MEETING MINUTES

State of Louisiana LaGov Project

Budget Data Conversion

November 5-6

Claiborne Room 1-137 Marbois

Attendees:

No.	Name	Invited?	Attended?	Comments
1.	**Hodges, Beverly**	Y	N	LaGov
2.	**Thigpen, Drew**	Y	N	LaGov
3.	**Hodnett, John**	Y	Y	LaGov
4.	**Dusse, Barry**	Y	N	OPB
5.	**Barbier, Mike**	Y	N	OPB
6.	**Kelly, Will**	Y	N	LaGov
7.	**Fernandez, Paul**	Y	Y	LaGov
8.	**Jacob-John, Manoj (JJ)**	Y	Y	LaGov
9.	**Montes, Rene**	Y	Y	LaGov
10.	**Whyde, Janet**	Y	N	LaGov
11.	**Davis, John**	Y	N	FPC
12.	**Milner, Marty**	Y	Y	FPC
13.	**Futch, Lynn**	Y	N	FPC
14.	**Romeo, Robin**	Y	N	DOTD
15.	**Elliott, Mary**	Y	Y	DOTD
16.	**Buchanan, Marianne**	Y	N	DOTD
17.	**Schexnaydre, Debbie**	Y	Y	DOTD
18.	**Bielkiewicz, Joey**	Y	N	Corrections
19.	**Burges, Eric**	Y	N	DOTD – Trini Sanders attended
20.	**LeFleur, Peter**	Y	Y	LSD
21.	**Hazel, Pendarvis**	Y	N	DOE – Ronnie Jarreau attended
22.	**Stockstill, Susan**	Y	N	DHH
23.	**Schiro, Mike**	Y	N	DOTD
24.	**Thompson, Margaret**	Y	N	DOTD
25.	**Lee, James**	Y	N	DOTD
26.	**Oglesby, John**	Y	N	DOTD
27.	**Duncan, Marsha**	N	Y	DOTD – Dye Mgmt.
28.	**Gerhart, Steve**	N	Y	LaGov
29.	**Hofstad, Larry**	N	Y	LaGov – PS
30.	**Sanders, Trini**	N	Y	DOTD - attended for Eric Burges
31.	**Jarreau, Ronnie**	N	Y	DOE – attended for Hazel Pendarvis

G	Agenda Item and Notes	Owner(s)	Action Items & Assignments	Comments / Follow-up
1.	**Logistics, Ground Rules, & Introduction**	John Hodnett	• None	
2.	**Workshop Objectives**	Manoj Jacob-John	• None	
3.	**Business Process Review** • Process Improvement Opportunities • SAP Glossary • SAP concepts & functionality • Leading practices • Business process flow • Enterprise readiness challenges	Paul Fernandez Manoj Jacob-John	• See action items & assignments below.	Hard copies provided - Future Budget Prep Sessions, , SAP Glossary (current and future terms),Master Data Integration, Business Process Flow, BP–FM Design: Versions
4.	**<u>Action Items</u>**	Budget Project Team Marty Milner Paul/JJ Paul/JJ Paul Fernandez Larry Hofstad	1. Discuss approach to legally address the close out of, say construction contracts, etc. –existing guidelines for closeout -Regulations to comply with 2. To ascertain the project based money left that needs to be cleaned out. 3. Disc/Non-Disc – tally Agency form data to the OPB spreadsheet and then decide on conversion approach for disc/no-disc 4. Ensure children's budget 1710 Workforce Development, Sunset Review have appropriate budget layouts 5. Send T.O. data from BRASS to all Agency and back down to Fund Center/SAP Acct codes Day 2 6. Obtain the DOTD procedure of closing out project	

