Statewide Financial System Program
Agenda/Minutes

Date:	07/08/2014	**Time:**	9:00am – 12:00pm
Subject:	PAM & RealNet Data Conversion	**Location:**	Video Conference Room, 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. • 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

Review and update sample State Asset Record Layout provided by ITS to verify it meets SFS needs for analysis. What was requested:
• One CSV file that contains:
  • 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
  • Table not needed
  • Relationship between tables not needed
  • Used to map PAM to PS fields
	Dan Ruben & Vivek Bharti	60 mins

Discuss PeopleSoft Parent/Child relationship • Can disposal of Parent include all Children? • What maintenance is required?	Dan Ruben	15 mins

What	Who	Time
Accounting Entry Template needs to be populated with Account values in order to perform conversion activities • Do any agencies other than OSC-BFR utilize depreciation data that is stored in PAM? • Review transaction lifecycle of an asset • Identify where chartfields are used • Request OGS provide chartfields where needed for configuration	Dan Ruben & Kiran Chalivendra	60 mins
Parking Lot items, set follow-up meeting, discuss Action Items	Chris Solomon, Melinda Vasto	15 mins

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 *No change to date of April 1 for PAM transition*	Franklin Hecht	7/9/14		
Data clean up activity by OGS/ITS in legacy systems • PAM • RealNet *Ongoing effort that is in progress*	Dan Saxe & Bruce Davis	Every Week		
Establish separate set of meeting for REM design, including data conversion *Kick off meeting held last week. Some review/analysis activities underway with meetings to begin in September*.	Bruce Davis, Bonnie Gold	7/9/14		
Send a sample of PAM images; send current folder structure of images for Vic to review • Vic emailed OGS on 7/2/14 with image info needed *Crystie has to review the email request from Vic and will provide the examples requested*	Crystie Weatherby-Hilt	7/9/14		
Set up SFS Secure folder with AM Conversion effort minutes and applicable materials *Ongoing – Materials approved by functional lead and this team to post.*	Melinda Vasto	7/9/14		
Bruce to provide a listing of the Asset Attributes stored in RealNet that feed to RealNet from PAM *Still having internal discussion on a few items but will provide what they have and highlight those items that are pending decisions.*	Bruce Davis	7/9/14		

Verify non-OGS agency data methodology (i.e. PRK01, DOT01) *Complete as of last meeting. Bonnie and Bruce met and worked through.*	Bruce Davis, Bonnie Gold	7/9/14		
Provide State Asset Record Layout sampling • Chris Solomon emailed Conversion Mapping spreadsheet on 7/7/14	Bob Kirker, Eliel Mamousette	7/9/14		
Set up spreadsheet with deliverables and dates on secure site for this group *Shared with the team today and will be posted to SFS Secure for reference.*	Chris Solomon	7/9/14		
OGS will provide feedback on SFS Configuration values *In progress, Bob and Chris actively working on this*	Bob Kirker	7/9/14		
Identify DOT01 contact for next meeting and Bonnie follow up with Rick Wynn *DOT's Shawna Dennison and Bruce Foster have joined the meetings- Welcome!*	Melinda Vasto	7/9/14		
Verify what General Ledger Chartfields are required for Asset conversion *Dan will discuss later in the meeting (see highlights below)*	Dan Ruben	7/9/14		
Review what is in PAM as "notes" and identify potential issues at conversion • multiple notes exist per asset *Complete, All notes currently in PAM will be contained in one column for conversion.*	Bob Kirker, Eliel Mamousette	7/9/14		
Break up and provide child asset and parent asset • SFS can review and follow up to determine if these equate to PeopleSoft relationships *Reviewed by team, SFS to share data relationships options available in SFS and OGS to provide data for SFS to review and suggest best practice for PS.*	Bob Kirker	7/9/14		
Provide feedback on SFS configuration values • Chris Solomon emailed to Bob Kirker values on 7/3/14 Asset Management Configuration.msg *In progress, Chris and Bob actively working*	Bob Kirker, Eliel Mamousette	7/9/14		

