

Budget Data Conversion

FI-BP-009

05-06 Nov-2008



LaGOV

Version 1.0

Last updated: 29-Dec-08



Introduction

■ Roles

- **Process Analyst and Functional Consultant** – lead and facilitate the discussions, and drive design decisions
- **Documenter** – take detailed notes to support formal meeting minutes to be sent by the Process Analyst to all participants for review and feedback
- **Team Members** – provide additional support for process discussions, address key integration touch points
- **Subject Matter Experts** – advise project team members on the detailed business processes and participate in the decisions required to design the future business process of the State

Round the Room Introductions

Name

Position

Agency



Budget Prep Sessions

Session #	No of days	Schedule	Session Description/Major Business Process Group	Overview of major Session Topics
FI-BP-001	2 days	17-18 Sep	Budget Prep Overview (merged with FI-FM-002)	Budget Prep design coordination with FM & GM, sharing of Master Data, Budget Transfers & Adjustments
FI-BP-002	1/2 day	14-Aug	Operating Budget: Central controlling perspective	Overview of Budget Prep system, Overall timelines for HB1, Versions for Budget Prep, etc
FI-BP-003	1-1/2 days	27-28 Aug	Operating Budget: Details & Systems	Op Budget: BR & CB Forms Op Budget: Continuation Budget prep details Op Budget: Executive Budget prep details Op Budget: Legislative Tracking & OPB involvement Op Budget: BA-7 Adjustment process
FI-BP-004	3 days	23-25 Sep	Operating Budget: Agencies' perspective	Details of Salary & Non-Salary budget, as included in: - Continuation Budget Request (CB forms) - New & Expanded Service Requests (NE forms) - Technical/Other Adjustments (T/OAP forms) - Total Request Summary (see Addenda below) <u>Five Addenda to Total</u>
FI-BP-005	1/2 day	2-Oct	Capital Budget: Central controlling perspective	Overview of Budget Prep system, Overall timelines for HB2, Versions for Budget Prep, etc
FI-BP-006	2-1/2 days	14-16 Oct	Cap Outlay Budget: Details & Systems	Cap Outlay Bud: Initial ECORTS Request review Cap Outlay Bud: Review / Analysis of info by FPC Cap Outlay Bud: Capital Projects into HB2, including DOTD Cap Outlay Bud: Legislative tracking of Amendments
FI-BP-007	2 days	22-23 Oct	Capital Budget: Agencies' perspective	- DOTD systems that support Capital projects activity - CO Request submission in ECORTS
FI-BP-008	2 days	12-13 Nov	Integration with FM/GM (Retraction details)	Details of how Budget Prep data is retracted to FM & GM
FI-BP-009	2 days	05-06 Nov	Budget Data Conversion (incl. Historical Data)	Details to be included in Budget data conversion, including (a) BRASS data, (b) AFS data, (c) How many years of conversion data, etc
FI-BP-010	2 days	29-Oct	Budget Reports, Publishing of Budget	Data transfer from Budget Prep for Publishing, Approach for all Budget Reports and compilation thereof
FI-BP-011	1 day	18-Nov	Performance Measures: Process & Tools	How Measures are used together with Budget data, BRASS and LaPAS Performance data, Transition to SAP





Objectives for this Work Session

- Outline of Budget Prep Data Conversion from Legacy to SAP
 - Overview of Budget Prep data versus ECC budget data
 - Cross-walk tables & common master data between BI & ECC
 - Module-specific decisions for Grants & Projects in Budget conversion
 - Active vs non-active Grants, Active vs non-active Projects
 - Life-to-date Budget & Actual (Revenue & Expenses)
 - Data collection and collation say for Grants (Excel, AFS, BRASS)
 - Data cleanup efforts, including roles & responsibilities
- Approach for Data Conversion of the Operating Budget to BP
- Approach for Data Conversion of the Capital Outlay Budget to BP



Interplay of Account code structure in various modules

<u>Master Data integration: Legacy to SAP</u>								
Legacy systems					SAP ECC modules			
AFS Finance	BRASS Budget	CORTS Capital	HR ISIS	DOTD Agency	FI External Acctg	CO Managerial/ Cost Acctg	FM Budgetary Acctg	GM Grantee Management
	Object				GL Acct	Cost Element	Commitment Item	Sponsor Class
	Fund				Fund	Fund	Fund	Fund
	Exp & Rev Orgs				Bus Area	Cost Center	Fund Center	
						Internal Order WBS Element	Funded Programs	Sponsored Programs
	Policy Area				Functional Area	Functional Area	Functional Area	
					Grant	Grant	Grant	Grant
	Budget Year				Fiscal Year	Fiscal Year	Fiscal Year	Budget Validity Period



Current Legacy Systems Alignment – Op Budget

1. **BRASS**

Used by Analysts in OPB for:

- entry of Agency Budget 'summary' data
- analysis of Agency Budget data
- prep / consolidation of Continuation Budget
- prep / consolidation of Executive Budget
- prep / consolidation of State Budget
- BSLT tracking & Wave Reports
- Tracking of Performance Measures (standalone)

2. **Pattern-Stream**

Used for publishing the Budget

3. **Excel Sheets**

- a) Consolidation, etc in OPB
- b) Agency Budget Prep spreadsheets

4. For Legislature

MS-Word file or Word Perfect file



Current Legacy Systems Alignment – Cap Budget

1. ECORTS

Used by Agencies for CO request submission.

