



MEETING MINUTES

State of Louisiana LaGov Project

Budget Reports, Publishing of Budget

October 29, 2008

Claiborne Room 136A

Attendees:

No.	Name	Invited?	Attended?	Comments
1.	Hodges, Beverly	Y	N	LaGov
2.	Thigpen, Drew	Y	N	LaGov
3.	Hodnett, John	Y	N	LaGov
4.	Dusse, Barry	Y	N	OPB
5.	Barbier, Mike	Y	Y	OPB
6.	Kelly, Will	Y	Y	LaGov
7.	Fernandez, Paul	Y	Y	LaGov
8.	Jacob-John, Manoj (JJ)	Y	Y	LaGov
9.	Montes, Rene	Y	Y	LaGov
10.	Schmitt, L.J.	Y	N	OPB
11.	Whyde, Janet	N	Y	LaGov
12.	Jones, Jerry	Y	N	FPC
13.	Davis, John	Y	N	FPC
14.	Knecht, Gene	Y	N	DOA
15.	Buchanan, Marianne	Y	Y	DOTD
16.	Shexnaydre, Debbie	Y	N	DOTD
17.	Stockstill, Susan	Y	N	DHH
18.	Milner, Marty	Y	N	FPC
19.	LeBlanc, Carolyn	Y	N	FPC
20.	Futch, Lynn	Y	N	FPC
21.	Burke, Ron	Y	Y	LaGov
22.	Hislop, Tom	Y	N	LaGov
23.	Bunch, Stephen	Y	Y	LaGov
24.	Bielkiewicz, Joey	Y	N	Corrections
25.	LeFleur, Peter	Y	N	LSD
26.	Pendarvis, Hazel	Y	N	DOE – George Anding attended
27.	Scioneaux, Beth	Y	N	
28.	Keith, Fitzgerald	Y	N	DHH
29.	Robinson, Linda	Y	N	DSS
30.	Shaw, Beverly	Y	Y	DCRT
31.	Anding, George	N	Y	DOE – Attending for H. Pendarvis

32.	Duncan, Marsha	N	Y	DOTD- Dye Mgmt.
33.	Gerhart, Steve	N	Y	LaGov
34.	Lellig, John	N	Y	LaGov

<i>Agenda Item and Notes</i>	<i>Owner(s)</i>	<i>Action Items & Assignments</i>	<i>Comments / Follow-up</i>
1. Logistics, Ground Rules, & Introduction	Paul Fernandez	<ul style="list-style-type: none"> None 	
2. Workshop Objectives	Manoj Jacob-John	<ul style="list-style-type: none"> None 	
3. Business Process Review <ul style="list-style-type: none"> Process Improvement Opportunities SAP Glossary SAP concepts & functionality Leading practices Business process flow Enterprise readiness challenges 	Paul Fernandez Manoj Jacob-John	<ul style="list-style-type: none"> 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>	Mike Barbier	1. To send Budget Request List (Gang of 6)	
	Marianne Buchanan	2. Check with Sal Faldetta for DOTD report (budget reports)	
	Paul Fernandez	3. BR-17A Contracted Amt vs Budgeted Amounts	
	Paul Fernandez/Stephen Bunch	4. Other formats supported by Frame maker	
	Paul Fernandez	5. House Bill I MS-Word document creation	
<u>Key Decisions</u>		1. Continue use of Pattern Stream for pulling of Budget(Executive Budget ,Supporting Document and State Budget) possibly HB1 2. No publishing requirement for Capital Outlay budget for HB2	

Parking Lot

1.

Organizational Impacts

1.

Policy Impact

1.

F.R.I.C.E.- W

1. WordPerfect file
document output and
printout required for HB2

Discussion Points:

The blueprint session was lightly attended as many of the people invited from the agency budget offices were unavailable due to the budget request deadlines.

The session was discussed in two sections Operating Budget and Capital Budget

- **Operating Budget** – Paul Fernandez went over the current as is process for producing and publishing the Executive Budget, Executive Budget supporting document, House Bill I and the State Budget. . Mike Barbier pointed out that there was a step missing in the as-is which was the State Budget that is produced after the governor signs House Bill I. Paul said that the supporting document basically comes from three(3) sources, Excel Word and BRASS and is all brought together in Pattern Stream. Mike Barbier and Paul Fernandez brought up the fact that information for the budget is now kept in two places; an example would be professional services contracts, the detail is in the budget request however only the summary is entered into BRASS. Paul also said that for contracts, the amounts were budget amounts versus contracted amounts. Another example from Mike Barbier were adjustments, adjustments are typically only made in BRASS and are not in the agency budget requests. JJ asked for a sample file form of the professional service contracts from Paul. In brief Paul Fernandez explained the process for generating a PDF (Portable Document Format) file for publishing. Paul said that the OPB generates House Bill I in Microsoft Word and then the legislature formats and converts the file provided into WordPerfect. The process for publishing the Executive Budget Document is as follows:

- Documents are mapped via Pattern Stream with a mapping component within Pattern Stream
- Frame maker files are produced
- A frame maker book that contains each of the frame maker files is organized and page numbers are added
- A PDF file is generated from the frame maker book

Paul said he anticipates that the requirement will be to provide the WordPerfect file and not a Microsoft Word file to be converted. (He later confirmed that the OPB will produce HB1 in MS Word and send it to the legislative staff in that format.) Stephen Bunch asked about output formats for Pattern Stream, Paul Fernandez responded that he was only aware of a PDF format generation. (Later, Paul confirmed that Pattern Stream with Adobe Frame Maker has the capability to convert documents to MS Word and Word Perfect formats.)

