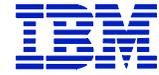




# LaGov ERP Project

## Business Blueprint



### 10. Budget Preparation

Team:	Finance - Budget Prep
PDD Name:	Operating Budget processes
PDD Number:	FIN-BP-PDD010-Operating Budget processes
Business Process Owner:	Barry Dusse
Functional Lead:	Paul Fernandez, Pete Lafleur
Functional Consultant:	Manoj Jacob John

#### **Executive Summary**

This document describes the business process design for Budget Prep (BP), which is an SAP tool for the budget formulation process, to be implemented at the State of Louisiana (LA) as part of the implementation/migration of the Operating budget prep activities from BRASS/Excel/Access based legacy data systems. Specifically, this document will address the overall business process decisions taken by the Subject Matter Experts during the Blueprint phase, 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.

The business process sequences of the AS-IS scenario are largely preserved in the TO-BE processes supported by the new Budget Prep tool, enabling the Agencies to commence budget preparation activities upon the mandated issuance of budgeting instructions by the OPB. A significant improvement is the automated start-up of budget prep activities, making available for all budgeting end-users in Agencies (and the OPB and all controlling agencies) the extracts of Previous Year Actual & Existing Operating Budget data from ECC modules. While current Excel Budget Request Forms (CB, BR and other forms) will be replaced by equivalent new budget layouts, the SAP account code structure, being adopted on the basis of accounting (actual) and applicable also for budgeting, will significantly impact budget layouts, of which individualized Grants budgeting would be a prime example. After budget submission by Agencies within the November deadline, OPB would initiate their multiple State, Inter-Agency, Federal & Others (SIFO) analyses, followed by approvals from the Commissioner and thereafter the Governor. Pursuant to Governor's approval, the publication of the Executive Budget would largely remain similar to the current processes, with requisite budget data supplied from standard or custom developed BI queries.

With the presentation of the Executive Budget to the Legislature, amendments approved by the various Chamber Committees will be tracked in the new Budget Prep module, similar to the AS-IS process. The Legislative staff will be provided secured online access to reports related to legislature approved data. After Legislative approval and the Governor's signature, the Operating budget data will be 'retracted' from the Budget Prep module to ECC Funds Management (FM) and Grants Management (GM) modules for budget execution and control.

Thereafter, all budget adjustments, including mid-year budget adjustments (BA7s and non-BA7s) would be performed in FM or GM directly, as real-time budget updates are required to enable hard stops in SAP when budget is exceeded. FM and GM budget adjustments include supplementing the existing budget, transferring budget between account assignments, etc. GM budget adjustments will programmatically flow into FM, where the 'entire budget' will reside in ECC. Whenever required, especially at the beginning



# LaGov ERP Project

## Business Blueprint



of the annual budget cycle, the Existing Operating Budget, which is the original budget retracted plus the periodic budget adjustments in ECC will be extracted to BI Budget Prep. For BI Reporting purposes, all actual and budget postings (including budget adjustments) will be extracted overnight on a daily basis.

Concurrent to the ERP implementation, the BRASS system used by the OPB would be replaced by the new Budget Prep tool, which is a warehouse-based solution in the Business Intelligence (BI) suite of applications of SAP, which also allows for an automated electronic 'retraction' of the budget prep data for budget control module in the ECC system. Data is also 'extracted' daily from ECC to BI system for reporting. Being a warehouse based solution, the BP module based budget formulation process is more flexible and several planning versions can be simultaneously stored separately for future reference, for example the Agencies' version, the multiple OPB versions, etc. Having consolidated budgeting and accounting data in ERP SAP systems, all Agencies and OPB would use the same common master data and tools for operating budget processes, thereby ensuring standardization and streamlining of the Operating budgeting process at the State of Louisiana.

Salient Operating Budget business process decisions taken by Subject Matter Experts during the Budgeting Blueprinting sessions include:

- a) Mid-year budget adjustments (BA7s) will be done in ECC (i.e. in GM module for Grant-related and in FM module for non-Grant related budgets), and not in Budget Prep module. The existing off-line paper approval processes do not undergo any change;
- b) Two extracts for Existing Operating Budget info will be enabled (specific dates will be determined by OPB analysts);
- c) Online Report access will be provided to the Legislative staff to access appropriate budget data (i.e. budget data related to the Legislative approval process) with appropriate Security roles tied to budget versions / data slices;
- d) Agencies to prepare budget at a level below the Program level (i.e. more detailed than the level of Program/Appropriation Units);
- e) Agencies require only one Budget Version, which is the version submitted to OPB on 01<sup>st</sup> Nov;
- f) Agencies to prepare Grants budgets with full details; i.e. as per master data in SAP Grants modules;
- g) Agency budget version is not expected to input Decision Items (DIs);
- h) Around 30-Sep each year (exact date to be determined by OPB), the Existing Operating Budget and the BR9B data may be extracted from FM module to Budget Prep for reference by Agencies for use during their budget prep phase;
- i) No further extracts are needed for BR9B data to re-calculate Salary dollars;
- j) The BR9B data from HR into Budget Prep layouts will be extracted as 'unchangeable data'; All adjusting entries are to be done in another Layout(s);
- k) The blueprint session decision was "No splitting of Salary costs was expected in ZF09 report". (Note: While this PDD was finalized, the final decision was that Budget would get suitable reports, in line with the structure adopted by ECC-Grants Mgt in Realization);
- l) Decision to include Unclassified schedule in BR9B report and indicate dates for Step/Merit (in addition to Merit increases);
- m) Maintenance of Vacancies in HR, currently maintained by the Agencies (with an "X" indicator) only up to 30-Sep, is required to be maintained throughout the year as per OPB policy.

The Process impact and Organizational impact of the above-referred decisions are tabulated in Section 4.0 Key Business Process Decisions.

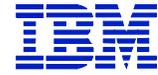
The diagram placed in the Section 3.0 TO-BE Process Flows depicts the overall sequence of the TO-BE Operating Budget Processes.

### ***Information on the SAP Budget Prep tool***



# LaGov ERP Project

## Business Blueprint



For details related to the Budget Preparation tool selection, between Business Intelligence – Integrated Planning (BI-IP) and Public Budget Formulation (PBF), please refer to a separate White paper Evaluation, which would compare the two toolsets against the State’s budgeting business process requirements, and a final decision will be made during early Realization.

### **To-Be Process description**

#### ***Overview of budgeting processes***

The State of Louisiana has a structured annual budget cycle to ensure that the Annual Operating Budget is balanced and funds the services required by taxpayers to the greatest extent possible. The Operating Budget managed by the Office of Planning & Budgeting (OPB) has three concurrent business processes, relating to (a) Closing activities of the previous year, (b) Handling of Existing Operating Budget (especially Mid-year Budget Adjustments), and (c) Preparation of the next year’s Executive Budget, for which the following four major phases are significant:

- Preparation Budget request submission by all Agencies, OPB review/analysis and approval;
- Approval Submission of the Executive Budget (and House Bill 1) to the Legislature, and follow-up by OPB during the enactment process by the Legislature, and subsequent establishment of the Annual Operating Budget;
- Execution Budget execution within fiscal controls and legal spending limits of the Annual Budget;
- Monitoring Financial and Program Performance Monitoring and Reporting.

The scope of the new ERP-based Budget process, including the budget execution process and Performance monitoring encompasses all of the above four stages. While the preparation and approval, collectively “Budget Preparation” activities, will be achieved using the Budget Prep tool in the Business Intelligence (BI) system together with the Performance Monitoring processes, the execution and control processes, referred to as “Budget Execution”, will be achieved in Funds Management (FM) and Grants Management (GM) modules within SAP Enterprise Central Components (ECC) system.

To achieve these objectives and bring about related process changes, the Budget Prep Project Team conducted business process design sessions and meetings from August through December of 2008. Invitees to these workshops included budget personnel from the Office of Planning & Budgeting (OPB), Budget analysts of several major/significant State Agencies, and other business process teams. For each budget process, workshop participants identified the current AS-IS business processes, defined process improvements, and then crafted TO-BE processes based on accepted best practices. Essential related topics such as Policy impacts, Training and Organizational Readiness were concurrently discussed, as well as FRICE-W development objects (F=Forms, R=Reports, I=Interfaces, C=Conversion, E=Enhancements and W=Workflow). The workshop proceedings have been fully documented and serve as the basis for preparation of this Budget TO-BE Future Business Process Definition document.

Following are the distinct phases in the TO-BE scenario for the Annual Operating Budget preparation processes:

- a. Budget Cycle Start-up processes
- b. Agency Budget Preparation and Submission processes
- c. Budget review and approval processes of OPB
- d. Publishing of the Executive Budget
- e. Legislature Amendment Tracking & Approval processes
- f. Budget retraction processes for Execution Control
- g. Reporting and Monitoring

#### **A. Budget Cycle Start-up processes**

The Budget Cycle Start-up processes represent activities by OPB Super-Users, together with supporting activities of the Office of Information Services (OIS), to commence the Annual Operating Budget process.



# LaGov ERP Project

## Business Blueprint



In the TO-BE scenario, many of these activities will be completed or supported by automation, eliminating manual processes currently performed (for e.g. Agency compilation of Previous Year Actual data and Existing Operating Budget data, including the data reconciliation by OPB upon Agency submission). The Budget Start-up activities would typically include:

- The issuance of Annual Budget Program Policies and Guidelines (some non-SAP processes), giving instructions applicable for the said budget year, from OPB to all Departments/Agencies. Typically, OPB issues budget instructions by the 3<sup>rd</sup> week of September each year. The ability to change this timeline is constrained by the Louisiana Budget Statutes, which requires the Governor/ OPB to issue budget instructions to all Agencies no later than 20<sup>th</sup> September annually
- Preparation of Previous Year Actual & Existing Operating Budget (EOB) and other related data, readying data for the next year's budget preparation process on the system, based on pre-agreed cut-off/deadline dates issued by OPB. As the above referenced SAP data will be electronically loaded, this will eliminate manual processing and provide the analysts of the Agencies/ Department and the OPB with more consistent and reliable information for the budget build process. These sub-processes encompass the preparation activities for Budget Cycle readiness including necessary BI extracts, execution of data marts from BI to the Planning module, data imports and planning data setups (e.g. minor changes to Budget Layouts, etc) that are required to begin the next budget year.

Based on details in the Realization phase, a full list of all start-up activities will be developed.

### ***B. Agency Budget Request preparation and submission processes***

The Agency Budget Request, which has a submission deadline to the OPB (no later than 15<sup>th</sup> November or a date determined by the Commissioner each year), commences with the receipt of Annual Budget Program Policies and Guidelines, although some complex Agencies may commence their activities by late summer. All Agencies are expected to use SAP BI web-based Budget Forms (developed in SAP, based on details in the current CB, BR and other forms, see Appendix B) and submit the budget data for the Continuation Budget as well as the Executive Budget by the deadline.

Following the Department/Agency's internal budgeting activity timeline, the Agency budget staff (which may consist of Junior and Senior Budget Analysts in the Agency and/or the field/program/policy offices) will begin to formulate detailed budget estimates by the SAP equivalent of legacy budgeted Program or Appropriation Unit in terms of Fund Centers, Grants, etc, using a variety of sources including actual accounting data, strategic/operational plans, major procurement plans, and other internal agency policy documents which drive the budget estimates. If the budget estimates are collated using SAP Budget Layouts, the Budget data Reports would provide data for review by the Agency senior management. Based on the Department's/Agency's management decisions, the Agency will enter/update the budget prep module, within the Agency Budget version, and electronically submit (save) the Agency budget version to the OPB within the November deadline. Tracking submission by Agencies, and electronic notifications, are part of the development plan. The electronic submission using the Agency Budget version will replace the current (labor intensive) process of submitting paper documents and the use of multiple excel files.

These business process changes will enhance the current process by offering greater data comparison through use of ECC account structures and a single source of previous/current budget data. This ready-access to data for the needs of all budget analysts (OPB and Departments/Agencies) will decrease time required for cumbersome efforts and eliminate the current manual efforts such as, re-keying/re-populating Actual, and re-formatting budget data in different budget forms and reports for Agency submission to OPB

Full representation of budget data to be included in the SAP BI Budget Layouts, including the structure of the Means of Financing, master data details (e.g. Grantee and Grantor grants), etc will be detailed during the Realization phase based on final decisions taken by the ECC module Teams, as it is this master data that will be utilized in the Budget Prep module to prepare budget data.



# LaGov ERP Project

## Business Blueprint



### List of major data inputs for Agency Budget preparation

- Annual Budget Program Policies and Guidelines, strategic /operational plans and other Agency planning information (non-SAP data)
- Employee/Salary actual SAP data extracts from HR system (HR-ISIS or ECC-HR data)
- Performance Measures & Results from prior years (Custom solution data or BI based data)
- Maintenance of ECC master data, as necessary (Funds, Grants, Fund Center, Func. Areas, etc), with related maintenance of derivation rules, followed by BI data extracts for budget preparation

### List of major data outputs of the Agency Budget preparation

- For OPB: Electronic budget data submission using BI Budget layouts (similar to CB & BR forms)
  - (note-1: the TO-BE process would be a paperless exchange of data between Agencies & OPB)
  - (note-2: the distribution of Agency budgets to the Legislature will be discussed with the Legislature during Realization phase)
- Optional for Agency/OPB: Print-out of Agency Budget Summary report only

*Note: Budget Reports, as needed for Agency/Department use, will be developed in SAP BI, based on legacy AS-IS Report contents and Reports for SAP-specific data (e.g. Grants budget reports). The full list of Reports to be developed is available in the FRICE-W list handled by BI Reporting Team.*

### C. Budget review and approval processes of OPB

Review and analysis at the OPB commences after the November submission of the Agency Budget Requests. The review includes all activities leading up to the finalization of the Continuation Budget and the Executive Budget, including publishing of the Executive Budget. Using the new Budget Prep module, the OPB budget analyst will be able to, in general, review the Agency Budget Request Layouts at the Program/Appropriation Unit level and Budget Request Summaries at the Agency/Department level, based on definitions for each Agency with an agreed upon level of supporting detail for additional analysis (note: extent of Grants details, etc., to be elaborated during Realization). Further, the OPB analyst will be able to examine and run detailed BI or ECC reports for any related SAP budget data as needed to enable the review and analysis of one or more Agencies and/or a Department.

Multiple Versions will be facilitated to enable the review process of OPB, currently referred to as the SIFO processes, corresponding to the several significant stages of the approval process, which include:

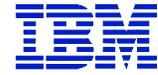
Description of significant Stages	SAP BI Version description
OPB's Preliminary Recommendations	Barebones Budget
Preliminary Executive Budget to Agencies	Preliminary Recommendation for Agency appeal
Agencies complete Appeals (as applicable)	Agency Appeal Version (t.b.d.)
Commissioner's Review (i.e. SIFO IIc Prelim Budget)	Commissioner's Decisions
Governor's Review (i.e. Executive Budget to Legislature)	Governor's Decisions

During the review process, the OPB Budget Analysts could recommend funding for each Agency, such items as total personnel services based on established Table of Organization (TO), total operating costs, total other charges and total acquisition & major repairs. The means of financing these expenditure requests (to be detailed during the Realization phase) will break down the anticipated Revenue in terms of State Funds, Federal Funds (i.e. Grants), Inter-Agency Transfers, Fees & Self-Generated, Statutory Dedications, etc in a manner suitable to facilitate funding recommendations and direct identification of these revenue sources in the new SAP ECC-based account code structure. The multiple review of OPB recommendations, supported by the currently used Decision Item codes, are also jointly reviewed by the OPB management, Commissioner's office and the office of the Governor. These review processes will be supported by multiple Budget Versions, establishing the evolution of the Governor's Executive Budget each year. Summarized and detailed reports (covering standard and custom developed reports) of the



# LaGov ERP Project

## Business Blueprint



annual Budget data, including the multiple versions, will be available for special analysis, recalculations and what if budget analysis performed by the OPB.

Full representation of budget data to be included in the SAP BI Budget Layouts, including the structure of the Means of Financing, master data details (e.g. Grantee and Grantor grants), etc will be detailed during the Realization phase based on final decisions taken by the ECC module Teams, as it is these module-level data that will be utilized in the Budget Prep module to prepare budget data.

The OPB also consults with and uses appropriate data for their internal analyses from the State Economist and the Revenue Estimating Conference; however, there is currently no requirement to interface any such external data to process the annual budget data in the Budget Prep module.

The Budget Request process, involving the Office for Information Technology (OIT) for expenses relating to information technology components (IT-10 process), which is currently routed for approval from the Agencies through to the office of the Chief Information Officer (CIO), together with review by Division of Administration (DOA) and eventual recommendation to the OPB, is proposed to be reviewed during the Realization phase.

When expense estimates are finalized and balanced against estimated revenues, and recommendations are approved by the Commissioner's office and the Governor's office, then activities for final production of the Governor's Executive Budget are initiated for presentation to the Legislature. The end of this process is considered to be the Governor's approved Executive Budget.

### List of major data inputs for OPB Budget processes

- Agency Budget Requests, submitted on-line using BI Budget layouts (similar to CB & BR forms) (note: the TO-BE process would be a paperless exchange of data between all Agencies & OPB)
- Summarized and detailed Budget reports (covering standard and custom developed reports)

### List of major data outputs of the OPB Budget processes

- Data for Governor's approved Executive Budget document
- Optional: Summarized & detailed Budget Reports with Department/Agency-wise Summary

*Note: Other Budget Reports, as needed for OPB, Commissioner's office and the Governor's office use, will be developed in SAP BI, based on legacy AS-IS Report contents and Reports for SAP-specific data (e.g. Grants budget reports). The full list of Reports to be developed is available in the FRICE-W list handled by BI Reporting Team.*

### **D. Publishing of the Executive Budget**

Immediately prior to the Legislative process, the OPB publishes the Governor's Executive Budget, which is a document compilation of the entire Budget for the State of Louisiana. Together with the Summary and detailed Budget data from the SAP BI Budget prep system, a wide variety of information is compiled and reviewed for accuracy and completeness for the purpose of providing the Governor with the publication data for delivery to the General Legislative Assembly as required by the statutes of the State of Louisiana.

The formal start of the budget publication process occurs when the Governor's Executive Budget and supporting documents are finalized and the process ends when the Budget is actually printed, distributed and published on the web. The publication process includes (a) the compiling and developing information, (b) multiple reviews and revisions of the presentation data and (c) publication of the Governor's Executive Budget and Supporting Documents.

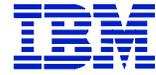
With the decision to continue use of Pattern Stream publishing tool due to its easy adaptability to current and expected future Budget Prep modules, the various types of data collated for Budget publishing, and the sources for these data are:

- 1) Reference data from SAP BI Budget Prep system
  - Data from BI Queries (similar to BRASS Queries)



# LaGov ERP Project

## Business Blueprint



- Data output from BI Queries to Excel file (similar to external Excel file)
  - Data from other sources, e.g. ODS tables
- 2) External Non-SAP Excel file data (similar to Economic Outlook)
- Data of Excel file (Location of file to be specified)
- 3) External Graphs and other PDF documents
- Data of Graph file (File location to be specified)
- 4) Reference data from SAP BI Budget Prep system for all Departments:
- Develop Department Template with BI Queries (similar to BRASS)

The above documents are mapped into the Pattern Stream tool, using PSets (note: new PSet definitions will need to be developed for SAP BI-based query data by Finite Matters Ltd in coordination with and contracted by OPB), followed by creation of Frame-maker files. Then, a Frame-maker book, which contains all the Frame-maker files, is organized together with page numbers. Finally, a PDF file is generated from the Frame-maker Book. Thus, Pattern stream is able to consider inputs to the Budget Book from various file types, such as Excel, Word and BI Query formats, which together will be collated to form the Budget book, as is being performed currently.

The overall process for publishing, including the technical tool and involvement of the Graphics/Printing Department, is not expected to change. Similarly, there is no change to MS-Word creation of House Bill 1.

#### List of major data inputs for publishing processes

- Data for Governor's Executive Budget and all Supporting Documents

#### List of major data outputs of the OPB Budget processes

- Published document from Pattern Stream – Governor's Executive Budget Document (including document placement on the Web) and draft budget bill, in line with AS-IS process.

### ***E. Legislative Amendment Tracking & Approval process***

The Legislative review and approval is the process for the Legislature review of the Agencies Budget Request, as moderated and presented within the Governor's Executive Budget. The Legislature reviews the budget, approves amendments as considered thereby leading to a final enacted budget for the State. All the Legislative amendments will be tracked in the Budget Prep module, similar to the existing process using BSLT codes (Body Supplement Legislative Tracking codes).

The formal start of the Legislative Review process is in the spring, on a date determined by statutes, after the completion and submission of the Governor's Executive Budget. The Legislature receives the Governor's published Executive Budget, Supporting documents and the original appropriation Bill (HB1), although the format of the HB1 document is converted to Word-Perfect by the Legislative staff. The process finishes when the Legislature finalizes and submits the Appropriation Bill to the Governor for signature. While there is no impact expected to the proceedings of the Legislature, the data and report presentations will use the new ERP-SAP based data instead of the legacy system based data structure.

The Legislative Review and Approval process occurs between March and June each year. Certain Amendments to be considered by each Legislative Committee are prepared by the OPB, although these "Consider versions" of budget data are not proposed to be furnished to the Legislature. It is expected that each Committee will continue to formulate separate budget recommendations. The budget changes of the House and the Senate are also negotiated with the Governor, the Commissioner and their staff when necessary. Data related to each Legislative budget change will be maintained separately in the new Budget Prep system, and more than one version may be used in order to isolate changes for tracking. While the Legislature is not expected to be a user of the new Budget Prep system at this time, access to reports related to each Legislative Committee approved budget data is proposed to be provided for the Legislature staff. It is preferred that the Legislative staff run the necessary SAP BI reports which might aid



# LaGov ERP Project

## Business Blueprint



them in their analysis and eliminate the passing of paper-based data with the OPB. Necessary training to execute reports will be necessary for identified Legislature staff.

Upon conclusion of the Legislative process, the House and Senate would have approved a consensus Budget House Bill 1 for signature by the Governor, thereby enacting the State Operating Budget and the Spending Authority for the fiscal year.

### List of major data inputs for the Legislative process

- Governor's Executive Budget, all Supporting documents and the Appropriation Bill HB1 (note: Conversion of data files to Word Perfect format is expected to be done by the Legislative staff, and not the OPB)

### List of major data outputs of the Legislative process

- For OPB: BI budget reports of OPB's "consider version" (note: No access for Legislature)
- For Legislature: BI budget reports (Web) of 'approved' Legislative amendments tracked in Budget Prep, proposed to be accessed online

### ***F. Budget Retraction process for Execution Control***

The budget execution phase begins on July 1<sup>st</sup>, though the Appropriations Act is rarely approved before July 1<sup>st</sup>. Ideally, the Operating Budget detailed data should be posted from the Budget Prep module to ECC Funds Management (FM) module and the Grantee Management (GM) module, without which end-users of the State will not be able to process financial transactions in the various SAP modules such as procurement, accounting, etc. Taking into account the possibility that the Legislative approval of House Bill 1 would possibly not occur every year on 01<sup>st</sup> of July, options to deal with such a situation will be finalized in the Realization phase.

The electronic transfer/posting of the approved budget data, from the Budget Prep module to ECC-FM is achieved through the 'Retraction' process, by which the requisite data is transferred. For non-Grant related Budget data (i.e. Grant value = Not Relevant), the retraction process would populate the Budget Prep data directly into Version "0" in the FM module, including the budget data related to Grantor Grants. For further details of FM process, refer to FM PDD FIN-FM-PDD020 FM Budget Preparation Integration and Amendments.

For Grantee Grant related Budget data (i.e. Grant value ≠ Not Relevant), which typically includes budgets related to cost sharing funds in addition to external, federal and private grant funds, the Budget Prep module will make available the budget data, prepared on State's internal dimensions, within a suitable Query for data extraction or flat file. This data extraction or flat file will be executed by an SAP GM enhancement through the GM Budgeting workbench, in order to load the budget into version "0" in GM, convert the same to external dimensions (captured also as a GM enhancement) and update the FM module version "0" as well. Thereafter, FM module will contain the consolidated overall State Budget. For further details of GM process, refer to GM PDD FIN-FM-PDD030 GM Budget & Budget Control.

For details of business processes and related SAP system set-up on the ECC side that deals with Budget Execution and Control of the approved Operating Budget, especially Mid-year Budget Adjustments (i.e. BA7s and non-BA7 processes), refer to FM PDD FIN-FM-PDD020 FM Budget Preparation Integration and Amendments.

### ***G. Reporting and Monitoring***

The reporting and monitoring related to budget execution process begins on July 1<sup>st</sup>. After the budget is retracted from the budget prep module to ECC, the end-users will be able to post financial transactions consuming budget, in all SAP modules such as procurement, accounting, payroll, and human resources. Validation of budget availability will be controlled in FM & GM, based on business process decisions from Blueprint. Due to the internal integration within SAP, the results of the purchasing, accounting, controlling and human resource module activities are posted simultaneously in FM & GM on a budgetary basis of accounting. Periodically, the Actual along with the updated budget (with BA7 postings) are transferred to



# LaGov ERP Project

## Business Blueprint



the Budget Prep module, especially in relation to the preparation for the ensuing year's budget preparation cycle and activities.

While the equivalent process for the existing Agency monitoring and update of performance measure data is to be decided during the Realization phase, based on the tool to be selection, it is expected that the business processes would be integrated and streamlined to achieve effective monitoring by OPB and reporting by Agencies providing greater visibility to the expended budget amounts with the performance indicators, including reporting.

At the end of each fiscal year, the detailed and summary BI and ECC budget and actual data reports are expected to serve as effective management tools for the Office of State-wide Reporting and Accounting Policy (OSRAP) and Office of Planning & Budgeting for their fiscal year-end information requirements. The Budget Execution process ends with the fiscal year on June 30 and subsequent closing operations in the system, which does not have any direct impact for activities in the Budget Prep module.

The TO-BE process flow will improve the integration among budget, accounting, purchasing and other processes with the State and its Agencies; provide a centralized database of budgetary information, with integration to actual data that originates in accounting and human resources; provide new, state of the art technology that will empower budget analysts to make more informed decisions, with less manual effort required to obtain the necessary supporting data; and streamline the many manual processes that currently take place in budget formulation and execution. In short, the TO-BE Design will help the State of Louisiana to transform its budget processes and achieve significant process gains when compared to the existing stand-alone systems.

### **Information on the SAP Budget Prep tool**

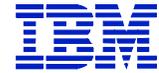
For details related to the Budget Preparation tool selection, between Business Intelligence – Integrated Planning (BI-IP) and Public Budget Formulation (PBF), please refer to a separate White paper Evaluation, which would compare the two toolsets against the State's budgeting business process requirements, and a final decision will be made during early Realization.

