



LaGov Project

Agency Implementation Meeting
September 17, 2009



THE CLOCK IS TICKING !!!

276 Days



until LaGov goes *LIVE!*



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"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
- Introductions
- Implementation Timeline
- LaGov Project Status
- General Ledger
- Imprest Accounts



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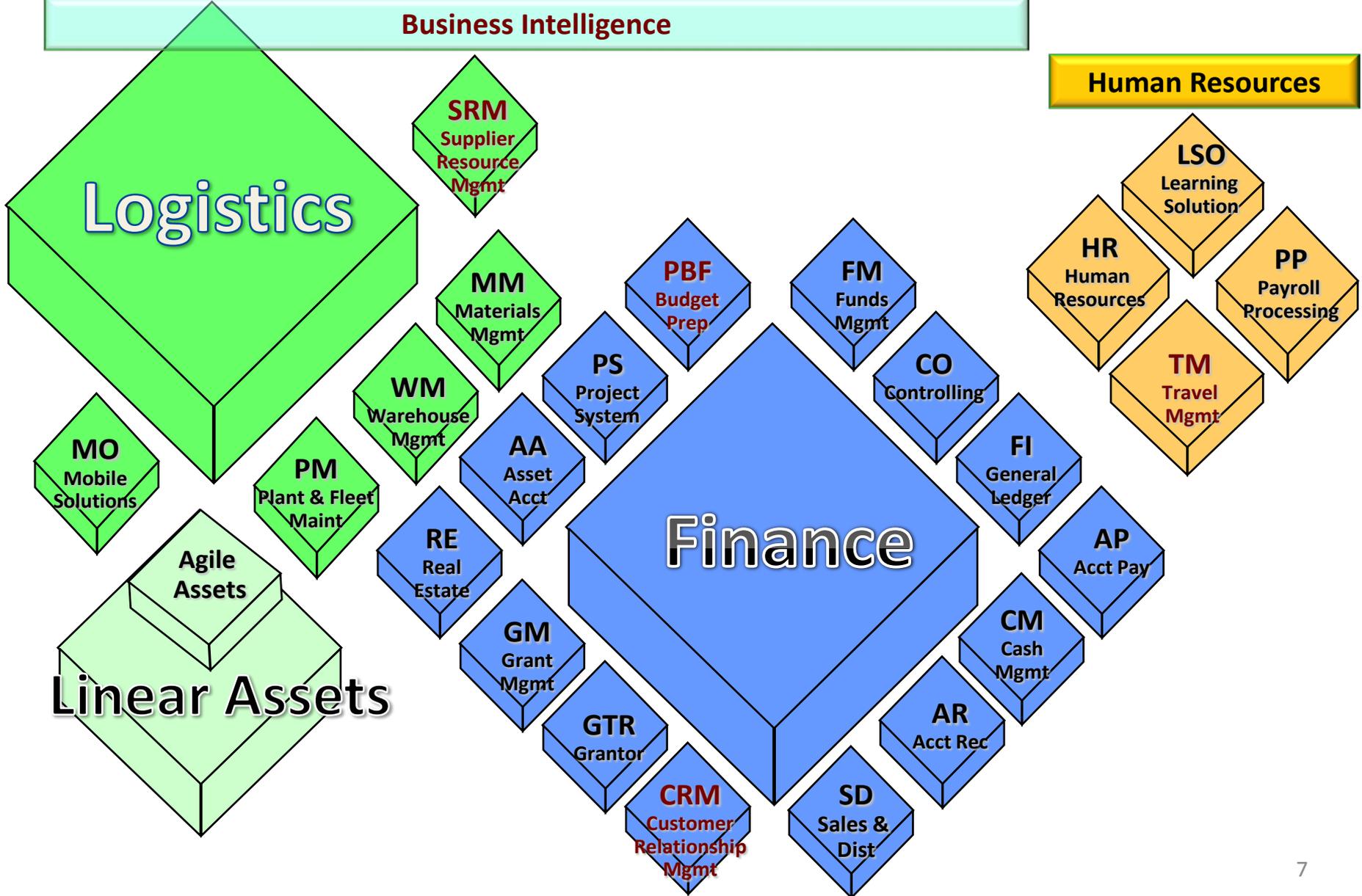
Agenda

- Data Collection / Preparation & Conversion
- Agency Readiness
 - Training Estimates
- Questions

LaGov

Business Intelligence

Human Resources





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SAPANESE

- Supplier Relationship Management (SRM)
- Materials Management (MM)
- Purchasing Group (P-Group)
- Delivery Address
- Plant and Storage Location
- FI, CO, FM
- GL Account
- Business Area
- Functional Area
- Cost Center
- Internal Order
- Fund Structure
- Grant Management (GM)
- Accounts Receivable (AR)
- Grants Work Breakdown Structure (WBS)
- Enterprise Core Component (ECC)
- Materials Resource Planning (MRP)
- Asset Accounting (AA)
- Plant Maintenance (PM)
- Request for Proposal/Quote/Information (RFx)

Introducing...

