

Statewide Financial System Program Agenda/Minutes

Date:	06/25/2014	Time:	9:00am – 12:00pm
Subject:	PAM & RealNet Data Conversion	Location:	Training Room D, Building 4, State Campus
Meeting Facilitator:	Chris Solomon	Minutes Prepared by:	Chris Solomon
Objective:	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"> • PAM data will be converted into SFS for April 2015. • RealNet data will be converted into SFS for October 2015. 		
Presentation/Handouts:	N/A		

Attendees:				
Vivek Bharti		Jim Schumacher		Bonnie Gold (BSC)
Chris Solomon		Laura Ruehle (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
Action Items from last meeting	Chris Solomon	30 mins
Status of data clean up activity by OGS/ITS in legacy systems <ul style="list-style-type: none"> • PAM • RealNet 	Dan Saxe & Bruce Davis	5 mins
SFS request for Representative sampling of PAM data <ul style="list-style-type: none"> • One CSV file that contains: <ul style="list-style-type: none"> • Field name (Only the fields that they want to keep in future) • What data type the field is (Numeric, text, Y/N, etc) • Parent/child relationship between assets • Sampling of all agencies • One row of accumulated depreciation per asset (sum into one row if more than one exists) • One row of cost per asset (current existing data, regardless of previous transfers) • Not needed <ul style="list-style-type: none"> • Table not needed • Relationship between tables not needed • Used to map PAM to PS fields • Deliver by Monday, June 30th at noon 	Dan Ruben & Vivek Bharti	90 mins
Discuss Asset Profile <ul style="list-style-type: none"> • Do all assets have consistent Life in Years? • Do they all have consistent depreciation attributes? 	Dan Ruben & Vivek Bharti	30 mins
Parking Lot items, set follow-up meeting, discuss Action Items	Chris Solomon, Melinda Vasto	25 mins

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OLD Action Items				
Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)	Require-ment #
Look into possibility to push Asset from 4/1 to 10/1	Franklin Hecht	7/2/14		
Establish separate set of meeting for REM design, including data conversion	Bruce Davis, Bonnie Gold	7/2/14		
Provide ITS with conversion tables (PS_INTFC_FIN, PS_INTFC_PHY_A, PS_INTFC_PHY_B) - COMPLETE	Vivek Bharti			
Establish meeting with OSC-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	Chris Solomon	7/23/14		
Set up SFS Secure folder with AM Conversion effort minutes and applicable materials	Melinda Vasto	6/25/14		
Share PAM data mapping efforts that SFS have completed (Major, Minor Class, Life of Asset, etc.) - COMPLETE	Chris Solomon	6/18/14		
Define parameters of PAM photos related to assets and if/how they will be converted	Crystie Weatherby-Hilt , Vivek Bharti	6/24/14		
Send OGS the PeopleSoft AM ERDs and Basic Add screens - COMPLETE	Chris Solomon	6/18/14		

NEW Action Items				
Task Assigned	Staff Assigned (first and last name)	Due Date	To Do Added (PMO Use)	Require-ment #

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

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

Highlights:

Action Items Review:

Photos/Images are stored in RealNet but are attached in PAM as part of the asset– only applicable for property records. They are stored when Real Property enters the record and then when it becomes an Asset the photos would be attached to the asset.

ACTION: Are Images considered an attribute of Assets (buildings)? Is this in scope for conversion? If so, how do they get converted to SFS and when? VIC/BRUCE
Need to determine when to convert. Images can't be part of conversion would need to be added after the assets. One asset could have multiple images. How to convert those records needs to be determined.

Chris emailed ERD's to OGS. Crystie confirmed receiving them and said she downloaded but didn't unzip, she would prefer to have them dropped to the FTP site.

ACTION: Chris will save the ERD files to the FTP site.

Bruce will provide an update on the listing of items that PAM feeds to RealNet. He is on target to provide by Friday, 6/27.

ACTION: Bruce to provide a listing of the data transactions that feed to RealNet from Pam.

