



LaGov Project

Agency Implementation Meeting
May 28, 2009



"Making a Difference"

Mission Statement

"To successfully implement an enterprise administrative solution for the State of Louisiana to demonstrably improve administrative business performance and reporting"



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Agenda

- Welcome / Purpose of Today's Meeting
- Brief Review of the April AIL Topics
 - LaGov Components and Terminology
 - LaGov Financial Structure
 - Data Mapping Instructions
 - ❖ AFS Legacy Data Mapping to Cost Center & Internal Order
 - ❖ Mapping Due Dates and Status



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Agenda

- What We're Covering Today
 - ❑ LaGov Fund Structure
 - ❑ Imprest Accounts
 - ❑ Grants Management Overview
 - ❑ Data Preparation and Data Conversion
 - ❑ Agency Readiness Activities
 - ❑ Data Mapping Activities
- Question / Answer Session



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"Making a Difference"

Brief Review

of April's ALL Topics

LaGov

Business Intelligence

Logistics

Linear Assets

Finance

Human Resources

MO
Mobile Solutions

SRM
Procurement & Contracts

PM
Plant & Fleet Maint.

WM
Warehouse Mgmt

MM
Materials Mgmt

AA
Asset Acct

RE
Real Estate

CM
Cash Mgmt

AR
Acct Rec

AP
Acct Pay

GTR
Grantor

Agile Assets

FM
Funds Mgmt

GM
Grant Mgmt

TM
Travel Mgmt

GL
General Ledger

BP
Budget Prep

LSO
Learning Solution

HR
Human Resources

PP
Payroll Processing

CO
Controlling

PS
Project System



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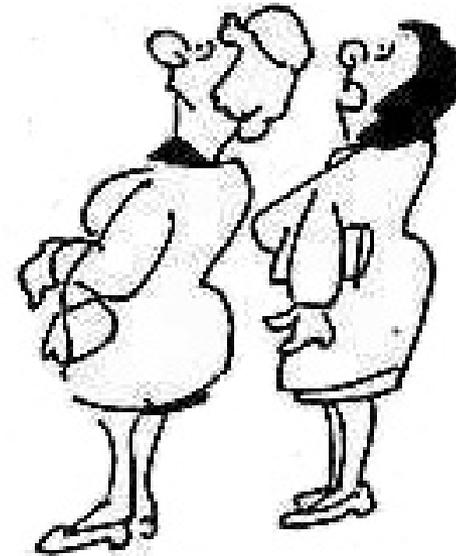
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SAPANESE

- FI, CO, FM
- GL Account
- Business Area
- Functional Area
- Cost Center
- Internal Order
- **Fund Structure**
- **Grant Management**
- **Accounts Receivable**



"It's all Greek to me!"



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LaGov Financial Structure

FI
Financial Accounting

CO
Controlling

FM
Funds Management

Original transactions post here

Moving costs around internally here

Budgetary control of costs here

Core Finance:
general ledger,
accounts payable,
accounts receivable,
and assets

Cost Accounting:
managerial accounting,
cost allocations,
and assessments

Budgetary Accounting:
budget execution,
detailed commitments,
and obligations



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LaGov Financial Master

Possible AFS data mapping	FI	CO	FM	GM
Expense Object Revenue Object Balance Sheet Account	GL Account	Cost Element	Commitment Item	Sponsored Class
Agency Organization Appropriated Program	Business Area	Cost Center	Funds Center	Sponsored Program
Project Sub-object Reporting Category		Internal Order	Funded Program	WBS Element
Activity Parish	Functional Area	Functional Area	Functional Area	Functional Area
Fund	Fund	Fund	Fund	Fund



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LaGov Financial System

Discussion for Today:

*Specific data elements
in the following modules:*

- **Funds Management (FM)**
- **Grants Management (GM)**
 - **GM integration with
Accounts Receivable (AR)**

Future Topics May Include:

- Accounts Payable
- Asset Accounting
- Project Systems
- Real Estate Management
- Treasury/Cash Management
- Budget Preparation



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LaGov Fund Structure



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Funds Management (FM)

FM

Funds
Management

- **Fund**
- Funds Center
- Funded Program
- Functional Area
- Commitment Item



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Fund Definition

Fund

Fund represents a separate and distinct fiscal/accounting object containing a complete self-balancing set of accounts



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Fund Key Decisions

- Pending a final review by State Treasurer's Office
- Upon request from STO, OSRAP will set up / maintain funds in LaGov
- Only active Funds and MOF will be set up in LaGov



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Fund Key Decisions

- The Fund Number must be entered on all documents and will not be inferred
- Federal Funds shared by all agencies while retaining agency-specific information
- Except for federal funds, the first three digits of the fund number consist of the business area (agency number)



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Fund Key Decisions

- State of Louisiana has established all funds as 10 characters
- Operating Funds classified as restricted or non-restricted funds

