# Meeting Summary

Okay, here's a structured summary of the meeting transcript, broken down into logical sections:

**[00:03 - 03:08] Topic / Feature Discussed:** Project Overview & Scope (Cash Basis vs. Accrual Basis)

**Client Requirements:**

* The dashboard should focus on cash basis transactions, as per the discussion with TKNK.
* Need clarification on which VRS requirements the contractor is following (related to "Wiz case 17"). Speaker B needs to share the VRS to the vendor.
* The data should distinguish between cash and accrual transactions.
* Data should be same as what was discussed during TKNK meeting for Cash Basis.

**To-Do List / Action Items:**

* Speaker B: Share VRS document with the contractor (Speaker A) and team.
* Contractor (Speaker A): Confirm that development aligns with VRS (once received).

**Clarifications & Key Assumptions:**

* Contractor states that the VRS requirements were broken down by cash and accrual requirements.
* There was a misunderstanding about whether the project focused solely on cash basis reporting. The client clarifies that the initial focus is on cash.

**[03:51 - 07:00] Topic / Feature Discussed:** Data Extraction and Mapping

**Client Requirements:**

* Confirm that the extraction method won't miss any cash transactions.
* The contractor needs to explain the data matching method in non-technical terms.

**To-Do List / Action Items:**

* None identified.

**Clarifications & Key Assumptions:**

* Contractor is using ETL (Extract, Transform, Load) processes.
* Data is from BKPF (header data) and BSET/BSET-AD (detail & cash transaction data respectively).
* Contractor creates a "unique key" column (combination of document number, Fcom, and date) to relate BSET data to SG text in BSET-AD and identify cash transactions.
* Matching is done using "inner join" to find the intersection between two tables.

**[07:00 - 11:16] Topic / Feature Discussed:** Initial Dashboard Overview & Data Accuracy

**Client Requirements:**

* Feedback on the overall dashboard and what additional analysis can be produced.
* Clarification is needed on whether terms like "liability" and "equity" are appropriate for cash basis reporting.
* The data used in the dashboard must be accurate for cash basis reporting, prioritizing "true" cash transactions.
* The dashboard should also identify accrual transactions that are not reflected in cash.

**To-Do List / Action Items:**

* Contractor (Speaker A): Implement "right join" to include \*all\* cash transactions in the dashboard, even those not mapped to accrual transactions.

**Clarifications & Key Assumptions:**

* The initial dashboard shows a "profiling" of cash transactions by liability, equity, expenses, assets, and revenue.
* The client questions the use of "liability" and "equity" in a cash basis context. These terms relate to memorandum items, not directly to cash.
* There are concerns that the current dashboard data is "not yet accurate" because it is based on account data and not solely on cash transactions.
* Speaker A explains there are cash transactions that aren't in the akuan data.

**[11:17 - 12:28] Topic / Feature Discussed:** Dashboard Details & Intended Use

**Client Requirements:**

* Determine the intended use of the dashboard (e.g., identifying material transactions).

**To-Do List / Action Items:**

* None.

**Clarifications & Key Assumptions:**

* The dashboard allows filtering by "pengenalan awal, by pengawalan, baru dapat ketahuan atau dari sijilah".
* The dashboard structure is based on a model from Dr. Daniel, dividing data into profit, revenue, cash, operating expenses, development expenses, and trust funds.
* The client is looking for a dashboard to determine material transactions.

**[16:02 - 19:30] Topic / Feature Discussed:** Dashboard by Month & Annual Comparison

**Client Requirements:**

* The dashboard should be able to display data on a monthly basis.
* The dashboard should support interim (e.g., first half year) and final (yearly) views.
* In the final view, yearly comparison should be available in the dashboard.
* The team would like to have a dropbox option where they can select month by month to see the comparison.
* The capability to perform yearly comparison should be added for the final version of the dashboard.
* Need the ability to filter date range in a drop box.

**To-Do List / Action Items:**

* Contractor: add drop box for date range filtering.

**Clarifications & Key Assumptions:**

* Data is currently for January, February, and March 2024.
* The speaker want to make comparison of data month by month and year by year.
* This portion of the dashboard shows "hasil, wang awam, bangunan Amanah" and "pelaburan".

**[19:30 - 23:33] Topic / Feature Discussed:** Credit and Debit Transactions & Total Hasil

**Client Requirements:**

* Need to differentiate between wang awam and wang kerajaan.
* The dashboard numbers need to take in consideration the debit and credit transactions.

