



# MEETING MINUTES

## State of Louisiana ERP Project

### *Blueprint Workshop / Asset Retirements*

10/23/2008 @ 8:30 to 4:30

Location: DOTD East Wing Conference Rm. 501

Attendees:

No.	Name	Invited?	Attended?	Comments
1.	Afranie Adomako	Y		OSRAP
2.	Gail Allatto	Y		DOTD
3.	Mary Altazan	Y	Y	WLF
4.	Shannon Anderson	Y	Y	DOC
5.	Dom Cali	Y		DOTD
6.	Ronnie Clark	Y		DEQ
7.	Marsha Duncan	Y		ERP
8.	Robin Edwards	Y	Y	DHH
9.	Sterrie Elliott	Y		ERP
10.	Jaime Estave	Y		LSU HSC
11.	Sal Faldetta	Y		ERP
12.	Duane Fontenot	Y		DSS
13.	Bobby Freyou	Y		OSL
14.	Pricilla Hall	Y	Y	LDAF
15.	Billy Hebert	Y	Y	ERP
16.	Bobby Hill	Y	Y	ERP
17.	Beverly Hodges	Y		LDAF
18.	Tonia Jackson	Y		DOTD
19.	Jerome Johnson	Y	Y	LSU HSC
20.	Howard Karlton	Y		DSS/CDS
21.	Keith Kent	Y		OFSS
22.	Gene Knecht	Y		DOTD
23.	Keri LaBauve	Y		DOTD
24.	Morgan Leblanc	Y		DOC
25.	Pat Lumbard	Y		PSC
26.	Denise Marrero	Y		FP&C
27.	Rae Marrero	Y		OFSS
28.	Marilyn McDonald	Y		LDWF
29.	Bill Morrison	Y		FP&C
30.	Dennise Nastasia	Y		SOS
31.	John Oglesby	Y		ERP

32.	Karen Pierce	Y	Y	DHH
33.	Sonya Pulliam	Y		OSP
34.	Gary Ramsey	Y	Y	OSRAP
35.	Reginald Ratcliff	Y	Y	LSU HSC
36.	Mark Rhodes	Y		ERP
37.	Belinda Rogers	Y		CRT
38.	Shannon Rushing	Y		ERP
39.	Sue Seab	Y		OSRAP
40.	Sondra Sloper	Y		DVA
41.	Bill Smith	Y	Y	ERP
42.	Rhoama Speights	Y	Y	ORM
43.	Denise, Stafford	Y		ERP
44.	Amanda, Stein	Y		ORM
45.	Mark Suarez	Y		ERP
46.	Sue Wheeler	Y		ERP
47.	Christine Wieczorek	Y	Y	ERP
48.	Randall Withers	Y		DOTD/OPW
49.	Lorrie Zachary	Y	Y	PSC
50.	Inga Kimbraugh	N	Y	OSRAP
51.	Lisa Gillen	N	Y	ERP

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

5. Action Items

	Rhoama	1) To which Cost Center should depreciation be posted to? At which level? Will there be a "dummy" cost center or will it be posted to the actual owner? How will the structure be defined in SAP? How close is the cost center structure in SAP to LPAA certification group (Dept/Agency)?	OSRAP, FI-GL, LPAA
	Christine	2) Confirm how programs will be handled versus the funding (funds management)? Does this affect cost centers or depreciation? How should it map over to the Assets?	FM
Can this be used instead of Person responsible? If you want to assign property to an employee then you can use the SAP personnel #. However, if you assign property to people who are not employees, then the developed field for responsible person would be used.	Christine	3) Determine if the Personnel Number can be restricted in the drop-down list or can you filter by Agency?	
Researching possible ways to group assets per responsible certification group.	Christine	4) Investigate the possibility of development of a new location field long enough to include the agency number as the first part of the description for all the drop-down values, giving the user the opportunity to enter the agency number, then wild-card to generate results for just that agency.	
	Christine	5) Look at equipment records for all vehicles related to personal/home assignment. Investigate linking to "Person Responsible" in AA (and keep them synchronized). DCRT will determine if they need to get with PM to link equipment items with AA.	PM
How is functional area being used by other finance modules?	Christine	6) Determine how the Functional Area field will be used. Ask finance team.	
	Rhoama / Bill	7) Follow-up on the "Floor" field. Should it be free-form text, or drop down. (Protégé/ORM)	LPAA / ORM – Question sent to ORM 10/29/2008
	Christine	8) Get with Dave Gorman (Plant Maintenance IBM lead) on how to synchronize EMR with AMR. Does someone change EMR/AMR information on one side and it feeds to the other or will it update both ways? Who can make change?	PM
	Rhoama / Bill	9) Confirm if class will replace OSRAP group	OSRAP
	Rhoama / Bill	10) Ask Susie at LPAA what the global security should be. What should it be based on? Should users be able to see all assets or just those they have access to?	LPAA
	Christine	11) Determine the security requirements over sensitive items (i.e. equipment related to undercover operations) and how to	Security

