

## Statewide Financial System Program Agenda/Minutes

|                               |  |                             |   |
|-------------------------------|--|-----------------------------|---|
| <b>Date:</b>                  | 06/18/2014   | <b>Time:</b>                | 9:00am – 12:00pm                          |
| <b>Subject:</b>               | PAM & RealNet Data Conversion  | <b>Location:</b>            | Training Room D, Building 4, State Campus |
| <b>Meeting Facilitator:</b>   | Chris Solomon  | <b>Minutes Prepared by:</b> | Chris Solomon                             |
| <b>Objective:</b>             | Discuss Asset data elements that exist in PAM & RealNet systems and SFS' expectations of OGS teams for data conversion. <ul style="list-style-type: none"> <li>• PAM data will be converted into SFS for April 2015.</li> <li>• RealNet data will be converted into SFS for October 2015.</li> </ul> |                             |   |
| <b>Presentation/Handouts:</b> | N/A  |                             |   |

| Attendees:     |  |                   |                              |
|----------------|--|-------------------|------------------------------|
| Vivek Bharti   |  | Jim Schumacher    | Bonnie Gold (BSC)            |
| Chris Solomon  |  | Laura Ruhle (OGS) | Adam Brown (BSC)             |
| Rakesh Gambhir |  | Dan Saxe (OGS)    | Crystie Weatherby-Hilt (ITS) |
| Don Wynn       |  | Bob Kirker (OGS)  | Eliel Mamousette (ITS)       |
| Melinda Vasto  |  | Bruce Davis (OGS) |                              |
| Dan Ruben      |  | Ralph Hill (OGS)  |                              |

### Agenda:

| What  | Who                    | Time    |
|---|------------------------|---------|
| Level-set EE1 conversion expectations   | Ed Bouryng             | 15 mins |
| Review AM <a href="#">documented, unresolved decisions:</a><br><br>EE1 AM Decision Action Tracker 20140  | Chris Solomon          | 45 mins |
| Status of data clean up activity by OGS/ITS in legacy systems <ul style="list-style-type: none"> <li>• PAM</li> <li>• RealNet</li> </ul>  | Dan Saxe & Bruce Davis | 5 mins  |
| Discussion about legacy system data <ol style="list-style-type: none"> <li>1. Review asset data present in PAM</li> <li>2. Review asset data present in RealNet that is not in PAM</li> <li>3. Discuss which RealNet data should be included in PAM conversion exercise in preparation for April 2015 go-live of Asset Management module</li> </ol> | Group                  | 90 mins |
| Parking Lot items, set follow-up meeting, discuss Action Items  | Chris                  | 25 mins |

| OLD Action Items  |                                      |              |                       |               |
|---|--------------------------------------|--------------|-----------------------|---------------|
| Task Assigned   | Staff Assigned (first and last name) | Due Date     | To Do Added (PMO Use) | Requirement # |
| Data Cleanup will begin in the legacy system (Updates will be provided to the entire Data Conversion Team periodically) | Bruce Davis and Dan Saxe             | Began 6-3-14 |                       |               |
| The OGS Technical Team will begin working   | Vic Bharti and                       | Began        |                       |               |

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| OLD Action Items  |   |          |                          |               |
|---|---|----------|--------------------------|---------------|
| Task Assigned   | Staff Assigned<br>(first and last name) | Due Date | To Do Added<br>(PMO Use) | Requirement # |
| closely with the SFS Data Conversion Team. They will discuss technical issues and approaches without getting into detail until the Data Conversion Design Document becomes available. | Crystie Weatherly-Hilt                  | 6-3-14   |                          |               |

| NEW Action Items |   |          |                          |               |
|------------------|---|----------|--------------------------|---------------|
| Task Assigned    | Staff Assigned<br>(first and last name) | Due Date | To Do Added<br>(PMO Use) | Requirement # |
|                  |   |          |                          |               |

| The Following Decision(s) Have Been Made  |
|---|
| <b>Decision:</b> SFS are now requiring on-site, longer meetings for Data Conversion. Cannot be accomplished by phone. |

| The Following Decision(s) Are Pending   |
|---|
| <p><b>Decision:</b></p> <p>Staff Assigned (first and last name):</p> <p>Due Date:</p> |

**Notes:**

Introduction

Level setting: Auto numbering is the best practice  
RealNet/PAM data link associated with number

Now has unique number from start to end of lifecycle. Maintains history, if number changes as it moves will the history be maintained? Yes

Facility is tied to asset, could Facility be the unique identifier to use? Today separate number in both, RealNet and PAM

ALM Team can identify based on best practice where and how each data attribute is handled moving forward.