BI Team Presentation – Ron Burke from the Business Intelligence Team presented slides that went through the process of report identification, types of reporting sources, report requirements gathering and the general SAP business intelligence model. Ron Burke went over key reporting concepts in SAP. Some key reporting concepts presented were as follows:

Types of Reporting

- **Strategic and Management**
 - Scorecards, and supporting Key Performance Indicator (KPI) analysis reports
 - Trending, exception and other analytical reports
 - Planning / forecasting
- **Tactical and Functional**
 - Operational reports
 - Statutory
 - External statements, tax, regulatory (e.g. CAFR)
 - Detailed operational KPIs and analytical reports
- **Transaction and Control Reports**
 - Examples:
 - Finance: Validation report to ensure all orders are settled
 - Maintenance: Maintenance work orders by work center

Reporting: Key Characteristics

- Module: Financial Reports vs. ***Controlling Reports***
- Usage: ***Mandatory Reports vs. Non-Mandatory***
- Org. level: ***State-wide vs. Dept/Agency level***
- Criticality: ***High, Medium & Low***
- Data level: ***Summary vs. Transactional***
- Nature: ***On-line vs. Analytical***
- Delivery: ***SAP R/3 (mySAP ERP) vs. Business Intelligence (BI)***
- LOE: ***Standard (“out-of-the box”) vs. Custom Reports***
- Complexity: ***Simple vs. multi-modular***
- Data Access: ***Yes or No***
- Roles & Authorizations: ***Execute vs. Build***

- Presentation:
 - Format: SAP-delivered vs. Custom-developed
 - Output: Display, Printer, Down-loaded (Excel)

Paul Fernandez made the point that currently, the OPB (Office and Planning and Budget) works with policy and decision makers on “cookie cutter” reports that are modified as needed; he said they would like to keep the process. Ron Burke said that traditionally central IT departments provide queries from the base data. Paul asked if queries and access would be included in the training; in order to provide exactly what they needed. Ron Burke responded that it would depend on the go-live date and the criticality of the reports but tools will be provided. Will Kelly said that data would be available in a generic state or format and everyone would take the specific data for themselves. Will Kelly said that the known reports such as the CAFR, HB1, and HB2 would be provided. JJ said that a good amount of training is required so that super users can be identified. JJ said that an effort to identify reports including the source for the data needed to be conducted. For example real time reports would need to come from ECC and may need to be developed in ABAP depending on the immediacy required. Paul Fernandez asked when the effort to identify reports would begin. JJ responded that the effort starts now; an effort is currently underway by the BI reporting team. Ron Burke said that it was not only necessary to identify legacy reports but also new reports that were not previously required. JJ said an example of this would be grant reports because they may have not been able to run currently but it would be available in the future. Mike Barbier asked if the Budget Prep team was looking at BRASS and the reports that are generated. Mike Barbier said that some budget reports don't have names they are based on the same extracted budget data Will Kelly said that a list of reports is being gathered. Marianne Buchanan from DOTD said that she had forwarded the DOTD budget reports to Sal Faldetta. Marianne Buchanan also asked if there would be adhoc queries that would be available for transactions that required immediate feedback such as budget transfers. JJ responded that the queries would be available in ECC.

- **Capital Outlay** – The capital outlay as-is processes were reviewed in a preliminary blueprint meeting with John Davis. Initially, a project list is generated in Microsoft Excel from the BDS (Budget Development System) and is used among other things to prepare what-if scenarios and to present a list of recommendations to the Commissioner of Administration. House Bill II is confected and is generated from BDS (Budget Development System) as a Microsoft Word file and is saved by John Davis on his desktop. Before the official submission of House Bill II the file is edited manually by FPC (John Davis) with changes, additions, deletions of text and other relevant information. Changes House Bill II (HB2) original can be made even after submission to the legislature, provided that House Bill II has not been posted to the legislative website. A key decision (**Key Decision 2**) for this part of the session was that there was not a publishing requirement for House Bill II. Other requirements that were discussed included the requirement for general printing of House Bill II, other general printing requirements and most importantly the ability to generate House Bill II in a WordPerfect format for submission to the legislature.
- **PBF and the use of Pattern Stream** – JJ reviewed screenshots from Pattern Stream and pointed out selected files that were part of the supporting documents for the Executive Budget. JJ said that SAP was planning to use Pattern Stream as part of their budget preparation solution for public sector, Public Sector Budget Formulation (PBF). JJ presented the group with Crystal Reports as an alternative to Pattern Stream; he said Crystal Reports would be used as a general reporting tool in SAP. JJ said that Crystal Reports was not as robust as Pattern Stream and currently did not have exactly the same capabilities as Pattern Stream. As a result a key decision (**Key Decision 1**) was made to continue using Pattern Stream as the publishing tool for House Bill I.