		design this in SAP. Discuss in separate meetings with DPS (check with WLF as well).	
LPAA prefers that all sensitive/covert items not currently in Protégé (vehicles and guns), continue to be stored outside the system. What is impact on Title 34 and capitalization?	Rhoama	12) Find out what OSRAP capitalization decision was on covert vehicles which are not tracked in Protégé. Check with Public Safety and WLF for Covert Assets that are in Protégé but probably should not be.	OSRAP
	Christine	13a) Follow-up on the receivables aspect and how to handle in SAP. (Check with Mary Walker).	Mary Walker
	Bobby Hill	13b) How many items are invoiced or billed later to Non-ISIS, preferred customers (non web/ auction sales)? (Bobby Hill to provide report)	
	Christine	14) Determine how to record receivables for non-auction/non-web sales – Advise Mary W	Mary Walker
	Rhoama / Bill	15) Determine how LPAA is invoicing non state areas.	Susie B.
	Rhoama / Bill	16) Determine the process going forward for depreciation accounting for retirements.	OSRAP
	Rhoama	17) Review "Reimbursement Report" with Bobby	Done.
The validation would have to either be a warning or only apply to vehicle classes.	Christine	18) See if a validation on serial # for 17 characters is possible.	
	Christine	19) Can acquisition method be mandatory at goods receipt?	
	Rhoama	20) Have Sue contact Gary Ramsey about time delay relating to building projects	Done
	Christine / Rhoama	21) Identify funds and how they map to fund types as used by LPAA. Talk with OSRAP and LPAA about how to structure this.	LPAA / OSRAP
	Christine	22) Does * and sub-number pick up all the sub assets for retirements	
Dependent on fund type use in Protégé compared to funds – will look into option of creating fields for fund type for tracking reimbursement details of multiple funded assets (this would eliminate need for sub-numbers for LVA's).	Christine	23) Can we get away from using sub numbers on LVA?	
	Bobby	24a) Get report from Bobby on capital items in Surplus that have not been fully depreciated. Report to find out if anything in Surplus has a NVB >0 (Not fully depreciated) -> Gains and Losses	
	Christine	24b) Determine if surplusd items need to be re-tagged in the future.	
	Christine	25) Draft request to have OSRAP consider the retirement of all moveable property prior to surplusung. Gains and Losses are a consideration including buy-backs and trade-ins.	

	Rhoama	26) Are all reportable fields from AA in BI?	Question sent to BI on 10/29/2008
Should the property item be deactivated after it gets to warehouse, or sooner?	Rhoama / Lisa	27) Ask Susie at LPAA when to record the transfer for items that are picked up for surplus.	Surplus Meeting
	Rhoama	28) What are the GASB 42 rules for movable equipment, if any?	OSRAP – Question sent to Sean L. and Rae M. on 10/29/2008.
	Attendee Homework	29) Provide Reports to Rhoama	
	Christine	30) Revisit the process for creating low value assets. We may want to create based on PO and not after receipt.	

**Discussion:**

**AS-IS**

**Retirement: Disposal Methods – Movable Property (slide 8)**

- Deceased (livestock)
- Dismantle for Parts
- Inventory Adjustment
- Lost 3rd Yr. Discrepancy
- Scrap
- Stolen
- Trade In

**Disposals – Movable Property (slide 9)**

Question about any other fields that are required on the disposal screens.  
DPS: Status field is very important (This is the main status of the property record, i.e. Active etc...).

**Asset Master Record: To-Be Update (slide 12)**

Christine: We are doing more discovery work related to Protégé functionality. The to-be processes will be discussed with LPAA and OSRAP (and reviewed in future workshops or meetings). We will be revisiting some of this during the data conversion sessions. We will be using Asset Master Record (AMR) in SAP, but we will be doing it differently for Capital Assets versus Low Value Assets (LVA). Highlights of the slide were presented.

**SAP Glossary (slide 20)**

Retirement definition was explained. "Asset retirement is the removal of an asset or part of an asset from the asset portfolio. When an asset is 100% retired, the deactivation date for the asset should be defined."

**Asset Master Record (slides 23 – 24)**

The AMR initial screen was discussed for adding and changing an AMR, including the need to assign the Asset Class and Company Code and the ability to add sub-numbers.

**Search Options (slide 25)**

Multiple match-code choices were explained and it was indicated that search wildcards are available.

