

**Asset: Data Conversion**  
**FI-AA-08**  
**November 18, 2008**



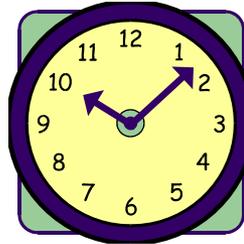
**LaGOV**

**DRAFT\_Version 1.1**

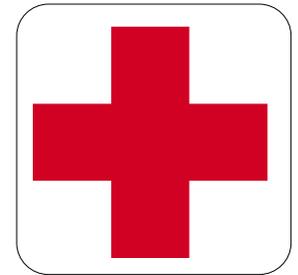
**Updated: Oct 8, 2008**



# Logistics



**Before we get started ...**





# Blueprint Schedule - Tentative

Workshop ID	Process Area	Date
FI-AA-01	Asset Classes	Aug 14 (Thu)
FI-AA-02	Asset Master Records	Aug 19 (Tue) Aug 20 (Wed)
FI-AA-03	Asset Acquisitions and Subsequent Valuations <i>(note: Oct 2 is for Infrastructure assets only ... merged with Agile Assets)</i>	Sept 30 (Tue) Oct 1 (Wed) Oct 2 (Thur)
FI-AA-04	Transfer of Assets	Oct 21 (Tue)
FI-AA-05	Retirement of Assets	Oct 23 (Thu)



# Blueprint Schedule - Tentative

<b>Workshop ID</b>	<b>Process Area</b>	<b>Date</b>
FI-AA-06	Physical Inventory / Bar Coding	Oct 28 (Tue)
FI-AA-07	Periodic Processing	Nov 5 (Wed) Nov 6 (Thu)
<b>FI-AA-08</b>	<b>Conversion</b>	<b>Nov 18 (Mon)</b> <b>Nov 19 (Wed)</b> <b>Nov 20 (Thu)</b>
<b>FI-AA-Validation</b>	<b>Validation Sessions</b>	<b>Dec 10 (Wed)</b> <b>Dec 11 (Thu)</b>



# Blueprint Schedule – Integration Points Tentative

Workshop ID	Process Area	Date
LA-MD-004	Linear Assets / AMR for GASB > Merged with 3 <sup>rd</sup> day of FI-AA-003	Oct 2 (Thur)
FI-AP-002	AP Processing	Sept 17,18,23 (Wed, Thur, Tues)
FI-AP-006	Purchasing Cards – Financial Processing	Oct 30 (Thur)
FI-RE-001	Real Estate Master Data	Sept 23-25 (Tue - Thur)
FI-RE-004	Right of Way Parcels	Oct 30 (Thur)
LOG-MM-009	Purchase Requisitions – Assets	<b>Oct xx</b>
FI-PS-009	Capital Projects – Periodic Processing	Nov 12-13 (Wed -Thur)

*Note: Additional working session for Capital Leases to be scheduled*



# Work Session Objectives

## Data Conversion:

- Mapping by legacy source system
- Data cleaning
- Data transformation such as:
  - legacy system has 7 alpha characters, SAP requires 10 alpha characters or 4 numeric characters
  - legacy data contains detail in 1 text field, SAP requires it in two alpha numeric fields
- Data additions such as:
  - legacy system does not have data equivalent to SAP data required (i.e. field data simply does not exist)
  - legacy data inconsistent for mandatory SAP data field (i.e. field data sometimes available, sometimes not)
- Asset valuation:
  - Original Cost
  - Accumulated Depreciation
- Timing of Data Conversion:
  - Mid year conversion
  - Year end conversion
- Integration Point Conversion and Asset Linkage:
- Procurement/Invoice linkage for o/s documents that are Asset acquisition related (MM, AP)
- Real Estate object linkage (RE)
- Equipment Master Record linkage (PM)
- Assets under Construction (PS)
- Linear Assets (AGILE)
- Other where applicable.



