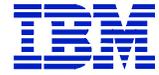




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APPENDIX

Details of SAP Modules

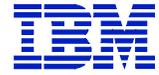
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Process Design Document Descriptions



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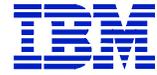


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1. FINANCE MODULES

1.1. General Ledger (GL)

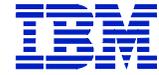
1.1.1. GL - Business Processes

Business Process	Description	Key Integration Points
Enterprise Structure	<p>The design of the company code, business areas, and chart of accounts provides the backbone of the entire account assignment.</p> <p>This process includes creation, change, and deletion of general ledger accounts.</p>	<ul style="list-style-type: none"> • Integrated account code structure across all modules • Revenue and expense GL's must be mapped to Cost Elements in CO • GL's must be mapped to Commitment Items in FM • Material masters, HR wage types, and travel objects will be linked to GL accounts • Other revenue and expense reporting requirements (e.g. CFDA, State reporting requirements, etc) to be identified by end of Design phase • FEMA reporting of hurricane-related revenues and expenditures • Transparency reporting
Period Management and Closing Operations	<p>Closing calendars</p> <p>Reserve for encumbrances</p> <p>Sub-ledger close</p>	<ul style="list-style-type: none"> • FM, CO, AA, and MM periods must be managed in accordance with the financial reporting requirements • Timing of interfaces, inbound and outbound • Management of purchasing processes • Encumbrance rollover process
GL Processing	<p>Journal Entries, Accruals, and Deferrals</p>	<ul style="list-style-type: none"> • Document types must be coordinated with General Ledger design • Payroll posting • Many finance interfaces will post as journal entries • Automatic period end accruals and reversals • Travel posting



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Business Process	Description	Key Integration Points
Splitting Rules	Splitting Rules – established to automate splitting and balancing of all postings to ensure the ability to produce balance sheet reporting by fund, business area, or grant	<ul style="list-style-type: none"> • Pooled Cash • Payroll Trust • Bond Security and Redemption Fund
Financial reporting	Financial Reporting including trial balance, fund level reporting, and CAFR support	<ul style="list-style-type: none"> • Consideration of multiple bases of accounting and integration with FM commitment items, as well as Asset and liability postings

1.1.2. GL - Process Definition Documents

PDD ID	PDD Title	PDD Description
FIN-GL-PDD010	Chart of Accounts	A common chart of accounts will be adopted
FIN-GL-PDD020	Splitting Rules	SAP Split Processor will be used to fulfill statutory reporting requirements (CAFR, PAFR, etc)
FIN-GL-PDD030	GL Processing	Defines the process of recording financial transactions via journal vouchers in the General Ledger
FIN-GL-PDD040	Period Management and Closing Operations	Defines the monthly and annual fiscal closing processes for the State.
FIN-GL-PDD050	GL Reporting	Defines GASB 34 and GASB 35 functional reporting.

1.2. Controlling (CO)

1.2.1. CO - Business Processes

Business Process	Description	Key Integration Points
Account Code Structure	Internal Orders – Real and Statistical (if statistical, cost collector is a cost center or project)	<ul style="list-style-type: none"> • Potential relationship with GM grants with multiple programs
Account Code Structure	Cost Center structures and master data	<ul style="list-style-type: none"> • One to one with relationship with FM Funds Centers
Integration with HR	Time entry/postings to Finance objects	<ul style="list-style-type: none"> • Integrate with HR info Types (0001, 0027, 1018,)



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Business Process	Description	Key Integration Points
Inter-agency Transfers	Payments made from one state agency to another Internal service funds	<ul style="list-style-type: none"> Integration with Contracts Integration with FM for encumbrance requirements Integration with AP/AR for consideration of arms length functionality
Periodic Processing	Central direct cost allocations to Agencies Indirect cost allocations to Agencies Departmental allocations within and across agencies Grant-related allocations Project related allocations	<ul style="list-style-type: none"> FICO Month-end process Reconciliation with FI (automatic) FM budgeting impacts Integration with GM
Statistics and Activities	Statistical Key Figures Activity Type – standard cost/rates for charges	

1.2.2. CO – Process Definition Documents

PDD ID	PDD Title	PDD Description
FIN-CO-PDD010	Cost Centers	Records and administers financial data for internal cost accounting and reporting purposes for revenues and expenses. Uses Cost Centers to divide the State into smaller organizational entities.
FIN-CO-PDD020	Internal Orders	Internal Orders provide another type of cost collector object that can be used for monitoring expenses. Used to plan, collect, and settle the costs of projects and special activities that are not represented as SAP objects elsewhere in the system.
FIN-CO-PDD030	Labor Costing and Time Entry	Deals with the aspects related to entry and subsequent costing of Labor Time entered in the system. Examples of Labor Time categories include: Repair Hours, Programmer Hours, etc.



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FIN-CO-PDD040	Interagency Transfers	Interagency Transfers (IATs) will be handled in the CO module as opposed to transactions with external entities which are processed in FI.
FIN-CO-PDD050	Cost Allocations	After Go-Live, expenditure postings will be made against cost objects, such as: Cost Centers and Internal Orders, via journal postings (in General Ledger), vendor invoices (in Accounts Payable), Purchase Orders (in Logistics), etc. Once posted, Controlling will be used to transfer all or part of the posted expenses from one cost object to one or more cost objects using Cost Allocation transactions.
FIN-CO-PDD060	CO Periodic Processing	Describes, at a high level, tasks that need to be carried out in the Controlling module at month-end and year-end. Examples of period-end tasks in CO are: Cost Allocations, Settlements, Adjustments, and CO posting period open/close.
FIN-CO-PDD070	Management Reporting	Defines reports available from Controlling module. Provides an internal view of financial transactions necessary for charging the appropriate Cost Object.

1.3. Funds Management (FM)

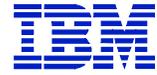
1.3.1. FM – Business Processes

Business Process	Description	Key Integration Points
Account Code Structure	<p>Including: funds, commitment items, functional areas, funded programs, and funds centers</p> <p>Mapping of FM master data to other ECC master data for integration of Actual expense data to support budget control and Actual vs Budget reporting</p>	<ul style="list-style-type: none"> • Commitment items mapped to G/L accounts and cost elements • Integration with Business Area design to ensure all balance sheet reporting requirements are met • Integration with PS and GM for funded program design • Potential integration with Agile • Integration of all ECC master data with FM Master data



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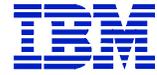


Business Process	Description	Key Integration Points
Budget Preparation Integration and Amendments	Definition of key FM budgeting characteristics to support budget control and execution\ Integration of budget characteristics with BI IP Integration of budget formulation with budget execution Initial budget loads and interim / periodic ECC budget changes Budget changes and approvals process definition Budget transfers, supplements, returns, revenue increasing budget (if applicable) Definition of types of budget control and tolerance limits	<ul style="list-style-type: none"> • Coordinated design with BI IP
Budget Availability Control	Budget control requirements by agency, expense type and source (e.g. HR payroll) Account code structure used for budget control Use of Active versus Passive Budget Controls Review of other FM functionality	<ul style="list-style-type: none"> • GM/PS Budget Integration • Integration with BI IP for budget adjustments • Integration with other ECC modules, PM, for specific budget control requirements
Encumbrance Recording and Tracking	Establishing the nature of procurement commitments against the budget Managerial reservations of the budget Use of non-consumable budget	<ul style="list-style-type: none"> • Integration with Procurement • Integration with maintenance • Integration with GL and AP (if required)
Period-end Processing	Month-end processing, including period control and commitment transfers to FI Year-end processing, including budget carry forwards, commitment carry forwards, budget lapsing and FM revenue and expense closeouts Organization structure re-organizations and related carry forwards	<ul style="list-style-type: none"> • MM – for commitments closeouts and carry forwards • FI – for reconciliation between net assets and fund balance • Integrate with overall FI period end processing • BCS – for residual budget and lapsing



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Business Process	Description	Key Integration Points
Reporting	Budget to actual reporting Budget and actual detailed breakdown Version based reporting Identification of other key budget reporting required	<ul style="list-style-type: none"> • BI reporting Tool

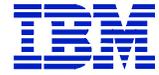
1.3.2. FM – Process Definition Documents

PDD ID	PDD Title	PDD Description
FIN-FM-PDD010	Master Data	Master Data elements allow budgeting, purchasing, and other financial transactions, budget control, and reporting by organization. FM master data includes Fund, Fund Center, Funded Program, Functional Area, and Commitment Items.
FIN-FM-PDD020	Budget Preparation and Integration	The Budget Preparation Process will take place in Business Intelligence (BI) and will be integrated with FM and GM.
FIN-FM-PDD030	Budget Availability Control	Budget control and execution will be carried out particularly in the FM module using Budget Control System (BCS) functionality. Grantee grants (GM) will be budget controlled both in GM (based on the sponsors requirements and dimensions such as fiscal year) and in FM based on the State's own internal requirements (fiscal year, fund, appropriated program, etc). SAP's availability control concept allows monitoring and control of budgets by FM account assignment (Fund, Funds Center, Commitment Item, Functional Area, Funded Program, and Grant) and value type.