**AMR General Information (slide 27)**

"Deactivation on" field is very important. This will disallow any more acquisition details on the asset. We will need to look into how to use the deactivation date for LVAs, possibly with the use of a new field.

**AMR – Time Depended Data (slide 28)**

Proposals for development of new fields were covered. (Parish, floor, location etc...) Additional SAP fields will be available for Fund, Fund Center, and Grant which did not display on the screen print. The field designating the "Agency" will probably be the "Business Area" or "Cost Center" (need to confirm with financial team).

LDAF (Agriculture and Forestry): Has two agencies. One may own the asset, but the other agency may be the user. This data could be captured in other fields. The funding agency currently carries the item on inventory. LDAF currently uses the Protégé cost center field to identify the using agency.

DPS: The Department of Public Safety reorganizes frequently. Cost center changes are made on a regular basis. These are financial structural changes. Would the system have a way to automatically reassign items? Depreciation may need to go to the Program level.

Christine: You will need to do transfers to move to the correct cost center for capital assets.

**Action Item 1:** To which Cost Center should depreciation be posted to? At which level? Will there be a "dummy" cost center or will it be posted to the actual owner? How will the structure be defined in SAP? How close is the cost center structure in SAP to LPAA certification group (Dept/Agency)? DPS/Corrections indicated that they have numerous detailed cost centers.

**Action Item 2:** Confirm how programs will be handled versus the funding (funds management? Does this affect cost centers or depreciation? How should it map over to the Assets? (Christine).

**FRICE-W 1:** Need another field for tracking cost center. Example was provided of using vs. owning vs. cost center based on requirements stated by Billy Hebert with LADF. Can we use "Fund Center" for this?

**Key Decision 1:** Use the Responsible Cost Center to track Custodian cost center (the one that takes the depreciation).

**Action Item 3:** Determine if the Personnel Number can be restricted in the drop-down list or if it can be filtered by Agency? Can this be used instead of Person responsible? If you want to assign property to an employee then you can use the SAP personnel #. However, if you assign property to people who are not employees, then the developed field for responsible person would be used.

LSU HSC: Will cost center be updateable during the physical inventory?

Christine: Change will usually be made via transfer for capital asset and AMR change for LVA.

Christine explained the need for AMR sub-numbers for multiple funded assets.

**Organizational Impact 1:** Processing implication for multi-funded assets. If multiple funding – main asset number holds no value but contains general asset data (e.g. for tracking purposes), each sub-number holds funding and value amounts. Also, if sub-numbering is used for a component part, then each asset record is treated as an individual asset record.

DCRT: Why do we need ORM location number? Do we need ORM location number for RE only or will ORM be reporting assets by ORM Location code? Or, will location and asset information be in RE? (Rhoama)

The building field will likely be a drop-down field that will be controlled, and not a free form. Many participants wanted free-form. Others wanted pull down selection. If drop-down, who will maintain the data? Could be in the Plant Maintenance area?

Christine: Drop-down lists will include all values for all agencies. You cannot restrict the list to certain agencies only. However, we can make it where only certain items can be selected. The development for this is difficult.

Can you enter search criteria on the list? To some degree yes (e.g. wildcard for pick list, not for free form text). The preliminary group consensus was to leave drop-down list fields as free form text.

**Organizational Impact 2:** Drop-down lists will not be restricted (by plant, agency, department, etc). This is not standard SAP functionality.

**FRICE-W 2 (OMIT):** Look at code which will limit the items that can be selected (rather than displayed). *Not applicable* (validation to limit values that can be picked). It was decided during the meeting that this was not the best solution and this FRICE-W item was withdrawn.

**Key Decision 2:** Plant and Location will not be used (SAP/ AMR fields)

**Action Item 4:** Investigate the possibility of development of new location field with the long enough to include the agency number as the first part of the description for all the drop-down fields, giving the user the opportunity to enter the agency number, then wild-card to generate results for just that agency. The delivered SAP location field refers to the location used in the Plant Maintenance module. Since agencies use different location information than the PM module, the SAP location field on the AMR will be hidden. A newly developed location field will be used instead. The determination has been made that plant and location will only be used by MM and PM.

**FRICE-W 3:** Equipment records for all vehicles

DPS: Which field will we use for location for certification? The newly developed location field would be used for certification. Also, where will home or personally assigned vehicles be noted?

**Action Item 5 and FRICE-W 4:** Look at equipment records for all vehicles related to personal/home assignment. Investigate linking to "Person Responsible" in AA (and keep them synchronized). DCRT will determine if they need to get with PM to link equipment items with AA.

LDAF: We may have equipment that is stored at someone's home (i.e. for trailer). How can we accommodate this? Can use the "Room" field and use an "HS" designator for home storage.

