



UNITED STATES  
**DEPARTMENT OF  
THE TREASURY**



# **Data Conversion Plan**

## **Oracle Release12 Migration Project**

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Version 1.0

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## Document Change Control

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12/13/11	Jenny Dickerson	v.01 – Creation of the R12 Data Conversion Plan
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## Document Purpose

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The purpose of the Oracle Release 12 (R12) Data Conversion Plan is to present the high level strategy for the data conversion effort and to define the data conversion process and the associated activities.

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## Objectives

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The objectives of the Data Conversion Plan are as follows:

- Populate Oracle Federal Financials Release 12 with legacy data required to support ongoing customer reporting and transaction processing.
  - Define and communicate to the conversion team, the strategy for successfully converting Oracle Federal Financials 11.5.10.2 data to Oracle Federal Financials Release 12.
  - Record and communicate the data conversion items that will be in scope for the data conversion effort.
  - Identify and communicate associated tasks required for the data conversion and identify responsibility for those tasks.
    - The conversion team uses this document as a road map for performing the conversion. All members of the team should understand and follow the same strategy.
    - The project manager uses this document to understand how the conversion team plans to perform the conversion, and how the conversion effort may impact the overall project.
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## Audience

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The Data Conversion Plan should be distributed and communicated to the:

- Project managing sponsors
- Project manager
- Project team members impacted by or responsible for conversion activities
- Other process leaders or stakeholders, including customer agency staff, who are responsible for tasks that are prerequisites for conversion tasks, or whose tasks are dependent on output from conversion tasks
- Financial Management operational support staff responsible for conversion activities

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## Scope

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The data conversion scope includes:

- Work activities related to moving data from the legacy system, Oracle Federal Financials 11.5.10.2 (referred to as R11 from here to the end of the document), to the upgraded system, Oracle Federal Financial Release 12 (R12), from identification and extraction, through transformation, load, and validation.
- Business objects and transaction types currently maintained in Oracle R11 and its feeder systems that will be part of the ARC business systems included in the standard offering (i.e. Oracle, PRISM, webTA, etc.). The data to be converted is only required to process transactions and prepare reports.

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## Approach

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The planned approach is for ASD and BTM to identify the data conversion items to be in scope for the project (see Table 2, Conversion Items) and to document the details and timing of converting each item. The objectives are to maximize the opportunity for programmatic data conversion, only load open and/or active transactions or documents (open items), and to load general ledger balances on a summary basis, not all activity accounting for those balances. ASD and BTM will perform the data conversion for all full service and platform customer agencies with the exception of the following platform customer agencies whose staff will perform the conversion: Bureau of the Public Debt-ARG, Bureau of the Public Debt-FBB, Bureau of the Public Debt-TFM. Conversion data will be loaded into the production system as close to deployment as possible and after the actual data has been validated in a test instance. ASD will validate the conversion data in the production system. Customer agencies will either be required or may optionally choose to validate the conversion data. See Table 1, Deployment Schedule for a listing of data validation responsibilities by customer agency. ASD will maintain documentation to support the open items converted to R12 production.

Conversion data mapping documents will be prepared for each conversion item identified. The data mapping documents will include logic for mapping R11 values to R12 values or deriving R12 values in cases when an R12 data element is new.

ASD, with assistance from BTM, will create and execute extract procedures to produce data files from R11 using Discoverer reports. BTM will supply the data file formats, layouts, and instructions for completing the file templates with the conversion data. ASD or BTM will upload the data files to R12.

ASD and BTM will develop AFF crosswalks for each customer agency. All R11 accounting strings will need to be crosswalked on a one-to-one or many-to-one basis to R12 accounting strings, and all documents, including PRISM documents, will be converted at the one-to-one or many-to-one accounting string level contained in the AFF crosswalk. If the customer agency desires the accounting information to be broken out in more detail (one-to-many), PRISM documents that are converted at the one-to-one

level will need to be manually modified or amended after conversion to the one-to-many level of detail. For non-PRISM requisitions or obligations and other document types, the documents may be manually modified in Oracle R12 after they are converted or the data conversion file template may be modified prior to being loaded to R12 to account for the one-to-many level of detail.

During the project's Testing phase, a mock conversion and user testing will be conducted in a non-production instance with production-like configuration. The mock conversion will provide an opportunity to test the process of creating data extracts from R11, transforming data using AFF and data crosswalks, loading data conversion files to R12 and validating converted data. All conversion data will be validated as accurate before determining that mock conversion or user testing is successful. ASD will validate the mock conversion data. Customer agencies will either be required or may optionally choose to validate the mock conversion data. See Table 1, Deployment Schedule for a listing of data validation responsibilities by customer agency.

ASD and customer agency staff will be responsible for data cleansing of conversion items prior to deployment to R12. Data cleansing activities include the following:

- Ensure the total of open item listings equal the corresponding proprietary or budgetary USSGL balance; perform general ledger (GL) to Sub-ledger reconciliations and make corrections as needed
- Ensure open item listings do not contain documents with negative balances
- Review of open obligation listings by the customer agency to identify amounts that can be deobligated. Any deobligations should be performed prior to conversion.
- Close out of procurement documents in PRISM by procurement staff for all documents that can be closed prior to conversion. This includes obligations which have been fully billed in Oracle but not closed in PRISM.
- Cancel, close, or release any Requisition for Modification (Req for Mods) documents that are in process in PRISM prior to deployment
- Invoice and collect for as many billable expenses related to reimbursable customer agreements as possible prior to deployment

The following is a list of items deemed to be critical success factors for the loading of R11 file extracts and to the data conversion effort in general:

- Sufficient resources are available for adequate testing and to conduct mock conversion
- Only open and active data will be converted
- Data cleansing will be done by the data owner (ASD, customer agency and procurement staff)
- Interfaces for loading data are developed and tested for the R12 application and the interface templates are made available to ASD
- Discoverer reports are created in the format mimicking the conversion data file layouts enabling ASD to extract the R11 data easily
- Key Discoverer reports are created to allow testers to validate testing and mock conversion data
- All data crosswalks from R11 to R12 are completed (i.e. AFF, AR customers, payment terms, etc.)