#	Process Terminology	Description
1	SAP Business Intelligence (BI)	SAP Business Intelligence (BI) enables Online Analytical Processing (OLAP), which processes information from large amounts of operative and historical data. OLAP technology enables multi-dimensional analyses from various business perspectives.
2	IP – Integrated Planning	Integrated Planning module is an SAP warehouse based solution where budgeting and planning is enabled. IP allows for users to enter and change budget/planning data.
3	Extractor	Program that transfers data from ECC source system to SAP Business Intelligence
4	Retractor	Program that returns data from SAP BI back to the ECC system. Actual data that has been extracted from the Operational system is used as reference data for generating new planning data in an application based on BI. A retractor can be used to transfer this planning data back to ECC as Budget at the beginning of the fiscal year.
5	Info cube	An Info cube describes a self-contained dataset consisting of relational tables that are created to facilitate planning and reporting in BI
6	Key Figure	Key figures are specific objects in an info cube that represent values or quantities. Key figures are contained in and updated with transactional data or interactive planning activities and some examples are actual dollars, budgeted dollars, or Full Time Equiv.
7	Characteristics	Characteristics provide classification possibilities for the dataset. Examples of Characteristics include Fund, Cost Center, Functional Area, etc. The master data includes the permitted values for a characteristic, also called characteristic values. Characteristic values are discrete names.
8	Business Explorer (BEx)	The analysis of dataset in BI is done by defining queries for Info providers using the Excel based BEx Query Designer. By selecting and combining Info objects (characteristics and key figures) or reusable structures in a query, the navigation and evaluation of data is



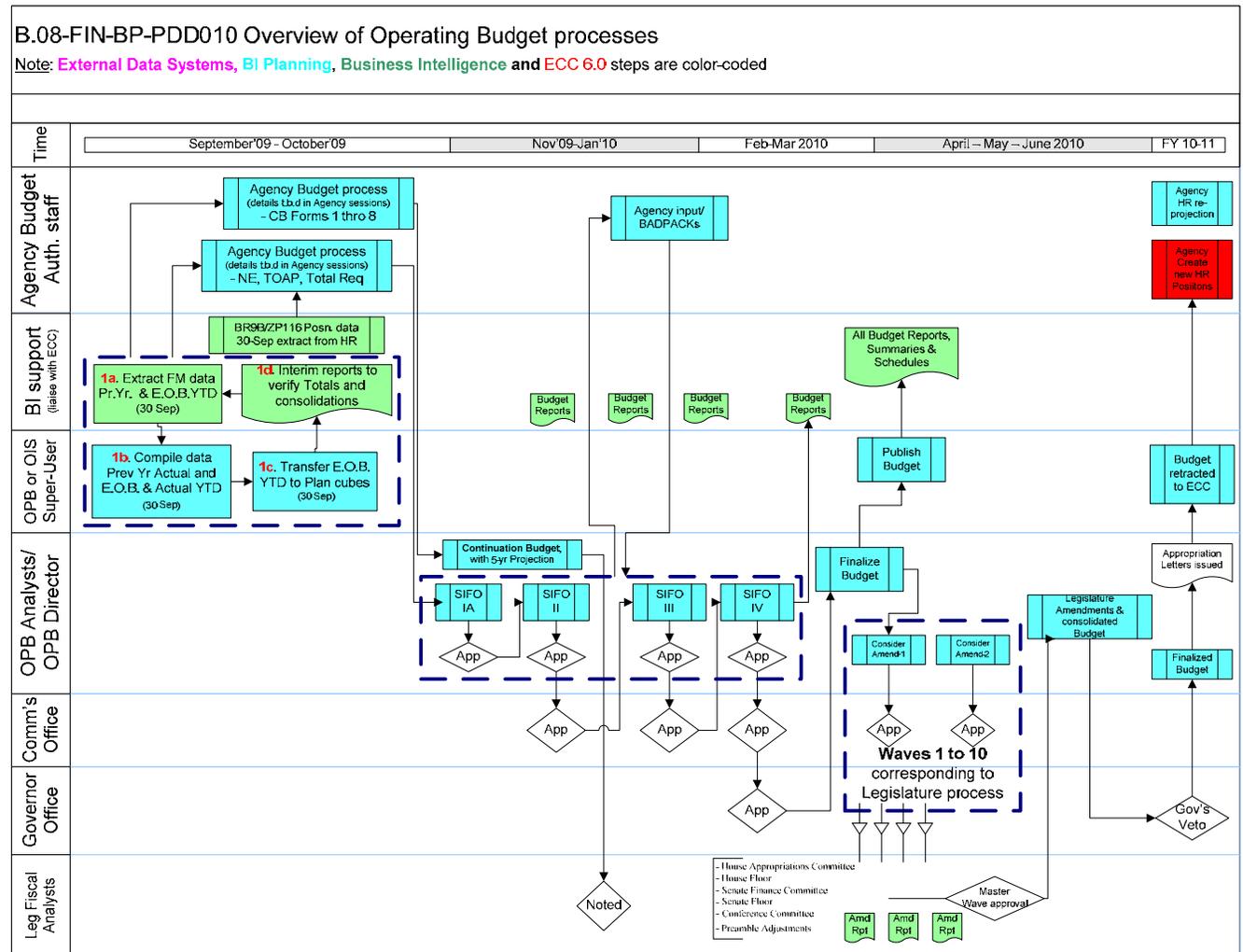
# LaGov ERP Project

## Business Blueprint



#	Process Terminology	Description
		facilitated in the selected Info provider.
9	Data Slices	Data slices are used to explicitly lock certain subsets of the dataset of a planning area for updates. Each data slice specifies a selection condition for characteristic values.
10	Public Budget Formulation (PBF)	This is SAP's new public sector budget formulation module that is currently being developed, which is under consideration by State of Louisiana for implementation.

### To-Be Process Flows



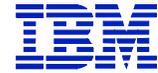
### Key Business Process Decisions

#	Decision	Process Impact	Organizational Impact
1	Mid-year budget adjustments (BA7s) will be done in ECC (i.e. GM for Grant-related and FM	In the AS-IS process, midyear budget adjustments are entered in BRASS and AFS separately, and	Budget analysts from all Agencies/Departments will need FM & GM training to post mid-year BA7 budget



# LaGov ERP Project

## Business Blueprint

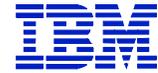


#	Decision	Process Impact	Organizational Impact
	for non-Grant related), and not in Budget Prep module. Current off-line paper approval process does not undergo any change.	often need reconciliation. In the TO-BE process, FM and GM processes will be used for mid-year BA7 budget adjustments	adjustments
2	Two EOB info extracts will be enabled (specific dates will be determined by OPB analysts)	In the AS-IS process, EOB data is manually collated by each Agency and reconciled against OPB's data. In TO-BE process, data extracts will be electronic	Electronic data extracts would relieve manual efforts of the Agencies and avoid the need for the reconciliation of data with OPB
3	Online access to appropriate budget data for Legislative staff will be by Security roles based on budget Version/Data slices	Currently, OPB furnishes Reports to the Legislative staff	Online access would reduce the paper-based Report distributions to the Legislature
4	Agencies prepare budget at a level below the Program level (more detailed than the level of Program / Appropriation Units)	Budget Layouts to facilitate data entry at Cost Center levels, which are below the Program/Appr. Unit level	Ability for Agencies to prepare budgets more detailed than the Program/ Appr. Unit level, which is the submission requirement to OPB
5	Reporting and Planning have the same BI-based security during budget build process	No need to segregate security access setup for Reporting & Planning	Planning Layouts and Reports during budget build are accessed by the same set of Users
6	Only one Budget version is needed by all Agencies, which is the version as submitted to OPB on 01-Nov	Agencies' budget data submission is stored in only one Planning version	Budget data submitted by Agencies on 01-Nov will be stored in a separate Planning version each year
7	Agencies don't need "consider" Legislative version similar to OPB; instead, Agencies will access the 'final Legislature approved' versions as Reports	Agencies do not prepare a 'consider list' similar to OPB; hence, there is no need for such a version	Agencies will have access to the Legislature approved version based Budget Reports, which tracks Amendments through the House and Senate chamber approval process
8	Agencies to prepare Grants budgets with full details; i.e. as per master data in SAP Grants modules	Budget Layouts for Agencies to facilitate budget data entry with full details of Grants (as per master data in SAP GM module)	Agencies would be able to prepare and enter detailed information for Grants related Budgets
9	Agencies' budget version is not expected to input Decision item	Budget Layouts for Agencies' data entry does not need Decision Items	Decision Items are not tracked and entered by Agencies in their Budget submission
10	Around 30-Sep each year (tbd by OPB), the E.O.B. & BR9B may be extracted from FM to Budget Prep for reference by Agencies for their budget prep	Agencies do not need to collect and summarize E.O.B. (and BR9B data). Instead, this data will be centrally made available to all Agencies	When compared to the AS-IS process, there will be significant saving of time and efforts for Agencies, as they do not have to compile and reconcile this data anymore
11	No further extracts are needed for BR9B to recalculate Salary dollars	As compared to the AS-IS process (where a second data extract was done around 01-Dec during OPB's budget process), there would be no further recalculation of Salary dollars	As the final Budget may further amend/reduce Salary related budget, no recalculation of BR9B based Salary budget would save time during the budgeting process for OPB and Agency analysts
12	BR9B data from HR into Budget Prep layouts to be extracted as 'unchangeable data'. Adjusting to be done in another Layout	Since BR9B data is unchangeable, there will not be any tampering/ changes to Position/Employee data	As compared to the AS-IS process, there will be no changes to the Position (title, etc) and existing Employee data. Adjustments, if any, would be clearly indicated in a separate Layout
13	The blueprint session decision was "No splitting of Salary	In line with the new ECC structure, the reports for Salary would be	If the Salary costs are not split, manual effort will be necessary to calculate/prorate the



# LaGov ERP Project

## Business Blueprint



#	Decision	Process Impact	Organizational Impact
	costs was expected in ZF09 report". (Note: While this PDD was finalized, the final decision was that Budget would get suitable reports, in line with the structure adopted by ECC-Grants Mgt in Realization)	changed by HCM (formerly ISIS-HR project). If the splitting of Salary costs are not done in SAP HR reports, Agencies will need to prorate the costs to the various cost objects (e.g. Grants)	budgeted salaries by the appropriate means of financing
14	Decision to include Unclassified schedule in BR9B report and indicate dates for Step/Merit (in addition to Merit increases)	BR9B report would newly include Unclassified schedule with dates for Step/Merit increases <u>Action Item-1:</u> Agencies to use the existing (?) HR functionality/report <u>Action Item-2:</u> In the TO-BE process, Agencies to provide information re: Term Pay and Overtime	Unclassified would be budgeted similar to Classified positions
15	Maintenance of Vacancies in HR, currently maintained by the Agencies (with an "X" indicator) only up to 30-Sep, is required to be maintained throughout the year as per OPB policy	<u>Action Item-1:</u> For desired process impact, it is necessary for Agencies to clean-out 'Ghost positions' (i.e. non-funded TO positions, e.g. 3670) <u>Action Item-2:</u> In the TO-BE process, Agencies to continue maintenance of Vacancies beyond date of 30-Sep	Vacancy positions will be maintained continually by the Agencies in ISIS-HR

### Statute, Regulation, Policy, and Procedural Impacts

#	Statue, Regulation, Policy or Procedure	Revision Identified	Business Owner
1	Due to the fact that the LaGov system will not allow any actual posting unless the Operating budget is loaded on 1 <sup>st</sup> of July each year without any delay in issue of Appropriation letters, specific SAP-ECC business processes must be determined to handle possible delays after SAP ECC budget processes are initiated from the year 2011-12 onwards	There is a need to formulate a policy based on considerations of loading a percentage budget or other alternatives such as shifting the timeline of budget retraction, and present the same in the ensuing Budget Bill for the year 2009-10 or 2010-11. Options will be detailed during Realization	Barry Dusse
2	In the TO-BE scenario, as Grants have to be individually budgeted while preparing Operating Budget, all Agencies will need to create/maintain/monitor Grants budget & other Grant-specific business process. Specific Grants Administrator roles are typically recommended for this purpose	Each Agency/Department may need to create new Grants Administrator roles, besides a Central Grants Administrator	Barry Dusse
3	Based on Blueprint session participants' recommendation, as related to BI-IP/GM, following is submitted for Management approval regarding <u>Existing Grants</u> : o The Blueprint session Participants recommended for Management approval that any Budget adjustments related to <u>existing Grants</u> should not have to be approved outside their Agency's office (Department's office?), as long as It does not exceed the Managing Agency's existing approved Budget Authority and Appropriation Unit (Means of Financing), covering: (a) Adjustments between two or more Grants (b) Adjustments across Object Categories (equiv in SAP)	Recommended for Management approval for Budget adjustments related to <u>existing Grants</u>	Barry Dusse



# LaGov ERP Project Business Blueprint



#	Statute, Regulation, Policy or Procedure	Revision Identified	Business Owner
4	<p>Based on Blueprint session participants' recommendation, as related to BI-IP/GM, following is submitted for Management approval regarding <u>New Grants</u>:</p> <ul style="list-style-type: none"> <li>o The Blueprint session Participants recommended to change the current/ existing law/guideline to allow agencies to add <u>new Grants</u> and accept <u>new Grants</u> (in Grantee Mgt module), without requiring OPB/Legislative approval (BA-7), as long as the Agency does not exceed it's existing and approved Budget Authority and Appropriation Unit (Means of Finance).</li> <li>o The above is for Grants that do not require the State to later sustain that Program, i.e. no future obligation/future fiscal impact to the State after Grant comes to an end. This will be ensured by the Secretary of Department/ Agency or his/her Designee.</li> </ul>	Recommended for Management approval for Budget adjustments related to <u>New Grants</u>	Barry Dusse

**Note:** This is a preliminary list and each Department or Agency will need to review its own internal policies, procedures, desk-references, etc. to bring them in line with the changes created by the implementation of SAP.

## Identified Development Objects (FRICE-W)

### Forms

No specific Form developments have been identified for this PDD. However, 2 specific text requirements have been placed below the table for development.

F – Forms		Master List of Current and Future State Forms: <Supported Process>					
No.	Form Name	Purpose	As-Is	To-Be	Justification	Contact Person	Comments
1.	See above						

1. Long Text capture for the Operating Budget, as (a) BSLT and (b) Decision Items (DIs)
  - Including spell check for Long text
  - Long Text capture at Program submission level
2. Text justification in Agency Budget submission: The requirement is for Agency to be able to enter text justifications to support their budget request, during submission of the Agency version of the budget to OPB (as of 01-Nov each year).
  - Include Spell check functionality
  - Text capture at Program submission level

### Reports

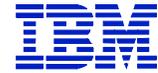
All Reporting requirements are being collated by the BI Team, but critical Report developments which were mentioned in the context of business processes in this PDD, are highlighted below:

R – Reports		Master List of Current and Future State Reports: <Supported Process>					
No.	Report Name	Purpose	As-Is	To-Be	Justification	Contact Person	Comments
1.	For Agencies' Activity-based data	Activity	X	X	Governor's	Barry	Sample Legacy



# LaGov ERP Project

## Business Blueprint



R – Reports		Master List of Current and Future State Reports: <Supported Process>					
No.	Report Name	Purpose	As-Is	To-Be	Justification	Contact Person	Comments
	submission recently (10-Nov-2008), Performance Reports at the Activity-level may need to be developed in SAP as well. (Note: This is to be based on final decisions/ design for Activity-based Budget and related Performance data during Realization)	Reporting			new / recent budgeting mandate	Dusse	Activity-based Report to be obtained
2.	Reporting for NGOs (Non Governmental Organizations), SLP (Special Legislative Projects) - Non-OPB amendment reporting	Special Reporting	X	X	Special Reporting	Barry Dusse	Sample Legacy Reports to be obtained
3.	Several interim Budget Prep reports to be developed using SAP-BI data, which may have no equivalent legacy reports	Budget build reports		X	For Budget build	Paul Fernandez	There may be no equivalent Legacy report

### Interfaces

Note: The following possible Interfaces were mentioned during Budget Prep sessions, but these are not expected to be interfaced to Budget Prep

I – Interfaces		Master List of Current and Future State Interfaces: <Supported Process>					
No.	Interface Name	Purpose	As-Is	To-Be	Justification	Contact Person	Comments
1.	eGMS	Expenditure feed to AFS	X		To check whether to continue expenditure feed to SAP?	DOE	Note: Included in GM PDD FIN-GM-PDD040_ Grant Accounting
2.	TIPS	Expenditure breakdown (not in AFS?)	X		To check whether this expenditure is needed in SAP?	DSS	Further investigation needed in Realization
3.	TYLER-MUNIS	Not operational yet? for Recovery School District	X		Check need for interface to SAP	DOE	Further investigation needed in Realization
4.	GCAP	Expenditure to AFS	X		Check need for interface to SAP	OFS	Further investigation needed in Realization

### Conversions

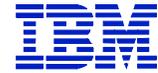
For Operating Budget data conversion, refer separate PDD for conversion

C - Conversions		Master List of Future State Data Conversions: <Supported Process>					
No.	Type of Data	Use	Source	Destination	Justification	Approach	Comments
1.	See above						



# LaGov ERP Project

## Business Blueprint



### Enhancements

E – Enhancements		Master List of Future State Enhancements: <Supported Process>			
No.	Type of Enhancement	Details	Target of Enhancement (Gap)	Justification	Comments
1.	During extraction to BI and IP, it is necessary to capture long text from FM for BA7s	When FM data is extracted to BI (not needed in IP), it must include the long texts captured on BA7 document	The data structures between ECC-FM and BI infocubes (viz., DataSource, InfoSource etc) needs to handle FM text during BI data extraction	Currently, BA7 text is used in monthly reports	Full details of BA7 long text captured in FM needs to be investigated for BI extraction
2.	For BA7 workflow based posting, it is required to check in FM if the MOF is equal to the Expenditures	When the BA7 is posted in FM with Workflow, the current business need is to ensure that MOF is equal to the Expenditures	Validation may be needed to ensure that the FMBB posting in FM balances the total of Rev to Expenses	Business requirement is that BA7 should balance the MOF to Expenses	The new process of BA7 posting in FM may need to be reviewed in Realization

### Workflows

The following Workflow, although related to FM module, is detailed below as several detailed elements of the Workflow's requirements were discussed in multiple Budget Prep sessions.

W – Workflow		Master List of Future State Workflow Events: <Supported Process>		
No.	Description	Justification	Comments	
1-a	The Workflow routing for BA7 is: Agency -> Dept. -> OSRAP -> OPB -> STO (Note: STO expressed preference to be last approval in WF process)	Mid-year budget adjustments (BA7s) need approval from all these controlling agencies	To review any change in business requirements during Realization, based on the Business Process Re-Engineering initiative, specially to reduce multiple approvals	
1-b	The above workflow must identify Events/Recipients for BA7 & Non BA7 postings, based on Fund Center/ Commitment Item used in the posting	This is due to the difference in approvals for BA7 and non-BA7 postings, such that no workflow 'routing' decision is necessary by the Agency personnel	Review BA7 & non-BA7 postings during Realization, in the context of SAP-based ECC-FM process	
1-c	Approvals & Rejection notifications are needed for BA7s & non-BA7s	This is required so that appropriate follow-up measures are initiated by Agencies	To work out details in Realization	
1-d	Check Workflow text to indicate the details of Rejection from OPB, LEG in FRICE-W object	In case of Rejection, Agencies would expect to know the reasons for the Rejection; hence the workflow text requirement for rejection	To work out details in Realization	
1-e	Check for Workflow reminders	If approval is pending, then a reminder may be needed to follow-up on BA7 process	To work out details in Realization	
1-f	Check FM document number in the Workflow approval process	For follow-up by Agencies, the FM document number must be referenced in the Workflow	To work out details in Realization	



# LaGov ERP Project

## Business Blueprint



### Gaps

Gaps		Master List of Future Gaps: <Supported Process>		
No.	Description of Gap	Why Gap Exists?	Impact / Comments	
1.	During Operating Budget Request submission, Agencies need ability to capture narrative long text explanations (with spell-check and word processing capability) – <b>Note:</b> at Program level <b>Note:</b> Refer Gap document FIN-BP-GDD010_Long_Text_Agency_Budget	Current version of BI-based Integrated Planning does not have any delivered capability to capture long text	Since State Budget process involves long text justifications & explanations, this Gap will need to be met with custom BI solution development	
2.	Ability to electronically track approvals and routing of budget Layouts <b>Note:</b> Refer Gap document FIN-BP-GDD010_Approval_Tracking_Operating_Budget	Current version of BI-based Integrated Planning does not have any delivered workflow capability to track approvals and routing of budget Layouts	As this business requirement can be partly met with Versions/Locks, this matter will be further taken up during Realization, to ascertain need for any custom development	
3.	Use of Performance Measures/Indicators with Budget data (reference: BRASS data and LaPAS data) <b>Note:</b> Refer full discussion in separate PDD, viz FIN-BP-PDD060_Performance_Measures and Gap document FIN-BP-GDD060_Performance_Measures	Current version of BI-based Integrated Planning does not have any delivered capability to develop & maintain/monitor Performance data/indicators	Following 3 options to be explored in Realization: 1. Develop Custom Solution like LaPAS 2. Maintain LaPAS, and use BI to report 3. Investigate capabilities of other newer SAP products	

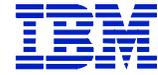
### Security & Enterprise Role Definitions

Authorizations		Master List of Future State Roles/Authorizations: <Supported Process>		
No.	Role	Description	Strategy	Special Consideration
1.	Agency Budget Analyst	Agency's Operating Budget Analyst who enters and handles Budget data	Security/Role-based and Versions/Data slices	None
2.	Agency Head	Agency's Operating Budget approver	Security/Role-based and Versions/Data slices	None
3.	Department Budget Analyst	Department's Operating Budget Analyst who enters and handles Budget data	Security/Role-based and Versions/Data slices	None
4.	Department Head	Department's Operating Budget Approver	Security/Role-based and Versions/Data slices	None
5.	OPB Analysts	Budget Analysts at the Office of Planning & Budgeting (OPB)	Security/Role-based and Versions/Data slices	None
6.	COE/Super-Users for Operating Budget	Administrative functions for Operating Budget	Security/Role-based and Versions/Data slices	None



# LaGov ERP Project

## Business Blueprint



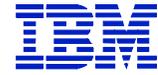
### Organizational Impacts

No.	Activity/Task	Key Change from AS-IS state	Organizational Work Force Impact
1.	The integration between the accounting and budget data in the LaGov system will help the Agencies and Departments with enhanced reporting and analysis	There was no system or process integration of accounting and budget data in AS-IS process	Using an integrated system will also provide enhanced reporting for a consolidated, state-wide and real-time view of Budget versus Actual
2.	Using an integrated system requires that master data be consistent and standardized across all modules, i.e. enter, maintain and manage integration of multi-module master data	The recommendation is to have a multi-modular team including budgeting experienced staff included in the OIS support system	Additional organizational impacts could arise, if and when this recommendation is adopted
3.	Standardization of master data/systems across all Agencies will streamline the State's ability to prepare/review/approve budget data at various stages	In the AS-IS process, the budget data submitted by Agencies is re-keyed by OPB analysts into BRASS	This will facilitate accurate analysis of budgets and controlling agencies will have ability to review budget data without re-entry or re-keying
4.	The Budget Prep tool will provide 24x7 access to the budget prep tool	The web-based BP tool will provide much flexibility as compared to manual Excel files submitted by Agencies and the BRASS tool used by OPB analysts	This will likely result in a better management of Budget submission timelines
5.	In the Budget Prep tool, all budget data will reside in Business Intelligence (BI). After approval, the Operating budget will be 'retracted' into ECC (including Grantor budget)	Currently, the Operating budget data comes from BRASS. After the issue of Appropriation Letters, multiple budget summary files/data are loaded into the AFS financial system. Later, Agencies 'spread' the summary budget to detailed Object/Org codes	With the preparation of detailed budget by Agencies in the Budget Prep tool, followed by 'retraction' to ECC (after Legislative approval), Agencies will <u>not</u> need to "spread" the data
6.	As the Agencies will enter/maintain budget data at the lowest/detailed level, Agencies and Departments can easily run Budget-Actual reports	Some Agencies currently maintain other extraneous systems, e.g. Excel files and/or Access databases, to compare summary budget to detailed Actual	Agencies & Departments can easily run Budget-Actual reports within FM without having to resort to other extraneous systems (e.g. Excel files or Access databases)
7.	The new Budget Prep tool will contain several Versions of the Operating budget during its development. Security roles will specify end-user's access to specific budget versions	The different Versions will be available within the BP tool, thereby enabling the history of the Budget's development to be stored	This will capture the history of the Budget's development in different Versions. Security roles will specify each End-user's access to specific budget versions
8.	The LaGov system is a new integrated financial system with several finance sub-modules (e.g., Grants, Projects) with a new account code structure	Existing ISIS HR finance data assignments will have to undergo a data transformation to align with the new ECC-based account code structure	All users, including current users of ISIS-HR, will need to learn the LaGov system terminology and new ECC account code structure
9.	Extracts of EOB information from ECC for budget development will be automated in the LaGov system	Currently, EOB data is collated separately by the Agencies and the OPB, thereby leading to the need to reconcile the information in most cases	These extracts will be executed by the operating budget COE super-user and will help maintain data consistency. It will eliminate the need for Agency data collection, re-entry, duplication and reconciliation



# LaGov ERP Project

## Business Blueprint



No.	Activity/Task	Key Change from AS-IS state	Organizational Work Force Impact
10.	In the TO-BE process, Grants will have to be individually considered when developing Operating Budgets	Currently, Grants budgets are developed / monitored differently by each Agency	This may require the creation and training of new Grant Management roles to manage Grant & Non-Grant budget data and Grantee vs. Grantor budget processes
11.	One BR-9B extract from ISIS HR will be captured into an un-changeable budget layout. Any salary-based adjustments will be captured in separate budget layouts	Currently, more than one BR-9B extracts are taken for Agency budget prep and later by OPB analysts	This has been done to eliminate reconciliation efforts between the OPB analysts and their respective agency analysts during salary analysis
12.	In the TO-BE process, Agencies will make entries into FM at the time of BA7 submission. This will trigger a workflow process that will route the submission from Agency to Department to OSRAP to OPB and to State Treasurer (in that order)	Rather than waiting for an approval on BA-7 prior to entering a budget adjustment, it will be recorded at time of submission and undergo a workflow process for Adjustment approval	As Agencies make entries into FM at the time of BA-7 submission, it will expedite the decision process
13.	A business process decision is to be made (including the determination of a percentage budget load, etc) for handling the situation in case of a possible delay for Legislative approval (or issue of Appropriation letters) for the Operating Budget (say, for a delay beyond July 14 <sup>th</sup> in a certain year)	Currently, where there is a possible delay for the Legislative approval (or issue of Appropriation letters), the concerned Agencies obtain Non-Veto approval from Governor's office	Further organizational impact may arise after a business process decision is made during Realization as the SAP ECC system does not allow any system transactions without the Budget as of 01 <sup>st</sup> July

### Training Impacts

Potential training impacts relating, in general, to the overall budgeting process:

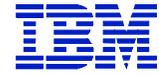
- All users, including current users of ISIS-HR, will need to learn the LaGov system terminology and new ECC account code structure.
- All users must be aware of the impact that Master data has on the integrated system, especially those who will be responsible for centralized master data maintenance.

Potential training impacts relating to the Operating Budget:

- Specific users will need training on Budget Prep module covering both revenue and expenses
- Specific budget users will need to receive training on Grants module – More detailed training information as it pertains to Grant and Grantee are outlined in the Grant and Grantee OIDs.
- New roles of Grants Manager / Administrator will be created, resulting in the need for training for these new roles, covering budgeting processes and functionality differences between Grantor and Grantee, budget retraction from BI-IP, and postings & procedures for Grants. More detailed training information as it pertains to Grants is outlined in the Grant and Grantee OIDs.
- Budget office personnel will require training on the new budget layouts that result from the new budget processes.
- Training may need to be created after the new processes with Performance Measures are developed and implemented.