OGS reports that the main issue for them is reconciliations between two systems prior to conversion

Equipment tag – different that asset ID

Delivered ‘canned’ reports: are they run off of tag number, Asset ID, or both?

Reports can be run with either ID, based on the business need.

All of these are important conversations but not necessarily for this meeting. They do demonstrate the need for collaboration between OGS and SFS although there is a limited schedule to get

through the issues. There is an initiative to get more on site time at SFS to work through some of these but there is also a need for collaboration between the OGS teams as well. Problems that OGS identifies can be worked through with the team that has experience that type of problem before.

Issues need to be discussed and raised. There is no guarantee that the EE1 project will meet every need but there is a guarantee that EE1 project team will meet the requirements that have been identified as in scope.

Auto numbering concern regarding duplication- need to build fail safe in design

SUNY Administration represents 40% of state assets

SUNY along with other decentralized agencies (CUNY, DOCS) have numbering in their system and then different numbering reflecting where they are located on campus. They need those numbers to meet their business need. Including CUNY and DOCS, these agencies represent 70% of State Assets.

Further collaboration among the teams can provide SUNY with SFS functionality that could meet that need.

8/21 beginning date of Conversion

April is also time of books close for fixed assets, what is the flexibility for those dates. Closing will be done in SFS. Conversion would occur at the end of March.

Can date change? No, this is our Charter

Franklin: resource challenged,

Negative side: roadmap where those modules intertwine. Brought up Central repository but then any further use of Enterprise asset repository such as integration with contracts, downstream impacts to NY – What are the impacts

Positive side: schedule, aligned asset,

Two databases for Asset

Conversion obstacles shouldn't block progress

Sidebar discussions to keep PAM moving forward while ensuring that Land assets

Lease and Asset are different structures – that is not what we were told. Perhaps we move ahead with PAM and hold meetings at the same time regarding Leases and Lease Management.

How do you associate the Lease to the Asset. The lease is not the Asset. All assets live in one place. Are we talking about Leased assets currently managed by PAM. Asset Mgmt is PAM, we will create a non-state owned asset in the Asset then kick down to Projects.

We would like to try to stay PAM centric for conversion.

What we are talking about here is SCOPE, higher level than conversion or design.

If we are talking lease assets, are they needed in PAM? What is our scope?

There is equip at lease buildings that would need be in Asset. Equip is owned in PAM. Conversion task to see how we deal with that asset.

What is our SCOPE for 10/1 vs. 4/1

No way to purchase for a leased building so they have a sub location called rent to have in Asset to include

Owned assets as of 4/1 and then Lease for 10/1

Tangible building asset in leased in PAM as asset.

Franklin – throw away how it has been done and listen to SFS on best practice and move forward, there is a new game in town. What is the best practice and then conversion is what assets to convert.

Need systems in place

**Decision: SCOPE for 4/1 is OWNED asset**

ACTION: Have an ask to look into possibility to push Asset from 4/1 to 10/1 FRanklin

ACTION: Establish separate set of meeting for REM design, including data conversion Brucebonnie

There will be some transitional steps; that is the cost of two go-live dates.

This conversation is pointing to what if

What is the impact? Shouldn't be a large lift

Expend fixed assets in

One advantage of split, users have time to get used to new and work w/ design of next transition. Enterprise Solution Best Practices.

Do you know what to expect for conversion.

SUNY is not in PAM, theirs is in LAND

Base building/Land inventory that needs to be current prior to conversion

Best practice way to use the AM module. Yes, there are unique ways you use that data that will need to be addressed. Design decisions in progress that model the best practice.

What is currently in PAM, where will that fit in SFS and use delivered functionality to provide.

We need to have the detail that you know.

What is that overall Map. That is delivered in product. Dan can share those tables he will be using for conversion. Dan will share with

Data issues to resolve between PAM/RealNet. What are the targets? If OGS ITS had that decisions can be made as to what is needed and maybe some is not needed at all with new functionality.

Need to see tables on each side to help identify what needs to be converted?

Bruce: is there some document I can get to our users to get them started thinking about this process and impacts. More time is better with limited resources. Example: Date formats, may have 10 versions, what is the best practice, can begin scrubbing. That example would be easily addressed.

As far as conversion, Vic can provide certain fields that they know that we can provide format for.

We aren't (SFS) doing the cleaning/manipulation, we do have some standards. Eliel has worked with SFS in the past and any issues are easily worked through during conversion.

Once we have a MAP that is still being worked, will help meet these needs.

Next few weeks are critical. Need this team spending the majority of our time together to work through design and conversion details worked through to start building and getting into testing. If we miss something, we can go back and update but we need an effort to get this mapping together to get our design documented.

One day per week to have OGS on site and SFS would be work with them when there.