# Work Session Objectives

- **Key Questions to Be Addressed:**
- 1. For each legacy system, who will be responsible for:
  - data cleanup
  - data transformations
  - data additions.
- 2. What level of detail will need to be captured and converted for a mid year conversion? Who will be responsible for the handling of this and the financial reconciliation?
- 3. Will there be a requirement for setup and valuation of items not currently recorded as assets in legacy systems, however, they will be need to be recorded as assets in SAP?
- 4. How will integration point conversion and asset linkage b e handled for the following:
- Procurement/Invoice linkage for outstanding documents that are Asset acquisition related (MM, AP)
  - Real Estate object linkage (RE)
  - Equipment Master Record linkage (PM)
  - Assets under Construction (PS)
  - Linear Assets (AGILE)
  - Other where applicable.



***AS IS.....***



Detail

Title



.... ***TO BE***



# SAP Glossary

- **Asset Class** - Main criterion for classifying fixed assets according to legal and management requirements.
- **Asset Master Record (AMR)** – Contains general information and valuation/depreciation rules for a specific item in the Asset Accounting (AA) module. In SAP, it also stores all the values and transaction data for the item.
- **Main Asset Number** - Unique number, in combination with company code and asset sub number, that identifies a fixed asset.
- **Sub Asset Number** – Asset record for an individual part of an asset, or subsequent acquisitions, can be represented by a subnumber to a main asset number.

- **Asset under Construction (AuC)** - An asset that you produce yourself which must be managed as a separate asset master record, generally without depreciation, during the construction phase.



# SAP Glossary

- **Asset 'Shell'** – an AMR which does not have the values in the Asset Value Tab (i.e. asset values are not managed via transaction updates). *Note: a Capital Asset record will be a 'shell' until time of acquisition value update.*
- **Incomplete Asset** – an AMR which does not have fields, which have been defined as 'mandatory or required' completed.
- **Capital Asset** - Tangible property which cannot easily be converted into cash and which is usually held for a long period, including real estate, equipment, etc. With a few exceptions (e.g. land), this type of asset will be depreciated or amortized. These types of assets are reported in the Asset section of Balance Sheets.

- **Low Value Asset (LVA)** – Items that do not meet the capital asset criteria and are recorded for tracking purposes only. LVA's can be handled as:
  - valued AMR (i.e. cap date and values are integrated via acquisition paths in PS, MM, AA, etc. and transaction updates). Generally, the LVA is fully depreciated in the year of purchase or in the period of acquisition.
  - 'shell': the cap date is manually entered. The AMR is not integrated with acquisition paths and asset values are not managed via transaction updates (i.e. no values on Asset Value Tab). Value can be manually maintained in another field



# SAP Glossary

- **Capital Lease** - A lease that meets one or more financial criteria as defined by FASB. This type of lease is considered to have the economic characteristic of asset ownership, thus it is recognized both as an asset and as a liability (for the lease payments) on the balance sheet.
- **Operating Lease** - In an operating lease, the lessor (or owner) transfers only the right to use the property to the lessee with the property being returned to the lessor at the end of the lease. This type of lease is treated as an operating expense in the income statement and the lease does not affect the balance sheet.

- **Depreciation** - Allocation of original cost of a tangible asset computed over its anticipated useful life, based on its physical wear & tear, and passage of time.
- **Amortization** - Writing off of loans or intangible assets in equated annual/monthly installments over a scheduled period.
- **Depreciation Area** - An area showing the valuation of a fixed asset for a particular purpose (for example, for individual financial statements, balance sheets for tax purposes, or management accounting values).
- **Equipment Master Record (EMR)** – Details recorded for an individual, physical object that is maintained as an autonomous unit in the Plant Maintenance (PM) module.



# SAP Glossary

- **Screen Layout** – Settings that specifies the fields that are displayed during master data maintenance and the field entry characteristics (e.g. required, optional, display only). Field entry characteristics are also referred to as 'Field Status'.
- **Account Assignment** – Settings which determines which general ledger accounts to post to from a business transaction. Sometimes referred to as 'Account Determination'.
- **Account Determination** – see 'Account Assignment'
- **Post Capitalization** – Correction of asset value, which was either set too low because capitalization was not performed in the past, or which was treated entirely as expense.

- **Goods Receipt (GR)** - A term from inventory management denoting a physical inward movement of goods or materials. It is usually triggered by a document that denotes the delivery of goods from a vendor to a company. For assets, the AMR valuation occurs at either time of GR or IR.
- **Invoice Receipt (IR)** - A term from Invoice Verification describing the receipt of an invoice issued by a vendor (creditor). For assets, the AMR valuation occurs at either time of GR or IR.