2. NCORTS

- review Agency CO Request data
- prep / consolidation of Capital Outlay Budget
- ranking/priority of Capital Budget requests
- Financial Fund allocation for project, incl Bonds
- Tracking of Performance Measures

3. BDS

Approved Capital Budget dataload to AFS

4. STARS

Capital Projects data

5. Publishing?

Tool used for publishing HB2 Capital Budget

6. Excel Sheets

- a) Project data Consolidation at FPC
- b) FPC's other data spreadsheets

7. For Legislature

MS-Word file or Word Perfect file



Legacy Data conversion to SAP: Overview

Grants Management: Line Item Display

LS	IR	Year	DocCode	Doc	Period	Document	Ln	Trans	Cur	Co	Unit	Cross	Entered on	Entered at	User Name	Fund	Sponsored Class	VT	DL Acc	
90	0	2008	988C	USD	4	1000001507	000001	1,890.00	USD	1,890.00	USD	1009/2007	191332	TFIOLNRPCHT	1000	55	11111050			
90	0	2008	988C	USD	4	1000001507	000002	1,890.00	USD	1,890.00	USD	1009/2007	191332	TFIOLNRPCHT	4230	55	11111050			
90	0	2008	988C	USD	4	1000001507	000003	1,890.00	USD	1,890.00	USD	1009/2007	191332	TFIOLNRPCHT	4230	783INDRECT COSTS	99	57930000		
90	0	2008	988C	USD	4	1000001507	000004	1,890.00	USD	1,890.00	USD	1009/2007	191332	TFIOLNRPCHT	1000	REC_RECOVERY	21	43484100		
90	0	2008	988C	USD	3	1	000001	50,000.00	USD	50,000.00	USD	0919/2007	113440	TMPRRREGISNR	4230	310PURCHASE SERV	60	53110000		
90	0	2008	988C	USD	3	2	000001	125.00	USD	125.00	USD	0919/2007	113426	TMPRRREGISNR	4230	5100SUPPLIES	50	55110000		
90	0	2008	988C	USD	3	2	000002	150.00	USD	150.00	USD	0919/2007	113426	TMPRRREGISNR	4230	5100SUPPLIES	50	55110000		
90	0	2008	988C	USD	3	23	000001	2,278.00	USD	2,278.00	USD	0902/2007	132318	TMPRRREGISNR	4230	840EQUIPMENT	50	56410000		
90	0	2008	988C	USD	4	473	000001	2,278.00	USD	2,278.00	USD	1001/2007	180224	TMPRRREGISNR	4230	840EQUIPMENT	50	56410000		
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90	0	2008	988C	USD	4	476	000001	50,000.00	USD	50,000.00	USD	1001/2007	182404	TMPRRREGISNR	4230	310PURCHASE SERV	51	53110000		
90	0	2008	988C	USD	3	748	000001	313.74	USD	313.74	USD	1008/2007	224210	MOONCA	4230	SF-100SALARY	82	51310000		
90	0	2008	988C	USD	2	745	000001	174.30	USD	174.30	USD	1008/2007	224205	MOONCA	4230	SF-100SALARY	82	51310000		
90	0	2008	988C	USD	9	759	000001	36.00	USD	36.00	USD	1008/2007	224212	MOONCA	4230	SF-200FRINGE	82	52210000		
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SAP - Create Grant Master - Incoming

Grant: B07790001.8667

Grant Type: B DHHS - Federal Direct Grants

Sponsor: 100000015 Dept. Health & Human Services

Copied from: 100000015

Deleted Indicator: Deletion Indicator

Application: Application

General Data | Reference | Posting | Billing | Dimensions | Supported Objects | Cost Sharing | Overhead

Basic Data

Grant Type: B DHHS - Federal Direct Grants

Company Code:

Sponsor: 100000015 Dept. Health & Human Services

Authorization Group:

Award Type:

Description

Name:

Description:

Currency and Conversion Factors

Grant Currency: USD United States Dollar

Grant Value:

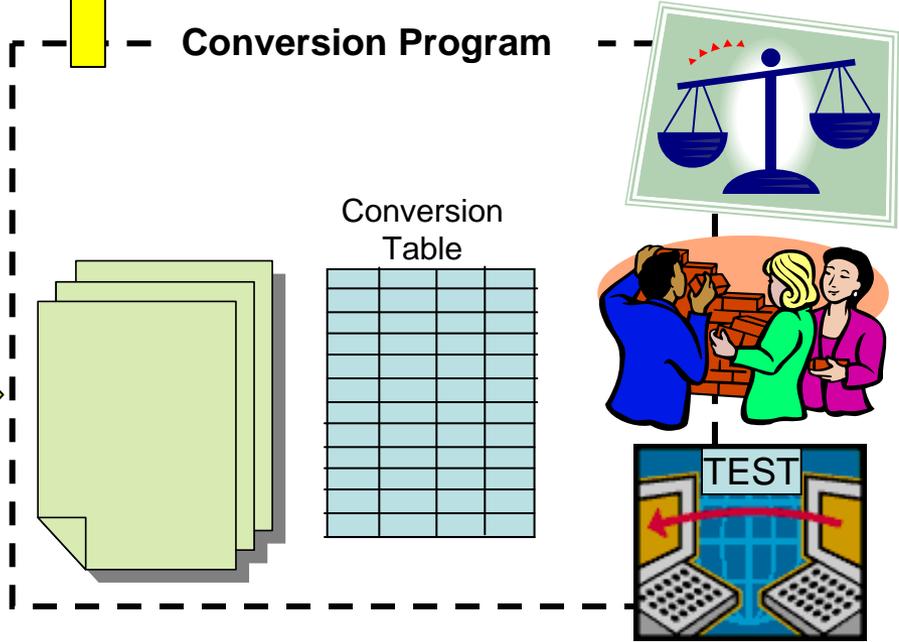
Grant Validity

Valid from Date:

Valid to Date:

History

Copied from:



Conversion Upload files: Excel files, Txt files



VAR_ECTD_Z_GM_GRANT_FINAL_TDC 10172007.TXT - Notepad

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 I_GRANT_DESCRIPTION I_GRANT_VALUE I_VALID_FR_DATE I_VALID_TO_DATE I_EXT_REFERENCE I_CFDA I_INT_REFERENCE I_FUNDING_ORIGIN
 I_GRANT_FY VARIANT I BILLING_RULE I LETTER_OF_CREDIT I IDC_REC_FUND I IDC_REC_FUND_CHK I_COST_SHARE_FUND
 I_COST_SHARE_FUND_CHK I_COST_SHARE_RULE I_COST_SHARE_RATE I IDC_RULE I IDC_COST_LIMIT I IDC_RECOVERY_CAP

*ECATDEFAULT

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 2447A-7CCC4 84.287 TAPS 078017 40009 V6 1002 Z100 1000 X
 Variant_2 C C97890004.0708 C 200000030 Z1020 2 21 CCLC 21 CCLC 160000 7/1/2007 6/30/2008 060-
 2447A-7CCC9 84.287 TAPS 078017 40009 V6 1002 Z100 1000 X
 Variant_3 C C97890002.0708 C 200000030 Z1020 2 21 CCLC 21 CCLC 480000 7/1/2007 6/30/2008 060-
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 Variant_4 C C97890005.0708 C 200000030 Z1020 2 21 CCLC 21 CCLC 311600 7/1/2007 6/30/2008 060-
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 Variant_5 C C97890006.0708 C 200000030 Z1020 2 21 CC
 2447A-7CC7 84.287 TAPS 078017 40009 V6 1002 Z100 1000 X
 Variant_6 C C97890001.0708 C 200000030 Z1020 2 21 CC
 2447A-7CC2 84.287 TAPS 078006 40009 V6 1002 Z100 1000 X
 Variant_7 C C97890007.0708 C 200000030 Z1020 2 21 CC
 2447A-7CCC6 84.287 TAPS 078017 40009 V6 1002 Z100 1000 X
 Variant_8 C C97850002.0708 C 200000016 Z1020 1 ADULT
 8/20/2008 060-90560-75SH01 0 TAPS 078004 40007 V6 1002

Variant_9 C C97800005.0708 C 200000021 Z1010 1 ATEN
 8/31/2008 060-2627A-7C005 84.027 TAPS 07C037 40006 V6 1002

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 Variant_11 C C97890001.0708 C 200000016 Z1000 1 1002
 7/1/2007 6/30/2008 060-96449-75B01 0 N/A 40009 V6

Variant_12 D D96750001.0708 D 300000007 Z1000 3 BRWAR
 10/1/2007 9/30/2008 ECD16-2007 0 N/A 40009 V6 1002

Variant_13 C C97840004.0708 C 200000018 Z1020 1 PERKJ
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Variant_14 C C97840002.0708 C 200000018 Z1020 1 PERKJ
 736095 7/1/2007 6/30/2008 060-1517A-7CP01 84.048 1 TAPS 07B004 40005 V6

Variant_15 C C97840001.0708 C 200000018 Z1020 1 PERKJ
 6/30/2008 060-1577-7CT01 84.243 TAPS 07B015 40005 V6 1002

Variant_16 A A98080005.0610 A 100000006 Z1010 1 CHARA
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 11/1/2007 10/31/2008 17.261 N/A 40009 V6 1002 Z100