- **Public Budget Formulation (PBF)**
- **Enhancement Pack 4 (EhP4)**
- **Quality Assurance (QA)**
- **United Nations Standard Products and Services Code (UNSPSC) - commodity codes**



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LaGov Project Status



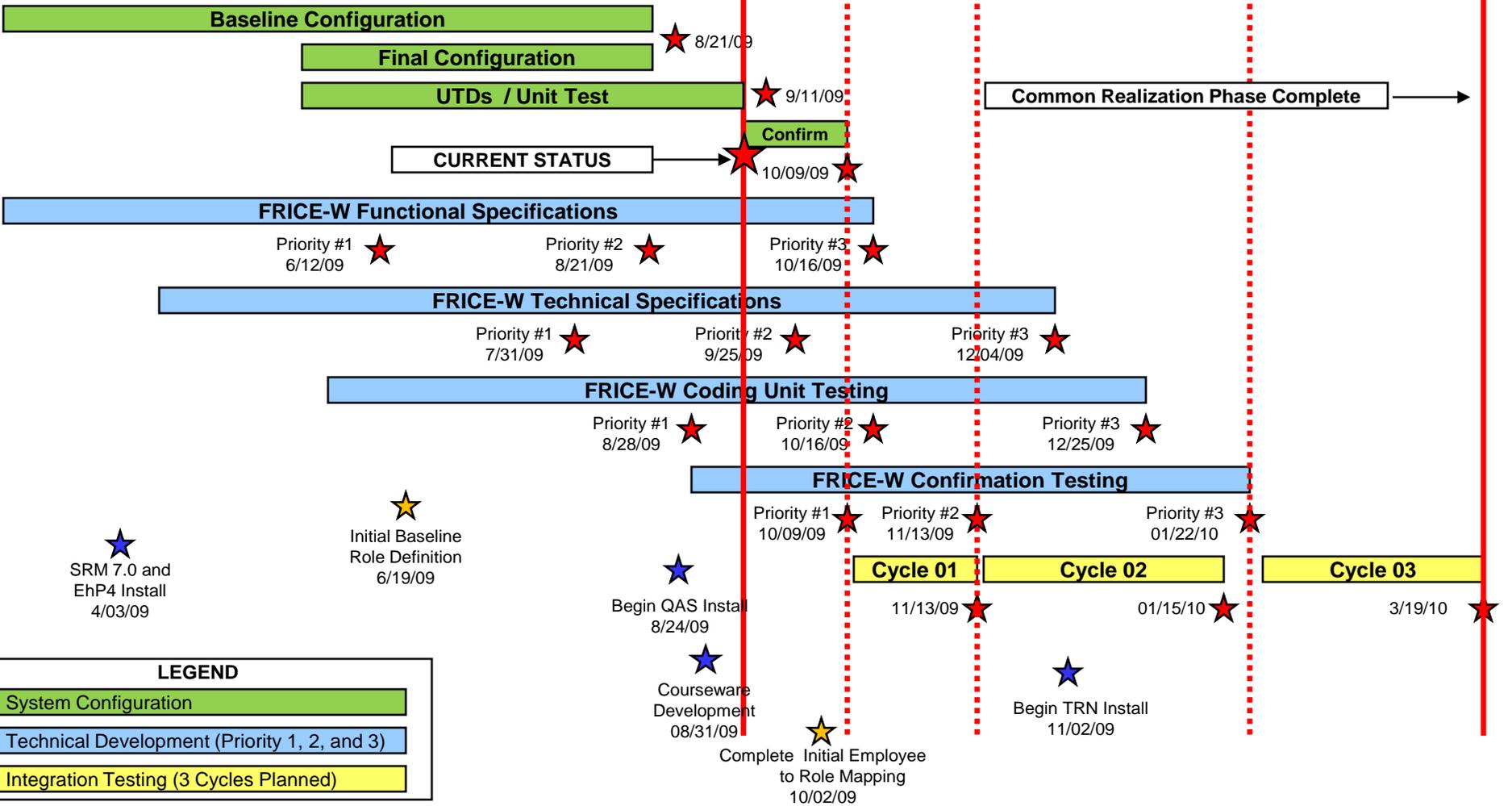
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Project Status - Timeline