# SAP Glossary

- **Project System** – Module that allows the user to plan, execute and account for a project.
- **WBS Element** - Work Breakdown Structure – Forms the basis for the coordination and organization of a project. It is the Hierarchical outline of a task, item or process, described in the project definition.
- **Settlement** - Full or partial allocation of costs from one object to another (e.g. from WBS to AuC, from AuC to final AMR)
- **Write-up** – Financial valuation adjustment which increases the asset net book value via adjustment to depreciation posted. Reasons for adjustment include excessive past depreciation or reversal of unplanned depreciation.

- **Unplanned depreciation** – Financial valuation adjustment which decreases the asset net book value via adjustment to depreciation posted. Reasons for adjustment include unexpected permanent reduction in the worth of the asset due to damage, technical obsolescent, etc.
- **Transaction Type (TType)** - An object that classifies the business transaction (e.g. acquisition, retirement, or transfer), determines how the transaction is processed in the SAP system and defines how the posting is reported in the asset history sheet (i.e. which column). All capital asset financial postings require a transaction type.



# SAP Glossary

- **Transaction Variant:** A transfer variant is used in transfer transactions to identify the:
  - combination of retiring and acquiring transaction types
  - method of valuation for the receiving asset
  - data fields to be copied from the sending to the receiving asset (if a new AMR).
- **Transfer:** A transfer is a of partial or complete movement of an asset from a physical, financial or responsibility / ownership perspective. This can include a change in tracking location, responsibility/ownership, splitting of an asset/moving part of an asset to another asset.

- **Transfer Transaction:** In SAP, this is used to record asset movements that have a financial impact. This can be due to account coding/funding, splitting up or moving part of an asset to another asset, or correction of a posting (e.g. to wrong asset class, financial recording).
  - *Transfers without a financial/funding impact can often be recorded by a change to AMR field (e.g. room, proposed new fields for location, position/non-state person. unit, etc.)*
  - *There are special types of 'transfers' called 'settlements' which are used to move values (e.g. from WBS to AuC, AuC to final asset) – these use different business processes/SAP transactions.*



