LaGov Statewide SRM Business Readiness Lead Meetings

March 3-4, 2015

LaGov

"Making a Difference"

Agenda

- Introduction
- Security Discussion
- Training Discussion
- Conversions
- Next Steps

Project Mission

- ***LaGov Mission Statement***

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

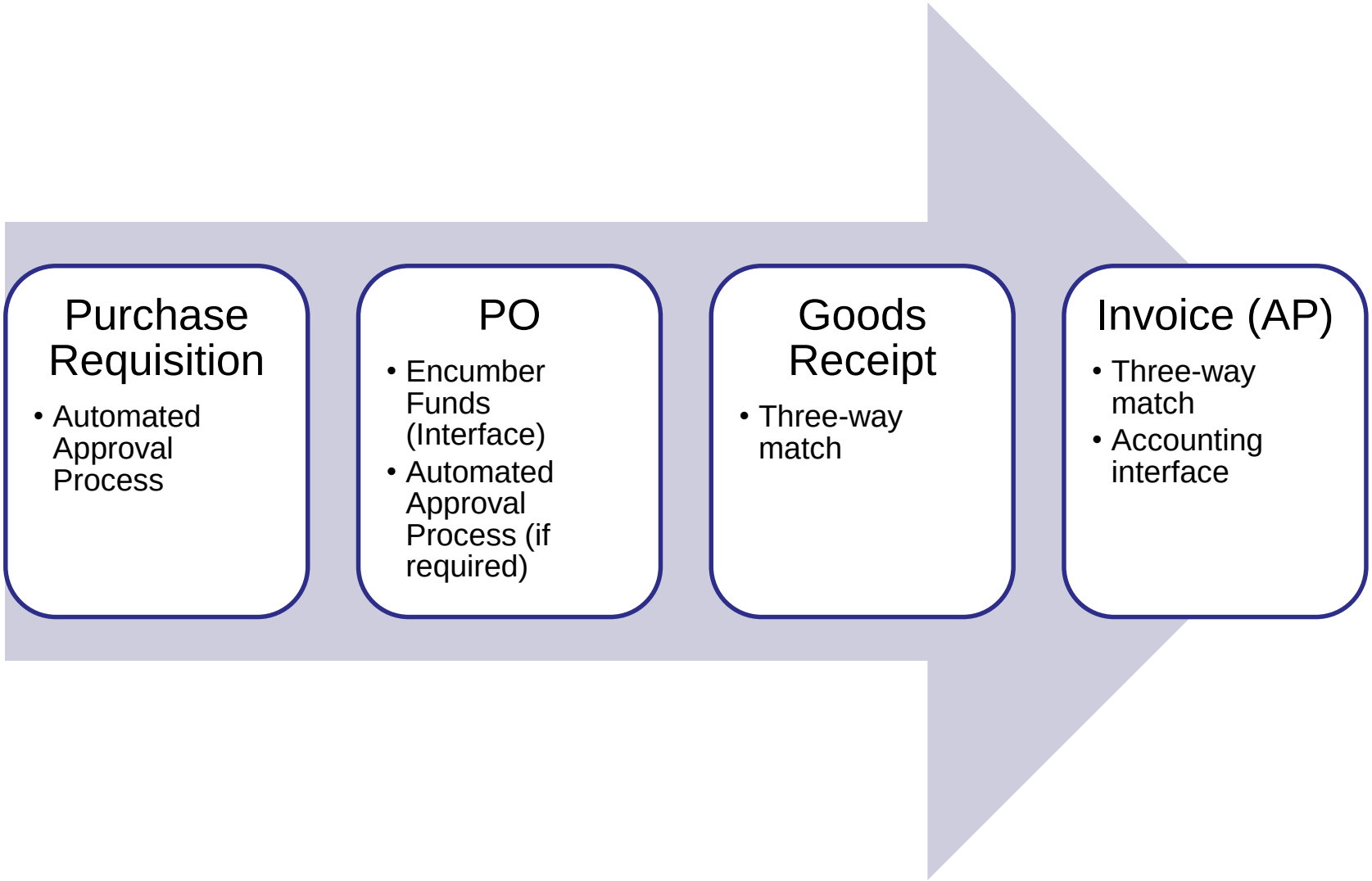
- ***LaGov Statewide SRM Mission***

  "Successfully transition your department's commodities/services procurement business processes to the LaGov procurement business processes."