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## Mock Conversion

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As part of the project's Testing Phase, a mock conversion will be performed in a non-production instance with production-like configuration. The mock conversion will provide an opportunity to test the process of creating data extracts from R11, transforming data using AFF and data crosswalks, loading data conversion files to R12 and validating converted data.

Prior to the start of mock conversion, all operating units will need to be set up in the instance. BTD will complete this set up using configuration settings and values provided by ASD.

BTD will provide data file templates for loading suppliers, customers, certain open items and GL balances/activity. Data extracts with open items and balances as of December 31, 2011 will be prepared for all customer agencies on or near the start date of the mock conversion. Customers and suppliers must be loaded before loading open items and general ledger activity and balances.

All conversion data will be validated as accurate before determining that mock conversion is successful. ASD will validate the mock conversion data. Customer agencies will either be required or may optionally choose to validate the mock conversion data. See Table 1, Deployment Schedule for a listing of data validation responsibilities by customer agency.

Following are key activities related to mock conversion:

### 1. Operating Unit (OU) Set Up

- ASD will update the full OU setup forms with current AFF values and CV rules for all operating units and submit to BTD
- BTD will set up all OUs, add AFF values, CV rules, receipt methods, etc. in the non-production instance. CV rules will not be enabled during mock conversion to facilitate loading of data conversion files. BTD will create a report to ensure that ASD will be able to identify AFF combinations loaded to R12 that violated CV rules.
- BTD will set up all applicable user responsibilities for running reports and running the interfaces to load conversion data
- BTD will ensure drop zones are set up correctly and applicable users have access to the drop zones
- BTD will ensure that DFFs are properly defined and configured
- BTD will create all standard Discoverer reports needed for data validation

### 2. Test Plan

- ASD/FSPB will develop a mock conversion test plan
- ASD, BTD, ARG, FBB and TFM will execute the test plan

### 3. Conduct Mock Conversion

- ASD, with assistance from BTD, will create Discoverer reports to extract R11 data in the appropriate data conversion template format. ASD will execute and export the Discoverer reports to complete the templates. ASD will crosswalk the R11 values to R12 values.
- Load AR Customers
  - BTD will provide a template to ASD with required fields to interface AR customer data to R12
  - ASD/BTD will create a Discoverer report to mimic the AR Customer interface data template
  - ASD/ASBx will execute and export the Discoverer report in R11 to complete the template
  - ASD or BTD will load the AR customers to R12
  - ASD/ASBx will validate that all customer data loaded accurately using the Discoverer Active Suppliers and Customers report
- Load Suppliers/Supplier Sites/Banks/Bank Accounts (Vendors)
  - BTD will provide a template to ASD with required fields to interface supplier and supplier site data
  - BTD will provide a template to ASD with required fields to load banks via QuickTest Professional (QTP)
  - ASD/BTD will create Discoverer reports to mimic the Bank QTP and Supplier/Supplier Site interface data templates for each OU including the Master OU
  - ASD/CAB will execute and export the Discoverer reports in R11 to complete the templates
  - BTD will load the banks to R12 using QTP
  - The majority of bank accounts will be loaded to R12 and assigned to supplier sites via the Supplier/Supplier Site interface
  - In some instances when the bank account already exists and is assigned to another supplier, the bank account will be assigned manually to additional supplier sites
  - ASD/CAB will load all suppliers and supplier sites to R12 and ensure they are active
  - ASD/CAB will validate that all supplier, supplier site, bank and bank account data loaded accurately using the Discoverer Active Suppliers and Customers report
- Load AFF Values
  - Customer agency staff, with assistance from ASD, will determine values in agency-owned R12 AFF segments (Fund, Internal Org, Cost Pool, CAM 1, Apor Cat B, Program, CAM2 and CAM3)
  - ASD will determine values in ARC-owned R12 AFF segments (BFY, USSGL, BOC, Cohort, Future 1, Future 2)
  - ASD/ASBx will develop a crosswalk from Oracle R11 AFF values to Oracle R12 AFF values using the R12 AFF Crosswalk spreadsheet provided by ASD/FSPB
    - For PRISM documents all R11 accounting strings will need to be crosswalked on a one-to-one basis to R12 accounting strings
  - ASD will complete the AFF value set up request forms for the R12 values and submit to BTD

- BTD will load the AFF values in a non-production instance and ASD will validate that all data loaded accurately using the Discoverer AFF Values and CCIDs report
- Load Reimbursable Customer Agreements (Projects)
  - BTD will provide templates to ASD with required fields to load projects, project tasks, agreements, and project cost and revenue budgets via DataLoad
  - ASD/ASBx will identify reimbursable customer agreements with applicable balances that must be converted to projects, project tasks and agreements. ASD/FSPB will support ASD/ASBx in this effort.
    - ASD/ASBx will determine whether the reimbursable customer agreements will be event-based contracts or cost-based contracts
    - ASD/ASBx will identify any open AR invoice balances remaining on the agreements
    - ASD/ASBx will add the remaining balances of open AR invoice documents to the remaining balance on the agreement (i.e., gross up the agreement amount by the open AR invoice balances)
    - ASD/ASBx will identify any open advance balances remaining on the agreements
    - ASD/ASBx will add the remaining balances of open advance documents to the remaining balance on the agreement (i.e., gross up the agreement amount by the open advance balances)
    - ASD/ASBx will determine whether spending controls should be placed on each cost-based project
  - ASD/ASBx will complete the templates with applicable information for loading projects, project tasks, agreements and project cost and revenue budgets
  - ASD/ASBx will load projects, project tasks, agreements and project cost and revenue budgets to R12 via DataLoad
  - For agreements that have outstanding advance balances, ASD/ASBx will load AR cash receipts on account to R12. These can be loaded manually or if there are a large volume of cash receipts, the AR Receipt interface may be used.
  - ASD/ASBx will match the on account cash receipts to the appropriate agreement when completing the agreements with advances data conversion template
  - For agreements that have outstanding AR invoice balances, ASD/ASBx will generate a billing event in R12 for the amount of the outstanding AR invoice balance
  - ASD/ASBx will validate that all data loaded successfully and balances are accurate
- Load Indirect (Cost Tracking) Projects
  - BTD will provide templates to ASD with required fields to load projects, project tasks, and project cost budgets via DataLoad
  - ASD/ASBx will identify projects with costs being tracked using the project code or any other segments of the R11 AFF
  - ASD/ASBx will determine whether spending controls should be placed on each project
  - ASD/ASBx will complete the templates with applicable information for loading projects, project tasks and project cost budgets to be used for cost tracking purposes in R12

