



MEETING MINUTES

State of Louisiana ERP Project

Blueprint Workshop / Grants Validation

11/19/2008 and 11/20/2008

Location: DOA/DOTD Bldg, Conference Room 501

Attendees:

No.	Name	Invited?	Attended ?	Comments
1.	Afranie Adomako	Y	N	OSRAP
2.	Karyn Andrews	Y	N	DEQ
3.	Christy Ball	Y	N	DOC
4.	Briant Beard	Y	Y	DOA/ERP
5.	Kathy Blankenship	Y	N	DED
6.	Eric Burges	Y	N	DOTD
7.	Mary Canella	Y	N	CRT
8.	Mary Cavalier	Y	Y	DOE
9.	Rebecca Dupree	Y	N	LDAF
10.	Paul Fernandez	Y	N	DOA/ERP
11.	Barbara Franklin	Y	Y	DOA/STA
12.	Susan Gonzales	Y	N	DOE
13.	Beverly Hodges	Y	N	DOA/ERP
14.	Mike Huber	Y	N	LDOL/LWC
15.	Deesi Kirkland	Y	Y	BOR
16.	Wayne Knight	Y	N	LDOL/LWC
17.	Donnie Ladatto	N	Y	OSRAP
18.	Tanya LaPorte	N	Y	LCLE
19.	Cindy Lavigne	Y	N	DOTD
20.	Laura Lapeze	Y	N	GOHSEP
21.	Cherry Lee	N	Y	DSS
22.	Tri-Chan Le	Y	Y	DOA/IBM
23.	Terry Meliet	N	Y	DOTD
24.	Abdulla Meer	N	Y	DOA/ERP
25.	James McMenis	Y	N	DOTD
26.	Linn McNary	N	Y	DOA/ERP
27.	Monica Mealie	Y	N	DOTD
28.	Lisa Miller	Y	N	DEQ
29.	Anita Minor	N	Y	DOA/OFSS
30.	Gail Mitchell	Y	N	DNR

31.	Ann Neal	Y	N	LDAF
32.	Belinda Oliver	Y	Y	DOA/OFSS
33.	Cindy O'Neal	Y	N	DOTD
34.	Penny Parker	Y	Y	DOA/ERP
35.	Keisha Payton	Y	Y	GOHSEP
36.	Susan Poche	Y	N	DOC
37.	Joey Reviere	Y	Y	DOJ
38.	Jeff Reynolds	Y	N	DHH
39.	Lonnie Richardson	Y	Y	DOI
40.	Marlene Scott	Y	Y	DOA/ERP
41.	Darryl Serio	Y	N	DEQ
42.	Ryan Sides	N	Y	DOA/STA
43.	Wendy Simoneaux	Y	N	BOR
44.	Penny Soileau	N	N	DHH
45.	Charlotte Stevens	Y	N	DOE
46.	Johnnie Stewart	Y	N	CRT
47.	Drew Thigpen	Y	N	DOA/STA
48.	Gwen Thomas	Y	N	DNR
49.	Roxie Townley	Y	N	DOE
50.	Amy Vincent	Y	N	OJJ
51.	Kim Wagner	Y	N	WLF
52.	Pam Wall	Y	N	OJJ
53.	Daria West	N	Y	DOTD
54.	George C. White	Y	N	DOTD
55.	Chris Williams	Y	N	DNR
56.	Jennifer Williams	Y	N	LED
57.	Theresa Williams	Y	Y	DNR
58.	Renee Withers	N	Y	DOC
59.	Bernard Zimlicki	Y	Y	DEQ