Variant_18 D D98080003.0508 D 200000025 Z1010 3 DCF
 0 40009 V6 1002 Z100

Variant_19 B B97790002.0708 B 100000008 Z1040 2 EARLY
 10/1/2007 9/30/2008 04CH0314/31 93.6 N/A 40009 V9 1002

Variant_20 A A98080001.0708 A 100000006 Z1010 2 SCHOD
 7/1/2007 6/30/2008 Q215E060092 84.215 N/A 40009 V9 1002

Variant_21 D D98080010.0708 D 300000006 Z1010 2 FAMILI
 10/1/2007 9/30/2008 FF-2 N/A 40009 V9 1002

Variant_22 C C97850001.0708 C 200000023 Z1020 5 FAMILI
 8/20/2008 060-1917A-7CG01 84.002 TAPS 07B001 40005 V6 1002

Variant_23 C C97850003.0307 C 200000023 Z1020 5 FAMILI
 8/20/2008 060-1937A-7CE01 84.002 TAPS 07B014 40005 V6 1002

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A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q			
[VARIANT]	DESCRIPTION	I_GRANT	I_GRANT_TYPE	I_SPONSOR	I_AUTHORITY	I_AWARD	I_GRANT	I_GRANT	I_VALID	I_VALID	I_EXT	I_CFDA	I_INT	I_FUNDING	I_GRANT				
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2	Variant_2	C	C97890004.0708	C	2E-08	Z1020	2	21	CCLC	21	CCLC	160000	7/1/2007	6/30/2008	060-2447A	84.287	TAPS 07B0	40009	V6
3	Variant_3	C	C97890002.0708	C	2E-08	Z1020	2	21	CCLC	21	CCLC	480000	7/1/2007	6/30/2008	060-2447A	84.287	TAPS 07B0	40009	V6
4	Variant_4	C	C97890005.0708	C	2E-08	Z1020	2	21	CCLC	21	CCLC	311600	7/1/2007	6/30/2008	060-2447A	84.287	TAPS 07B0	40009	V6
5	Variant_5	C	C97890006.0708	C	2E-08	Z1020	2	21	CCLC	21	CCLC	352000	7/1/2007	6/30/2008	060-2447A	84.287	TAPS 07B0	40009	V6
6	Variant_6	C	C97890001.0708	C	2E-08	Z1020	2	21	CCLC	21	CCLC	271392	7/1/2007	6/30/2008	060-2447A	84.287	TAPS 07B0	40009	V6
7	Variant_7	C	C97890007.0708	C	2E-08	Z1020	2	21	CCLC	21	CCLC	360000	7/1/2007	6/30/2008	060-2447A	84.287	TAPS 07B0	40009	V6
8	Variant_8	C	C97850002.0708	C	2E-08	Z1020	1	ADULTS	ADULTS	W	1827855	7/1/2007	8/20/2008	060-90560	0	TAPS 07B0	40007	V6	
9	Variant_9	C	C97800005.0708	C	2E-08	Z1010	1	ATEN	ATEN	REGI	252865	7/1/2007	8/31/2008	060-2627A	84.027	TAPS 07CC	40006	V6	
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14	Variant_14	C	C97840002.0708	C	2E-08	Z1020	1	PERKINS	F	CARL	PER	736095	7/1/2007	6/30/2008	060-1517A	84.048	TAPS 07B0	40005	V6
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24	Variant_24	C	C97800002.0708	C	2E-08	Z1010	1	FDLRS	FDLRS	861914	7/1/2007	8/31/2008	2627A-7CC	84.027	N/A	40006	V6		
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28	Variant_28	D	D98260002.0708	D	3E-08	Z1010	6	FULL	SERV	FULL	SERV	1827855	7/1/2007	6/30/2008	0	0	N/A	40009	V6
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31	Variant_31	C	C97800001.0708	C	2E-08	Z1010	1	IDEA	PART	IDEA	PART	48093241	7/1/2007	6/30/2008	060-2637A	84.027	TAPS 07CC	40006	V6
32	Variant_32	B	B98260001.0708	B	1E-08	Z1010	6	HEALTH	&	IMPROVING	292775	3/1/2007	2/28/2008	U87CCU42	93.938	N/A	40009	V9	
33	Variant_33	A	A98120001.0708	A	1E-08	Z1000	2	MAGNET	S	MAGNET	S	2255437	9/16/2007	9/15/2008	U16SA040	84.165	N/A	40009	V9

VAR_ECTD_Z_GM_GRANT_FINAL_TDC 1/

Draw AutoShapes

Ready

- Pre-defined format based on the Conversion Programs
- Conversion data responsibility including Cross-walk Tables



Draft High-level order of GM & PS conversion

Active Grants

- Master Data:
 - *Various account assignments created (Multi-team effort)*
 - Funded Program
 - Sponsored Class
 - Sponsored Program
 - Customer
 - Sponsor
 - Grant
 - GM Derivation
 - Load Cross-walk Table
- Budget (Life-to-date)
 - Existing Grants budgeted individually
- Actual (Life-to-date)

