



MEETING MINUTES

State of Louisiana ERP Project

Blueprint Workshop / FI-FM Account Code – FM Master Data

08/07/2008 @ 08:30 to 4:30

Location: DOTD Conference Room 507, DOTD Building

Attendees:

No.	Name	Invited?	Attended?	Comments
1.	Adomako, Afranie	Y	Y	OSRAP
2.	Barbier, Mike	Y	Y	OPB
3.	Boyd, David	N	Y	ERP
4.	Buchanan, Marianne	Y	N	DOTD
5.	Burgess, Eric	Y	N	DOTD
6.	Cane, Pat	Y	N	ERP
7.	Clement, Kirt	Y	N	DOTD
8.	Daniel, Kandy	Y	Y	ERP
9.	Demmerly, Kurt	Y	Y	ERP
10.	Dusse, Barry	Y	Y	OPB
11.	Faldetta, Sal	Y	Y	DOTD/ERP
12.	Fernandez, Paul	Y	Y	ERP
13.	Figueroa, Fernando	Y	Y	Team IBM
14.	Fong, Yuchi	Y	Y	OSRAP
15.	Hall, Gary	Y	Y	STO
16.	Hidalgo, Lucie	Y	Y	ERP
17.	Hodges, Beverly	Y	Y	ERP
18.	Kelly, Will	Y	Y	ERP
19.	Johnson, Patrick	N	Y	ERP
20.	Lodge, James	Y	Y	OSRAP
21.	Lozano, Richard	Y	N	STA
22.	Marerro, Rae	Y	Y	OSRAP
23.	McNary, Linn	N	Y	ERP
24.	Mealie, Monica	Y	N	DOTD
25.	Montes, Rene	Y	N	STA
26.	Peak, Ashley	N	Y	ERP
27.	Procopio, Steven	N	Y	DOA
28.	Ramsrud, Mary	Y	Y	Team IBM
29.	Scivicque, Jama	Y	Y	STO
30.	Scott, Marlene	Y	Y	ERP
31.	Suggs, Pam	N	Y	ERP

32.	Thigpen, Drew	Y	N	STA
33.	Trogolo, Earlene	Y	Y	DOTD

<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	Lucie Hidalgo	<ul style="list-style-type: none"> None 	
2. Project Timeline	Lucie Hidalgo	<ul style="list-style-type: none"> None 	
3. Workshop Objectives	Lucie Hidalgo	<ul style="list-style-type: none"> None 	
4. Business Process Review <ul style="list-style-type: none"> As-Is Process Process Improvement Opportunities SAP Glossary SAP concepts & functionality Leading practices Business process flow 	Lucie Hidalgo Fernando Figueroa	<ul style="list-style-type: none"> See action items & assignments below. 	<p>Hard copies provided -SAP Glossary, Business Process Flows –How to Create a New Cost Center, Change or Delimit Cost Center, Create New General Ledger Accounts, Funded Program Maintenance, Funds – Maintenance, Functional Area – Maintenance.</p> <p>Leading practices – Standardized numbering scheme for Funds, Fund Centers, Funded Programs and Functional Areas. Centralized maintenance of master data. Fund Centers will have a 1:1 relationship with Cost Centers, Funded Programs will have a 1:1 relationship with WBS elements, Commitment Items will be equivalent to a GL account in FI and cost element in CO.</p> <p>State consensus – Standard SAP numbering convention for Funds (10), Fund Centers (10), Functional Areas (16), Commitment Items (10).</p>
5. Action Items		<ol style="list-style-type: none"> Lucie Hidalgo - To create a non SAP form to create Fund Master Data. (Realization Phase) Jama Scivicque – Fund naming scheme or format on how Funds are named/numbered. Lucie Hidalgo – To set up a meeting with OSRAP, STO and Budget Office to determine who will maintain Master Data. 	

Meeting has been scheduled for
Monday, September 15 at 2:00.

4. Lucie Hidalgo – Draft examples of Revenue Coding if MOF is part of fund versus a revenue account.
5. Capture 'Enactment Year' on Capital Outlay.