MAR 2009 APR 2009 MAY 2009 JUN 2009 JUL 2009 AUG 2009 SEP 2009 OCT 2009 NOV 2009 DEC 2009 JAN 2010 FEB 2010 MAR 2010





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Project Status: Implementation Dates

June 21, 2010 for FY2011

- Agencies - June 21, 2010 for FY2011
- AFS will remain open for FY2010 closing entries

September 20, 2010 for FY2011

- Budget Development (PBF)

September 27, 2010 for FY2011

- DOTD with Agile Assets



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Project Status – Upcoming Activities

September 14, 2009

- Begin Confirmation Testing

October 2, 2009

- Complete QAS System Landscape Deployment

October 12, 2009

- Begin Cycle 01 of Integration Testing



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General Ledger



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LaGov GL Chart of Accounts - Design

- ISIS and DOTD charts combined
 - Duplicates and accounts not used within past three years omitted
- Replication of accounts in Other Charges section eliminated
- Auxiliary Programs section eliminated
- RSD LAUGH expense accounts added



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LaGov GL Chart of Accounts

- Accounts required by other LaGov modules added
- Accounts required by agencies' use of ISIS organizations, reporting categories, and sub-objects added
- New accounts created only if data cannot be captured elsewhere in system – e.g. HR P/R or Travel, AP, AR, Grants, Projects, Internal Orders, Commodity Codes



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Commodity Codes

New Business Process

- Users enter commodity codes on purchase orders
- GL accounts inferred by commodity codes
- GL accounts created at high level in COA
- Detailed reporting by combination of GL account and commodity code
- Exceptions for creation of GL accounts at detailed level may be granted



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Commodity Codes

- The United Nations Standard Products and Services Code (UNSPSC) will replace the current NIGP Commodity Codes
- The UNSPSC is a hierarchical classification with three levels that allow for analysis by drilling down or rolling up to analyze expenditures
- Each level in the hierarchy has its own unique 8-digit number



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Commodity Code

- Users will enter individual codes at the line item level on Purchasing Documents (Shopping Carts, Purchase Orders)
- LaGov's proposed codes (approximately 3,500) can be found on the LaGov website under the "Data Preparation and Conversion" link
- The full listing of UNSPSC codes (approximately 35,000) can be found at UNSPSC.ORG



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Commodity Code Example - Commodities

- The commodity class: **Writing instruments** is part of a larger family of products: **Office supplies**, which is itself part of a segment of products:

Office equipment, Accessories, and Supplies

44000000	Office Equipment, Accessories and Supplies
----------	--

44120000	Office supplies
----------	-----------------

44121700	Writing instruments
----------	---------------------

- Using the above hierarchy, the UNSPSC code for **Writing instruments** is **44121700**



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Commodity Code Example - Services

- The commodity class **Dental Services** is part of a larger family of services, **Medical Practice**, which is itself part of a segment of services, **Healthcare Services**.

85000000	Healthcare Services
85120000	Medical Practice
85122000	Dental Services

- Using the above hierarchy, the UNSPSC code for **Dental Services** is **85122000**



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Mapping Commodity Codes to GL Accounts

- The Commodity Code entered at the line item level of Purchasing Documents will default predefined GL accounts to the line
- The table below illustrates examples of select Commodity Codes mapped to GL Accounts:

Comm. Code	Comm. Code Description	GL Account	Account Description
10191500	Pesticides or pest repellents	5350025	Maint-Pest Control
14111500	Printing and writing paper	5410010	Office Supplies
70111700	Parks and gardens and orchards	5510131	Landscaping
72102200	Electrical services	5510117	Construction Engineering
82101800	Advertising agency services	5310010	Advertising
83111500	Local and long distance telephone communications	5350025	Telephone Services



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Expense Accounts

Draft of Chart of Accounts Expense Section will be published on LaGov web site

- Work in progress
- Changes frequently
- Info updated on website periodically



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LaGov GL Account Numbering

Common public sector account design for general ledger accounts:

- 1000000 – 1999999 Assets
- 2000000 – 2999999 Liabilities
- 3000000 – 3999999 Fund Balance
- 4000000 – 4999999 Revenues
- 5000000 – 5999999 Expenses