- ASD/ASBx will load projects, project tasks and project cost budgets to R12 via DataLoad
- ASD/ASBx will validate that all data loaded successfully and budget amounts are accurate
- Load GL Balances/Activity
  - GL balances/activity will not be converted for any agencies categorized as ARC Non-Accounting (ANA) customers. See Table 1, Deployment Schedule (Oracle Customer Identifier) for a listing of ANA customer agencies.
  - GL balances/activity will be summarized at the trading partner level and by each unique combination of R11 AFF segments. Trading partner is a customer or a supplier and can be Non-Federal or Federal. Federal trading partners require a department and bureau code. Balances will be summarized at the non-federal trading partner level in a single generic non-federal trading partner code and at the Federal trading partner level by each unique combination of trading partner code, including department and bureau code.
  - BTD will provide a template to ASD with required fields to interface GL data to R12
  - ASD/BTD will create a Discoverer report to mimic the GL interface data template
  - ASD/ASBx will execute and export the Discoverer report to extract GL balances as described above for the following periods:
    - FY 11 beginning GL balances
    - FY 11 monthly activity for each month of FY 11
    - BTD will perform FY 11 year-end close in R12 to generate FY 12 beginning GL balances
    - FY 12 monthly activity for each month of FY 12 ending with December 31, 2011
  - ASD/ASBx will crosswalk data from R11 values to R12 values to complete the interface templates
  - ASD/ASBx will load the GL data to R12 via the GL interface
  - ASD/ASBx will execute the Discoverer Trial Balance Report and compare to period ending balances from R11 to validate that the period ending balances in R12 are accurate
- Convert Data in PRISM
  - BTD will set up Project accounting in PRISM
  - BTD will disable alerts and emails in PRISM
  - BTD will run conversion processes in PRISM to identify documents eligible for conversion
  - BTD will ensure all applicable users associated with documents to be converted are added to Oracle as employees and are active in both Oracle and PRISM
  - BTD will load applicable users as Buyers in Oracle
  - ASD will provide the R12 AFF crosswalk to BTD. This crosswalk will be used in mapping PRISM documents from R11 values to R12 values. For PRISM documents all R11 accounting strings will need to be crosswalked on a one-to-one basis to R12 accounting strings. If the customer agency desires the accounting information to be broken out in more detail (one-to-many), PRISM documents that are converted at the one-to-one level will

- need to be manually modified or amended after conversion to the one-to-many level of detail.
- BTD will upload mapping files to PRISM to convert users, product service codes, vendors, payment terms, ship to and bill to addresses, and AFF values
  - AFF values will be converted in PRISM from R11 values to R12 values using the AFF crosswalk for the following documents:
    - Accounting open documents (i.e., those requisitions and awards which have an open balance in Oracle)
    - Procurement open documents (i.e., those documents which have no open balance in Oracle, but have not been closed out in PRISM) that have a release date greater than or equal to October 1, 2010 and an award status not equal to 'Closed' or 'Canceled' to include:
      - Requisitions not posted/interfaced to R11
      - In process requisition amendments related to requisitions with open balances in R11
      - Solicitations
      - Awards not posted/interfaced to R11
      - In process award modifications related to awards with open balances in R11
    - Only 'accounting open' documents will be interfaced to Oracle R12 for conversion
  - BTD will execute queries to provide the data needed on 'accounting open' and 'procurement open' PRISM documents to load the amount billed table in PRISM
  - ASD will validate the amount billed table. ASD will compare the amount billed table to Discoverer obligation reports to ensure the amount billed is correct. The amount billed table will be used by PRISM to determine the proper open amount to interface to R12 since PRISM houses only the original document amount.
  - 'Accounting open' obligations will be interfaced to R12
  - Requisitions that have been released and interfaced to R11 will be converted to R12 AFF values in PRISM and interfaced to R12. Requisitions that have not yet been released will be converted to R12 AFF values in PRISM but not interfaced to R12 until they are approved and released.
  - Requisitions for Modification (Req for Mod) documents that are in progress must be released prior to conversion or they will need to be re-entered in PRISM by the user after the conversion is complete
  - BTD will run and execute conversion processes in PRISM for specific procurement document types with open balances in a test mode
  - BTD will identify errors in the conversion eligible documents and make corrections to mapping tables or set ups as appropriate
  - BTD will run and execute the conversion processes for all other procurement documents in a test mode
  - BTD will identify AFF combinations that need to be created in Oracle
  - BTD will create applicable AFF combinations in Oracle
  - BTD will identify the eligible 'Test Success' procurement documents and execute the conversion processes in final mode
  - BTD will run queries to determine if all documents processed successfully