Identify DEC01 contact	Bruce Davis	7/9/14		
Status on when the Forms module front-end will be ready to present to *Starting working on the configuration guide this week and then begin build and try to have a prototype ready to share next week.*	Chris Solomon	7/9/14		

NEW Action Items				
Task Assigned	**Staff Assigned (first and last name)**	**Due Date**	**To Do Added (PMO Use)**	**Require-ment #**
Eliel will submit one file with all data and then an update later with the RealNet attributes	Eliel Mamousette			
Eliel will provide Real Property excel file with floor info separate	Eliel Mamousette			
Attributes by Friday and highlight those still under discussion. Data samples will be provided by COB Friday.	Crystie Weatherby-Hilt			
OGS needs an internal discussion to clear issues between PAM and RealNet teams.	Bruce Davis, Dan Saxe			
Provide PAM Parent/child associations table by this Friday	Eliel Mamousette			
Send Conversion Plan to OGS for review by Friday	Chris Solomon			
AM- 129 Spec: When Bonnie receives for review; she will share with OGS and work with Bob to have his review/approval with hers.	Bonnie Gold			
OGS will provide a list of open items that they would like an update on so that SFS can address each of the concerns.	Bob Kirker, Dan Saxe			
Update the existing cross walk with GLBU and Agency code to include department ID.	Chris Solomon			
Send account values table to Bonnie and Jim S.. Bonnie will follow up with Suzette to get this worksheet completed and returned.	Chris Solomon			
Send accounting template to BFR and follow up with Suzette to get this worksheet completed and returned.	Bonnie Gold			
Will do a proof of concept on GL from one of the entries provided by OGS that they provide to BFR. This will not be next week and is dependent on accounting values provided by BFR.	Kiran			

Document detailed tasks for BFR related to conversion.	Chris Solomon			

The Following Decision(s) Have Been Made
Decision: SFS are now requiring on-site, longer meetings for Data Conversion. Cannot be accomplished by phone. Configuration – have we taken into consideration all of the different types of assets? Team is confident that this is fine and covered by the additional attributes.

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

Highlights:
Review of Action Items (see above under Action Items)
Crystie has the to-do as well as to get further details to Vic as outlined in his previous email request. Crystie noted that she has about 300 emails she has yet to open.
She did provide a Flat file to show folder structure: The 1st column is image number (ID), second is the Asset number in PAM, (that is the join to the record in PAM) and the third column is the label on the image. Each folder could contain up to 99 images. Numbering in the image ID identifies the folder structure as well. First two numbers is the folder number and the other numbers refers to the image numbers.

Deeds are not stored or referenced in PAM; they are on the V drive. Per Ralph, they are not stored in PAM.

Bruce and Crystie need assistance in getting access to SFS Secure.

Update on Asset Attributes from Bruce: 13-15 have been identified that are tied to buildings, there are two tied to land. Bruce and Crystie are cleaning the data and will get that to SFS.
The Region used in RealNet/PAM is for internal designation NOT State region. The Swiss code and description is included in the listing from Crystie. GNIS code is updated Swiss codes.
(Add to Glossary) OGS will provide a list to SFS by the end of this week even if there are still questions.

RealNet Data is a separate load. Eliel has all asset attributes including those from RealNet.
Eliel will submit one file with all data and then an update later with the RealNet attributes.

Floor data: Should be loaded with the asset but there may be more fields needed for that information. Floor number, gross square footage, available square footage, State owned buildings and info associated with them. Interior and Exterior square footage and separate from floor data.
Locations is a control table requiring configuration so SFS needs that information sooner rather than later.

SFS can take a separate file with the floor info. That will keep the original attribute file more manageable.

State Owned buildings have a certain number of floors and this is what PAM has for floors.

Square footage discussion to be held with OGS for further clarification and then will report back to SFS on decisions.

