



# MEETING NOTES

## State of Louisiana ERP Project

*Blueprint Workshop / FI-AA Validation Session*

12/10/2008 @ 8:30 to 4:30

Location: DOTD 2<sup>nd</sup> Floor War Room

Attendees:

No.	Name	Invited?	Attended?	Comments
1.	Kenneth Albarez	Y		DOTD
2.	Shannon Anderson	Y	Y	DPS
3.	Amanda Stein	Y		ORM
4.	Sal Faldetta	Y		DOTD
5.	Bobby Freyou	Y		SLO
6.	Bobby Hill	Y		ERP
7.	Sean Langlois	Y		OSRAP
8.	Afranie Adomako	Y		OSRAP
9.	Rae Marrero	Y	Y	OSRAP
10.	Mark Rhodes	Y	Y	OSRAP
11.	Sue Wheeler	Y		ERP
12.	Karen Pierce	Y		ERP
13.	Rebecca Kleinpeter	Y	Y	LPAA
14.	Gary Ramsey	Y		CRT
15.	Mary Altazan	Y	Y	DOC
16.	Dom Cali	Y		DOTD
17.	Robin Edwards	Y	Y	DHH
18.	Priscilla Hall	Y	Y	DOTD
19.	Denise Marrero	Y		FPC
20.	Jerome Johnson	Y		LDAF
21.	Billy Hebert	Y		LDAF
22.	Marsha Duncan	Y		DOTD
23.	Linda Kimmel	Y		DOTD
24.	Lori Humm	Y	Y	DOTD
25.	Gail Allatto	Y		WLF
26.	Pat Lumbard	Y		PSC
27.	Reginald Ratcliff	Y		LSU HSC
28.	Denise Stafford	Y		DEQ
29.	Sondra Sloper	Y		DVA
30.	Marilyn McDonald	Y	Y	WLF
31.	Morgan LeBlanc	Y		DOC
32.	Lorrie Zachary	Y		PSC

33.	Susie Barthel	Y		LPAA
34.	Bill Smith	Y	Y	ERP
35.	Christine Wieczorek	Y	Y	ERP
36.	Rhoama Speights	Y	Y	ERP
37.	Lisa Gillen	Y		ERP
38.	Shannon Rushing	Y	Y	CRT
39.	Katherine Porche	N	Y	OSRAP
40.	Denise Autin	N	Y	DPS
41.	Gerry Hanson	N	Y	ERP
42.	Michelle Calilhanna	N	Y	DOA

<i>Agenda Item and Notes</i>	<i>Owner(s)</i>	<i>Action Items &amp; Assignments</i>	<i>Comments / Follow-up</i>
<b>1. Purpose, Session Recap</b>	Rhoama Speights	• None	
<b>2. Design Considerations, Key Decisions, Changes and Challenges, Open Items</b>	Rhoama Speights	• See action items below.	

<b>3. Action Items</b>			
		1) Need to address all the Fund Types in Protégé and how the reimbursement needs to happen in the new business process (i.e. self-generating funds, and not just Federal reimbursements).	
		2) Have DOTD review the slide for the Donation of Infrastructure. Also change the swim lane in the business process flowchart to "OSRAP" for real estate donations.	
		3) Determine who at DOTD instigates infrastructure retirements and update the related business process flowchart accordingly.	

## Key Discussion Points:

~ A meeting will be setup with Property Managers in the first week of January (or thereabouts) to discuss the new screens and functionality within the Plant Maintenance module for tracking "controlled" property~

**Key Decision 1:** Remove the "Buildings" class from the Assets under Construction (AuC) Asset Classes list and leave "Capitalized Buildings". Renumber the Assets under Construction (AuC) classes accordingly.

OSRAP: Prior to go-live we will end up with only one Software class, instead of 2 as presented in the list and based on decisions regarding GASB 51.

**Key Decision 2:** OSRAP - Leave the default life as 6 years for the "Other Machinery and Equipment" class.

**Organizational Impact 1:** Training will be required on the "Other Machinery" class for cases where the useful life needs to be set to something other than the default life.

**Key Decision 3:** Leave "Law Enforcement Equipment" as a separate class for now. Review this decision again during realization to determine if it is really needed. This class will have varying useful lives with the potential training involved.

Room, Personnel Number, License Plate Number (Red): We may suppress these during realization since Physical Inventory will be entirely in the Plant Maintenance module.

**Key Decision 4:** Make "Investment Reason" a required field. As such, there is no longer a need for the "Initial" value for investment reason since all acquisitions will require an actual value.

**Parking Lot:** The investment reason options for "Transfer" will be determined in the realization phase. Perhaps only a single "Transfer" option could replace the inter-agency transfer and intra-agency transfer options.