# LaGov ERP Project Business Blueprint



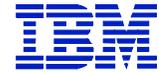
## Appendix A – Overview of Operating Budget Versions

<b>Overview of Operating Budget: Versions-Stages</b>					
Legacy terminology	OPB BRASS (for ref only)	Budget Prep TOBE Stages-Version #s	Budget Prep TOBE Stages-Versions Name	Funds Mgt TO-BE Version #s	Funds Mgt TO-BE Version Names
<b>Agency Level</b>					
To be outlined later		A1	Agency's Budget Development		
after Agency sessions	--	more T.B.D.	Last Year's Start data Agencies' submission		
<b>Office of Plg &amp; Bud</b>					
	<b>Stage 1</b> Analyst Recom	B1 or BR	Agency Budget Request Submittal (Nov-1)		
- OPB's Prelim. Recommendations (Bare-bones)		B1A	Bare Bones Budget		
- Prelim. Exec Budget to Agencies	<b>Stage 2</b> Director decision	B1B B2C	Preliminary Recommendation for Agency Appeal		
- Agencies complete Appeals/BADPACKS (Budget Agency Decision Packages)		B1C B2E	BADPACKS / Target Dollars Agency Appeal Version		
<b>Commissioner Review</b>					
SIFO IIC - Prelim. Budget Recomm	<b>Stage 3</b> Comm decision	C1A C1C	Commissioner's Decisions		
<b>Governor Review</b>					
- Executive Budget published/presented to Legislature	<b>Stage 4</b>	D1A	Governor's Decisions		
		EB1 D4	Executive Budget submitted to Legislature	ORG	Frozen earlier version
<b>Legislative Session: Appropriation process (each has a Considered process List)</b>					
Cons List/Wave before House Appropriations Committee		CA + CA2-CA9	Consider version for House Appropriation Committee	C	Check data for Comm reject
House Appropriations Committee	APP	LA + LA2-LA9	LEG version for House Appropriation Committee	L	
Cons List/Wave before House Ways & Means Committee		CW + CW2-CW9		C	Only for HB2, not for HB1
House Ways & Means Committee	W&M	LW + LW2-LW9		L	Only for HB2, not for HB1
Cons List/Wave before House Floor		CH + CH2-CH9	Consider version for House Floor	C	
House Floor	HF	LH + LH2-LH9	LEG version for House Floor	L	
Cons List/Wave before Senate Finance Committee		CS + CS2-CS9	Consider version for Senate Finance Committee	C	
Senate Finance Committee	FIN	LS + LS2-LS9	LEG version for Senate Finance Committee	L	
Cons List/Wave before Senate Rev & Fisc Committee		CR + CR2-CR9		C	Only for HB2, not for HB1
Senate Revenue & Fiscal Affairs Committee	R&F	LR + LR2-LR9		L	Only for HB2, not for HB1
Cons List/Wave before Senate Floor		CF + CF2-CF9	Consider version for Senate Floor	C	
Senate Floor	SF	LF + LF2-LF9	LEG version for Senate Floor	L	
Cons List/Wave before Conference Committee		CC + CC2-CC9	Consider version for Conference Committee		
Conference Committee	CC	LC + LC2-LC9	LEG version for Conference Committee		
Preamble Adjustments	??	PRE / LP4	Preamble adjustments		Is this "C" or "L" ?
Governor's Veto	VTO	LG1	Governor's Vetoes		
Legislative Veto Override	OVR	LV1	LEG Veto Overrides (to be re-considered?)		
Net Amendments for Session	NET	Not reqd?			Only for HB2, not for HB1
Issue of Appropriation Letters to all Agencies	???	FIN Z04	Op Bud Final Appropriation Retraction to ECC-FM (Note: Similar to AFS load)	ADP	Final Budget approved by the Legislature
<b>FM Versions (incl BA-7 Budget Adjustments)</b>					
				0'	Operative or Current Version



# LaGov ERP Project

## Business Blueprint



### Appendix B – List of legacy CB & BR Forms

Legacy Form	Form Name	Web	BEx	Layout name	Planning Functions	Remarks for Data interfaces
CB-4	<b>Non-Recurring</b> Adjustment	Layout for Agency	same for OPB?	Retain same as Legacy?	None	None
CB-5	<b>Inflation</b> Adjustment	Layout for Agency	same for OPB?	Retain same as Legacy?	General Inflation factor, percent to be applied on some codes (Travel, Op.Svcs, Supplies & Prof Svcs)	None
CB-6	<b>Compulsory</b> Adjustment	Layout for Agency	same for OPB?	Retain same as Legacy?	Personnel cost to be split by State, IAT and Federal) ( <i>Funds in SAP?</i> )	ZP116 data
CB-7	<b>Workload</b> Adjustments	Layout for Agency	same for OPB?	Retain same as Legacy?	Personnel cost to be split by State, IAT and Federal) ( <i>Funds in SAP?</i> )	ZP116 data
CB-8	<b>Other</b> Adjustments	Layout for Agency	same for OPB?	Retain same as Legacy?	None	None
CB-2	Program Summary	Report for Agency, OPB, LEGIS (Note: All as authorized by OPB)	None	Report Name?	N. A.	E.O.B. data ( <i>as of date?</i> )

Legacy Form	Form Name	Web	BEx	Layout name	Planning Functions	Data interfaces	Remarks
BR-1	Program Summary of MOF	Report for Agency, OPB, LEGIS (As authorized by OPB)	None	Report Name?	N. A.	Prev Yr Actual & E.O.B. data ( <i>as of date?</i> )	
BR-2	Program Summary of Expenditures	Report for Agency, OPB, LEGIS (As authorized by OPB)	None	Report Name?	N. A.	Prev Yr Actual & E.O.B. data ( <i>as of date?</i> )	
BR-6	MOF itemized other than Gen Fund	Report for Agency, OPB, LEGIS (As authorized by OPB)	None	Report Name?	N. A.	Prev Yr Actual & E.O.B. data ( <i>as of date?</i> )	1) Check IA break-up 2) Grants in IAT?
BR-6a	MOF detail	Layout for Agency	same for OPB?	Retain same as Legacy?	N. A.	E.O.B. data ( <i>as of date?</i> ) & 1-year projection	1) Check IA break-up 2) Grants in IAT?
BR-6b	MOF detail (Text justification)	Layout for Agency		Retain same as Legacy?	N. A.	E.O.B. data ( <i>as of date?</i> ) & 1-year projection	1) Check Program (Fund Ctr) level for text justification
BR-6s	MOF by Expenditure Category	Report for Agency, OPB, LEGIS (As authorized by OPB)	None	Report Name?	N. A.	None	



# LaGov ERP Project

## Business Blueprint

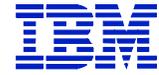


Legacy Form	Form Name	Web	BEx	Layout name	Planning Functions	Data interfaces	Remarks
BR-7	Revenue Itemized	Layout for Agency	same for OPB?	Retain same as Legacy?	N. A.	Prev Yr Actual & E.O.B. data (as of date?)	1) Check IA break-up 2) Grants in IAT?
BR-8	Expenditures by Object	Report for Agency, OPB, LEGIS (As authorized by OPB)	None	Report Name?	N. A.	Prev Yr Actual & E.O.B. data (as of date?)	
BR-9	Salaries Expenditure breakout	Report for Agency, OPB, LEGIS (As authorized by OPB)	None	Report Name?	N. A.	ZP116 report? Prev Yr Actual & E.O.B. data (as of date?)	
BR-9e (details)		Layout for Agency	same for OPB?	Retain same as Legacy?	N. A.	ZP116 report? Prev Yr Actual & E.O.B. data (as of date?)	1) Check for Hours data
BR-10	Other Compensation breakout	Layout for Agency	same for OPB?	Retain same as Legacy?	N. A.	ZP116 report? Prev Yr Actual & E.O.B. data (as of date?)	1) Check Hourly Rate of Pay 2) Check No of Hours Employ
BR-12	Related Benefits breakout	Layout for Agency		Retain same as Legacy?	UAL% +Normal Cost% = Acturial Rate%	ZP116 report?	1) Check with Agencies
BR-13	Board Member Compensation	Layout for Agency		Retain same as Legacy?	N. A.	ZP116 report? Prev Yr Actual & E.O.B. data (as of date?)	1) Check Program (Fund Ctr) level for text justification
BR-14	Travel Cost breakout	Report for Agency, OPB, LEGIS (As authorized by OPB)	None	Report Name?	N. A.	ISIS HR data? Prev Yr Actual & E.O.B. data (as of date?)	1) Check cross-mapping from ISIS-HR codes to ECC GLs
BR-14a	Travel Cost details	Layout for Agency	same for OPB?	Retain same as Legacy?	N. A.	ISIS HR data? Prev Yr Actual & E.O.B. data (as of date?)	1) Check cross-mapping from ISIS-HR codes to ECC GLs



# LaGov ERP Project

## Business Blueprint



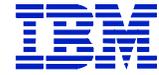
Legacy Form	Form Name	Web	BEx	Layout name	Planning Functions	Data interfaces	Remarks
BR-14b	Travel Mileage details	Layout for Agency	same for OPB?	Retain same as Legacy?	N. A.	ISIS HR data? Prev Yr Actual & E.O.B. data (as of date?)	1) Check Program (Fund Ctr) level for text justification 2) Check cross-mapping from ISIS-HR codes to ECC GLs

Legacy Form	Form Name	Web	BEx	Layout name	Planning Functions	Data interfaces	Remarks
BR-15	Operating Services breakout	Report for Agency, OPB, LEGIS (As authorized by OPB)	None	Report Name?	N. A.	Prev Yr Actual & E.O.B. data (as of date?)	
BR-15a thro k	Operating Services breakout	Layout for Agency	same for OPB?	Retain same as Legacy?	N. A.	Prev Yr Actual & E.O.B. data (as of date?)	1) Check IAT breakdown with Agencies
BR-16	Supplies breakout	Report for Agency, OPB, LEGIS (As authorized by OPB)	None	Report Name?	N. A.	Prev Yr Actual & E.O.B. data (as of date?)	
BR-16a thro d	Supplies breakout	Layout for Agency	same for OPB?	Retain same as Legacy?	N. A.	Prev Yr Actual & E.O.B. data (as of date?)	1) Check Program (Fund Ctr) level for text justification
BR-17	Professional Services breakout	Report for Agency, OPB, LEGIS (As authorized by OPB)	None	Report Name?	N. A.	Prev Yr Actual & E.O.B. data (as of date?)	
BR-17a	Professional Services breakout	Layout for Agency	same for OPB?	Retain same as Legacy?	N. A.	Prev Yr Actual & E.O.B. data (as of date?)	1) Check Contract data import from CFMS/SAP-MM
BR-18	Other Charges breakout	Report for Agency, OPB, LEGIS (As authorized by OPB)	None	Report Name?	N. A.	Prev Yr Actual & E.O.B. data (as of date?)	
BR-18b	Other Charges details	Layout for Agency	same for OPB?	Retain same as Legacy?	N. A.	Prev Yr Actual & E.O.B. data (as of date?)	1) Check columns by 1200, 1201, 1233, 1248, etc (Revenue Org -> SAP ?)
BR-19	IAT Expenditures	Report for Agency, OPB, LEGIS (As authorized by OPB)	None	Report Name?	N. A.	Prev Yr Actual & E.O.B. data (as of date?)	1) Check IAT breakdown with Agencies



# LaGov ERP Project

## Business Blueprint



Legacy Form	Form Name	Web	BEx	Layout name	Planning Functions	Data interfaces	Remarks
BR-19a	IAT Agreement details	Layout for Agency	same for OPB?	Retain same as Legacy?	N. A.	Prev Yr Actual & E.O.B. data (as of date?)	1) Check Program (Fund Ctr) level for text justification 2) Check IAT breakdown with Agencies
BR-19b	IAT Agreement	Layout for Agency	same for OPB?	Retain same as Legacy?	N. A.		1) Check Signatures of Sending and Recipient Agencies (PDF attachment to Fund Ctr)
BR-20	Acquisitions	Report for Agency, OPB, LEGIS (As authorized by OPB)	None	Report Name?	N. A.	Prev Yr Actual & E.O.B. data (as of date?)	1) Check IAT breakdown with Agencies
BR-20a	Acquisition details	Layout for Agency	same for OPB?	Retain same as Legacy?	N. A.		1) Check Program (Fund Ctr) level for text justification 2) Check <b>Priority #</b> , Qty 3) Tie-in IT10 to this Form
BR-20b	Acquisition Auto details	Layout for Agency		Retain same as Legacy?	N. A.		1) Check Program (Fund Ctr) level for text justification 2) Check all Logistics data
BR-20bx	Acquisition Auto details	Layout for Agency		Retain same as Legacy?	N. A.		1) Check all Logistics data
BR-21	Major Repairs	Report for Agency, OPB, LEGIS (As authorized by OPB)	None	Report Name?	N. A.	Prev Yr Actual & E.O.B. data (as of date?)	1) Check IAT breakdown with Agencies
BR-21a	Major Repairs details	Layout for Agency		Retain same as Legacy?	N. A.		1) Check Program (Fund Ctr) level for text justification



# LaGov ERP Project Business Blueprint



 <b>State of Louisiana - Budget Request Forms</b>			
Form	Description	Type	Complexity
<b><i>NIE - New and/or Expanded Service (As Required)</i></b>			
NE-DS	NIE -Department Summary	Summary	Average
NE-0	NIE - Agency Title Page	Title	Simple
NE-AS	NIE - Agency Summary	Summary	Average
NE-A	NIE - Program Level	Detail	Average
NE-B	NIE - Explanation of Need/Strategies & Objective	Narrative	Average
NE-C	NIE - Line Item Explanation	Narrative	Simple
<b><i>CB -Continuation Budget</i></b>			
CB-0	CB- Title Page	Title	Average
CB-1	CB- Agency Summary	Summary	Average
CB-2	CB - Program Level Summary	Summary	Average
CB-4	CB - Non-Recurring Adjustment	Detail	Average
CB-5	CB - Inflation Adjustment	Detail	Average
CB-6	CB - Compulsory Adjustment	Detail	Average
CB/BR9B	CB - ISIS-HUMAN RESOURCES (HR) ZP116 REPORT		
CB-7	CB - Workload Adjustment	Detail	Average
CB-8	CB - Other Adjustment	Detail	Average
CB/BR20A	CB - Detail of Acquisitions Requested	Detail	Average
CB/BR21A	CB - Detail of Major Repairs Requested	Detail	Average



# LaGov ERP Project Business Blueprint



 <b>State of Louisiana - Budget Request Forms</b>			
Form	Description	Type	Complexity
<b><i>T/OAP's - Technical and Other Adjustment Packages</i></b>			
T/OAP-0	T/OAP's -Title Page	Title	
T/OAP-1	T/OAP's -Category/Object of Expendiure/Source of Funding of Adjustment	Detail	Average
T/OAP-2	T/OAP's -Justification and Description of Adjustment	Text	Simple
<b><i>Childrens Budget</i></b>			
CHILD-DT	Childrens Budget Request Department Title Page	Title	Simple
CHILD-DS	Childrens Budget Departmental Summary	Summary	Average
CHILD-DC	Childrens Budget Departmental Line Item Summary	Summary	Average
CHILD-AS	Childrens Budget Service - Agency Summary	Summary	Average
CHILD-AC	Childrens Budget Service - Agency Line Item Summary	Summary	Average
<b><i>Program Level Forms (As Required)</i></b>			
CHILD-1	Childrens Budget - Detail Program	Detail	Average
CHILD-2	Childrens Budget - Narrative	Narrative	Simple
	Include N/E - New and/or Expanded Service (As Required)		
<b><i>Discretionary/Non-</i></b>			
DN-0	Discretionary/Non-Discretionary By Activity	Summary	Average
DN-Combine Activities	Recap of Discretionary/Non Discretionary Costs by Activity	Summary	Average
DN-Discretionary Activities	DiscretionaryActivities	Detail	Average
DN-Non-Discretionary Activities	Non-Discretionary Activities	Detail	Average



# LaGov ERP Project Business Blueprint

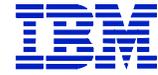


 <b>State of Louisiana - Budget Request Forms</b>			
Form	Description	Type	Complexity
<b>Information Technology</b>			
Form IT-0	Department Report of the funding Plans for IT-10's	Detail	Average
<b>Sunset Review</b>			
SR-0	Sunset Review Title Page	Title	Simple
SR-Review Form	Legislatively Authorized Activities currently Unfunded	Detail	Average
<b>Total Request Summary</b>			
TR-0	Total Request Summary Package	Title	Simple
TR-SUMM1	Total Request - Revenue Summary	Summary	Complex
TR-SUMM2	Total Request - Expenditure Summary	Summary	Complex
TR-SALARY	Total Request for Salaries	Detail	
<b>Workforce Development</b>			
WFC-1	Workforce Development Budget Request Program and Funding Overview	Summary	Average
WFC-2	Workforce Development Budget Request Revenues and Expenditures	Detail	Average
WFC-3	Workforce Development Budget Request Performance Review	Detail	Average
<b>Notes</b>			
§ <sup>H-7</sup>	Means of Finance is not supported in AFS. Agencies have different elements and reports to obtain Means of Finance from AFS.		
§ <sup>BA7</sup>	BA7's- Budget Adjustment can be a reconciling issue if they are in transit, there may need to be multiple updates to the Existing Operating Budget		
§ <sup>P</sup>	In general, the level of summarization in AFS may differ from that which is the agency is reporting.		
§ <sup>H</sup>	This forms requires multiple prior year reporting		



# LaGov ERP Project

## Business Blueprint



<b>Team:</b>	Finance - Budget Prep
<b>PDD Name:</b>	Capital Outlay Budget (FPC & Agencies)
<b>PDD Number:</b>	FIN-BP-PDD020-Capital Outlay Budget (FPC & Agencies)
<b>Business Process Owner:</b>	John Davis
<b>Functional Lead:</b>	John Hodnett
<b>Functional Consultant:</b>	Manoj Jacob John

### Executive Summary

This document describes the business process design for the Budget Prep module (BP module), which is an SAP tool for the budget formulation process, to be implemented at the State of Louisiana (LA) as part of the implementation/migration of capital budget prep activities from Excel/Access/BDS/AFS based legacy systems. Specifically, this document will address the overall business process decisions taken together with Subject Matter Experts (SMEs) during the Blueprint phase, covering the preparation of House Bill No. 2 (HB2) and all related activities up to the capital budget available for spending control.

In the AS-IS process for State of LA, the Capital Budget is consolidated for approval by the Legislature, based on Capital Outlay Requests submitted by State Agencies and Non-state Entities through e-CORTS (with respective requisite approvals), which is analyzed, prioritized and processed on excel/databases by Facilities Planning & Control (FPC) into HB2 for approval by the Legislature. The HB2 currently includes a summary of the DOTD Highway Program (**Note:** Details of DOTD Highway Program are covered in a separate PDD FIN-BP-PDD030) as well as the line items of capital projects of Admin Agencies. After Legislative approval, the 'Enacted' HB2 data including Net Amendments is loaded, at the start of the fiscal year, into the Budget Development System (BDS) that is interfaced to the State's financial system, AFS for spending control and STARS system for project management, followed by similar processes upon subsequent monthly approvals by the State Bond Commission.

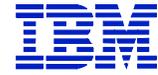
In the TO-BE process with the Budget Prep functionality and ECC modules, namely Project Systems (PS) and Funds Management (FM), the Capital Budget process would commence with the submission of the Capital Outlay Requests (CORs) by Agencies using Budget Prep Layouts with appropriate approvals, followed by the analysis, prioritization and consolidation processes by FPC using the Budget Prep module to prepare the HB2 for Legislative approval. Unlike AS-IS, all amendments (including external) approved by the Legislature are proposed to be tracked for TO-BE, based on information update processes through Legislative proceedings, which are to be set up similar to the current House Bill No.1 process. After Legislative approval, the Capital Budget data will be 'retracted' in a lump sum, i.e. by capital funds, from the Budget Prep module to ECC at the start of fiscal year as non-consumable budget. Thereafter, based on project-specific approvals by the State Bond Commission or other approved funding, FPC would initiate transfer from non-consumable budget to consumable budget for specific projects and/or project phases with an approval routing involving Office of Statewide Reporting & Accounting Policy (OSRAP) and State Treasurers Office (STO).

Concurrent with the ERP implementation, AFS/BDS systems and other ancillary data files would be replaced by ECC modules and the new Budget Prep tool, which is a warehouse-based solution in the Business Intelligence (BI) suite of applications of SAP, which also allows for an automated electronic 'retraction' of the budget prep data for budget control module in the ECC system. Data is also 'extracted' daily from ECC to BI system for reporting. Being a warehouse based solution, BP module based budget



# LaGov ERP Project

## Business Blueprint



formulation process is more flexible and several planning versions can be simultaneously stored separately for future reference, for example the Agencies' version, the Departments' version as separate from FPC's versions. Having consolidated all capital budget data in the Budget Prep tool, all data related to HB2 can use the same common master data and tools for capital budget formulation process, ensuring standardization and streamlining of the capital budgeting process at State of LA.

Salient capital budgeting business process decisions taken by SMEs during the Blueprinting sessions include:

- a) To set up separate Budget Prep versions for reference and use in future years, for example separate single versions for Agencies and approvals by Departments, Board, (and Legislature for Non-State projects);
- b) To track the Request #, saved upon submission by Agencies, and assign this Request # to the Schedule # to facilitate 'sunrise-to-sunset tracking' of projects, from COR submission by Agencies through to project execution and close-out;
- c) For Non-state projects, the CORs from Non-state Entities will be routed through the Legislature for review/ approval/ recommendation, prior to the start of FPC process, as per the existing regulation R.S. Title 39: 101 B. (1) (a);
- d) The amendments 'approved' by the Legislature will be tracked; and
- e) To 'retract' capital budget data, after legislative approval of HB2, from the Budget Prep module as non-consumable 'lump sum' budget by capital funds to ECC, such that the total retracted amount does not exceed the aggregate of 'enacted cash' & 'cash line of credit capacity' (CLOC capacity).

The process overview placed in the Section 3.0 TO-BE Process Flows outlines the sequence of State of Louisiana's TO-BE Capital Outlay budgeting processes facilitated by FPC.

### **To-Be Process description**

#### ***Summary of Business Process Improvements, their Impact and Benefits***

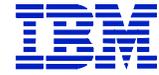
In terms of the statutes laid down by the State for Capital Outlay Budget development, each requesting State Agency and Non-state Entity must submit a Capital Outlay Request (reference: R.S. Title 39: Part III, Sub-parts A & B) to the FPC before 01-Nov each year; the regulation also requires that any project (or components thereof) included in a Capital Outlay Act, which is not funded through a cash or non-cash line of credit as approved by the State Bond Commission, shall not be considered in any subsequent year, unless a new request is made by the said Agency. FPC under Division of Administration (DOA) is mandated to prepare the Capital Outlay Budget and the Governor is required to submit the proposed Capital Outlay HB2 to the Legislature for approval, no later than the eighth day of the regular annual session. Thereafter, the Legislature enacts the Capital Outlay HB2 into law, including the specific appropriation of funds.

In accordance with the statutes, the TO-BE process will require each Agency to use a BP-module based COR each year, including re-submission of projects or components that were not funded previously. All changes by the Agency will be captured in a single separate budget version. Upon saving the request, a continuous system-generated sequential Request # will be generated, which can be used subsequently for reference and for reports. The Agency COR submission is expected to include the means of financing in SAP account code for the proposed new funding, and for projects that are re-submitted, prior funding plus proposed new funding must equal the estimate of project costs.

As per procedure, CORs submitted by Agencies are to be approved appropriately; by their corresponding Departments in some cases, and in the case of Dept-19 by the Board of Regents. These approvals will be tracked separately. For Non-state projects, the CORs submitted by the Non-state Entities will be routed through the Legislature for their review/ approval/recommendation, prior to the start of FPC process, as per the existing regulation R.S. Title 39: 101 B. (1) (a), although this process is currently not supported by the e-CORTS system within the current AS-IS process.



# LaGov ERP Project Business Blueprint



Pursuant to the submission of CORs by the Agencies and their approval, the FPC analysis and review process will be facilitated in the Budget Prep module, commencing with the manual determination of ‘new’ versus ‘supplementary’ by FPC, followed by a manual assignment of Schedule #s for supplementary projects, including the Request # corresponding to the first year in which the project was funded. For the new projects, the expectation is for a functionality to automatically assign Schedule #s in the specified format (NN-AGY-FYA-Request #). Following this, FPC will rank and prioritize the State and Non-state projects and recommend for inclusion in HB2, together with cash and non-cash line of credit for the projects based on available/approved funds. These preparatory processes by FPC would then be consolidated as the data to be presented as “HB2 Original”, which is presented by the Governor to the Legislature for approval and enactment.

The HB2 will need to be consolidated, formatted and delivered electronically to the Legislature in WordPerfect format, based on a recent change indicated to the existing file furnished in Word format. There is, however, no requirement to publish HB2 from or by the FPC.

Throughout the Legislative process, various amendments are proposed in various Legislative committees and in the TO-BE process all ‘approved’ amendments to HB2 are planned to be tracked in the Budget Prep module, although no process exists currently. With a proposed tracking process and Legislature information update process, as outlined for House Bill No. 1 amendments, all changes made to Capital Outlay Bill appropriations through the Legislative process are expected to be updated.

After Legislative approval, the Capital Budget data will be ‘retracted’ in a lump sum, i.e. by capital funds, from the Budget Prep module to ECC at the start of Fiscal year as non-consumable budget. Thereafter, detailed Project and work breakdown structures (WBS) elements are created in the ECC Project Systems module by FPC (reference PDD for Project Structures, FI-PS-PDD-Project Structures-DOTD, FPC) to progress with detailed capital project processes, together with project-specific monthly approvals by the State Bond Commission (or other funding approvals) and FPC transfers (initiated in the FM module) from non-consumable budget to consumable budget to specific projects and/or project phases, with approvals from the Office of Statewide Reporting & Accounting Policy (OSRAP) and State Treasurers Office (STO).

The process flow overview of the TO-BE Capital Outlay Budget development process leading up to HB2 is placed for reference at Section 3.0 TO-BE Process Flows as per attached file name “Capital Budget Process Overview – FPC”.

No other extraneous data sources are required to be interfaced for use in the preparation of HB2.

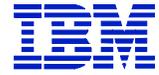
Besides making available all data related to the Capital Outlay Budget development and HB2 in a central repository, the Budget Prep module as compared to the various Excel files and Access databases, the TO-BE process is expected to improve the data integration between Actual and Budget and facilitate the tracking from submission of CORs through to project execution and close out. These are expected to be significant improvements to the current processes that utilize Excel-based Capital Budget development and subsequent tracking of projects in BDS and AFS legacy systems that are being replaced. Further, with the retention of several Prep versions for future reference, the ability for analysis and reporting will be greatly enhanced, including streamlining the many manual processes that currently take place in the Capital Budget formulation and execution.

#	Process Terminology	Description
1	SAP Business Intelligence (BI)	SAP Business Intelligence (BI) enables Online Analytical Processing (OLAP), which processes information from large amounts of operative and historical data. OLAP technology enables multi-dimensional analyses from various business perspectives.
2	IP – Integrated Planning	Integrated Planning module is a SAP warehouse based solution where budgeting and planning is enabled. IP allows for users to enter and change budget/planning data.
3	Extractor	Program that transfers data from ECC source system to SAP Business Intelligence
4	Retractor	Program that returns data from SAP BI back to the ECC system. Actual data that has



# LaGov ERP Project

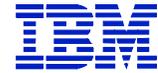
## Business Blueprint



#	Process Terminology	Description
		been extracted from the Operational system is used as reference data for generating new planning data in an application based on BI. A retractor can be used to transfer this planning data back to ECC as Budget at the beginning of the fiscal year.
5	Info cube	An Info cube describes a self-contained dataset consisting of relational tables that are created to facilitate planning and reporting in BI
6	Key Figure	Key figures are specific objects in an info cube that represent values or quantities. Key figures are contained in and updated with transactional data or interactive planning activities and some examples are actual dollars, budgeted dollars, or FTE.
7	Characteristics	Characteristics provide classification possibilities for the dataset. Examples of Characteristics include Fund, Cost Center, Functional Area, etc. The master data includes the permitted values for a characteristic, also called characteristic values. Characteristic values are discrete names.
8	Business Explorer (BEX)	The analysis of dataset in BI is done by defining queries for Info providers using the Excel based Bex Query Designer. By selecting and combining Info objects (characteristics and key figures) or reusable structures in a query, the navigation and evaluation of data is facilitated in the selected Info provider.
9	Data Slices	Data slices are used, to explicitly lock certain subsets of the dataset of a planning area for updates. Each data slice specifies a selection condition for characteristic values.