Active Projects

- Master Data
 - *Various account assignments created (Multi-team effort)*
 - Project definition, WBS Element
 - Funded Program
 - FM Derivation
 - Load Cross-walk Table
- Budget (Life-to-date)
 - Existing Individual Project budget
- Actual (Life-to-date)

Note: As we approach conversion, step by step processes will be drawn out by each team



Draft Conversion: Active vs. In-active data

Sample Grant conversion decisions

- Life-to-date (LTD) Actual & Budget converted for active Grants & Projects
 - Previous Year-end Balances for Year-end Conversion & Go-live
 - Previous Year-end Balances and Line-items for Mid-year Conversion & Go-live
- Question: What is the best way to pull LTD information from Legacy?
 - For Budget, are offline Grants spreadsheets or AFS more accurate?
 - Need to consider SAP requirement to budget on an individual Grant basis
- Proposal:
 - 1) Convert Residual budget and use offset conversion account for Actual
 - Pro: Only converting what you need to continue business
 - 2) Convert full year Budget, and Actual will encumber budget
 - Pro: Full year picture of budget
 - Consideration: Consistency with Funds Mgt module Budget load
 - Consideration: If Mid-year Go-live, what to do with Actual prior to the mid-year?
- Scenario: What if Grant is a multi-year grant that is currently in its 5th year?
 - Proposal: Bring over all historical info for this Grant. Anything that is prior to Go-live will be loaded to the prior period (summary-level conversion GLs for prior year). Anything between July to Go-Live will be loaded to the current year.



Reconciliation related to Data Conversion

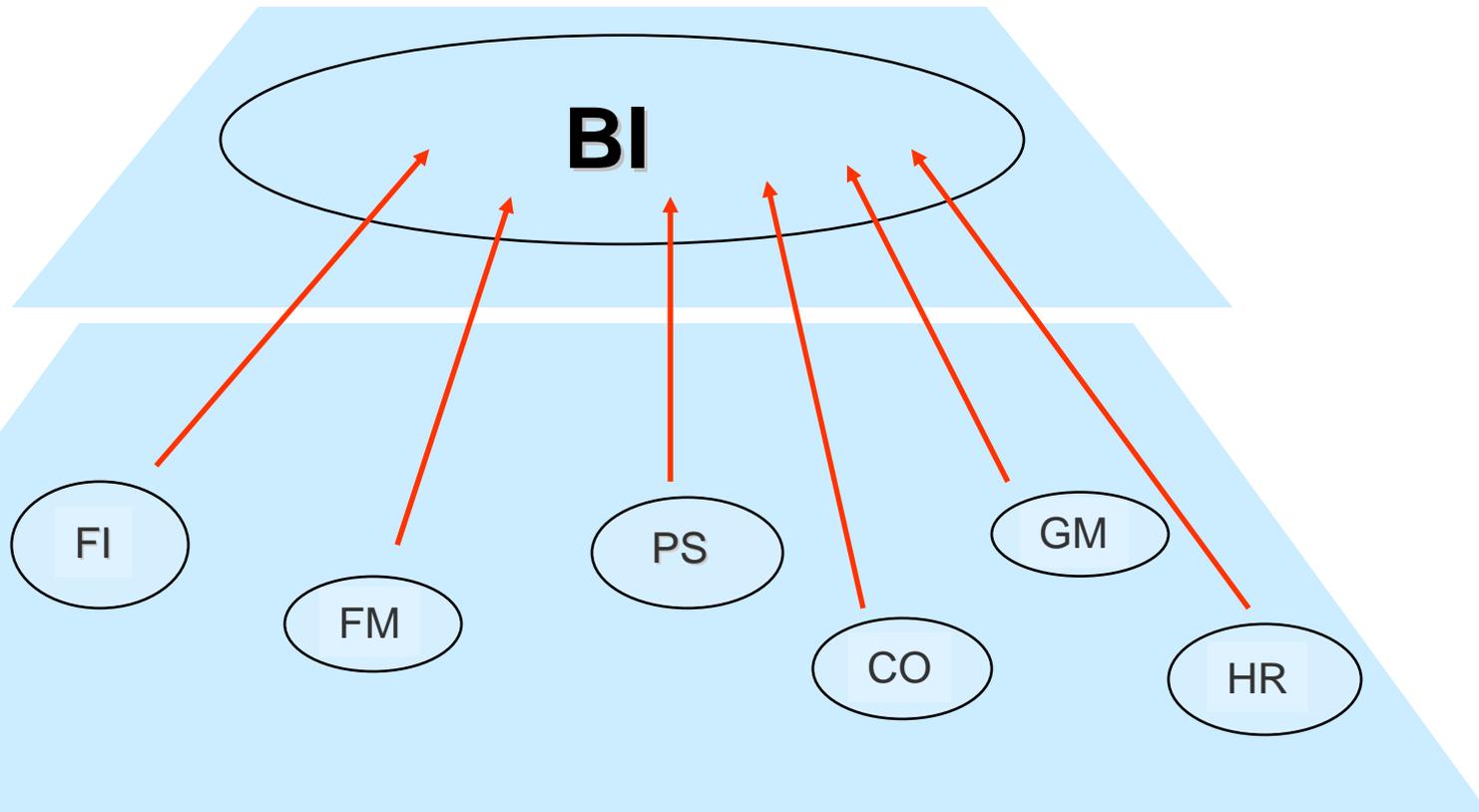
- Legacy data should balance to SAP, and add up to CAFR, Overall Budget, etc
 - Run SAP Line Item Reports along with Other standard Summary Reports
 - Compare SAP data to the Upload spreadsheet data
 - Compare Upload spreadsheet data to the Legacy system data
 - Compare SAP data to the Legacy system data



