Updates

FMAC Meeting

April 19, 2023
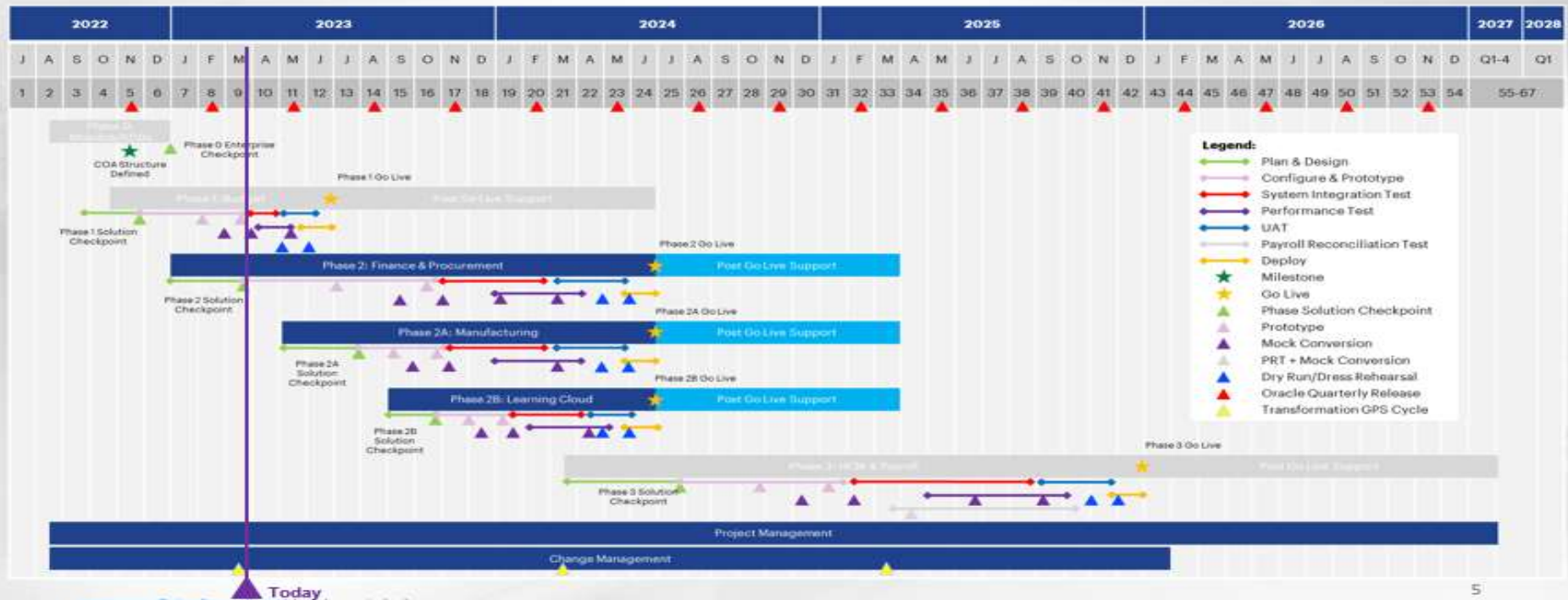
https://movers.mo.gov/

MOVERS Schedule

MOVERS Current Status-Budget

Phase 1 Testing

MOVERS — *Missouri Vital Enterprise Resource System*

Agencies will have a task to identify UAT Users – more to come!

System Integration Test (SIT) April	Performance Test May	User Acceptance Test (UAT) May/June
• Overall system is evaluated in terms of interactions between various modules as a single, unified system.	• Aims to ensure that the Application is performing optimally e.g., response time, peak response time and user concurrency experience are within the expected range.	• Aims to ensure that the business processes are performing as expected by End Users.
• Scripted test that validates that business processes as designed and configured, can be fully executed, and produce the pre-defined and expected results for each test script.	• Validates that stability, speed, and responsiveness of the application remains as expected under a given workload.	• Evaluates the system's compliance with the business requirements and verifies if it is having met the required criteria and ready to be deployed in Production.
• Includes confirming configurations, security, work around development units, data conversion programs, interfaces, reports, and forms work together correctly.	• Includes business processes being implemented, including configured system components, reports, forms, online and batch job streams, security roles and interfaces that apply across functional modules.	• Executed by set of end users of the system.
• Includes a structured process to identify and resolve issues prior to subsequent test cycles.		• Includes business processes being implemented, including configured system components, reports, forms, on-line and batch job streams, security roles and interfaces that apply across functional modules.