# LaGov ERP Project Business Blueprint



## To-Be Process Flows

FPC Capital Projects Budget data in House Bill 2					
#	InfoCube	Process overview	BI Back-end & IP Front-end	Version	Remarks
ECORTS cube	Agencies submit Capital Outlay Request forms (equivalent to ECORTS forms)	<ol style="list-style-type: none"> <li>All relevant fields of ECORTS (or any new version of its modified form), incorporating the new SAP account codes for "M.o.Financing"</li> <li>MOF, Ranking &amp; Text on separate tabs</li> <li>Agency submission recorded/tracked</li> <li>Agency "Save" to generate a Request #, a continuous sequential number for each "Save"</li> </ol>	<ul style="list-style-type: none"> <li>BI back-end based on the Data Matrix of ECORTS</li> <li>Generate a Sequential number for Save</li> <li>IP front-end based on ECORTS Form</li> <li>Custom develop "Approval tracking"</li> <li>Data Marts to move data</li> <li>Report to list Request # by Agency</li> </ul>	Agency version A1	<ul style="list-style-type: none"> <li>To discuss M.o.F. in Blueprint session</li> <li>Check: Finer FPC Agency break-down</li> </ul>
ECORTS cube	Department reviews Capital Outlay Request forms	<ol style="list-style-type: none"> <li>All relevant fields of ECORTS (or any new version of its modified form), incorporating the new SAP account codes for "M.o.Financing"</li> <li>MOF, Ranking &amp; Text on separate tabs</li> <li>Dept submission to FPC recorded/tracked</li> <li>Dept "Save" to record in same Request #, all Dept data changes in a separate version</li> </ol>	Reqs quite similar to above	Dept version A2	<ul style="list-style-type: none"> <li>To discuss M.o.F. in Blueprint session</li> <li>Discuss Dept rank in Agency session</li> </ul>
ECORTS cube	For Dept 19, Board reviews Capital Outlay Request forms	<ol style="list-style-type: none"> <li>All relevant fields of ECORTS (or any new version of its modified form), incorporating the new SAP account codes for "M.o.Financing"</li> <li>MOF, Ranking &amp; Text on separate tabs</li> <li>Board submission to FPC recorded/tracked</li> <li>Board "Save" to record in same Request #, all Dept data changes in a separate version</li> </ol>	Reqs quite similar to above	Board version A3	<ul style="list-style-type: none"> <li>To discuss M.o.F. in Blueprint session</li> <li>Any type of Board ranking of projects?</li> </ul>
ECORTS cube	For Non-State projects (36 & 50), Legislature reviews Capital Outlay Request forms	<ol style="list-style-type: none"> <li>All relevant fields of ECORTS (or any new version of its modified form), incorporating the new SAP account codes for "M.o.Financing"</li> <li>MOF, Ranking &amp; Text on separate tabs</li> <li>LEG submission to FPC recorded/tracked</li> <li>LEG "Save" to record in same Request #, all Dept data changes in a separate version</li> </ol>	Reqs quite similar to above	LEG version A4	<ul style="list-style-type: none"> <li>To discuss M.o.F. in Blueprint session</li> <li>Any type of LEG ranking of projects?</li> <li>Also Letter of Support with Recomm.</li> <li>To incorporate Approval/Disapproval Recommendations?</li> </ul>
HB2 cube	Consolidation for House Bill 2  Note: "Projects with funding" to bypass the "Bond cube"	<ol style="list-style-type: none"> <li>Manually Assign equiv of Schedule #, during/after the prep for House Bill 2 (NN-AGY-FYA-Request #)</li> <li>FPC ranking process &amp; prioritization, St./N-St.</li> <li>Allocation of CLOC, NCLOC, etc to projects</li> <li>Re-appearance in HB2 for Projects "not yet funded" (NN-AGY-FYA-Request #)</li> <li>HB2 consolidation of next FY for all Projects, based on CLOC, NCLOC, etc - in SAP acct code</li> <li>HB2 Reports and publishing process</li> </ol>	<ul style="list-style-type: none"> <li>BI back-end based on, but not limited to, the Data Matrix of structure similar to "2008 Original HB2 Final Original for BDS load"</li> <li>Request # embedded in Schedule #</li> <li>IP front-end based on BEX layouts</li> <li>Data Marts to move data</li> <li>Check HB2 publishing and</li> </ul>	FPC versions  Different versions for each iteration	<ul style="list-style-type: none"> <li>To discuss M.o.F. in Blueprint session</li> <li>Also "Year" of session vs "Plan Year"</li> <li>Outline of Ranking</li> <li>Outline of Funding</li> <li>Discuss need to have separate #</li> <li>Copy function from 1 Req # to another</li> <li>Review Data Matrix with Process Owners to decide Planning Functions</li> <li>- Pattern Stream or any other?</li> <li>- Word Perfect HB2 output for LEG</li> </ul>
FM cube	Retraction from IP to FM, and subsequent processes, related to PS Capital projects & FM	<ol style="list-style-type: none"> <li>Rules for inclusion in Retraction Query by Capital Fund (NN-AGY-FYA-Request #), including Process (and Data Mart) to move to FM cube for retraction</li> <li>Retraction process - access/security - error handling, etc</li> <li>FM Process after retraction by Capital Funds</li> <li>Create PS Project # with reference of Schedule # (NN-AGY-FYA-Request #) in PS Master data</li> <li>Reconciliation report for Retraction process</li> <li>BI reports to tie PS Project # based "Actual" to Schedule # based Budget data</li> </ol>	<ul style="list-style-type: none"> <li>BI cube is SAP-delivered Std cube</li> <li>BI Retraction Query development</li> <li>Reconciliation Reports</li> <li>Report to list Request # by Agency</li> </ul>	Retract Final version  (to number later)	<ul style="list-style-type: none"> <li>To discuss Consumable &amp; Non-consumable Budget types in FM</li> <li>Responsibility - Capital Outlay Budget grp or Project Fiscal group?</li> <li>Create Funded Programs, in coordination with PS projects</li> <li>Discuss impact of PS Project # and Schedule #</li> <li>Discuss impact of PS Project # and Schedule #, and adding more funds to existing project</li> </ul>

## Key Business Process Decisions

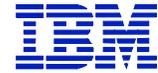
As part of the Capital budget build process, the following major design decisions were taken by the SMEs during the Blueprint sessions:

#	Decision	Process Impact	Organizational Impact
1	Agency submission version of Capital Outlay Request (COR) to include MOF in SAP account code format for proposed new funding. This was re-confirmed in the Agency Blueprint session as well	This is in line with AS-IS process, though not system-imposed. The MOF in SAP codes will ensure completeness	While many Agencies may know the entire MOF details in SAP account codes, some others may not know – this may cause issues for any system-imposed Validation checks



# LaGov ERP Project

## Business Blueprint



#	Decision	Process Impact	Organizational Impact
2	For Agency submission of COR, prior funding (where applicable) plus proposed new funding must total to estimate of project costs (in the new Layout similar to eCORTS form)	This is in line with AS-IS process, though not system-imposed. The MOF in SAP codes would ensure completeness	While many Agencies may know the entire MOF details in SAP account codes, some others may not know – this may cause issues for any system-imposed Validation checks
3	Each project's Schedule# shall include CO Request # corresponding to the first year the project is funded	This is in line with AS-IS manual process, which would continue as manual for supplementary projects and automated for new projects	The partial automation of the process will help SMEs in their Schedule numbering process and subsequent tracking of projects
4	Schedule # will be manually assigned by FPC	This is in line with AS-IS manual process, although the business intent is to assign Schedule numbers as early in the process as possible	Responsibility for manual assignment of Schedule numbers within FPC shifts from the Fiscal section to Capital Outlay section, especially for prior-funded projects requesting supplemental funding
5	Schedule # to include the Budget Fiscal Year (i.e. SAP plan year) together with the Request #, and not year of the Legislative session	This is a change from AS-IS process, which was recommended by SMEs in the Blueprint session	Users need to be trained to understand this business process change – this needs to be included in FPC User training
6	Alpha designation (next to year) in the Schedule #, is not needed	This is a change from AS-IS process, which was recommended by SMEs in the Blueprint session	Users need to be trained to understand this business process change – this needs to be included in the FPC User training
7	Retraction to take place after approval of HB2 in lump sum by 'Capital Fund' as non-consumable budget – this total retracted amount is not to exceed Enacted Cash plus CLOC capacity	The TO-BE process is largely similar to AS-IS process with loading 'Enrolled' HB2 file into BDS, and through to AFS.	The lump-sum non-consumable budget retraction from Budget Prep to FM will facilitate better management of the budget by FPC
8	For FM posting of non-consumable budget to consumable by project (not by project phase), approvals are needed from OSRAP & STO, based on request initiated by the FPC Fiscal Group	The TO-BE process is largely similar to AS-IS process as each funding approval is received from Bond Commission or other sources, BDS documents are posted to projects, with approval from OSRAP & STO	As this will be managed by FPC Fiscal, it is expected to bring about more data & process integration
9	No requirement to capture 10 or 20 year forecasts	Currently, there is no AS-IS process	As there is no AS-IS process, no impact is anticipated
10	Tracking "proposed" amendments not required, instead Amendments "approved" by the Legislature will be tracked	Currently, there is no AS-IS process for HB2. "Proposed" amendments, being many and may not be approved, and hence "approved" amendments are planned to be tracked, similar to HB1	This would be an process improvement in terms of information update for Legislative approval process tracking, although FPC may need to ensure sufficient contacts at the Legislature to ensure communication
11	The tracking of HB2 amendments is to done similar to tracking & process as proposed for HB1 amendments	Currently, there is no AS-IS process for HB2. Therefore the proposal is to setup a process similar to the process for HB1	Currently, there is no AS-IS process for HB2. Hence, FPC may need to work out a business process of information update similar to HB1 by OPB
12	All revisions to Capital Outlay Requests (CORs) by Agencies to be captured in a single version	This is similar to the AS-IS process where all Agency changes are captured in one Version	Training will be needed for end-users in Agencies to prepare/revise Capital Outlay Requests using the new system
13	Departmental revisions/review/ approvals of CORs to be captured in a single version	This is similar to the AS-IS process where all Department changes are captured in one Version	Training will be needed for end-users in Depts to prepare/revise Capital Outlay Requests using the new system



# LaGov ERP Project

## Business Blueprint



#	Decision	Process Impact	Organizational Impact
14	FPC has no publishing requirements for HB2, beyond sending it to the Legislature in Word Perfect format	Currently for HB2, there is no publishing requirement in the AS-IS process. The recent Legislative requirement is for them to receive in WordPerfect format	There is no impact related to publishing. The Word Perfect format will impose additional effort for FPC, although this will be addressed with custom enhancement

### Statute, Regulation, Policy, and Procedural Impacts

#	Statute, Regulation, Policy or Procedure	Revision Identified	Business Owner
1	Similar to the changes proposed for Operating Budget, due to the fact that the new LaGov ECC system will not allow any actual posting unless the Budget is loaded on 1 <sup>st</sup> of July each year (without any delay), there could be a need to formulate a policy based on considerations of loading a percentage budget or other alternatives such as shifting the timeline of budget retraction, and present the same in the ensuing Budget Bill for the year 2009-10 or 2010-11, to bring about change with effect for the budget for 2011-12 to be prepared using SAP Budget Prep module	Similar to Operating Budget, it is necessary to find out if Capital Budget data load into ECC is critical as of 1 <sup>st</sup> July each year. If it is critical, then a revision, similar to the one proposed for Operating Budget load, will be necessary.	To be determined after the detailed discussion with Capital Budget SMEs from FPC, DOTD, etc
2	Given the changes in business process to empower FPC to prepare/control the Capital Outlay budget prep for all Agencies, including the Military and other Admin Agencies, there may be a potential need for policy change relating to the Military and other Admin Agencies, when finalized during the Realization phase.	Empowering of FPC to manage the Capital Outlay Budget prep of Military and other Admin Agencies	John Davis/Capital Budget

### Identified Development Objects (FRICE-W)

#### Forms

F – Forms		Master List of Current and Future State Forms: <Supported Process>					
No.	Form Name	Purpose	As-Is	To-Be	Justification	Contact Person	Comments
1.	Long text for HB2 Legislative tracking	Long text requirement for Legislative tracking of HB2 Amendments of Capital Budget (using BSLT as for HB1)		X	Business requirement	John Hodnett	use BSLT as for HB1

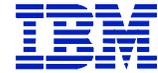
#### Reports

All Reporting requirements are being collated by the BI Team, but critical Report developments which were mentioned in the context of business processes in this PDD, are highlighted below:

R – Reports		Master List of Current and Future State Reports: <Supported Process>					
No.	Report Name	Purpose	As-Is	To-Be	Justification	Contact Person	Comments
1.	Agencies to have a report to capture agency submission and what is approved in HB2, approved funding and prior funding by Schedule #	Report to compare Budget vs. Actual		X	Operation report	FPC Capital Budget	Sample report to be obtained



# LaGov ERP Project Business Blueprint



R – Reports		Master List of Current and Future State Reports: <Supported Process>					
No.	Report Name	Purpose	As-Is	To-Be	Justification	Contact Person	Comments
2.	Schedule of Expenditure and Federal Awards (SEFA)	Specific reporting	X	X	Mandatory	FPC Capital Budget	Sample report to be obtained
3.	3G01 Quarterly Progress Report	Quarterly report, also sent to Legislature	X	X	Mandatory	FPC	Sample report indicates ECC data

### Interfaces

I – Interfaces		Master List of Current and Future State Interfaces: <Supported Process>					
No.	Interface Name	Purpose	As-Is	To-Be	Justification	Contact Person	Comments
1.	None identified		X	X			

### Conversions

For Capital Budget conversion, refer to separate PDD for conversion

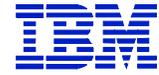
C – Conversions		Master List of Future State Data Conversions: <Supported Process>					
No.	Type of Data	Use	Source	Destination	Justification	Approach	Comments
1.	See above						

### Enhancements

E – Enhancements		Master List of Future State Enhancements: <Supported Process>				
No.	Type of Enhancement	Details	Target of Enhancement (Gap)	Justification	Comments	
1.	Validation during manual assignment of Schedule #	When manually assigning schedule # for supplemental projects, ensure that schedule is populated by user, before HB2 Bill is prepared	There is no standard validation for any manual entry of Schedule #; hence this would be a custom development	This validation would provide basis for other HB2 linked processes	To also check if the Layout could facilitate this check	
2.	Auto-generate Schedule #s	For new projects auto-generation of Schedule #, after funding is final in HB2 bill (Cash funded projects)	Schedule # process is a FPC custom process, hence the need for custom development	Since there are many 'new' Schedule #s every year, this will help to reduce errors	Need to clearly set rules to determine 'funding'	
3.	Indicator for 'Null' projects	An indicator for 'Null' projects is needed to track Null projects, through the Retraction and in FM	The indicator, which is setup in BI-IP needs to be further tracked in FM, through Retraction process	Further investigation during Realization	Note Retraction impact, if this is to be reflected in ECC-FM & BI-IP	
4.	FRICE-W object development for LEG approval of Non-state project	Need to check if FRICE-W development is needed to simplify the Legislative approval process	Simplify approval process with minimum steps	Simplify approval process with minimum steps	Will Legislature amend MOF?	
5.	WordPerfect file output for HB2 (without non-	As specified by Legislature, WordPerfect file document output is	BI data output to be produced as a Word Perfect file	Recent Legislative requirement change	To explore BI options	



# LaGov ERP Project Business Blueprint



E – Enhancements		Master List of Future State Enhancements: <Supported Process>			
No.	Type of Enhancement	Details	Target of Enhancement (Gap)	Justification	Comments
	system updates)	required for HB2			

## Workflows

W – Workflow		Master List of Future State Workflow Events: <Supported Process>		
No.	Description	Justification	Comments	
1.	After Retraction of lumpsum Capital Budget (FPC), approval is needed from OSRAP/STO to move non-consumable budget to consumable budget in FM	Since the budget transfer, from lump sum non-consumable budget to consumable budget for each project needs two levels of approval, this Workflow is needed	This Workflow is to be developed in FM	

## Gaps

Gaps		Master List of Future Gaps: <Supported Process>	
No.	Description of Gap	Why Gap Exists?	Impact / Comments
1.	Approval tracking and validations from Agency to Dept and FPC	There is no such in-built tracking functionality in BI-IP	Need to research options in BI-IP Gap document: FIN-BP-GDD020_Approval Tracking_FPC_Capital

## Security & Enterprise Role Definitions

Authorizations		Master List of Future State Roles/Authorizations: <Supported Process>		
No.	Role	Description	Strategy	Special Considerations
1.	Agency Capital Budget Analyst	Prepares Capital Outlay Request		
2.	Dept Capital Budget approver	Approves Capital Outlay Request		
3.	Board Capital Budget approver	Approves Capital Outlay Request		
4.	Legislative Capital Budget approver	Approves Capital Outlay Request		
5.	FPC Analyst	Reviews Capital Outlay Request		
6.	FPC Approver	Approves Capital Outlay Request		
7.	FPC Super-user	For complex Capital Budget prep functions, including Retractions		

## Organizational Impacts

No.	Activity/Task	Key Change from As-Is State	Organizational Work Force Impact
1.	Legislative Amendment	No such business process exists for	There will be the need for FPC to develop a



# LaGov ERP Project

## Business Blueprint



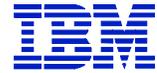
No.	Activity/Task	Key Change from As-Is State	Organizational Work Force Impact
	tracking	HB2 during the Legislative process	business process and contact persons at the Legislature to enable the Amendment tracking information to be shared with FPC
2.	The Schedule # will "miss" a year, although data in the new system will show for next year	With the business decision to change the Schedule number to include the Budget year, instead of the Legislative session year, upon cut-over to SAP, the Schedule numbers will "miss" a year. However, the data will be available in the new system in the next year.	Users need to be trained to understand this business process change – this will need to be included in the FPC training to User
3.	Non-State project CORs routed for Legislature approval	Legislature to approve/recommend, adhering to existing regulations. In the TO-BE process, Legislative approval must occur before FPC handles the CORs	For Non-State projects, this will be a new procedure that does not exist with current/AS-IS Capital Outlay Request processing. Hence, there would be an organizational impact for Legislature
4.	Posting non-consumable budget to consumable will take place in FM at a-project phase level. This process will be initiated by FPC with approvals from OSRAP and STO	There was a similar AS-IS process when the BDS document was routed for approval. Key change is non-consumable lump sum budget to consumable project budget transfer	This new way of handling budget movements may require a resource alignment and training to perform duties
5.	Process changes needed for Non-State projects during Legislative process	Additional process changes, to be determined, needed for Non-State projects during Legislative process	Organizational impacts may arise from the discussions pertaining to process changes needed for Non-State projects
6.	Procedures for closing out a project and financial obligation for the State	AS-IS Close out procedures are to be obtained/analyzed in Realization	Organizational impacts may arise for FPC, in the context of data conversion, after Project Closeout procedures are finalized, to ensure that there is no/ minimal financial obligations for State

### Training Impacts

- 2-3 End-users need to need to be trained on the business change in Schedule numbers that include the Budget year, instead of the Legislative session year, after cut-over to SAP.
- Specific 2-3 FPC End-users will need training on the new process for posting of non-consumable budget to consumable in FM, by routing the approval through OSRAP and STO.
- All Agency users will need training on the new process for submitting/making revisions to CORs. Specific Department and Board of Regent users will need training for approval of CORs.
- Some users at the Legislature will require training with respect to CORs for Non-State projects, as these will be routed through the Legislature for review/approval/recommendation, prior to FPC commencing any action on these CORs.
- After discussions pertaining to process changes needed for Non-State projects during Legislative process have occurred and decisions are made in Realization, it may be necessary to assess the training needed for the process changes.
- After the close-out procedures are developed for existing projects, including "open" contracts, it may be necessary to create training to carry out these changes/decisions for data conversion.
- End-users will require training on how to obtain reports from BI.



# LaGov ERP Project Business Blueprint



## Appendix – Sample Legacy eCORTS form

Project ID 533154		<b>CAPITAL OUTLAY REQUEST</b>		http://www.state.la.us/ecorts/	
Project Level Agency		FISCAL YEAR 2008 - 2009			
SABINE RIVER					
07-813 - Sabine River Authority Park Improvement Program					
Page 1					
<b>Project</b>					
Title		Sabine River Authority Park Improvement Program			
Location		Toledo Bend			
		<b>State IDs</b>		<b>Priority</b>	
<input type="checkbox"/> Emergency Project <input checked="" type="checkbox"/> Current Project Requirements <input type="checkbox"/> Anticipated Program Needs		<input type="text"/> <input type="text"/> <input type="text"/>		Local/Agency <input type="text" value="1"/> of <input type="text" value="3"/> Department <input type="text"/> of <input type="text"/> Management Board <input type="text"/> of <input type="text"/>	
<b>Applicant</b>					
Agency <input type="text" value="813 SABINE RIVER"/>		Schedule <input type="text" value="07-813"/>		Department <input type="text" value="07 DOTD"/>	
Parish <input type="text" value="SABINE"/>				Senate District <input type="text" value="31"/>	
				House District <input type="text" value="24"/>	
				Site Code <input type="text" value="N/A"/>	
<b>Local/Agency</b>					
User <input type="text" value="Sabine River Author"/>		Address <input type="text" value="15091 Texas Highway"/>			
Contact <input type="text" value="James W. Pratt"/>					
Phone Number <input type="text" value="318-256-4112"/>		City/State/Zip <input type="text" value="Many"/> <input type="text" value="LA"/> <input type="text" value="71449"/>			
Fax <input type="text" value="318-256-4179"/>					
E-Mail <input type="text" value="jpratt@dotd.louisiana.gov"/>					
<b>Department</b>		<b>Management Board</b>			
User <input type="text"/>		User <input type="text"/>			
Contact <input type="text"/>		Contact <input type="text"/>			
Phone Number <input type="text"/>		Phone Number <input type="text"/>			
<b>Cost Estimates</b>					
	Local/Agency	Department	Management Board	FPC	
Land/Building Acq.	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Planning 10%	<input type="text" value="352,500"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Construction	<input type="text" value="3,525,000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Hazardous Materials	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Subtotal	<input type="text" value="3,877,500"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Misc./Contingency	<input type="text" value="352,500"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Equipment	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total	<input type="text" value="4,230,000"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Time Estimates</b>					
Planning (months)	<input type="text" value="6"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Construction (months)	<input type="text" value="12"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
If planning has begun, when will it be completed? <input type="text"/>					



# LaGov ERP Project Business Blueprint



Project ID 533154 Project Level Agency SABINE RIVER 07-813 - Sabine River Authority Park Improvement Program	<b>CAPITAL OUTLAY REQUEST</b> FISCAL YEAR 2008 - 2009	<a href="http://www.state.la.us/ecorts/">http://www.state.la.us/ecorts/</a> Page 2																																																																						
<b>Prior Funding</b>																																																																								
FPC Project No. Assigned to Prior Funding <input type="text" value="N/A"/>		Sub-project No. <input type="text"/>																																																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Authorized Means of Financing</th> <th style="text-align: right;">Amount</th> <th style="text-align: right;">Year</th> <th style="text-align: right;">Act#</th> <th style="text-align: right;">Priority</th> <th style="text-align: center;">Bond</th> <th style="text-align: center;">Credit</th> </tr> </thead> <tbody> <tr> <td>Reappropriated</td> <td style="text-align: right;">332,411</td> <td style="text-align: right;">2004</td> <td style="text-align: right;">24</td> <td style="text-align: right;">0</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Reappropriated</td> <td style="text-align: right;">105,048</td> <td style="text-align: right;">2008</td> <td style="text-align: right;">28</td> <td style="text-align: right;">0</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Fees &amp; Self-gen</td> <td style="text-align: right;">1,234,347</td> <td style="text-align: right;">1995</td> <td style="text-align: right;">24</td> <td style="text-align: right;">0</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td></td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td></td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: right;">0</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td style="text-align: right;"><b>\$1,671,806</b></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Authorized Means of Financing	Amount	Year	Act#	Priority	Bond	Credit	Reappropriated	332,411	2004	24	0	<input type="checkbox"/>	<input type="checkbox"/>	Reappropriated	105,048	2008	28	0	<input type="checkbox"/>	<input type="checkbox"/>	Fees & Self-gen	1,234,347	1995	24	0	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	<input type="checkbox"/>	<input type="checkbox"/>		0	0	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<b>Total</b>	<b>\$1,671,806</b>																										
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*Describe specific source of funds <input type="text" value="GO Bonds"/>																																																																								
**Type of Statutory Dedication <input type="text"/>																																																																								
What fiscal year (FY) was the project or program first submitted for consideration? <input type="text" value="1995"/>																																																																								
<b>Agency Impact Statement</b>																																																																								
I hereby certify that this project has been reviewed, approved, and integrated into our department's long range strategic plan and five year budget. The impact of this project's operating budget has been approved.																																																																								
Name <input type="text" value="James W. Pratt"/> Title <input type="text" value="Executive Director"/> Date <input type="text" value="9/20/2007"/>																																																																								
<b>Comments</b>																																																																								
Year 1 - Priority 2 - \$1,000,000 Year 2-4 - Priority 5 - \$3,230,000 SRA operates 4 full service recreation parks that offer a variety of amenities to tourists visiting Toledo Bend Reservoir. Construction began on these facilities in the late 1960's and they were in operation in the early 1970's. The amenities such as recreational vehicle pads, shelters, bathhouses, cabins, pavilions, and restrooms are in desperate need of remodeling/rennovation. The infrastructure such as electrical transformers at these facilities are outdated and it is very difficult to find replacement parts. The roads are in need of overlay, and additional amenities such as telephone service and sewer service are needed.																																																																								



# LaGov ERP Project

## Business Blueprint

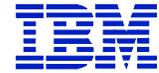


Project ID 533154 Project Level Agency SABINE RIVER 07-813 - Sabine River Authority Park Improvement Program		<b>CAPITAL OUTLAY REQUEST</b> FISCAL YEAR 2008 - 2009		http://www.state.la.us/ecorts/	
Page 4					
<b>Demonstration of Need</b>					
Title		Sabine River Authority Park Improvement Program			
Description		Renovate, Remodel, and add additional amenities to 4 full service recreation parks.			
Location		Toledo Bend		Present Empl. 30	
Project Type		Recreation		Future Empl. 0	
Facility Type		Misc.		Citizens Served 150,000	
Program / Service Desc.		Improved Parksite facilities for tourists		Daily Users 500	
Describe the long range strategic plan (5-Yr) for the program		By the year 2014 improve the economic conditions of West Central Louisiana by 10% in lake area hotel/motel tax collections and to strengthen SRA's financial ability to service debt obligations, support existing and implement new program			
<b>Purpose (Check all that apply)</b>					
<input checked="" type="checkbox"/> Expand Existing Pgm		<input type="checkbox"/> Changes in Mission		<input type="checkbox"/> Address Actual	
<input type="checkbox"/> Relocate Existing Pgm		<input type="checkbox"/> Changes in Existing		<input type="checkbox"/> Changes in Standards	
<input checked="" type="checkbox"/> Add New Pgm		<input type="checkbox"/> Changes in Population		<input checked="" type="checkbox"/> Promote Economic Dev	
<input checked="" type="checkbox"/> Attract Business		<input checked="" type="checkbox"/> Generate Employment		<input type="checkbox"/> Address Code Violations	
<input type="checkbox"/> Other					
<b>Applicable Guidelines / Standards</b>					
Publications, regulatory agencies' guidelines for the program		Park criteria of the Department of Tourism and Recreation			
Minimum or mandatory requirements for above-listed program		The applicable standard of law of affected agencies and associations will be met as a minimum by the planned program			
<b>What alternatives were considered? (check all that apply)</b>					
<input checked="" type="checkbox"/> Maintaining Status Quo		<input type="checkbox"/> New Space		<input checked="" type="checkbox"/> Renovations of Existing Space	
<input checked="" type="checkbox"/> Use Existing Space		<input type="checkbox"/> Less Space		<input type="checkbox"/> Expansions of Similar Program Elsewhere	
How was the best option determined (Studies, Etc.)?		Planning by Sabine River Authority based on similar amenities			
Were feasibility studies or needs assessment reports prepared other than this application? <input type="checkbox"/> Yes					
Preparer's Name		N/A		Phone	
<b>List socioeconomic and environmental affects of project</b>					
Project will enhance the environment and socioeconomic impacts of the area by promoting economic development and tourism expansion.					
<b>Identify and describe other similar facilities in your area and evaluate their capabilities to meet needs</b>					
North Toledo Bend State Park and South Toledo Bend State Park					
Request Endorsed By: Senator <input type="checkbox"/> Rep. <input type="checkbox"/> Endorser's Name: _____					





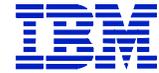
# LaGov ERP Project Business Blueprint



Project ID 533154 Project Level Agency SABINE RIVER 07-813 - Sabine River Authority Park Improvement Program	<b>CAPITAL OUTLAY REQUEST</b> FISCAL YEAR 2008 - 2009	<a href="http://www.state.la.us/ecorts/">http://www.state.la.us/ecorts/</a>	
Page 6			
Construction Cost (cont.)			
Source of Data	James W. Pratt	Date Prepared	10/11/2006
List special cost affecting factors considered (unfinished warehouse space, extraordinary HVAC, etc.).			
Cost of Construction Calculation (Provide COST/S.F. for Roofing Projects)			
Type of Space	Net Area	Cost/S.F.	Area Cost
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
	0	0	0
Burden Area	0	0	0
Total / Average / Total	0	0	0
Additional Line Item Expenses (Parking, Utility Tie-In, Security System, etc.)			
Item	Quantity	Unit Cost	Total
San Miquel Improvements	1	750,000	750,000
Oakridge Improvements	1	325,000	325,000
Cow Bayou Improvements	1	200,000	200,000
Converse Improvements	1	300,000	300,000
Cypress Bend Improvements	1	480,000	480,000
Pendleton Improvements	1	250,000	250,000
Pleasure Point Improvements	1	1,400,000	1,400,000
Cypress Bend Complex	1	525,000	525,000
	0	0	0
	0	0	0
Subtotal of Additional Line Item Expenses			4,230,000
Total Construction Cost			4,230,000
Equipment Costs			
Item	Item Costs		
	0		
	0		
	0		
	0		
	0		
Total Equipment Costs			0
Check this box if this program is for renovation or relocation of an existing program and the use of existing equipment discontinued. <input type="checkbox"/>			
If so, explain?			
If this project is a current year request, attach an itemized breakdown with unit costs and an estimated useful life of the equipment with final submission to Facility Planning.			