BI system / ECC system interface

Detailed data from the various ECC modules are 'extracted' nightly into BI. This information is organized into the pre-defined Cubes and reports.

**Reporting
&
Planning**



**SAP ECC
transactions**



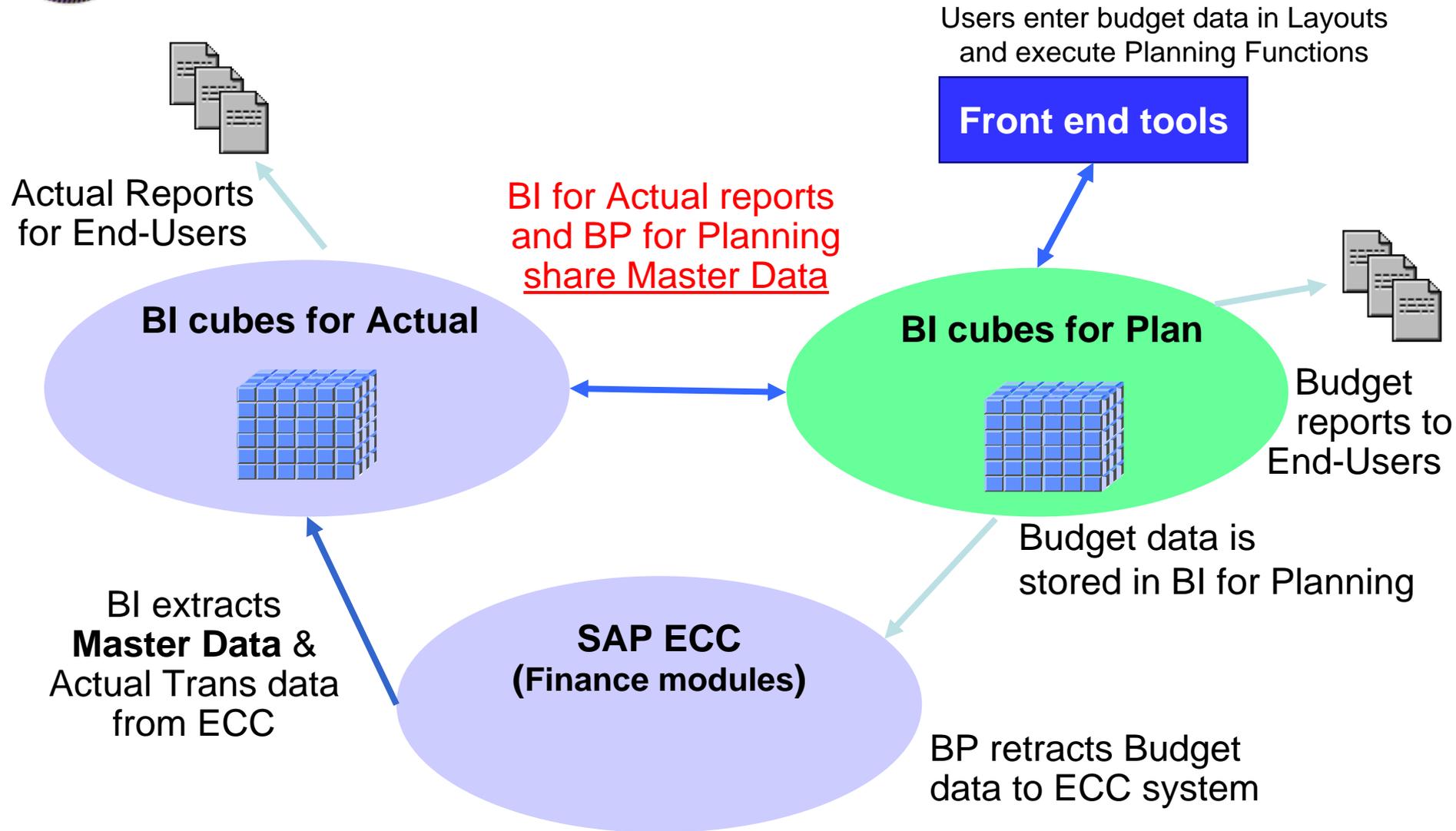
Interplay of Account code structure in various modules