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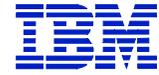


FIN-FM-PDD040	Budget Consumption: Expenses and Encumbrances	Funds Management (FM) is a receiver of actual expenditures, meaning that no expenditures are directly entered in FM but instead flow in from all other modules, such as Finance (FI), Controlling (CO), and Materials Management (MM) and Human Resources (HR). MM encumbrances will be created in FM for purchasing activities at the Purchase Requisition and Purchase Order stages.
FIN-FM-PDD050	FM Period End Processing and Reporting	<p>Describes Funds Management year-end closing activities. These activities should be carried out in an integrated closing schedule with all other SAP closing activities: Materials Management, Controlling, Project Systems and Financial Accounting and form a subset of the closing activities as outlined in FIN-GL-PDD040 Period Management & Closing Operations.</p> <p>The State's reporting needs will be met through a combination of FM standard reports and custom reports created in BI.</p>



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1.4. Accounts Payable (AP)

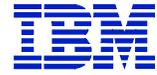
1.4.1. AP- Business Processes

Business Process	Description	Key Integration Points
AP Processing	Invoices, Payments, Clearing Retainage, liens, and securities Advance payments to vendors and subsequent recoupments Deferred compensation payments for vendors	<ul style="list-style-type: none"> • Integration with HR for third party remittances • Integration with purchasing for LIV • Integration with cash forecasting • Vendors restricted/on hold for payments • Payment document modifications • EF and check numbering for new fiscal year • EFTs, ADs, and Manual checks • Single and consolidated payments • Imprest accounts • Internal voucher processing • Discount terms capacities • Integration with Travel for employee/vendor payments • Integration with Logistics for discussion of changes to follow on account code, to include vendor location
Check Management	Voided, cancels, reissues Escheated checks	<ul style="list-style-type: none"> • Integration with cash management and banks
1099 Processing	Options for 1099 reportable identification, generating reports, consideration of forms and formats, 1099 submission	<ul style="list-style-type: none"> • June 30 and November & December monthly closes reports • Agency revisions to 1099 data • Backup withholding
Account Code Structure	Vendor master records – financial aspects Vendor analysis and reporting	<ul style="list-style-type: none"> • Integration with Purchasing • Segregation and coordination of duties between AP and Purchasing
Non-Payable Invoices	Accounting for non-payables including contracts and budgetary impacts	<ul style="list-style-type: none"> • Integration with contracts • Integration with FM for budgetary impacts



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Business Process	Description	Key Integration Points
Purchasing cards	Financial processing for purchasing cards – account assignment, validations with bank system, postings of costs, and payment to the bank	<ul style="list-style-type: none"> Integration with bank P-card purchasing system

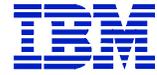
1.4.2. AP - Process Definition Documents

PDD ID	PDD Title	PDD Description
FIN-AP-PDD010	Account Code Structure-Vendors	<p>Describes the data maintenance process for the agencies that will use SAP AP, MM, and RE functionality.</p> <p>Vendor maintenance process includes: creating new vendor master records, changing existing vendor master records, blocking or unblocking vendor master records and marking records for deletion.</p>
FIN-AP-PDD020	Vendor Invoice through Payment	<p>Vendor invoice through payment process supports the data entry process of the vendor invoice (PO and non- PO related) through disbursing payment to vendor.</p> <p>PO related invoices require a purchase order (created in SRM module) prior to any invoice data entry or payment to vendor.</p> <p>Non- PO related invoices do not require a PO prior to invoice data entry or payment to vendor.</p>
FIN-AP-PDD030	1099 Reporting	Defines the process and requirements of 1099 reporting to IRS.



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1.5. Accounts Receivable (AR)

1.5.1. AR- Business Processes

Business Process	Description	Key Integration Points
Account Code Structure	Customer master records This process includes creation, change, and deletion of customer records.	<ul style="list-style-type: none"> Grants management sponsors must be represented as customers and integrated with SD billing
AR Processing	Invoicing, Payments, and Dunning	<ul style="list-style-type: none"> Grants management billing will be processed in SD. Resource related billing will be configured to support this. Integration with PS for FHWA billing Agencies requiring AR functionality will be researched and assessed during blueprint
Reporting and analysis	Customer Correspondence, Customer analysis, and reporting	<ul style="list-style-type: none"> Agencies requiring AR functionality will be researched and assessed during blueprint.

1.5.2. AR – Process Definition Documents

PDD ID	PDD Title	PDD Description
FIN-AR-PDD010	Account Code Structure – Customers	<p>The Customer Master is a master data object that contains all the necessary information required to conduct business between the customer and the seller or billing State Agency.</p> <p>Customer master data maintenance is <u>only relevant</u> for those agencies that are using SAP Accounts Receivable functionality.</p>



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FIN-AR-PDD020	Customer Invoice through Payment	<p>Defines transactions that support entering a customer's invoice (recognizing a receivable and revenue) through the transaction used to clear the customer invoice (accepting payment).</p> <p>The time that transpires between entering the invoice and clearing the invoice via the customer payment is considered customer account management or debt management.</p> <p>The customer invoicing process includes entering and applying customer credits.</p> <p>Customer credits can be entered directly in AR or via integration from the modules mentioned above. Customer credits reduce the net amount due on customer invoice or to the account as a whole.</p>
FIN-AR-PDD030	Customer Account Management	<p>Defines debt collection and customer account clearing and reporting.</p> <p>The customer account management process is <u>only relevant</u> for those agencies that are using SAP Accounts Receivable functionality.</p>

1.6. Project Systems (PS)

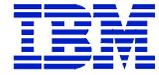
1.6.1. PS – Business Processes

Business Process	Description	Key Integration Points
Project Management	Mapping of current project management and accounting systems and associated processes	Integration with systems – Trns.port (4 modules implemented, 2 modules in process)
Project Structures	<p>Project master data including WBS profiles and structures, and networks</p> <p>Processes include creation, change, and deletion of project data</p> <p>Federal Highway Administration (FHWA) Approvals</p>	<ul style="list-style-type: none"> • Integration with FM funds and funded programs • HR labor costs • Designed to support FHWA requirements • Integration with Budget Prep (BP)



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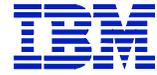


Business Process	Description	Key Integration Points
Project Accounting	Posting of revenues and expenses to projects Labor posting to projects Overhead allocations Federal-Aid project accounting and billing Grant funded capital projects	<ul style="list-style-type: none"> • FM derivation strategy • Cost allocations from CO • Integration with GM, as designed
Project Planning, Budgeting, and Control	Project Planning, Budgeting, and Control Funded program requirements as defined by budget control	<ul style="list-style-type: none"> • Integration with FM funded programs
Capital Projects Periodic Processing	Capital Project costs will settle to assets under construction, which, upon project completion, will settle to final fixed assets Specify Funding sources for capital projects, AuC reporting and for final fixed assets Year end adjustment entries	<ul style="list-style-type: none"> • Integration with AA for settlement • Integration with FM for fund accounting
FHWA Billing (RASPS)	Exploration of solutions to support FHWA billing and revenue receipt	<ul style="list-style-type: none"> • Integration with FHWA • Integration with AR and SD to support billing requirements
FHWA (FMIS)	Exploration of solutions to support FHWA pre-approvals and approvals	<ul style="list-style-type: none"> • Integration with FHWA



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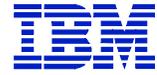
1.6.2. PS – Process Definition Documents

PDD ID	PDD Title	PDD Description
FIN-PS-PDD010	Project Structures - DOTD, FPC, OCPD	<p>Tracks and monitors the costs of a complex job with multiple phases, whether it is building a road or constructing a building.</p> <p>Projects can be multi-funded, with multiple contracts and also have discreet fund control requirements.</p> <p>Focuses on the creation of the project structure, which begins with an approved and budgeted project and ends with the release of the project status in SAP.</p> <p>A project is made up of a project definition and a hierarchy of Work Breakdown Structure (WBS) elements.</p>
FIN-PS-PDD020	Project Budgeting and Control	<p>Focuses on the budgeting of projects as allocated during the planning process and the control of projects utilizing the Availability Control (AVC) functionality in SAP.</p> <p>Projects can be multi-funded, with multiple contracts and also have discreet fund control requirements.</p>
FIN-PS-PDD030	Project Planning	<p>Focuses on the planning of project costs. (Provided in the PS module as a planning tool for project managers.)</p> <p>Includes planning of costs, resources, time, capacity, and revenue.</p> <p>(Planning of resources and materials are not relevant since all departments using PS functionality decided not to track resources and materials in the network and activities)</p>
FIN-PS-PDD040	Project Accounting	<p>Focuses on the accounting of projects. The project accounting process begins once a project has been released and is ready to incur costs. The process ends when the project is complete and all known invoices on the project have been processed.</p>



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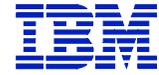