- BTD will end date inactive Oracle/PRISM users associated with converted documents
- BTD will provide a listing of 'procurement open' documents that erred during conversion to procurement personnel for review to determine if action should be taken
- Load Open Items
  - To the greatest extent possible, BTD will provide templates to ASD with required fields to load open items
  - To the greatest extent possible, ASD/BTD will create Discoverer reports to mimic the data templates
  - ASD/ASBx will execute Discoverer reports to extract the following open items:
    - Budget Transactions
    - Oracle Manual Requisitions
    - Travel Authorizations (Obligations)
    - Relocation Obligations
    - HHS Grants Obligations
    - Oracle Manual Obligations
    - Accrued Expenses (PO Receipt Accruals)Advances To Others (Prepayments)
    - AR Invoices (Project Related)
    - AR Invoices (Non-Project Related)
    - AR Invoices-Debt Collection (ARG Only)
    - Advances From Others (Non-Project Related)Fixed Assets
  - Budget Transactions
    - Budget transactions for only unexpired funds will be converted to R12's budget module
    - ASD/ASB 3 Budget will load the following budget transactions to R12 via the Budget interface:
      - Appropriations
      - Apportionments
      - Allocations
    - Budget amounts for expired funds will be recorded with journal entries as part of the GL balances conversion
  - Oracle Manual Requisitions
    - ASD/ASBx will identify open balances on requisitions that were manually entered in Oracle vs. interfaced from PRISM
    - ASD/ASBx will manually load open requisition documents to R12
  - Travel Authorizations (Obligations) & Relocation Obligations
    - Travel authorizations and relocation obligations will be loaded to R12 as part of the data conversion of Oracle manual obligations
    - ASD/ASBx will extract these obligations in a separate template
    - ASD/ASBx will provide the extracted obligations to TSD
    - TSD will change the document numbers according to the new document numbering scheme to be used in R12 and complete the travel DFFs with the appropriate values and then return the file to ASD/ASBx

- HHS Grants Obligations
  - HHS grant obligations will be loaded to R12 as part of the data conversion of Oracle manual obligations
- Oracle Manual Obligations
  - Oracle manual obligations are those obligations that did not interface to Oracle from PRISM
  - ASD/ASBx will add the remaining balance of open PO receipt accruals to the remaining balance on manual obligations (i.e., gross up the obligation amount by the open PO receipt accrual balances)
  - For customer agencies using Oracle's prepayment functionality, ASD/ASBx will add the remaining balance of open Oracle prepayments to the remaining balance on manual obligations (i.e., gross up the obligation amount by the open prepayment balances)
  - ASD/ASBx will combine and load all Oracle manual obligations to R12 via the Purchase Order interface
- Accrued Expenses (PO Receipt Accruals)
  - ASD/ASBx will load PO receipt accruals to R12 either manually or if there are a large volume of PO receipts, ASD/ASBx will complete a QTP template provided by BTM to record PO receipts in R12 for expenses accrued against obligations
  - If QTP is used, BTM will load the PO receipts to R12
  - The Period End Accrual process will be run in R12 to record the accrued expenses in the GL. The GL journal generated by this process will be reversed in the following month.
  - Grant accruals, payroll accruals and any other accruals not record via a PO receipt will be recorded with journal entries as part of the GL balances conversion
- Advances To Others (Prepayments)
  - For customer agencies that DO use the Oracle Prepayment functionality in R11:
    - PRISM obligations – The amount billed table in PRISM will need to be reduced by the amount of the outstanding prepayment
    - Oracle Manual Obligations – The shipment quantity will need to be increased by the amount of the outstanding prepayment
    - When the prepayment is recorded, the amount billed will be updated to reflect the amount of the prepayment
    - Upon conversion to R12 of the PRISM and Oracle manual obligations that have outstanding prepayments, ASD/ASBx will load Prepayment invoices in R12 either manually or if there are a large volume of prepayments, the AP Invoice interface may be used
  - For customer agencies that DO NOT use the Oracle Prepayment functionality in R11:
    - Upon conversion to R12 of the PRISM and Oracle manual obligations that have outstanding prepayments, ASD/ASBx will load Prepayment invoices in R12 either manually or if there are a large volume of prepayments, the AP Invoice interface may be used

- AR Invoices (Project Related)
  - ASD/ASBx will generate AR invoices related to reimbursable customer agreements (projects) using the billing process (events) in the Projects module. These AR invoices will interface from Projects to the AR module.
- AR Invoices (Non-Project Related)
  - ASD/ASBx will load AR invoices not related to reimbursable customer agreements (projects) to R12 via the AR Invoice interface
  - For those customer agencies that have AR invoices subject to finance charges, the AR invoices will be loaded for the amount of the invoice remaining (without finance charges) and with the original invoice date
  - The Finance Charge process will be run in R12 in the period prior to conversion to create debit memos for appropriate charges
  - Debit memos may need to be adjusted to ensure they are in agreement with the amounts recorded in R11
- AR Invoices-Debt Collection (ARG Only)
  - To facilitate future collections, AR invoices with a \$0 balance in a debt collection status of written off but not closed out will be loaded to R12 via the AR Invoice interface by ARG
    - The amount converted will be the original invoice amount less any cash receipts applied to the invoice
  - BTD will load AR adjustment transactions to R12 via QTP to write off the converted invoices (i.e., return their outstanding balance to \$0)
  - BTD will update the converted invoices' debt collection status via QTP
- Advances From Others (Non-Project Related)
  - ASD/ASBx will load AR cash receipts on account not related to reimbursable customer agreements (projects) to R12 either manually or if there are a large volume of cash receipts, the AR Receipt interface may be used
- Fixed Assets
  - ASD/ASBx will identify current property records (expendable property and capital assets) to be converted to R12 and complete the Fixed Asset interface template with appropriate amounts and required data (i.e., asset locations, asset categories, etc.)
  - The accumulated depreciation amount in the template should reflect accumulated depreciation as of the period ending November 30, 2011
  - The Depreciation process will be run in R12 in the December period to record the depreciation expense for that period
  - ASD/ASBx will reconcile accumulated depreciation in R12 to balances from R11 to ensure the amount is accurate
  - ASD/ASBx will validate the data by asset category (i.e., expensed or capital assets) is accurate
- When agencies deploy to R12, ASD will ensure all AP invoices in the system are paid and confirmed before conversion. For mock conversion, unpaid AP invoices will be recorded with journal entries as part of the GL balances conversion.
- ASD/ASBx will validate all open items loaded successfully and open item balances are accurate
- ASD/ASBx will reverse GL activity postings for accounts impacted by loading open items. The GL entries to reverse open item activity will be

recorded at the same level as the GL balances/activity entries were recorded (i.e., summarized by trading partner and each unique combination of R11 AFF segments).