**Key Decision 3:** Use Room for vehicles – put HS for Home Storage

DPS: What is the "functional area" field used for? TBD

**Action Item 6:** Determine how the Functional Area field will be used. Ask finance team.

Several key decisions were made during this segment:

**Key Decision 4:**

Parish: Drop down

Floor: Free form text entry

**Key Decision 5:**

ORM Location: Free form text entry

Person Responsible: Free form text entry

All Others: Drop Down

**Action Item 7:** Follow-up on the "Floor" field. Should it be free-form text, or drop down. (Protégé/ORM)

**AMR Allocations:** (slide 29)

Evaluation Groups were proposed for configuration.

LPAA Approval Status: What is this? This is where the link to the EMR is made.

**Action Item 8:** Get with Dave Gorman (Plant Maintenance IBM lead) on how to synchronize EMR with AMR. Does someone change EMR/AMR information on one side and it feeds to the other or will it update both ways? Who can make change?

Classification: The detailed Protégé classifications will be converted (more like a sub-class in the SAP system)

**Action Item 9:** Confirm if class will replace OSRAP group.

**AMR – Origins** (slide 30)

How is vehicle year used, if needed will it be on EMR/Fleet? Reports are currently generated on this field out of Protégé. Also may need “model year” on some equipment.

**FRICE-W 5:** Equipment Master Record (EMR) needed for all vehicles.

**FRICE-W 6:** Track model year of all assets (example: tractor is used as trade-in, need model year)

#### **AMR – Net Worth, Tax (slide 31)**

We will not be using the SAP tax and leasing screens. The insurance screen with standard fields, for ORM use, will be available.

#### **AMR – Depreciation Detail (slide 33)**

SAP doesn't have a “sales value” field, but it does have a “scrap value” field that can be used. This has no impact on depreciation for OSRAP. So we can use it for sales – to be used for reports to determine reimbursable amounts.

**Key Decision 6:** Scrap Value = Sales Value

#### **AMR Asset Value Display (slide 36)**

The “Planned Values Book Depreciation” was explained.

Capital Asset: Automatically links to the Purchase Order, if applicable.

LVA: not applicable for PO linkage (potentially a new field for manual entry of the PO)

#### **Asset Retirements (slide 39)**

Defined on the slide....

Retired assets cannot have new acquisition values (i.e. capital assets), but other data fields can be changed, and tracked via audits. (see ORG IMPACT 3). It is not the same as in Protégé, but can be used.

You can run reports on de-activated assets and on fields which have been changed. If people are changing data then it may be a training/personnel issue. SAP standard functionality does not lock down all the fields on deactivation of an asset. This could be a proposed development item. However, this should be a training/monitoring issue instead.

You can have one AMR number that stays with the item throughout its life, regardless of how many agencies owned it. This is different than Protégé where the tag numbers and asset numbers change. All the capital assets will get a new number, but the LVAs will not need to go through this process. They can keep the asset number; just all the other fields change.

Question: Will we be able to see all the changes made to the asset across agency transfers? Need to be able to see the history of a vehicle. We look it up by our old tag number or VIN number for vehicles. Need to know who was responsible or who was the property manager was at any point in time throughout the history of the vehicle. Oversight agencies frequently asking LPAA about this (OIG, Auditors etc...)

Christine: Audit trails tell you when the item changed and who changed it. But you can't get this type of historical data, based on field value such as custodian in standard SAP reports. This would be a special developed report to get at this historical data. Standard BI cubes may not have all this data.

**Organizational Impact 4:** Property Manager will not show up on SAP – no contact detail

**FRICE-W 7:** BI fields for everything, including audit/history (Confirm comment from Bobby H - that BI was to include all asset fields?)

**FRICE-W 8:** Identify which report requirements are necessary for transfers, pickups, and LPAA approvals.

DCRT: Question if the asset tag number would change after a transfer? Yes, but not the Asset Number for LVA. It will only change for Capital Asset transfers with a financial impact.

Discussion ensued about the "Inventory number" field and how it will display on the inventory report and who can make the change. You can still do a selection by tag number based on agency number then wildcard.

Inventory Number: Need to restrict changes to this field via security.

SAP does not force the user to change the Inventory Number on transfers. Agencies will need to run reports to identify assets that should have had a number change but did not.

**Organizational Impact 5:** SAP will not enforce required tag number changes at transfer.

**Organizational Impact 6 and 7:** Related to the tag number changes. SAP will not prevent duplicates or Inventory Number mismatches. Duplicates have to be allowed. Capitalized assets which utilize multiple sub-numbers will likely need all related sub-numbers to have the same Inventory Number.