MOVERS Current Status-Financial

Phase 2 Activities

**Phase 2 Configure and Prototype Stage Kickoff – March 20, 2023**

- Requirements have been confirmed and initial Fit/Gap Analysis has been completed
- Phase 2 Prototype 1 is being built based on initial Fit/Gap Analysis
- Core team will draft prototype scenarios and share with agencies for feedback
- Reminder! These processes are iterative, and some decisions are yet to be finalized at both the OA and agency levels

MOVERS Current Status-Financial
Phase 2/Prototype 1
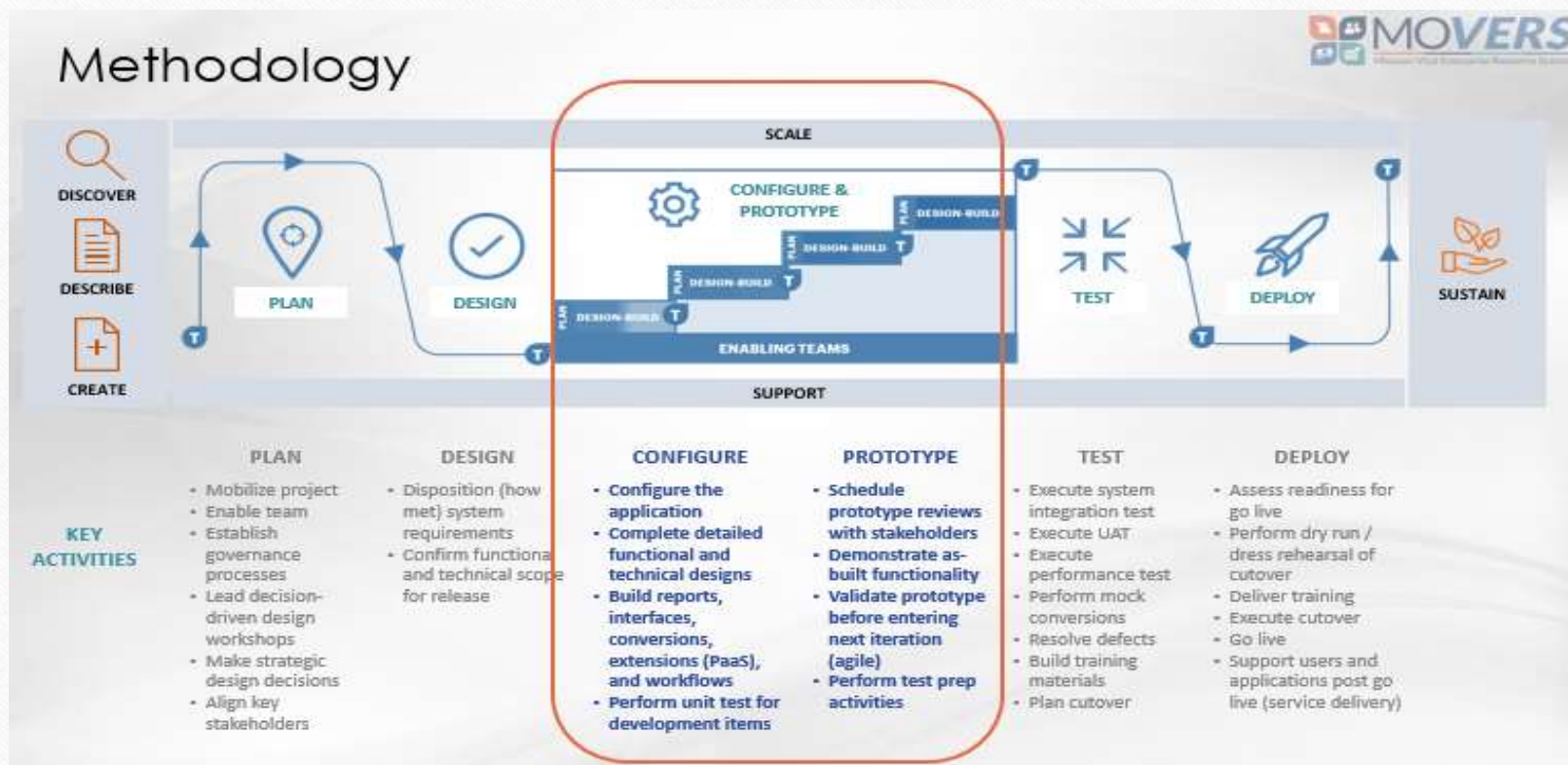
MOVERS Current Status-Financial Phase 2