- ASD/ASBx will run the Discoverer Trial Balance report and validate that the GL balances are correct
- ASD/ASBx will review the report of CV rule violations to identify those AFF combinations loaded in error and notate corrections that will need to be made to CV rule definitions or the AFF crosswalk prior to deployment
- ASD/ASBx may perform transactions against the converted open item documents in a subsequent period to ensure that the documents can be used in transactions after conversion (e.g., match invoices to converted obligation documents, modify converted obligation documents, etc.)
- IPP
  - Converted R12 purchase orders will be interfaced to IPP for a selected number of customer agencies (not all)
  - ASD/APB will set up two collectors in the IPP test instance
  - ASD/APB will create an R12 payment terms mapping table to link R12 payment term IDs to the associated IPP payment term IDs
  - ASD/APB will establish R11 vendors in the IPP test instance and match them to the two collectors
  - ASD/APB will interface obligations from R11 to the IPP test instance to establish pre-conversion open obligation balances
  - ASD/APB will validate that the interface file loaded successfully and R11 obligation balances are reflected accurately in the IPP test instance
  - ASD/APB will request that BTD disable in R11 the applicable OUs being converted
  - ASD/APB will run a conversion process in R11 for the applicable OUs to send IPP a PO status code of 'C' (Finally Closed) for all R11 IPP POs
  - ASD/APB will validate that that the R11 conversion file processed successfully in IPP and that R11 IPP POs were updated accurately
  - Once suppliers are loaded to R12, ASD/APB will establish R12 vendors with new SetIds in the IPP test instance and match them to the two collectors
  - Once POs are converted from R11 to R12 (see details for converting PRISM and Oracle Manual Obligations above), ASD/APB will run a conversion process in R12 to identify conversion POs. Conversion POs will have the word 'Conversion' in a designated field in the IPP PO interface files. All subsequent modifications to the converted R11 POs will contain the word 'Conversion' in the IPP PO interface files.
  - ASD/APB will execute the IPP PO interface in R12 to send the newly converted R12 POs to IPP. All R12 IPP POs will have a special PO modifier in the PO document numbers to make them unique in IPP.
  - ASD/APB will validate that the interface files loaded successfully and R12 obligation balances are reflected accurately in the IPP test instance

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## Deployment

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Deployment of customer agencies will be conducted in a phased approach. According to the deployment schedule (see Table 1, Deployment Schedule), a certain number of customer agencies will be deployed on the first of each month beginning in July and ending in December 2012. At a specified time, prior to the deployment date, static information that was validated by ASD during the mock conversion and user acceptance testing will be converted to the R12 production instance (for example, AFF values).

Conversion data will be loaded into the production system as close to deployment as possible and after the actual data has been validated in a test instance. ASD will validate the conversion data in the production system. Customer agencies will either be required or may optionally choose to validate the conversion data. See Table 1, Deployment Schedule for a listing of data validation responsibilities by customer agency. ASD will maintain documentation to support the open items converted to R12 production.

The R12 project team will develop a cutover plan for ASD/BTD to review and approve. The project team will present the cutover plan to stakeholders and incorporate feedback. The cutover plan will include the detailed cutover tasks, begin and end dates, and the responsible person(s).

### 1. Set up Configuration Items – Production Instance

- The production instance will be copied from the latest production-ready instance which will have some setup already completed
- BTD will set up Oracle, PRISM and Discoverer user responsibilities
- BTD will ensure that DFFs are defined and properly configured
- ASD will request appropriate access for users
- BTD will ensure drop zones are set up correctly and applicable users have access
- ASD will update the full OU setup forms with current AFF values and CV rules for operating units as agencies deploy to R12 and submit to BTD
- BTD will add agency specific set up values (e.g., AFF values, CV rules, transaction types, payment methods, etc.) in the production instance that have not already been established in the non-production instance

### 2. Discoverer

- BTD will create the ARC standard Discoverer reports and those for platform customers that are owned by group user ids
- Reports owned by Discoverer Plus users will need to be created by the individual user
  - Internal ARC users can begin creating their individual reports approximately two to three weeks prior to the July deployment.
  - External customer agency users will be able to begin creating their individual reports approximately two to three weeks prior to the agency's deployment date