**Organizational Impact 8:** Protégé is not integrated to financial system - > SAP is integrated

**Organizational Impact 9:** In Protégé fields can not be changed for an asset that is marked inactive. Fields can be changed in SAP when the asset is marked inactive. Audits in SAP can be tracked by who edited what field. AMRs can be edited, but not financial fields once record is retired. In SAP you can run a report to identify what fields are changed after an asset is deactivated.

Security roles will be role based. – need to restrict update access by agency. Is there a need for AA users to be able to view all data in the system?

**FRICE-W 11:** Show person responsible based on historical records. Standard reports do not give you the ability to filter for a given person. LPAA often needs to research which agency / property manager was responsible for a given asset during a specific time period. This occurs with litigation and on other occasions as well.

**Action Item 10:** Ask Susie at LPAA what the global security should be. What should it be based on? Should users be able to see all assets or just those they have access to?

DPS: How will we distinguish the truly sensitive items that nobody should be able to see? It could be a separate class that is restricted or restrict the fields that can be seen based on the class.

**Action Item 11:** Determine the security requirements over sensitive items (i.e. equipment related to undercover operations) and how to design this in SAP. Discuss in separate meetings with DPS (check with WLF as well).

**Parking Lot 1:** Security Requirements for undercover

**Action Item 12:** LPAA prefers that all sensitive/covert items not currently in Protégé (vehicles and guns), continue to be stored outside the system. What is impact on Title 34 and capitalization? Find out what OSRAP capitalization decision was on covert vehicles which are not tracked in Protégé. Check with Public Safety and WLF for Covert Assets that are in Protégé but probably should not be.

Surveillance equipment and other equipment kept in vehicles that are used in covert operations. Bobby indicated that under cover vehicles are not kept in Protégé. Karen Pierce (DPS) indicated that they have some covert-related assets in Protégé that are set up with dummy numbers.

OSRAP: Need to know capital items that are not in Protégé. Bobby recalled that there was an agreement with OSRAP on these vehicles and that the safety of the officers trumped the needs of OSRAP.

Sale with Revenue:

How many assets are set up as receivables to non-LaGov entities? LPAA invoices preference buyers for items purchased as well as higher education and other non-ISIS agencies. Private entities only acquire via the auction (live or web) process whereby the auctioneer writes a check to LPAA

**Action Item 13a:** Follow-up on the receivables aspect and how to handle in SAP. (Check with Mary Walker).

**Action Item 13b:** How many items are invoiced or billed later to Non-ISIS, preferred customers (non web/ auction sales)? (Bobby Hill to provide report)

**Action Item 14:** Determine how to record receivables for non-auction/non-web sales – Advise Mary W

**Action Item 15:** Determine how LPAA is invoicing non state areas.

#### **Asset: Retirement** (slide 40)

How is a retirement transaction recorded?

There is no workflow in the AA module, including for retirements.

DHH: How do you reinstate an asset in SAP (i.e. if retired by mistake)?

You can reverse the transaction on a capital asset in SAP as long as the reversal occurs in the same month. You would simply change the AMR for LVA records.

LPAA requires approval for vehicle transfers. The transfer may go away under certain circumstances, so the transfer needs to be reversible. The transfer request generates a report.

In SAP, the business process should then change to identify a vehicle for replacement. Do not retire until it's actually surplus.

**Parking Lot 2:** Talk to LPAA regarding trade-ins (Vehicles). Trade in equipment stays in a pending status. Christine suggested EMR including weapons for trade-in.

#### **IMPORTANT CONSIDERATIONS:** (slide 42)

**Action Item 16:** OSRAP – Determine the process going forward for depreciation accounting for retirements.

**Action Item 17:** Review "Reimbursement Report" with Bobby

#### **Status:** (slide 43)

Use evaluation groups field on allocations tab.

#### **Key Decision 7:**

Add new field "Status". Make required field.

- Acquired / Received from Inter Departmental Agency Transfer
- Acquired / Received from Intra Departmental Agency Transfer
- Retire to Inter Departmental Agency Transfer
- Retire to Intra Departmental Agency Transfer
- Retire to State Surplus
- Acquire from State Surplus
- Complete?
- Initial (set as default)

**Action Item 18 (omit):** Check with Adam on whether you can open up AMR from SRM. Further discussion made this *unnecessary*. Decision to have only minimal data required for SRM creation of asset updated at time of transfer. All other data would be updated after GR.

#### **Acquisition Methods:** (slide 44)

Methods were updated based on prior blueprint session feedback. See values on slide for final decisions.