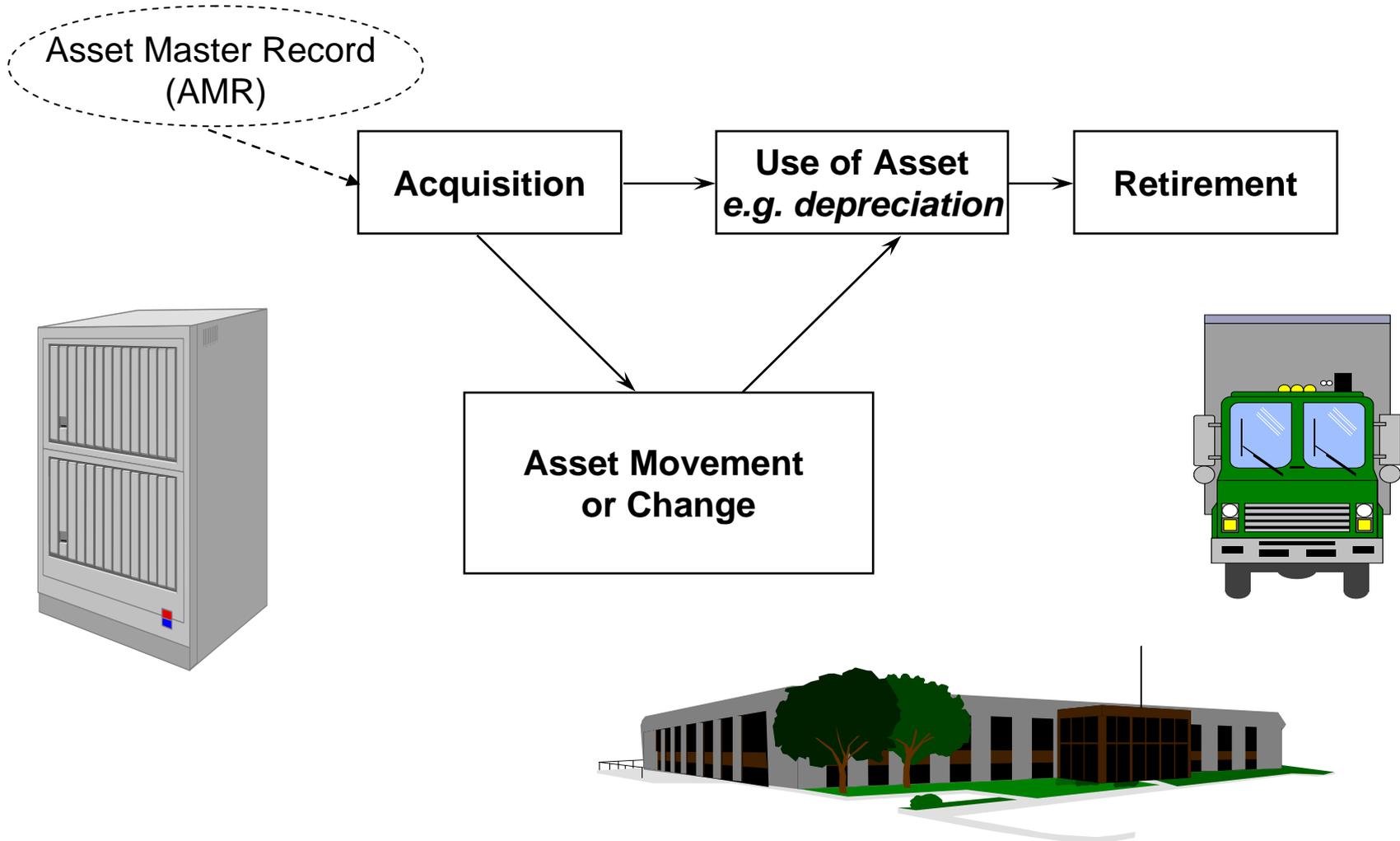
# SAP Glossary

- **Retirement:** 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.
- **Physical Inventory:** Methodical review and recording of the quantities and amounts relating to the asset portfolio
- **Data Conversion:** The transfer of data from one/many existing system(s) into a new computer system. For assets, this transfer process uses existing or 'new' data elements to be 'copied' into the new system, for example general information (e.g. master records) and values (e.g. financial balances and/or transactions).

- **Data Takeover (DTO):** Another term for Data Conversion.
- **Data Mapping:** process of matching data element between the legacy and new system. This includes identifying where 'exact' matches in terms of field length and characteristic do not exist and determining how to manage the data to fit the new system (e.g. data transformation).
- **Data Transformation:** Legacy system(s) may have different characteristics for a data element that must be standardized and transformed into the new system format (e.g. update of data for loading or using cross reference data-mapping rules).



# Asset Financial Life Cycle





# Asset Master Record

- What is it?
- What type of information is stored?

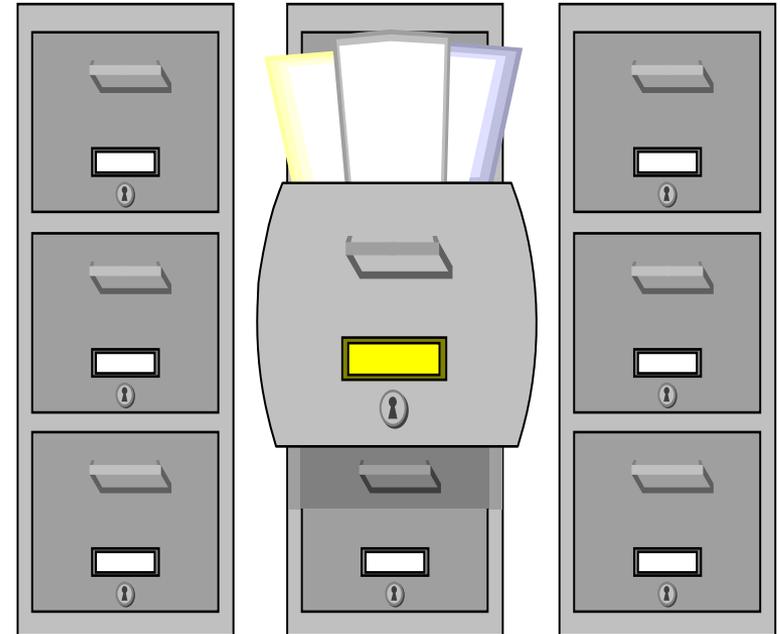




# Asset Master Record

*What is it?*

- Method by which detailed general and financial information about each asset is stored





