



State Accounting Office PeopleSoft Financials Upgrade

STEERING COMMITTEE MEETING MINUTES

DATE: 06/16/2005	TIME/LOCATION: 3:00 – 4:30 PM 1252 EAST TOWER
ATTENDEES:	Present: Lynn Vellinga (SAO), Carie Summers for Tim Burgess (DCH), Kaye Carter (OPB), Frank Heiny (CAG/DNR), David Anderson (ERS), Roosevelt Council (GTA), Celeste Osborn (CFO), Peggy Rosser (GMS), Dana Russell (DOAS), Deborah Belcher (GMS), Thomas Fruman (GTA), Bart Haberbosch, Sherrie Southern, John McCrary (SAO), Jim Gates (Questcon), Thomas Clark (Accenture) Scribe: DeVal Lott

AGENDA	
AGENDA ITEM	TOPIC
A1.	HCM UPGRADE STATUS AND GO LIVE DECISION <ul style="list-style-type: none"> • End User Training • Testing • Go Live • Employee Self Service
A2.	FINANCIALS UPGRADE STATUS <ul style="list-style-type: none"> • Accenture • Upgrade Status • Additional Activities • Time Line

DISCUSSION	
AGENDA ITEM	MAIN POINTS, CONCLUSIONS/DISCUSSIONS, ISSUES, NEXT STEPS
A1	<p>HCM Upgrade Status – John McCrary (SAO)</p> <p>End User Training – John reported that the final week of delta training is June 27, 2005. We have trained 160 users in-house with 35 Trainers on Loan training approximately 1000 users. Delta training will be completed prior to July 5, 2005. In order to more efficiently train users, we are using a PeopleSoft product, User Productivity Kit (UPK). This tool was purchased to provide on-line help to all HCM users across the state. The tool will also be used during the Financials upgrade delta training.</p> <p>Questions were asked by the group: 1) Is UPK a PeopleSoft tool? Yes, we bought 4 developer seats and the maintenance contract. 2) Where is training to take place? In suite 1616 West Tower. Trainers on loan connect to the UPK through the internet. 3) Have we received any feedback from the agencies on training using the UPK? We have received no user feedback but the trainers on loan report that comments seem to be positive. 4) How is training going in the Department of Natural Resources? Frank Heiny reported that their training is going well. The UPK is simple and well received by their employees. There have been no complaints.</p>

	<p>Testing – John reported that the User Acceptance Testing was successfully completed in May 2005. Parallel Testing was completed on June 16, 2005 with 80/90 participants. There were no issues reported with the testing. SAO will be tracking help desk calls during the go-live period.</p> <p>Multiple iterations of connectivity testing were completed on June 16, 2005. Thirty agencies participated in the connectivity testing. We have a 85% – 90% success rate and are working towards 100% success on connectivity testing.</p>
	<p>Go Live - Training has been completed. Testing has been completed with excellent results. Connectivity testing is complete and the infrastructure is stable with all issues resolved. SAO recommends Go Live on July 5.</p> <p>Peggy Rosser made a motion to Go Live on July 5 with Dana Russell seconding. Vote was to go ahead with HCM Upgrade Go Live on July 5, 2005.</p> <p>Employee Self Service – John reported that Employee Self Service is scheduled to roll out to the SAO on July 5, 2005. Will roll out the process to pilot agencies in September 2005. Pilot agencies are: GTA, DOC, P&P, GMS and OPB.</p> <p>Questions were asked by the group: 1) How is training going on Employee Self Service? We haven't trained the agencies on that module yet. SAO staff will be the first employees to use it beginning after the HR upgrade in July 2005.</p>
<p>A2</p>	<p>Financials Upgrade Status – Bart Haberbosch</p> <p>Accenture – Bart reported that we have a new project manager coming on board soon (Tiffani Nevels) and we have a new General Ledger/Commitment Control team lead (Todd Hall). We are pending final resources to lead work for the upgrade scope changes; statewide reporting, bank consolidation and the CAFR.</p> <p>Upgrade Status – Bart reported that the Fit Gap session have been completed for the following modules: Purchasing, Accounts Payable, Accounts Receivable, Asset Management, Project Costing, and Labor Distribution.</p> <p>Bart reported that the customizations made to Financials version 7.02 is being reduced by 40% overall. We will carry forward 202 customizations and eliminate 177 customizations during the upgrade to version 8.8. We have a total of 24 new customizations to be made to version 8.8.</p> <p>Phase II “System Design” is in process and is scheduled to be completed by July 5, 2005.</p> <p>Additional Activities – Bart reported that we have additional activities surrounding the Chart of Account Analysis, the new Budget Structure, Inter/Intra Unit Accounting and the CAFR reporting.</p> <p>Chart of Account Analysis – The new COA structure has been finalized. Values in the current Program field will move to the new Funding Source field. The appropriation/OPB Program code will be moved into the Program chartfield. We will have two new chartfield values for agency specific use: 1)Product, 2) Chartfield 2. For the Project chartfield, we will add the Business Unit number to the first 3 characters of the Project identifier for all agencies except the DOT. There will be one consolidated project file for use by all agencies. There is a possibility of roll out of the Project Costing module to all agencies after Financials go live in July 2006.</p>

	<p>Budget Structure – Bart reported that the preliminary design is complete on the new budget structure for version 8.8 entry. We will “Control” at the Program level and allow control at the organization level for those agencies who want lower level control.</p> <p>We will have account roll up for Object Class (object class is no longer entered in version 8.8). A validation of the design is in process. SAO held a meeting with OPB, SBO and HBO on June 16, 2005 to review the proposed budget structure for PeopleSoft version 8.8. Sub-class is no longer a required chartfield in version 8.8.</p> <p>At this point in the meeting, a discussion ensued about the account roll up of the Object Class identifier.</p>
	<p>Several members of the committee had objections to the elimination of the object class identifier. Reasons given were:</p> <ul style="list-style-type: none"> • How do we do federal reporting without object class? • If federal funds – tracking using funding source = duplicate effort, we have chartfields that track for us. • Won’t be able to balance budget without object class • Must have object class in order to enter budget • Concerns were expressed related to tracking budget • It was suggested that we hold another meeting with a wider focus group to discuss the account roll up of object classes. <p>The sub-class chartfield will be carried forward into version 8.8.</p> <p>Action Item #1 – SAO will follow up with agencies on usage of the sub-class chartfield.</p>
	<p>This meeting was held as a combination meeting with both HR and Financials. It was determined that all future meetings should have both module representatives in attendance.</p>