**To-Do List / Action Items:**

* Create new column debit tolak credit.

**Clarifications & Key Assumptions:**

* The speaker noticed that they added all the debit and credit transactions.
* The dashboard should show the total amount after taking into consideration any adjustments made.

**[23:34 - 27:07] Topic / Feature Discussed:** Dashboard Details & Down Drill

**Client Requirements:**

* Need to have the capability to down drill from the dashboard to each akaun and see all the transactions.
* By pressing into one of the amanah/trust fund it would go into a drill down.

**To-Do List / Action Items:**

* Fix and setup the down drill functionality.

**Clarifications & Key Assumptions:**

* All dashboard value will be NET values not credit or debit values.

**[27:07 - 30:27] Topic / Feature Discussed:** Data Naming & Data Source

**Client Requirements:**

* In the amanah chart the label is the akaun and not objek subahagian.
* Data should be similar to what Dr Janam gave.

**To-Do List / Action Items:**

* Get Dr. Janam previous presentation for the vendor.
* Create a separate data set for each individual item.

**Clarifications & Key Assumptions:**

* Some name and columns were mistaken with the belanda chart.

**[32:01 - 37:44] Topic / Feature Discussed:** Dr. Janam Previous Presentation, Data Comparison, BWBI

**Client Requirements:**

* Look at itemized report to have a benchmark on whether the tunai numbers are correct.
* Follow the diagram and structure previously delivered by Dr. Janam.
* Get two trial balance report both BWI and SAP.
* Be able to break down all wang awam into all its constituents and all its details.

**To-Do List / Action Items:**

* Give Janam's presentation to vendor.
* Speaker B send to Speaker A the trial balances reports.

**Clarifications & Key Assumptions:**

* Memorundum data has not yet been touched.
* Should follow the key figures delivered by Dr.Janam on the previous presentation.

**[40:01 - 46:07] Topic / Feature Discussed:** Memorandum

**Client Requirements:**

* Follow instructions to implement memorandum.
* Want to test the account system's liability figures from memorandum to see if figures match.

**To-Do List / Action Items:**

* Look into ABT to see if the numbers match

**Clarifications & Key Assumptions:**

* The discussion goes on about the difference between the tunai system and the account system, and how memorandum data is captured.
* Manual ledger is captured manually not system generated.

**[48:00 - 53:23] Topic / Feature Discussed:** Liability, Accrual and Memorandum

**Client Requirements:**

* The team is trying to pull data from an accrual liability system.
* To create a liability memorumdum.
* Check name Syarikat from list.

**To-Do List / Action Items:**

* Search the list of liability to find syarikat.

**Clarifications & Key Assumptions:**

* The team understand that the data pull is from the account.
* That is where the figures come from.

**[56:01 - 62:06] Topic / Feature Discussed:** Current State of Development and Request for Plan

**Client Requirements:**

* Want to settle tunai before memorandum.
* The vendor has to come up with some form of a solution to present their data.
* The vendor should not put lebah because it has accounts that do not follow lebah.
* The vendor has to put lebah but be able to down drill, and if it is not available leave the field blank.

**To-Do List / Action Items:**

* Vendor to update dashboard by month 3.
* Vendor need to update to the new style of coding the dashboard.

**Clarifications & Key Assumptions:**

* The team has to go to more meetings.

**[64:02 - 67:10] Topic / Feature Discussed:** Change request and request for a guide

**Client Requirements:**

* The vendor has to change their current dashboard to show more data, and allow for a down drill to happen.
* The vendor is requesting some form of a guideline on what is to be delivered for this project.

**To-Do List / Action Items:**

* The auditor team will try to deliver data points so that the development can proceed.

**Clarifications & Key Assumptions:**

* Because data is not loaded it is slowing the project from being delivered.
* Because of slow delivery the presentation to TMB is delayed.

**[72:01 - 75:35] Topic / Feature Discussed:** Details for the dashboard and requirements for future AI.

**Client Requirements:**

* Want all the tunai related projects to be presented to TMB, so the requirements have to be clear.
* Need to identify where in the system there are tools to develop AI.
* The details for the transaction should include everything from total value date document number and voucher numbers.

**To-Do List / Action Items:**

* The auditors will discuss their needs with KS.

**Clarifications & Key Assumptions:**

* There is an understanding that what DA have to offer now does not involve AI.