OGS needs to have a schedule. There are real data issues from a Capital Asset side that needs to be discussed internally at OGS. This effort has to move forward but doesn't have to impact the design.

Two to three weeks of focused work to get the mapping together and design in place. Can get meetings in place but it will be a lot of time in the next couple of weeks.

At cutover in early April, closing tasks are factored in.  
Training/Integration, not just OGS, impact

### Parking Lot

- Facility field - needs to be unique by asset
- Deed field - needs to be unique by asset
- Dan Saxe: Concerned that with auto-numbering, they may not be able to report out the data they need
  - Total cost of a building, including all components
- Laura: How to prevent an asset from being added to the system more than once
- State owned asset that resides in a non-state owned asset (i.e. Equipment in a leased building)
- Serial number is not required, Dan Saxe would like it to be
  - Can this be resolved with Forms?

### Decisions

- Asset Management year -end close out
  - Ed: This occurs in May OGS and therefore OGS will use SFS to pull this data
- 4/1/ scope: state owned assets
- 10/1 scope: lease-related assets
- What format should OGS provide the text file to SFS? CSV

### Action Items

- OGS: Can AM go-live be moved to 10/1?
- Establish separate set of meeting for REM design, including data conversion
- Provide ITS with conversion tables
  - PS\_INTFC\_FIN
  - PS\_INTFC\_PHY\_A
  - PS\_INTFC\_PHY\_B
- Vic will provide OGS with standard conversion field formatting
- Meeting with ODC-BFR, Dan Saxe's team and SFS to understand year end close out for OGS to perform in order to get OSC-BFR what they need

**ACTION: SFS Secure – folder set up with all of the minutes and materials applicable to what we are doing for this effort.**

**ACTION – SFS: Conversion tables have been provided. Diagram to show the use of the tables. Interface tables have been shared, will provide diagram by end of today/tomorrow. Post conversion, Chris**

Cross walk, How do I use these tables  
Statewide Financial System (Internal Use Only)

Front end on PAM, where agencies enter the Asset.

Forms Module in SFS will provide that same tool; helps manage security for OGS to review prior to be approved. Business process change.

**ACTION -SFS took a lot of PAM fields and tried to Map one to one where fits major, minor, useful life, etc. Can share with where we are today. Chris**

Is that profile by asset type? Major, minor, useful life, etc. There will be a different form for each type of asset. If adding equip, will have the required fields to go to Dans team. Is this a table, yes. Approval of forms can be determined later by role and role could shift as needed.

Will give what has been mapped already and then review to determine and report next week how long will take to finalize by OGS. How SFS takes PAM data and how it will look in the system.

Analyze NY will also have this detail to be available to report out.

Is the system customizable as far as view? Yes, can customize your view. Yes. It is a personal view customization.

Demo of PAM front end form to add asset. This is where an agency can begin to add an asset. Includes Instructions and attachment capability for additional attachments.

Where do attachments live? Goes into back end repository.

**ACTION; Can current for structures be referenced or carried over into SFS. Replicate what is already? No, you would just attach them to the record they relate to. Map/Photo, etc.**

**Can you load photos of assets? Yes, but not advisable. There is a place to load images.**

**Can you convert images from PAM to SFS? Don't think so, will take action to verify and update.**

Need a clear understanding of terminology for folks in the room:

Facility:

Site, location, - review glossary and provide to OGS to level set the terminology. Can add to or clarify as needed. Glossary currently on SFS Secure.

Profile incorporates all major/minor. You only really need to know your profile. Does status allow you to reject? Can be denied and will go back to originator.

Can you change or add approvals? Yes, there is the ability to add an ad-hoc approver for that specific entry.

Where do you assign to a facility – go to Asset Information, Asset type and when you continue down the screen there is more detailed info such as location. Operating unit is Chartfield and location is where.

Most SUNY buildings don't have an address under location, can designate such as Campus with all related to it.

Not all negative, this is very positive. Love the form solution.

Correctional facility may have a piece of land three miles down the road.

**ACTION; for collaboration- Understand facility and sub facility, locations and how will be stored in SFS. What is it and where is it going. Chris**

Still need a unique facility for reporting.

SUNY would need – profile assets and how the life is going to be assigned. Asset class or sub class determined by useful life. Configuration items for when SUNY data comes in. KPMG has audited all of these numbers. Don't want a user to be making the decision. This is centralized functionality performed by OGS only.

When you choose airport

When you add a form, originator is choosing, Airport, airport hanger. When goes to OGS, they would review perhaps make changes and once added, OGS would choose the right profile which will add the useful life. Profile ID: When PAM picks the category code, that code assigns the useful life and OGS doesn't go into each record to review and update.