Functional Design Inputs and Outputs

A Functional Design includes information pertaining to how a **Report, Interface, Conversion, Extension, or a Workflow** functions, how these fulfill the business requirements & gaps identified, what type of data is used, what the outputs are, and where data comes from.

- Business Requirements
- Business Process Designs
- Key Design Decisions
- Legacy System Inputs

→ Functional Designs →

- Build Technical Designs
- Build Configurations
- Build Custom Objects

Test Phase
- Unit Test
- Prototype Test
- System Integration Test
- User Acceptance Test
- Performance Test
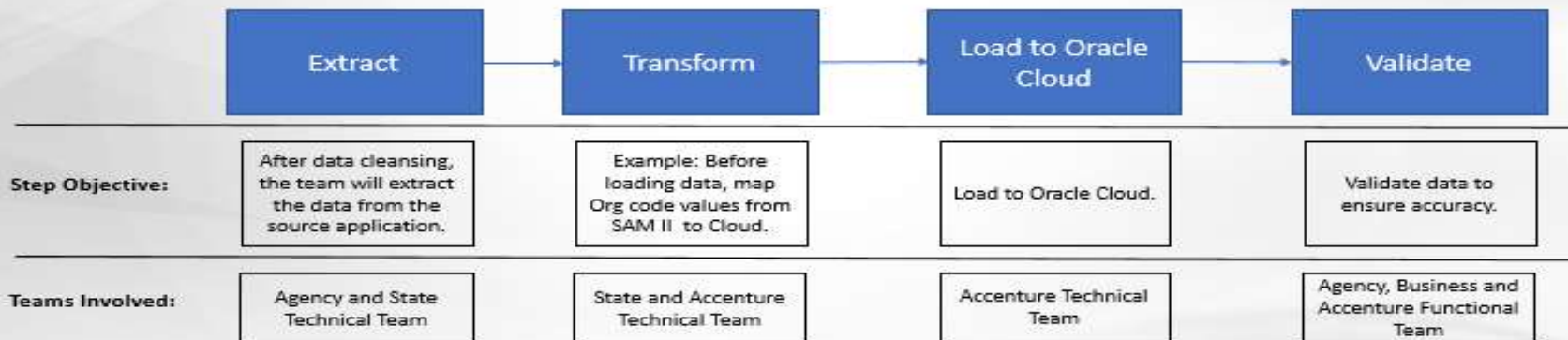- Dry Run/Dress Rehearsal

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MOVERS Current Status-Financial Phase 2

Data Conversion & Mock Cycles

MOVERS

Data Conversion is a set of steps to move data from current applications (Example: SAM II, BRASS, etc.) to Oracle Cloud.