Real Property Eliel will provide excel file with floor info separate and then the entire attribute for PAM assets. TODAY
Attributes by Friday and highlight those still under discussion. Data samples will be provided by COB Friday. OGS will send what data that is there today to identify the key fields. For conversion the plan is for that data detail to be pulled together and provided in one file.

DOT info is in PAM. DOT and SFS will have discussion off line regarding their records. OGS has outreach to DOT and to date has had no response. Shawna noted who in DOT is working on the request.

Child/Parent as associated in Asset Module:
The Parent Child has functionality behind it. Parent can have no value (dummy value) or it can have a depreciable asset as a parent. The Child can inherit Parent life. There is an end to end relationship with Parent/child. If move one, move all, same for transfers.
The downside to using parent/child in AM is creating and then maintaining the relationship may be time consuming. Asset records aren't added every day all day; this may not be a large lift for OGS. Another benefit is that depreciable life is optional by asset.
When you would recommend utilizing the parent child functionality and when you wouldn't recommend parent/child?
Good to use to group together assets to easily identify components of the asset.
Is it mostly used for buildings today? No, it is used for all assets including equipment.
What would drive the depreciations? The Asset profile associated with each component would drive depreciations. You can set depreciation for end of life of parent. Example: bulldozer has components that are depreciated for 10 years and then dozer is scrapped, don't want components to continue to depreciate so set to end of life of parent.

There is quite a bit of maintenance associated with establishing parent/child relationships. If there is no business need to meet with this option, don't need to use it. Parent/child may be good option to provide the ability to retire all at once. You will still have the option to do one by one. For using parent/child maintenance would have to be done on each component of the asset. The benefit should outweigh the cost. Parent ID would be the identifier. There may be some best practices to define around this. For laptop and cord, no benefit but building and components would be a benefit.

Examples provided by Dan/Bob could be grouped in Asset without parent/child by the property attribute. The Site would be the link to bring them all together.
There is also component hierarchy, can have a building as the top and you can view up to nine levels of components under that top building. This option also requires maintenance. With this option, there is totally separate depreciation.

OGS needs an internal discussion to clear issues between PAM and RealNet teams.

Groupings that are used today in PAM are mostly used for reporting. The Grouping needs for PAM wouldn't be the same as the grouping needs for RealNet.

Can samples of current parent/child relationships for PAM be provided for SFS review? If SFS has the data to review they can then propose options to meet your needs in SFS.

For conversion a parent asset ID will be added to each child record. Eliel can provide that by this Friday.

OGS is concerned about searching on or pulling data easily to meet ad hoc requests or reporting requirements. On Asset screen there is search functionality and there is an inquiry page to search assets. Look ups will provide search capability that OGS will need to quickly find what they need as needed.

Location is a key element as it is a control table. There is a connection between asset and location. Area falls under location. Example: Location could be a building and the landscaping could be area. SFS Dan R. will send the relationships to Bob's team to help. ~~We need to have a break out session specific to a demo of the functionality.~~ Next week's meeting will be focused on Location. We need to request that Kiran be at that meeting.

*All of the discussion above will also apply to RealNet and we can leverage these efforts for RealNet consideration as well.

SFS provides the ability to smart code a location value which may help provide solution for OGS.

Location is agency and facility code and sub location is the GLBU. Facility/Bldng today in OGS – SFS would be location and area as an option to meet this same need.

Facility description/building description

Business unit/department is used as location today in SFS.

SWISS data Crystie sent previously has that coding.
The XY code is located in Area in SFS.

July 21 – PAM Conversion document due – this is the plan of how to put in system
Next step is to identify the values to put in the system for configuration.

Provide the Configuration plan to OGS to review the plan of how to put in the system. Chris will send to team this week.

When can we present the front End entry system (FORMS will be used for this)? SFS met yesterday to determine what needs to be added on the form and will start working the configuration guide this week and then begin build and try to have a prototype to share next week.