# LaGov ERP Project Business Blueprint

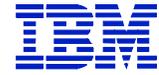


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		Page 7				
<b>Operation Budget (Expenditures)</b>						
(Should match submittals BR-1 and BR-2 to Office of Planning and Budget)		Existing Operating Budget Current Year Budgeted	Annual Projected Increase (Decrease) After Project Completion			
Salaries	2,077,878	0				
Other Compensation	229,900	0				
Related Benefits	609,240	0				
Travel	17,719	0				
Operating Services	698,426	20,000				
Supplies	250,000	15,000				
Professional Services	166,724	0				
Other Services	1,425,377	0				
Debt Services	0	0				
Interagency Funds	218,097	0				
Acquisitions	444,000	0				
Major Repairs	371,000	225,000				
Unallocated	0	0				
<b>Total Expenditures</b>	<b>6,508,361</b>	<b>260,000</b>				
<b>Total Positions</b>	<b>60</b>	<b>60</b>				
<b>Operation Budget (Financing)</b>						
State General Fund (Direct)	1,000,000	0				
State General Fund by:						
Interagency Transfer	0	0				
Fees and Self-Generated Rev.	5,508,361	260,000				
Statutory Dedications	0	0				
Interim Emergency Board	0	0				
Federal Funds	0	0				
<b>Total Financing</b>	<b>6,508,361</b>	<b>260,000</b>				
<b>Balance</b>						
Excess / Deficiency of Expenditures Over Financing (should = 0)		0	0			
<b>Operating Budget (Summary)</b>						
	Year 1	Year 2	Year 3	Year 4	Year 5	
State Gen. Fund (Direct)	1,000,000	0	0	0	0	
Interagency Transfer	0	0	0	0	0	
Fees/Self-Gen. Revenue	5,508,361	0	0	0	0	
Statutory Dedications	0	0	0	0	0	
Interim Emergency Board	0	0	0	0	0	
Federal Funds	0	0	0	0	0	
<b>Total Means of Financing</b>	<b>6,508,361</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Comments</b>						



# LaGov ERP Project

## Business Blueprint



<b>Team:</b>	Finance - Budget Prep
<b>PDD Name:</b>	Capital Outlay Budget (DOTD)
<b>PDD Number:</b>	FIN-BP-PDD030-Capital Outlay Budget (DOTD)
<b>Business Process Owner:</b>	Mike Schiro, Robin Romeo
<b>Functional Lead:</b>	John Hodnett, John Oglesby
<b>Functional Consultant:</b>	Manoj Jacob John

### **Executive Summary**

This document describes the business process design for the Budget Prep module (BP module), which is an SAP tool for the budget formulation process, to be implemented at the State of Louisiana (LA) as part of the implementation/migration of Department of Transportation & Development (DOTD) Highway Program capital budget related activities from the existing Legacy LETS/Excel based legacy data systems. Specifically, this document will address the overall business process decisions taken together with Subject Matter Experts (SMEs) during the Blueprint phase, 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.

In the AS-IS process at DOTD, the Highway Program capital budget is developed by the Planning group for inclusion in the HB2, although this is submitted by DOTD Budget as a Capital Outlay Request through eCORTS. Briefly, the process is initiated by overall planning of the Budget Partition for the ensuing Budget year as finalized by DOTD Executive Management and the Planning group. The Planning group further breaks down the Budget Partition from the Category levels to the respective Sub-Category level. Following this, the Highway Program Engineer would communicate the amounts by Sub-Category to the Program/Project Managers, who would then allocate available budget to their respective projects, taking into account geographical distribution, condition survey, progress of construction and such project criteria. This project-wise budget allocation is entered into LETS by the Planning group, after which a snapshot of LETS data is taken and reconciled against the Budget Partition in the preparation and consolidation of the Highway Program budget together with a proposed list of highway priority projects for the Legislature.

Pursuant to DOTD submission of an eCORTS-based Capital Outlay Request for the Highway program, this appropriation is included (without any project details) by FPC in HB2 for enactment by the Legislature (Note: Details of FPC preparation for HB2 approval are covered in a separate PDD), together with the other line items of capital projects from DOTD. After Legislative approval, the enacted HB2 amount is loaded, at the start of each fiscal year, into the Budget Development System (BDS) and interfaced to State's financial system (AFS), for spending control and other DOTD legacy systems for project tracking and management.

Pending details to be worked out in Realization for the proposed legacy LETS replacement by the Business Intelligence (BI) system as BI-LETS (note: decision taken towards the end of the Blueprint phase) in the TO-BE business process within SAP, the Highway Program capital budget development will use the Budget Prep module and ECC 6.0 modules, mainly Project Systems (PS) and Funds Management (FM). The Highway Program Capital Budget process would commence with the creation of the PS project master data at Stage 1 or 2 of the Highway Program, when the project is identified as part of the Highway Priority Program. These PS master data will be available for use and reference in the BI system for BI-LETS as well as Budget Prep. While BI-LETS would facilitate the ongoing business



# LaGov ERP Project

## Business Blueprint



processes related to letting, project scheduling, and other activities of the Planning group, the Budget Prep module will facilitate the annual development of a 4-year capital budget for the Highway Program, including the yearly appropriation to be included in HB2.

After Legislative approval, the Capital Budget data will be 'retracted' by FPC in a lump sum, i.e. by DOTD Capital funds, from the BP module to ECC at the start of Fiscal year as non-consumable budget. Thereafter, the DOTD Project Finance group would initiate specific project (or project phase) transfers from the non-consumable budget to consumable budget, based on specified operational guidelines.

Concurrent with ERP implementation, AFS/BDS/LETS/TOPS legacy systems and other ancillary data files would be replaced by ECC modules, the Budget Prep tool and the BI suite of applications of SAP, which would allow for an automated electronic 'retraction' of the budget prep data to the FM budget control module in ECC. Data is also 'extracted' daily from ECC to the BI system for reporting. Being a warehouse based solution, the BP module-based budget formulation process is more flexible and several planning versions can be simultaneously stored separately for future reference. Having consolidated all Highway Program capital budget data in the Budget Prep and also the BI tool, all the highway projects' data that form part of HB2 can use the same common master data and tools for the budget formulation process as well as subsequent construction phases until project close-out, ensuring standardization and streamlining of the Highway Program Capital budgeting process at DOTD.

Salient Highway Program related capital budget business process decisions taken by SMEs during the Blueprint sessions include:

- a) To replace the aging LETS system suitably with SAP BI system functionality, including the development of all legacy LETS reports from BI reporting;
- b) To create Project Systems-based project master data for highway priority projects during Stage 1 or 2 of the Highway Program and make available for reference to other systems;
- c) Data from the existing TAND system need not be considered for inclusion in BI; this data may instead be considered for Agile Assets;
- d) The BI system will not develop any 'new' Highway Needs Database; instead, DOTD will use their existing various sources of information which collectively provide the highway needs;
- e) After the enactment of HB2, the DOTD Highway Program Capital Budget is to be retracted as a lump sum non-consumable budget by FPC Budget (on behalf of DOTD Budget), as part of the overall Capital Outlay appropriations segregated by Capital funds; and
- f) Project Finance section to initiate approval to move the lump sum budget to individual projects, subject to detailed criteria.

The Process overview placed in the Section 3.0 TO-BE Process Flows outlines the sequence of DOTD's TO-BE Highway Program capital budgeting processes.

### **To-Be Process description**

#### ***Summary of Business Process Improvements, their Impact and Benefits***

In terms of revised statutes Title 39: Part III, Sub-part A 101 A. (2) of the State, projects to be funded by and programs for the expenditure of funds from the Transportation Trust Fund are to be governed by the Highway Priority Program in accordance with Article VII/Section-27 of the Constitution of Louisiana. The regulation empowers DOTD to independently develop budgets and manage Highway projects.

In the TO-BE process, DOTD Highway projects, when adopted into the Highway Priority Program (i.e. in Stage 1 or 2), will be created as project master data (with project's phase-wise details and Federal project #s, where applicable) in the ECC-Project Systems module (reference PDD for Project Structures, FI-PS-PDD-Project Structures-DOTD, FPC). These composite project master data references will be available as reference project master data for use and reference in the BI system that replaces LETS, the Budget Prep module, the TRNS.PORT system and any other existing Legacy system that would continue to exist.



# LaGov ERP Project Business Blueprint



Notwithstanding the BI system processes that replace LETS processes to facilitate the ongoing business activities related to letting, project scheduling, and other activities of DOTD Planning, the Budget Prep module would facilitate the annual highway program budget development beginning with a snapshot of data imported into the Highway Capital Budget/Planning info-cube (detailed/bottom-up build) as well as the top-down allocation of the overall Budget Partition. The Planning group further breaks down the Budget Partition from Category levels to the respective Sub-Category level. Following this, the Highway Program Engineer would communicate the Sub-Category amounts to the Program/Project Managers, who would then allocate the available budget to their respective projects, taking into account geographical distribution, condition survey, progress of construction and such other project criteria. This finalized project-wise budget allocation is entered into BI-LETS by the Planning group, after which a snapshot of BI-LETS data is taken and reconciled against the Budget Partition in the preparation and consolidation of the Highway Program budget together with a proposed list of highway priority projects for the Legislature. It is noted that provision needs to be made for line item entries in the Budget Partition as well as possibly the inclusion of a list of maintenance projects, besides options to capture Demos & Federal Earmarks that are also included in the Budget Partition. The Highway Priority program is to be submitted to the Legislature in the form of 3 main BI reports (note: There is no publishing requirement), namely (a) List of projects by Parish, (b) List of projects by Categories/Sub-categories, and (c) List of projects by Functional Classification.

After Legislative approval, the Highway Program Capital Budget data will be 'retracted' in a lump sum, i.e. by Capital funds, from the BP module to ECC at the start of Fiscal year as non-consumable budget by FPC Budget. Thereafter, together with the periodic Pre-Construction authorization of Federal Funds, DOTD Project Finance will initiate transfers in the FM module from non-consumable budget to consumable budget for specific projects and/or project phases as follows:

- For construction projects, this will take place after each project bid review is complete and each project authorization is adjusted for over/under;
- For non-construction projects, this will be based upon signed consulting services contracts, Right-of-Way approval emails by Planning Group & Authorization by Highway Program Engineering Group;
- No system-based approval routing is needed for the above budget process.

The process flow overview of the TO-BE Highway Capital Budget development process leading up to budget retraction to ECC is placed for reference at Section 3.0 TO-BE Process Flows as per attached file name "Capital Budget Process Overview (DOTD)".

At this stage, with the decision to replace LETS and other systems with the BI system functionality, no other extraneous data is necessary to be interfaced in the preparation of DOTD Highway Capital budget. Also refer to the Gap definition document created with reference to the legacy LETS replacement by BI

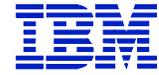
Besides making available all data related to the Highway Program Budget development and subsequent project execution data in a central repository (BP module as compared to the various Excel files and Access databases), the TO-BE process is expected to improve the data integration between Actual and Budget and facilitate the project tracking from creation of projects to capture initial costs of Environmental clearance through to project execution and close out. These are expected to be significant improvements to the Excel-based Capital Budget development and subsequent tracking of projects in the BDS and AFS legacy systems. Further, with the retention of several Prep versions for future reference, the ability for analysis and reporting will be greatly enhanced, in addition to streamlining the many manual processes that currently take place for the Highway Capital Budget formulation.

#	Process Terminology	Description
1	SAP Business Intelligence (BI)	SAP Business Intelligence (BI) enables Online Analytical Processing (OLAP), which processes information from large amounts of operative and historical data. OLAP technology enables multi-dimensional analyses from various business perspectives.



# LaGov ERP Project

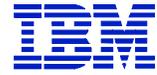
## Business Blueprint



#	Process Terminology	Description
2	IP – Integrated Planning	Integrated Planning module is an SAP warehouse based solution where budgeting/ planning is enabled. IP allows for users to enter and change budget/planning data.
3	Extractor	Program that transfers data from ECC source system to SAP Business Intelligence
4	Retractor	Program that returns data from SAP BI back to the ECC system. Actual data that has been extracted from the Operational system is used as reference data for generating new planning data in an application based on BI. A retractor can be used to transfer this planning data back to ECC as Budget at the beginning of the fiscal year.
5	Info cube	An Info cube describes a self-contained dataset consisting of relational tables that are created to facilitate planning and reporting in BI
6	Key Figure	Key figures are specific objects in an info cube that represent values or quantities. Key figures are contained in and updated with transactional data or interactive planning activities and some examples are actual dollars, budgeted dollars, or Full Time Equivalent
7	Characteristics	Characteristics provide classification possibilities for the dataset. Examples of Characteristics include Fund, Cost Center, Functional Area, etc. The master data includes the permitted values for a characteristic, also called characteristic values. Characteristic values are discrete names.
8	Business Explorer (BEx)	The analysis of dataset in BI is done by defining queries for Info providers using the Excel based BEx Query Designer. By selecting and combining Info objects (characteristics and key figures) or reusable structures in a query, the navigation and evaluation of data is facilitated in the selected Info provider.
9	Data Slices	Data slices are used to explicitly lock certain subsets of the dataset of a planning area for updates. Each data slice specifies a selection condition for characteristic values.



# LaGov ERP Project Business Blueprint



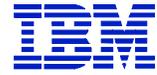
## To-Be Process Flows

### DOTD without LETS

DOTD Highway Capital Project Budget data in House Bill 2					
#	InfoCube	Process overview	BI Back-end & IP Front-end	Version	Remarks
LETS	Continue all <u>business processes</u> in LETS, including process for HB2 submission and consolidation	1. Budget Partition (from Robin to Mary) by Category		n.a.	To discuss M.o.F. in Blueprint session
		2. Budget Partition (from Mary to Program Managers) by Sub-Category			Need for Project-wise funding in detail
		3. Program Managers submit allocations of Budget to Highway projects			
		4. Feed related Hwy project data to other Main-frame Engineering applications, including GIS			
		5. Project Budget allocations, submitted by Pgm Mgrs, entered into LETS			
Cube for LETS	<u>Capture of LETS snapshot:</u> - Initially: for House Bill 2 - Year-round: after Letting meetings	1. For HB2, LETS snapshot taken after Project Budget allocations, into HB2 / Highway Program "version" 2. For year-round process, LETS snapshot taken after each Letting meeting, into Yearly Version	- BI back-end based on Data Matrix of LETS system - Check need for IP front-end BEx layouts - Data Marts to move data	Hwy Pgm version and Yearly version	Need to map M.o.F. details
Other Project data	Follow-up other <u>business processes</u> (or TRNS.PORT data)	1. Tie-up SAP-PS Project # to Control Section, etc 2. Feed related Hwy project data to other Main-frame Engineering applications		n.a.	
Cube for Other Project data	Update from TOPS data to Cube	1. Ensure validation for all data, together with SAP-PS based Project# 2. Error correction process initiated for invalid data	- BI back-end based on Data Matrix of TOPS system - Check need for IP front-end BEx layouts - Data Marts to move data	Only 1 Version	Need to map M.o.F. details
STIP	STIP submissions created every _ years (covering 4 years of data) and Periodic STIP run files	1. STIP submission data, every _ years 2. Periodic STIP run files (data different from LETS)		n.a.	Need to map M.o.F. details
Cube for STIP	<u>Update to STIP Cube:</u> - STIP submissions (every 4 years) - Periodic STIP run files	1. STIP submission data, every _ years, captured into STIP submission version 2. Periodic STIP run files captured into Yearly Version 3. Provision for comparison with future project-wise Federal Aid / Initial Construction authorizations	- BI back-end based on Data Matrix of LETS system - Check need for IP front-end BEx layouts - Data Marts to move data	STIP submit version and Yearly version	Need to map M.o.F. details
DOTD Hwy cube	DOTD Capital Highway projects data, as included in House Bill 2 and as per Letting process (thro' the year)	1. LETS snapshot <u>periodically</u> from LETS cube	- BI back-end based on, but not limited to, the Data Matrix of structure as a sub-set of LETS data with Financial information - IP front-end based on BEx layouts - Data Marts to move data	Any interim Versions as related to HB2 version	For HB2 & after each Letting meeting Listing by Parish, Categories, etc
		2. Tie with list of Highway Pgm projects			To discuss mapping of M.o.F. details
		3. Tie Funding against list of Highway Pgm projects			
		4. Management Reports based on Highway Program HB2 data			Review consolidation process to decide on Planning Functions
		5. Data consolidation of Highway Program to one line as needed for HB2 consolidation in FPC cube			
6. Data Mart to move Hwy Program project summary to FPC/FM cube, incl. possible auto-creation of ECORTS entry for Highway program					
??	Initial Construction & Non-Construction Authorizations for Federal Aid ????	1. Identify specific Project # with Fed Aid allocation by FHWA 2. Finalize exact Fed Aid for each Project # 3. <del>Monthly consolidation for Retraction</del> 4. Process (Data Mart) to move to FM Budget cube	To finalize details after FHWA session		Need to map M.o.F. details System entry for Fed Aid? Consolidation Rules Data selection criteria
FM cube	Retraction from BI-IP to FM, and subsequent processes, related to PS Capital projects & FM	1. Rules for inclusion in Retraction Query, based Monthly with PS Project # 2. Retraction process - access/security - error handling, etc 3. Reconciliation report for Retraction process 4. FM processes after retraction - move Budget to Projects 5. BI reports to tie PS Project# based "Actual" to Budget data	- BI cube is SAP-delivered Std cube - BI Retraction Query to be developed - Reconciliation Reports - Report to list by Project #	Retract Final version (to number later)	To discuss if Retraction to change based on Construction Authorization Responsibility: Planning, Budgeting, Project Finance group or COE? New Funded Programs corresponding to elaborate WBSes within PS projects



# LaGov ERP Project Business Blueprint



## DOTD without LETS

DOTD Highway Capital Project Budget data in House Bill 2					
#	InfoCube	Process overview	BI Back-end & IP Front-end	Version	Remarks
LETS in BI	Commence previously LETS-based business processes in BI system	<b>Note:</b> Initially, all AS-IS Engineering processes of LETS must be mapped to BI in Realization, including the Highway Letting & Scheduling process	BI structure to be determined in Realization - BI back-end based on Data Matrix of LETS - Check need for any front-end? - Data Marts to move data		Check the need for for in-bound and out-bound Interfaces after finalizing TO-BE processes in BI
STIP from BI	STIP submissions created every 2 years or as specified (covering 4yr projections of data) and Periodic STIP run files	1. STIP submission data, every 2 years (or as specified) 2. Periodic STIP run files (data different from LETS) in separate version? 3. Periodic data transfers from STIP cube to Hwy Program cube, if needed 4. Provision for comparison with future project-wise Federal Aid / Initial Construction authorizations	BI structure to be determined in Realization - BI back-end based on Data Matrix of LETS/STIP - Check need for any front-end? - Data Marts to move data	STIP submit version and Yearly version	Need to map M.o.F. details
PS Actual cube	Continuous Update of Master data from PS module to PS actual cube, including data from Legacy TOPS (expected to be in PS module, as standard or custom)	<b>Note:</b> Initially, all PS processes, including any customizations, are to be mapped to BI standard and/or enhanced/custom cubes	BI structure to be determined in Realization - BI back-end based on PS customizations		
LETS in BI	Business processes in BI system, especially process related to HB2 data submission and consolidation for Highway Program	1. Budget Partition (from Robin to Mary) by Category 2. Budget Partition (from Mary to Program Managers) by Sub-Category 3. Program Managers submit allocations of Budget to Highway projects 4. Project Budget allocations, submitted by Pgm Mgrs, entered into BI (similar to LETS update) 5. Periodic out-bound data related to Hwy projects to other Legacy or Main-frame Engineering applications, if any, including GIS			Check M.o.F. in Blueprint session - Front-end entry tool Front-end entry tool? Need for Project-wise funding in detail Front-end entry tool? Check out-bound Interface details to several existing Legacy applications
Planning Cube for Hwy Pgm Budget	<b>Capture BI-LETS data snapshot</b> (to consolidate & submit for HB2) - Initially: for House Bill 2 - Year-round: after Letting meetings	1. For HB2, BI-LETS snapshot taken after Project Budget allocations, into HB2 Highway Program "planning version" 2. For year-round process, BI-LETS snapshot taken after each Letting meeting, into Yearly Planning Version	- BI back-end based on Data Matrix of Hwy Pgm - Check need for IP front-end BEx layouts - Data Marts to move data	Hwy Pgm version and Yearly version	Need to map M.o.F. details
Other Project data	Follow-up other <b>business processes</b> (and/or data updates to TRNS.PORT)	1. Tie-up SAP-PS Project # to Control Section, etc 2. Periodic out-bound data related to Hwy project data to other existing Legacy Main-frame Engineering applications, if any		n.a.	Check out-bound Interface details to several existing Legacy applications
Cube for Other Project data	Update from TOPS data to Cube (Not required anymore)	1. Ensure validation for all data, together with SAP-PS based Project# 2. Error correction process initiated for invalid data	- BI back-end based on Data Matrix of TOPS system - Check need for IP front-end BEx layouts - Data Marts to move data	Only 1 Version	Need to map M.o.F. details
Planning Cube for Hwy Pgm Budget	DOTD Capital Highway projects data, as included in House Bill 2 and as per Letting process (thro' the year)	1. LETS snapshot periodically from BI-LETS cube 2. Tie-back to list of Highway Pgm projects 3. Tie-back Funding against list of Highway Pgm projects 4. Management Reports based on Highway Program & HB2 5. Data consolidation of Highway Program to one line as needed for HB2 consolidation in FPC cube 6. Data Mart to move Hwy Program project summary to FPC/FM cube, incl. possible auto-creation of ECORTS entry for Hwy Pgm	- BI back-end based on, but not limited to, the Data Matrix of structure as a sub-set of LETS data with financial information - IP front-end based on BEx layouts - Data Marts to move data	Any interim Planning Versions as related to HB2 data for Hwy Pgm	For HB2 & after each Letting meeting Listing by Parish, Categories, etc To discuss mapping of M.o.F. details Consolidation Rules Review consolidation process to decide on Planning Functions Need to check on FRICE-W object
TBD	Initial Construction & Non-Construction Authorizations for Federal Aid (after retraction of annual Hwy Pgm budget)	1. Identify specific Project # with Fed Aid allocation by FHWA 2. Finalize exact Fed Aid for each Project 3. Monthly consolidation for Retraction 4. Process (Data Mart) to move to FM Budget cube	After FHWA structure in ECC is finalized, the corresponding structure in BI to be worked out in Realization		Need to map M.o.F. details System entry for Fed Aid? Consolidation Rules Data selection criteria
FM cube	Retraction from BI-IP to FM, and subsequent processes, related to PS capital projects & FM	1. Rules for inclusion in Retraction Query-based Monthly with PS Project # 2. Retraction process - access/security - error handling, etc 3. Reconciliation report for Retraction process 4. FM processes after retraction - move Budget to Projects 5. BI reports to tie PS Project# based "Actual" to Budget data	- BI cube is SAP-delivered Std cube - BI Retraction Query to be developed - Reconciliation Reports - Report to list by Project #	Retract Final version (to number later)	To discuss if Retraction to change based on Construction Authorization Responsibility: FPC Budget New Funded Programs corresponding to elaborate WBSes within PS projects

## Key Business Process Decisions

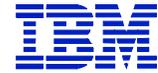
As part of the Capital budget build process, the following major design decisions were taken by the SMEs during the Blueprint sessions:

#	Decision	Process Impact	Organizational Impact
1	For DOTD, it has been proposed to replace LETS with equivalent functionality built in the BI system using custom cubes	The aging LETS system that supports DOTD Scheduling and other project engineering activities, is proposed to be replaced by equivalent functionality in BI	After detailed design in Realization, the organizational impact needs to be ascertained
2	Project Systems-based Project numbers to be created in Stage 1 or 2 (of the Highway Program) and made available for reference	Legacy TOPS based project numbering as well as the tool are being replaced. This SAP project numbering is expected to change the entire DOTD project data in	Adequate and repeated training will be necessary for DOTD staff that handles project data, and/or interface with other Legacy systems that may continue to



# LaGov ERP Project

## Business Blueprint



#	Decision	Process Impact	Organizational Impact
	to other systems, eg. TRANSPORT	several existing systems	exist, including the new TRNS.PORT
3	4-year detailed Highway Program to be built in DOTD Hwy cube, based on LETS data, which in turn is based on the budget partition (Details to be determined)	Highway Program budget data time-frame, which uses 4-years for STIP projections and 7-years for Budget Partition (last year) is proposed to be developed over 4 years	No significant impact due to the change from AS-IS to TO-BE, due to the change in budgeting time-frame. Also refer Gap definition document in Sec 7.
4	After HB2 enactment, Highway Program Capital Budget is to be retracted as a lump-sum non-consumable budget - this will be handled by FPC Budget, together with retraction of other HB2 data	Currently, the AS-IS process involves a summary lump-sum entry into BDS, and through to AFS. Subsequently, DOTD finance systems, through the Daily Journal system (DAJR) will post line items, which are checked against the lump-sum budget	The lump-sum non-consumable budget retraction from Budget Prep to FM will facilitate DOTD to better manage the budget, especially during the 4 <sup>th</sup> quarter
5	Project Finance section to initiate approval to move budget to individual projects	<ul style="list-style-type: none"> <li>- For construction projects, this will take place after each project bid review is complete and each project authorization is adjusted for over/under</li> <li>- For non-construction projects, this will be based upon signed consulting services contracts, Right-of-Way approval emails (Planning group) and Authorization by Highway Program Engineering Group</li> <li>- No system-based approval routing is needed for above budget process</li> </ul>	As this will be managed by DOTD Project Finance, which also handles the Federal Aid Pre-Construction Authorization, this is expected to bring about more data & process integration.
6	Data from existing TAND system need not be considered for inclusion in BI; this data may be instead considered in Agile Assets	No change in process, as the TAND data which is related to Road condition is more in line with the data in Agile Assets	Reference is drawn to the changes in the reference PDD for Agile Assets, LA-PDD-MD003 LRS & Asset Master data
7	The BI system will not develop any 'new' Highway Needs database; instead, DOTD will use their existing various sources of information which collectively provide the highway needs;	In terms of 'highways needs' information, since data comes from various different sources, the SMEs decision is not to effect any change to the existing process	Since there is no change to existing processes, no particular Org impact is anticipated

### Statute, Regulation, Policy, and Procedural Impacts

#	Statute, Regulation, Policy or Procedure	Revision Identified	Business Owner
1	Similar to the changes proposed for Operating Budget, due to the fact that the new LaGov ECC system will not allow any actual posting unless the Budget is loaded on 1st of July each year (without any delay), there could be a need to formulate a policy based on considerations of loading a percentage budget or other alternatives such as shifting the timeline of budget retraction, and present the same in the ensuing Budget Bill for the year 2009-10 or 2010-11, to bring about change with effect for the budget for 2011-12 to be prepared using SAP Budget Prep module	Similar to Operating Budget, it is necessary to find out if Capital Budget data load into ECC is critical as of 1 <sup>st</sup> July each year. If it is critical, then a revision, similar to the one proposed for Operating Budget load, will be necessary.	To be determined after the detailed discussion with Capital Budget SMEs from FPC, DOTD, etc

### Identified Development Objects (FRICE-W)



# LaGov ERP Project

## Business Blueprint



### Forms

F – Forms		Master List of Current and Future State Forms: <Supported Process>					
No.	Form Name	Purpose	As-Is	To-Be	Justification	Contact Person	Comments
1.	None identified		X	X			

### Reports

All Reporting requirements are being collated by the BI Team, but critical Report developments which were mentioned in the context of business processes in this PDD, are highlighted below:

R – Reports		Master List of Current and Future State Reports: <Supported Process>					
No.	Report Name	Purpose	As-Is	To-Be	Justification	Contact Person	Comments
1.	Check Quarterly Reports for LETS data	Quarterly Reporting	X	X	Quarterly reporting	Robin Romeo	Sample report to be obtained
2.	Reporting by political district : a. Congressional b. Legislative (federal/state)	Specific reporting	X	X	Mandatory	Robin Romeo	Sample report to be obtained
3.	List of projects by Parish	Specific reporting	X	X	Mandatory	Robin Romeo	
4.	List of projects by Categories/ Sub-categories	Specific reporting	X	X	Mandatory	Robin Romeo	
5.	List of projects by Functional Classification	Specific reporting	X	X	Mandatory	Robin Romeo	

### Interfaces

I – Interfaces		Master List of Current and Future State Interfaces: <Supported Process>					
No.	Interface Name	Purpose	As-Is	To-Be	Justification	Contact Person	Comments
1.	None identified		X	X			

### Conversions

For Capital Budget conversion, refer to separate PDD for conversion FIN-BP-PDD050

C - Conversions		Master List of Future State Data Conversions: <Supported Process>					
No.	Type of Data	Use	Source	Destination	Justification	Approach	Comments
1.	See above						

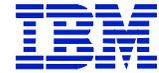
### Enhancements

E – Enhancements		Master List of Future State Enhancements: <Supported Process>				
No.	Type of Enhancement	Details	Target of Enhancement (Gap)	Justification	Comments	
1.	Potential to roll up DOTD	As the DOTD Hwy Program is required to	Since the Capital Outlay Request is to	Currently, collection of Hwy Program data and	This automation, or an effort	



# LaGov ERP Project

## Business Blueprint



E – Enhancements		Master List of Future State Enhancements: <Supported Process>			
No.	Type of Enhancement	Details	Target of Enhancement (Gap)	Justification	Comments
	highway project data into an eCorts submission	submit, per legal requirement, a Capital Outlay Request (COR) for the Hwy Program, this enhancement is proposed to automate that process	be custom developed, the roll-up of entire Hwy Pgm data into the COR would be a custom development	summarizing the data into COR is tedious and time consuming	closer to this, would greatly improve COR submission for the Hwy Pgm

### Workflows

W – Workflow		Master List of Future State Workflow Events: <Supported Process>		
No.	Description	Justification	Comments	
1.	None identified			

### Gaps

Gaps		Master List of Future Gaps: <Supported Process>		
No.	Description of Gap	Why Gap Exists?	Impact / Comments	
1.	Develop LETS functionality in BI system Refer Gap definition document FIN-BP-GDD030_LETS_functionality_in_BI_system_(BI-LETS)	There is no such Letting functionality in BI or ECC	The expectation is to develop custom cubes with interactive front-end tools accessible to end-users	

### Security & Enterprise Role Definitions

Aside from the Budget roles for Highway Program from DOTD Planning, there may be several roles to be developed when LETS functionality is developed in BI, which have not been considered in this PDD, as the detailed design for BI-based LETS would be in Realization phase.

