



Statewide Financial System Program Agenda/Minutes

Date:	07/02/2014	Time:	9:00am – 11:00pm
Subject:	PAM & RealNet Data Conversion	Location:	Training Room A, 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 (ITS)
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	15 mins
Review and update sample State Asset Record Layout provided by ITS to verify it meets SFS needs for analysis. What was requested: <ul style="list-style-type: none"> • One CSV file that contains: <ul style="list-style-type: none"> • Field name (Only the fields that contain data) • What data type the field is (Numeric, text, Y/N, etc) • What the field length is • Indicate where there are multiple financial rows for a single asset • 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 	Dan Ruben & Vivek Bharti	60 mins
Parking Lot items, set follow-up meeting, discuss Action Items	Chris Solomon, Melinda Vasto	15 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 Management module go-live 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		
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 - COMPLETE	Chris Solomon	7/2/14		
Are images in scope for AM conversion? If so, how and when will images be converted in to AM. <ul style="list-style-type: none"> • Define parameters of PAM photos • Are Images considered an attribute of Assets (buildings)? 	Vivek Bharti	7/2/14		
Set up SFS Secure folder with AM Conversion effort minutes and applicable materials	Melinda Vasto	6/25/14		
Save ERD files to FTP site	Chris Solomon	7/2/14		
Bruce to provide a listing of the data transactions that feed to RealNet from Pam	Bruce Davis	6/28/14		
Legacy Agency Code to Business Unit value crosswalk	Chris Solomon	7/2/14		
Verify non-OGS agency data methodology (i.e. PRK01, DOT01)	Bruce Davis, Bonnie Gold	7/2/14		
Review Chrystie file and Major/Minor legacy value discrepancies, bring issues to group	Chris Solomon	7/2/14		
Provide State Asset Record Layout sampling	Bob Kirker, Eliel Mamousette	7/2/14		
Set up spreadsheet with deliverables and dates on secure site for this group	Melinda Vasto	7/2/14		
Status on when the Forms module front-end will be ready to present to	Chris Solomon	7/2/14		

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

Decision:
Staff Assigned (first and last name):
Due Date:

Highlights:

Action Item regarding Images – In Scope or Out of Scope for EE1 conversion

OGS: AM-205 is a requirement that provides the ability to attach photo to asset. Assumption is that if a requirement is stated for the module, that same requirement would be available for conversion data.

Action: Crystie will send a few image samples and folder structure of how they reside for Vic to review for how to convert.

Action: OGS requests that this team review the Requirements In/Out of scope document to identify any areas where an ‘assumption’ may cause an issue at conversion.

Implementation date move out from April to October:

Franklin was going to put in the charter as a recommended amendment to the Charter. Bob will follow up and provide an update to the team as soon as possible. The Charter moving forward may be for the October time frame for RE but may not include the amendment Franklin wants for AM.

Updates on posting of materials to SFS Secure- in progress, hope to have info out by next weeks meeting.

Provide document this PM and then provide sample data to help understanding. Data attributes of Assets in Pam.

Action: Two files will be provided by ITS today. One is the Real Property attributes of Assets in PAM and the other is the combined version. RealNet info will be from Crystie and the combined info will be from Eliel.

Verify non-OGS agency data methodology (i.e. PRK01, DOT01):

Bonnie and Bruce talked and we have requested to have a DOT person here included in the meetings. PRK doesn’t need to be included at this time. These new invitees have a very specific role in that they can LISTEN but they will not be decision makers or holding up progress on the initiative. Bruce would like to extend an invite to DEC and he will reach out to them. Bruce provided Bonnie with Rick Wynn at DASNY as a contact and she emailed them to request participation from DASNY and OPD but has no response yet.

Action: Melinda identify DOT contact for next meeting and Bonnie follow up with Rick Wynn and Bruce reach out to DEC for contact.

Action: Spreadsheet w/ deliverables – Mel/Chris in progress targeted for next week

Action: Front end- work on this week to present in one of the workshops

SFS has drafted mapping based on information provided by Crystie in the Asset Table. SFS has some questions and needs further understanding in some areas and they have been noted on the table. SFS would like OGS to review and provide feedback.

Sys_property_id- unique identifier used to link the data and tables

This is only the Asset table provided by Crystie – if other tables have info needed need OGS to provide that info to SFS

There is 'missing' info that SFS needs from OGS and those items have been listed at the bottom of the table.

OGS is concerned about security. In PAM, only approved personnel can add/update per Agency. That level is lower level than by GLBU. For example: DOCS, each facility has a designee but that person can only add/modify for that facility not for all of DOCS. This is a very big concern that they have with SFS. SFS delivered security is provided at Business Unit – OGS01. That said, each module has its own BU's (APBU, GLBU, AMBU) that could be used to address this concern.

SFS is certain that this issue is addressed and resolved with the front end screens under development. This conversation is more related to configuration and can be held to be discussed when the front end screens are demonstrated in a future meeting.