FIN-PS-PDD050	FHWA Billing	<p>A custom solution is required to facilitate the project authorization and billing aspects according to FHWA requirements.</p> <p>FHWA, a division of the US Department of Transportation, is a major source of funding to DOTD. Therefore, it is critical that DOTD manages its federally funded highway projects according to FHWA policies and regulations. Due to the complexities of the FHWA program requirements, standard SAP functionality will not be capable of capturing all required data and processes of the full lifecycle of federally funded highway projects.</p>
FIN-PS-PDD060	Project Management	<p>Focuses on the management of a project's scheduled tasks and the fulfillment of the project data / reporting requirements.</p> <p>The PS functionality allows project managers to schedule specific tasks related to the project.</p> <p>Project reporting can be broken down into three categories: master data, cost data, and funding data.</p> <p>BI will be the primary reporting tool.</p>
FIN-PS-PDD070	Project Periodic Processing	<p>Provides complete integration between the capital projects in the Project Systems module, the Real Estate objects in the Real Estate module and the AuCs and the FDAs in the Assets Accounting module.</p> <p>The electronic settlement process, from WBS elements to AuC and subsequently to FDAs, provides for fully reconciled data between capital projects and fixed assets.</p> <p>There will always be a one to one match between the AuC and the FDA.</p>



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1.7. Asset Accounting (AA)

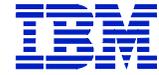
1.7.1. AA – Business Processes

Business Process	Description	Key Integration Points
<p>Asset Master Records and Classes</p>	<p>Asset Master Records (AMR) and Classes</p> <p>Field level requirements</p> <p>Processes include creation, change and blocking of asset master data (no AMR delete)</p> <p>General ledger account structure for asset classes</p> <p>Equipment records (PM) will be used for maintenance tracking of equipment and vehicles.</p> <p>Notification Records (PM) will be used for physical inventory tracking and operational purposes for all movable property assets (including those that are capital assets).</p>	<ul style="list-style-type: none"> • One Chart of Depreciation and Two Depreciation Areas • Integration with GL for general ledger accounts • Integration with financial modules (e.g. GL, FM, GM, CO) for Business Area, Fund, Fund Center, Grant, Cost Center, Functional Area. • Integration with Plant Maintenance for equipment master records • Integration with Plant Maintenance for capital assets – moveable property Notification Records • Integration with Agile – will be manual reference only re AMR: Supersumber (Control Section/Recall #) for infrastructure capital assets (including Right of Way) • Integration with Real Estate for real property capital assets.
<p>Asset Acquisition and subsequent valuations</p>	<p>Asset acquisition processes to include purchase, construction, donated (or other non-cash acquisitions) for Moveable Property, Real Property (including Right of Way), and Infrastructure Capital Assets</p> <p>Asset valuation</p> <p>GASB42 Impairment</p> <p>Capital leases requirements will be finalized during realization (low volume – less than 20)</p> <p>Intangible assets (GASB51) details are being finalized by OSRAP – requirements cannot be determined until OSRAP provides direction (expectation is that this will be provided during realization phase)</p>	<ul style="list-style-type: none"> • Integration with MM module (e.g. PO, GR, IR) • Integration with PS capital projects (Settlement to AuC/final asset), including construction and purchase of unique assets within a capital project • Within fixed asset module with the standard integration with GL, FM, GM, CO. This includes: <ul style="list-style-type: none"> ○ Grant funded capital assets ○ Debt funded capital assets • Capital leased assets and lease payments (requirements to be finalized during realization)



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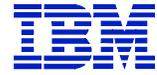


Business Process	Description	Key Integration Points
Transfer of assets	<p>Asset transfer processing including reassignment within agencies and transfers across agencies.</p> <p>Transactions will be used where there are financial implications (e.g. cost center, fund, grant, etc.), otherwise it will be an AMR change</p> <p>Note: Transfers to LPAA surplus and to non LaGov project entities will be handled as a retirement</p>	<ul style="list-style-type: none"> • Within fixed asset module with the standard integration with GL, FM, GM, CO • Integration with RE • Integration with PS (settlement rules for AuC to AMR)
Retirement of assets	<p>Retirement of assets processing including surplus, sales, trade-ins, destruction, and donations</p> <p>Accounting for gain or loss</p> <p>Transfers to LPAA surplus and to non LaGov project entities will be handled as a retirement</p>	<ul style="list-style-type: none"> • Within fixed asset module with the standard integration with GL, FM, GM, CO • Integration with RE
Physical Inventory	<p>Bar coding and Physical Inventory taking and certification will be handled via the PM Notification Record</p> <p>Financial and AMR adjustments will be made as required by physical inventory findings</p>	<ul style="list-style-type: none"> • Within fixed asset module with the standard integration with GL, FM, GM, CO (via transactions for financial adjustments)
Periodic Preprocessing	<p>Settlements, depreciation, and period (e.g. month end and year end) management</p> <p>Day-end transaction financial updates for second Depreciation Area</p> <p>Construction projects in-process at year end (WIP—Asset) will be managed via PS</p>	<ul style="list-style-type: none"> • Integration with PS for settlements • Integration with GL, FM, GM, CO and RE for period management and depreciation postings • Integration with GL, FM, GM, CO and RE day end APC postings



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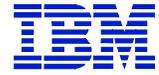
1.7.2. AA – Process Definition Documents

PDD ID	PDD Title	PDD Description
FIN-AA-PDD010	AA Organizational Structure	<p>Describes the organizational structure for the Asset Accounting module for the organizational entities participating in the LaGov Project.</p> <p>Addresses the Organizational Structures used in the Asset Accounting (FI-AA) module including: Chart of Depreciation, Depreciation Areas, Asset Class structure and linkage to the General Ledger Accounts in the GL, Screen Layouts and the Asset Master Recording numbering scheme.</p>
FIN-AA-PDD020	AMR Create and Change	<p>Describes the design of the asset accounting master data and includes asset data fields to be tracked and responsibility for creation and maintenance of asset master general and asset values.</p>
FIN-AA-PDD030	AA Acquisitions	<p>Describes the design of the Capital Asset Acquisition transaction processing, including flowcharts for Moveable Property, Real Property and Infrastructure.</p>
FIN-AA-PDD040	AA Transfers	<p>Describes the design of the Capital Asset Transfer transaction processing, including flowcharts for Moveable Property, Real Property and Infrastructure.</p>
FIN-AA-PDD050	AA Retirements	<p>Describes the design of the Capital Asset Retirement transaction processing for sale or non-cash disposal (e.g. scrap, destroyed, etc.), including flowcharts for Moveable Property, Real Property and Infrastructure.</p>



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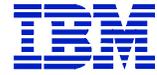


PDD ID	PDD Title	PDD Description
FIN-AA-PDD060	AA Physical Inventory	Describes the high-level design of the Capital Asset physical inventory processing, including flowcharts. Physical Inventory is the methodical review and recording of the quantities and amounts relating to the asset portfolio. Its primary purpose is to verify the physical existence, condition and location of recorded assets.
FIN-AA-PDD070	AA Periodic Processes	Describes the design of the Capital Asset periodic transactions processing. These processes will be included in the overall financial month-end and year-end closing calendars which will be further refined during realization.
FIN-AA-PDD080	AMR Data Conversion-all systems	Discusses asset master record data conversion and reconciliation items, including responsibilities.
FIN-AA-PDD090	Valuation Adjustment	Describes the design of the Capital Asset Unplanned Depreciation transaction processing (i.e. valuation decrease adjustments), including flowcharts for Moveable Property, Real Property and Infrastructure. OSRAP will process all valuation adjustment transactions.
FIN-AA-PDD100	PM Notification Record (Create and Change for Controlled Assets)	The plant maintenance module uses a Notification Record to contain general and location/custodianship data about all trackable, movable property items – non-capital and capital assets. Describes the process of creating and changing a plant maintenance Notification Record.



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1.8. Treasury/Cash Management (CM)

1.8.1. CM – Business Processes

Business Process	Description	Key Integration Points
Cash Reporting and Forecasting	Cash Position and Liquidity Reporting	<ul style="list-style-type: none"> MM (PO/PR), AP, AR, and GL all feed information into cash management
Bank Accounting	Bank account maintenance, bank transfers, bank reconciliation and Electronic Bank Statement	<ul style="list-style-type: none"> GL/CO for posting to accounts and cost centers for manual bank postings and EBS GL – account structure to support EBS HR/AP – Bank directory to support direct deposit. Link to employee master and vendor master.
Investment Management	Investment tracking and reporting including GASB34 Integration with investment management systems (QED)	<ul style="list-style-type: none"> Integration with investment management systems Integration with GL for postings
Debt Management	Short and LT tracking and reporting including GASB34 Integration with investment management systems (MUN-EASE)	<ul style="list-style-type: none"> Integration with debt management systems Integration with GL for postings
Investment and debt interest	Investment and debt interest tracking, recording and allocation	<ul style="list-style-type: none"> Integration with GL for postings
Cashier and Offsite Cash Receipts	Cashier and Offsite Cash Receipts processing Cash deposits recording and tracking	<ul style="list-style-type: none"> Integration with AR/GL for revenue classification

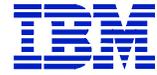
1.8.2. CM – Process Definition Documents

PDD ID	PDD Title	PDD Description
FIN-CM-PDD010	Bank Accounting	Defines the master data for Cash General Ledger Accounts, Bank Master Record, and House Bank and Account ID. Defines processes for Electronic Bank Statement (EBS), Bank Reconciliation, and Cash Receipting and Revenue Classification.