Status of Data clean-up for RealNet will get more in depth when the scope has been identified. Don't want to expend resources for data that will not be impacted.

OGS has to translate codes currently tied to asset to SFS GLBU codes.

ACTION: Chris will provide OGS with a final crosswalk of the codes from SFS to assist with that effort.

Clean up for PAM – problem records could be asset records that will be tied to Lease records. Filtering out anything retired. All other data should be okay.

Scope of Asset records: Initially estimated to 40,000 – then finalized to 90,000 records in PAM. Additional 400,000 were identified that need to be added from DOT alone with outreach pending from another seventeen agencies. SFS will provide functionality to submit records in mass after conversion via an upload but adding 400,000 at conversion would present a potential risk.

Project Officer Decision shared: Move 90,000 originally identified records and then upload in bulk after conversion to add the additional as needed.

ACTION: Bruce and Bonnie will work together offline to bring agencies in to verify methodology. There currently may be duplication or error. Bruce will bring in other agencies as needed. Bruce stated that PRK and DEC in good shape.

Different agencies may have different pieces of Asset or equipment. Eminent domain is an example for DOT. There may be more fields needed as supplemental data. To the best of our

ability, this team needs to consider this when developing the SFS Asset Module to avoid agencies building out their own system.

Chris had some questions related to the Major/Minor class from PAM; he had found some discrepancies. Crystie noted he should review what she sent first and see if discrepancies still exist and if so, discuss then. That file is much more current and there may be no issue. SFS will use data from Crystie as the data record as long as all categories formerly provided by Laura are also included. (There may be categories not currently being used that are still essential.)

ACTION: Chris to review the Major/Minor Class info provided by Crystie to see if there are discrepancies to discuss.

For the conversion of Asset Management, SFS team would like to see data based on row; just one single row. OGS would have a concern with that approach because if an asset that had been purchased later had a cost adjustment, reporting would only reflect the net cost with no adjustments. There are many assets are split funded – but that is a separate table from the Asset. There is the Asset record and then the funding sources table.

OGS is unsure of what SFS is asking for and why. SFS would like a single row per asset. The system looks for one row for each fund source. That is in the AM funding table and sorted by ID. Crystie can provide a sample.

The purpose of the exercise is to identify the asset data needs to be converted. SFS will take the information provided and map it to the interface tables to identify what fits and what doesn't. Crystie wants SFS to pull that from the data she has provided. SFS needs OGS to identify the critical data elements.

OGS: You need Base data. Land must always carry history. That is addressed in SFS and not an issue.

OGS provided the data so SFS can sift through it and create the row they are looking for. Need to ensure that Dan and Bruce teams are in agreement.

Open database Crystie sent: See that Sys_property – (equivalent of Asset number) and the unique identifier on each table. We are talking about all active assets. This table would show the multiples.

SFS: We aren't going to convert as is. We need your help to understand the data and how you use it to map for conversion.

You can use the table to determine what the data is in order to determine what is to be converted? Then OGS review to ensure nothing missed. Crystie will work with Dan's team to identify those fields. Dan will show what SFS has thrown together as a starting point. Wouldn't need every field, some may never have been used.

- Determine the fields we want
- Identify the majors/minors
- Look at mapping to identify valid values

- Identify data gaps

Bruce: May have fields converted that have no data but will still want to have them for future clean up with agency owners. This would be a Placeholder only; no conversion necessary.

Mapping would be a collaborative effort between OGS and SFS. We can schedule a session to address that specific activity.

Conversion will include fields that have data in them and are identified as needed. Some fields may represent different uses in PAM than in RealNet. This is a solution for OGS to determine. Field name may have limited characters but many needed for longer names. We are getting to a point of a data discussion field to field. Hopefully we can start next week.

In Fixed Assets Field Mapping XLS provided by Crystie would show how one field could be used for different info based on need. One consideration example is address, what field name is for what? Team would agree on the content/format. We would need to build out a location table that would be loaded one time and then address info loaded to that table prior to conversion.