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LaGov GL Account Numbering

- 7-digit logical numbering scheme
- Logic built into the number, position by position
 - facilitates reporting and integrated design
 - allows for potential future growth
- Addition and maintenance of GL accounts will be processed centrally by the DOA

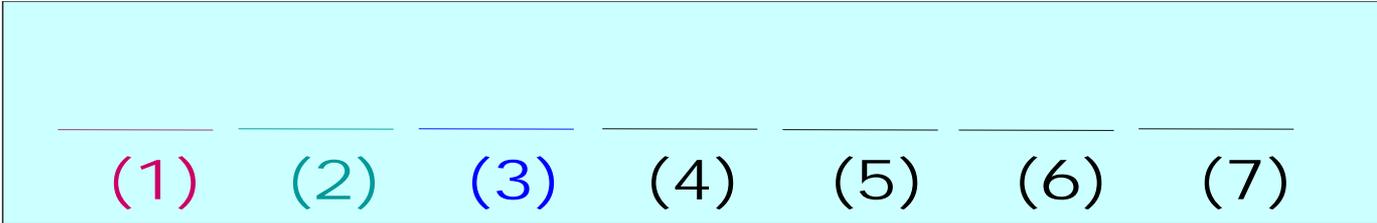


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Numbering Scheme



(1)

Class
1 = Assets
2 = Liabilities
3 = Fund Balance
4 = Revenue
5 = Expense

(2)

**First major
breakdown
of class**

(3)

**Second
level
breakdown
of class**

(4) – (7)

**Sequentially
assigned as
required to
support
reporting
requirements
for further
breakdown of
accounts**



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LaGov GL Account Grouping

- Categories grouped to facilitate reporting
- Grouping allows State to logically group accounts
- Grouping ensures new accounts are created in the correct number range



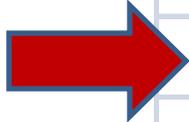
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LaGov GL Account Grouping

Expenses	5000000 - 5999999
Personnel Services	5100000 - 5199999
Travel and Training	5200000 - 5299999
Operating Services	5300000 - 5399999
Supplies	5400000 - 5499999
Professional Services	5500000 - 5599999
Other Charges	5600000 - 5699999
Acquisitions	5700000 - 5799999
Major Repairs	5800000 - 5899999
Debt Service	5900000 - 5949999
IAT Expenses	5950000 - 5999999





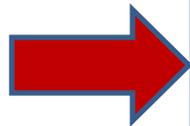
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Account Grouping – further breakdown

- Major categories further broken down into logical groupings
- For example, the Operating Services category will include:



Operating Services	5300000 - 5399999
Services	5310000 - 5319999
Insurance	5320000 - 5329999
Maintenance	5330000 - 5339999
Rent	5340000 - 5349999
Utilities	5350000 - 5359999
Depreciation	5360000 - 5369999



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LaGov GL Accounts – Sub-Categories

- Last four digits provide more detail

Rent	5340000 - 5349999
<u>5340010</u>	Real Estate - Rent Expense
<u>5340015</u>	Rent Operating Costs - Buildings
<u>5340020</u>	Rentals - Equipment
<u>5340025</u>	Rentals - Truck
<u>5340030</u>	Rentals- Data Processing Equipment
<u>5340035</u>	Rentals - Third Party Leases
<u>5340040</u>	Data Processing Equipment-Financing
<u>5340045</u>	Rental - Storage Space
<u>5340050</u>	Rental - Parking Space
<u>5340055</u>	Rental - Office Space



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Personnel Services – Salaries

Personnel Services (5100000 - 5199999)	
Salaries (5110000 - 5119999)	
5110010	Salaries-Classified-Regular T/O
5110015	Salaries-Classified-Overtime T/O
5110020	Salaries-Classified-Termination T/O
5110025	Salaries-Unclassified-Regular T/O
5110030	Salaries-Unclassified-Overtime T/O
5110035	Salaries-Unclassified-Termination T/O



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Personnel Services – Other Compensation

Other Compensation (5120000 - 5129999)

5120010	Compensation/Wages
5120015	Compensation/Wages-Acting Employee
5120020	Compensation/Wages-Seasonal Employee
5120025	Compensation/Wages-Substitute Employee
5120030	Compensation/Wages-Other Temporary Employee
5120035	Student Labor
5120040	Compensation of Board Members
5120050	Evening Instruction
5120055	Educators/Instructors
5120060	Teachers
5120100	Compensation-Classified-Non T/O
5120105	Compensation-Classified-Non T/O-Overtime
5120110	Compensation-Classified-Non T/O-Termination
5120115	Compensation-Unclassified-Non T/O



