



State of Louisiana

La Gov ERP Project

Agency Conversion Instruction Document

C058-FIN-GTR-DCD030-Agencies-CRM-Grantor Business Partner

“Open Grantor Applications”



Introduction

As part of the Go-Live data conversion, the legacy grantor claims data that belongs to Open Grantor Applications needs to be converted and uploaded into the CRM Grantor solution.

More specifically, legacy grantor application data for “open” grantor applications related to grantor agreements **not** maintained within CFMS will have to be populated using the grantor application spreadsheet.

Spreadsheet Definition & Instructions “Open Applications”

The following table lists the fields contained in the **Open Applications** spreadsheet and indicates who is responsible for populating the field, the length of characters allowed, a brief description of what is needed, and whether the field is mandatory (M) or optional (O). Please disregard the field length number and use standard language.

In reference to the “grantor program ID” and its numbering scheme, please refer to the Powerpoint presentations that were sent out to the attendees of our 08/20, meeting. In remembering our conversation from the 8/20 meeting, we discussed the fact that if your agency does NOT have approved cost centers from the LaGov staff, then please create your “grantor program ID” up to the second entry of your business area (agency #) followed by all zero’s.

For example: S12300010910011230000000

Below are requirements that must be followed when completing the Open Applications spreadsheet:

Legacy System Data “O” = Optional, “M” = Mandatory			
M / O	Field Name	Information Needed in this Field	Length
M	Legacy ID	Agency to complete – Legacy System Application ID Number	40
M	Description	Agency to complete – Application Description	40
M	Applicant ID	Agency to complete – Applicant Organization ID	10
M	Applicant Contact Person ID	Agency to complete – Applicant Contact Person ID	10
M	Start Date	Agency to complete – Application Start Date	15
M	End Date	Agency to complete – Application End Date	15
M	Employee Responsible ID	Agency to complete – Employee Responsible for Application (State Agency Level)	10



M	Agency	Agency to complete – Agency Responsible for Program Execution	14
M	Program ID	Agency to complete – ID of Grantor Program To Which Applicant is Applying	24
M	Status	Agency to complete – Application Status – <i>Choices are: Create, Review, Approved (Note: only approved applications should be listed)</i>	5
M	Item Number	Agency to complete – Item Number (Should be listed sequentially down the spreadsheet based on number of expense types – from 1 to N)	10
M	Payment Type	Agency to complete – <i>Choices: Advance, Payment, Repayment</i>	4
M	Expense Type	Agency to Complete – Expense Type (<i>List expense types such as: Salaries, Supplies, Travel, Equipment, etc.</i>)	4
M	Requested Amount	Agency to complete – Requested Application Amount for particular expense type	15
O	Authorized Amount	Agency to complete – Authorized Application Amount for particular expense type	15