### 3. Feeder System/Module Set Up

- EOR
  - BTD will provide a template to ASD with required fields to load EOR accounting mapping tables via DataLoad
  - ASD/FSPB will create a Discoverer report to identify active AFF combinations that have been used to record payroll in R11 in the last fiscal year (report parameters of USSGL = 101025 and JE Source = 7)
  - ASD/ASBx will execute the report, export to Excel, and use the AFF crosswalk to map R11 AFF values to the R12 values
  - BTD will provide a Discoverer report of the transmit values, assuming that ASD provided those to BTD on the AFF setup forms
  - ASD/ASBx will assign the transmit values to the crosswalked AFF values and provide the completed template to ASD/CAB
  - ASD/CAB will load the EOR mapping tables to R12 via DataLoad
  - ASD/CAB will validate that the EOR mapping tables loaded accurately
- InvestOne Mapping Table
  - ASD/ASBx will run the Discoverer InvestOne Mapping report in R11 for each customer agency using the InvestOne interface and identify what InvestOne transactions need to be set up in the R12 InvestOne Mapping table
  - ASD/ASBx will provide BTD with a mapping table spreadsheet, mapping InvestOne transactions to the appropriate R12 AFF values
  - BTD will run a process to update the InvestOne Mapping tables in R12
- webTA (BPD Hosted)
  - This setup applies to those customer agencies using ARC's webTA system and should occur approximately one month in advance of the customer agency's deployment date
  - BTD will set up the R12 account code structure in webTA
  - BTD will set up the R12 AFF values in webTA that were provided by ASD on AFF setup forms
  - ASD/ASBx will provide webTA customer specific CV rules to BTD
  - BTD will set up the CV rules in webTA
  - ASD/ASBx will provide crosswalked R12 webTA accounting strings to HROD
  - HROD will notify timekeepers and/or employees to add the new accounting strings to their account tables in webTA
  - For customer agencies using stored accounting, timekeepers must notify NFC to change the NFC stored accounting to R12 accounting values
- BTD will end date the R11 account code structure in webTA External Time & Attendance Systems
  - Customer agencies not using ARC's webTA system will need to set up the R12 accounting code values in their applicable time and attendance system
  - Timekeepers or employees may need to set up account codes for each employee
  - For customer agencies using NFC stored accounting, timekeepers must notify NFC to change the NFC stored accounting to R12 accounting values
- HR Connect
  - ASD/FSPB will create a Discoverer report to identify active AFF combinations that have been used to record awards in R11 in the last fiscal

- year (report parameters of USSGL = 101025, BOC = 1171, and JE Source = 7)
  - ASD/ASBx will execute the report and export to Excel
  - HROD will provide a list of active HR Connect accounting codes (transmit values) and their descriptions as of a specified date
  - ASD/ASBx will compare the AFF combinations report to the HR Connect list and analyze what values will still be needed in R12. ASD/ASBx will seek input from customer agencies to make the final determination of what accounting codes will be needed in R12.
  - Based on the final determination of codes needed, ASD/ASBx will crosswalk the R11 AFF values to the R12 values and assign the applicable transmit value and descriptions to be set up in HR Connect
  - ASD/ASBx will provide the crosswalked R12 accounting codes (transmit values) with applicable descriptions to HROD
  - HROD will set up the R12 accounting codes in HR Connect
  - Prior to each agency's deployment date, HROD will establish a cutoff date after which users cannot submit new awards in HR Connect
  - HROD will ensure all awards submitted before the cutoff date are approved so they can be processed in time to interface to R11. Any awards not approved before the cutoff date will be rejected by HROD.
  - Upon conversion to R12 accounting codes, HROD will end date the R11 accounting codes in HR Connect
- Citidirect
  - On a specified date prior deployment, BTD will set up subfields to accommodate the R12 accounting code structure in Citidirect
  - BTD will set up the R12 values in Citidirect that were provided by ASD on AFF setup forms
  - ASD/CAB will download the R11 accounting strings per cardholder from Citidirect and segment out the AFF values
  - ASD/CAB will crosswalk the R11 AFF values to R12 values
  - ASD/CAB or ASD/ASBx will seek input from customer agencies to make the final determination of what accounting strings will be needed in Citidirect for R12
  - ASD/CAB will complete the ASC Loader file with the R12 accounting code strings
  - ASD/CAB will complete the ASC Assign files to assign the R12 accounting strings to the applicable card holder
  - BTD will upload the ASC Loader and ASC Assign files to Citidirect
  - ASD/CAB will complete the Unload and Unassign ASC files to remove the R11 accounting strings from Citidirect
  - BTD will upload the Unload and Unassign files to Citidirect
- Wright Express (WEX)
  - On a specified date prior to deployment, ASD/CAB will request that the WEX system user defined fields be updated to the R12 accounting code structure. There is one field for each AFF segment.
  - ASD/CAB will create a report from WEX with R11 accounting strings broken out by AFF segment for each cardholder
  - ASD/CAB will crosswalk the R11 AFF values to R12 values
  - ASD/CAB will update the current WEX Card Profile Report with the R12 accounting code structure and map the R11 accounting strings to R12 accounting strings for each cardholder

- ASD/CAB will provide the updated Card Profile Report to ARC's WEX administrator in the Division of Procurement Services for upload to the WEX system
- JFICS
  - ASD/CAB will process all final JFICS payments and payment confirmations in R11 immediately before Financial Management Service-FASD's deployment to R12
  - When JFICS payments are made from Oracle, the JFICS payment id is prefixed with a J as the supplier site code on the supplier record. The supplier site table is checked for every new payment record processed to ensure that a payment has not already been made from a previous file. Since the supplier site records for payments made before the R12 deployment will not be in the R12 database, an additional method of checking for duplicate payments will be developed. BTD/QCB will submit a request to OOD to run a one-time script provided by BTD/PTSB that will populate a custom payment lookup table in R12 for all supplier site records which were used for JFICS payments in R11. This data will be copied from a R11 non-production instance that was copied from the production instance the previous day.
  - ASD/CAB can proceed with processing JFICS payments in R12
  - The static custom payment lookup table will be checked in addition to the R12 supplier site table for all payment files processed in R12 to prevent duplicate payments. The static table will be retained indefinitely.
- IPP
  - ASD/APB will send a notification to IPP vendors to let them know that we are undergoing a financial system upgrade and their existing POs in IPP will be converted to a new PO number.
  - Once suppliers are loaded to R12, ASD/APB will establish R12 vendors in IPP with new SetIds
  - ASD/APB will create an R12 payment terms mapping table to link R12 payment terms IDs to the associated IPP payment term IDs
- moveLINQ (ML)
  - TSD will set up the R12 AFF values in ML
  - TSD will set up the required project accounting values in ML
  - TSD will manually amend all open relocation authorizations in ML with R12 AFF and project accounting values
  - TSD will manually adjust all open relocation vouchers in ML with R12 AFF and project accounting values
  - TSD will validate that all ML authorizations were updated properly in ML by comparing the accounting values and amounts to the converted purchase orders in R12
- GovTrip
  - Prior to the first R12 deployments in July, Northrup Grumman will provide a GovTrip enhancement to create a new account mapping structure for the R12 AFF
  - TSD will set up the R12 AFF values in GovTrip
  - TSD will set up the required project accounting values in GovTrip
  - TSD will update the default accounting in user profiles in GovTrip to R12 AFF values