Looking at spreadsheet on the screen (named above), need to note the fact that one asset could have multiple rows. For conversion there may be one to many that would need to be considered.

Column A table name

Conversion would be one row including all Asset Attributes.

Need to take the two files Crystie provided and use that data to map from PAM to PS. Data in some of the fields

Vlookups develop spreadsheet in this format to convert the data.

Load the Parent, don't need child field. If child, you would note the parent ID to identify the relationship

OGS: When you say you want a sampling of all agencies, do you want a sample of all types?

SFS: Yes, that would be great. We would just need the asset and the attributes.

Bob and Eliel – meeting tomorrow and should be able to provide a sampling after that meeting.

ACTION: Bob and Eliel will provide a sampling of data with asset and attributes for all types.

Separate action after this task from Bruce to identify the attributes located in RealNet.

Do you want the lookup value? Yes, if we have that things will move more smoothly.

Do you want code or title: 1 or building?

Logical is building and the valid values table to convert. If we have the numbers and we know what one is that is fine. That is in the email look up tables.

PAM mapping 1st then PS mapping

Reporting, with the net coming over wouldn't include the adjustments needed to report to OSC. Example: Transfers or adjustment are recorded that could increase or decrease the Net. DASNY and DEC receive and report in May what was constructed or completed for DASNY and DEC and follow them for two years. Each project is analyzed and updated/adjusted.

ACTION: Set up meeting with OGS and BFR to determine reporting needs to OSC- Those requirements must be met.

Team plans to have an Agenda to include mapping discussion in the next meeting.

Asset Profiles- Data, when we do conversion, certain things can be defaulted. Profile will have all of the attributes. There are consistent defaults for depreciation. Useful life contained in the major/minor. If we default it, would there ever be a need to change that default for anything specific. This is specific data for history.

Profile ID Mapping – shared, provide an update
 Show in PS (screen pulled up). Four digits of Major code, four of Minor and life in years
 Profile description, description- want to default the Asset Type.
 Go to depreciation tab –Category – want to default if possible?
 If we can default Asset Profile – Never an exception, OGS AM likes the default.
 If we default at conversion, if off, won't be in error. There would need to be manual update as needed.

ACTION: Provide back to OGS Major/Minor for validation.

If you see equipment the look up would only contain those options applicable to equipment.

Profile ID is Mandatory to save the record. But not labeled with an asterisk.
 Asset Types: This field is used for more specific purposes. There are ten asset types. Equip, building, land, IT, intangible. Equipment is for Maintenance Mgmt. You would use those to schedule and tie work orders to the asset.

Moving ahead, is this where we would add Leases as a type of asset? NO- that would be on category. Category has leased as an option.

Report by categories (OGS to SFS)-Five categories: bldg., equip, land, land improvement, infrastructure. Translates to SFS in two – building and land. Major/Minor

Asset Type can't be changed as there is functionality associated with them in the delivered functionality. SFS can use sub-type to meet the other four areas. Can have asset type (PS delivered) and asset sub-type will break out the other areas needed.
 Depending on what you need to Report, you will have the level of granularity you currently use.

Leased property is not in PAM. Beginning with the AM module in SFS, will be identified by type. Base info needs to be converted for October.

Decision: Life in years will be defaulted by profile.

What is Asset class: This is a field to add additional information related to an asset.

Crystie: You want Sample date of all Asset Types, do they need to be broken into equip/land and then sub types? No need for that at this point; just provide what you use/have.

Need to hold internal discussion and plan for and schedule meeting with BFR and OGS to discuss financial reporting needs and concerns.

IF you purchase and put in service today does depreciation start today? Yes, system does it automatically. **Decision: This will be included in the configuration as default.**

Fit/Gap documents detail is posted, please review and report to Chris on any critical items in GAP. Bruce: confused with which one they are looking at. Is that AM or RE? Please provide to Chris on any issues.

Transfer will be a one stop transfer.

When will front end be up for agencies?

Provide update next meeting on front end.

Provide Hi-Level project plan to SFS Secure. (tasklists, project plan, etc)