		a. Invoice or not b. Cleaning Fund Source (State Money) c. Process different for i. TTF ii. Fed iii. General Fund iv. Bond Money
	John Hodnett	7. Obtain AFR – funding really approved.
	John Hodnett	8. Check statute to retain CO(Capital Outlay) Request data
	Eric Burgess/Trini Sanders	9. To follow up on the financial details (e.g. 36-07-241) to be added to Budget Prep conversion data
	Debbie Schexnaydre	10. Check for DOTD record retention guideline
Key Decisions		1. If the spreading of budget is done in FM (Decision to be taken by FM team) then -Utility/program to upload detailed budget spread from\ Excel (similar to EB/RB program currently) -temporarily disable the workflow for approvals for Budget Transfer, if any (as part of Go-Live initial Budget date) 2. No data conversion needed for DI and BSLT from BRASS to Budget Prep. 3. The requirement is to have 1 year historical budget data in SAP FM/BP this is subject to the final decision of whether MOF is Agency (AFS) or MOF at Program Level (Note: Paul Fernandez concluded it should be Actuals not Budget Data) 4. T.O's will be defined at the fund center level by

	each Agency data to be coordinated by BP Team 5. Agency requirement is to have 1 year Budget Historical data converted(same as OPB) Day 2 6. For conversion purposes, the lump sum amount to be loaded in FM for FPC is the total of a. enacted cash + (b) CLOC capacity 7. For data converted to BP HB2 enrolled file to be used 8. Business need to capture CO Request data Stat requirement historical funding 10 years 9. Snapshot may be converted in Excel will be available for Budget Prep Team from Mary/Susan a. Highway Priority Program Project list + Values (essentially in budget partition) b. Remaining Gap will be line items c. List for Maintenance to be included in the CO Budget for conversion
Parking Lot	1. Check group code in AFS in relation to MOF 2. PW category (in reporting category description) & Reporting Category 3. Check EAP2 table related to data conversion for FPC projects 4. Grants not matching budget 5. How would T.O. related BA7 be handled 6. Conversion of Performance Measures 7. Tie MOF to program or Agency –accordingly decide on the conversion (1 year Budget historical data) 8. Check BDS entry Wild Life Fault Project

	a. Statutory Dedication 9. Revenue Bond in project taking in AFS/STARS fees and Self Gen a. What is the treatment in FM b. Trustee has the money, pays vendor directly 10. How to list Bond money for Highway Project separately as a line item in HB2 a. Federal funds in Highway Program b. Check ECORTS submission for HB2 11. 1-49 $30MM as line item in the act, but in AFS, then are two auth. 12. Check Non-Hwy program line item for Secretary Emergency Fund. 13. 80 years historical data from TOPS, where to house this data SAP/Legacy Admin
Organizational Impacts	1.
Policy Impact	1.
F.R.I.C.E.- W	1.

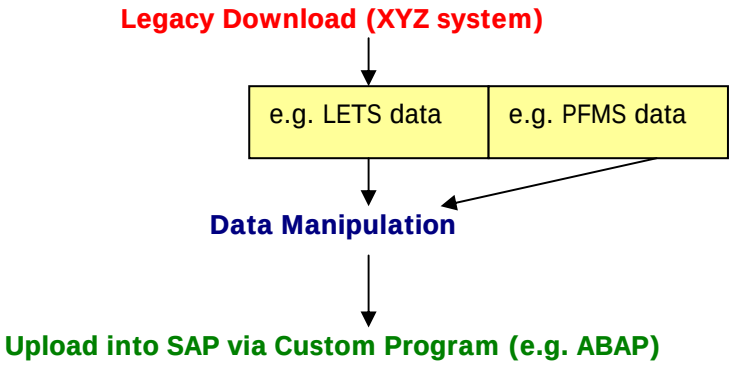
Discussion Points:

The blueprint session was divided into two sections. The structure for the session was as follows
Day 1 – Operating Budget ½ day session
Day 2 – FPC and DOTD ½ day session

General Note – The data required for budget preparation is from ECC, as a result much of the conversion is completed in each of the respective modules and is then used in budget preparation. Key decisions in other blueprint sessions as well as the timing affect decisions in budget preparation.

