

## Meeting Information

**Meeting Name:** AM2 Asset Management  
**Scribe:** DeVal Lott  
**Facilitator:** Ashley Peters  
**Date:** March 8, 2005  
**Time:** 1:00pm – 4:00pm  
**Location:** Suite 1616 West Tower

## Invitees/Attendees

+ In attendance, - Absent, # Substitute, \*Other

	Name	Organization/Department	Substituting For
+	Carol Colamarino	Agriculture	
+	Paul Cox	DOT	
+	Mark Brown	DOE	
+	Randy Trowell	DOE	
-	Travis Kennedy	Corrections	
+	Alan Cardin	DHR	
+	Chris Thomas	Forestry	
+	Sonia Scott	Forestry	
-	Gary McElroy	Pardon & Parole	
+	Jennifer Sanders	Pardon & Parole	
+	Constance McCrary	Pardon & Parole	
+	Lee Whitesides	Audits	
-	Asa Barnard	GTA	
-	Mary Trimble	GTA	
+	Meda Gibson	DTAE	
+	Gwen Gravett	DTAE	

	<b>Name</b>	<b>Organization/Department</b>	<b>Substituting For</b>
-	Victor Moore	GTA	
+	Debbie Smith	Superior Courts	
+	Brent Knowles	Audits	
#	Cynthia Franklin	DOE	
#	Natalie Redding	Corrections	
	<b>Project Staff</b>		<b>Role</b>
	Ashley Peters	Accenture	AM Lead
	Derek Barber	SAO	AM Lead
	Rusk Roam	SAO	AM Functional

## Agenda

<b>Item No.</b>	<b>Topic</b>	<b>Presenter</b>
1	Introduction	Ashley Peters
2	Project Guiding Principles	Ashley Peters
3	Meeting Handouts	Ashley Peters
4	Topics for Discussion <ul style="list-style-type: none"> <li>• Asset Depreciation Calculation</li> <li>• Asset Accounting Entries Creation</li> <li>• Depreciation Close</li> <li>• Sub-Module Integration</li> </ul>	Ashley Peters/Derek Barber
5	Conclusion	Ashley Peters

## Meeting Summary

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
1,2,3	<p>Introductions were made, Project Guiding Principles were discussed and the Meeting Handouts were distributed.</p>
4	<p>Topics for Discussion</p> <p>Main Data Requirements spreadsheet was distributed and modifications to version 7.02 were discussed. The following modifications will carry forward into version 8.8.</p> <ul style="list-style-type: none"> <li>• <b>Force auto approval switch</b> – this modification forced the auto approval switch in the financial and physical A interface files to be the same value for both files. The status of the asset should be the same in both places. A modification may be needed in version 8.8. <b>(See Action Item # 1)</b></li> </ul> <p>The other modifications that were made in version 7.02 are not needed in version 8.8 because the functionality is either delivered in 8.8 or the modification is no longer needed.</p>
4A	<p><b>Asset Depreciation Calculation – version 8.8</b></p> <p>This functionality populates the depreciation projections for assets based on profile ID, depreciation rules and in service date.</p> <p>An asset may be in need of depreciation calculation due to an addition, adjustment, transfer, retirement or reinstatement.</p> <p>The depreciation calculation will be run nightly during batch processing and will apply to the AM books of “Govt”, “Prop” or “Lease Govt”.</p>
4B	<p><b>Asset Accounting Entry Creation – version 8.8</b></p> <p>This functionality creates the accounting entries for additions, adjustments, transfers, retirements and reinstatements.</p> <p>This process will continue to run via nightly batch processing and will apply to the AM books of “Govt”, “Prop” or “Lease Govt”.</p>
4C	<p><b>Depreciation Close – version 8.8</b></p> <p>This functionality creates the depreciation accounting entries at month end close.</p> <p>The process will continue to run via the monthly batch “close” flow and will apply to AM books of “Govt”, “Prop” and “Lease Govt”.</p>

Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
4D	<p><b>Sub-Module Integration – version 8.8</b></p> <p><b>Interface Processing</b></p> <p>Interface processing brings AP voucher data into the pre-interface and pushes the data through the interface and into the AM module.</p> <p>In the pre-interface and interface, the agencies have the opportunity to review the data for accuracy and make limited corrections. The agencies may consolidate, unitize, or error out the data.</p> <p>Currently, these processes are run on a nightly or weekly basis and it takes approximately 2 weeks to get data from the Accounts Payable module to the Asset Management module.</p> <p><b>Version 8.8</b></p> <p>In order to improve the timeliness of the data transfer between Accounts Payable and Asset Management, the “load asset request” and “transaction loader” processes will be run on a nightly basis via batch flow. The agencies will have the ability to work with data in the pre-interface and interface as well as the ability to run the “payable purchasing interface” process.</p> <p><b>Proposed flow of new process:</b></p> <pre> graph LR     AP[AP] --&gt; PI[Pre Interface]     PI --&gt; I[Interface]     I --&gt; AM[AM Module]     subgraph Labels     direction LR     L1[Nightly] --- L2[Agency] --- L3[Nightly] --- L4[Nightly]     end     L1 --- AP     L2 --- PI     L3 --- I     L4 --- AM   </pre> <p>This new proposed flow will allow the agencies to determine when they want to run the Payables/Purchasing Pre-Interface.</p> <p>The interface will run on a nightly basis via the batch flow process.</p>
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Agenda Item No.	Main Points, Conclusions/Discussions, Decisions, Next Steps, Issues, New Action Items
5	<p><b>Conclusions</b></p> <p>One modifications will carry forward into version 8.8:</p> <ol style="list-style-type: none"> <li>1. The modification that forces the auto approval switch in the financial and physical A interface files to be the same value for both files.</li> </ol> <p>The agencies must ensure accurate profile ID entry during PO or Voucher entry.</p> <p>Appropriate Queries will be available that will validate accuracy and completeness of AM specific fields.</p> <p>Errors found in the interface will need to be reviewed for resolution by the agencies.</p>

### Action Item Review

Action Item (AI) No.	Date Open	Description	Action/Response
AI1.	3/8/05	Keeping "Fin" and "Phy A" in sync.	Customization will be made in version 8.8

### Parking Lot items

Parking Lot Item No.	Parking Lot Items
PL1	There were no Parking Lot items for this session