Hi-level what are each tab. Main landing page for asset info (general info) is Header, Operation

Mtnce, Asset Information, Asset status is mandatory, If change on one tab would update on other tabs applicable. This is design decision and we need to focus on conversion. Park on parking lot for later.

Training not done yet, the people working in the system should have the skill needed to use but not delete or remove records in error.

Does ITS have access to sandbox? Not unless on site at SFS. If screen shots needed for conversion discussion, they would certainly be provided.

Adam: Prior experience shows that table names and field names don't line up with what the client would expect.

Don: actually Asset Management tables are pretty intuitive.

Back to Decision Log – focus on any that impact conversion.

Number 2 – Asset Number, fine as long as fields related to a building will provide what the smart coding does today, BU, Component,

Do we have a specific requirement to state that this would be done, as long as you can get the data, not necessarily one asset but the multiple components,

Relationship- will be built?

And you would be looking for total cost per building? What fields would need to be searched to pull that data.

Would they be depreciated together? Not necessarily, would be individually.

If SFS has flexibility to provide then Dan is okay.

**ACTION: More detail on components per Asset and how to link them together.**

Piece of equip gets assigned to that. Do you need to know where it is or what it is being used on? Components are pieces of the actual asset.

Can we identify hierarchy of building and assets. Issue

Output of all related assets Dan uses specific criteria to get a report, can he use that same criteria to get that same info in SFS.

Property ID or tag number can have the smart coding. Then if need to pull data, it is all there. With duplicates, system wouldn't allow duplicate tag number. Tag number is required field. Then when report, pull by Tag ID to pull it all together. Asking outside agencies to build a component to an asset. Appreciate you have a system that works, SFS will add additional functionality or more robust functionality. You will need to learn that functionality to learn how to get what you need from the system.

If you want to find the total cost or depreciation of a building, do we have the ability to provide the same info in SFS. What are the key requirements needed to pull that info.

**ACTION: When we do data conversion we need to ensure that the requirements are being met. Can't be unique in best practices for reporting.** Need to continue to progress

Components may be needed for each asset. How data is broken out.  
Is the system capable? Yes, with parent/child relationship  
Asset number by type for parent child/ Laura this frida

Transfer from one building to another such as AC.

Once fields have been reviewed. What components related to asset may need to be stored elsewhere to provide that same functionality and where it will live. Usable fields to capture that info. Provide a quick overview of how Asset data is usable in Real Estate.

What is the common between Asset and RE. Teams need to work together to provide that. Need to have a date associated with that date.  
Tied to asset via a deed number, Projects such as intangible assets.

Provide the data and migration dates as there are two dates. Bruce can get to building/LAND assets and then the team will determine where that info will live as best practice in SFS.  
ACTION: BRUCE: Identify elements by the end of next week. June 27.

Will it actually take that long? Could it be sooner? Maybe but Bruce needs to go back to the office to determine. Needs lease data related to State owned office buildings. The sooner the better. Two lists, one for inventory and then for building.

If there are leased asset data, we will need to discuss when that gets converted. That system is not tied at all to PAM, totally independent today. Inventory can be identified first.  
Data to be massaged to what it should be. There are real data issues that need to be addressed prior to providing for conversion. SFS doesn't do cleansing.

Identify the data elements. May be good to have someone from our group present to determine what may not be needed and could provide suggestions.

Is SFS going to be able to give client the table's and where one to one exists and where it doesn't. What is it going to be. ERD's should help to show the table relations. The three interface tables are what you are adding the tables to. SUNY wants to know where it ends up. Conversion exercises is the three tables and the crosswalk mapping to those. SUNY is not in Scope but they need to be ready

Action: Chris to send out ERD's that will help. Interface tables are how the data gets there.

Conceptual design for Asset Management.

ACTION: Three main tables and Asset Location table can be shared with OGS, Dan that will help them.

How is SFS building look up tables? No, look up – drop down boxes. Will be in the Asset Fin table. Then would need to be mapped and configured.

SFS needs to figure out what they are. Once data is provided, we will use it to build the tables. How do you want the data? CSV or txt file will need to be provided. Don't want excel as it needs to be run through programs.

DECISION: CSV file to be provided sooner rather than later. Get that in quickly and then proceed from there.

Bonnie would like to talk about the Project team and OGS can do for next week. Do we need a whole day or ½ day another. We will take the AM's.

**ACTION: Standard Wed AM meeting and then schedule meetings after that. Three hours and can do more as needed.**

Prompt tables, drop down, valid value tables, mapping into PS into design. Crystie to provide

One outstanding conversion issue, bringing in document

Is Asset ID and tag ID, do canned reports include both. TAG would be needed in all.

**Add to ERD action to provide screen shots as well**