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Personnel Services – Other Compensation

5120105	Compensation-Classified-Non T/O-Overtime
5120110	Compensation-Classified-Non T/O-Termination
5120115	Compensation-Unclassified-Non T/O
5120120	Compensation-Unclassified-Non T/O-Overtime
5120125	Compensation-Unclassified-Non T/O-Termination
5120130	Compensation-Unclassified-Non T/O-Officials/Administrators/Manag
5120135	Compensation-Unclassified-Non T/O-Therapists/Specialists/Counse
5120140	Compensation-Unclassified-Non T/O-Clerical/Secretarial
5120145	Compensation-Unclassified-Non T/O-Aides
5120150	Compensation-Unclassified-Non T/O-Service Workers
5120155	Compensation-Unclassified-Non T/O-Skilled Crafts
5120160	Compensation-Unclassified-Non T/O-Degreed Professionals
5120165	Compensation-Unclassified-Non T/O-Other Salaries
5120170	Compensation-Unclassified-Non T/O-Salaries for Sabbatical Leave
5120175	Compensation-Unclassified-Non T/O-Stipend Pay



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Personnel Services – Benefits

Benefits	(5130000 - 5139999)
5130010	Retirement Contributions-State Employees
5130015	Retirement Contributions-School Employees
5130020	Retirement Contributions-Teachers
5130030	Retirement Contributions-Other
5130035	Retirement Contributions-State Police
5130040	Retirement Contributions-Registrar of Voters
5130045	Retirement Contributions-LA Parochial School
5130050	Post Retirement Benefits
5130055	FICA Tax (OASDI)
5130060	Medicare Tax
5130065	Unemployment Benefits
5130070	Group Insurance Contributions
5130080	Compensated Absences
5130085	Other Related Benefits
5130090	Taxable Fringe Benefits
5130095	Non-Taxable Fringe Benefits



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Imprest Accounts



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LaGov Imprest Accounts

Current Activity

One-Time Vendor Payments

Employee Travel



Available Alternative

LaGov AP – One-Time Vendor process

ISIS (SAP) Travel System

- Provides automated processing of travel authorizations, advances, and expenses
- www.doa.louisiana.gov/OIS



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LaGov Imprest Accounts

Current Activity

**Small Dollar
Purchases**



Available Alternative

**LaCarte Procurement
Card Program (p-card)**

www.doa.louisiana.gov/OSP



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LaGov Imprest Accounts

Major Departments on ISIS Travel

Culture, Recreation, & Tourism

Secretary of State

Health & Hospitals

Public Safety

Natural Resources

Wildlife & Fisheries

Environmental Quality

Education

Attorney General

Social Services

Juvenile Justice

Revenue

Labor

Civil Service



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LaGov Imprest Accounts

- Current Imprest Account Interfaces will not interface with LaGov
- IMS - Imprest Management System
is upgrade to previous software
- TMS - Travel Management System
- Imprest Account workshops for agencies to be scheduled



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LaGov Imprest Accounts

- Do you still need an Imprest Account?
- LaGov Imprest Account Requirements
 - Standardized MICR printer
 - Standardized blank check stock
 - Estimated cost \$600
 - LaGov will define required printer



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"Making a Difference"

Data Collection

Data Preparation

Data Conversion



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Proposed Conversion Strategies

Document	Conversion Type
Requisitions	No Conversion
Bid Documents	No Conversion
Receipts/Invoices	No Conversion
Statewide Contracts	Conversion Planned
Purchase Orders	Strategy Under Evaluation
CFMS Contracts	Strategy Under Evaluation



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Proposed Conversion Strategies

- **Statewide Contracts**
 - Existing contracts stay active in AGPS until Go Live
 - All renewals and new contracts will be created in SRM prior to Go Live or will be converted from AGPS



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Proposed Conversion Strategies

Purchase Orders

- Expiring POs will not be converted
 - *will need to be completed in AGPS*
- Decisions are outstanding for new fiscal year POs and POs eligible to roll to the next fiscal year. Factors to be considered are:
 - Vendor Numbers, PO Numbers, Account Assignments, familiarity with UNSPSC, Received Quantities, Expenditures, etc.



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Proposed Conversion Strategies

CFMS Contracts

- Expiring Contracts will not be converted
- Existing Contracts will be converted to POs in SRM with assistance from agencies
- Decisions are outstanding for CFMS Contracts. Factors to be considered are:
 - Vendor Numbers, CFMS Numbers, Account Assignments, familiarity with UNSPSC, Unit of Measures, Amendments, Expenditures, etc.



