Meeting Purpose: Type of Meeting:	Business Process Workshop – Cash Management

AGENDA TOPICS/MINUTES

#	Topic <i>[Brief description]</i>	Presenter <i>[Name]</i>	Duration <i>[Time in Min.]</i>
1	BPW Objectives	Julie Bianucci	5 minutes
2	Cashmanagement Overview / User Roles	Jeffery Ju	30 minutes
3	Cash Management Business Process	Jeffery Ju	30 minutes
4	Demonstration	Monty Hand	20 minutes

QUESTIONS AND ANSWERS

Q1: The create bank account process do we need to do that for our existing account?	A1: No this is only for bank account that you create after July 2016 go-live. FI\$cal will do a conversion for all of your existing accounts.
Q2: When we create a new bank account are we talking about tier 1 account?	A2: It will be the Tier 2 CTS accounts.
Q3: There is a CTS account and warrant account and I'm guessing we are talking about the CTS account?	A3: Correct, we are only talking about the CTS account.
Q4: Did you guys create a report that states which items were reconciled by itself?	A4: No, there is no report for that. In email correspondence: Bank Statement Register report with a run parameter of "Reconciled" status will provide a list of bank side reconciled items. The other option is for the user to search for Reconciled items in Semi-Manual Reconciliation and then download the information using the download icon. The user will need to do two downloads: the system side and the bank side.



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Q5: Will we be getting a bank statement as we currently as we be getting now?

A5: No. You will be using the system and the reports in lieu of what the SCO has been sending you.

OPEN ITEMS

Follow up with Stale dated check info in AP module

Checks will need to be individually marked as stale dated. In July 2017 release, there will be a system process to mark the stale dated checks.

Additional Questions from Webinar held on March 2, 2016



CASH MANAGEMENT BUSINESS PROCESS WORKSHOP

DATE: [02, MARCH, 2016]

TIME: [1:00 P.M. – 4:30 P.M.]

LOCATION: [2000 EVERGREEN STREET, SACRAMENTO]

ROOM: [TURQUOISE ROOM]

Facilitators: Monte Hand, Jeffrey Ju, and Libby Moore

Meeting Purpose: Cash Management Business Process Workshop
Type of Meeting:

AGENDA TOPICS/MINUTES

#	Topic [Brief description]	Presenter [Name]	Duration [Time in Min.]
5	Introduction / Objectives	Jeffrey Ju	3 minutes
6	Cash Management Overview + Demonstration	Jeffrey Ju and Monte Hand	165 minutes
7	Change Impact Activitiy		
8			



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ROOM: [AUDITORIUM]

QUESTIONS AND ANSWERS

Q1: Can you transfer through CTS account?	A1: You can only transfer to your own CTS account. For transfer outside your Department you will need to do the paper process for SCO to do the transfer
Q2: Are any agencies doing manual deposit slips?	A2: Right now we use paper deposit slips for both CAAM and SCIENCE.
Q3: The difference between the As-Is and the 2016	A3: The only difference is in regards to your bank statement, it will come from the CM module, it will contain your bank statement.
Q4: For automated clearing house, what were those?	A4: EFT.
Q5: How about STOP Payments?	A5: This file will contain STOP Payments . in the account payable and is provided to STO to not pay when presented
Q6: Who initiate the STOP Payment?	A6: A vendor can request a STOP payment if they see an issue, and the Department can do a STOP Payment.
Q7: So the Department will check the “Outstanding/Stop Payment” box instead of doing the paper form?	A7: STO will check this box only if the Department is current in the daily reconciliation.
Q8: By doing the STOP Payment, can we request a replacement check, or does it start over?	A8: A replacement check can be requested; there is no need to start over.
Q9: Are we doing a STD435 anymore?	A9: STD 435 (Request for Duplicate Controller’s Warrant/Stop Payment) will continue with no changes. STD 432 (Stop Payment Request) for State Treasurer’s Office on departmental checks will continue. However, if a department is current on its bank reconciliation and the State Treasurer’s Office (STO) has enabled the “Outstanding/STOP Payment” functionality for the bank account, then a STD 432 is not necessary as FI\$Cal will be sending a nightly file of the Stop Payment to STO.
Q10: The STOP Payment will not be checked unless they are current on the reconciliation correct?	A10: Correct.



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ROOM: [AUDITORIUM]

Q11: Is there a reconciliation process that try to reconcile down to the balance?	A11: No, not to the GL level, only from the bank and system side. The GL reconciliation is outside the CM.
Q12: Do we know whether we know if its auto or manual reconciled in the report?	
Q13: You see where it says check paid and not found in system do we need to go back and try to find it?	A13: Yes, you would go to the account payable and do some research there and try to determine why it doesn't match up.
Q14: If you do a stop payment should it show on this report?	A14: No, it should not show up on this report because this is from the bank side. If it does show up that means that the check was cashed/deposited.
Q15: The bank statement register report, is this information coming from the bank or coming from FI\$Cal? More specifically the location code, where is that information being pulled from. We know the location code is coming from the AR module, but we want more information as to what the location code mean.	A15: The Bank Statement Register report is populated by data in the Bank Statement Table within the Cash Management module. The current sources are STO's Item Processing Section for paid checks and SCO's Centralized Treasury Trust System for deposits, adjustments, etc. The "Location" ties to the AR Identifier which is Location Code for the CTS Account and the source is the AR Regular Deposit page in PeopleSoft.
Q16: Are these reports suppose to be run daily? Or as long as you get caught up with the reconciliation?	A16: Correct you just need to be caught up with the reconciliation.
Q17: Is this reconciliation exception report from FI\$Cal side or the bank side?	A17: The bank side because of the reconciliation status.