



MEETING MINUTES

State of Louisiana ERP Project

Blueprint Workshop / FI-AA-08 Data Conversion

11/18/2008 @ 8:30 to 4:30

Location: ISB 237

Attendees:

No.	Name	Invited?	Attended?	Comments
1.	Gail Allatto	Y	Y	WLF
2.	Mary Altazan	Y	Y	DOC
3.	Shannon Anderson	Y		DPS&C
4.	Susie Barthel	Y		LPAA
5.	Glenn Berntsen	Y		ERP
6.	Erin Bielkiewicz	Y		DPS
7.	Kathy Blankenship	Y		DED
8.	Dom Cali	Y	Y	DOTD
9.	Ronnie Clark	Y		LSU/HSC
10.	Marsha Duncan	Y	Y	ERP
11.	Robin Edwards	Y		DHH
12.	Sterrie Elliott	Y		ERP
13.	Jaime Estave	Y		LSU HSC
14.	Sal Faldetta	Y		ERP
15.	Duane Fontenot	Y		DSS
16.	Bobby Freyou	Y		OSL
17.	Pricilla Hall	Y		DOTD
18.	Billy Hebert	Y		LDAF
19.	Bobby Hill	Y		ERP
20.	Beverly Hodges	Y		ERP
21.	Lori Humm	Y		DOTD
22.	Tonia Jackson	Y		DOTD
23.	Jerome Johnson	Y	Y	LDAF
24.	Howard Karlton	Y		LSU HSC
25.	Wynette Kees	Y		WLF
26.	Keith Kent	Y		DSS/CDS
27.	Linda Kimmel	Y		DOTD
28.	Rebecca Kleinpeter	Y	Y	LPAA
29.	Gene Knecht	Y		OFSS
30.	Keri LaBauve	Y		DOTD
31.	Morgan LeBlanc	Y		DOC
32.	Pat Lumbard	Y		PSC

33.	Denise Marrero	Y		FP&C
34.	Rae Marrero	Y		OFSS
35.	Marilyn McDonald	Y		LDWF
36.	Belinda Miller	Y		DOA/ ERP
37.	Bill Morrison	Y	Y	FP&C
38.	Dennise Nastasia	Y		SOS
39.	John Oglesby	Y		ERP
40.	Christopher Pena	Y		IBM
41.	David Perkins	Y		DVA
42.	Karen Pierce	Y	Y	ERP
43.	Katherine Porche	Y		OSRAP
44.	Sonya Pulliam	Y		DHH
45.	Gary Ramsey	Y		OSP
46.	Reginald Ratcliff	Y		LSU HSC
47.	Mark Rhodes	Y		OSRAP
48.	Lonnie Richardson	Y	Y	LDI
49.	Belinda Rogers	Y		ERP
50.	Shannon Rushing	Y		CRT
51.	Tom Sands	Y		DEQ
52.	Beth Scioneaux	Y		DOE
53.	Sue Seab	Y		OSRAP
54.	Kenyetta Sewell	Y		DCSC
55.	Beverly Shaw	Y		CRT
56.	Sondra Sloper	Y		DVA
57.	Bill Smith	Y	Y	ERP
58.	Deana Sowards	Y		DOA/ERP
59.	Rhoama Speights	Y	Y	ERP
60.	Denise Stafford	Y		DEQ
61.	Amanda Stein	Y	Y	ORM
62.	Mark Suarez	Y		ERP
63.	Sue Wheeler	Y		ERP
64.	Christine Wiczorek	Y	Y	ERP
65.	Randall Withers	Y		DOTD/OPW
66.	Lorrie Zachary	Y		PSC
67.	Linder Dawson	N	Y	DOTD
68.	Anand Thangamani	N	Y	IBM/Tech

<i>Agenda Item and Notes</i>	<i>Owner(s)</i>	<i>Action Items & Assignments</i>	<i>Comments / Follow-up</i>
1. Logistics, Ground Rules, & Introduction	Rhoama Speights	• None	
2. Project Timeline	Rhoama Speights	• None	
3. Workshop Objectives	Rhoama Speights	• None	See side 6
4. Business Process Review	Christine Wieczorek	• See action items & assignments below.	Hard copies provided - SAP Glossary Proposed TO-BE SAP screen slides Other comments