	Extract	Transform	Load to Oracle Cloud	Validate
Step Objective:	After data cleansing, the team will extract the data from the source application.	Example: Before loading data, map Org code values from SAM II to Cloud.	Load to Oracle Cloud.	Validate data to ensure accuracy.
Teams Involved:	Agency and State Technical Team	State and Accenture Technical Team	Accenture Technical Team	Agency, Business and Accenture Functional Team

During the C & P and Test stage, the data conversion team will repeat conversion steps several times (in the form of Mock cycles) to ensure data accuracy in Oracle Cloud at the time of go-live.

Data converted using specific mock cycles will also be used to test real-life business scenarios during the test stage.

MOVERS Current Status – Organizational Change Management Team

Change Impact Assessment

MOVERS

OCM Team drives analyzing impacts of changes to systems, processes, and people through collaboration with functional and technical teams. OCM then begins to socialize changes through engagement with Change Network, conducting Business Process Workshops, and other pre-training activities.

Changes are grouped by functions, including:

Phase 2 - GL, Allocations, Budgetary Control, AP, AR, Fixed Assets, Cash Management, Expenses, Grants Management, Project Financials & Costing, Purchasing, Procurement Contracts, Contracts Management, Self-Service Procurement, Sourcing, Supplier Portal, Supplier Qualification, Inventory Management, Maintenance, Advance Access Controls, Advance Financial Controls

Phase 2A - Manufacturing, Cost Management, Order Management

Phase 2B - Learning

MOVERS Current Status – Organizational Change Management Team

Stakeholder Engagement

MOVERS

OCM will continue monthly Change Network meetings through the Configure and Prototype stage, communicating with Change Movers and Agency Sponsors about project status and promoting meaningful participation with an eye towards readiness.

Agendas for July through October to include similar timely topics for agencies.

Standing Agenda	Mar-23	Apr-23	May-23	Jun-23
Phase 2 Update	**Configure and Prototype Stage** Fit/Gap Analysis Business Process Design	**Configure and Prototype Stage** Design Decisions so far	**Configure and Prototype Stage** Design Decisions so far	**Configure and Prototype Stage** Prototype 1 prep status
Phase 2A Update	N/A	N/A	**Plan and Design Stage** Workshop schedule	**Plan and Design Stage** Workshops held Decisions made
Phase 2B Update	N/A	N/A	N/A	N/A
OCM Content	Communications updates, messages to share, Agency Tasks, Training topics, QA, Menti polls			

MOVERS and Agency Tasks/Contacts

- MOVERS is sending out periodic tasks to the Agencies to complete.

- These tasks are typically sent to the Agency Change Mover, but periodically SME's are included on the request. Ensure task responses are coordinated with your Agency Change Mover. The list of Agency Change Movers is available at https://movers.mo.gov

- **Ensure the tasks are submitted timely!!** Sometimes the turnaround times are quick in order to meet deadlines.

- **Agency Contact Changes:**
  - Submit a request to your Agency Change Mover if you need to add/modify/remove any subject matter experts (SME) for your Agency

MOVERS and Current Agency Tasks

Task #40: Provide Additional Accounts Receivable Information if you have not already. This task was **due on Friday, March 31**.

Task #34: Complete Contingent Working Non-Employee Survey which was distributed on Tuesday, March 14 and is **due tomorrow, Friday, April 14**.

Task #55: Fixed Asset Location Codes which was distributed on Thursday, April 13 and is **due on Wednesday, April 26**.

Task #26: Identify Bill-To/Ship-To Locations which was distributed on Monday, April 4 and is **due on Friday, April 28**.

Task #24B: Confirm Procurement Business Units which was distributed on Thursday, April 13 and is **due on Friday, April 28**.

Task #48: Provide Inventory Organization Name and Code which was distributed on Thursday, April 13 and is **due on Friday, April 28**.

Task #56: Review of Outstanding Projects which was distributed on Wednesday, April 26 and is **due on Wednesday, April 26**.

Task #57: Confirm Department User Acceptance which was distributed on Wednesday, April 26 and is **due on Monday, April 24**.

Task #41: Provide Expense information which was distributed on Wednesday, April 26 and is **due on Tuesday, May 2**.