# Asset Master Record

*What type of information is stored?*

Asset Class	Asset No.
<b>General Asset Detail</b>	
<b>Asset Depreciation Rules</b>	
<b>Asset Values</b>	



# AMR – Initial Screen

- *Create an Asset Master Record*

**Create Asset: Initial screen**

Master data | Depreciation areas

Asset Class	ZTEST
Company Code	0008
Number of similar assets	1

Reference

Asset	
Sub-number	
Company code	

Post-capitalization

- *Change or Display an Asset Master Record*

**Change Asset: Initial screen**

Master data | Depreciation areas | Asset values

Asset	
Subnumber	0
Company Code	0008



# TO-BE: Search Options

- Multiple matchcode choices
  - Wildcards available

Main Asset Number (1) 4 Entries found

Names and classes Cost center Inventory number

Company Code M101

Asset Class

Description

Acct determination

Capitalized on

Asset 6\*1\*

Subnumber

Maximum No. of Hits 500

Class	Asset description	Acct....	Cap.date	Asset	SNo.
160005	CAPITAL INTEREST	160005	01.07.2003	60001	2004
160005	LAPPTOP FOR WBS 3	160005	00.00.0000	60010	0
160005	OLD COMPUTER PRINTER	160005	01.07.2003	60001	0
169999	ASSET LINE ITEM	160005	00.00.0000	60011	0

4 Entries found

### Display Asset: Initial screen

Master data Depreciation areas Asset values

Asset

Subnumber 0

Company Code

Main Asset Number (1) Personal Value List: Main Asset Number (1) 1 Er

Cost center Inventory number Investment Orders

Company Code M100

Inventory number

Asset Class

Description

Asset

Subnumber

Maximum No. of Hits 500



# Asset Master Record – General Detail

- Stores concrete detail information about your asset including:
  - Informative detail
  - Financial posting
  - Financial calculation parameters
  - Integration linkages
  - Etc.
- Uses 'Tab' format to access data elements

Asset Class	Asset No.
<b>General Asset Detail</b>	
<b>Asset Depn. Rules</b>	
<b>Asset Values</b>	



# AMR – General Information *(sample)*

Asset	INTERN-00001	0		
Class	ZTEST	Z_All fields open	Company Code	0008

<b>General</b>	Time-dependent	Allocations	Origin	Net Worth Tax	Insurance	Leasing	Deprec. Areas
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<b>General data</b>	
Description	<input type="text"/>
Asset main no. text	<input type="text"/>
Acct determination	2000 Buildings
Serial number	<input type="text"/>
Inventory number	<input type="text"/>
Quantity	<input type="text"/>
	<input checked="" type="checkbox"/> Manage historically

<b>Inventory</b>		
Last inventory on	<input type="text"/>	<input checked="" type="checkbox"/> Include asset in inventory list
Inventory note	<input type="text"/>	

<b>Posting information</b>			
Capitalized on	<input type="text"/>	Deactivation on	<input type="text"/>
First acquisition on	<input type="text"/>	Plnd. retirement on	<input type="text"/>
Acquisition year	<input type="text"/> 000	Ordered on	<input type="text"/>

**Receiving Asset:** detail completed dependent on transfer rules used (i.e. transaction type)

**Sending Asset (if 100% transfer)**



# AMR – Time Dependent Data *(sample)*

Asset	INTERN-00001	0		
Class	ZTEST	Z_All fields open	Company Code	0008

General | **Time-dependent** | Allocations | Origin | Net Worth Tax | Insurance | Leasing | Deprec. Areas

Interval from 01.01.1900 to 31.12.9999

Business Area	<input type="text"/>
Cost Center	<input type="text"/>
Resp. cost center	<input type="text"/>
Activity Type	<input type="text"/>
Int. order	<input type="text"/>
Maintenance order	<input type="text"/>
Plant	<input type="text"/>
Location	<input type="text"/>
Room	<input type="text"/>
Tax Jurisdiction	<input type="text"/>
License plate number	<input type="text"/>
Personnel Number	<input type="text"/>
Shift factor	<input type="text"/>
Functional Area	<input type="text"/>
Real Estate Key	<input type="text"/>