Authorizations		Master List of Future State Roles/Authorizations: <Supported Process>		
No.	Role	Description	Strategy	Special Consideration
1.	Hwy Program Budget Analyst	Hwy Program Budget Analyst who enters/handles Budget data	This role will need access to the BI-LETS	None
2.	Hwy Program Budget Approver	Hwy Program Budget Analyst who approves the Budget data	This role will need access to the BI-LETS	None
3.	Reports for Hwy Program Budget	Any end-user in DOTD/Planning who accesses the Highway Program reports	General BI reporting access (t.b.d.)	None

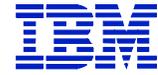
### Organizational Impact

No.	Activity/Task	Key Change from As-Is state	Organizational Work Force Impact
1.	Posting of a non-consumable budget to consumable will take place in FM	There was no similar or equivalent process in	This new way of handling budget movements may require a role within DOTD Project Finance section



# LaGov ERP Project

## Business Blueprint



No.	Activity/Task	Key Change from As-Is state	Organizational Work Force Impact
	at the project phase level.	the AS-IS process	to perform duties
2.	In the context of moving non-consumable to consumable budget, further organizational impacts may arise for DOTD after the exact roles of the currently constituted Project Finance Committee and/or Project Delivery Steering Committee are determined	Currently, there is a Project Committee and/or Project Delivery Finance Steering Committee.	Although the exact role for Project Committee and/or Project Delivery Finance Steering Committee in the approval process is yet to be determined, currently, it is not expected that they would have system access to perform any transactions or approvals.
3.	For DOTD, it has been proposed to replace LETS with equivalent functionality built in the BI system using custom cubes	The aging LETS system is proposed to be replaced with BI	While this detailed design will be determined in Realization, additional organizational impact may arise from this change.
4.	Cash management tool that DOTD currently utilizes is to be further investigated	Possible change from DOTD AS-IS Cash Management tool	After a TO-BE solution is determined in Realization, further Organizational impacts may need to be ascertained
5.	Need to investigate the current data disconnect between Scheduling and Federal Aid	Details to be obtained in Realization	Organizational impacts may arise for DOTD if a change in business process is initiated in Realization.
6.	Investigate procedures for closing out a project and financial obligation for DOTD and the State	AS-IS Close out procedures are to be obtained/analyzed in Realization	Organizational impacts may arise for DOTD, in the context of Data conversion, after Project Closeout procedures are finalized, to ensure that there is no/minimal financial obligations for DOTD and the State

### Training Impacts

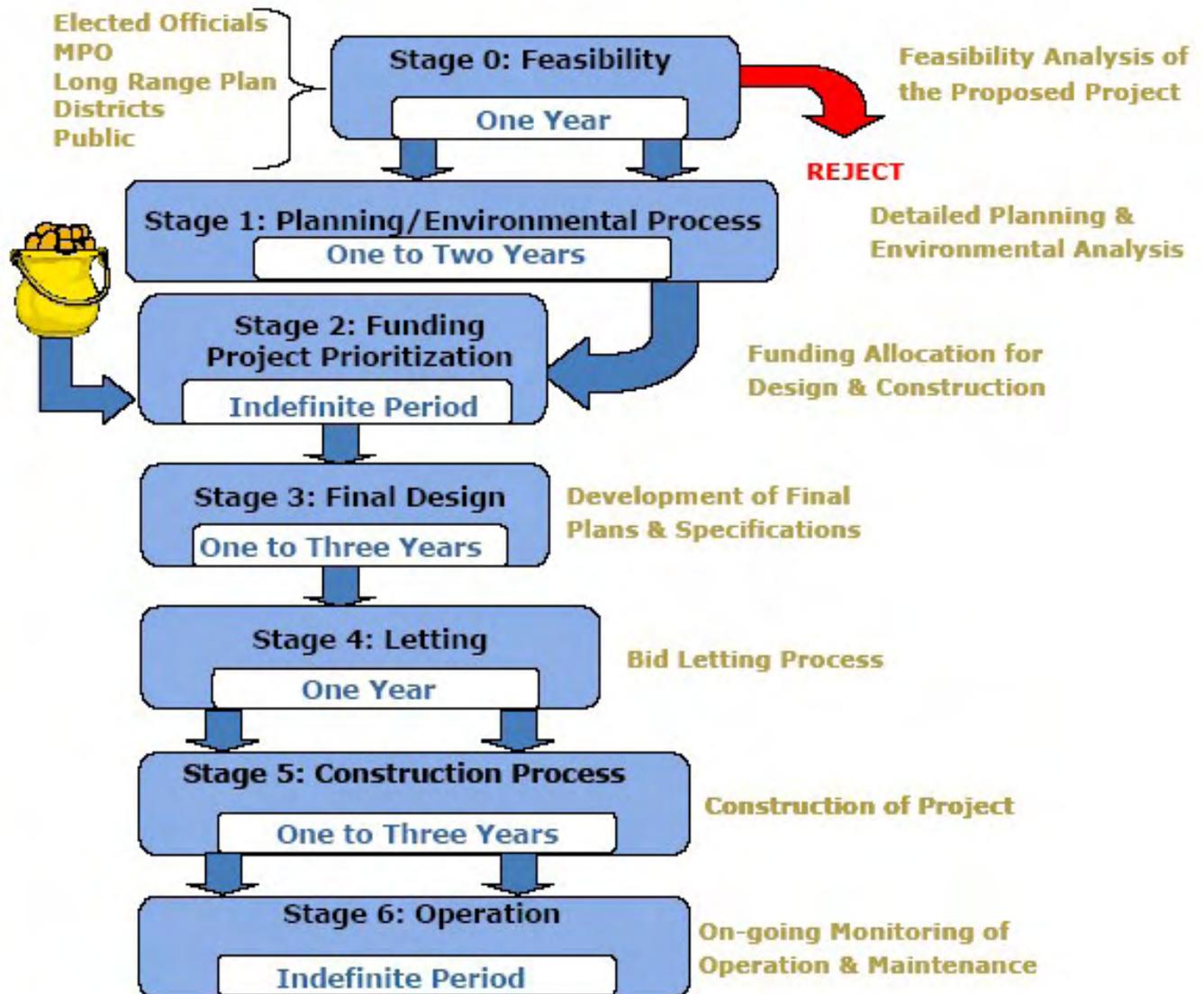
- 3-4 DOTD super-users will require training on BI since it will replace LETS, including possibly super-user Query development access
- After Workflow is developed, 2-3 DOTD Project Finance end-users will need to receive training for the new process of FM budget postings from non-consumable to consumable budget.
- After new cash management processes are outlined for DOTD, it may be necessary to create training to address changes/decisions (Users to be estimated in Realization).
- After the current data disconnect between Scheduling and Federal aid for DOTD is investigated and process changes are determined, it may be necessary to create training to address changes/decisions (Users to be estimated in Realization).
- Once the procedures for closing out a DOTD project are determined, it may be necessary to create training to address changes/decisions (Users to be estimated in Realization).



# LaGov ERP Project Business Blueprint



## Appendix A: DOTD Highway Program project development Lifecycle





# LaGov ERP Project

## Business Blueprint



### Appendix B: Legacy reference docs for the DOTD Highway program capital budget process

#### LETS Data screens

Session A - [24 x 80] PROJECT LETTING INFO - Screen 1 LETS11

RECORD DISPLAYED Mode INQUIRE

PROJECT NO 247 02 0028 Logmile 0.00 to 0.01 Route LA 56 Parish 55

Assoc Proj L-Assoc to

District 02 Length .01 Urban MPO: N/A

Proj Name LA 56 DRAINAGE

Type Impvmt DRAINAGE Code: 99

Remarks LET W/247-03-14 Sponsor

St Rep Dist

St Sen Dist

NEEDS Sect 01

\*\*\*\*\*STIP\*\*\*\*\*

Init Dte 2005 Group: Scope MISC1

Priority Fin Src FED MISC2 Fed Aid Sys STP

Pgm Phase: MISC3 Fedl P-Cent 80

PGM FY AUTH DATE Stage

Engr State FY 2009

R/W Fed FY 2008

Util

Const 2008 LETTING DATE SEP 2008 METRIC(E,M) E

REMOVE (a, c, g, l, x, space) LETTING COST \$677,049 No Print: LET

F1 HELP F2 SELECT F3 END F4 ADD PROJECT F5  
F7 BACK F8 NEXT F9 NOTES EXIST F10 PRINT F11 S

This document was sent to the printer  
Document name: 'Session A - [24 x 80]'  
Printer name: '\\H00001MS032\85\_004\_x7750\_PS'  
Time sent: 5:19:03 PM 10/7/2008  
Total pages: 1

MR a 015

Session A - [24 x 80] PROJECT LETTING INFO - Screen 2 LETS12

PREVIOUS RECORD DISPLAYED Mode INQUIRE

PROJECT NO 247 02 0028 LA 56 DRAINAGE

Current Status: Proposed Code: Reason Team Members

Environ CL MGR: BRANTON, JENNIFER

Survey SURV:

P-Plans 2008 01 COMP ENVI:

R/W Map ROAD: NILFOROUSHAN, MEH

F-Plans 2008 06 COMP BRDG:

R/W Clr N/A R/W :

Util Clr N/A UTIL:

Delivery 2008 06 COMP DIST:

PS & E 2008 08 COMP PLAN:

Letting 2008 09

Costs(x1000)	Category:	Sub-Cat:	Const cost	Let cost	Fund:	Permits
Engr	OE	DR	1	\$500	\$500 STCASH	CG N/A
R/W	PR	NI	2		\$177 STP<200K	COE N/A
Util			3			CZM N/A
Budget	\$500	Orig Est		\$500	\$677	CLB N/A

Parcels to Acq Parcels Acqd Relocates RR: N - N/A BR

Num Utilities Agree Executed Loc List Out Fed Rev N Env Doc EE

ROAD Consult BRIDGE Consult Designer DISTRICT 02 WQC NOT REQ

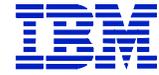
F1 HELP F2 SELECT F3 END F4 MOVE PROPOSED F5 UPDATE F6 NEXT PROPOSED

F7 BACK F8 NEXT F9 NOTES EXIST F11 SCREEN 1 F12 NEXT LET F13 BRIDGE RECORD

MR a 03/015



# LaGov ERP Project Business Blueprint



## Budget Partition

THIS IS NOT AN ACCOUNTING DOCUMENT. IT IS TO BE USED FOR PROGRAMMING PURPOSES ONLY.  
BUDGET PARTITION FY 08-09 (June 27, 2008)

CATEGORY	SUB-CATEGORY	LETTINGS					CONSTRUCTION ENGINEERING					ENGR, R/W, UTIL										GRAND TOTAL	SURPLUS FUNDS
		FED FUNDS	STATE FUNDS	TRIP FUNDS	BONDS	TOLLS/LOCAL	FED FUNDS	STATE FUNDS	TIMED	SUB-TOTAL	FEDERAL FUNDS			STATE FUNDS	TIMED FUNDS	BONDS	TOLLS/LOCAL	SUB-TOTAL					
										ENGR	R/W	UTIL	IND.	SUB-TOTAL									
PRESERVATION	NON-INTERSTATE (PAVEMENT)	64.8	21.2				26.8	5.2	1.7	0.8				6.3	6.3	0.8				7.1	100.0	90.0	
	NON-INTERSTATE (PAVEMENT NFA)		30.6				30.6	2.6		2.4											53.0	24.6	
	CONTRACT MAINTENANCE (ROAD)		7.5				7.5	0.6		0.6												8.1	Δ
	INTERSTATE (PAVEMENT)	18.0	2.0				20.0	1.4	0.2	1.8				1.7	1.7						1.7	23.3	
	BRIDGE (ON SYSTEM)	100.0	25.0				125.0	8.0	2.0	90.0	1.7	3.5	2.0	11.5	18.7	1.8					30.5	155.6	25.3
	BRIDGE (OFF SYSTEM)	10.4				2.6	13.0	0.8	0.2	1.0	1.4			1.3	2.7					0.4	3.0	17.0	10.0
	<b>SUB-TOTAL</b>	<b>193.2</b>	<b>88.3</b>			<b>2.6</b>	<b>282.1</b>	<b>15.4</b>	<b>7.1</b>	<b>22.5</b>	<b>3.1</b>	<b>3.5</b>	<b>2.0</b>	<b>30.8</b>	<b>20.5</b>	<b>2.6</b>			<b>0.4</b>	<b>32.4</b>	<b>337.0</b>		
OPERATIONS	ITS (register)	8.2	2.0				10.2	0.6	0.2	0.8	0.8			1.0	1.8	0.2				2.0	13.0		
	TRAFFIC CONTROL DEVICES	8.4	2.3				11.7	0.7	0.2	0.8				1.0	1.0	0.4				1.4	14.0		
	ROADWAY FLOODING		3.7				3.7	0.3	0.3	0.3											4.0		
	WEIGH STATIONS	1.8	0.2				2.0	0.2	0.2	0.2				0.2	0.2						0.2	2.4	
	REST AREAS	5.9	1.5				7.4	0.5	0.1	0.8				0.8	0.6						0.8	8.6	
	MOVABLE BRIDGE PM		11.6				11.6	0.9	0.9	0.9												12.5	5.5
	INTERSTATE LIGHTING	1.8	0.2				2.0	0.2	0.2	0.2	0.1			0.2	0.2						0.3	2.5	
	FERTILES		3.5				3.5	0.3	0.3	0.3												3.5	
	TSM		3.8				3.8	0.3	0.3	0.3												4.1	
		<b>SUB-TOTAL</b>	<b>27.1</b>	<b>28.8</b>				<b>25.9</b>	<b>2.2</b>	<b>2.3</b>	<b>4.5</b>	<b>0.8</b>			<b>3.0</b>	<b>3.9</b>	<b>0.6</b>				<b>4.2</b>	<b>84.8</b>	
SAFETY	HWY. PROGRAM	18.2	4.6				22.8	1.4	0.4	1.8	0.8	2.0	1.0	2.5	3.0	0.8				0.7	51.4	15.0	
	LOCAL ROAD SAFETY	2.7				0.1	2.8	0.2	0.2	0.2	0.1			0.1						0.0	3.1		
	SAFE RDS. TO SCHOOLS									1.2				0.1	1.3	0.3					1.6	1.8	
	RR CROSSING UPGRADES	7.7	0.9				8.6	0.6	0.1	0.7	0.1			0.8	0.9					0.9	10.2		
	<b>SUB-TOTAL</b>	<b>26.7</b>	<b>5.5</b>				<b>34.2</b>	<b>2.2</b>	<b>0.5</b>	<b>2.7</b>	<b>1.9</b>	<b>2.0</b>	<b>1.9</b>	<b>3.5</b>	<b>4.2</b>	<b>1.2</b>				<b>8.4</b>	<b>48.4</b>		
CAPACITY	REGULAR PROGRAM	45.1	10.8				55.9	3.4	0.9	4.3	2.1	8.0	2.0	5.7	15.8	3.5				19.3	77.5	40.0	
	CORRIDOR UPGRADE	15.2	3.8				19.0	1.2	0.3	7.5	2.0	0.8	0.1	1.9	4.8	0.7				5.5	32.0	205.0	
		<b>SUB-TOTAL</b>	<b>58.3</b>	<b>14.6</b>				<b>72.9</b>	<b>4.6</b>	<b>1.2</b>	<b>11.8</b>	<b>4.1</b>	<b>8.8</b>	<b>2.1</b>	<b>7.6</b>	<b>20.5</b>	<b>4.2</b>				<b>24.7</b>	<b>109.5</b>	
MISC.	FED ENHANCEMENT PROJECTS	6.4				1.6	6.0	0.6	0.6	0.6	0.2			0.2	0.1					0.1	8.0		
	RECREATIONAL TRAILS	1.4				0.3	1.7	0.1	0.1	0.1											1.8		
	URBAN SYSTEMS, CMAQ	30.4	3.8			3.8	36.0	2.4	0.9	3.0	1.5	2.2	0.5	4.2	0.2					0.9	5.3	48.3	
	FED EARTHMARKS (DEMO...)	180.0	4.5	35.0		3.5	225.0	14.4	3.6	18.0	4.0	5.0	2.9	20.6	32.2	1.5				1.5	35.1	278.1	
	TIMED PROGRAM			11.6			11.6			0.9	0.9										12.5		
	STATE BONDS																			14.0	14.0		
	TOLLS LOCAL OTHER	2.4	0.6				3.0	0.2	0.2	0.2		3.0		0.6	3.6	1.8					8.4	8.8	5.0
	DRY SERVICE FUND, 1980, 1981 BANK FUND																				8.7	8.7	
	PLANNING TRAINING RESEARCH										14.0				14.0						14.0	14.0	
		<b>SUB-TOTAL</b>	<b>220.6</b>	<b>8.9</b>	<b>11.6</b>	<b>35.0</b>	<b>9.2</b>	<b>287.3</b>	<b>17.7</b>	<b>4.2</b>	<b>0.9</b>	<b>22.0</b>	<b>16.7</b>	<b>10.2</b>	<b>3.1</b>	<b>21.2</b>	<b>54.3</b>	<b>10.3</b>		<b>14.0</b>	<b>2.4</b>	<b>80.9</b>	<b>380.8</b>
<b>GRAND TOTAL</b>		<b>527.8</b>	<b>144.1</b>	<b>11.8</b>	<b>36.0</b>	<b>11.8</b>	<b>732.6</b>	<b>42.1</b>	<b>21.3</b>	<b>0.8</b>	<b>64.3</b>	<b>27.0</b>	<b>22.5</b>	<b>6.2</b>	<b>55.8</b>	<b>118.3</b>	<b>18.8</b>		<b>14.0</b>	<b>2.8</b>	<b>161.8</b>	<b>845.4</b>	<b>426.8</b>

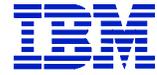
REGULAR FEDERAL: \$ 450.7      TTF: \$ 111.0 Match      BONDS: \$ - const.      TIMED: \$ 12.5 const.      TOLLS: \$ -  
 FEDERAL DEMO FUNDS: \$ 226.6      \$ 6.7 1980-1981      \$ 30 chg, \$4 util, \$4 engr      \$ - util (enrg/rlse/R)      LOCAL: \$ 14.3  
 TOTAL FEDERAL: \$ 686.3      \$ 65.6 \$ funded const      \$14 total      \$ 12.5      \$ 14.8  
 \$184.2 total

NOTE: State Funded construction projects include \$5 million for non-interstate pavement, \$33 million for preservation (NFA routes), \$7.5 million for contract maintenance, \$3.8 million for TSM, \$11.6 million for moveable bridges, 1 million for ferries, & \$3 million for roadway flooding.  
 \*Includes \$3 million preventive maintenance  
 †over a 2 year period  
 ‡included in the \$80 million for Pavement preservation non-interstate  
 § includes \$38 million surplus from 07-08 and \$10 million surplus from 08-09  
 ¶ 1 million in state cash included for engineering under Capacity Program  
 ★ location is within regular budget partition (construction, contingency, engineering, ROW)

proposed Budget partition June 27, 2008.xls



# LaGov ERP Project Business Blueprint



## Re-Cap Report

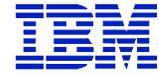
FY 2008-09 Program Recap Sheet as of September 22, 2008 (costs in million dollars)															
CATEGORY	SUB-CATEGORY	PROGRAM MANAGER	REGULAR PROGRAM						SURPLUS						
			TARGET	LET TO DATE	% OF TARGET LET	REMAINING ON LETTING SCHEDULE	TOTAL IF ALL REMAINING ARE LET	% OF TARGET IF ALL REMAINING LET	TARGET	LET TO DATE	% OF TARGET LET	REMAINING ON LETTING SCHEDULE	TOTAL IF ALL REMAINING ARE LET	% OF TARGET IF ALL REMAINING LET	
PRESERVATION	NON-INTERSTATE (PAVEMENT) (see note 3)	CHENEVERT	86.8	32.6	37.5%	50.4	83.0	95.6%	114.0	10.5	9.2%	99.2	109.7	96.2%	
	NON-INTERSTATE (PAVEMENT)(NFA) (see note 3)	CHENEVERT	33.6	7.1	21.1%	20.1	27.2	81.0%							
	CONTRACT MAINTENANCE(ROAD)	BROADBENT	7.5	2.9	38.7%	5.2	8.1	108.0%							
	INTERSTATE (PAVEMENT)	CHENEVERT	20.0	2.2	11.0%	19.6	21.8	109.0%							
	BRIDGE (ON SYSTEM) (see note 4)	MUMPHREY	169.4	3.1	1.8%	200.7	203.8	120.3%							
	BRIDGE PREVENTIVE MAINTENANCE (see note 4)	TULLIER	4.5	0.0	0.0%	4.8	4.8	106.7%							
	PARISH OFF-SYSTEM BRIDGES	PENTEX	13.0	2.3	17.7%	13.8	16.1	123.8%							
				334.9	50.2	15.0%	314.6	364.8							108.9%
OPERATIONS	ITS & MAP (see note 10)	GLASCOCK	10.2	0.0	0.0%	10.3	10.3	101.4%	149.3	10.5	7.0%	131.9	121.9	95.4%	
	TRAFFIC CONTROL DEVICES(see note 5)	ALLAIN	19.8	6.2	31.3%	10.1	16.3	82.3%							
	ROADWAY DRAINAGE	LEE	3.7	0.0	0.0%	4.0	4.0	108.1%							
	WEIGH STATIONS (see note 6)	U. GUARISCO	5.4	5.0	92.6%	0.1	5.1	94.4%							
	REST AREAS	FLETCHER	7.4	0.0	0.0%	0.0	0.0	0.0%							
	INTERSTATE LIGHTING	DOUGLAS	2.0	0.0	0.0%	0.6	0.6	30.0%							
	FERRIES		3.5	0.0	0.0%	2.5	2.5	71.4%							
	MOVABLE BRIDGE REHAB	G. GAUTREAU	11.6	0.0	0.0%	1.6	1.6	13.8%							
	TSM (see note 7)	DRAKE	6.8	0.0	0.0%	3.6	3.6	52.9%							
				70.4	11.2	15.9%	32.8	44.0							62.6%
SAFETY	REGULAR PROGRAM (see note 8)	K. SIBILLE	31.1	0.5	1.6%	32.1	32.6	105.0%	15.0	0.0	0.0%	5.4	5.4	98.2%	
	LOCAL ROADS (LRSP)	MONAGHAN	2.8	0.0	0.0	0.0	0.0								
	SAFE ROUTES TO SCHOOLS (SR2S)	PARSONS	0.0	0.0	0.0	0.0	0.0								
	RR CROSSINGS	SHREWSBERRY	8.6	0.3	3.5%	8.3	8.6	100.0%							
				42.5	0.8	1.9%	40.4	41.2							97.1%
CAPACITY	REGULAR PROGRAM & CORRIDOR (see note 9)	WINCHESTER	123.4	71.1	57.6%	63.3	134.4	108.9%	161.5	44.5	27.6%	5.7	50.2	31.1%	
	TOTAL DISCRETIONARY (REGULAR) PROGRAM		571.1	133.3	23.3%	451.1	584.4	102.3%							
MISC.	TIMED	GRICE	11.6	0.0	0.0%	0.0	0.0	0.0%	5.0	0.0	0.0%	5.0	5.0	100.0%	
	ENHANCEMENT PROJECTS	HORTON	8.0	0.9	11.3%	0.8	1.7	21.3%							
	URBAN SYSTEM & CMAQ	RIGGS/SHOLMIRE	38.0	13.2	34.7%	67.2	80.4	211.6%							
	FED EARMARKS(DEMO) (see note 2)	C. GAUTREAU	114.8	0.0	0.0%	114.8	114.8	100.0%							
	OTHER (see note 1)	N/A	155.6	12.0	7.7%	143.6	155.6	100.0%							
	TOTAL NONDISCRETIONARY (MISC.) PROGRAM		328.0	26.1	8.0%	326.4	352.5	107.5%							
	TOTAL PROGRAM		899.1	159.4	17.7%	777.5	936.9	104.2%							

FY 08 sup RECAP 09-23-08-08

- "Other" category includes projects funded from sources outside the normal funding allocation, such as bonds, tolls, local, emergency, etc. and \$ 0.2 million of railroad work associated with construction jobs. The target will be adjusted during the year to coincide with the actual amount of these type funds which are made available.
- DEMO adjusted during the year to coincide with available funds.
- Preservation Non-Interstate Pavement target increased \$0.85 million (stay) because May 2008 bids for S.P. 845-18-0011 were rejected. Preservation Non-Interstate Pavement (NFA) target increased \$3.0 million due to delayed projects from FY 07-08.
- \$3.0 million moved from Preservation Bridge to Bridge Preventive Maintenance. Bridge Preventive Maintenance increased \$1.5 million from FY 07-08 since was first year of Program and not enough projects were ready. Preservation Bridge target also increased \$47.4 million due to the delay of the LA 66 Bridges project (S.P. 251-02-0036) from FY 07-08 and the rejection of the June 2008 bid for the Bayou Lafourche (LaRose) project (S.P. 064-05-0070).
- Operations Traffic Control Devices target increased \$8.1 million due to delayed projects (450-12-0030, 455-01-0048, and 450-08-0051) from FY 07-08.
- Operations Weigh Stations target increased \$3.4 million (FY 07-08 target) because June 2008 bids for S.P. 697-11-0015 were rejected.
- Operations TSM target increased \$3.0 million for S.P. 001-09-0084 which was delayed from FY 07-08.
- Safety target increased a total of \$8.15 million for S.P. 031-09-0029 and S.P. 853-10-0016 which were delayed from FY 07-08.
- Capacity target increased \$50.5 million due to delayed projects from FY 07-08. Capacity surplus includes \$30M for 450-10-0108, \$15.5M for 450-15-0100, \$6M for 022-06-0039, \$100M for 454-02-0025, and \$10M for program.
- ITS allowed to combine FY 06-07, FY 07-08 and FY 08-09 budget partition (\$29,100,000) to cover what is let/scheduled for FY 06-07, FY 07-08, and FY 08-09 (\$29,220,426). Projects LET or to be LET from FY 06-07 to FY 08-09 are: 737-92-0035, 737-99-0882, 737-99-0799, 737-36-0013, and 737-99-0545. Therefore will only show scheduled to let \$9.845 million out of \$10.2 million this FY, because rest of target covers FY 06-07 and FY 07-08. 737-99-0914 had to be moved to FY 08-09.



# LaGov ERP Project Business Blueprint



<b>Team:</b>	Finance - Budget Prep
<b>PDD Name:</b>	Conversion of Operating Budget
<b>PDD Number:</b>	FIN-BP-PDD040-Conversion of Operating Budget
<b>Business Process Owner:</b>	Barry Dusse
<b>Functional Lead:</b>	Paul Fernandez, Pete LaFleur
<b>Functional Consultant:</b>	Manoj Jacob John

## Executive Summary

In general, FRICE objects are covered in the respective Process Design Documents (PDDs). Due to 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, this document outlines the considerations for Operating Budget data conversion, involving details from the BRASS budget system and the State financial system, AFS.

With ECC Go-live on July-2010 (for all Agencies, except DOTD which is scheduled for Oct-2010), the Operating Budget will need to be loaded to commence business operations in SAP. Hence, the overall approach for the Operating budget prep data conversion, as discussed during Blueprint sessions, would be to load the detailed line item budget approved for the year 2010-11 into ECC modules, Funds Mgt (FM) and Grantee Mgt (GM). For this purpose, each of the ECC modules would have the necessary master data created in the respective modules (for e.g. Funds in FM, Grants in GM, Cost Centers in CO) with detailed data conversion decisions taken at a module level (e.g. Grants decisions taken on the basis of GM module considerations). The ECC budget load would be in two parts: (1) Into Funds Mgt module for budget data of all non-Grant funds loaded (including Grantor budget data) and (2) Grant Fund budget would be loaded directly into the Grantee module, pursuant to which the GM Budget Workbench converts the budget into Sponsor dimensions and pushes the data into FM, to form the consolidated budget. After the ECC budget load, the budget data is extracted to Business Intelligence (BI) reporting cubes, from which the budget data will be transferred, when required, to the Budget Prep module.