MOVERS and Upcoming Agency Tasks

Chart of Account (COA) Mapping:
- There will be several upcoming tasks to map COA elements between SAM II and MOVERS.

- Examples of COA elements that may need to be mapped in order to convert data to MOVERS:
  - Outstanding Accounts Receivable
  - Outstanding Purchase Orders
  - Data not in SAM II that will need to be converted
  - Payroll codes (i.e. for 1.5 years, we will be using both SAM II HR and MOVERS (financial) to process payroll)

Accounts Receivable:
- Review/clean up outstanding Accounts Receivables. Consider if write-offs are needed.

MOVERS Readiness – Steps to Continue

<u>Fixed Assets:</u>

- Complete annual physical inventory in compliance with 15 CSR 40-2.031. Only fixed assets the State owns should be converted to MOVERS.

- Ensure only fixed assets over the capitalization threshold (currently $1k) or considered attractive/easily pilfered are in SAM II. If an asset is fully depreciated but meets this criteria, the asset should be retained in SAM II.

- Reconcile fixed assets monthly

  - **Fixed assets should be reconciled by June 2023. Initial data conversions into MOVERS will begin in June 2023.**

  - Ensure documents are processed ASAP. The purpose is to ensure we have good data for Prototype 1.

  - Need Help contact OA – Accounting at oasamiifixedassets@oa.mo.gov

MOVERS and Shadow Systems

- Recently agencies were required to submit a list of all their Shadow systems to the MOVERS team and their expected future state disposition.

- Agency meetings are being scheduled from now until around mid-May to discuss the Shadow systems.

  - Purpose: To gain an understanding of what the legacy systems are/what functions they perform, whether we have an initial alignment with the agencies on their future state disposition of the system, and whether there any confirmed or potential impacts on conversion, integration, and reporting.

  - Agencies should provide information as to whether their system may relate to any of the MOVERS modules (i.e. Procurement, Accounts Payable, Accounts Receivable, Expense, Projects/Grants, Fixed Assets, Maintenance, Budget, HCM/Payroll, etc.).

- Thoughts: If data from a shadow system will be interfaced to MOVERS – will any Chart of Account element changes need to be made in your shadow system?

MOVERS Readiness – Purchase Orders Outstanding and Progress Made

Calendar Year	Transaction Count as of April 11, 2023	Outstanding Amount as of April 11, 2023	Change in # of Transactions since January 31, 2023	$ Value Change since January 31, 2023
2011	2	283,680.16	-	(10,566.69)
2015	4	37,379.46	(1)	(13,505.72)
2016	5	108,019.52	-	-
2017	13	656,068.47	-	-
2018	28	371,858.03	(2)	(124,432.19)
2019	100	2,452,073.00	(8)	(57,255.24)
2020	252	6,996,777.37	(9)	238,673.87
2021	232	4,529,286.00	(19)	(1,240,747.40)

MOVERS Readiness –
Purchase Orders Outstanding by Agency

AGENCY	April 11, 2023 NUMBER OF TRANSACTIONS	April 11, 2023 AMOUNT OUTSTANDING
221	1	100.00
231	4	75,399.00
272	2	109.58
300	61	91,403.21
400	1	1,000.00
555	2	4,146.20
580	47	2,754,144.40
605	157	10,421,417.60
625	19	3,747.10
780	39	1,540,853.19
812	302	525,926.63
886	1	16,895.10
Grand Total	**636**	**15,435,142.01**

Fixed Asset Readiness

- Clean up software in progress and construction in progress
  - Ensure that all completed projects are capitalized
  - Verify that remaining amount for all projects is accurate

- Capital and Master Leases
  - Reconcile Leases on the system by fund

MOVERS Readiness - Fixed Assets

- Sizable task still remains to reconcile Fixed Assets
  - As of June 1, 2021:
    - Funds out of balance: 90
    - Amount out of balance: $31,029,379.17
    - Department range from 0.00% to 8.59% out of balance

  - As of April 1, 2023:
    - **Funds out of balance: 89**
    - **Amount out of balance: $34,125,269.81**
    - **Department range from 0.00% to 54.30% out of balance**

MOVERS Readiness – Fixed Asset Dispositions

- Ensure fixed asset disposition documents are completed timely in SAM II for all types of assets (including software). This is most efficient after your annual inventory is completed.