AMBU information should be kept in mind for future RE module discussions.

Parent/Child relationship- how are they identified in PAM today?

Asset Type ending in 00 is Parent and ending in other numbers such as 10, 11, etc.

Eliel: Parent ID field in PAM not used today that can be filled in and completed to send with conversion.

OGS preference is that when you retire or move a Parent they want to get also move all associated children.

Each parent/child is a separate asset.

Parent/child in Assets in PS – Grouping and depreciated by grouping. Need to check on transfer. Only use parent/child relationship in PS where you want to. Currently, Buildings are the only Asset that have Parent/Child.

When looking for Parent/child relationship for conversion just need the parent identified and all children associated with that parent identified.

Project/child are based on component (last two digits)

If replace a roof, 02; may get adjustment to roof or if replacement of roof may create another component and 'retire' the 02 component.

Each component means something -00 General (see handout)

OSC identified the 'coding' used today. AM may not even use Parent/Child. It is more maintenance.

Does Parent/child cross modules? No, would need manual update in AM.

ACTION: OGS break up and provide the child asset and the parent asset. SFS can review and then have a follow up conversation to determine if in PS that is a true parent/child relationship.

Configuration – Dan done with configuration today and who should he send to that can verify the control fields and determine if anything is missing?

SFS will provide configuration data by COB tomorrow- Will send to all and BOB will validate. Request to have back by COB Tuesday next week July 8. Per Dan the most critical need by then would be to ensure by that data that we have is a comprehensive list

Salvage values on equipment. For conversion will need to know the types of equip and the \$ value associated with salvage. This impacts depreciation. Salvage is not on buildings currently; just equipment. It is in the table and based on the asset selected, would populate the salvage as needed. DOT when the salvage an asset, they destroy building and then 'harvest' the

Bob Kirker is going to be the official OGS person – he is the owner.

SFS will provide configuration data by COB tomorrow- Will send to all and BOB will validate. Request to have back by COB Tuesday next week July 8. Per Dan the most critical need by then would be to ensure by that data that we have is a comprehensive list.

Minor class has salvage value in field 3.

Decision: Provide Salvage \$ per asset at conversion. If percentage, please identify it as such so SFS can determine the \$ value. For conversion need values.

Dan did a rough estimate of mapping and will send to OGS to review and provide feedback. IF fields are included and not needed, please identify.

At bottom there are Missing values. Those are missing values that PS that need OGS input.

Note ID, don't need the ID, need the note. There may be multiple notes for a record. May be a note associated with the asset and a note associated _____

PS has history of notes but for conversion may have issues with multiples. If that is the case, priority would be the note rather than the username and date/time stamp. Periodic inventory would have modification notes. OGS needs to review what is in PAM as 'notes' and identify potential issues at conversion. Field is labeled as comments in PS.

Chartfields will be required in PS and would be a challenge. PAM is now only capturing Fund. Fund and Account would be the integral to GL from AM. Dan will get with GL team to verify the chartfield data required. Depending on what you want to get out you may want additional values. That could be a drop down/look up. Dan making the Assumption that will link to GL; yes, there is integration to GL. May need to set up some defaults? This will be discussed at noon and then shared with team. Only FUND captured today by PAM is like GF or Fed fund, etc. These are mostly capital costs. Automatic Journal entries may not work with this.

Need to include conversion adjustments after conversion to discuss with BFR.

Need to discuss automated posting to GL discussion with BFR at the noon meeting.

IF it does post to GL, is it by Asset or by Function? Function. Each function contains specific BU's and that is used to calculate.

ACTION: Chris -send report info provided by OGS to Kiran and Vic today.

From leasing aspect would be better for October due to duplication of effort with SFS and

Bonnie to OGS: If AM pushed out past April, what is the win for OGS:

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- Year- end reporting due in March but for AM goes thru May. Appropriation period closes June 30.
- Agencies are very busy at April time frame, October is less critical activity wise.
- Capital Construction data is running through the summer so it would make a cleaner data transition.

Bonnie: Is there a benefit to meet in the middle. Perhaps push out but not all the way to October?
From AM standpoint the difference in conversion from April to October is the YTD field would need to be added. Not a large impact.

Bruce: Need to see Fit/Gap for RE detail document as soon as possible.

Bonnie- Where is the Charter at this point? Jim Sproat saw correspondence last week (Jim is identified on the charter as the approver as this charter is for the Real Estate module.) OGS had a conference call last week with Rich and Peggy last week (TUE) and that group agreed on the amendment.

Charter has been changed? Franklin was going to make the date change.

Any amendment pending from Franklin is not part of the 'agreed' amendment for RE as far as this team is aware.

Action: Bob will follow up with Franklin and get a copy today and get back to Bonnie if Franklins amendment is not included in the agreed upon charter pending signatures.