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CFMS Contracts Conversion

Why will CFMS Contracts be converted to multiple modules in SAP?

- Each module facilitates the specific needs of the different contract types.
- Those modules are:
 - SRM
 - CRM
 - RE



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CFMS Contracts Conversion

SRM - includes Procurement and Contracting related functions:

- Shopping Carts
- Requests for Quotes / Proposals
- Purchase Orders & Contracts
- Catalogs



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CFMS Contracts Conversion

CRM - includes functions to manage Grantor Program through entire grant life-cycle:

- Applications
- Change Requests
- Monitoring Activities
- Agreements
- Claims



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CFMS Contracts Conversion

Real Estate - includes RE specific functions:

- Acquisition
- Leasing (State as either lessee or lessor)
- Design & Construction
- Maintenance, Insuring, & Disposal
of land & buildings



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Future Conversion Activities

LaGov will distribute instructions for agency personnel to update the appropriate fields in CFMS to classify LaGov contract types



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LaGov Live !





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"Making a Difference"

Agency Readiness Activities



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Key Accomplishments

- Agency Implementation Lead Meetings
- LaGov-ERP-Support@la.gov
- LaGov Website
- Newsletter
- Training Strategy and Design



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Agency Readiness

Training Estimates

the beginning of the beginning ...



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Training Estimates

- Estimates only ... not exact counts
- Focus on *LaGov business processes*, and number of employees for each business area – (*current job titles serve only as guide*)
- Agency estimates in training locations impact training preparation and decisions



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Instructions for completing Training Estimates spreadsheet



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ALL Agency Contacts List

Department of Veterans Affairs	DVA	130, 131, 132, 134, 135, 136
Department of Agriculture and Forestry	LDAF	160
Department of Insurance	LDI	165, 909
Department of Justice / Office of the Attorney General	DOJ	141
Public Service Commission	PSC	158
Department of State (Secretary of State)	SOS	139
Department of the Treasury (State Treasurer)	STO	147, 148, 675, 901, 903, 905, 917, 918, 919, 921, 922, 924, 932, 940, 945
Department of Economic Development	DED	251, 252
Department of Culture, Recreation and Tourism	CRT	146, 261, 262, 263, 264, 265, 267
Department of Transportation and Development	DOTD	273, 275, 276, 813
Department of Public Safety & Corrections (Corrections)	DOC	400, 401, 402, 405, 406, 407, 408, 409, 412, 413, 414, 415, 416, 451, 811
Department of Public Safety & Corrections (Public Safety)	DPS	418, 419, 420, 421, 422, 423, 424, 425, 790, 810, 966



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Please complete your AGENCY Information in this section:

Department/Agency Name:	
Agency Number(s):	
(agency or personnel area)	

Contact Name:	
Contact Email Address:	
Contact Phone Number:	



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Training Estimates

LaGov Business Area	LaGov Business Processes
Purchase Order Processing <i>(includes both Commodity and CFMS Contracts)</i>	Create POs for Goods/Services: <ul style="list-style-type: none">• From a shopping cart• From a RFx response• Direct Entry Change purchase orders Assign additional (Adhoc) approvers to purchase orders



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Training Estimates

LaGov Business Area	LaGov Business Processes
Maintenance / Pool Requests	<ul style="list-style-type: none">• Request building maintenance or vehicle repairs• Request a Pooled Vehicle

This process does not currently exist in AFS, AGPS or CFMS
this is a new process in LaGov!



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Training Estimates

LaGov Business Area	LaGov Business Processes
Accounts Payable - Part 1: Overview	<ul style="list-style-type: none">• modify purchase order related invoices• clear vendor• cancel invoice documents• release blocked invoices• reject park document



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Training Estimates

For better estimates, *focus on the new LaGov business processes* and not the current job titles suggested as a guide

Who may need training?	BTR	NO	SHV	MO	ALX	LC
Admin Coordinators Clerical Personnel						
Contract Officers Contract Managers Procurement Positions OFP Real Estate Officers						



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Color-coded to assist with completion

yellow = all agencies

Who may need training?	BTR	NO	SHV	MO	ALX	LC
Admin Coordinators Clerical Personnel						
Contract Officers Contract Managers Procurement Positions OFP Real Estate Officers						



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Color-coded to assist with completion

green = pilot agencies

Who may need training?	BTR	NO	SHV	MO	ALX	LC
Admin Coordinators Clerical Personnel						
Contract Officers Contract Managers Procurement Positions OFP Real Estate Officers						



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Color-coded to assist with completion

blue = controlling agencies

Who may need training?	BTR	NO	SHV	MO	ALX	LC
Admin Coordinators Clerical Personnel						
Contract Officers Contract Managers Procurement Positions OFP Real Estate Officers						



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Change is coming ...

