

# BG@100 Project Fit-Gap Agenda & Session Notes

**Date:** August 7, 2007  
**Time:** 9:00AM to 12:00 PM  
**Location:** Olscamp 107  
**Session #:** SFFG002



Session Leader: Kristen Baldelli

Functional Lead: Nancy Colzman

Note taker: Lisa Nash

Session Name: Cashiering

Session Description: Discuss the business process requirements of the Cashiering Office

Invited Attendees: Invitees/Attendees (\* in attendance, # absent, - late, + substitute, = by conference call, ^ training)

	Lori Beeman		Teresa McLove
	Lisa Calcamuggio		Conrad McRoberts
	Deb Clink		Lisa Nash
	Tina Coulter		Deb Saygers
	Deb Divers		Sherideen Stoll
	Judy Donald		Ilse Thomas
	Mike Failor		Kristen Tuttle
	Gaylyn Finn		Kate Whitmore
	Linda Hamilton		Tawn Williams-Nell
	Lynn Huber		<b>Firelands' Deb Divers/a rep.</b>
	Cindy Koontz		

## Agenda

### Cashier's Office

- Process
- Open the Office
- Close the Office
- Transactions at the Cashiering window
- Transactions over the Web
- Transactions via IVR
- Departmental Deposits
- Interim Deposits
- Cash Replenishment
- Transactions sent to General Ledger
- Balancing
- Daily (mid-day), Weekly, Monthly, Ad-hoc.

## Additional Information

**If any attendee** has documents to remind them about special situations, or populations of customers who require different handling, please bring those examples with you to share.

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**Notes**

**Identify Fit(s)**

**Identify Gap(s)**

**Issue Log Items**

**Outstanding Items**

**Impact to Office (Directors Only)**