Master Data integration: Legacy to SAP

Legacy systems					SAP ECC modules			
AFS Finance	BRASS Budget	CORTS Capital	HR ISIS	DOTD Agency	FI External Acctg	CO Managerial/ Cost Acctg	FM Budgetary Acctg	GM Grantee Management
	Object				GL Acct	Cost Element	Commitment Item	Sponsor Class
	Fund				Fund	Fund	Fund	Fund
	Exp & Rev Orgs				Bus Area	Cost Center	Fund Center	
						Internal Order WBS Element	Funded Programs	Sponsored Programs
	Policy Area				Functional Area	Functional Area	Functional Area	
					Grant	Grant	Grant	Grant
	Budget Year				Fiscal Year	Fiscal Year	Fiscal Year	Budget Validity Period



BP & BI relationship to ECC





Outline of Budget Data Conversion activities

Following is a typical high-level outline for Budget data conversion:

- o Budget Prep Team to develop Functional Specifications and furnish file format with relevant fields of Budget Prep master data and related values
- o Aggregated 2008 “final” Budget data (HB1, HB2, Highway Program, etc) to be transformed to SAP asset data structure/format and files to be prepared:
 - Note-a: Fine-tune decisions during transformation (e.g. Fund, Grant, etc)
 - Note-b: Decisions to be made for values that are not in SAP cross-walk tables
- o Similar approach is taken to prepare 2009 Budget data conversion
- o Aggregate final 2009 data (from BRASS, AFS, BDS, DOTD systems, etc) by Fund, by Agency, by Grant, etc (to aggregate to FI Balance Sheet & Budget Totals)



Enterprise Readiness Challenges

- Communicate the awareness for early clean-up of all legacy data
- Communicate the awareness for legacy data collation, with full participation of SMEs from Agencies
- Need for communication regarding the conversion Cross-walk tables as being responsibility of the appropriate State SMEs/Users
- Need for communication regarding the ownership of conversion data as being responsibility of the appropriate State SMEs/Users
- Communication of the ERP Cut-over Plan, planning and progress, via perhaps Newsletters to all Agencies or on the State Web-site



Leading Practice

- Data cleansing is time-consuming and efforts must start early
 - New ERP system needs to be a clean system!
- Conversion Rehearsals prior to the Production Conversion
 - Minimizes error (time & research to fix problem)
 - Master data must be loaded into Testing environment prior to mock conversion
- For Grants & Projects, convert only the active Grants and Projects. Inactive Grants & Projects are accessed via Legacy and/or Archives
- Convert LTD for Grants & Projects to accommodate for multi-year and one-year Grants
- 3 way Reconciliation: SAP to Upload files, Upload files to Legacy, and SAP to Legacy



Session for Data Conversion of the

Operating Budget

Enacted House Bill 1

after issue of Appropriation Letters



Executive Budget: sample BRASS data of previous year

FY09 RECOMMENDATION BY AGENCY AND MEANS OF FINANCING

Agency	Agency Name	General Fund (Direct)	Total Interagency Transfers	Fees and Self-generated Revenues	Statutory Dedications	Interim Emergency Board	Federal Funds	Total Funds
01_100	Executive Office	\$9,659,995	\$9,835,565	\$1,718,440	\$40,560,673	\$0	\$3,469,411	\$65,244,084
01_101	Office of Indian Affairs	68,475	0	25,575	2,300,000	0	0	2,394,050
01_103	Mental Health Advocacy Service	2,045,257	112,641	0	250,000	0	0	2,407,898
01_105	Louisiana Manufactured Housing Commission	0	0	0	0	0	0	0
01_107	Division of Administration	72,122,445	58,194,669	46,264,786	433,342,825	0	6,123,524,600	6,733,449,325
01_108	Patients Compensation Fund Oversight Board	0	0	0	0	0	0	0
01_110	Louisiana Recovery Authority	759,178	3,456,791	0	20,000	0	0	4,235,969
01_111	Office of Homeland Security & Emergency Prep	12,942,320	0	103,747	3,189,591	0	1,075,620,672	1,091,856,330
01_112	Department of Military Affairs	24,772,336	665,990	6,383,163	9,014,945	0	40,967,113	81,803,547
01_113	Workforce Commission Office	0	0	0	0	0	0	0
01_114	Office on Women Policy	0	0	0	0	0	0	0
01_116	Louisiana Public Defender Board	0	0	0	29,492,996	0	0	29,492,996
01_124	Louisiana Stadium and Exposition District	954,264	0	48,900,802	8,700,000	0	0	58,555,066
01_126	Board of Tax Appeals	343,297	0	24,634	0	0	0	367,931