Use the Training Estimates activity to begin thinking how your agency will efficiently staff and structure your organization to

“...successfully implement an enterprise administrative solution for the State of Louisiana to demonstrably improve administrative business performance and reporting”



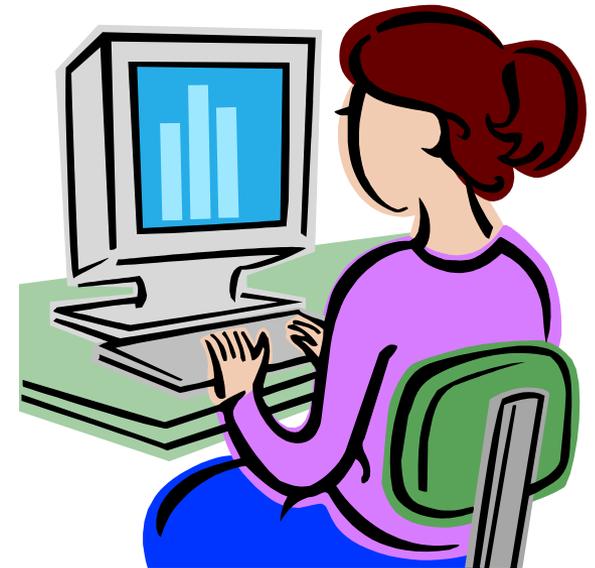
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Does your agency have computer
classroom space available ?

Please let us know !



No promises ... but it
might be to your benefit 😊



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Training Estimates

- **Agency Implementation Lead** – person responsible for returning completed workbook

- *Have questions ?*
Please ask them now !



- Need help with the spreadsheet ?
Email us at LaGov-ERP-Support@la.gov



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"Making a Difference"

Agency Implementation Leads

Roles and Responsibilities



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Agency Implementation Lead

That individual *within your agency*
who plays a vital role
in the successful implementation
of the LaGov Project ... *for your agency.*



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Agency Implementation Lead

Major Responsibilities of the A I L:

- Serves as the liaison within and between your Agency and the LaGov Project Team
- Coordinates your Agency's Readiness activities
- Monitors progress and completion of specific Agency implementation tasks



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Agency Implementation Team

Comprised of a single person or a team of individuals:

- Data Collection / Preparation / Conversion
- Agency-specific Policy & Procedure Changes
- Agency-specific interface changes
- Training estimates, enrollment & attendance