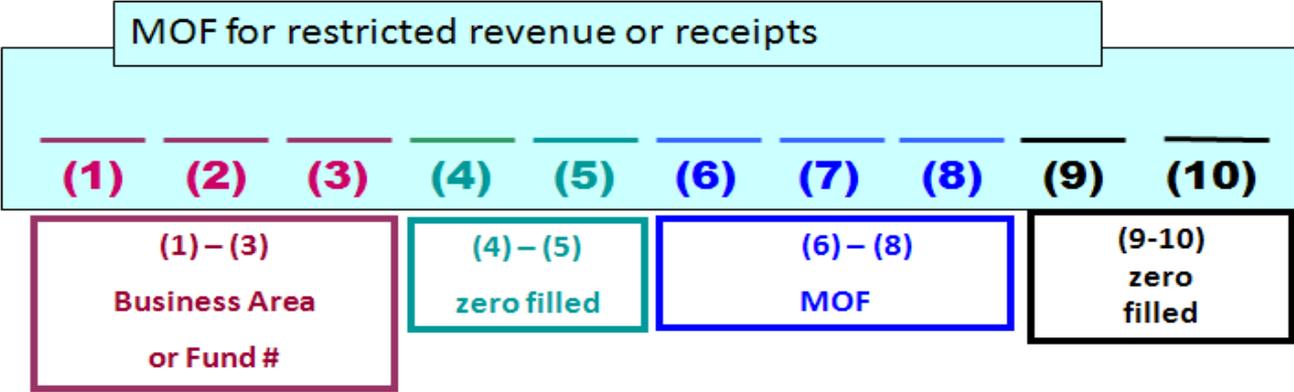
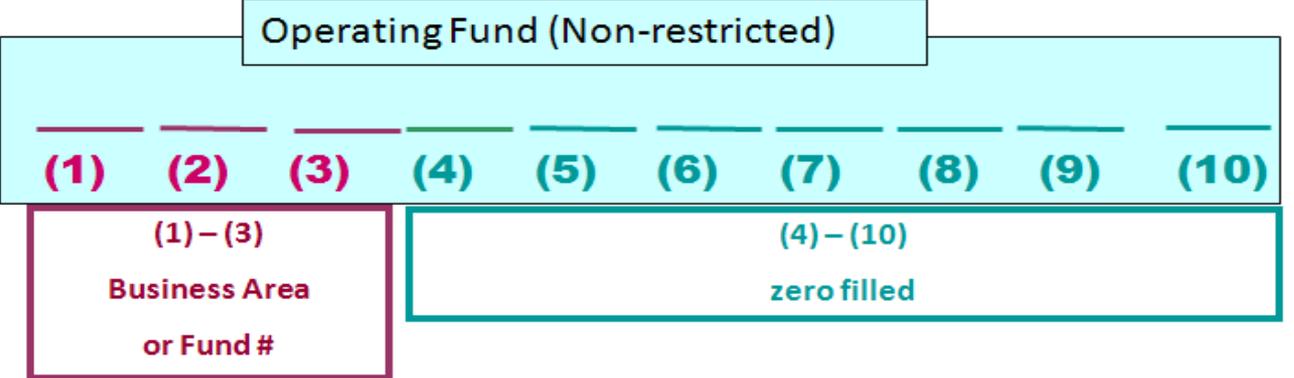


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Fund Naming Convention – Operating Fund



Other MOF's (not restricted) will be treated as revenue sources with unique revenue G/L accounts (IAT, GF, SG, etc)



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Restricted Funds

- Restricted Funds contain revenues (and related expenses) that can only be used for specific agency purposes (including Statutory Dedicated)
- Statutory dedicated funds are considered 'restricted' funds in the LaGov system
- Statutory fund number embedded in the fund number



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Restricted Funds

Statutory dedicated funds have been reassigned a unique number:

- The unique statutory dedicated number will be embedded in digits 6-8 of the fund number
- If multiple agencies are funded by the same statutory dedicated funds, the statutory dedicated fund number will be the same for all agencies



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Restricted Funds

- Business area embedded in the fund (denotes the agency statutory dedicated fund)
- Agencies record statutory dedicated revenues to the Treasury fund number

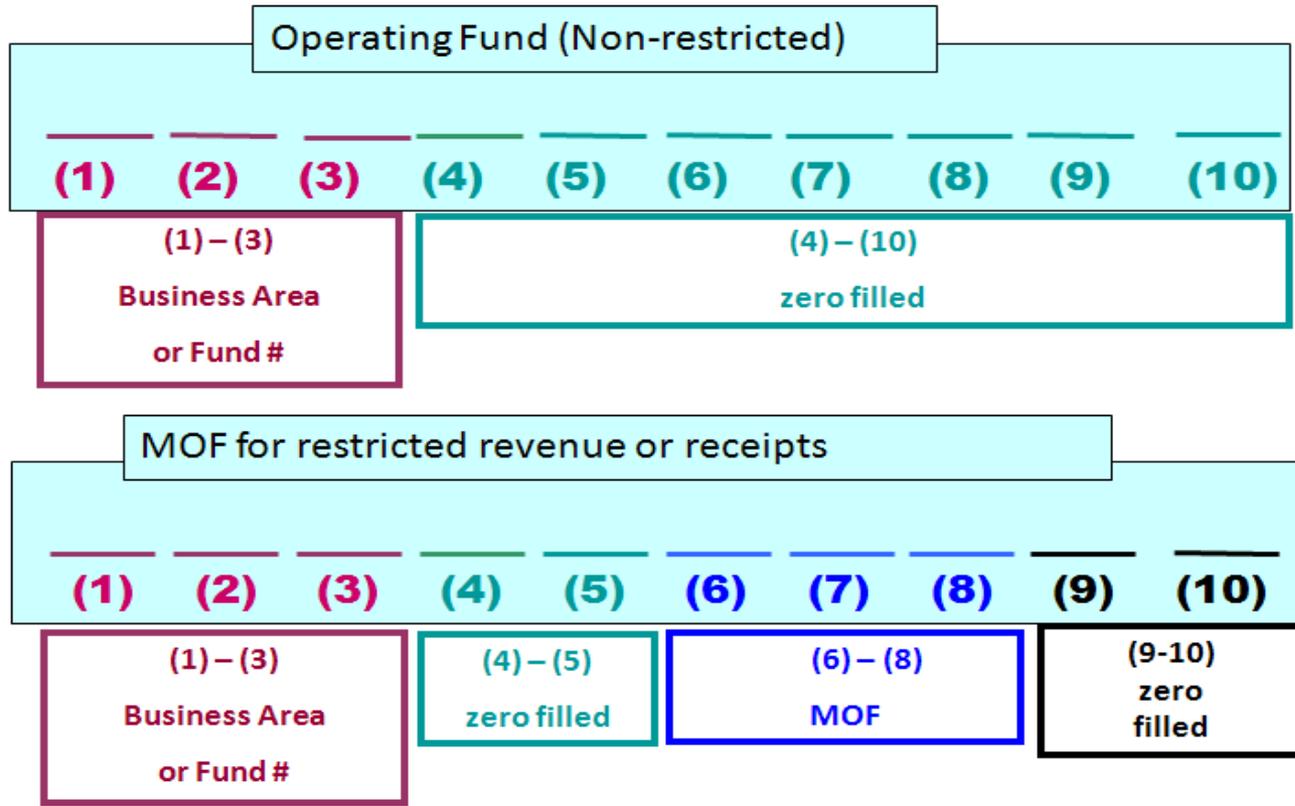


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Fund Naming Convention – Operating Fund



Other MOF's (not restricted) will be treated as revenue sources with unique revenue G/L accounts (IAT, GF, SG, etc)



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Non-Restricted Funds

- Non-restricted funds contain revenues (and related expenses) that can pay for the ordinary agency operational expenses
- Examples of non-restricted revenues:
 - General Fund
 - IAT
 - Self-generated Funds



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Non-Restricted Funds

- All LaGov agencies will be assigned a high-level fund consisting of the business area followed by all zeroes.
- General Ledger (revenue accounts) will be set up to identify the means of financing for non-restricted revenues (IAT, GF, SG, etc.)