- TSD will update the cost center restriction in user profiles in GovTrip to R12 AFF values
- TSD will update conditional routing rules using accounting elements in GovTrip to R12 AFF values
- TSD will amend all open travel authorizations in GovTrip with R12 AFF and project accounting values
- TSD will adjust all open vouchers in routing in GovTrip with R12 AFF and project accounting values
- TSD will validate that all GovTrip authorizations were updated properly in GovTrip by comparing the accounting values and amounts to the converted purchase orders in R12

#### 4. Processing Cut Off

- On a date specified in the cutover plan, ASD will process no more AP invoices or payments in R11. ASD will ensure that all outstanding AP invoices due within a certain number of days will be processed and paid in enough time to ensure the related treasury confirmations can be processed in R11.
- ASD/ASB x will process treasury confirmations for all payments made as of the cutoff date in R11
- Customer agency staff and procurement personnel will stop entering requisition and award documents in PRISM at a specified time on the last business day of the month prior to each agency's deployment to R12
- On a date specified in the cutover plan, the PRISM system will be closed to users for a period of time to allow BTM to perform the conversion of PRISM documents
- The Citidirect interface to R12 will be suspended for a period of time until obligations are converted to R12 as some purchase card charges are matched to obligations

#### 5. Convert Data in Oracle/PRISM

- Generally, the same procedures, data conversion templates and Discoverer reports that were used during mock conversion to convert data will be used for deployment
- Load AR Customers
  - ASD/ASBx will update the AR Customer interface data template for the applicable OU based on changes since mock conversion
  - ASD or BTM will load the AR customers to R12
  - ASD/ASBx will validate that all customer data loaded accurately using the Discoverer Active Suppliers and Customers report
- Load Suppliers/Supplier Sites/Banks/Bank Accounts (Vendors)
  - ASD/CAB will execute the Discoverer report to complete the banks QTP template
  - BTM will load the banks to R12 using QTP
  - The majority of bank accounts will be loaded to R12 and assigned to supplier sites via the Supplier/Supplier Site interface
  - In some instances when the bank account already exists and is assigned to another supplier, the bank account will be assigned manually to additional supplier sites
  - As part of the first deployment taking place on July 1, ASD/CAB will execute the Discoverer reports used to complete the Supplier/Supplier Site interface template for the following suppliers:

- Master OU suppliers (active or inactive) that are needed for the PRISM document conversion
  - ANA OU suppliers that are needed for all ANA customer agency deployments
  - PERSON type suppliers (active or inactive) that are needed for GovTrip documents. All PERSON type suppliers will be loaded at the header level during the deployment for the first customers. This will keep the supplier numbers between R12 and GovTrip in sync for both active travelers and inactive travelers who may later become active again.
  - Suppliers used for the Citidirect, Wright Express (WEX), and Payroll interfaces
- ASD/CAB will complete the Supplier/Supplier Site interface templates for the supplier types listed above
- For active suppliers, ASD/CAB will execute the Discoverer reports used to complete the Supplier/Supplier Site interface template for the OUs being deployed
- For inactive suppliers, ASD/ASBx will identify and provide a listing to ASD/CAB of inactive suppliers and that will be needed for the conversion of open items or GL balances/activity for the OUs being deployed
- ASD/CAB will complete the Supplier/Supplier Site interface templates for the applicable OU
- ASD/CAB will ensure that IPP vendors have the IPP DFF populated with the applicable value from R11 at the time of extraction
- ASD/CAB will load suppliers and supplier sites to R12
- ASD/CAB will validate that all supplier, supplier site, bank and bank account data loaded accurately using the Discoverer Active Suppliers and Customers reportLoad Reimbursable Customer Agreements (Projects)
  - ASD/ASBx to identify reimbursable customer agreements with applicable balances that must be converted to projects, project tasks and agreements. ASD/FSPB will support ASD/ASBx in this effort.
    - ASD/ASBx will determine whether the reimbursable customer agreements will be event-based contracts or cost-based contracts
    - ASD/ASBx will identify any open AR invoice balances remaining on the agreements
    - ASD/ASBx will add the remaining balances of open AR invoice documents to the remaining balance on the agreement (i.e., gross up the agreement amount by the open AR invoice balances)
    - ASD/ASBx will identify any open advance balances remaining on the agreements
    - ASD/ASBx will add the remaining balances of open advance documents to the remaining balance on the agreement (i.e., gross up the agreement amount by the open advance balances)
    - For cost-based projects, ASD will identify costs that have not yet been billed
    - ASD/ASBx will determine whether spending controls should be placed on each cost-based project
  - ASD/ASBx will complete data conversion templates with applicable information for loading projects, project tasks, agreements and project cost and revenue budgets