5. **Action Items**

	AA Team	1) Verify necessary reconciliation/coordination procedures related to conversion between Agile Assets and SAP. Setup meeting with Agile.	Agile
	AA Team	2) Get enterprise readiness involved in communicating data cleanup / naming conventions requirements, for Protégé / SLABS (training preparations).	ER
	AA Team	3) Buildings (capital assets) in DOTD RE section must be in SLABS or be available for import to AA/RE. (possible issue)	Follow up w/ DOTD

Discussion:

AS-IS

Data Requiring conversion (slide 8)

Protégé – Moveable Property Assets
 SLABS – Land and Building Assets
 OSRAP building depreciation worksheet
 DOTD Highway Control Section worksheet
 DOTD Bridges worksheet
 DOTD Right-of-Ways (AARS or Worksheet)?
 DOTD mid year conversion updates

Question: Is the DOTD list complete on the slide?

Dom: Initially this will be an estimate on ROW cost by control section. There is still a question outstanding about whether or not Right Of Way (ROW) needs to be split by control section or reported as a lump sum.

Christine: The DOTD revaluations will likely need a note to the financial statements.

SAP Glossary (slide 16)

Christine explained the definitions related to data conversion, data takeover, mapping and transformation. Data conversion is a big effort and is critical to the success of the new system.

Integration Point Examples (slide 18)

Direct Impact:

The six integration points on slide 18 were presented by Christine.

Outstanding Purchase Orders at time of conversion will need to have an asset shell attached. The AA and MM folks will need to work together during realization and go-live to ensure this is handled properly.

DOTD-Dom: What happens for transactions that come in after the first close, but before the final close? For example, how will we convert roads that are in a certain stage of construction, but not yet completed?

CS: There will likely need to be some manual reconciliation procedures related to this. These cutover activities will be more clearly defined later in the project. We will be getting guidance from other sections in terms of cutover deadlines etc. The project will be converted, and then settled in SAP. There are still some decisions to be made on the cutover approach for Project Systems and Assets under Construction (AUC) type activities. These are all important integration considerations.

CS: Warning: Avoid entering all of your asset acquisitions at year end. Get as much of this as possible done well before cutover. All transactions need to get done before period 12. Don't let any go into period 13. This will cause major problems in the conversion reconciliation.

RS: For open purchase orders, upon conversion, the AMR will need to be setup as a shell. For those that have already been received, they should have already been setup.

Question: Is this discussion just for capital assets?

CW: We are still working on the new business process for Low Value Assets (LVA), at the Project Management Office (PMO) level. There is potential for improving this process, details to come.

Indirect Impact:

FM – Fund/Fund Center

GM – Grants

Data Migration: What is it? (Slide 20, 21, 22)

Conversion testing will happen in iterations as we move along throughout the project. Agencies will be involved in verifying the balances and reconciling their legacy data with SAP converted data. This will require significant work. If balances don't match between post conversion GL and legacy systems, OSRAP will need to weigh in.

Parking Lot 1: RE/BI - Business requirement to report on inactive buildings which were inactive prior to LAGov go-live

Decision will be made regarding legacy systems disposition. If asset items are no longer owned by the state, they will not be converted into SAP. Once in SAP, state rules regarding archiving of records will be followed. Retired items will still be reviewable until archived.

Data Strategy – Asset Considerations (slide 24 - 32)

Christine will send information to Dom soon on required data formats for conversion. Mid-year conversions will require special procedures.

Organizational Impact 1: Sub-numbers need to be created for multiple funding sources per capital asset. The legacy data is incomplete for some of this data.

Big challenge for SLABS data regarding conversion of data for financial reporting purposes since the building depreciation data is kept offline in spreadsheets.

Organizational Impact 2: OSRAP – SLABS data for building depreciation must be reconciled to worksheets prior to the conversion (including original values, improvement values, etc.)

Dom: What is the difference between Asset Main Master Record and Asset Master Record (AMR) as noted on slide? (see slide)

CW: The main master record has a suffix of '0000'. The main master record draws its attributes from the asset class. The AMR can refer to sub-numbers which draw their attributes from the main master record. Asset sub-number conversion will need to be handled very carefully!

If you have assets that are not following OSRAP's guidelines for useful life, you will need to identify these and make adjustments on the conversion spreadsheets.

Prerequisites:

Conversion will depend on many core financial tables that must be setup in a certain order as shown on slide 29.