<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	Briant Beard	<ul style="list-style-type: none"> None 	
2. Purpose of Validation Session	Briant Beard	<ul style="list-style-type: none"> None 	
3. Business Process Review <ul style="list-style-type: none"> Work Session Objectives Grants Management Workshops To-Be Processes by Topic Supporting Master Data Design FRICE-W Objects Conversion Strategy and Interim Solution Organizational Impacts 	Briant Beard Marlene Scott	<ul style="list-style-type: none"> See action items & assignments below. 	
4. Parking Lot (Open Items)		<ol style="list-style-type: none"> The Cash Management Improvement Act (CMIA): Determine how SAP will handle reporting. OSRAP is required to monitor and report annually on the implementation of this program for the state of Louisiana. DNR uses the "FX" document in the Federal Aid Management System to make prior year adjustments to the grant without hitting the general ledger to correct errors and claim prior year expenditures to receive revenue in the current year, etc. Need to determine how SAP will handle this type of document. Investigate emergency disaster grants for GOHSEP, DRU (OCD), the PW and WBS relationship, and FEMA funds. Investigate the purpose and use of return of appropriations for DNR grants. 	Master Data for Grant Funded Projects' WBS for DNR was presented. The Grant Type + C, CR, CP, or CC for Grant Funded Projects

5. "Frice-W"

1. Develop workflow for BA-7 Mid Year Budget Adjustment and Non-BA-7 Mid Year Budget Adjustment processes.

6. Action Items

1. Correct the Derivation box from the Grant Master Data flowchart for the Department Grant Administrator role.

2. Ensure that the Grants HR Analyst can run and review the GM Reports the same as the Central Grants Administrator and the Department Grant Administrator. Update role on the Grants Master Data Maintenance: HR Updates flowchart.

3. GOHSEP and DOTD use the FEMA 20-10 form. DOTD uses the 269 long and short forms. The GM team will assess the long form. DNR uses the 271 form for the construction phase. The GM team will assess the 271 form.

4. Meet with DNR to discuss Cost Sharing processes. DNR allocates cost sharing yearly.

5. Meet with Agencies for demos of non-ISIS subsystems for conversion.

6. Send Agencies the FI-GM-006 Grants Conversion PowerPoint slide deck and meeting minutes.

7. Investigate whether or not the DUNS number should be a required field in the Master data.

8. DNR indicated that current PS structure did not represent all phases needed. We indicated that this issue will need to be brought up in the PS validation session.

7. Key Decisions

1. No SAP email message will be sent to the grant staff at 100% while keying a document.

Discussion:

The Key Design Elements and Decisions for the Grants Management Workshops were discussed. Furthermore, the To Be Process Flows, Changes and Challenges, Open Issues, and Benefits and Improvements were discussed. The key decisions were discussed for Account Code Structure. The grant numbering format will not be automatically assigned by the SAP system. The Department Grant Administrator (DGA) will be responsible for assigning the grant numbering format for the account code structure and creating the Grant, Program, Class, WBS Element, and Funded Program (s). Crosswalk tables will be used in converting legacy data to SAP and to assist with the grant numbering format in SAP. It is a SAP best practice to use a sequentially numeric format for assigning the grant number after the alpha letter and business area for the type of grant. How to maintain project numbers for grant funded capital projects (for example: levees, bridges, and FTA vehicles) was discussed. For Grant Funded Projects, we will mirror in GM the same Project structure that is created in Project Systems, which employs phases such as planning/feasibility and design. From the meeting, DNR (CR) and DOTD (CP) were the only agencies identified to have Grant funded projects. Posting will be to the project WBS and GM will be used for billing the sponsor. OFSS asked how will term pay be handled in SAP. OFSS has to use journal vouchers because term pay automatically hits interfaces to ISIS. Marlene stated that GM derivation rules can be setup so that term pay would not post to the grant. Donnie (OSRAP) discussed the need for DUNS number to be a required field in Master data. Donnie (OSRAP) also stated that the 8 digit number assigned when a sponsor is created is different from the format currently used in the Schedule 8. The Agencies agreed that an optional form should be created to email the HR Analyst of any grant updates to the 1018 HR record for all Departments and Agencies.

Enterprise Readiness will educate the departments and review the roles for each department structure at each Agency. The Agency management staff will determine how to assign roles for the Department Grant Administrator, Departmental CO Resource, Grants HR Analyst, and any other role done in GM. Some Agencies like DHH will require multiple Department Grant Administrators for grants.

The use of FX documents in the Federal Aid Management System to move expenditures in previous years adjustments was discussed during the Grant Accounting presentation. The Federal Aid Budget Line Table (FBLT) is used to list expenditures and funds received for reimbursements. This information is shown on the Schedule 8. This process will require investigation with OSRAP.