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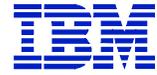


PDD ID	PDD Title	PDD Description
FIN-CM-PDD020	Cash Reporting and Forecasting	Describes the design for standard reports available in Cash Management module: the Cash Position Report and the Liquidity Forecast report. These reports will be used to support short and mid-term cash management and investing activities, and provide drill-down capabilities down to the original documents.
FIN-CM-PDD030	Debt Processing	<p>Focuses on Debt Processing, Investment Management and Interest.</p> <p>All bond management activities will continue to be tracked in MUN-EASE. Focus of this document is on what and how bond related accounting postings will be captured in SAP to meet financial reporting requirements in both full and modified methods of accounting.</p> <p>The approach to post in both full and modified methods will allow up-to-date full accrual reporting at any given point in time instead of limiting the capability to year-end when adjustment entries are posted to comply with the GASB34 regulation.</p> <p>The proposal for the future design is to extract the key activities from MUN-EASE and develop a custom enhancement transaction in SAP to post the MUN-EASE data file to generate the appropriate accounting entries.</p> <p>The appropriate level of detail for debt related postings in SAP will be finalized in Realization and will take into account reporting requirements identified during the Blueprint phase.</p>
FIN-CM-PDD040	Investment Management and Interest Allocation	Investment management activities will continue to be tracked in QED. This document focuses on what and how investment related accounting postings will be captured in SAP to meet financial reporting requirements as well as support cash position and bank reconciliation activities.



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PDD ID	PDD Title	PDD Description
FIN-CM-PDD050	Imprest Fund and Replenishment	Defines the functionality of the Imprest expenditure bank account, established for an Agency to address small dollar purchases, payments to One-Time Vendors, on-demand payments (vendor awaiting for payment at the premise) and Travel expenditure payments.

1.9. Grants Management (GM)

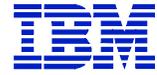
1.9.1. GM – Business Processes

Business Process	Description	Key Integration Points
Master Data	<p>Master Data, including sponsor, grant, sponsored program, sponsored class and budget validity periods</p> <p>Processes include creation, change, and deletion of master data</p> <p>Integration of other ECC master data to GM external sponsor dimensions</p>	<ul style="list-style-type: none"> • Integration with AR for sponsor records • Integration with CO/PS for actual cost objects • Integration with FM for grant
Grant Lifecycle Management	<p>Managing grant lifecycle from application to award to closeout</p> <p>Allowable posting activities throughout grant lifecycle</p> <p>Definition of requirement lifecycle phases</p> <p>Process for Grant Master Maintenance</p>	<ul style="list-style-type: none"> • Integration for posting control
Grant Budgeting and Budget Control	<p>Budget Preparation and Budget Execution and Maintenance</p> <p>Budget control according to Sponsor requirements and dimensions</p> <p>Periodic Budget Adjustments by sponsor dimensions</p>	<ul style="list-style-type: none"> • Integration with FM budgeting • Integration with IP for budget prep



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Business Process	Description	Key Integration Points
Grant Accounting	<p>Posting of revenues and expenses to grants from other modules</p> <p>Periodic corrections and transfers</p> <p>Timing and treatment of expenses according to sponsor requirements</p> <p>Indirect Overhead Allocations</p>	<ul style="list-style-type: none"> Majority of postings integrated with and originate in HR, MM, FI, CO GM Derivation rules Integration with AA
Grants Billing / Claiming	<p>Grants Billing / Claiming processes to include automated and manual billing, according to specific sponsor and grant requirements including:</p> <ul style="list-style-type: none"> Billing basis or methodology Billing Frequency Billing Rules (i.e. types of expenses) <p>Recording of accounts receivables and revenues</p>	<ul style="list-style-type: none"> Small portion of SD set up to handle billing Integration with AR
Grants conversion	<p>Discussion of all online and offline systems currently used for grant recording and tracking</p> <p>Discussion of data cleanup efforts required to support conversion</p> <p>Discussion of mapping to new detailed structures</p>	
Grants Reporting	<p>Sponsor specific reporting requirements</p> <p>Budget to actual reporting</p>	

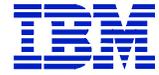
1.9.2. GM –Process Definition Documents

PDD ID	PDD Title	PDD Description
FIN-GM-PDD010	Grant Master Data	Addresses the master data design required to support Grants Management – Grantee (GM) business processes.
FIN-GM-PDD020	Lifecycle Management	Defines the processes that will allow the State of Louisiana to manage and report grant related activities online, in one integrated system, as opposed to the legacy AFS system where grants are primarily managed offline through various systems including Excel and Access.



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FIN-GM-PDD030	Budget and Budget Control	Allows for budget and control of a grant by various sponsor dimensions (grant, fund, sponsored program, sponsored class, and time-slice or budget validity period). Compared to the current system where agencies maintain grant budgets offline using various system including Excel and Access, this will be a significant improvement as it allows budgeting, budget controls, tracking and reporting online.
FIN-GM-PDD040	Grant Accounting	Addresses the processing and recording of grant payroll and non-payroll related revenues and expenditures in Grants Management (GM). Includes cost share, manual adjustments, indirect cost allocations, revenues, and encumbrances such as purchase orders. The grants ledger serves as a receiver module which is simultaneously updated when grant relevant postings occur in other modules.
FIN-GM-PDD050	Billing and Receivables	Focuses on the Grants Management (GM) billing and receivables process design, which addresses billing rules and methods, standard GM billing functionalities, revenue recognition and deferred revenue, if applicable, and invoice clearing process.
FIN-GM-PDD060	Grants Conversion and Reporting	Focuses on the Grants Management conversion strategy, which addresses the business requirements needed during Realization, the migration strategy during Conversion, and the reconciliation strategy for post-conversion.



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1.10. Budget Preparation: Business Intelligence-Integrated Planning

1.10.1. BP – Business Processes

Business Process	Description	Key Integration Points
Budget Timeline	<p>Discussion of timeline</p> <p>Assessment of efficiency opportunities</p> <p>Statutory obligations</p> <p>External factors and influences</p>	<ul style="list-style-type: none"> • Budget Calendar • Approvals
Operating Budget	<p>Operating budget processes including versioning, approvals, and layouts:</p> <ul style="list-style-type: none"> • Budget Request Process • Executive Budget development • Amendments (creation, tracking) • BA-7 Adjustments 	<ul style="list-style-type: none"> • Integration with FM/GM • Integration with HR as detailed
Capital Budget	<p>Capital budget processes including versioning, approvals, and layouts:</p> <ul style="list-style-type: none"> • CO Request Process • HB2 Budget development • Amendments (creation, tracking) • Adjustments <p>Long range capital planning:</p> <ul style="list-style-type: none"> • 5 yr Capital budget business and system processes • Other long term business processes 	<ul style="list-style-type: none"> • Process integration with PS
Integration with FM/GM	<p>Version integration</p> <p>Levels of budget control</p> <p>Interaction/frequency with ECC for actuals</p> <p>Management of mid-year processing</p>	<ul style="list-style-type: none"> • Retraction to FM • Integration with GM budgeting



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Business Process	Description	Key Integration Points
Historical Data	<p>Considerations of historical data required for budget forecasting</p> <p>Conversion considerations for budget data, together with the Business Intelligence scope for conversion of historical data of past few years and Transparency Initiative</p>	<ul style="list-style-type: none"> • Integration with legacy systems, such as: <ul style="list-style-type: none"> ○ BRASS, spreadsheets ○ NCORTS, CORTS, BDS ○ Offline data systems
Reporting	<p>Identification of reporting requirements to support budget presentation/publication, for:</p> <ul style="list-style-type: none"> • Executive Budget / HB1 • Capital Budget / HB2 • Supporting documents 	<ul style="list-style-type: none"> • Integration with PatternStream

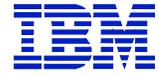
1.10.2. BP – Process Definition Documents

PDD ID	PDD Title	PDD Description
FIN-BP-PDD010	Operating Budget processes	Describes the business process design to be implemented as part of the implementation / migration of the Operating budget prep activities from BRASS/Excel/Access based legacy data systems. Addresses the overall business process decisions covering (a) Agency Budget preparation, (b) Review and approval process of the Office of Planning & Budgeting (OPB), (c) Publishing of the Executive Budget and House Bill 1, (d) Tracking of Amendments during the Legislative approval process, (e) Budget Retraction for Execution Control and (f) Reporting and Monitoring, all of which are activities related to the Operating Budget of the State of Louisiana.
FIN-BP-PDD020	Capital Outlay Budget (FPC & Agencies)	Addresses the overall business process decisions covering the preparation of House Bill No. 2 (HB2) and all related activities up to the capital budget available for spending control.