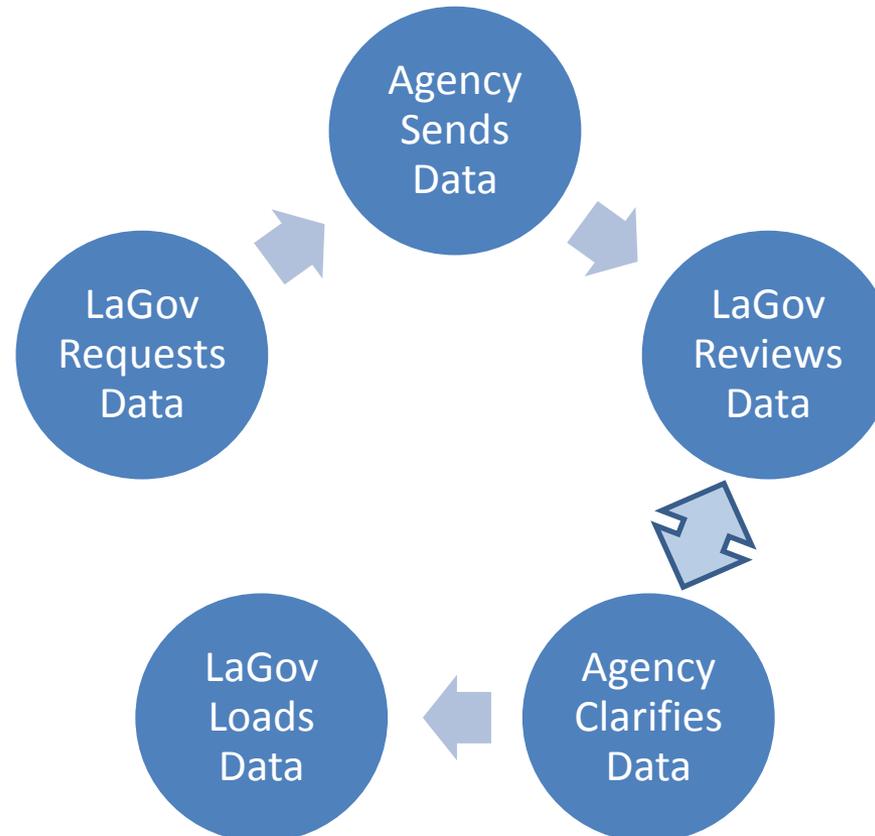


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Data Collection Process





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Data Collection Status – Key Items

ADML #	Item Name	Intructions Issue Date	Information Due Date	# Received	# Remaining	Total	%
C034	Cost Centers	4/21/2009	6/5/2009	109	50	159	69%
C035	Internal Orders	4/21/2009	6/5/2009	111	41	152	73%
C054	Grant	Workshop	TBD by Workshop	3	10	13	23%
C056	CRM-Grantor Business Partners	9/3/2009	9/17/2009	0	4	4	0%
C090	Purchasing Groups	6/23/2009	7/14/2009	95	9	104	91%



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Agency Implementation Lead

Realization Phase:

Your agency's data is needed to
execute for confirmation testing



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Data Collection Communication Process

- Answer agency questions as needed
- Prior to deadline, send email reminder to all agencies of due date
- Notify agencies that miss due date
- Establish new due dates
- Contact Undersecretary as needed



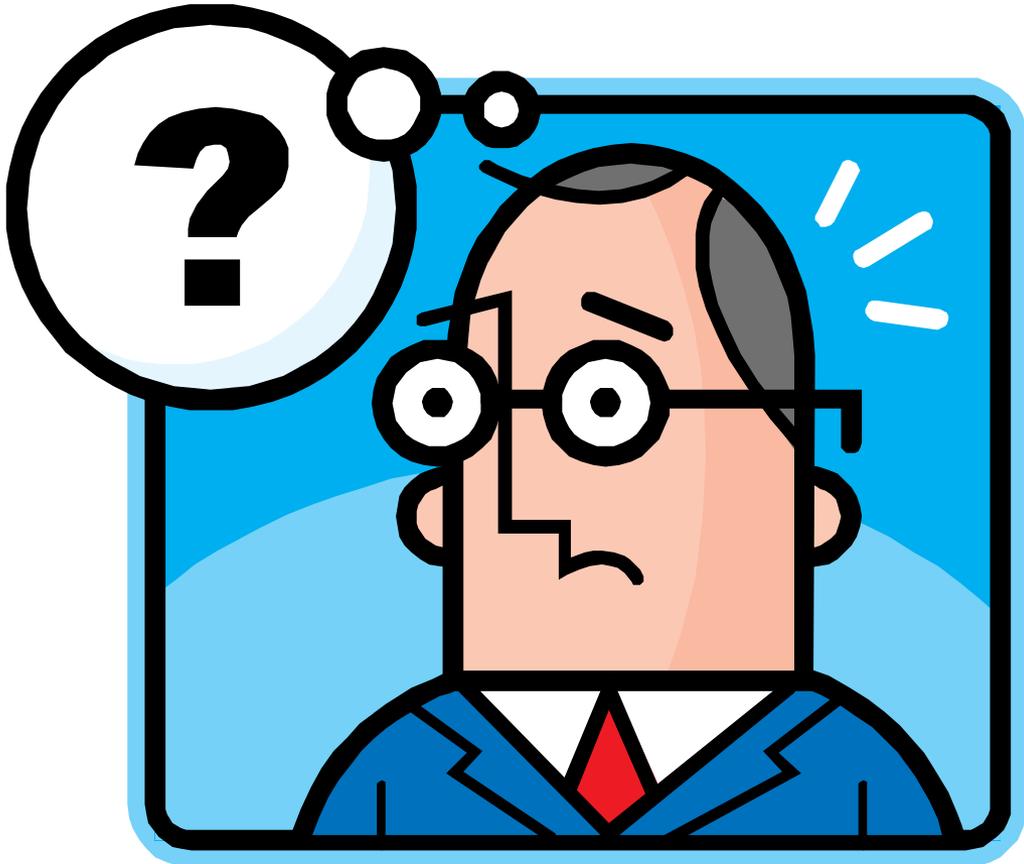
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Any Questions





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AIL Meeting Location

DOTD Auditorium ?