Asset shutdown

*Note: Additional fields will be available for Fund, Fund Center, Grant.*



# AMR – Allocations (Sample)

Asset: INTERN-00001 0  
 Class: ZTEST Z\_All fields open Company Code: 0008

General | Time-dependent | **Allocations** | Origin | Net Worth Tax | Insurance | Leasing | Dep

**Allocations**

Evaluation group 1

Evaluation group 2

Evaluation group 3

Evaluation group 4

Evaluation group 5

Investment reason

Envir. investment

Asset super number

**Integration of assets and equipment**

Create/change equip. from asset master record

WF	Sync	Equipment number	Ca...	Object type	Description of technical object
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

No. 1 Create Entry 0 Frm 0

Changing asset from equip. master record via

Synchronization

Workflow



# AMR – Origins (Sample)

Asset	INTERN-00001	0		
Class	ZTEST	Z_All fields open	Company Code	0008

General | Time-dependent | Allocations | **Origin** | Net Worth Tax | Insurance | Leasing | De

**Origin**

Vendor			
Manufacturer			
<input type="checkbox"/> Asset purch. new			
<input type="checkbox"/> Purchased used			
Trading Partner			
Country of origin			
Type name			
Original asset			Acq. on
Orig. Acquis. Year			
Original value		USD	
In-house prod.perc.			

Account assignment for investment

Investment Order	
WBS element	

**Receiving Asset: AMR of sending asset auto filled**

Original asset



# AMR – Net Worth Tax (Sample)

Asset	INTERN-00001	0		
Class	ZTEST	Z_All fields open	Company Code	0008

General	Time-dependent	Allocations	Origin	<b>Net Worth Tax</b>	Insurance	Leasing	De
---------	----------------	-------------	--------	----------------------	-----------	---------	----

<b>Net worth valuation</b>	
Classification key	<input type="text" value="1"/>
Property indicator	<input type="checkbox"/>
Manual Val. Reason	<input type="text"/>
Man. Net W. Val.	<input type="text"/> USD

<b>Real estate and similar rights</b>					
Tax Office	<input type="text"/>				
Assmt Notice Tax No.	<input type="text"/>				
Assmt.notc	<input type="text"/>				
Municipality	<input type="text"/>				
Land Register of	<input type="text"/>	Entry by	<input type="text"/>		
Vol./page/ser.no	<input type="text"/>	<input type="text"/>	<input type="text"/>	Conveyance on	<input type="text"/>
Ld.reg.map/plot	<input type="text"/>	<input type="text"/>	Area	<input type="text"/>	<input type="text"/>



# AMR – Insurance (Sample)

Asset	INTERN-00001	0		
Class	ZTEST	Z_All fields open	Company Code	0008

General	Time-dependent	Allocations	Origin	Net Worth Tax	Insurance	Leasing	D
---------	----------------	-------------	--------	---------------	-----------	---------	---

Insurance		
Type	<input type="text" value="1"/>	
Insur.Companies	<input type="text"/>	
Agreement number	<input type="text"/>	
Suppl. text	<input type="text"/>	
Start date	<input type="text"/>	
Insurance rate	<input type="text"/>	
Index series	<input type="text"/>	
Base value	<input type="text" value="0.00"/>	<input type="checkbox"/> Manual Update
		<input type="text" value="FYear Change"/>
Man.insur.val.	<input type="text"/>	per <input type="text"/>



# AMR – Leasing (Sample)

Asset	INTERN-00001	0		
Class	ZTEST	Z_All fields open	Company Code	0008

General | Time-dependent | Allocations | Origin | Net Worth Tax | Insurance | **Leasing** | De