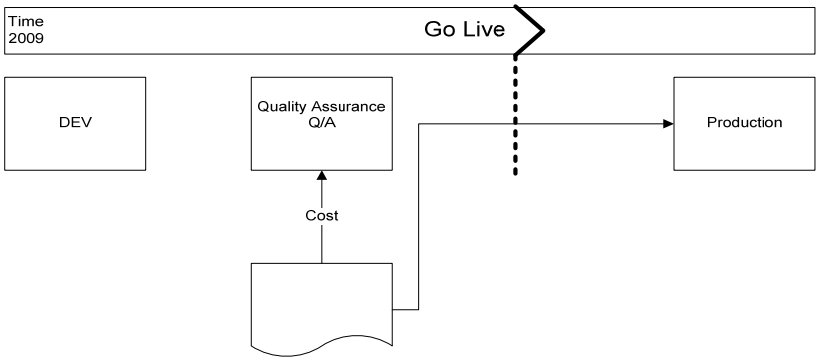
All Participants -John Hodnett started the session with an overview of general slides that were presented in previous blueprint sessions. JJ explained some general conversion concepts to the group. JJ overviewed some common approaches to data conversion in SAP and presented the graphic below.

Approach to Conversion



JJ continued the explanation by adding that conversion is more of a functional exercise since subject matter experts (SME's) know the data and are able to tell if there are issues when it is converted. JJ said that there also space considerations and so the amount of data converted has to be analyzed. JJ went over the roles that the SME's would have in the data cleanup. JJ said that a data cleanup effort should start as soon as possible. JJ said an example of data cleanup would be projects that have small balances or were for all intents and purposes inactive. Another example brought up by JJ was previous year appropriation balances for DOTD. Marty Milner made the point that the procedural cleanup of the projects is not difficult. Marty Milner said that the difficult part is conducting the research because it requires many steps and is laborious. Marty Milner said that the legal part was difficult and that contracts were complex. Marty Milner said that the legal means to facilitate project completions was lacking. Marty Milner said that FPC has gone through such a cleanup exercise however he said that there are not enough resources for completion because it is time consuming.

Pete LeFleur asked what Q/A (Quality Assurance) meant. JJ explained that Quality Assurance is an environment that is closer to reality (i.e. production). JJ provided a graphic that showed a development, quality assurance and a production environment. JJ said that typically, data is converted into the Q/A environment because it is so close to production. JJ said that the Q/A environment has real cost centers and real grants, as a opposed to the development environment which may contain data that was entered for testing purposes. The graphic below was presented by JJ to illustrate a possible scenario.



Operating Budget –JJ presented an outline for typical budget conversion activities. Ronnie Jarreau from DOE (Department of Education) asked about the timeframe for the data conversion to SAP. JJ responded by saying that it there was not a fixed go-live date. JJ said other steps such as baseline configuration had to take place before data conversion. JJ presented some sample BRASS data and went over the retraction concept in SAP. Paul Fernandez asked if the agencies would spread their budget in AFS (i.e. RB/EB) and then convert into FM (Funds Management). JJ said that it could be in AFS however something could be done in FM. Ronnie Jarreau said that currently, the DOE completes their budget spread in detail and then routes a completed spreadsheet to OSRAP for loading into AFS. JJ said that if the decision to spread was taken in FM then a similar load utility or program to upload budget data could be used in FM (Key Decision 1). There was discussion relative to the grants module. Ronnie Jarreau and Paul Fernandez asked where the administrative portion of a specific education grant would be. JJ said that the administrative portion would be part of the grant or in the GM (Grants Module). Paul asked where the state matching portion part of the grant as well. JJ said the state portion would be denoted by a fund or other object but that the detail should be part of the grant (i.e. can be reported as part of the grant). Pete LeFleur and Ronnie Jarreau said that currently grants are identified by the AFS reporting category.

JJ asked about data that is not in any system (not there) for example T.O. (Total Organization). Paul Fernandez asked how BA-7's for T.O. would be handled. JJ concluded that T.O. would have to be in the Budget Prep Module in order to be able to track and produce adjustments for T.O. As a result there was a key decision to have T.O defined by fund center by agency (Key Decision 4). JJ asked about the BSLT (Body Supplementary Legislative Tracking) and DI (Decision Item) fields in BRASS and whether there was any conversion required. JJ reviewed the existing and possible to be values for BSLT and DI. Paul Fernandez asked if the fund center (cost center) was assigned to each time a BSLT was used, JJ replied that it would have to be, since the agency was being taken out of the existing value. In summary the same set of values for BSLT and DI would be used each year. The combination of fund center of DI or BSLT would make it unique for that specific year. It was decided that there was no conversion necessary for the BSLT and DI fields (Key Decision 2). JJ asked what the requirements for historical data for the OPB and for agencies in general, the response was that there would be one (1) year of historical data required; this was a key decision (Key Decisions 3 & 5).