6. Other Items

Parking Lot Issues:

1. Component Unit Funds – Consolidated
2. Discussion of Capital Outlay fund numbering. Initial presentation made. Will be discussed again and presented to capital groups in the PS Budgeting & Budget Control session.
3. Last 3 digits of Fund – to be decided (MOF in fund versus Revenue Accts)
4. Distinguish CIP between primary gov and Component Unit Funds. This issue passed on to the PS team (not an FM issue).

Discussion:

Lucie presented the As-Is Process Flow for creating a new FUND in ISIS. Current process starts with the STO completing the information on the ISIS Fund Request Form. OSRAP analyst completes forms for the balance sheet account (BACC) and balance sheet class (BCLS). OSRAP enters the balance sheets info and FAGY (if applicable) in AFS. STO enter the new fund in AFS. STO also enters an AP document (zero dollar) using Agency 900. OPB stated that they receive an emailed form from STO requesting OPB to setup the budget for the appropriation.

■ See ACTIONS: (1) Non SAP form to create for Fund Master Data

When discussing the As-Is Process flow for Funds and Appropriations it was determined that there was no mandatory prescribed format for defining fund codes and appropriation units. Also, funds are defined as part of the State of Legislative process, but not appropriations.

■ See ACTIONS: Requested that STO send us their fund naming schema or format on how funds are numbered. Subsequently received

Fund Centers will have a 1:1 relationship with cost centers. They will share the same numbering scheme as cost centers (field length 10) and will automatically be derived from the cost center entry.

The IBM team (Mary and Fernando) discussed the previous FI & CO blueprint sessions to the attendees to update them on how the numbering convention was derived. The 10 digit number is as follows:

Business Area (1-3), Program (4-5), AFS Division or DOTD District or Section (6-7), AFS Section or DOTD Gangs (9-10). After a lot of discussion on how a Revenue fund and cost center would be set up, STO wanted examples of differences between MOF embedded in the fund (last three digits) versus setting these up as revenue accounts.

■ See ACTIONS: Prepare mock examples of Revenue account coding. (See attached document).

A numbering scheme for Funds was proposed as followed: The number is 10 digits and is as follows for Operating Funds:

CAFR Level Fund (1-4), Agency Fund or zero filled (5-7), MOF or zero filled (8-10)

For Capital Outlay Funds:

CAFR Level Fund (1-4), Capital Outlay Fund Number (5-7), Funding Source (LOC, Bond Series, Other) (8-10).

The last three digits for Capital Outlay (Bond Series) will be discussed in PS Budgetary Control session.

■ See ACTIONS: To capture Enactment Year on Capital Outlay funds.

If Statutory Dedications are built into the fund, the number of the MOF Stat Dedication will be consistent across all agencies.

After much discussion, several items were place on parking lot:

Component Unit Funds: How do we account for them. Parking Lot Item #1

Discuss Capital Outlay Funds and Funding. Parking Lot Item #2

The last three digits of the Operating Fund was left undecided. Parking Lot Item #3

Distinguish CIP between primary governmental and CU. Parking Lot Item #4.

For the following FM master data, all data will have the following 1:1 relationship (i.e. same numbering scheme as related master data from other modules):

Funded Programs will have a 1:1 relationship with WBS elements (Capital Outlay), CO internal Orders (if has separate budget from responsible cost centers), grant funded program (if necessary) and work orders (if necessary).

Commitment Items will have a 1:1 relationship with GL account in FI and cost element in CO (exceptions may be assets and inventory). (Field Length: 6)

Functional Areas was discussed. In AFS this is the same field as 'Activity' and for DOTD 'Function'. Use in FM is optional, but IBM recommends it should be mandatory. Where possible, Functional Areas will be centrally maintained. A numbering scheme for Functional Area was proposed. The number is 16 digits and is as follows:

CAFR Level Function/Program (1-2), AFS Activity (RITA, KATR, TECH) (3-4), Zero Filled for future use (5-16)

After discussion, the Functional Area numbering was accepted. Additional use of functional area may be identified at a later point (i.e. Recovery School District and DOTD functions, etc).

No decision was made on any FM Master Data maintenance. All FM Master Data maintenance and FM Derivation strategies will be discussed with OSRAP, STO and Budget Office in a special meeting that is scheduled for September 15. Regardless of who will maintain the FM master data, it will be centrally maintained including the FM Derivation strategies.

■ See ACTIONS: To set up a meeting with OSRAP, STO and Budget Office to determine who will maintain Master Data.