**Key Decision 5:** Protégé will only be used by LPAA for surplus functions.

Question: If an agency asset is not already in Protégé, how will the communication regarding surplus property get to LPAA and how does data get into Protégé?

The business processes are still in flux, but asset will be deactivated (retired) and an extract file be generated and sent to LPAA.

**Action Item 1:** Need to address all the Fund Types in Protégé and how the reimbursement needs to happen in the new business process (i.e. self-generating funds, and not just Federal reimbursements).

**Key Decision 5:** We will need only one Disposition Method for Transfers.

### Key Decision 6:

- For disposition methods only need the following sold option: "Sold – Not Movable Property"
- For disposition methods only need the following surplus option: "Surplus – Movable Property"
- Replace the "Lost" disposition method with "Un-located – Third Year Discrepancy".

LPAA: Once an item is retired, can it be re-activated?

Answer: If an asset is found within a month (prior to posting), it can be reversed. If not, you need to create a new Asset Master Record. This will be a training issue to reduce the volume of items that are being reinstated after the 3-year missing cycle.

New information: The purchasing Commodity Codes will be mapped to classifications in a roll-up structure. The details will be determined during realization.

**Key Decision 7:** Evaluation Group "Status" will be eliminated.

### Key Decision 9:

- Add a disposition method "Available for Transfer" to indicate that an item has been identified as no longer needed by the owning agency.

- New Surplus Disposition Methods:
  - "As Is Where is"
  - "Pick-up"
  - "Delivery"

LPAA has concerns about how to capture more detailed information on reason for the transfer to surplus, other than just the disposition method. Christine noted that there is a 50 character text field as well as a notes section on the retirement screen to capture retirement reasons and circumstances.

**Organizational Impact 2:** Training – find or cancel retirements [add new PM or AMR] Additional effort/burden put on person entering data into the system.

**Organizational Impact 3:** Training Issue: There may be significant process and procedural changes to based on the proposed Title 34 changes.

**Action Item 2:**

- Have DOTD review the slide for the Donation of Infrastructure.
- Check slide 53 for required changes based on AA process (PS and AuC)
- Also change the swim lane in the business process flowchart to "OSRAP" for real estate donations.

**Organizational Impact 4:** Transfers from/to asset sub numbers require and extra step in the application. This will be a training issue.

**FRICE-W 1:** A need was identified for a "reason for retirement" remark and "pickup location" remark. TBD if this will exist for PM notification and/or AMR retirement transactions (especially those going to surplus or scrap).

**Action Item 3:** Determine who at DOTD instigates infrastructure retirements and update the related business process flowchart accordingly.

**FRICE-W 2:** Need ability to create new, duplicate tags for moveable property in order to replace originals which have been damaged or destroyed.

Questions were asked by participants about why surplus capital assets with remaining NBV should not be retired. This was just a confirmation of good business practice not to retire assets unnecessarily.

Potential SAP training need identified for legislative auditors.

**Organizational Impact 5:** Recommend OSRAP reconciliation between existing data and GL well before conversion.

**Wall Charts**

Organizational Impact

- 1) Training – Other machinery class lifespan varies as well as other classes which vary.
- 2) Training – find or cancel retirements [add new PM or AMR] Additional effort/burden put on person entering data into the system.
- 3) Training Issues – LPAA approval changes based on the Title 34 changes.
- 4) Transfers from /to asset sub numbers presents a training issue.
- 5) Recommend that OSRAP makes a reconciliation between existing data and the General Ledger well before the data conversion to gain an understanding of the potential issues.

Action Items

- 1) Confirm reimbursement process for non-federal fund types. (e.g. self-generating funds)
- 2) Have DOTD review infrastructure donation business process flowchart (slide 52)
- 3) Determine who at DOTD instigates infrastructure retirements and update the related business process flowchart accordingly.

## Key Decisions

- 1) Remove "Buildings" class from Assets Under Construction and renumber the class sequence.
- 2) ~~Other Machinery Class — Delete~~
- 3) Keep the "Law Enforcement" class – However, verify and revisit during realization.
- 4) Require the Investment Reason (acquisition method) field:
  - Remove the "initial" option
- 5) One transfer option on Disposition Method
- 6) Disposition Methods:
  - Sold (not movable property)
  - Surplus (moveable property)
  - Replace the "Lost" disposition method with "Un-located – 3<sup>rd</sup> Year Discrepancy"
- 7) Remove the "Status" evaluation group.
- 8) Disposition method "Available for Transfer"
- 9) Disposition for Surplus:
  - As Is – Where Is
  - Pickup
  - Delivery
- 10) Slide 86 represents month-end processing (not day end)

## Parking Lot

- 1) Investment Reason option – Transfer to be determined in realization.

## FRICE-W

- 1) Reason for retirement and location remark fields
- 2) Bar code tag printing – Need the ability to create a duplicate tag if the original is destroyed (PM?)