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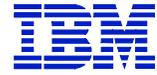


FIN-BP-PDD030	Capital Outlay Budget (DOTD)	Addresses the overall business process decisions covering the preparation of Highway Program appropriation in House Bill No. 2 (HB2) and the related activities up to the capital budget available for Highway Program spending control.
FIN-BP-PDD040	Conversion of Operating Budget	Addresses the differences in the approach and details of budget prep data conversion, between House Bill No.1 (HB1) Operating Budget and House Bill No. 2 (HB2) Capital Budgets, including DOTD Highway Program, and outlines the considerations for Operating Budget data conversion, involving details from the BRASS budget system and the State financial system, AFS.
FIN-BP-PDD050	Conversion of Capital Budgets	Addresses the differences in the approach and details of Budget Prep data conversion, between House Bill No.1 (HB1) Operating Budget and House Bill No. 2 (HB2) Capital Budgets (including DOTD Highway Program), and outlines the considerations for 2010-11 Capital Budget data conversion, covering the data from Facilities Planning & Control (FPC), Dept of Transportation & Development (DOTD), etc. Differences in the data conversion approach for FPC projects & DOTD projects will be highlighted wherever necessary.
FIN-BP-PDD060	Performance Measures	Defines the tool to be used for quarterly reporting of Performance Measures by Agencies and the implementation options being considered in Realization.



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1.11. Grantor (GTR)

1.11.1. GTR – Business Processes

Business Process	Description	Key Integration Points
Master Data	Master Data includes Business partner (Employee, Grantee and Vendor), Organization model and Grantor Program.	<ul style="list-style-type: none"> • Integration with FM for funded programs • Integration with ECC for vendors. • Integration with HR for employees.
Applications and agreements	<p>Application Processes for Grantor program Fund.</p> <p>Agreement process for Grantee project execution and budget earmark.</p>	<ul style="list-style-type: none"> • Online application submission from Grantee. • Integration with ECC FM for Fund commitment.
Grants Budgeting	Budget Preparation and Budget Execution and Maintenance	<ul style="list-style-type: none"> • Integration with FM for budgetary controls
Grant Accounting	Payments, advanced payments and repayments	
Grants Claiming	Grantee claim submission	<ul style="list-style-type: none"> • Integration with ECC AP for the Payments.
Grants conversion	<p>Discussion of all online and offline systems currently used for grant recording and tracking</p> <p>Discussion of data cleanup efforts required to support conversion</p> <p>Discussion of mapping to new detailed structures</p>	

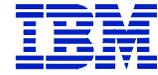
1.11.2. GTR – Process Definition Documents

PDD ID	PDD Title	PDD Description
FIN-GTR-PDD010	Grantor Master Data	Master data involved in Grantor management are Organization and Business partner.
FIN-GTR-PDD020	Grantor Program	Defines the Grantor program and its related characteristics to deliver the external funding and achieve the goals of policy or regulation



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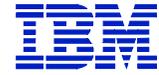


PDD ID	PDD Title	PDD Description
FIN-GTR-PDD030	Grantor Application & Assessment	Defines the application and assessment processes. The application forms the basis for the agreement and defines the method of payment and the execution of the grantor management.
FIN-GTR-PDD040	Grantor Budget	Defines how grant payments must be managed relative to a grantor program budget to ensure approved budgets are not exceeded.
FIN-GTR-PDD050	Grantor Claims	Defines how the grantee initiates claim process.
FIN-GTR-PDD060	Grantor Case Management	Provides a central place for all documents related to a single application and its follow-on transactions.
FIN-GTR-PDD070	Grantor Web Request and BRF	Defines the process used to implement online submission of Grantor application by grantee. The Business Rule Framework (BRF) will be used to support input checks on the Web application form.
FIN-GTR-PDD080	Grantor Reports	Defines the Grantor reports to be built in BI and accessed through the CRM grantor home page.
FIN-GTR-PDD090	Grantor 2007 UI & Middleware	Defines how the SAP CRM 2007 User Interface (UI) delivers a harmonized online user interface for business users and presents a role-based workspace that provides an easy-to-use navigation and user interface. Middleware is a technology embedded within the SAP CRM server that enables replicate, synchronize and distribute data with other system component like ECC.
FIN-GTR-PDD100	Grantor Agreement	Defines the conditions under which a grantor awards a grant to a grantee.



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1.12. Real Estate Management (RE-FX)

1.12.1. RE – Business Processes

Business Process	Description	Key Integration Points
Master Data	Real estate master data includes architectural objects, business entity, property, building, pooled space, rental space and rental units	<ul style="list-style-type: none"> • Integration with FI-GL for account assignments • Integration with CO for cost settlement • Integration with FI-AA for depreciation costs • Integration with PM for maintenance related costs • Integration with PS for renovation projects
Real Estate Transactions	Real estate acquisition and disposal contracts	<ul style="list-style-type: none"> • Integration with FI-GL, FI-AR and FI-AP for financial postings • Integration with FI-AA for asset acquisition
Leasing	Lease administration – from initial lease setup through billing, lease changes, critical-date tracking, renewals, and lease expiration or termination.	<ul style="list-style-type: none"> • Integration with FI-GL, FI-AR and FI-AP for financial postings
Right-Of-Way Parcels	Acquisition and sale of ROW parcels	<ul style="list-style-type: none"> • Integration with FI-GL, FI-AR and FI-AP for financial postings • Integration with FI-AA for asset acquisition

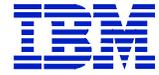
1.12.2. RE – Process Definition Documents

PDD ID	PDD Title	PDD Description
FIN-RE-PDD010	Master Data	Master data management and partner management processes within the SAP Flexible Real Estate Management Module
FIN-RE-PDD020	Transactions	Focus on acquisition and disposal of land and buildings



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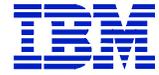


FIN-RE-PDD030	Leasing	Focus on the leasing of buildings and the leasing of space to internal agencies and external third-parties. The document also addresses the recovery of operating costs.
FIN-RE-PDD040	Right-of-Way Parcels	Focus on the acquisition of land parcels in fee and in servitude as well as the disposal of uneconomic remnants.



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2. LOGISTICS MODULES

2.1. Logistics Organizational Structure

2.1.1. ORG – Business Processes

Business Process	Description	Key Integration Points

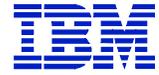
2.1.2. ORG - Process Definition Documents

PDD ID	PDD Title	PDD Description
LOG-ORG-PDD001	Plant & Storage Location Org Structure	Plant is an org unit used to subdivide an enterprise, where either materials are produced or goods and services are provided. Storage Location is an org unit that allows the differentiation of material stocks within a plan, as well as the procurement delivery address
LOG-ORG-PDD002	Purchasing Organization & Groups Org Structure	Two-layered structure: Purchasing Organization represents the state purchasing and contracting departments supporting a given Agency. Purchasing Group supports the functioning of the Purchasing Organization.



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2.2. Procurement and Contracts (MM and SRM)

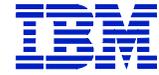
2.2.1. MM – SRM – Business Processes

Business Process	Description	Key Integration Points
Purchasing Master Data Maintenance	These are the building blocks to support procurement functionalities in the ERP system. This includes vendor master records, purchasing information records (“info recs”), source lists, pricing conditions, quota arrangements, and vendor evaluation.	<ul style="list-style-type: none"> • Organizational structure (plants, storage locations, purchasing organization, etc.) • Finance (controlling, financial accounting, including but not limited to Business Area) • Segregation and coordination of duties between AP and Purchasing • Women/Minority vendors (MWBE), Small and Emerging Businesses, Small Entrepreneurs, etc, tracking with ability to report information about these vendors • Historical tracking of changes and who made them • Reporting • Workflow • Vendor Self-Service (SUS via SRM) • Possible data conversion from legacy systems



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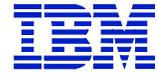


Business Process	Description	Key Integration Points
Purchase Requisitions Processing	<p>This functionality includes the creation, maintenance, and approval of purchase requisitions for materials and services. Purchase requisitions will contain account and budgeting coding and will allow for a pre-commitment (pre-encumbrance) to be established. Approvals for purchase requisitions can be handled through release procedures supported by SAP Workflow (WF) module. Includes integration/processing with P-Card procurement.</p>	<ul style="list-style-type: none"> • Organizational structure (plants, storage locations, purchasing organization, etc.) • Finance (controlling, financial accounting, encumbrances) • Material Master Records • Inventory • Punch-out to Supplier Catalogs • Agency Users • Contracts • P-Card Processing • Purchasing Master Data (sources of supply, info records, pricing conditions) • Procedural integration with peripheral departments • Workflow
Purchase Order Processing	<p>This functionality includes the creation, maintenance, and approval of Purchase Orders for materials and services. Purchase Orders (PO's) will contain account and budgeting coding (adopted from the requisition, or manually entered,) and will allow final budget commitments (hard encumbrance) to be established. Approvals for purchase orders will be performed by SAP PO release procedures. Includes integration/processing with P-Card procurement.</p>	<ul style="list-style-type: none"> • Organizational structure (plants, storage locations, purchasing organization, etc.) • CO, FI, FM for account assignments and encumbrance integration • AA for Asset Acquisitions • Material Master Records • Inventory • Punch-out to Supplier Catalogs • Contracts • P-Card Processing • Purchasing Master Data (sources of supply, info records, pricing conditions) • Workflow • Procedural integration with peripheral departments • Data conversion from legacy systems



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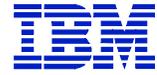