The update to the GL will happen after the main conversion of the detail. The ERP team will manage this process.

DOTD-Dom: Is there a consideration for reconciling to Agile Assets after the conversion? It seems like Agile would have the detail of our current inventory, but SAP would have fewer records; but that we would need to ensure that the two systems are in sync after the conversion.

Action Item 1: Verify necessary reconciliation/coordination procedures related to conversion between Agile Assets and SAP. Setup meeting with Agile.

CS: Start your data cleanup now!

Amanda: For STAMPS data (moveable property assets in Protégé that fall within the computer equipment, boats, fine arts, etc classes), will ORM fields be required? If so, should we get agencies to start entering this data now?

Parking Lot 2: Building fields on AMR fix movable property. Can these accommodate ORM reporting needs by class/category? (See wall chart)

Question: Is SAP case sensitive?

Typically fields are not case sensitive, although some fields will automatically be flipped to upper case.

Data Preparation Steps (37):

DOTD-Dom: Is there any data validation during the conversion? Will the conversion routine recognize bad data?

CW: There are situations that will generate a hard stop such as when a field is populated from a drop down list and the value is not on the list. Agencies will be provided data extracts and guidance on the format of data. Data transformation needs will be communicated through discussions with the technical team, functional team, and agencies. Ultimately, agencies will be responsible for validating their own data. We will determine the best way to get the data out of the systems and into the spreadsheets. However, the procedures are still to be worked out.

ORM: Who will be responsible for fixing the data in SLABS?

CW: This is to be determined.

Cleansing Data (39)

Rhoama: There are two phases to the data clean up effort. First is cleaning the data in the system now, then cleaning up the data in the extract spreadsheets as needed.

Dom: It may be difficult to identify bad data on a record by record basis online. Will we be getting some help with this?

Rhoama: The extracts can be saved into various formats for analysis by the agency.

IBM Tech: There are some tools available that can be used to identify bad data.

Question: What is the best way to write a description?

Is there a need for standard nomenclature (NOW nomenclature?)

Action Item 2: Get enterprise readiness involved in communicating data cleanup / naming conventions requirements, for Protégé / SLABS.

Who will... (48)

...Prepare, Validate and Reconcile Data?

OSRAP has financial data. ORM has other type data for buildings. OSL has land.

Key Decision 1: SLABS: ORM responsible for building records,

Key Decision 2: OSL responsible for land records.

Key Decision 3: OSRAP is responsible for defining the values.

Key Decision 4: Protégé Movable Property: Agency property manager is responsible for cleanup, LPAA oversight. LPAA will be responsible for the reconciliations (Protégé to SAP).

Key Decision 5: OSRAP responsible for reconciling to GL

Key Decision: Infrastructure: DOTD (Project Office)

Key Decision 6:

- Infrastructure/ ROW Land and Buildings
- DOTD (Dom)
- coordinate with OSRAP

Action Item 3: Buildings (capital assets) in DOTD RE section must be in SLABS or be available for import to AA/RE (possible issue).

End of meeting....

Wall Charts

Organizational Impact

- 1) Sub numbers need to be created for multiple funding sources per capital asset ... Legacy data incomplete for some of this data.
- 2) OSRAP – SLABS data for building depreciation must be reconciled to worksheets prior to the conversion (including original values, improvement values, etc.)

Action Items

- 1) Verify necessary validations between AA and AGILE/ coordination
- 2) Enterprise Readiness heads up on data cleanup notifications for Agency personnel
- 3) Buildings (capital assets) in DOTD RE section must be in SLABS or be available for import to AA/RE. (possible issue)

Key Decisions

- 1) ORM – Buildings
- 2) SLO – Land (SLABS)
- 3) OSRAP – Land/ Buildings and values
- 4) Moveable property –
 - Agency cleanup (property manager)
 - LPAA oversight (reconciliation AA)
- 5) OSRAP reconcile to GL/CAFR for all classes
- 6) Infrastructure/ ROW Land and Buildings
 - DOTD (Dom)
 - coordinate with OSRAP

Parking Lot

- 1) RE/BI?- Business requirement to report on inactive buildings which were inactive prior to LAGov go-live
- 2) Building fields on AMR for moveable property -> can these accommodate ORM reporting needs by class/ category (and ORM location code?)
- 3) Business requires ORM location code for specific classes.