Preliminary Scope

- Financials
  - General Ledger (FI)
  - Cost Accounting (CO)
  - Funds Management (FM)
  - Accounts Payable (AP)
- Business Intelligence (BI)
- Logistics
  - Supplier Relationship Management (SRM)
    - Purchasing (Commodities/Services)
    - Contract Management
    - Vendor Management
    - Local/Government Entity Contract Usage
    - Automated PO distribution
  - Materials Management
    - Goods Receipts

LaGov Procurement Process



Project Fundamentals

- System is already built and proven
- All procurement business processes have now been used by multiple agencies
- Standardized Statewide business processes
- Key project tasks include:
  - Building required interfaces to AFS system
  - Vendor conversion
  - Build/Implement non-state procurement process
  - Business Readiness/Training
- Leverage existing financials used in Payroll
  - Financial coding objects
  - SAP/AFS interfaces

Project Approach

- Project Preparation
- Process Review
- Development and Testing
- Final Preparation
- Go-live
- Support

Security Discussion

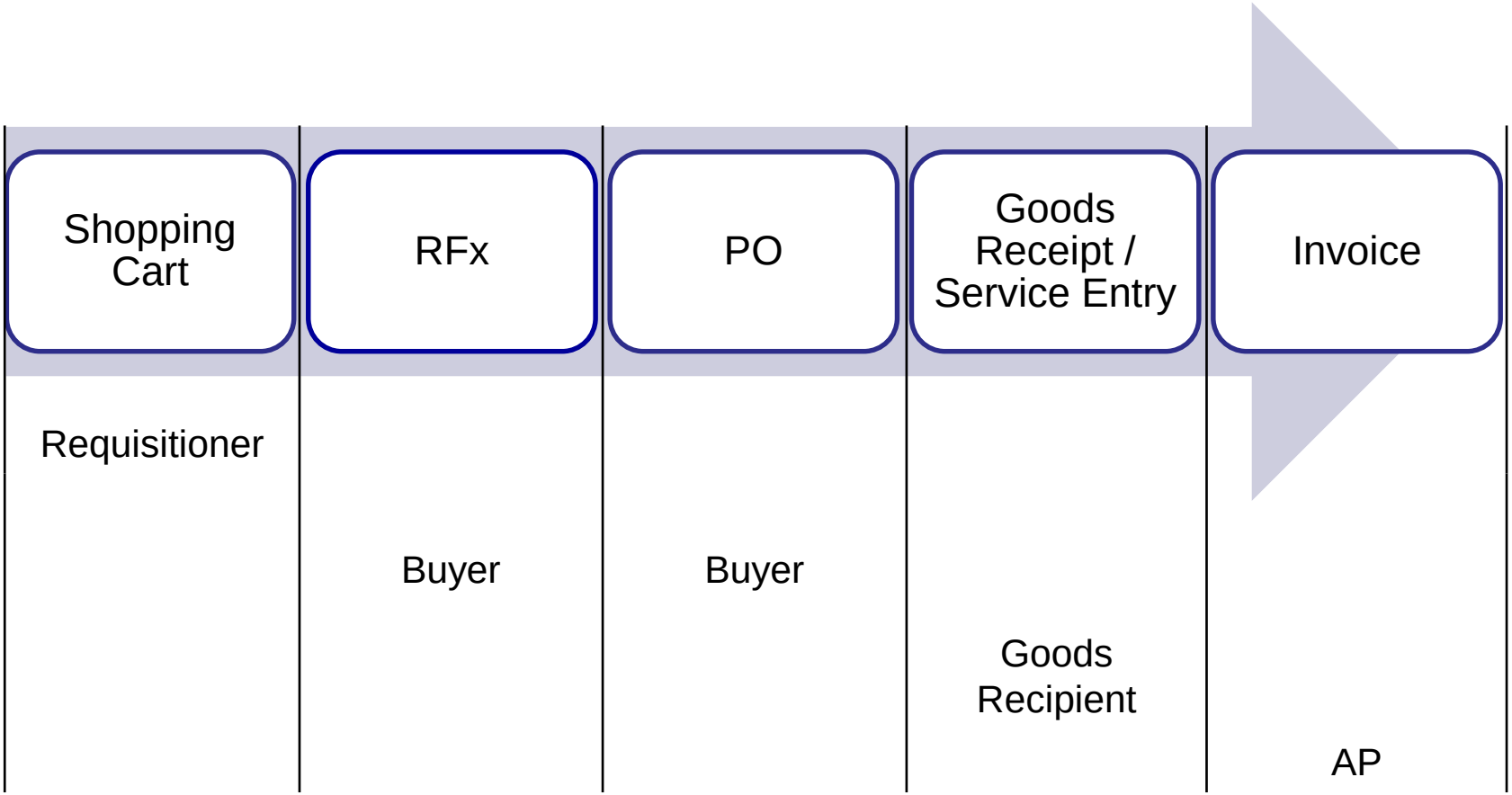
- Key question: Which position in your agency will perform a specific business function?
- Important consideration: Segregation of duties
- Security role assignments drive training planning