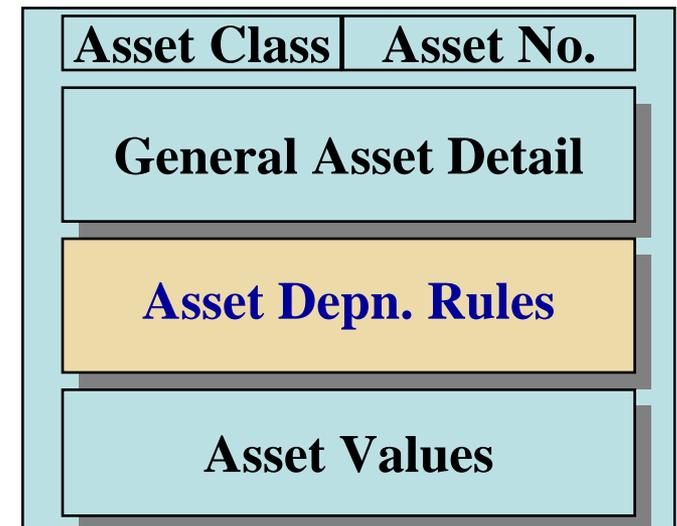
**Leasing**

Leasing company	<input type="text"/>	<input type="text"/>
Agreement number	<input type="text"/>	
Agreement date	<input type="text"/>	Notice date <input type="text"/>
Lease start date	<input type="text"/>	Lease length <input type="text"/> / <input type="text"/>
Type	<input type="text"/>	
Base value as new	<input type="text"/>	USD
Purchase price	<input type="text"/>	USD
Supplementary text	<input type="text"/>	
No. lease payments	<input type="text"/>	
Payment cycle	<input type="text"/>	<input type="checkbox"/> Advance payments
Lease payment	<input type="text"/>	USD
Annual interest rate	<input type="text"/>	
Present Value	0.00	USD



# Asset Master Record – Depreciation Rules

- Stores detail information about depreciation calculation:
  - calculation parameters
  - useful life
  - depreciation start date
  - Etc.
- Data stored for each Depreciation Area
- Relevant to Capital Assets only





# AMR – Depreciation Area Detail (Sample)

General	Time-dependent	Allocations	Origin	Insurance	Leasing	Deprec. Areas		
Valuation								
Deact	A	Depreciation area	DKey	UseLife	Prd	ODep Start	Index	Group
<input type="checkbox"/>	01	Book deprec.	LINA	1				

Asset: INTERN-00001 0  
Class: ZTEST Z\_All fields open Company Code: 0008  
Area: 01 Book deprec. Book depreciation

Interval from 01.01.1900 to 31.12.9999

**General Specifications**

Depreciation Key: LINA Str.-line via acq.value below zero  
Useful life: 1 /

Original useful life:  /   
Changeover year:  /

**Start of Calculation**

Ord.dep.start date:   
Spec.depreciation:   
Int. Calc.:   
Operating readiness:

**Additional Specifications**

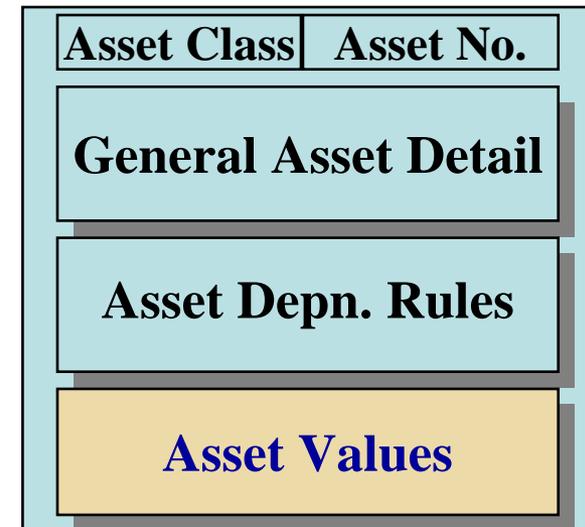
Index series:   
Age-dependent index:   
Variable dep.portion:   
Scrap value:  USD  
Scrap Value %:   
 Neg. Vals Allowed  
Acquis.year:

Receiving Asset: detail completed dependent on transfer rules used (i.e. transaction type)



# Asset Master Record – Values Tabs

- Stores data for each Depreciation Area
  - Values for the AMR (planned and actual)
  - Depreciation posting status (and amount)
  - Integration objects (with drill down ability)
  - Transactions
- Values derived from transactions and asset master record details
  - Cannot manually update the Asset Values tab fields
- Cannot configure screen layout or this section of AMR