Business Process	Description	Key Integration Points
Request for Quotation Processing	This process segment includes analyzing the need for and the subsequent creation and maintenance of RFQ's for materials and services. Bid and Quote documents can be generated and submitted, posted for response, and subsequent vendor bids received, analyzed, and awarded. Winning bids/quotes can be converted into contracts as required.	<ul style="list-style-type: none"> • Organizational structure (plants, storage locations, purchasing organization, etc.) • Material Master Records • Contracts • Guest and Agency Users (view open, awarded, and un-awarded bids) • Purchasing Master Data (sources of supply, info records, pricing conditions) • Workflow • Procedural integration with peripheral departments • Data conversion from legacy systems
Contract (Outline Agreement) Processing	This functionality includes the creation, maintenance, and approval of Outline Agreements (Contracts) for materials and services.	<ul style="list-style-type: none"> • Organizational structure (plants, storage locations, purchasing organization, etc.) • Finance (controlling, financial accounting, encumbrances) • Material Master Records • Punch-out to Supplier Catalogs • Guest and Agency Users (reporting) • RFQ Processing • P-Card Processing • Purchasing Master Data (sources of supply, info records, pricing conditions) • Workflow • Procedural integration with peripheral departments • Data conversion from legacy systems



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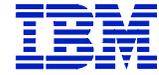
2.2.2. MM – SRM – Process Definition Documents

PDD ID	PDD Title	PDD Description
LOG-PUR-PDD001	Specific Master Data	Defines the Material Master and Vendor Master components in procurement. Material Master record basic data such as material number, description, unit of measure and purchasing unit of measure gets replicated in SRM with standard interface. Vendor Master contains general, accounting, and purchasing information
LOG-PUR-PDD002	Requisitioning & Shopping Carts	Details the need/requirement of a material/service for a specific delivery date. If the Purchase Requisition or Shopping Cart is created against an account assignment, an online budget check is executed to ensure the availability of sufficient funds/budget, and pre-encumbrance is posted for the shopping cart amount at the time of shopping cart creation.
LOG-PUR-PDD003	Catalog Management	Outlines Electronic Catalogs (eCatalogs) including External (often called punch-out) Catalogs and Internal Catalog Management processes.
LOG-PUR-PDD004	Requisitioning Approvals and Workflow	Defines the release procedures, or an automated multi-level “approval process.” Includes exceptions for emergency order requisitions.
LOG-PUR-PDD005	PO Processing	Defines the Purchase Order process, the majority of which will be created in the SRM module.



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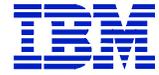


PDD ID	PDD Title	PDD Description
LOG-PUR-PDD006	PO Approvals & Workflow	Defines the formal request or instruction from a purchasing organization to a vendor (or another plant) to supply or provide a certain quantity of goods or services at or by a certain point in time. Typically, the Purchase Order is generated based upon the existence of a properly prepared and fully approved purchase requisition (shopping cart). The SRM PO carries over from the shopping cart the necessary account assignments and details of the items being procured. As such, the requisition is the trigger for a buyer to convert that requisition into a purchase order.
LOG-PUR-PDD007	RFQ Processing	Defines the RFQ process.
LOG-PUR-PDD008	RFQ Approvals & Workflow	The Bid Invitation and Vendor Bid Reply Workflow Approval processes in SAP are intended to have state users review and validate the documents before they are published and/or processed further in the system. The approver can review, change, approve, and reject the bid invitation and the awarded vendor bid reply to the bid invitations.
LOG-PUR-PDD009	Outline Agreement Processing	Often called Contract Management in the SRM module, this is the process of systematically and efficiently managing contract creation, negotiation, execution, monitoring and analysis for the purpose of maximizing the 'contractual spend' (thus reducing maverick spend) and ensuring compliance, if any; Purchasing contract / Outline Agreement is a longer-term arrangement between LaGov purchasing organization and a vendor for the supply of materials or provision of services over a certain period based upon agreed terms and conditions.



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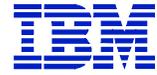


PDD ID	PDD Title	PDD Description
LOG-PUR-PDD010	Outline Agreement Approvals & Workflow	An SRM Outline Agreement (OA) is synonymous with the contract document for the supply of materials or performance of services. The Outline Agreement Workflow Approval process in the SRM solution allows for the review, change, approval and/or rejection of the contract document before it is released for use. Under the workflow procedures, the contract in SRM will have to be approved or released by the appropriate individuals before it can be referenced by shopping carts and purchase orders.
LOG-PUR-PDD011	P-Card Processing	Defines the processes for procurement currently performed using a procurement card (P-Card), with and without the SERM Shopping Cart. In order to leverage effective spend analysis and standardized procurement processes, procurement card purchases, referring to a pre-negotiated contracts, are the most standardized way of procurement for LaGov.
LOG-PUR-PDD012	Vendor Evaluation	Defines the process by which: vendor performance data will be collected in the system; timing of submission of vendor performance data; the selected scenario that will be used in the LaGov system.
LOG-PUR-PDD013	Reporting	Defines the specific reporting functionality and tools needed to obtain information regarding the vendors that the State does business with and the purchasing organizations which perform the State's procurement business transactions.



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2.3. Plant Maintenance (PM) for Facilities

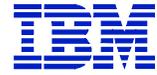
2.3.1. PM – Business Processes

Business Process	Description	Key Integration Points
Plant Maintenance Master Data Maintenance	Again, these are the building blocks to support plant (facilities) maintenance within SAP and possibly select subcomponents of Agile Assets. These master data elements include: material master records, equipment masters, functional locations, bills of material, measuring points and counters, permits, warranties, and task lists, etc.	<ul style="list-style-type: none"> Organizational structure (plants, storage locations, purchasing organization, etc.) CO, FI, FM for account assignments AA for equipment assets Procedural integration with peripheral departments Integration with AgileAssets Data conversion from legacy systems
Preventative Maintenance and Repair Planning	Activity includes task list management, maintenance planning generation, scheduling, plan costing, capacity planning, personnel/time management, and maintenance strategies, etc.	<ul style="list-style-type: none"> Organizational structure (plants, storage locations, purchasing organization, etc.) Finance (controlling, financial accounting) Procedural integration with peripheral departments
Notification Processing	The PM Notification is the originating document that initiates maintenance activities (or potential maintenance activity.) It provides the basic input information to a PM Work Order (W/O.) It can communicate to the proper agency that a problem or malfunction exists, or an actual request to perform maintenance.	<ul style="list-style-type: none"> Organizational structure (plants, storage locations, purchasing organization, etc.) Finance (controlling, financial accounting) Logistics Master Data (material master records, etc.) Procedural integration with peripheral departments Integration with AgileAssets



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Business Process	Description	Key Integration Points
Work Order (W/O) Processing	The PM Work Order is the centralized document that executes actual maintenance activities (repairs, installations, services, etc.) It adopts basic input information from the PM Notification, and is used to detail (plan, schedule, task, list components/spare parts, etc.) the work to be performed. This can include processing the W/O to both internal and external labor, and includes completion confirmations that record the status of the work performed.	<ul style="list-style-type: none"> • Organizational structure (plants, storage locations, purchasing organization, etc.) • Finance (controlling, financial accounting) • FM for budgetary control requirements • Purchasing (requisitions, contracts, etc.) • Inventory Management (stocks) • Logistics Master Data (material master records, service master records, etc.) • Workflow • Procedural integration with peripheral departments • /Time Management • Integration with AgileAssets

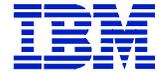
2.3.2. PM - Process Definition Documents

PDD ID	PDD Title	PDD Description
LOG-PM-MD-PDD004	Master Data	SAP Plant Maintenance (PM) Master Data is the reference data that needs to be in place before SAP can be implemented for the maintenance organization. Some Master Data elements apply to the State as a whole and some are plant (State Agency) specific.



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PDD ID	PDD Title	PDD Description
LOG-PM-PDD003-PDD004	Maintenance Process	There are three major groupings of maintenance: Repair maintenance – can be requested work for a vehicle or a building, other than routine maintenance; Preventive maintenance work – typically includes following the manufacturer’s recommended procedures to ensure reliability of the vehicle or equipment; and Reactive maintenance or “do-it-now” jobs may break into an established schedule. This may require the rescheduling of previously scheduled repair and preventive maintenance work orders.

2.4. Fleet Management (Fleet)

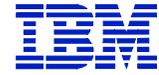
2.4.1. PM FLEET - Business Processes

Business Process	Description	Key Integration Points
Fleet Management Master Data Maintenance	This set of processes involves the management and maintenance of underlying master data to support Fleet Maintenance and Management. These master data elements include: Organizational Structure; Fleet/Equipment Inventory, and Activity Master Data.	<ul style="list-style-type: none"> • SAP Finance (cost centers, account codes, activity codes, etc.) • SAP HCM, AA (labor master data, equipment master data) • SAP MM Master Data (material master data, material stock levels) • Procedural integration with peripheral applications (Fuel System) • Data conversion from legacy systems
Fleet Management Planning Processes	These processes include Work Plans and Budgets; Resource Needs Analysis.	<ul style="list-style-type: none"> • SAP Finance (budgets)
Fleet Management Scheduling Processes	Processes include such activities as Repair Order Creation and Management; Preventative Maintenance; Repair Order Scheduling, Motor Pool Management and Reservations/Scheduling.	