BRASS Legacy data: OPB efforts

- Budget Prep Team to obtain BRASS data extracts for:
 - Table of Organization (TO) data
 - Decision Item (D.I.) data, map to SAP structure with Fund Center
 - B.S.L.T. data, map to SAP structure with Fund Center
 - What other data needs to be considered directly from BRASS to Budget Prep
- Create Cross-walk Tables (in SAP) to map Legacy data to SAP
- Compile conversion files (as per Budget) and run Test conversions
- Run SAP reports of Budgets converted (e.g. Grant budget) and compare to the Conversion spreadsheet
 - Discrepancies to be communicated to the concerned Agency, OPB, OSRAP, etc
- Historical data conversion:
 - Statutory requirement for OPB to retain historical Budget data?
 - Nature and details of the historical Budget data to be retained



BRASS Legacy data: Agency efforts

- Assist OPB & Budget Prep Team with the following:
 - Assign T.O. to each Fund Center / Cost Center within the Agency
 - Assist by validating the values in the Cross-walk Tables
 - Assist with clarifications for mapping of Master & Transaction data

- Clean up:
 - No negatives in Budget at time of conversion, in the Conversion file data
 - Ensure that any objects posted to the Grant is Grant-relevant
 - If object (GL Account) is not allowed for reimbursement by the Grant, then complete a adjusting entry as you would normally do, for month-end closing

- Historical data conversion:
 - Statutory requirement for Agency to retain historical Budget data?
 - Nature and details of the historical Budget data to be retained



Session for Data Conversion of the
Capital Outlay Budget
Endorsed House Bill 2
FPC and DOTD Highway Program



Published House Bill-2: a sample page

	HB NO. 2	<u>ENROLLED</u>
1	(1666) Repair, Restoration and Replacement for Hurricanes	
2	Katrina and Rita, Planning, Construction, Renovation,	
3	and Acquisition	
4	(Statewide)	
5	Payable from General Obligation Bonds	
6	Priority 1	\$ 92,000,000
7	Priority 5	<u>\$ 70,000,000</u>
8	Total	<u>\$ 162,000,000</u>
9	(1667) Shreveport State Office Building Mechanical and	
10	Electrical Renovations	
11	(Caddo)	
12	Payable from General Obligation Bonds	
13	Priority 1	<u>\$ 3,000,000</u>
14	(1668) State Emergency Shelters	
15	(Statewide)	
16	Payable from General Obligation Bonds	
17	Priority 1	<u>\$ 29,940,000</u>
18	01/111 HOMELAND SECURITY & EMERGENCY PREPAREDNESS	
19	(1960) GOHSEP Building Expansion, Planning and Construction	
20	(East Baton Rouge)	
21	Payable from General Obligation Bonds	
22	Priority 1	\$ 4,000,000
23	Priority 5	<u>\$ 1,720,000</u>
24	Total	<u>\$ 5,720,000</u>
25	(1988) Emergency Generators - Medical Special Needs Shelters	
26	(Statewide)	
27		



Cap Outlay Budget Legacy data: FPC

- Budget Prep Team to obtain HB2 Enrolled Excel file for conversion:
 - Loading data into Budget Prep module from “Enrolled” file or BDS – pros & cons
 - Additional data, if any in AFS, including mapping considerations – Agency/Bus Area
 - What other data needs to be considered directly into the Budget Prep module
- Assist with Cross-walk Tables (in SAP) to map Legacy data to SAP
- Compile conversion files (as per Budget) to run Test conversions
- Run SAP reports of Test Budget conversion and compare to the Conversion spreadsheet
 - Discrepancies to be fixed with End-User input
- Historical data conversion:
 - Statutory requirement for FPC to retain historical Capital Outlay Budget data?
 - Nature and details of the historical Capital Outlay Budget data to be retained



Highway Program Legacy data: DOTD

- Budget Prep Team to obtain Highway Program data for conversion:
 - Loading data into Budget Prep module from “LETS” snapshot file – Action Items?
 - Additional data, if any from AFS, due to mapping considerations – Agency/Bus Area
 - What other data needs to be considered directly into the Budget Prep module
- Assist with Cross-walk Tables (in SAP) to map Legacy data to SAP
- Compile conversion files (as per Budget) to run Test conversions
- Run SAP reports of Test Budget conversion and compare to the Conversion spreadsheet
 - Discrepancies to be fixed with End-User input
- Historical data conversion:
 - Statutory requirement for DOTD to retain historical Capital Outlay Budget data?
 - Nature and details of the historical Capital Outlay Budget data to be retained



Next Steps

- Prepare and send out Minutes of this Meeting to all Invitees
- Commence incorporation of details into draft Design document (PDD)
- Follow-up on Action Items identified during this Workshop
- Schedule off-line meeting(s) to discuss areas of special concern, if any
- Plan follow-on Workshops, as required
- Review Overall design in the Validation Workshop
- Ensure all To-Do's are appropriately documented



Questions?