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Non-Restricted Funds

- Agency operating fund will be used to record both revenue and expenses

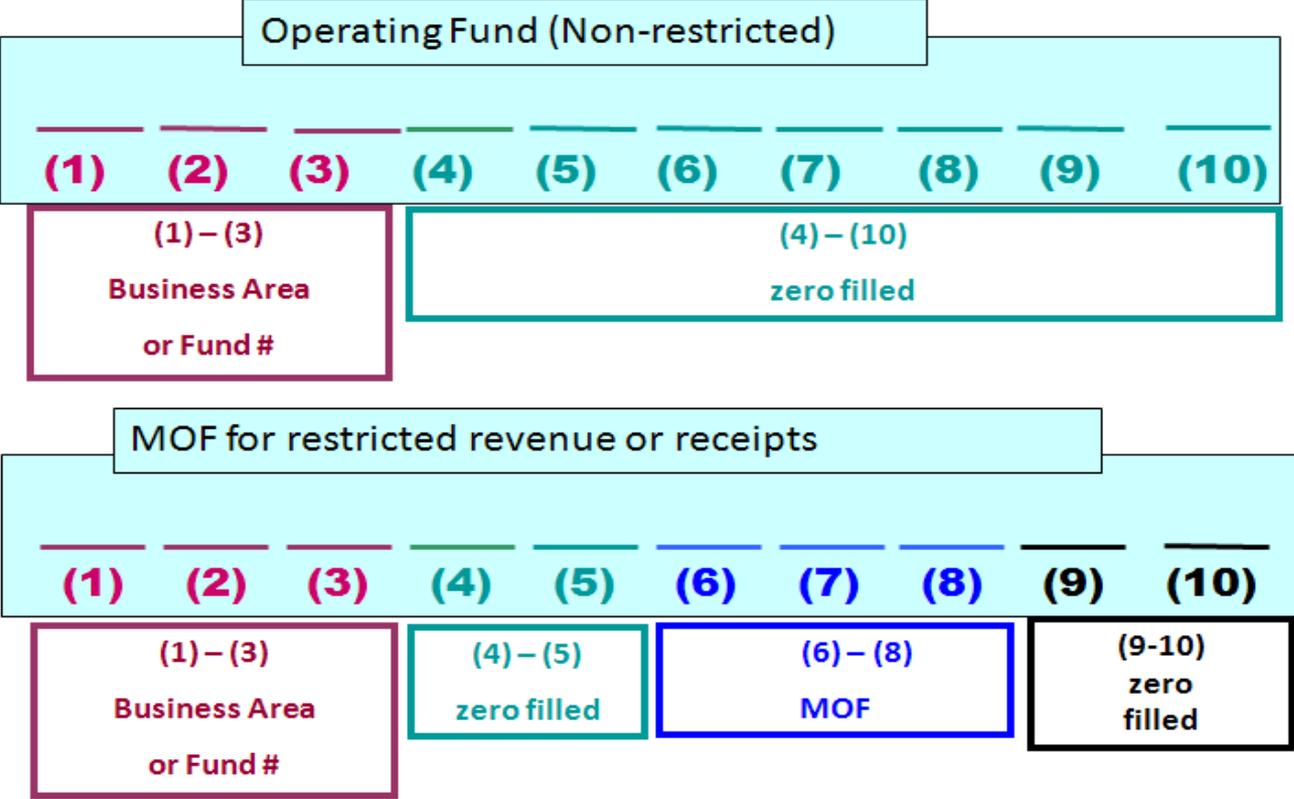


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Fund Naming Convention – Operating Fund



Difference between AFS and LaGov



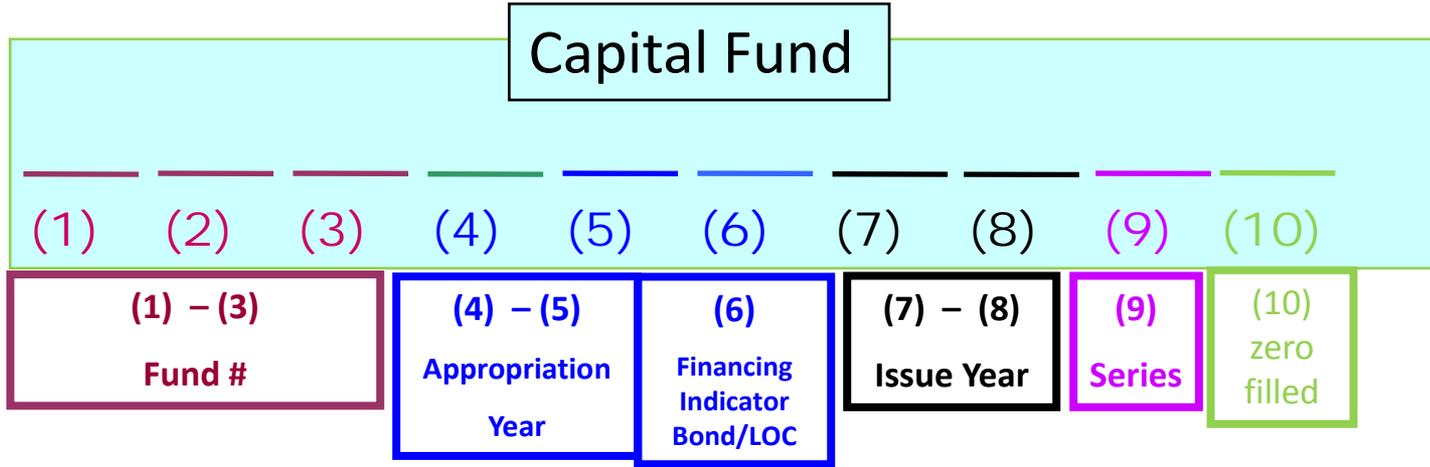
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Fund Naming Convention – Capital Fund