While details of the ECC budget load will be covered in ECC documentation, this PDD outlines the data conversion approach and decisions made by SMEs during the Budget Prep Conversion Blueprint session for the other budget prep data related to the Operating Budget for 2010-11, which needs to be converted from BRASS, AFS and other Excel/databases directly to the Budget Prep module.

It is also significant to note the substantial SME involvement in the data conversion efforts, the details of which will be covered in Data conversion strategy documents and Conversion specifications.

## To-Be Process description

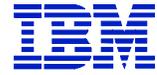
Pursuant to Go-live on Sept 2010, the SAP based Budget Prep module is scheduled to be used online for Operating budget preparation process from the fiscal year **2011-12** onwards. Hence, the Operating budget data conversion described in this document is based on the following assumptions:

- All Agencies: ECC (FM & GM) Go-Live on July-2010 and Budget Prep Go-live (Sept 2010)
- DOTD: ECC (FM & GM) Go-Live on Oct-2010 and Budget Prep Go-live (Sept 2010)
- All necessary finance/budget master data would have been created prior to Budget Prep Go-live
- Go-live of the legacy ISIS-HR project with new ECC finance account codes by July-2010.



# LaGov ERP Project

## Business Blueprint



In terms of the overall data conversion approach, Operating budget data conversion will take into account and be directly dependent on the following, as discussed during Blueprint:

1. Setup of all related master data in the ECC modules in terms of SAP accounting code elements;
2. Setup of cross-walk tables in ECC to map from the Legacy codes to SAP accounting codes; and
3. Transformation of all finance & budget data assignments to HR/Personnel data, from the current legacy ISIS-HR codes to the new ECC account codes (including for Grants & Projects).

The above-mentioned data setup, is not only required for the detailed line item and summary, budget and actual data conversion to ECC modules (i.e. Funds Management and Grants Management) for the year, but also for all data related to 2010-11 Budget, which is developed based on legacy account codes, for e.g. the entire HB1 data for the year 2010-11, as approved by the Legislature.

Based on Blueprint discussions for the Operating budget data conversion during Go-live, the two main components of budget data to be converted are:

- Data to ECC modules (Funds Management & Grantee Management), consisting of life-to-date Grants budget & actual data (Note: this will be covered in ECC conversion); and
- Data to Budget Prep module, viz. other related data for HB1 as approved by Legislature for 2010-11 and any historical data of the previous year 2009-10 (Note: this is covered in this PDD).

Given that the Blueprint session was based on the above, the recommendations and decisions by SMEs were:

1. The Agency requirement is to have one year of 'historical' Actual data in Budget Prep, which would imply that:
  - a. The data conversion referred to is the historical Actual for the full year 2009-10;
  - b. The expected conversion is from AFS Actual data to BI/Budget Prep module, which implies that AFS data may have to be broken down by Agencies, on an off-line basis, to reflect details by Org level and detailed Object level data, as maintained by Agencies;
  - c. The expected data is only for the full 'year-end' data for revenue and expense codes, but not a line-item conversion throughout the year; and
  - d. The conversion data must be transformed to 'means of financing' per SAP codes, before uploading to BI/Budget Prep

Note: Any historical conversion of data are decided together with other considerations such as effort for historical conversion, archiving strategy for legacy system data and frequency/ease of access by the requisite users (end-users, administrators, tech team, etc). Hence, this matter will be discussed further in Realization.

2. As specified by Agency SMEs, the business need is also to convert 'final' Operating Budget, viz., final E.O.B (amended final budget) for the previous year 2009-10.

Note: With further discussion within the Budget Prep team during the finalization of this Conversion PDD, it was decided that the final Operating Budget, viz., final EOB for previous year 2009-10 was NOT required to be converted.

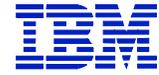
3. There is no conversion requirement for Decision Item (DI) codes and Body Supplementary Legislative Tracking (BSLT) codes, for 2010-11 Budget from BRASS to Budget Prep module
4. The information related to Table of Organization is to be identified at the Fund Center and Grant level by the Agencies, from the original/summary data available from BRASS, the details of which will be decided during Realization phase, based on the Position information from ISIS-HR.

SME involvement in data conversion: As was discussed during the Data conversion blueprint sessions, data cleansing & conversion assistance is needed from SMEs, for example the cleansing of conversion data. Therefore, commitment is needed from the OPB for budget data mapping, data manipulation and



# LaGov ERP Project

## Business Blueprint



realignment during data conversion. These details will be covered later in Strategy documents as well as in Specification documents for each Conversion.

Conversion Mapping (Z-tables in ECC) for Actual data & Budget data: Budget Prep module will access ECC Conversion mapping tables during conversion data loads. Hence, there is the need to reconcile conversion mapping by Fund, Function, Business Area, etc., for data load with the help of SMEs.

While exact implementation timeline decisions will be made by Project Management by end of Blueprint, the above data conversion approach has the benefit of converting budget data and immediately making it available to users in ECC, without the need for any additional step such as retraction from Budget Prep to the various ECC modules, together with direct involvement, reconciliation and participation of SMEs.

#	Process Terminology	Description
1	SAP Business Intelligence (BI)	SAP Business Intelligence (BI) enables Online Analytical Processing (OLAP), which processes information from large amounts of operative and historical data. OLAP technology enables multi-dimensional analyses from various business perspectives.
2	IP – Integrated Planning	Integrated Planning module is a SAP warehouse based solution where budgeting and planning is enabled. IP allows for users to enter and change budget/planning data.
3	Extractor	Program that transfers data from ECC source system to SAP Business Intelligence
4	Retractor	Program that returns data from SAP BI back to the ECC system. Actual data that has been extracted from the Operational system is used as reference data for generating new planning data in an application based on BI. A retractor can be used to transfer this planning data back to ECC as Budget at the beginning of the fiscal year.
5	Info cube	An Info cube describes a self-contained dataset consisting of relational tables that are created to facilitate planning and reporting in BI
6	Key Figure	Key figures are specific objects in an info cube that represent values or quantities. Key figures are contained in and updated with transactional data or interactive planning activities and some examples are actual dollars, budgeted dollars, or FTE.
7	Characteristics	Characteristics provide classification possibilities for the dataset. Examples of Characteristics include Fund, Cost Center, Functional Area, etc. The master data includes the permitted values for a characteristic, also called characteristic values. Characteristic values are discrete names.
8	Business Explorer (BEx)	The analysis of dataset in BI is done by defining queries for Info providers using the Excel based BEx Query Designer. By selecting and combining Info objects (characteristics and key figures) or reusable structures in a query, the navigation and evaluation of data is facilitated in the selected Info provider.
9	Data Slices	Data slices are used, to explicitly lock certain subsets of the dataset of a planning area for updates. Each data slice specifies a selection condition for characteristic values.



# LaGov ERP Project Business Blueprint

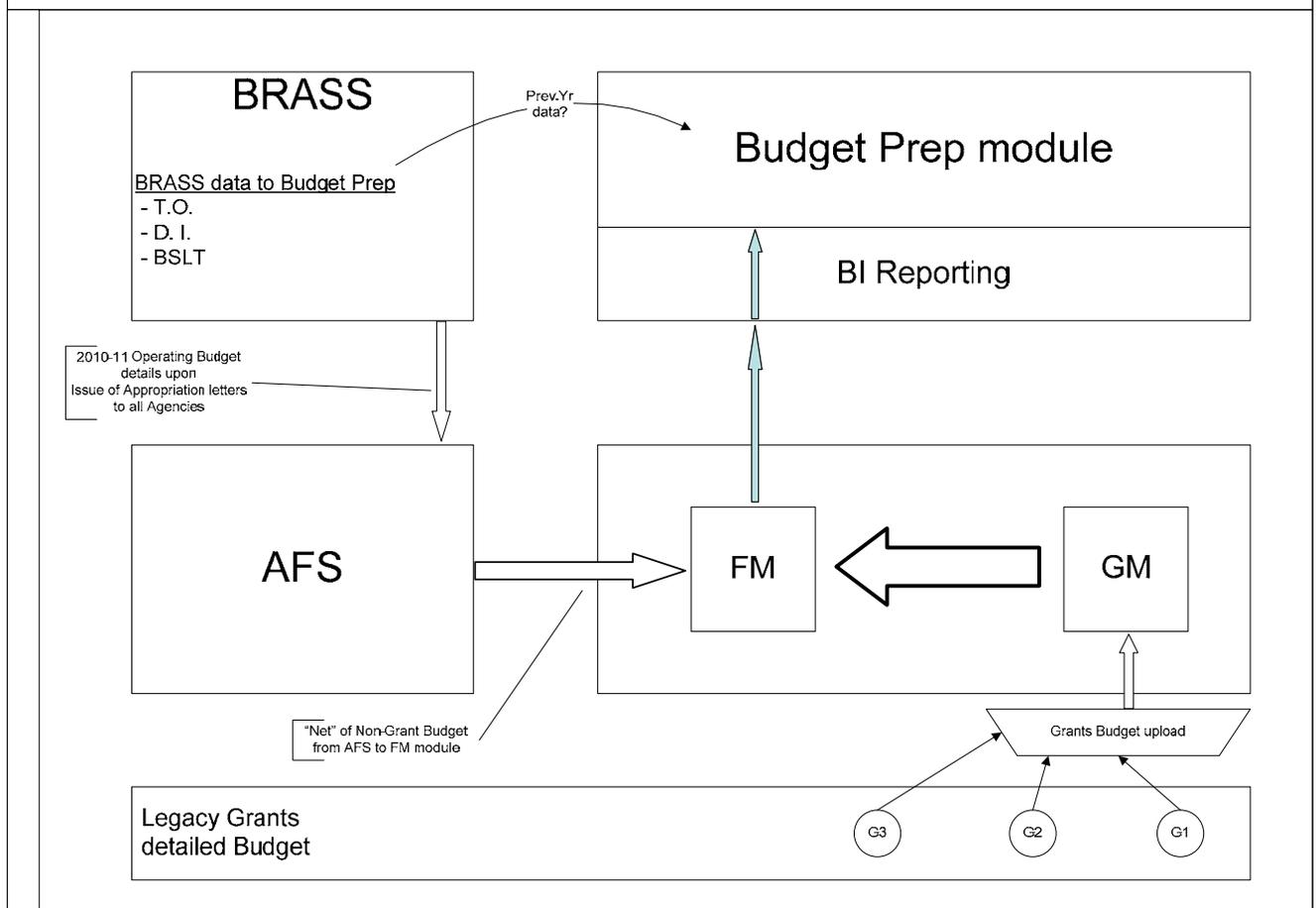


## To-Be Process Flows

An overview diagram for the data conversion of the Operating Budget is placed below to clearly depict the data conversion to Budget Prep as distinctly separate from the ECC data conversion (FM & GM).

### FI-BP-009 – Operating Budget Data Conversion: Overview

Note: The details shown below are generic and would change subject to Go-Live Date decisions



## Key Business Process Decisions

As part of the Conversion of the Operating budget data, the following major design decisions were taken by the SMEs during the Blueprint sessions:

#	Decision	Process Impact	Organizational Impact
1	The Agency requirement is to have one year of 'historical' Actual data in Budget Prep	In terms of conversion process, the impact is as follows: a) The data conversion referred to is the historical Actual for the full year 2009-10; b) The expected conversion is from AFS Actual data to BI/Budget Prep module, which implies that AFS data	Besides the additional conversion effort for SMEs to convert the previous year 2009-10, any historical conversion of data are decided together with other considerations such as effort for historical conversion, archiving strategy for legacy system data and frequency/ease of access by the requisite users



# LaGov ERP Project

## Business Blueprint



#	Decision	Process Impact	Organizational Impact
		<p>may have to be broken down by Agencies, on an off-line basis, to reflect details by Org level and detailed Object level data, as maintained by Agencies;</p> <p>c) The expected data is only for the full 'year-end' data for revenue and expense codes, but not a line-item conversion throughout the year; and</p> <p>d) The conversion data must be transformed to 'means of financing' per SAP codes, before uploading to BI/Budget Prep</p>	(end-users, administrators, tech team, etc). Hence, this matter will be discussed further in Realization.
2	<p>As specified by Agency SMEs, the business need is also to convert 'final' Operating Budget, viz., final E.O.B (amended final budget) for the previous year 2009-10</p> <p><u>Note-b:</u> With further discussion within the Budget Prep team during the finalization of this Conversion PDD, it was decided that the final Operating Budget, viz., final EOB for previous year 2009-10 was NOT required to be converted.</p>	<p>In terms of conversion process, the impact is as follows:</p> <p>a. The data conversion referred to is historical Budget for the full year 2009-10; and</p> <p>b. The conversion data must be transformed to 'means of financing' as per SAP codes</p>	It was decided NOT to convert
3	There is no conversion requirement for Decision Item (DI) codes and Body Supplementary Legislative Tracking (BSLT) codes, for 2010-11 Budget from BRASS to Budget Prep module	DI codes & BSLT codes in SAP were going to be re-numbered anyways. Hence, the decision not to convert does not have any process impact	No known impact at this stage
4	The information related to Table of Organization is to be identified at the Fund Center and Grant level by the Agencies, from the original/summary data available from BRASS, the details of which will be decided during Realization phase, based on the Position information from ISIS-HR.	Reference to previous year TO from BRASS needs to be facilitated for the Budgeting in future years. While data can easily be populated in BI, the process linkage with Position info from ISIS-HR transformed data needs to further investigated	Further Organization impact may follow depending on the finalization of TO and Position information from ISIS-HR during Realization
5	<p>During ECC budget load upon Go-live, if 'spreading' of the Budget is to be done in FM (note: this decision will be taken by FM with respect to the conversion process), then:</p> <ul style="list-style-type: none"> <li>- Utility/Program will be needed to upload detailed budget spread from an Excel file (similar to the AS-IS EB/RB program)</li> <li>- It is also be necessary to temporarily disable the Workflow for approval of budget transfers, as part of Go-live budget load activities.</li> </ul>	The specific process impact is at the time of data conversion, which will be handled by the Project team members and this has no further process impact to end-users, after Go-Live.	No known impact at this stage

### Statute, Regulation, Policy, and Procedural Impacts

#	Statute, Regulation, Policy or Procedure	Revision Identified	Business Owner
1	None identified		



# LaGov ERP Project

## Business Blueprint



### Identified Development Objects (FRICE-W)

#### Forms

F – Forms		Master List of Current and Future State Forms: <Supported Process>					
No.	Form Name	Purpose	As-Is	To-Be	Justification	Contact Person	Comments
1.	None identified		X	X			

#### Reports

R – Reports		Master List of Current and Future State Reports: <Supported Process>					
No.	Report Name	Purpose	As-Is	To-Be	Justification	Contact Person	Comments
1.	None identified		X	X			

#### Interfaces

I – Interfaces		Master List of Current and Future State Interfaces: <Supported Process>					
No.	Interface Name	Purpose	As-Is	To-Be	Justification	Contact Person	Comments
1.	None identified		X	X			

#### Conversions

C - Conversions		Master List of Future State Data Conversions: <Supported Process>					
No.	Type of Data	Use	Source	Destination	Justification	Approach	Comments
1.	Actual 2009-10 data from AFS to Budget Prep	This data is required to prepare 2011-12 Budget	AFS	BI/Budget Prep module	Agencies need this data to build 2011-12 budget, and OPB needs to report	a) Download AFS data b) Agencies to add details of Org and Object codes, as maintained by Agencies c) Cross-walk to SAP	Further decision to be taken based on sample conversion with ECC cross-walks during Realization
2.	Table of Organization (TO)	Budgeting and Monitoring	From BRASS, with breakdown from Agencies	BI/Budget Prep ECC-HR?	OPB needs to report this data in Budget docs and maintain Positions throughout the year	a) Download BRASS data b) Agencies to break down TOs by Fund Center and Grant (SAP codes)	Discuss with ISIS-HR, to reflect this data on ECC side

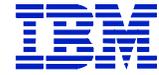
#### Enhancements

E – Enhancements		Master List of Future State Enhancements: <Supported Process>			
No.	Type of Enhancement	Details	Target of Enhancement (Gap)	Justification	Comments
1.	None identified				



# LaGov ERP Project

## Business Blueprint



### Workflows

W – Workflow		Master List of Future State Workflow Events: <Supported Process>	
No.	Description	Justification	Comments
1.	None identified		

### Gaps

Gaps		Master List of Future Gaps: <Supported Process>	
No.	Description of Gap	Why Gap Exists?	Impact / Comments
1.	None identified		

### Security & Enterprise Role Definitions

Authorizations		Master List of Future State Roles/Authorizations: <Supported Process>		
No.	Role	Description	Strategy	Special Consideration
1.	Data Conversion Role for OPB	System-role setup to be used at the time of data conversion for OPB	No unique security challenges expected	None

### Organizational Impacts

No.	Activity/Task	Key Change from As-Is State	Organizational Work Force Impact
1.	Operating Budget data conversion	Not applicable	Appropriate Subject Matter Experts from OPB and the Agencies are to take data ownership for portions of the Operating Budget Conversion process

### Training Impacts

No specific conversion-related Training impacts have been identified in this PDD for conversion of Operating Budgets. However, all Training impacts which have been covered in the Business Process PDDs, namely FIN-BP-PDD010\_Operating\_Budget\_processes.doc would apply in this context as well.

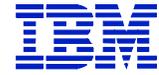
### Appendix A

Not applicable



# LaGov ERP Project

## Business Blueprint



<b>Team:</b>	Finance - Budget Prep
<b>PDD Name:</b>	Conversion of Capital Budgets
<b>PDD Number:</b>	FIN-BP-PDD050-Conversion of Capital Budgets
<b>Business Process Owner:</b>	John Davis, Robin Romeo
<b>Functional Lead:</b>	John Hodnett, John Oglesby
<b>Functional Consultant:</b>	Manoj Jacob John

### **Executive Summary**

In general, FRICE objects are covered in the respective Process Design Documents (PDDs). Due to 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), this document 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.

Specifically, this document will address the overall approach for Budget Prep data conversion, as discussed during Blueprint sessions, including:

- (a) HB2, with details from the final “Enrolled” spreadsheet of FPC (as of beginning of year 2010-11), except DOTD Highway program lump sum amount in HB2; and
- (b) Details of DOTD Highway program (Note: which aggregates to the DOTD Highway program lump sum amount in HB2), including details from the Budget Partition together with LETS system data.

Pending detailed Business Intelligence (BI) design in Realization for the replacement of DOTD LETS and other related systems, this document outlines the Highway Program data conversion approach and decisions made by SMEs during the Budget Prep conversion Blueprint session. It is also significant to note the substantial SME involvement in the data conversion efforts, details of which will be covered in Data Conversion Strategy documents and Conversion Specifications.

Open Issues identified during the Blueprint session are recorded in a separate document, the Action Item Tracker, so that they can be appropriately tracked during Realization until resolved.

### **To-Be Process description**

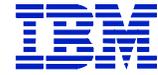
Pursuant to Go-live in Sept 2010, the SAP based Budget Prep module is scheduled to be used online for the capital budget preparation process from the fiscal year 2011-12 onwards. Hence, the capital budget data conversion described in this document is based on the following assumptions:

- FPC projects: ECC (PS & FM) Go-Live in July-2010 and Budget Prep Go-live (Sept 2010)
- DOTD projects: ECC (PS & FM) Go-Live in Oct-2010 and Budget Prep Go-live (Sept 2010)
- All necessary PS master data for projects would have been created prior to Budget Prep Go-live
- LETS, TOPS and any other budget data related DOTD systems identified to be replaced also Go-live within the BI system by Sept 2010
- Other Training and organizational impact assumptions have not been elaborated, as these are not directly related to capital budget data conversion.



# LaGov ERP Project

## Business Blueprint



In terms of the overall data conversion approach, budget data conversion will take into account and be dependent on the following aspects discussed during Blueprint, such as:

1. Setup of all related master data in the ECC modules – for e.g. suitable SAP accounting elements (such as Business Areas or Cost Centers/Fund Centers, etc) - to represent the ‘finer break-down of FPC agencies’ that are currently not setup in AFS or ISIS (as they are treated as ‘non-accounting entities’ in AFS & ISIS);
2. Setup of cross-walk tables in ECC to map from all Legacy codes to SAP accounting codes.

The above-mentioned data setup is not only required for the detailed line item and summary, budget and actual data conversion to ECC modules (for e.g. Project Systems & Funds Management) for the year, but also for all data related to the legacy-based 2010-11 budget, for e.g. the entire HB2 data for the year 2010-11, as approved by the Legislature, including the details of the Highway program.

### A. HB2 data conversion, with details from the final “Enrolled” spreadsheet of FPC (as of beginning of year 2010-11), except DOTD Highway program lump sum in HB2

Based on Blueprint discussions for capital budget data conversion upon Go-live, the two main components of data to be converted are:

- Data to ECC modules (Project Systems & Funds Management), consisting of life-to-date capital project budget & actual data (Note: this will be covered in ECC conversion); and
- Data to Budget Prep module, and other related data to BI system, consisting of HB2 data as approved by the Legislature for 2010-11 (Note: this is covered in this PDD).

Given that Blueprint sessions were based on the above assumptions, the recommendations and decisions by SMEs were as follows:

1. The Enrolled HB2 file is to be used for data conversion to the Budget Prep module  
Note: The required data is expected to contain the entire data approved by the Legislature for the year 2010-11, including:
  - a. Details of ‘means of financing of each project’ to be in SAP account code structure
  - b. For projects funded in previous years, previous plus current ‘means of financing’ (i.e. Revenues) should equal the total estimated project costs; and
  - c. Data related to Legislative amendments during the approval of budget 2010-11.
2. For conversion at the time of Go-live, the lump-sum Capital Budget amount to be loaded in the Funds Management module for FPC projects, is the sum of:
  - Enacted Cash amounts for various approved projects from HB2, and
  - Cash Line of Credit “Capacity” as specified in HB2.Note: This is in accordance with the process decisions that the capital budget was to be retracted as a lump sum, by capital funds, into the Funds Management module, whereas the budget that was drawn-up with project details would be available for reference in the Budget Prep module.
3. As specified by the SMEs, there is a business need to retain Capital Outlay Request data, which was specified as the Request data from BDS from the year 2002.  
Note: All historical conversion of data, beyond the previously closed year’s data, is typically converted to the BI system, and is contingent upon the review of other considerations such as effort for historical conversion, archiving strategy for legacy system data and frequency and ease of access by the requisite users (end-users, administrators, tech team). The State is researching its archive options.

### B. Details of DOTD Highway program (note: this aggregates to the DOTD Highway program lump sum amount in HB2), including details from Budget Partition and LETS system data



# LaGov ERP Project

## Business Blueprint



Based on Blueprint discussions for highway program budget data conversion upon Go-live, the main components of data to be converted are:

- Conversion to ECC modules (Project Systems & Funds Mgt), consisting of life-to-date capital project budget & actual data (Note: will be covered in ECC conversion);
- Data to the BI system (custom developed cubes to replace DOTD systems), consisting of data from LETS, TOPS and other related legacy main-frame applications and their components that are decided to be replaced and housed in BI (Note: will be covered in BI conversion);
- Data to the Budget Prep module, consisting of the list and details of the Highway program data as presented to the Legislature for 2010-11 (Note: this is covered in this PDD).

Given that Blueprint Validation sessions were based on the above assumptions, the decisions by SMEs were as follows:

1. For the Highway Program budget conversion at Go-live, the lump-sum amount to be loaded in FM will be the 'enacted amounts' finalized in the approved HB2 for year 2010-11.

Note: This is in accordance with the process decision that the capital budget was to be retracted as a lump sum, by capital funds, into the Funds Management module, whereas the budget that was drawn-up with highway project details would be available for reference in the Budget Prep module.

2. For budget data conversion of the Highway program with project details into the Budget Prep module, the data snapshot presented to the Legislature is to be taken/preserved from LETS.

Note: This data conversion is expected to aggregate to the total Highway program budget (as approved by the Legislature for 2010-11) including project details, which implies:

- a. Details of 'means of financing of each project' to be in SAP account code structure
- b. Values correspond to the Highway Priority Program Project list, essentially with reference to the Budget Partition for 2010-11
- c. The remaining gap, with regard to Budget Partition, may be captured as line items
- d. The list for Maintenance may also be included in the Budget data for conversion.

3. As specified by SMEs, there is a business need to capture historical TOPS system data for all previous years into the BI system.

Note: All historical conversion of data, beyond the previously closed year's data, is typically converted to the BI system, and is contingent upon the review of other considerations such as effort for historical conversion, archiving strategy for legacy system data and frequency and ease of access by the requisite users (end-users, administrators, tech team). The State is researching its archive options.

SME involvement in data conversion: As was discussed during the Data conversion blueprint sessions, data cleansing & conversion assistance is needed from SMEs, for example, the closing of projects. Therefore, FPC & DOTD should participate for budget data mapping, data manipulation and realignment during data conversion. These details will be covered later in Strategy documents as well as in Specification documents for each Conversion activity.

Conversion Mapping (Z-tables in ECC) for Actual data & Budget data: The Budget Prep module will access ECC Conversion mapping tables during conversion data loads. Hence, there is the need to reconcile conversion mapping by Fund, Function, Business Area, etc., for data load.

While exact implementation timeline decisions will be made by Project Management by end of Blueprint, the above data conversion approach has the benefit of converting budget data and immediately making it available to users in ECC, based on the direct involvement, reconciliation and participation of SMEs.



# LaGov ERP Project

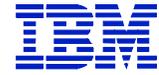
## Business Blueprint



#	Process Terminology	Description
1	SAP Business Intelligence (BI)	SAP Business Intelligence (BI) enables Online Analytical Processing (OLAP), which processes information from large amounts of operative and historical data. OLAP technology enables multi-dimensional analyses from various business perspectives.
2	IP – Integrated Planning	Integrated Planning module is a SAP warehouse based solution where budgeting and planning is enabled. IP allows for users to enter and change budget/planning data.
3	Extractor	Program that transfers data from ECC source system to SAP Business Intelligence
4	Retractor	Program that returns data from SAP BI back to the ECC system. Actual data that has been extracted from the Operational system is used as reference data for generating new planning data in an application based on BI. A retractor can be used to transfer this planning data back to ECC as Budget at the beginning of the fiscal year.
5	Info cube	An Info cube describes a self-contained dataset consisting of relational tables that are created to facilitate planning and reporting in BI
6	Key Figure	Key figures are specific objects in an info cube that represent values or quantities. Key figures are contained in and updated with transactional data or interactive planning activities and some examples are actual dollars, budgeted dollars, or FTE.
7	Characteristics	Characteristics provide classification possibilities for the dataset. Examples of Characteristics include Fund, Cost Center, Functional Area, etc. The master data includes the permitted values for a characteristic, also called characteristic values. Characteristic values are discrete names.
8	Business Explorer (BEx)	The analysis of a dataset in BI is done by defining queries for Info providers using the Excel based BEx Query Designer. By selecting and combining Info objects (characteristics and key figures) or reusable structures in a query, the navigation and evaluation of data is facilitated in the selected Info provider.
9	Data Slices	Data slices are used to explicitly lock certain subsets of the dataset of a planning area for updates. Each data slice specifies a selection condition for characteristic values.