Capital Outlay – FPC JJ started out the session by reviewing some general information about data conversion. John Hodnett went over how the state's credit capacity is calculated and how it is factored into House Bill II. JJ said that the cash line of credit for the state is set by the capital outlay act itself. A key decision was made (Key Decision 6) for loading the FPC lump sum amount into FM (Funds Management) for conversion purposes. JJ said that the lump sum amount to be loaded would be equal to enacted cash plus the Cash Line of Credit (CLOC) based on the calculation from FPC. Marty Milner asked if the enacted cash included statutory dedications. Marty Milner said that a project could have money coming from a different source; he said an example of this would be a project funded by the Rockefeller Foundation which was handled with an Interagency Transfer (IAT). Marty said that for these particular projects, funds are not received at the time of enactment. Larry Hofstad asked if budget could be assigned for a project and then released once funds were received. JJ said that it was possible for a project to initially have a non-consumable budget and the have the budget be consumable once funds are received. Marty Milner said that there were a few projects (for example that have revenue bonds) that were funded by a third party where the funds are outside of the financial system are kept and paid out by a trustee, and the project is processed normally by FPC.

JJ said that all the conversion data would be coming from an approved (signed) House Bill II spreadsheet, there would not be an audit trail from a specific system; AFS for example; a key decision was made regarding the source of the initial House Bill II data (Key Decision 7). JJ asked if there were any other statutory requirements for FPC for historical data. John Hodnett said that the there was a business need for ten (10) years of historical funding for the capital outlay request data (Key Decision 8). John Hodnett said that currently a spreadsheet is maintained to get actual funding report (AFR) information by project.

DOTD - Larry Hofstad asked how new and existing projects were going to be handled in budget preparation for conversion purposes. JJ said that existing projects would be converted into project systems, new projects would be created upon funding. Larry Hofstad said DOTD projects that were funded with bond money for matching purposes, in which the federal portion of the project is in the Highway Priority Program as part a lump sum and the matching, bond funded portion is specified in the House Bill II as a line item. The question was noted in the parking lot. The topic of data cleanup was brought up by Larry Hofstad; Larry said that DOTD was currently working on cleaning up balances for previous appropriation years. It was noted that the data cleanup per Larry Hofstad, involves releasing (and sometimes closing) money from projects that have older appropriation years and swapping with new money. JJ asked who was performing the cleanup at DOTD, Larry Hofstad responded by

saying that it depended on the type of funding used for the cleanup, but mainly it was Eric Burgess' group(Project Finance).

Budget Partition -There was a considerable amount of discussion regarding the budget partition. The discussion revolved around having a list of projects that tied to the budget partition. Larry Hofstad said that if the goal was to have a list of projects that tied to the budget partition for the confection of House Bill II then it may not be possible, since there are items in the budget partition that are not project specific. Mary Elliott said that items like drainage and maintenance were examples of items that were not project specific. Mary Elliott said that the budget partition is not an accounting document; Debbie Shexnaydre said that in arriving at the amounts to enter into ECORTS for House Bill II submission, the budget partition and the figures received for the REC (Revenue Estimating Conference) were used. A key decision was made to take a snapshot of the data that would representative of the list of Highway Priority Program projects plus any items that were not project specific(Key Decision 9). Trini Sanders from DOTD added to the discussion by saying that the budget partition was only a guideline. JJ asked if Highway Priority Project amounts to be entered into ECORTS would be split out into specific means of finance (i.e. according to table 36). It was not clear to everyone what if any benefit would be recognized by breaking out the means of finance and the item was parked. Larry Hofstad asked how the alignment of data was going to be handled; for example master data that did not exist in ECC. JJ responded that some data manipulation would need to be done by the SMEs in order to obtain the correct alignment. Another item that was parked was the requirement to keep historical data. Larry Hofstad there was 80 years worth of history for DOTD.