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Imprest Accounts



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Imprest Account - LaGov

Current Activity

- Employee Travel
- Small Dollar Purchases
- One-Time Vendor Payments

Available Alternatives

- ISIS Travel System
www.doa.louisiana.gov/OIS
- LaCarte Procurement Card Program
www.doa.louisiana.gov/OSP
- LaGov AP
www.doa.louisiana.gov/ERP
 - One-Time Vendor Payment availability



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Imprest Account - LaGov

- LaGov provides multiple options for managing Imprest Accounts
- Options will be presented to impacted agencies in the near future
- Have you completed your survey?



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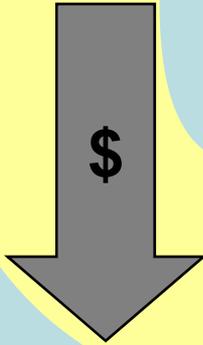
Grants Management



Grantee and Grantor Management



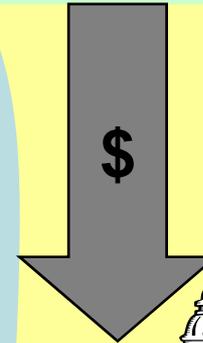
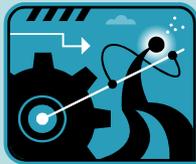
Sponsor



"Pass-through"

State of LA (Grantee)

State of LA (Grantor)





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Grants Management (GM) Definition

What constitutes a “Grant?”

- Reporting requirements
- Eligibility requirements
- Application requirements (the need to apply)



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Grants Management (GM) Definition

The “GM” module allows ALL grant activity to be tracked and budgeted online, in real-time

in the past, agencies and departments

used a combination of systems and spreadsheets

Requires all agency and department users to learn and properly use the new standardized numbering scheme

in the past, agencies and departments

used coding freely and as it suited their needs



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Grants Management – New Roles

Key activities will be centralized

at the Department level

requiring a shift

in some roles and responsibilities

for employees performing these duties

(such as entering and maintaining grant master data)



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Grants Management – New Roles

Department Grant Administrators (DGA)

- Responsible for all departmental grants and grant activities

Central Grant Administrator (CGA)

- Maintains the sponsor as well as assisting DGA's with unforeseen errors and circumstances
- Organizational placement (DOA)



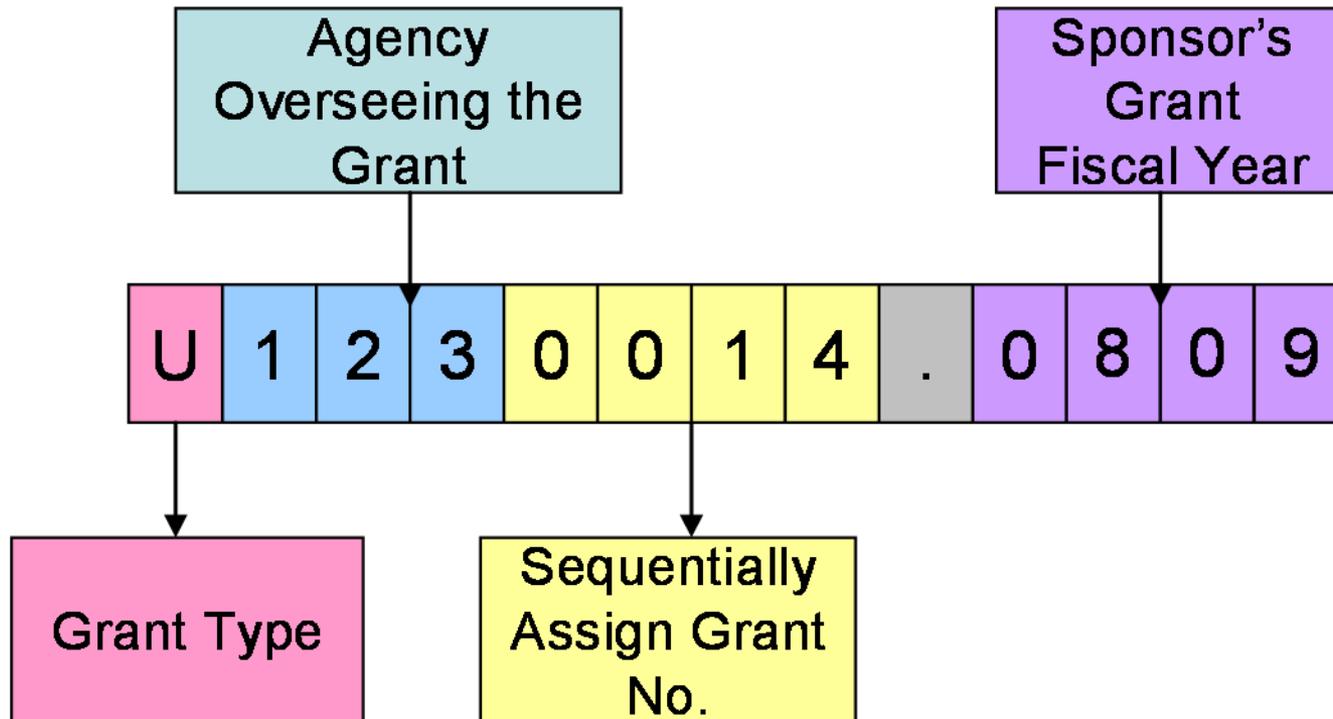
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Grants Management Overview

Standardized numbering scheme for all grant data results in ease and accuracy of reporting





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Grants Management Overview

Tracks all grant activities by external sponsor dimensions including:

- Budgeting control
- Reporting
- Billing and claims

Eliminates use of:

- Offline spreadsheets
- Lotus Notes database
- Access (and other) database and



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Centralized Grant Maintenance & Support

Central Grants Administrator & Departmental Grant Administrators

*Coordinate efforts to update grant data
ensuring correct and consistent use of data*



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Intelligent Numbering

Intelligent number ranges:

- link grants and grant sponsored programs to CO objects,
- allow updates of the internal and external dimensions at the time of posting

Reporting by sponsor dimensions includes:

◆fund ◆grant ◆program ◆class ◆fiscal year



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Grants Lifecycle Management

Agencies will be able to manage the activities within the grant, such as:

- When budgeting occurs
- When to liquidate commitments



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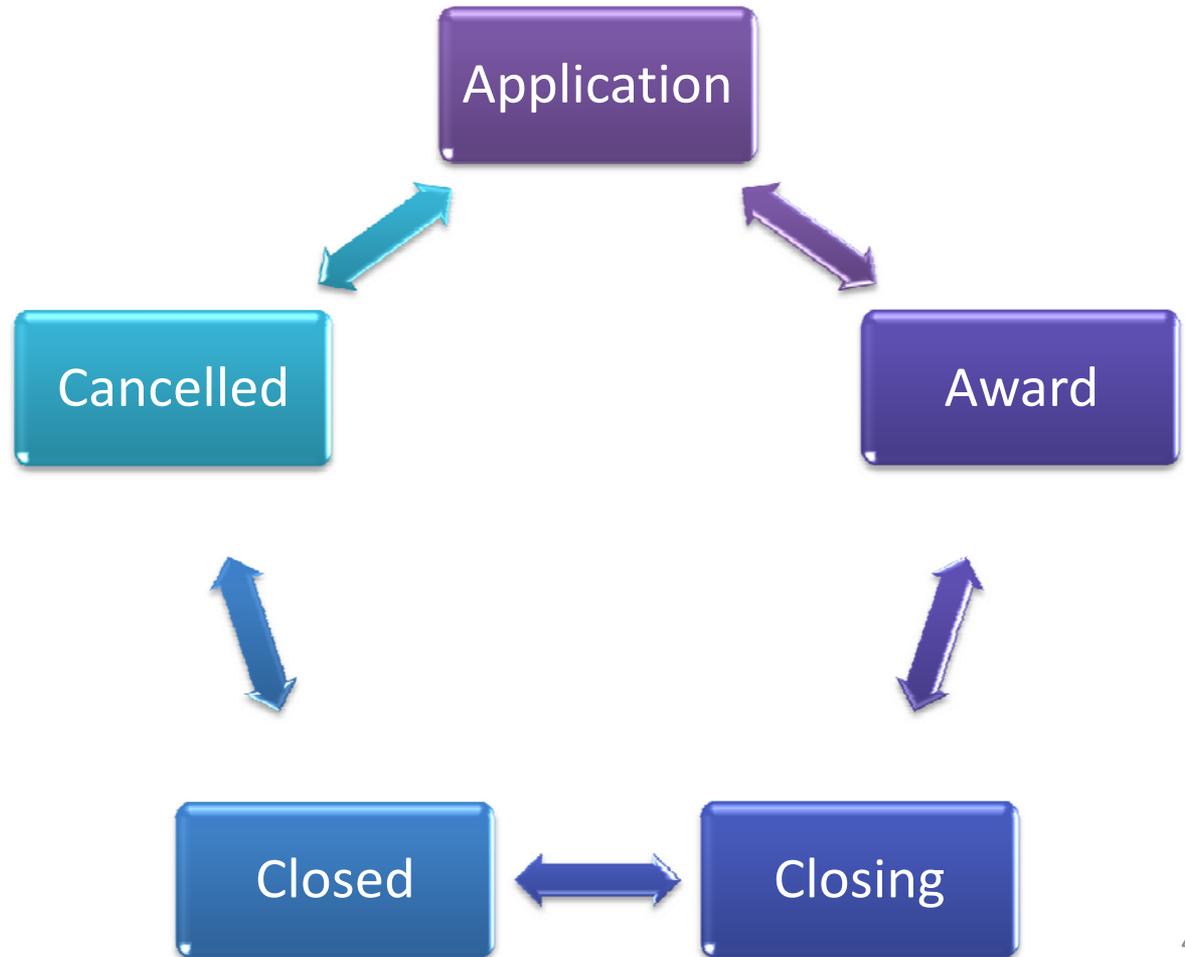
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Grants Lifecycle

The Department **DGAs** will change all phases of the lifecycle





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Grants Billing

Resource Related Billing (RRB):

- The new **RRB** process automates the entire billing process based on grant management **billing rules, expenditures, sponsor requirements, etc.**
- **Cost sharing** and **Indirect Cost** calculation will be done using Cost Allocation (CO) and Indirect Cost (IDC) calculation functionality prior to RRB



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Grants Billing

Grant Billing and Claims:

- Remain **decentralized** at the department level
- The **DGA** will create the billing and claiming for each agency
- The **CGA** will also assist with billing & claiming for agencies that only have sporadic grants (maybe one grant every couple of years)



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Grants Billing

Manual Billing:

- Allows users to manually enter invoice and credit information via standard invoicing transactions
- Revenue/deferred revenue created manually as revenue is earned or received
- Supports multiple basis of billing
- Also supports multiple types of billing such as milestone billing



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Grants Billing

Manual or direct billing will be used for:

- **Complex grants** – additional adjustments required that renders cost reimbursement billing inappropriate
- Grants where **full amount** received upfront
- Special sponsor provisions exist to bill **negotiated** or **arbitrary amounts** regardless of expenditures incurred



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Grants Billing

Grants Management Reporting:

- Support manual claim process
(by sponsor dimensions)
- Starting point for complex grants



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Grants Billing

Manual invoices will be:

- Parked by Grants Receivable Coordinator
(Revenue Accounting)
- Posted by the DGAs