## IMPORTANT:

- Valid for Capital Assets only
- Low Value Assets – limited valuation fields to be developed



# Asset Master Record – Values Tabs

- Many ‘views’ for analysis purposes
- Multi year and/or depreciation area comparison
- Depreciation simulation for asset
- Drill-down to more details, such as:
  - AA, FI & other related documents
  - rules defined in IMG
  - depreciation calculation





# AMR – Asset Value Display (Sample)

**Asset Explorer**

Asset 0008-2/0000  
 Depreciation Areas  
 01 Book depreciation  
 50 Derived area

Company Code: 0008 IDES US INC New GL 8  
 Asset: 2 0  
 Fiscal year: 2008

Planned values | Posted values | Comparisons | Parameters

**Planned values Book depreciation**

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions				USD
Investment support				USD
Revaluation				USD
Transfer reserve				USD
Acquisition value				USD
Ordinary deprec.				USD
Special depreciation				USD
Unplanned dep.				USD
Write-up				USD
Value adjustment				USD

No postings for selected fiscal year

**Planned values Book depreciation**

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions				USD
Investment support				USD
Revaluation				USD
Transfer reserve				USD
Acquisition value				USD
Ordinary deprec.				USD
Special depreciation				USD
Unplanned dep.				USD
Write-up				USD
Value adjustment				USD
Reval. ord. depr.				USD
Net book value				USD
Interest				USD
Down payments				USD

*e.g. links to:*  
 •PO, if applicable

**Sample detail if transactions available for AMR**

**Transactions**

AsstVal date	Amount	TType	Transaction type name	Crcy
14.07.2008	100.00	100	External asset acquisition	USD



Asset



# Integration Point Examples

## Direct impact:

- FI - General Ledger Accounts (\$ update)
  - Business Area, Functional Area
  - Financial Reports
- CO - Cost Elements / Cost Centers (\$ update)
  - Controlling Reports
- MM - Purchase Requisition / PO (create asset record & value upon Goods Receipt)
- PS - WBS Settlement (create asset record & value – AuC asset and Final asset)
- PM - Equipment Master Record linkage
- RE - Real Estate Object

## *Indirect impact via FI:*

- FM - Fund, Fund Center (Payment/Commitment Budgets)
- GM - Grants



# *.... SAP Security Considerations*



# SAP Security Considerations

- What considerations must be made for access restriction?
  - Transactions:
    - Transfer.....



# Process Improvement Opportunities (Pain Points)

- Opportunity to have Accounting and Project processes interact directly with Assets.
- Opportunity to build financial reporting, such as CAFR, in a more centralized and more automated manner.
- Depending on level of AMR detail - a more discrete asset record maintained (e.g. more useful for GASB 42 analysis)



# Process Improvement Opportunities (Pain Points)

- 'Homogenized' business processes
- Consolidation of tangible assets with financials
- Data layout changes – fields relevant to type of asset
- Insurance Underwriting and Loss Prevention data availability
- Report consolidation



# Leading Practices

- Asset Master Record Create/Update – business processes procedure to ensure data elements and values are updated appropriately
  - Restrict access only as required...
    - If too restrictive will become a ‘maintenance’ challenge
- Disallow direct journal postings to asset reconciliation accounts (i.e. all fixed asset financial updates must be done via the asset sub-ledger)
- Consistent handling of assets across the portfolio
- Limit access to sensitive transactions (e.g. asset valuation changes or corrections)



## Next Steps

- Prepare and send out meeting minutes to invitees.
- Draft Design Document is prepared.
- Follow up on action items identified during the workshop.
- Schedule off-line meeting (s) to discuss areas of special concern
- Plan follow on workshops, as required.
- Plan validation workshop.
- Ensure all to-do's are appropriately documented



# LAGov Asset Accounting Contact

[Rhoama.Speights@la.gov](mailto:Rhoama.Speights@la.gov)

Phone: 225-219-6795

## **Messenger Mail Address:**

Rhoama Speights

DOTD-ERP

5<sup>th</sup> Floor East Wing

P.O. Box 94245

Baton Rouge, LA 70804-9245



# Questions?