**Parking Lot 3:** Validate on serial # for 17 characters.

**Action Item 18:** Christine will check to see if she can put in a validation on serial # for 17 characters.

Acquisition Methods

- Agency manufactured
- Birth
- Donation
- Federal surplus
- Loan
- Original purchase
- Seizure
- LPFA / 3rd party finance
- Lease
- Elective
- \*Buy-back Acquisition
- Settlement

**Action Item 19:** Can acquisition method be mandatory at goods receipt?

**Key Decision 8:** Enter minimal information on AMR when created via PO.

Discussion ensued about how the projects system accumulates costs and then settles to AuC and then an Asset.

**Action Item 20:** Have Sue contact Gary Ramsey about time delay relating to building projects.

#### **Disposition Method:** (slide 45)

Methods were discussed and updated. See slide for final list of disposition methods.  
Inventory adjustment example from DPS: Used to account for one-to-one swap of radios.  
Also used to correct errors, such as when a single item gets two tag numbers. We may want to use notes field to record more details about the inventory adjustment.

#### Disposition methods

- Surplus sold to non-state
- Surplus sold to State of Louisiana
- Surplus destroyed
- sold counter sales
- sold web sales
- sold auction
- sold other
- dismantle for parts
- scrap
- stolen
- Deceased
- trade in
- lost
- buy-back retirement
- demolished
- Un-located YYYY (with value for each year)
- relocated YYYY (with value for each year)
- Inventory Adjustment (use note field for more info)

#### **Approval Status** (slide 46)

The status codes were discussed and updated. LPAA people should be the only ones to enter this data, field to be restricted (**Key Decision 9**). See slide for list. May need to process for 2 approvals for buildings.

Christine explained the available workflow in SAP/AA. Delivered workflow is only used for capital assets for mass transfers and mass retirements without revenue. Mass retirements with revenue are based on equal value for all assets or % distribution (not individual amounts). Mass AMR changes require additional step to define field substitution rules.

How do you envision us getting the necessary approvals for asset transactions? This would be via field updates/report on AMR or a paper based system.

Approval Status: restrict Access

- LPAA approved
- LPAA denied
- SLO approved
- SLO denied
- FPC approved
- FPC denied
- DOTD approved
- DOTD denied
- ??? approved
- ??? denied
- Initial (set as default)

#### **Pickup Status** (slide 47)

Use the evaluation group field.

#### **Key Decision 10:**

Pickup Status

- picked up by LPAA
- delivered to LPAA
- as-is / where-is
- completed
- initial (default)

Description Line 2 can be used in SAP for additional detail on pickup location, etc on Pickup status

#### **Asset Numbers** (slide 48)

**Organizational Impact 10:** For low value assets, one asset number per tag number will change to multiple tag numbers per LVA asset number.

#### **Other Fields** (Protégé Related)

Fund Type – will use actual fund number (see slide). All the fund types came from OSRAP at one time. Things have changed. Do we need to carry forward the current fund types into SAP? Some federal funds do not require reimbursement.

**Parking Lot 4:** Fund types do not match from Protégé to Financial Fund types.

**Action Item 21:** Identify funds and how they map to fund types as used by LPAA. Talk with OSRAP and LPAA about how to structure this.

If you retire an asset number, do all the sub-numbers get retired as well?

**Parking Lot 5:** Not all Federal Funds are reimbursed.

**Action Item 22:** Christine: Does \* and sub-number pick up all the sub assets for retirements?

**Action Item 23:** Christine: Can we get away from using sub numbers on LVA? Dependent on fund type use in Protégé compared to funds – will look into option of creating fields for fund type for tracking reimbursement details of multiple funded assets (this would eliminate need for sub-numbers for LVA's).

**FRICE-W 9:** Can custom fields be added to AVI grids?

**Key Decision 11:** Add "Sales Invoice number" field to AMR

#### **Surplus** (slide 50)

**Action Item 24:** Get report from Bobby on capital items in surplus that have not been fully depreciated. Report to find out if anything in Surplus has a NVB >0 (Not fully depreciated)  
-> Gains and Losses

Also determine if surplus items need to be re-tagged in the future.

We will be looking at retiring asset without revenue when they are sent to surplus. Currently no gain or loss calculations - need discussions with OSRAP about this.

#### **Other Fields (slide 51)**

Protégé 'customized' agency numbers. How important is it to convert these into SAP? Bobby does not see them as important. Agencies can keep their existing tag numbers, just be aware that the first digits may not match the new standardized agency numbers used in the system.

How will LPAA be requiring agencies to certify their inventory in the future? Will it be by business area or some other way?

**Action Item 25:** Have OSRAP consider the retirement of all moveable property prior to surplus. Gains and Losses are a consideration including buy-backs and trade-ins.