All **grant relevant billable** transactions will be posted in
the LaGov system



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Grants Receivables

- All **grant receivables** will be tracked online
- GM billing supports accounting entries
(Debit – Customer, Credit - Revenue)
required for maintaining the sponsor receivables
- The **Grants Receivable Coordinator**
(Revenue Accounting) will be clearing the invoices
upon **receipt of payment**

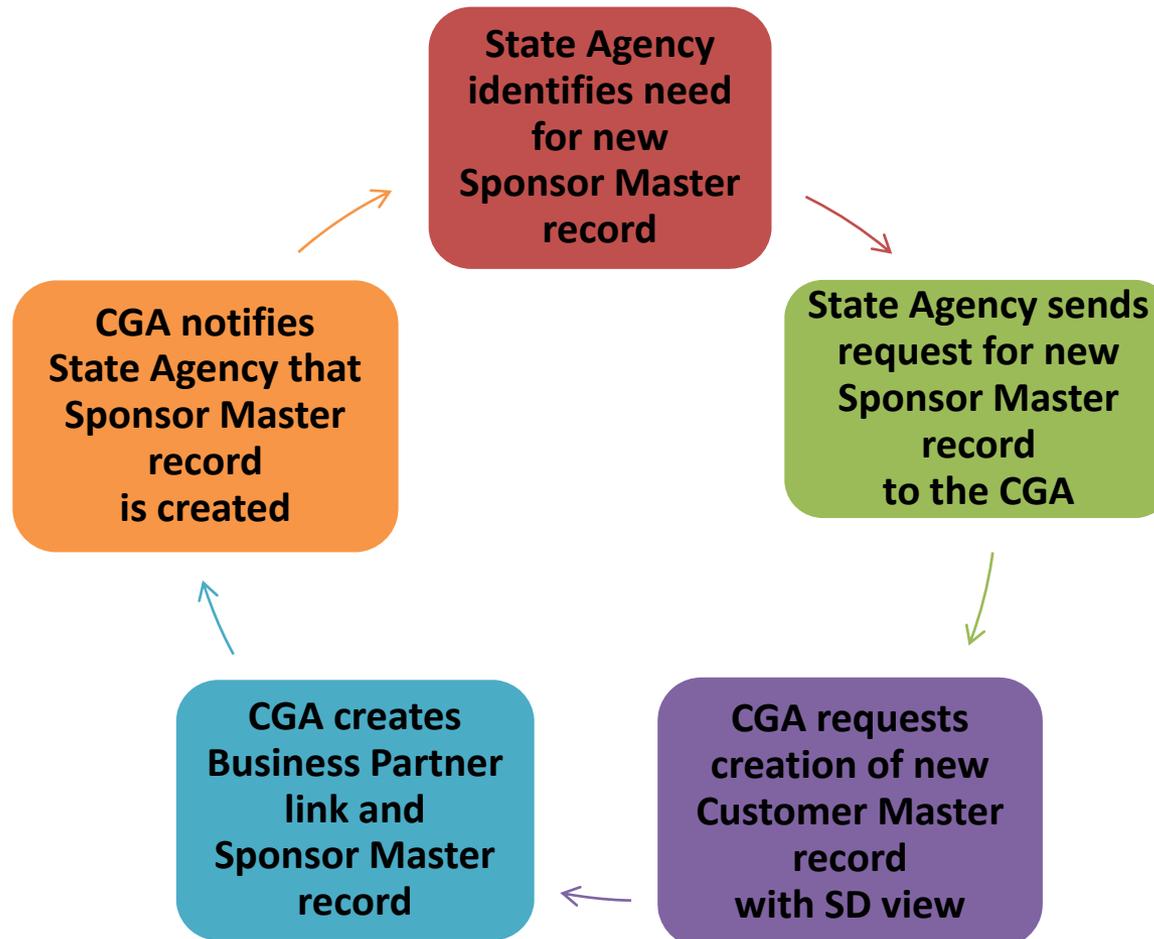


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Grant Sponsor Master Setup





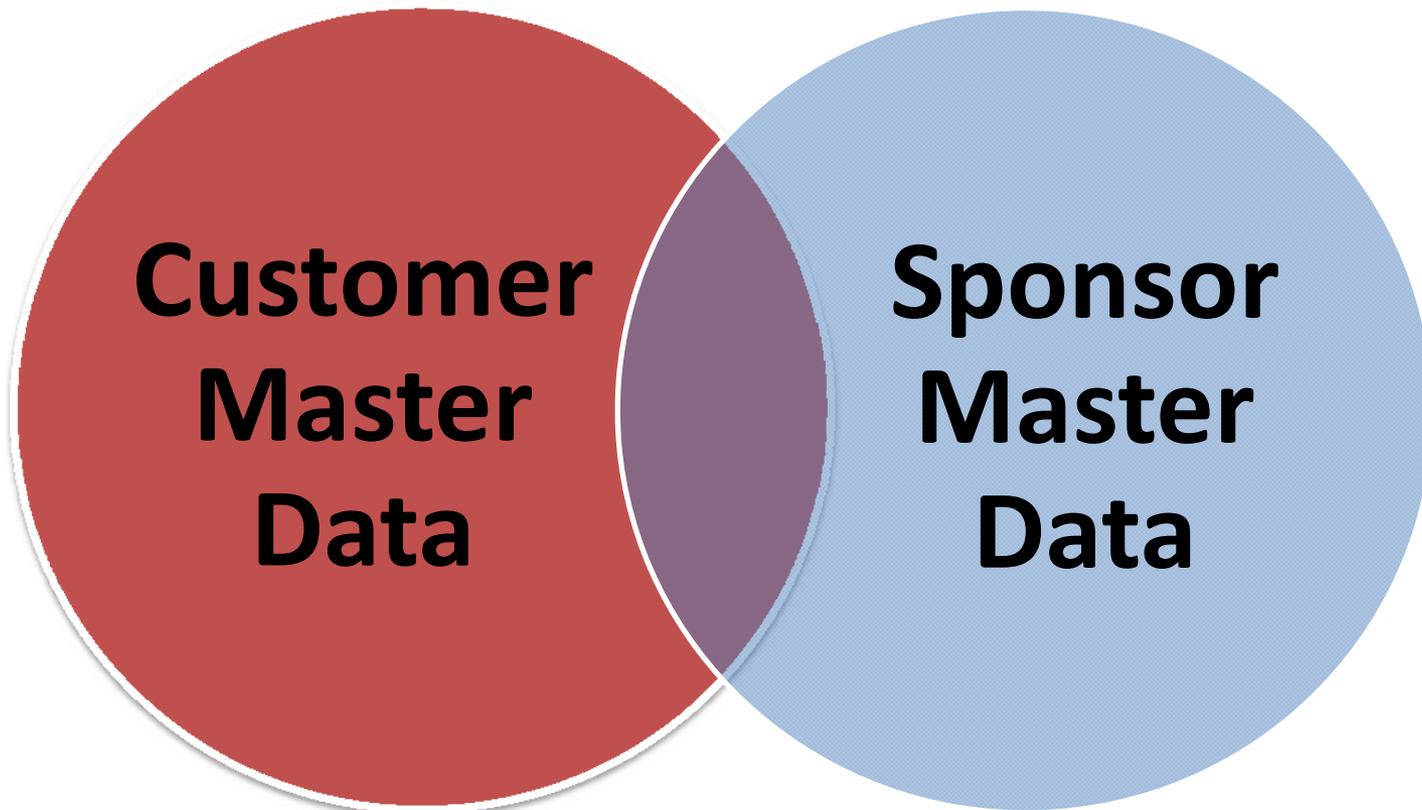
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Grant Sponsor – Customer Relationship