Fiscal Year	Number of Transactions	Asset Amount
2016	9,767	($101,083,118.40)
2017	9,613	($92,632,818.52)
2018	7,112	($78,508,004.25)
2019	9,336	($109,317,568,.19)
2020	7,989	($72,562,176.82)
2021	7,313	($72,137,153.02)
2022	8,541	($73,511,838.20)
2023	6,363	($74,636,835.06)

MOVERS Readiness – Outstanding Accounts Receivable as of 3/31/23

Year Due	Amount
2000	$ 27,429.80
2001	8,049.00
2002	25,574.66
2003	15,117.00
2004	13,814.88
2005	9,145.00
2006	3,930.00
2007	5,920.00
2008	60,970.82
2009	170,435.22
2010	749,826.77
2011	810,025.25
2012	128,907,094.08
2013	5,692,960.62
2014	373,689.55
2015	3,837,633.29
2016	5,770,081.29
2017	13,824,116.84
2018	8,087,997.00
2019	18,036,021.43
2020	5,214,761.54
2021	41,762,319.04
2022	474,042.48
Grand Total	**233,880,955.56**

MOVERS Readiness – P-Card Past Dues

- For MOVERS conversion it is critical all P-CARD past dues are paid.
- Currently, there are 333 past due accounts.

PCard Past Due by Month

ARPA Notes

- Normal ITSD Purchasing Procedures should still be followed even when using ARPA dollars.

- Make sure the correct attachments are being submitted with the payments, we are having a lot of incorrect backup documentation being submitted.

- Double check account coding, such as vendor codes, object codes, commodity codes, and activities codes, we are seeing a lot of errors with these codes in particular.

ARPA Portal

- OA Accounting is setting up a distribution list to send out to ARPA portal users regarding financial reporting and document processing items.

- Please be certain when entering dates, budgets, obligations, capital expenditures, etc. in the portal that ARPA amounts and dates only are used. For example, if a project was started before ARPA amounts were received/approved, only report the dates ARPA money was used to support the project.

- If a contract is related to a project, that project should be reported and obligated as soon as the contract is signed. Please do not wait until expenditures are made.

ARPA Portal

- OA Accounting has requested ITSD change the "Project Manager" field to a required field. Please update this field on all projects as soon as possible. We are concerned when the change goes through, the project reporting status will change from "Complete" to "Not Complete" if this field is not populated. This has the potential to cause reporting issues.

Mileage Rate Update

- Effective April 3, the standard mileage rate was increased from 62 cents per mile to 65.5 cents per mile for Fiscal Year 2023.

- This increase does not impact the state fleet rate and remains at 34 cents per mile.

- Both rates should be used in accordance with the State Vehicular Travel Policy https://oa.mo.gov/sites/default/files/sp12vehicular.pdf.

Distribution Lists

- Would you like to be added to a Distribution List?

    - SAM II Financial: https://lists.mo.gov/mailman/listinfo/samii-fin

    - SAM II HR/Payroll: https://lists.mo.gov/mailman/listinfo/samii-hr

    - MissouriBUYS: https://lists.mo.gov/mailman/listinfo/missouribuys

- SAM II Financial and HR/Payroll Bulletins: https://samii.mo.gov/

Meeting Wrap up

- **FMAC attendance:**
  - Participation – who, why and how
  - Contact Felicia.Hubble@oa.mo.gov
- **Communication:**
  - Make sure it is happening
    - Top down
    - Bottom up
    - Back and forth (within and across departments)
- **Feedback:**
  - Critical to successful project
    - Give it
    - Ask the questions
- **FMAC Topics:**
  - If you have any questions/topics/issues you would like addressed on a future FMAC call, contact Felicia.Hubble@oa.mo.gov