- A Plant is an Agency

Roles

- Approver
- Requisitioner
  - Create Shopping Carts
- Buyer
  - Create Shopping Carts
  - Create RFx's
  - Create POs
- Goods/Services Receiver
- Accounts Payable
  - SRM Vendor Invoice Processor
  - SRM Accounts Payable Manager

Professional Service and Commodity Procurement Overview



Role / Security Data Collection

- Each Department will have spreadsheet templates for role assignment
- Demo spreadsheet usage

Shopping Cart Commodity Approvals

Cost Center Approver

1st Level Cost Center Approver

Required for all transactions

- Each Cost Center is designated ONLY one Approver
- Approver can be designated to more than one Cost Center

Optional approvers as required per Agency

Fiscal Approver

2nd Level Fiscal Approver

- Optional based on Agency requirement
- One approver per plant
- Agency defines the dollar threshold

Commodity Approver

3rd Level Commodity Approver

- Optional based on Agency requirement
- One approver per plant/commodity combination
- Agency defines dollar threshold per combination

Ad Hoc Approvers: In addition to the required approvals listed here, the user may add more approvers at the time of Shopping Cart creation.

Shopping Cart Professional Service Approvals

Cost Center Approver

1st Level Cost Center approver

Required for all transactions

- Each Cost Center is designated ONLY one Approver
- Approver can be designated to more than one Cost Center

Fiscal Approver

2nd Level Fiscal Approver

Required for LaGov Services

- One approver per plant

Signature Authority

3rd Level Signature Authority

Required for LaGov Services

- One approver per plant

Ad Hoc Approvers: In addition to the required approvals listed here, the user may add more approvers at the time of Shopping Cart creation.

Purchase Order Commodity Approvals

This commodity procurement scenario does not include the RFx and Contract.

Agency PO Approver

Agency PO Approver

Optional if the PO value is greater than $5,000 (This amount is taken from Section 4: A. of the Executive Order No. BJ 2010-16 - Small Purchase Procedures) and the PO is not created from an RFx Response, Catalog or Contract

- One approver per plant

OSP Approver

OSP Approver

Required if the PO Value is greater than Agency DPA and the PO is not created from an RFx Response, Catalog or Contract

- Approver determined by Product Category responsibility

*Will be provided by OSP. Agencies will not provide.

When the commodity procurement scenario does not start with a Shopping Cart, the Cost Center approver will be required in addition to those listed here.

Purchase Order Professional Service Approvals

OSP – Professional Contracts Approver

OSP – Professional Contracts Approver

Required if the PO references an OSP – Professional Contracts Section relevant LaGov Service Type and exceeds the Agency's DPA

Purchase Orders relevant to the OSP – Professional Contracts section require that the process starts with a Shopping Cart.

Approver Data Collection

- Add data to security role spreadsheet provided
- Additional required information
  - Cost Center Approver
  - Commodity Approver
  - Agency PO Approver (for delegated authority)
- Demo spreadsheet usage

Training Discussion

- Security role assignment drives training requirements
- Training delivery planned May 11 – June 19
- Plan to train 1600 individual sessions
- Training sign up beginning April 20 (tentative)
- Follow-up on training sign-up process and curriculum will be sent at a later date (TBD)

Training Discussion

- Classes
  - SRM
    - Intro to e-Procurement (on-line course) - Prereq
    - Buyer (Commodities)
    - Buyer (Services)
    - Requisitioner (Commodities)
    - Requisitioner (Services)
    - Approver (on-line course)
    - Goods Receipt (on-line course)
  - AP
    - Basic (SRM Vendor Invoice Processor)
    - Advanced (SRM Accounts Payable Manager)

Further Topics

- Additional Data Collection
  - Plant Default Address
  - Delivery Addresses
  - Invoice to Address
  - Cost Center Approvers

- Purchase Orders/Professional Service Contracts
- Commodity Contracts
- Workstation Technical Requirements

Next Steps

- Complete Security Role Assignment Spreadsheet
  - Please return completed by Friday, March 20
  - Please return to babs.myers@la.gov
  - **Please include Agency name in subject line for all correspondence**
- In-person Assistance Thursday, March 12
  - Email Babs to schedule a specific time
  - Formulate specific questions prior to meeting

Discussion