Customer Master has a 1:1 relationship to Grant Sponsor Master



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Grants Management - Customer Number

Internal number assignment

The system assigns a consecutive number to the customer

Customer Number field is 8 characters

LaGov automatically assigns numbers sequentially to customers. The number assignment can be based on number ranges defined for the Account Groups.



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Agency Data Collection for Grants

Customer Master spreadsheet

- Sent to agencies by June 04
- Due back to GM Team by June 18

Future Master Data collections

- Grant Master Data – AIL meeting June 23
- Sponsored Program – AIL meeting June 23
- Sponsored Class – AIL meeting June 23
- Grant Opening Balances – AIL meeting TBD
- Budget Upload – AIL meeting TBD



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Data Preparation & Data Conversion



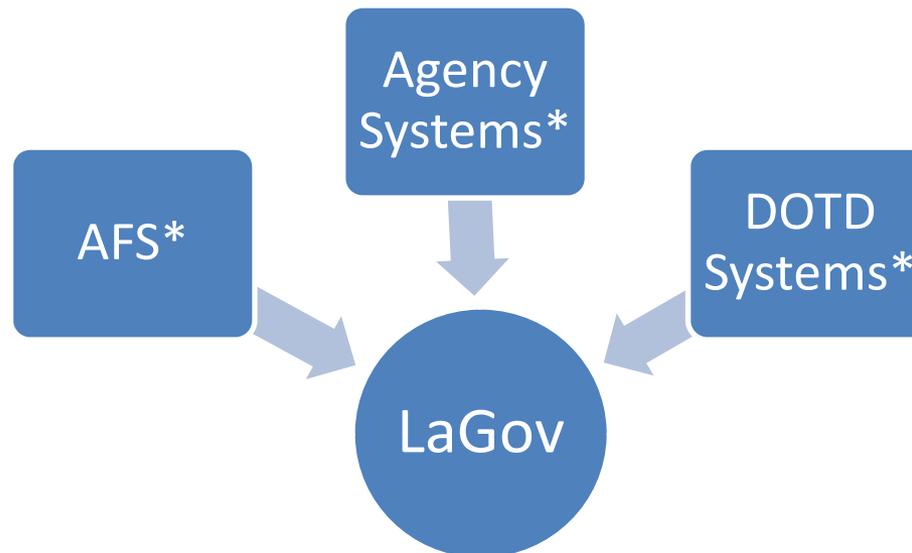
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Data Conversion Overview

Process of converting selected data from one structural form (e.g., AFS) to another (e.g., LaGov) to suit the requirements of the system being migrated



* Selected Data



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Types of Agency Data Conversion Request

1. Agency requested to review and validate data extract provided by the LaGov Team
2. Agency requested to review and validate data extract provided by the LaGov Team, plus update additional field(s) currently not available in the legacy system but required in the new LaGov ERP system
3. Agency requested to populate a spreadsheet provided in Agency Data Conversion instructions based on legacy data



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Sample Conversion Spreadsheet - Protégé

Old main asset number	Main Asset Number (Populated by Conversion Program)	Asset capitalization date	Asset description	Serial number	Cost Center	Business Area	Planned useful life in years	Cost	Fund	Functional Area	Grant	Funds Center
CHAR	CHAR	DATS	CHAR	CHAR	CHAR	CHAR	CHAR	CHAR	CHAR	CHAR	CHAR	CHAR
12	12	8	50	18	10	4	3	16	10	16	20	16
M	O	M	M	M	M	M	M	M	M	M	M	M
5001052841		11/1/1997	KITCHEN EQUIPMENT	K63-1000-SP	TBD	813	10	\$5,164.00	TBD	TBD	TBD	TBD
5001054712		3/1/1997	COOLER, FOOD	D96K05689	TBD	813	10	\$6,542.00	TBD	TBD	TBD	TBD
5001054731		3/1/1997	REFRIGERATOR	NONE	TBD	813	10	\$5,039.00	TBD	TBD	TBD	TBD
5001057362		4/1/1998	COLLECTOR, DATA	TSL98160523	TBD	813	10	\$7,650.00	TBD	TBD	TBD	TBD



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Agency Converted Data Objects

- **Partial List of Agency Converted Data Objects:**
 - Cost Center*
 - Internal Order*
 - Activity Types*
 - Inventory Material Master
 - Grant
 - Grant Sponsor
 - Grant Sponsor Class
- **Complete list will be posted on LaGov ERP Website**

* Data conversion request already issued to agencies



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DOTD Converted Data Objects

- **Partial List of DOTD Converted Data Objects:**
 - DOTD GL Opening Balances (GLED)
 - DOTD Daily Journal (DAJR)
 - DOTD Open Vendor Activity
 - DOTD Material Master (PIMS)
 - DOTD Infrastructure Right of Ways
 - DOTD Infrastructure Roads & Bridges