# LaGov ERP Project Business Blueprint



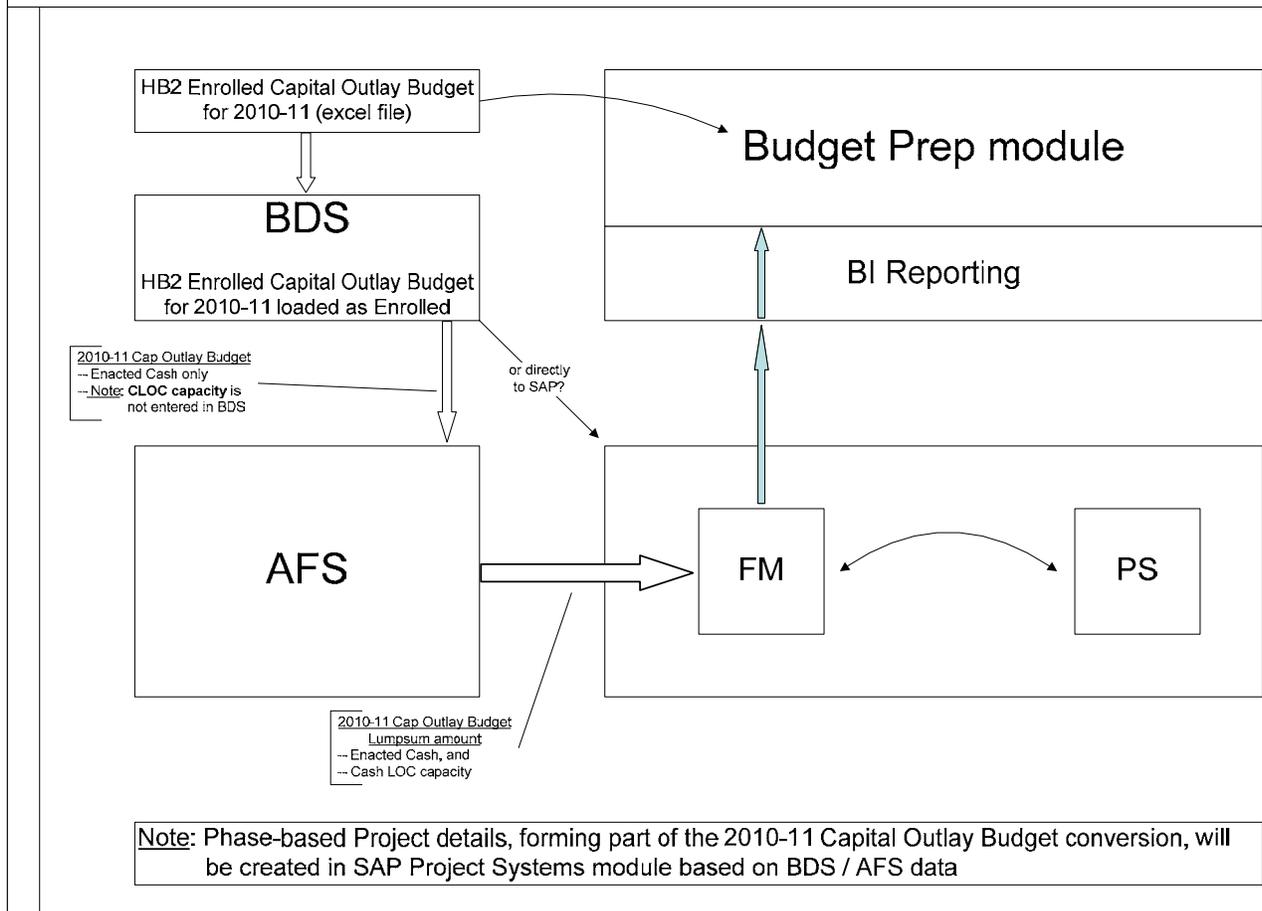
## To-Be Process Flows

Two overview diagrams, one for FPC projects and the other for DOTD Highway program projects, are placed below to clearly depict the data conversion to Budget Prep as distinctly separate from the ECC data conversion (FM & PS).

### For FPC projects

#### PDD0035 – Conversion of Capital Outlay Budget Data: FPC Projects

Note: The details shown below are generic and would change subject to Go-Live Date decisions





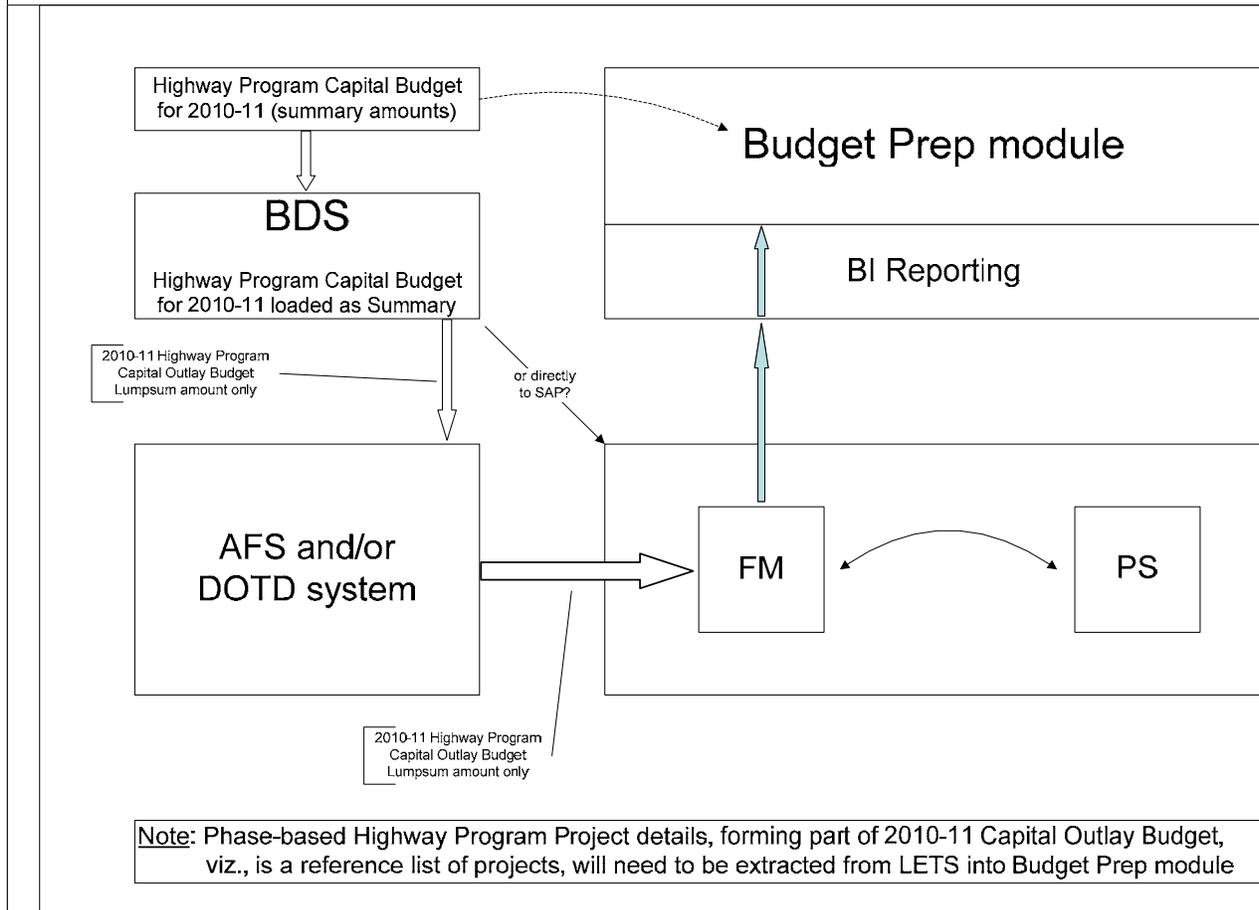
# LaGov ERP Project Business Blueprint



## For DOTD Highway program projects

### PDD0035 – Conversion of Capital Budget for DOTD Highway Program

Note: The details shown below are generic and would change subject to Go-Live Date decisions



## Key Business Process Decisions

As part of the Conversion of the Capital budget data for FPC and DOTD projects, the following major design decisions were taken by the SMEs during the Blueprint sessions:

#	Decision	Process Impact	Organizational Impact
1	The Enrolled HB2 file is to be used for data conversion to Budget Prep module	For the conversion process, this would mean there is no need to access BDS for data conversion	There is no impact to the Organization, as the "Enrolled HB2 file" is used to load the data in BDS, as part of the legacy process
2	For conversion at the time of Go-live, the lump-sum Capital Budget amount to be loaded in the Funds Management module for FPC projects, is the sum of: Enacted Cash amounts for various approved projects from HB2, and Cash Line of Credit "Capacity" as	This is in line with the TO-BE process decisions made for the annual capital budget retraction  Currently in the AS-IS process there is no system-based limit imposed for the budget amounts that can be	There is no Organizational impact, as this is similar to existing processes, whereby 'Endorsed HB2 file' is loaded into BDS for subsequent processing in the AFS interface.  Currently in the AS-IS process there is



# LaGov ERP Project

## Business Blueprint



#	Decision	Process Impact	Organizational Impact
	specified in HB2	processed by the State Bond Commission	no system-based limit imposed for the budget amounts that can be processed by the State Bond Commission annually
3	As specified by the SMEs, there is a business need to retain Capital Outlay Request data, which was specified as the Request data from BDS from the year 2002.	Although historical data is typically converted to BI, the process impact to the concerned users (end-users, administrators, tech team) would be in terms of frequency and ease of access. Hence, this may need to be reviewed together with other related considerations, such as effort for historical conversion, archiving strategy for legacy system data, etc	The organizational impact would arise depending on the decision made, either in favor of BI or Legacy, based on other related considerations, such as effort for historical conversion, archiving strategy for legacy system data, etc
4	For the Highway Program budget data conversion at Go-live, the lump-sum amount to be loaded in FM will be the 'enacted amounts' finalized in the approved HB2 for 2010-11	This is in line with the TO-BE process decisions made for the annual capital budget retraction	There is no Organizational impact, as this is similar to existing processes, whereby the Highway Program autonomously manages the appropriation approved in HB2 for the Highway program for the given year
5	For budget data conversion of the Highway program with project details into Budget Prep module, the data snapshot presented to the Legislature is to be taken/preserved from LETS	It may be necessary to freeze LETS data and take a snapshot of the list of projects, as presented to Legislature, in the process of data conversion	Since the DOTD highway program list could be presented to Legislature in March 2010, there will be the need to freeze the LETS data as of that date when the Highway program list is compiled
6	As specified by SMEs, there is a business need to capture historical TOPS system data for all previous years into the BI system	Although historical data is typically converted to BI, the process impact to the concerned users (end-users, administrators, tech team) would be in terms of frequency and ease of access. Hence, this may need to be reviewed together with other related considerations, such as effort for historical conversion, archiving strategy for legacy system data, etc	The organizational impact would arise depending on the decision made, either in favor of BI or Legacy, based on other related considerations, such as effort for historical conversion, archiving strategy for legacy system data, etc

### Statute, Regulation, Policy, and Procedural Impacts

No specific Statute/Regulation/Policy amendments were identified during Blueprint sessions and in the context of this Conversion PDD. However, it is noted that Preservation of Records and Records Retention (RS 44: 36, 39, 401-427, RS 48: 201) would need adherence, and would be reviewed during Realization phase.

#	Statute, Regulation, Policy or Procedure	Revision Identified	Business Owner
1	See above		

**Note:** This is a preliminary list and each Department or Agency will need to review its own internal policies, procedures, desk references, etc. to bring them in line with the changes created by the implementation of SAP.



# LaGov ERP Project

## Business Blueprint



### Identified Development Objects (FRICE-W)

#### Forms

F – Forms		Master List of Current and Future State Forms: <Supported Process>					
No.	Form Name	Purpose	As-Is	To-Be	Justification	Contact Person	Comments
1.	None identified		X	X			

#### Reports

R – Reports		Master List of Current and Future State Reports: <Supported Process>					
No.	Report Name	Purpose	As-Is	To-Be	Justification	Contact Person	Comments
1.	None identified		X	X			

#### Interfaces

I – Interfaces		Master List of Current and Future State Interfaces: <Supported Process>					
No.	Interface Name	Purpose	As-Is	To-Be	Justification	Contact Person	Comments
1.	None identified		X	X			

#### Conversions

C - Conversions		Master List of Future State Data Conversions: <Supported Process>					
No.	Type of Data	Use	Source	Destination	Justification	Approach	Comments
1.	Enrolled HB2 for year 2010-11	Reference data in Budget Prep module	Enrolled HB2 Excel file	BI Budget Prep Capital Budget cubes	Reference data in Budget Prep module	Excel file load into Budget Prep cubes	
2.	DOTD Highway Program data	Reference data in Budget Prep module	BI-LETS infocube (from data snapshot presented to the Legislature taken/preserved from legacy LETS)	BI Budget Prep Capital Budget cubes	Reference data in Budget Prep module	Excel file load into BI-LETS cubes, followed by Datamart into Budget Prep cubes	This assumes initial conversion of legacy LETS data to BI-LETS, followed by movement of data to Budget Prep cubes

**Note:** Conversion requirements for LETS and TOPS data will be reviewed during Realization phase

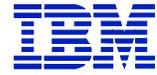
#### Enhancements

E – Enhancements		Master List of Future State Enhancements: <Supported Process>			
No.	Type of Enhancement	Details	Target of Enhancement (Gap)	Justification	Comments
1.	None identified				



# LaGov ERP Project

## Business Blueprint



### Workflows

W – Workflow		Master List of Future State Workflow Events: <Supported Process>	
No.	Description	Justification	Comments
1.	None identified		

### Gaps

Gaps		Master List of Future Gaps: <Supported Process>	
No.	Description of Gap	Why Gap Exists?	Impact / Comments
1.	None identified		

### Security & Enterprise Role Definitions

Authorizations		Master List of Future State Roles/Authorizations: <Supported Process>		
No.	Role	Description	Strategy	Special Consideration
1.	Data Conversion role for FPC	System-role setup to be used at the time of data conversion for FPC	No unique security challenges expected	None
2.	Data Conversion role for DOTD Hwy Program budget	System role setup to be used at the time of data conversion for DOTD Hwy Program budget data	No unique security challenges expected	None

### Organizational Impacts

No.	Activity/Task	Key Change from As-Is State	Organizational Work Force Impact
1.	FPC data conversion	Not applicable	Appropriate Subject Matter Experts from FPC would be involved in the Conversion process
2.	DOTD data conversion	Not applicable	Appropriate Subject Matter Experts from DOTD would be involved in the Conversion process

### Training Impacts

No specific conversion-related Training impacts have been identified in this PDD for conversion of Capital Budgets for FPC & DOTD. However, all Training impacts which have been covered in the Business Process PDDs, namely FIN-BP-PDD020\_CapOutlay\_Budget\_process(FPC).doc and FIN-BP-PDD030\_CapOutlay\_Budget\_process(DOTD).doc would apply in this context as well.

### Appendix

Not applicable



# LaGov ERP Project Business Blueprint



<b>Team:</b>	Finance - Budget Prep
<b>PDD Name:</b>	Performance Measures
<b>PDD Number:</b>	FIN-BP-PDD060-Performance Measures
<b>Business Process Owner:</b>	Barry Dusse
<b>Functional Lead:</b>	Will Kelly, Paul Fernandez
<b>Functional Consultant:</b>	Manoj Jacob John

## Executive Summary

This document describes the approach for Performance Measures which needs to be implemented at the State of Louisiana, together with the Budget Prep module used for the budget formulation process. The approach takes into consideration the legacy performance monitoring tool, namely LaPAS (Louisiana Performance Accountability System), and the performance data used in BRASS budget system by budget analysts of the Office of Planning & Budgeting (OPB). Specifically, this document will address the overall process decisions taken together with Subject Matter Experts (SMEs) during Blueprint sessions, covering Performance Measures and changes needed thereto, the tool to be used for quarterly reporting of Performance Measures by Agencies and the implementation options being considered in Realization.

In the AS-IS process, together with the copy of previous year LaPAS data to current year, OPB analysts review and prepare the new/revised objectives/activities/programs of each Agency to set performance targets for the budget fiscal year. These performance indicators are included in the Executive Budget presentation. Following the approval of the Operating Budget for the year, the targets for the budget year and any revisions to the performance standards are entered in the existing Performance Monitoring tool namely LaPAS. For each quarter and the year-end, Agencies update their quarterly performance actual data using the LaPAS web-based tool. Currently, LaPAS has limited web-links on the State's website to the LaTRAC information system maintained by the Division of Administration for the State's citizens.

The Blueprint sessions focused, among other things, on the changes needed to the existing Performance Measures and the RFP initiative by the State, the reason for differences between the Performance Measures used by OPB Analysts in their BRASS legacy budget system and the Quarterly Performance updates with LaPAS based codes and the impact of the more granular 'Activity-based' budgeting and performance measures/reporting introduced recently by the State in the budgeting process for 2009-10. Based on the gap in the current SAP toolset for Performance Measures and their quarterly updates, the Blueprint session considered three options to proceed with, during Realization phase as follows:

- A. Continue to use LaPAS and all related existing business processes \*
  - B. Develop a customized system to look/perform just like LaPAS
  - C. Continue with LaPAS and examine new other SAP solutions, PBF (Public Budget Formulation and EPM (Enterprise Performance Monitoring), or its component Strategy Management
- \* *If Option-1 is adopted as long-term, LaPAS data could be pulled into BI for reporting. This could also be the front-end tool for OPB to enter Performance data and form the initial load for performance development for the budget year.*

In the context of the solution gap in SAP, following decisions were taken by the Subject Matter Experts in the Blueprint session to proceed with in the Realization phase:



# LaGov ERP Project

## Business Blueprint



- a) To follow-up on the solution gap for Performance Measures, covering (a) the development of performance information for next budget year and (b) the maintenance of quarterly performance by the Agencies;
- b) Need for Performance Indicators to support the budgeting process
- c) Develop a “wish list” (new Requirement list) of consistent Performance Measures, including the capability to track across multiple years
- d) Use the above new Requirements list, to evaluate implementation options for Performance Measures, as previously identified (LaPAS, customized solution or other new SAP solutions)
- e) Develop an ideal Operational Plan, and evaluate the same together with the recently introduced Activity-based Performance Measures and Budgeting process

Due to the gap in SAP’s current solution, in order to fully evaluate the potential options, further meetings are planned in Realization phase to fully address this matter.

### **To-Be Process description**

The Blueprint session discussions were initially centered on the current performance measures used at LA, together with performance data entered by Agencies in the LaPAS Performance Monitoring system and the Performance data entered in the BRASS budget system by the OPB analysts. While follow-up action items were captured to ascertain the reason for differences between LaPAS and BRASS data, the SMEs agreed that LaPAS may be considered as the ‘system of record’ for Performance Measures at LA. But, as consideration for the TO-BE solution, SMEs decided to develop a “wish list” (new Requirement list) of consistent Performance Measures, including the capability to track across multiple years.

While briefly elaborating on the “wish list” for Performance Measures, some of the key requirements that were mentioned by the SMEs include:

1. Data entry by Agencies on the web
2. Avoid the need for re-typing of information
3. Segregate historical information using timeframes
4. Standard Performance Measure as the initial column
5. Ability to enter the 4<sup>th</sup> quarter data as well as develop new Measures for the next Budget year

It was decided to follow-up with the SMEs during Realization to complete the above list of requirements.

The recent initiatives by the State of Louisiana, with the formulation of a Request for Proposals (RFP) to re-vamp the existing Performance Measures were briefly discussed, although this potential business process re-engineering effort, if undertaken by the State, needs to be dovetailed into the implementation timeline of the SAP project.

Further, it is necessary to follow-up on differences between Agencies with respect to the Activity-based budget data, together with corresponding Performance Measures, submitted by the Agencies for the budget year 2009-10. Besides the pending analysis of the differences between Agencies pursuant to the introduction of new Activity-based budgeting, the State needs to take a decision and define the approach for future years, such that appropriate processes for budgeting and corresponding performance indicators may be set up as part of the SAP implementation.

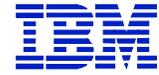
Currently, the LaPAS system categorizes Performance Indicators into three groups, namely Key Performance Indicators (KPI), General Performance Indicators (GPI) and Supporting Performance Indicators (SPI). While the KPIs are reflected in the published Executive Budget documents, the GPIs and SPIs are reflected in the Supporting documents published together with the Executive Budget.

Similar to the AS-IS process, the TO-BE process would also involve the review of the previous year’s performance standards and actual by the budget analyst, followed by the development of the new/revised objectives/activities/programs of each Agency as performance targets for the ensuing budget fiscal year. These performance indicators would then need to be included in the Executive Budget presentation. After



# LaGov ERP Project

## Business Blueprint



Legislative approval of the Operating Budget for the year, the targets and any revisions to performance standards are to be entered in the Performance Monitoring tool. For each quarter and the year-end, Agencies would need to update their quarterly performance actual data using the Monitoring tool.

To meet the above business requirement, SAP's current tool selected for implementation at State of LA does not have any functionality to support the requisite processes. Therefore, based on the issue created in Solution Manager (note: being escalated to a GAP in the current SAP toolset) for Performance Measures and their quarterly updates, the Blueprint session considered three options to proceed with, during Realization phase as follows:

- A. Continue to use LaPAS and all related existing business processes \*
- B. Develop a customized system to look/perform just like LaPAS
- C. Continue with LaPAS and examine new other SAP solutions, PBF (Public Budget Formulation and/or EPM (Enterprise Performance Management), or the Strategy Management component thereof.

\* *If Option-1 is adopted as long term, LaPAS data could be pulled into BI for reporting. This could also be the front-end tool for OPB to enter Performance data and form the initial load for performance development for the budget year.*

Notwithstanding the issue/gap identified for Performance Measures, since the possible solutions would involve the Business Intelligence (and Business Objects) data structures, there is no impact expected for the process of Budget publishing, as all of these BI data structures and queries can be accessed by the "PSets" that would be set up in PatternStream to access information.

Similarly, the reporting of Performance Indicators (KPIs, GPIs and SPIs) would also be enabled through supporting data structures in BI.

The tentative go-forward approach for the Realization phase is to develop a prototype for a few specified number (note: in accordance with implementation contract terms) of Performance Indicators for, say, one Agency and thereafter progress with a State-wide roll-out in later phases.

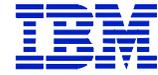
Due to the gap in SAP's current solution, in order to fully evaluate the potential options, further meetings are planned in Realization phase to fully address this matter.

#	Process Terminology	Description
1	SAP Business Intelligence (BI)	SAP Business Intelligence (BI) enables Online Analytical Processing (OLAP), which processes information from large amounts of operative and historical data. OLAP technology enables multi-dimensional analyses from various business perspectives.
2	IP – Integrated Planning	Integrated Planning module is an SAP warehouse based solution where budgeting and planning is enabled. IP allows for users to enter and change budget/planning data.
3	Info cube	An Infocube describes a self-contained dataset consisting of relational tables that are created to facilitate planning and reporting in BI
4	Key Figure	Key figures are specific objects in an info cube that represent values or quantities. Key figures are contained in and updated with transactional data or interactive planning activities and some examples are actual dollars, budgeted dollars, or FTE.
5	Characteristics	Characteristics provide classification possibilities for the dataset. Examples of Characteristics include Fund, Cost Center, Functional Area, etc. The master data includes the permitted values for a characteristic, also called characteristic values. Characteristic values are discrete names.
6	Business Explorer (BEX)	The analysis of dataset in BI is done by defining queries for Info providers using the Excel based BEx Query Designer. By selecting and combining Info objects (characteristics and key figures) or reusable structures in a query, the navigation and evaluation of data is facilitated in the selected Info provider.



# LaGov ERP Project

## Business Blueprint



#	Process Terminology	Description
7	Business Objects	SAP's newly acquired suite of presentation products from Business Objects that enable front-end views for BI content
8	Enterprise Performance Management	SAP Business Objects Enterprise Management offers a suite of products that help to cascade corporate goals into department relevant metrics, ensuring accountability and enabling monitoring, analysis and execution of strategy-guided plans
9	Strategy Management	SAP Business Objects Strategy Management is a tool that can align corporate and operational strategies for visibility from a performance management perspective

### To-Be Process Flows

Given the GAP in the current SAP solution for Performance Measures, the TO-BE Process Flow will be developed based on the final decision to be taken in the Realization phase.

### Key Business Process Decisions

As part of the Blueprint sessions for Performance Measures, the following major design decisions were taken by the Subject Matter Experts (SMEs):

#	Decision	Process Impact	Organizational Impact
1	Follow-up the GAP in SAP-BI for Performance Monitoring	Neither BI-IP nor the new PBF solution have a way for Agencies to enter Quarterly performance	Options discussed for Quarterly performance reporting by Agencies are: <ul style="list-style-type: none"> <li>Continue to use LaPAS</li> <li>Develop a customized system to look/performance just like LaPAS</li> <li>Continue with LaPAS and examine to other SAP solutions, PBF &amp; EPS</li> </ul>
2	Need for Performance Indicators to support budgeting process	The State's annual budgeting process is linked to Performance Measures	Functionality is needed in SAP for Performance Measures to support the budgeting process
3	Develop a "Wish List" (Requirements List) with consistent Performance Measures/ Indicators, including the capability to track across multiple years	AS-IS Performance Measure system needs review and also a change to enhance the reporting of Performance. Therefore, the TO-BE Performance Measures could be different from AS-IS	State plans to re-vamp the AS-IS Performance Measures by initiating steps for an RFP, the details of which are to be obtained for the SAP Realization phase. If existing LaPAS codes are not considered for TO-BE, then there would be a significant business process re-engineering underway that needs to be completed, dovetailing into the ongoing SAP implementation.
4	Use the above new Requirements list, to evaluate implementation options for Performance Measures: <ol style="list-style-type: none"> <li>Continue to use LaPAS</li> <li>Develop a customized system, to look/performance just like LaPAS</li> <li>Continue with LaPAS and examine SAP solutions, PBF &amp; EPM</li> </ol>	Same Process Impact as above	Same Organizational impact as above

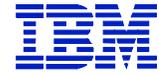
### Statute, Regulation, Policy, and Procedural Impacts

#	Statute, Regulation, Policy or Procedure	Revision Identified	Business Owner
1	None identified		



# LaGov ERP Project

## Business Blueprint



### Identified Development Objects (FRICE-W)

Depending on the Solution to be adopted for implementation, i.e. whether a custom solution or any newer product of SAP, for e.g. Public Budget Formulations (PBF) or Enterprise Performance Measures (EPM), besides the option to continue using the existing LaPAS system, the eventual solution may need other FRICE-W objects which will have to be reviewed later in Realization phase.

#### **Forms**

<b>F – Forms</b>		<b>Master List of Current and Future State Forms: &lt;Supported Process&gt;</b>					
No.	Form Name	Purpose	As-Is	To-Be	Justification	Contact Person	Comments
1.	See above		X	X			

#### **Reports**

<b>R – Reports</b>		<b>Master List of Current and Future State Reports: &lt;Supported Process&gt;</b>					
No.	Report Name	Purpose	As-Is	To-Be	Justification	Contact Person	Comments
1.	See above		X	X			

#### **Interfaces**

<b>I – Interfaces</b>		<b>Master List of Current and Future State Interfaces: &lt;Supported Process&gt;</b>					
No.	Interface Name	Purpose	As-Is	To-Be	Justification	Contact Person	Comments
1.	See above		X	X			

#### **Conversions**

<b>C - Conversions</b>		<b>Master List of Future State Data Conversions: &lt;Supported Process&gt;</b>					
No.	Type of Data	Use	Source	Destination	Justification	Approach	Comments
1.	See above						

#### **Enhancements**

<b>E – Enhancements</b>		<b>Master List of Future State Enhancements: &lt;Supported Process&gt;</b>				
No.	Type of Enhancement	Details	Target of Enhancement (Gap)	Justification	Comments	
1.	See above					

#### **Workflows**

<b>W – Workflow</b>		<b>Master List of Future State Workflow Events: &lt;Supported Process&gt;</b>		
No.	Description	Justification	Comments	
1.	See above			



# LaGov ERP Project

## Business Blueprint



### Gaps

Performance Measures, as a whole, is a gap in the current solution of SAP, which has been captured in Solution Manager during Blueprint.

Gaps		Master List of Future Gaps: <Supported Process>	
No.	Description of Gap	Why Gap Exists?	Impact / Comments
1.	No Key Performance Indicators Ref: FIN-BP-GDD060_Performance Measures	Currently, there is no solution to maintain Key Performance Indicators in the project's SAP product suite.	It needs to be ascertained if other new SAP solutions, Public Budget Formulations (PBF) and Enterprise Performance Measure (EPM) will be able to meet the State's requirement in terms of functionality, besides licensing issues.

### Security & Enterprise Role Definitions

Depending on the Solution to be adopted for implementation, i.e. whether a custom solution or any newer product of SAP, for e.g. Public Budget Formulations (PBF) or Enterprise Performance Measures (EPM), the eventual solution would need accompanying security and appropriate role definitions based on corresponding business processes, which needs to be reviewed later in Realization phase.

Authorizations		Master List of Future State Roles/Authorizations: <Supported Process>		
No.	Role	Description	Strategy	Special Considerations
1.	See above			

### Organizational Impacts

Depending on the Solution to be adopted for implementation, i.e. whether a custom solution or any newer product of SAP, for e.g. Public Budget Formulations (PBF) or Enterprise Performance Measures (EPM), the eventual solution would have accompanying organizational impacts arising from corresponding business processes, which needs to be reviewed later in Realization phase.

No.	Activity/Task	Key Change from As-Is State	Organizational Work Force Impact
1.	See above		

### Training Impacts

Aside from the option of continuing with existing LaPAS system, depending on the Solution to be adopted for implementation, i.e. whether a custom solution or any newer product from SAP, for example Public Budget Formulations (PBF) or Enterprise Performance Measures (EPM), the eventual solution will drive the content of the accompanying business process, leading to the need to review appropriate training, their organizational alignment, and the level of process knowledge required later in Realization phase.

### Appendix

Not applicable.