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Business Process	Description	Key Integration Points
Fleet Management Execution Processes	Processes include such activities as Labor, Equipment and Material, Repair Order Completion.	<ul style="list-style-type: none"> • SAP Finance (account code validations) • SAP HCM (time reporting for labor) • SAP MM (goods/ materials movements, financial postings) • SAP PS (financial cost capture)
Fleet Management Reporting and Analysis Processes	Processes include such activities as Planned Work Reporting and Analysis; Scheduled Work Reporting and Analysis; Actual Work Reporting and Analysis; Planned and Scheduled vs. Actual Reporting and Analysis; Exception Reporting and Analysis; Repair History Reporting and Analysis; Fuel History Reporting and Analysis.	

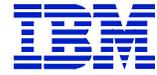
2.4.2. PM FLEET - Process Definition Documents

PDD ID	PDD Title	PDD Description
LOG-PM-PDD002	Motor Pool Management	Vehicles are allocated to one of three groups: <u>Pool Vehicles</u> (managed at the agency level for the purpose of providing a vehicle to a person or a group of people), <u>Personal Assignment</u> (annually issued to a person upon approval from the State of Louisiana Commissioner's office. These vehicles typically reside at the work site of the individual to whom it is assigned) and <u>Home Storage</u> (annually issued to a person, upon approval from the State of Louisiana Commissioner's office. Persons with Home storage approval are allowed to commute to and from their designated worksite in the assigned vehicle).



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2.5. Materials and Inventory Management (MM, IM, and WM)

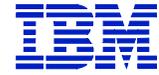
2.5.1. MM – IM – WM - Business Processes

Business Process	Description	Key Integration Points
Logistical Master Data Maintenance	These are the building blocks to support procurement functionalities in the MM and IM subcomponents of SAP and select subcomponents of Agile Assets. These master data elements include: material master records, planning calendars, control parameters, forecast parameters, and other control objects	<ul style="list-style-type: none"> Organizational structure (plants, storage locations, purchasing organization, etc.) Finance (controlling, financial accounting) Coordination between MRP controllers and stock room personnel Purchasing Master Data (sources of supply, info records, pricing conditions) Procedural integration with peripheral departments Integration with AgileAssets Data conversion from legacy systems
Materials Requirement Planning (MRP) Processing	This activity includes the scheduled planning MRP/forecasting planning run that determines replenishment requirements for individual stocks against min/max, safety stock, and/or forecasted levels/values. It includes analysis of results, and subsequent processing of resulting requisitions.	<ul style="list-style-type: none"> Organizational structure (plants, storage locations, purchasing organization, etc.) Finance (controlling, financial accounting) Coordination between MRP controllers and stock room personnel Purchasing Master Data (sources of supply, info records, pricing conditions) Purchasing master procurement documents (contracts, scheduling agreements, framework orders, etc.) Procedural integration with peripheral departments Integration with AgileAssets Data conversion from legacy systems



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Business Process	Description	Key Integration Points
Goods Movement Processing (Stock Room Procedures)	This logical grouping of processes involves the movement of materials (stocked materials) in, out, and throughout the system. This includes goods receipts, goods issues, returns, transfer postings, reservations, pick/pack and ship, and adjustments.	<ul style="list-style-type: none"> • Organizational structure (plants, storage locations, purchasing organization, etc.) • Finance (controlling, financial accounting) • Coordination between MRP controllers and stock room personnel • Purchasing Master Data (sources of supply, info records, pricing conditions) • Integration with AgileAssets • Procedural integration with peripheral departments
Stock Taking (Physical Inventories)	This sub-process includes the planning, scheduling, counting, results analysis, and adjustment activities associated with conducting physical inventories in a given storeroom. This includes the cycle counting method of physical inventory processing.	<ul style="list-style-type: none"> • Organizational structure (plants, storage locations, purchasing organization, etc.) • Finance (controlling, financial accounting) • Coordination between MRP controllers and stock room personnel • Purchasing Master Data (sources of supply, info records, pricing conditions) • Integration with AgileAssets • Procedural integration with peripheral departments
Warehouse Management (WMS) Master Data Maintenance	Again, these are the core building blocks to support proper warehouse management (WMS) activities in SAP. These master data elements include: material master records, warehouse structure, bins and stock quants, stock types, stock categories, etc.	<ul style="list-style-type: none"> • Organizational structure (plants, storage locations, purchasing organization, etc.) • Finance (controlling, financial accounting)
Warehouse Management (WMS) Planning & Monitoring	This WMS-specific activity includes rough workload forecasting, picking waves, utilization of the Warehouse Activity Monitor, and optimization of picking and putaway strategies. Utilization of RF Monitor.	<ul style="list-style-type: none"> • Organizational structure (plants, storage locations, purchasing organization, etc.) • Finance (controlling, financial accounting)



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Business Process	Description	Key Integration Points
Warehouse Management System (WMS) Stock Movement Processing	This logical grouping of WMS core processes involves the movement of materials (stocked materials) into, out of, and within the dedicated warehouse. This includes goods receipts, goods issues, returns, transfer postings, pick/pack & ship, and adjustments.	<ul style="list-style-type: none"> Organizational structure (plants, storage locations, purchasing organization, etc.) Finance (controlling, financial accounting) Inventory management movement codes Integration with RF Devices using SAP ITS
Warehouse Management System (WMS) Stock Taking (Physical Inventories)	This WMS sub-process includes the planning, scheduling, counting, results analysis, and adjustment activities associated with conducting physical inventories in a given storeroom. This includes the cycle counting method of physical inventory processing.	<ul style="list-style-type: none"> Organizational structure (plants, storage locations, purchasing organization, etc.) Finance (controlling, financial accounting) Coordination between MRP controllers and stock room personnel Purchasing Master Data (sources of supply, info records, pricing conditions) Integration with RF Devices using SAP ITS

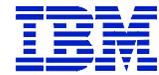
2.5.2. MM – IM – WM – Process Definition Documents

PDD ID	PDD Title	PDD Description
LOG-IM-PDD001	MRP Processing	The central role of Material Requirements Planning (MRP) is to monitor stocks and, in particular, to automatically create procurement proposals for external procurement or stock transfers.
LOG-IM-PDD002	General Inventory Processing	Inventory Management is part of the Materials Management module and manages the stocks by quantity and value. Stocks are valued at Plant level with quantities managed down to Storage Location and batch/serial number level.
LOG-IM-PDD003	IM-Stock Taking, Cycle Counting	The SAP Physical Inventory component allows you to carry out a physical inventory of your inventory location stocks for balance sheet purposes.



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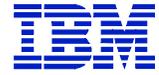


PDD ID	PDD Title	PDD Description
LOG-IM-PDD006	IM MRP Material Master	Material Requirements Planning (MRP) and Forecasting control data for each individual material are maintained separately at Plant and Storage Location MRP Area level. This allows for control of separate demand streams depending on the requirements of individual locations such as Central Warehouses and Districts at Plant level as well as Parishes and Troops at MRP Area level.
LOG-WM-PDD003	Warehouse Stock Taking, Cycle Counts	Warehouses will use this process for performing stock counts and adjustments to assure inventory accuracy.
LOG-WM-PDD005	WM Stock Movements	<p>Discusses the Inbound, Internal Warehouse, and Outbound movement processes as well as the planning and monitoring of Warehouse activities.</p> <p>The <u>Inbound Process</u> details how items are received into the warehouse against a Purchase Order, Stock Transfer, Stock Transport Order or P-Card Purchase. It also covers the documentation regarding the return of items from Internal Customers (uniforms, signals, etc).</p> <p>The <u>Internal Warehouse Movement Process</u> covers how to replenish the item in the bins from bulk area to pick area when the stock in the bin falls below the min level.</p> <p>The <u>Outbound Process</u> covers the documentation regarding the goods issue process out of the warehouse.</p>



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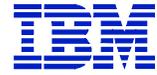


PDD ID	PDD Title	PDD Description
LOG-MD-PDD002	IMWM Customer Master	Customer Masters – logistics data only since no billing is involved – are needed to support deliveries for shipping processes related to stock transport orders, where inventory is moved from one location to replenish inventory at another remote location. Customer Masters will also support deliveries without sales order for all planned issues out of inventory for materials that are inventoried at the issuing location but not at the receiving location, whether picked up or shipped to a remote location.
LOG-MD-PDD005	Warehouse Master Data	The WM material master record contains all the information about the Materials which are stored and shipped from warehouses. The WM master data is a part of SAP Material Master Data. The creation of a single record per material eliminates redundancy and makes it possible to store material data for all relevant system components in a single database.



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2.6. Mobile Solutions (Mobile)

2.6.1. MO – Business Processes

Business Process	Description	Key Integration Points
Mobile Device Utilization	Includes the planning, rollout, and usage of mobile and/or hand-held devices for notifications and work order processing, measurement reading & inspection data entry, inventory/stock processing, management of technical objects, reporting/usage, dispatch, project management, GIS, safety communications, and other forms of general remote communications activities.	<ul style="list-style-type: none"> • Core SAP ECC Integration • Integration with AgileAssets Software for DOTD Road & Bridge. • Integration with SAP Mobile Asset Management Software for Facilities and Fleet. • Small type devices (Windows mobile, Blackberry, Palm, Tablet PC, Laptops, Vehicle mounted systems, etc.) • Workflow

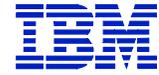
2.6.2. MO – Process Definition Documents

PDD ID	PDD Title	PDD Description
LOG-MO-PDD003	Mobile Solutions for Logistical Operations	The SAP Mobile Asset Management application (SAP MAM) will give DOTD Facilities and DOTD Fleet field service technicians instant mobile access to maintenance work orders and equipment information – enabling faster service and reducing equipment downtime.