- **Complete list will be posted on LaGov ERP Website**



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Centrally Converted Data Objects

- **Partial List of Centrally Converted Data Objects:**
 - AFS GL Account
 - AFS Fund
 - AFS/AGPS Vendor Master
 - Protégé Moveable Assets
 - SLABS Real Property Assets
 - AFS GL Opening Balances
 - AFS Actual/Budget Data
 - AGPS Open Commodity POs
- **Complete list will be posted on LaGov ERP Website**



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Sample Data Conversion List

ERP Team Control Number	Data Conversion Object Name	Description	Legacy Data Extract to be Generated By (Agency / Central)	Target Date for Data Conversion Instructions to be Available	Tentative Data Extract Due Date(s)
Controlling					
C034	FIN-CO-DCD010-Cost Centers Master Data Load	ERP Team will load an initial set of Cost Centers in to LaGov using spreadsheets.	Agencies	04/21/09	05/22/09 06/05/09
C035	FIN-CO-DCD020-Internal Orders Master Data	This conversion is to bring in Internal Orders Master Data into SAP via spreadsheets.	Agencies	04/21/09	05/22/09 06/05/09
C036	FIN-CO-DCD030-Activity Master Data Load	This conversion is to load Activity Types master data into LaGov. This data will have to be extracted and mapped to a conversion layout so that cleansing and consolidation can take place.	Agencies	04/21/09	05/22/09 06/05/09



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Key Project Timeline Dates

- **Integration Testing – 3 cycles**
 - ❖ **October 2009**
 - ❖ **November 2009**
 - ❖ **January 2010**
- **User Acceptance Testing – 2 cycles**
 - ❖ **March 2010**
 - ❖ **May 2010**



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Agency Readiness Activities



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Agency Readiness Activities

Additional SECTIONS to the GUIDE

- **Section 4 - LaGov Business Structure**
 - Funds Management**
 - Grants Management**

- **Section 7 – Data Conversion Guidelines**



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LaGov Website

Additional information on the LaGov website under Realization section.

Legacy Data Mapping Instructions

April 2009:

- **Controlling (cost centers; internal orders)**

May 2009:

- **Fund**
- **Grants Management (customer / sponsor master)**

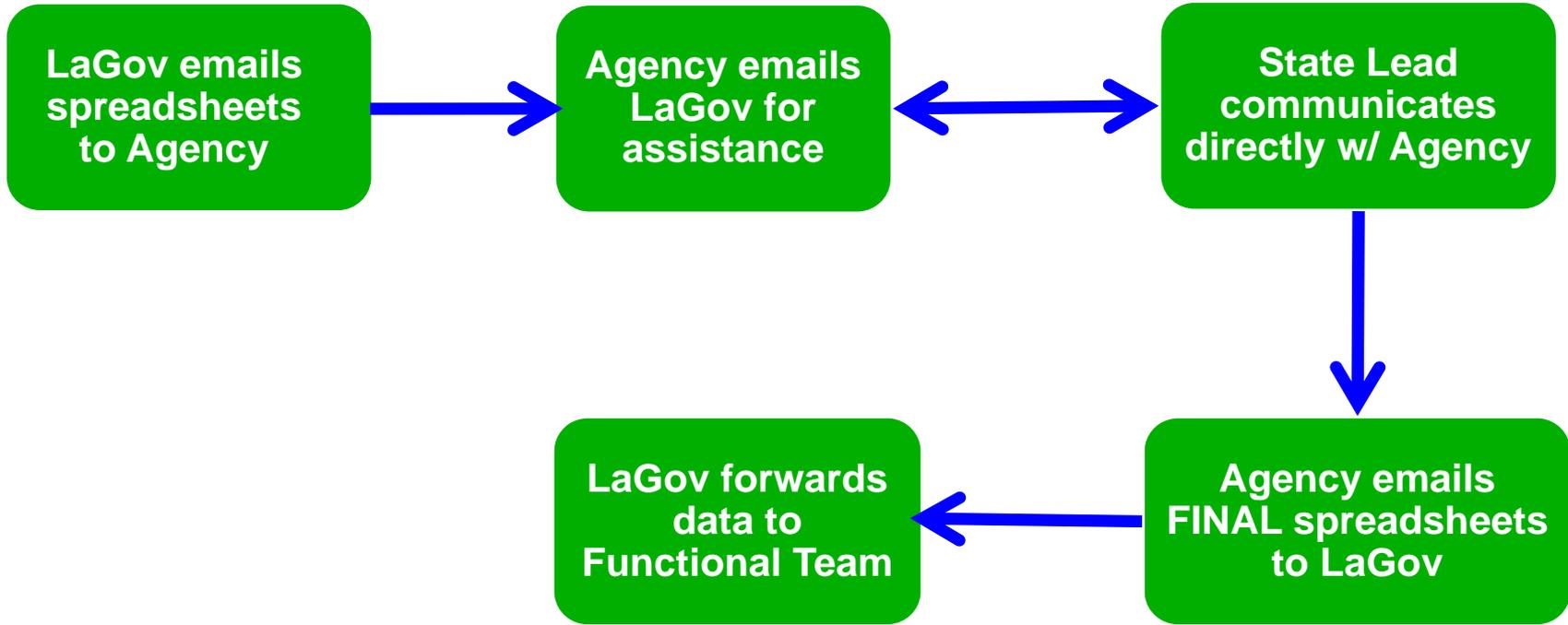


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Legacy Data Mapping Process



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AFS Data Mapping – FUND

Lucie Hidalgo

LaGov Funds Management State Lead

DOA - Office of Information Services



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AFS Data Mapping – Grants Mgmt Using Accounts Receivable Business Process to complete the Customer / Sponsor Master

Marlene Scott

LaGov Grants Management State Lead

Office of Juvenile Justice



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LaGov Website

- **Need Assistance?**
- **Contact us: LAGOV-ERP-SUPPORT@LA.GOV**





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Question & Answer Session