**[75:35 - 78:17] Topic / Feature Discussed:** Tabular Details For The Project

**Client Requirements:**

* Need a list of detail from the amanah column, must include transaction number from detail and each individual breakdown.

**To-Do List / Action Items:**

* Look for number document and document Kawalan in the source table.

**Clarifications & Key Assumptions:**

* Every single item has to be able to drill down and it has to be detail.

**[80:02 - 82:34] Topic / Feature Discussed:** Data and Data Requirements

**Client Requirements:**

* The data needs to look for all the values that are not correct and or abnormal.
* Need BSIET to implement debit and credit column.
* Need to get this debit and credit column in order for team to perform better data comparison.

**To-Do List / Action Items:**

* Look into other items for biset to implement the debit and credit columns.

**Clarifications & Key Assumptions:**

* Data to work with should include sub tax, and code from data to allow all the data to align properly.
* Data should flow easily and without any issues.

**[82:34 - 86:19] Topic / Feature Discussed:** Materiality and Random Sampling

**Client Requirements:**

* Need to be able to specify what percenage of the population should be random sampled.
* Sampling must be smart not too random like 9999.

**To-Do List / Action Items:**

* Change the dashboard to be labah, like be able to look at only one segment at a time instead of all the segments.

**Clarifications & Key Assumptions:**

* The random sampling and materiality process will have to be completed before data can flow.

**[88:02 - 93:00] Topic / Feature Discussed:** Data Outliers and Data Integrity

**Client Requirements:**

* The team needs to create an item to list akaun that is not a regular value.
* Need help creating the outlier test.

**To-Do List / Action Items:**

* Team will deliver an outline of what test they want.

**Clarifications & Key Assumptions:**

* Will focus more on getting data now to complete the data side of the project.

**[96:01 - 101:14] Topic / Feature Discussed:** System Data

**Client Requirements:**

* The system to be able to search for any open accounts.
* The user to be able to filter data.

**To-Do List / Action Items:**

* To develop a system where the user are able to apply filters.

**Clarifications & Key Assumptions:**

* The auditors will try to assist and provide what they can to support this project.
* SAP has some of these systems already implemented and the team members discuss this with each other.
* One key requirements is to track program costs and numbers as well as other itemised transactions.

**[101:14 - 104:21] Topic / Feature Discussed:** Projects/Data and Training

**Client Requirements:**

* The user to be able to filter through all the ministry levels.

**To-Do List / Action Items:**

* None

**Clarifications & Key Assumptions:**

* The auditor team is struggling to find people who actually want to learn the system.
* If the auditor team had a strong member there were tools to be used.

**[104:23 - 107:20] Topic / Feature Discussed:** The state and current status of the dashboard

**Client Requirements:**

* The system should generate one write up.
* The system will need to extract some key components.
* The components will allow for better percentage comparison.

**To-Do List / Action Items:**

* The team lead will provide a slide which can be replicated.
* To list out and to extract key components.
* To calculate the total expenses for the program

**Clarifications & Key Assumptions:**

* There was a key misunderstanding by speaker a and the team cleared this for speaker A.

**[112:00 - 117:41] Topic / Feature Discussed:** Project Requirements and Data Sets

**Client Requirements:**

* The team is wanting for their to be more clear on budget spending with all levels of the organizations.
* To list the total amounts of loans and total value for accounts

**To-Do List / Action Items:**

* List to see if there are certain codes of documents needed.

**Clarifications & Key Assumptions:**

* The auditor team will share information.
* The details for the loan requirements needs to be more clear, but are discussed.

**[120:02 - 127:28] Topic / Feature Discussed:** System Data and Reporting

**Client Requirements:**

* The need for certain amounts to match and compare with other sources.
* All information from different systems have to be put into agentsmas

**To-Do List / Action Items:**

* Share files/documentation with team.

**Clarifications & Key Assumptions:**

* There is some discussion of ABT.
* There was some discussion of certain reports.
* Need to have this system up and running.

**[128:01 - 132:20] Topic / Feature Discussed:** Discussion of various item and data points

**Client Requirements:**

* To specify a coding for activity project.

**To-Do List / Action Items:**

* To get a clearer data for the deficit and budget process.
* The auditor group is to generate and send to speaker A a list of requirements.

**Clarifications & Key Assumptions:**

* Discussed where certain information was available in the system.

I hope this is a helpful and comprehensive summary!