**Parking Lot 6:** Discuss Cost Center breakdown for future with FI/CO

#### **TO BE: Value and Depreciation Calculation (53)**

##### **Sample Process (slide 54)**

The proposed To-Be process for transferring an item to surplus was discussed. The process relies on reports to monitor the status of the transfers.

Use notes Line 2 for remarks that need to be included in reports related to approvals. Use the text editor for more extensive text, but cannot display on reports. You can also see changes (audit history) to documents online.

**Action Item 26:** Are all reportable fields from AA in BI?

Bobby: we have some requirements to track LPAA efficiency based on pickup data. Transfer document (like a manifest) has a creation date. This is compared to "received date" to measure the time.

**Action Item 27:** Ask Susie at LPAA when to record the transfer for items that are picked up for surplus. Should the property item be deactivated after it gets to warehouse, or sooner?

##### **Parking Lot 7:**

Most reports allow you to download information to different formats. 'Incomplete Asset' report for LVA's does not provide download ability. This is a Potential GAP related to the transfer document. Need to be able to assign a transfer number. Transfer number would require a paper record. Does Mobile Solutions offer a solution to this?

#### **Value and Depreciation Calc – Retirement (slide 55)**

Add "Deceased" with same process as destroyed

#### **TO-BE High Level Process: Retirement by Agency Flowchart (slides 56, 57)**

Christine led the discussion through the process. With minor changes, the first slide was accepted. (Need new item on flowchart for items sold as scrap)

Identify that asset needs to be retired and that all approvals have been received" first step of slide 56. Add another step... If it's to be sold and does not get tagged as scrap it goes to surplus then LPAA sells it, take revenues, and give reimbursements to appropriate parties.

If a vehicle is wrecked and totaled will it be fully depreciated? This is a financial decision. As-Is: there is no loss taken on this except that the vehicle is fully depreciated when financially transferred to surplus for scrap or sale.

**Organizational Impact 11:** LPAA builds shells when surplus items are sold to agencies (capital assets).

Column with G on it (slide 57) goes with LA Gov Project Entity Purchase.

Reimbursement comes with any sale of an item from surplus that was purchased originally with federal or reimbursable funding type, regardless of the buyer (state or non-state). If reimbursing Department buys it back from themselves, then the federal / reimbursable fund is not reimbursed.

Write off before 3 years – if proven stolen via forced entry with police report. Other words, it is marked as lost for 3 years.

Destroyed: Retired w/o revenue. No transfer fees or reimbursement.

Partial impairment / still useable with net book value, OSRAP calculates the financial impact of the impairment. Impairment made full or partial due to a given hurricane or disaster needs to be identifiable.

**Asset – No revenue: Declared Lost** (slides 58, 59, 60, 61, 62, 63)

This process on the slides was verified by the group.

**Key Decision 12:** Items continue to depreciate if lost within the 3 year time frame.

**Asset – No revenue: Stolen** (slides 64, 65)

This process on the slides was verified by the group.

**Asset – No revenue: Destroyed** (slide 67)

**Asset – No revenue: Impaired** (slide 68)

No LPAA approval needed for impairment entry. OSRAP calculates impairments. If it's a value decrease, but still usable, OSRAP makes the calculation. This will be mostly for buildings and infrastructure.

**Action Item 28:** What are the GASB 42 rules for movable equipment, if any? OSRAP

**Organizational Impact 12:** GASB 42 may have an impact on moveable property impairments.

**Asset – No revenue: Dismantled** (slide 70)

**Asset – No revenue: Sold to Non-State** (slide 72)

**Action Item 29:** Provide Reports to Rhoama

DCRT Question: Low value assets. We receive, then tag. Can the finance department see a list of assets by PO number? Yes, but must add to AMR to custom PO field on the special tab for LVAs.

**Action Item 30:** Revisit the process for creating low value assets. We may want to create based on PO and not after receipt.

**SAP Security Considerations** (slide 83)

**Process Improvement Opportunities (Pain Points)** (slide 86)

**Next Steps**

**Meeting Adjourned**

## Wall Charts

### FRICE- W

- 1) Add another field for tracking fund cost center.
- 2) Not applicable (validation to limit values that can be picked)
- 3) Equipment records for all vehicles
- 4) person assigned/ home assignments on SAP needs to link to person assigned on AMR – Vehicles only
- 5) EMR for all vehicles
- 6) Track model year of all assets (example: tractor used as trade-in , need model year)
- 7) BI fields for (AA) everything including history
- 8) Identify which report requirements are necessary for transfers, pickups, and LPAA approvals.
- 9) Can custom fields be added to AVI grids?
- 10) PO Report

