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| **General** |
| **What is LaGov**? LaGov is built on the foundation of SAP Enterprise Resource Planning (ERP) software, which is a comprehensive suite of integrated modules that provide enterprise-wide functionality for the State of Louisiana financials, procurement and logistics. |
| **What capabilities does LaGov have**? LaGov’s solution provides capabilities for the following:   * Financials: General accounting, funds management, asset accounting, accounts payable, cash management and accounts receivable, project systems, and grants management * Procurement: Purchasing, vendor and contract management, and supplier relationship management (SRM), material management * Logistics: Inventory management, fleet and property management, and plant maintenance |
| **Why is CPRA transitioning to the LaGov system**? The State of Louisiana implemented the Human Resources and Payroll components of the system in 2001. In 2010, DOTD went live as a pilot, with Financials and Procurement. The State’s goal is to transition all agencies to LaGov. CPRA is transitioning to the LaGov system to support better project accounting (which is not available in AFS). Other benefits that CPRA anticipates are improved reporting, better management of federal grants and other funding sources, improvements in managing vendor relationships (including more rapid payments) and more efficient business processes. |
| **Who are the members of the transition team**? To view the roles and responsibilities of the project team and who is assigned to each role click here. |
| **What are some of the key impacts associated with the LaGov transition?**   * Terminology changes * Less reliance on manual tracking (less spreadsheets) * Access to more timely information (real/near real-time information) * Self-service reporting (ability to generate reports on-demand) * Procurement process tightly integrated with the accounting |
| **When will CPRA be on the new system**? July 1, 2014. You can view the full timeline by clicking here. |
| **What systems will be replaced by LaGov**? The following systems will be replaced:   * Fully Replaced: AGPS, CFMS, AssetWorks, AtTask, and eCAT (already replaced) * Partially Replaced: ISIS will be replaced except for revenues; SONRIS * Not Replaced: LaPac, EBRB and P6 |
| **Will the transition to LaGov impact me**? If you are a user of AFS, AGPS, CFMS, AssetWorks, or AtTask, or if you use reports that come out of these systems, you will be impacted. Examples of changes may include:   * Coding time, invoices and contracts to a project or maintenance effort * Inputting time into LaGov directly, rather than AtTask * Running real-time project budget reports in LaGov * Seeing whether an invoice has been paid |
| **Will my system access change in LaGov**? Some job functions may be different based on changes in a business process which will be communicated via e-mail communication or workshop sessions. |
| **When will I know what roles I will have in LaGov**? You will be notified by the first week in May of the roles you will be assigned for LaGov and what training will be required for each role. |
| **How will I get my access to LaGov**? Access will be granted once a user has completed their training. When final training plans have been developed for each user, they will receive a copy of their required training. The Transition Team will track training completion and be the point of contact if the user has questions. |
| **When will we know what training we have to take**? By the first week in May, you will receive a training plan that identifies the roles you will be assigned for LaGov and what training will be required for each. |
| **When will training begin**? Users can begin to take training once they have been notified of their roles. |
| **What is the go-live/post go-live support plan?** The first point of contact for questions and or issues will be the CPRA LaGov Transition Team. A plan is being developed and will be distributed to all users of LaGov. |
| **What exactly are the project managers going to do in LaGov?** Currently project managers will be generating reports. Once the LaGov Project roles are completed the transition team will communicate to the project managers their roles and related training. |
| **Who are the PMs supposed to call when/if they have an issue?** The first point of contact for questions and or issues will be the CPRA LaGov Transition Team. |
| **What can I do to help the project**? If you’re not directly involved in the project activities, there are a number of things you can do to assist the team:   * Keep yourself informed by reading the ***LaGov Bulletin*** and seek out information * Assist in master data clean-up as requested * Participate in ***testing*** if the opportunity presents itself (this will provide you with hands-on use of the system) * Be actively engaged in learning by participating in ***end-user training***. Look for training information, announcements and schedule and take the required training. |
| **Funds** |
| **Will the financial structure change?** Yes, the financial structure will change. Information regarding the new structure is available on the playback presentation “Financial Structures in LaGov” which can be accessed on the LaGov Bulletin. |
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| **Contracts** |
| **Will the required information needed for an invoice change with the LaGov system**? Yes, in general vendors will be required to provide us a Purchase Order and line # reference. For additional information, refer to “How Do I Pay a Vendor” guide. |
| **How will LaGov change the invoice process**? The process isn’t expected to change, however, on July 1st, additional information will be required on the cover memo. |
| **How will unspent but obligated funds be handled in LaGov once a task order is complete and all invoices received are paid**? When the PM communicate that it’s a final invoice, LaGov will release the remaining encumbrance. |
| **Grants** |
| **What is the process for setting up an agreement with a community organization to compensate them for their time and related meeting expenses**? Regardless if a person is with a community organization or an individual, the process for compensating them for attending meetings and related expenses is handled through a Professional Services Agreement. Refer to “How Do I Request a Purchase Order for Professional Services” how-to guide to review the process. |
| **How will I review expenditures against a grant?**  The user can run a report and review expenses and if they need additional guidance, they should refer to the “How Do I Review Grant Expenditures (Reporting Guide)” how-to guide. |
| **Time Management** |
| **Will LaGov change how timekeepers code timesheets and time**? CPRA has already transitioned to CATS timekeeping system which is part of the LaGov system and the process for coding timesheets will not change from what it is currently. |
| **Projects** |
| **How will I know if I can charge to an open code or will all CPRA staff be allowed to charge to any open charge code**? Any employee can charge to any code. Project, Program and Task Managers will be regularly reviewing charges to their projects. If you are unsure of expenses you are charging, please check with the appropriate manager. |
| **How will a project manager know when someone has charged time to one of their projects**? The project manager should check with their timekeeper who will assist in resolving the issue. If there is a confirmed error, it must be corrected as a prior period adjustment following the current HR procedures. |
| **How will a project manager know when anything has been charged to one of their projects for any phase**? The project manager should run a report and if they confirm there is a charge error, they should refer to the “Park & Posting Error Correction Project Balance” how to guide. |
| **What is a project manager’s recourse for charges they don’t approve for a project (not** **only includes resource time but other things such as consulting services, equipment, etc**.). If the charges are time related, they should check with their timekeeper who will process a prior period adjustment to the employee’s timesheet. If the error is related to anything other than time, they should refer to the “Park & Posting Error Correction Project Balance” how to guide in processing the correction. |