Dan R. does have the location data in the access table provided by Crystie previously if needed. The tables map to the fields.

Conversion plan needs to be done by July 21. Here is how we are going to convert and what.
August 19 is the conversion cycle programs will need to be completed and tested prior to then. Hitting this date is critical because conversion cycle feeds into integration testing.

In order to hit these dates, we will need more time from Bob's group. SFS will set up time as needed with Bob after we have some material together to work with.

AM-129 needs a solution built as not delivered.
SFS is going to send the Spec next week. When Bonnie gets the spec to review, she will share with OGS and work with Bob to have his review/approval with hers.
There will be an additional Spec for reports. Analysis is in progress and will be shared when ready.
Part of the conversion effort is to have timings. Need to time the conversion.

When is the final data load? What is the date? Date has not yet been identified as conversion will be incorporated with the existing FYE process.

OGS/Dan: There are ongoing items that Dan/Bob team need response on

- Report year end and close books from PAM? Books don't close until May, how will that work with SFS FYE? Is this part of conversion data? Will there be a required Reconciliation for conversion?
- Mass uploading tool. File upload of DOT annual data.

OGS will provide a list of open items that they would like an update on so that SFS can address each of the concerns.

There will be Policy change impacts that need to be communicated to agencies. Bonnie will add to her Policy document.
Looking ahead, Real Estate will have a Policy document for changes to users.
Training of users is in the mix as well.

RealNet team is comfortable with having a mechanism in place to get mass updates loaded after conversion/go-live and they defer to Bob's team for decision on reporting method for year end.

Configuration – have we taken into consideration all of the different types of assets. There will be additional attributes. Team is confident that we are all set there.

Accounting Entry template – have to have in system in order to add an asset. Seven categories of asset and templates for each activity you can take on that record. Accounts are needed for each of the transactions. (Projected on screen)

What data do you need to support what agencies report and what OGS has to report to OSC. *SFS projected the accounting template table in SFS*. What does OGS track from accounting entry templates screen?
Do you track any of these items? They are in the Asset module and then OGS can pull data down by function. There are nine Functions that the data is grouped by to send to BFR.
OGS does track accumulated depreciation on buildings. Summary report is provided to BFR but have to provide detail behind the numbers as needed and for audit purposes.

Currently OGS tracks only FUND if that is provided. In the future of Asset Management, the Account, Asset category, Fund, Program and Budget reference will all be needed.

For conversion to bring in the values can use the cross walk to map agency code to BU and Department.

Chris: Cross walk with GLBU, Agency code and department ID. OGS doesn't care what department is used for each agency as long as it is one associated with that agency. BU budgetary level is recommended to be used as defaults for conversion.

Chris to send account values table to Bonnie and Jim S. They believe that this should take BFR one hour to complete. Bonnie will follow up with Suzette to get this worksheet completed and returned.

Dan Saxe recommends staying at hi level Department ID for most except for DOCS as they may need lower level detail to accommodate their facilities. We can go to hi level for conversion and can get to lower level as needed for new entries after conversion.

Depreciation data reported to BFR in the future can be pulled from the Asset module. This should reconcile to the amount pulled from the GL Ledger.

One way to think of it is: the Asset module has the details regarding depreciation where GL provides the summary.

Kiran: Doing a proof of concept on GL from one of the entries provided by OGS that they provide to BFR. This will not be next week and is dependent on accounting values provided by BFR.

Chris: Description of detailed tasks for BFR related to conversion.

OGS: Challenge is to get agencies to follow the process. If person entering doesn't know the info, they won't enter the asset.

Policy needs to be developed. Policy would clearly state the requirement to add to the system, when to add to the system (frequency) and how the policy will be enforced.

This is part of Change Management process– SFS users need to know the chart of accounts and must be able to use now and the same users or new users will be trained and will have to have that level of knowledge to access, add or maintain Asset Management records.