### Parking Lot

- 1) Security Requirements for undercover
- 2) Talk to LPAA regarding vehicle and other replacement
  - > Transfer pending/ void status
- 3) Validation on Serial Number for 17 characters
- 4) Fund types do not match from Protégé to Financial Fund types
- 5) Not all Federal Funds are reimbursed -> AI21
- 6) Discuss Cost Center breakdown for future with FI/CO
- 7) GAP? Shipping Manifest – Items/assets going for surplus (Transfer Detail)
  - Transfer # for audit and accounting purposes
  - Driver checklist

### Action Items

- 1) Which cost center should depreciation be booked to? Owner or Dummy?
  - > Confirm how programs will be handled v funding
- 2) Programs – *On Bills notes*
- 3) Personnel number: Restrict by Agency?
  - > What is the search capability?
- 4) Drop Downs for new field – include Agency in Description – impacts description field size (example; location – sorting)

- 5) Equipment records for all vehicles and synchronization {Report v Display} of personnel numbers/ home storage
- 6) Ask finance how functional area will be used.
- 7) Follow up on Floor/Room – text or drop down? ORM/ Protégé?
- 8) Who enters and changed detail in AMR – Asking PM
- 9) Confirm if class will replace OSRAP group
- 10) Ask Susie if users can see all assets or just those they have access to
- 11) Security requirements for records in Protégé -> Undercover TO BE DISCUSSED
- 12) Covert vehicles and guns currently not in Protégé – not in SAP. Impact Title 34 and capitalization. [Public Safety? Wild Life and Fisheries?]
  - OSRAP (Inya Kimbrough)
- 13) How many invoiced/ billed later? Non- ISIS, preferred customers (non web/ auction sales)
- 14) Rec. non auction/non web sales – Advise Mary W
- 15) Invoicing non state areas
- 16) OSRAP – Financial process going forward? (Depreciation not GASB compliant)
- 17) Review “Reimbursement Report” with Bobby
- 18) Adam – Does SRM open record to fill field?
- 19) Christine - Can acquisition method be mandatory at goods receipt?
- 20) Have Sue W. contact Gary regarding time delay on tagging items/ movable assets to building.
- 21) Talk with OSRAP and LPAA about Fund Reimbursement
- 22) Christine - Check when retiring: Does “\*” in sub number pick up all sub numbers?
- 23) Christine - Can we get away from using sub numbers on LVA?
- 24) Report to find out if anything in Surplus NVB >0 (Not fully depreciated)
  - > Gains and Losses
- 25) Ask LPAA how certification breakdown will be in to-be?
  - Business area?
  - cost center (Agency)
- 26) Are all reportable fields from AA in BI?
- 27) Ask Susie: when is Financial transfer complete?
- 28) OSRAP – for movable – what are GASB 42 rules that PM need to know?
- 29) HOMEWORK – What reports are being used and how?
- 30) Look at process of LVA

### Key Decisions

- 1) Use the Responsible Cost Center to track Custodian cost center
- 2) Plant and Location will not be used (SAP/ AMR fields)
- 3) Use Room for vehicles – put HS for Home Storage
- 4) Parish: Drop down  
Floor: Free text
- 5) ORM Location: free form  
Person Responsible: Free Form  
All Others: Drop Down
- 6) Scrap Value = Sales Value
- 7) Status on asset: Default to initial
- 8) Enter minimal info for Capital AMR created at PO
- 9) Approval Status: restrict to authorized personnel.
- 10) LPAA pickup status – New Field
- 11) Add “Sales Invoice number” field to AMR
- 12) Depreciation continues when item is un-located – CONFIRMED

### Organization Impact

- 1) Multi Records per Asset due to Multi funding ( i.e. sub numbers)
  - > Learning
  - > Training
  - > Management
- 2) Training – SAP does not filter by plant for drop downs
- 3) In Protégé fields can not be changed for an asset that is marked inactive. Fields can be changed in SAP when the asset is marked inactive.
- 4) Property Manager will not show up on SAP – no contact detail
- 5) SAP will not enforce tag number changes at transfer
- 6) SAP does not disallow duplications of tag numbers
- 7) Fields (eq. tag number) validated in Protégé against agency number/ duplicate search ( Not in SAP)
- 8) Protégé non integrated to financial system - > SAP is integrated
- 9) Protégé restricts values (display) by agency- SAP does not.
- 10) (LVA) 1 asset number per tag number will change to multiple tag numbers per LVA asset number
- 11) LPAA builds shells when surplus (Capital asset) items are sold back to agencies

12) Org impact/ Training:  
GASB 42 impact on moveable property impairments AI#28

Integration Points

- 1) A/R - > Invoicing non web/ auction sales
- 2) PM - > EMR synchronization for non standard fields