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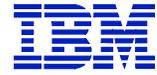


Mobile Solutions and GIS Functions				
Functional Area	Mobile Solution Use(s)	GIS Use(s)	Agencies	Comments
Property & Facilities Management	<ul style="list-style-type: none"> • Perform inspections of property and facilities • Enter service request • Enter work orders • Check work status • Plan, schedule, and track maintenance activities. • Send tasks to employees • Perform physical inventory of content within a building (bar code scanning). 	<ul style="list-style-type: none"> • No GIS use 	<ul style="list-style-type: none"> • DOTD 	
Fleet Management	<ul style="list-style-type: none"> • Perform physical inventory scanning RFID/Bar code tags • Perform vehicle inspections • Schedule, track and report on preventative maintenance services, fuel usage, work orders, equipment histories, recall campaigns, and warranty recapture 	<ul style="list-style-type: none"> • No GIS use 	<ul style="list-style-type: none"> • DOTD 	
Linear Asset Management	<ul style="list-style-type: none"> • Perform physical inventory scanning RFID/Bar code tags • Perform inspections on roads, bridges, towers, etc. • Create work orders • Send task to employees • Record accomplishment(s) • Note changes to assets 	<ul style="list-style-type: none"> • Location of all assets • Location(s) and limits of each work order. • Location and/or limits of each inspection • Location(s) and limits of actual work performed (i.e. accomplishment s) 	<ul style="list-style-type: none"> • DOTD 	For Road and Bridge only



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Mobile Solutions and GIS Functions				
Functional Area	Mobile Solution Use(s)	GIS Use(s)	Agencies	Comments
Inventory Management	<ul style="list-style-type: none">Physical inventoryMoving ItemsIssuing ItemsReceiving ItemsChecking OutChecking InScanning Bar Code Tags	<ul style="list-style-type: none">Location of larger assets such as portable buildings and drag lines.	<ul style="list-style-type: none">DOTDDPSWLF	Warehouse Management functionality will provide Mobile capabilities
Materials Management	<ul style="list-style-type: none">Physical inventoryMoving ItemsIssuing ItemsReceiving ItemsScanning Bar Code Tags	<ul style="list-style-type: none">No GIS use	<ul style="list-style-type: none">DOTDDPSWLF	Warehouse Management functionality will provide Mobile capabilities
Projects	<ul style="list-style-type: none">Project Inspections	<ul style="list-style-type: none">No GIS use	<ul style="list-style-type: none">No agencies specified use of Mobile Solution devices or GIS for Projects functionality	DOTD handles this via AASHTO Transport Suit



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3. Linear Assets (AgileAssets)

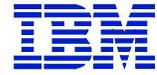
3.1.1. Linear – Business Processes

Business Process	Description	Key Integration Points
Linear Assets Master Data Maintenance	This set of processes involves the management and maintenance of underlying master data to support Linear Assets Maintenance and Management. These master data elements include: Organizational Structure; Project Creation and Management; Linear Referencing Master Data and Management; Asset Inventory Master Data; Resource (LEM) Master Data; Activity Master Data.	<ul style="list-style-type: none"> • SAP Finance (cost centers, account codes, activity codes, etc.) • SAP HCM, AA (labor master data, equipment master data) • SAP MM Master Data (material master data, material stock levels) • Procedural integration with peripheral applications and departments (GIS, road inventory) • Data conversion from legacy systems
Linear Asset Maintenance Planning Processes	These processes include such sub-processes as creation and maintenance of Defects, Condition, Performance Measures; Performance Guidelines; Quantity Standards; as well as such activities as Trade-off Analysis; Resource Needs Allocation; Detailed Annual Work Programs and Budgets; Resource Needs Analysis.	<ul style="list-style-type: none"> • SAP Finance (budgets)
Linear Asset Maintenance Scheduling Processes	Processes include such activities as Work Request Creation and Management; Work Order Creation and Management; Preventative Maintenance; Work Order Scheduling; Planned Work Locations.	
Linear Asset Maintenance Execution Processes	Processes include such activities as Labor, Equipment and Material Day Card Recording (Online/PDA); Accomplishment Recording (Online/PDA); Approval Process (Online); Work Location (Linear Reference/Asset) Recording (Online/PDA); Work Order Completion (Online); Work Request Completion or Transfer (Online).	<ul style="list-style-type: none"> • SAP Finance (account code validations) • SAP HCM (time reporting for labor) • SAP MM (goods/ materials movements, financial postings) • SAP PS (financial cost capture)



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Business Process	Description	Key Integration Points
Linear Asset Maintenance Reporting and Analysis Processes	Processes include such activities as Planned Work Reporting and Analysis; Scheduled Work Reporting and Analysis; Actual Work Reporting and Analysis; Planned and Scheduled vs. Actual Reporting and Analysis; Exception Reporting and Analysis; Maintenance History Reporting and Analysis.	

3.1.2. LINEAR - Process Definition Documents

PDD ID	PDD Title	PDD Description
LA-ORG-PDD001	Organizational Structure	Admin Units constitute the basic organizational structure in Agile. Admin Units will be mapped one-to-one with SAP Cost Centers in this implementation.
LA-MD-PDD002	Project Creation and Management	Addresses the creation and management of Projects in the Linear Assets module: how they will be used and how they will relate to SAP
LA-MD-PDD003	Linear Referencing System (LRS) and Asset Master Data	Deals with two main areas of Master Data: the set up and management of the Linear Referencing System (LRS) and the set up and management of Asset Master Data. The LRS provides the means to locate 'events' throughout the Agile system and is typically a Route/Measure type of system where events are located.
LA-MD-PDD005	Employee, Equipment and Materials Master Data	Deals with the set up and management of employee, equipment and materials master records for use in the Linear Assets module. Because in all cases the master records for these resources will be managed in SAP in this implementation, this data will come in from SAP through interfaces and will not be editable in Agile.



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PDD ID	PDD Title	PDD Description
LA-MD-PDD006	Activity Master Data	Agencies performing traditional transportation maintenance work often follow a methodology known as Activity Based Costing which requires costs to be assigned to one of a fixed list of predefined 'Activities'. This list is relatively static and it was decided to maintain this list explicitly in Agile without attempting to obtain or synchronize the data with external sources through interface.
LA-PL-PDD001	Defects, Conditions & Performance Measures	Defines the process for logging and management of condition survey data. This data is essentially condition survey data captured by performing a condition survey on the road network at regular intervals.
LA-PL-PDD002	Activity Guidelines	Discusses the creation and maintenance of Activity Guidelines for use in planning and estimating. These guidelines essentially allow the derivation of unit costs and estimates of resource requirements and time duration for any specified quantity of an activity.
LA-PL-PDD003	Quantity Standards, Trade off Analysis	Defines the process for creation of Plans in Agile. These Plans consist of planned work, resource requirements and cost per activity for the Fiscal Year.
LA-SC-PDD001	Work Request Creation & Management	Work Requests (WRs) are optional entities to which multiple Work Orders (WOs) can be attached and as such can be used for various objectives where it is desirable to group WOs. In addition, WRs can be passed from Admin Unit to Admin Unit so that WOs from multiple different Admin Units can be created under the same WR.
LA-SC-PDD002	Work Order Creation & Management	Work Orders (WOs) are the fundamental cost collector entities in the Linear Assets module (Agile). Agile WOs functionality will replace the current ZWORD application that has been custom built as part of the existing SAP HR implementation.



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Executive Business Summary



PDD ID	PDD Title	PDD Description
LA-OP-PDD001	Labor, Equipment and Material Day Card and Accomplishment Recording	Addresses the recording of costs, and accomplishments to Agile Work Orders (WOs). Broadly speaking, the LEM Day Card transactions will be passed to SAP for costing. No accomplishment Day Cards or assets or locations will be passed to SAP. Once the transactions have been 'costed', these 'costed' Day Cards will be made available in Agile for reporting. The details for Day Card approvals are dealt with here;
LA-OP-PDD002	Work Location Recording	Addresses the recording of work locations to Agile Work Orders (WOs). In the case of locations, there are actually two ways of recording the location in Agile: either directly (in which case the location refers to the work order itself, or by designating the asset(s) worked on which may have locations in their own right.
LA-OP-PDD003	Work Order and Work Request Completion	Describes the process by which Work Orders (WOs) and Work Requests (WRs) are marked as complete in Agile. Creation and update (include completion) for Agile WO's residing in SAP will still take place in Agile and these creations and updates (including Completion) will be passed to SAP via interface. Completion of Agile work orders will not take place in SAP.
LA-RP-PDD001	Reporting and Analysis	In the future it is intended that all reports of a high level financial nature will be generated out of SAP which is assumed to be the 'system of record' for all financial information; detailed reports (that may only be needed for audit purposes) will be available from Agile. These will contain costing data received from SAP through incoming interface (SAP – Agile Costed Day Card Transactions).