- ASD/ASBx will load projects, project tasks, agreements and project cost and revenue budgets to R12 via DataLoad
- For agreements that have outstanding advance balances, ASD/ASBx will load AR cash receipts on account to R12. These can be loaded manually or if there are a large volume of cash receipts, the AR Receipt interface may be used.
- ASD/ASBx will match the on account cash receipts to the appropriate agreement when completing the agreements with advances data conversion template
- For agreements that have outstanding AR invoice balances, ASD/ASBx will generate a billing event in R12 for the amount of the outstanding AR invoice balance
- For cost-based projects, ASD /ASBx will import unbilled expenses to R12 via Web ADI
- ASD/ASBx will validate that all data loaded successfully and balances are accurate
- Load Indirect (Cost Tracking) Projects
  - ASD/ASBx will identify projects with costs being tracked using the project code or any other segments of the R11 AFF
  - ASD/ASBx will determine whether spending controls should be placed on each project
  - ASD/ASBx will complete the data conversion templates with applicable information for loading projects, project tasks and project cost budgets to be used for cost tracking purposes in R12
  - ASD/ASBx will load projects, project tasks and project cost budgets to R12 via DataLoad
  - ASD/ASBx will validate that all data loaded successfully and budget amounts are accurate
- Load GL Balances/Activity
  - GL balances/activity will not be converted for any agencies categorized as ARC Non-Accounting (ANA) customers. See Table 1, Deployment Schedule (Oracle Customer Identifier) for a listing of ANA customer agencies.
  - GL data converted will be the current fiscal year's data plus one prior fiscal year's data except for Financial Management Service-GWA which will convert 59 months of historical data. Customer agencies will be deployed to R12 in a phased approach, so some agencies will be deployed in FY12 and others will be deployed in FY13.
  - GL balances/activity will be summarized at the trading partner level and by each unique combination of R11 AFF segments. Trading partner is a customer or a supplier and can be Non-Federal or Federal. Federal trading partners require a department and bureau code. Balances will be summarized at the non-federal trading partner level in a single generic non-federal trading partner code and at the Federal trading partner level by each unique combination of trading partner code, including department and bureau code.
  - ASD/ASBx will execute and export the Discoverer report to extract GL balances as described above for the following periods:
    - FY 11 (or FY12) beginning GL balances
    - FY 11 (or FY12) monthly activity for each month of FY11 (or FY12)

- BTD will perform the year end close for the prior year in R12 to generate FY 12 (or FY 13) beginning GL balances
    - FY12 (or FY13) monthly activity for each month of FY12 (or FY13) ending with the month prior to the month of deployment to R12
  - ASD/ASBx will crosswalk data from R11 values to R12 values to complete the interface templates
  - ASD/ASBx will load the GL data to R12
  - ASD/ASBx will execute the Discoverer Trial Balance and TIER Reports and compare to period ending balances from R11 to validate that the period ending balances in R12 are accurate
- PRISM
  - BTD will set up Project accounting in PRISM
  - BTD will disable alerts and emails in PRISM
  - BTD will run conversion processes in PRISM to identify documents eligible for conversion
  - BTD will ensure all applicable users associated with documents to be converted are added to Oracle as employees and are active in both Oracle and PRISM
  - BTD will load applicable users as Buyers in Oracle
  - ASD will provide the R12 AFF crosswalk to BTD. This crosswalk will be used in mapping PRISM documents from R11 values to R12 values. For PRISM documents, all R11 accounting strings will need to be crosswalked on a one-to-one basis to R12 accounting strings. If the customer agency desires the accounting information to be broken out in more detail (one-to-many), PRISM documents that are converted at the one-to-one level will need to be manually modified or amended after conversion to the one-to-many level of detail.
  - BTD will upload mapping files to PRISM to convert users, product service codes, vendors, payment terms, ship to and bill to addresses, and AFF values
  - AFF values will be converted in PRISM from R11 values to R12 values using the AFF crosswalk for the following documents:
    - Accounting open documents (i.e., those requisitions and awards which have an open balance in Oracle)
    - Procurement open documents (i.e., those documents which have no open balance in Oracle, but have not been closed out in PRISM) that have a release date greater than or equal to the current fiscal year minus one and an award status not equal to 'Closed' or 'Canceled' to include:
      - Requisitions not posted/interfaced to R11
      - In process requisition amendments related to requisitions with open balances in R11
      - Solicitations
      - Awards not posted/interfaced to R11
      - In process award modifications related to awards with open balances in R11
    - Only 'accounting open' documents will be interfaced to Oracle R12 for conversion

- BTD will execute queries to provide the data needed on 'accounting open' and 'procurement open' PRISM documents to load the amount billed table in PRISM
- ASD will validate the amount billed table. ASD will compare the amount billed table to Discoverer obligation reports to ensure the amount billed is correct. The amount billed table will be used by PRISM to determine the proper open amount to interface to R12 since PRISM houses only the original document amount.
- 'Accounting' open obligations will be interfaced to R12
- Requisitions that have been released and interfaced to R11 will be converted to R12 AFF values in PRISM and interfaced to R12. Requisitions that have not yet been released will be converted to R12 AFF values in PRISM but not interfaced to R12 until they are approved and released.
- Requisitions for Modification (Req for Mod) documents that are in progress must be released prior to conversion or they will need to be re-entered in PRISM by the user after the conversion is complete
- BTD will run and execute conversion processes in PRISM for specific procurement document types with open balances in a test mode
- BTD will identify errors in the conversion eligible documents and make corrections to mapping tables or set ups as appropriate
- BTD will run and execute the conversion processes for all other procurement documents in a test mode
- BTD will identify AFF combinations that need to be created in Oracle
- BTD will create applicable AFF combinations in Oracle
- BTD will identify the eligible 'Test Success' procurement documents and execute the conversion processes in final mode
- BTD will run queries to determine if all documents processed successfully
- BTD will end date inactive Oracle/PRISM users associated with converted documents
- BTD will provide a listing of 'procurement open' documents that erred during conversion to procurement personnel for review to determine if action should be taken
- Load Open Items
  - Open item balances as of the period ending prior to each agency's deployment date (i.e., June 30 for a July 1 deployment) will be converted to R12
  - ASD/ASBx will execute Discoverer reports to extract the following open items:
    - Budget Transactions
    - Oracle Manual Requisitions
    - Travel Authorizations (Obligations)
    - Relocation Obligations
    - HHS Grants Obligations
    - Oracle Manual Obligations
    - Accrued Expenses (PO Receipt Accruals)
    - Advances To Others (Prepayments)
    - AR Invoices (Project Related)
    - AR Invoices (Non-Project Related)
    - AR Invoices-Debt Collection (ARG Only)
    - Advances From Others (Non-Project Related)Fixed Assets

- Budget Transactions
  - Budget transactions for only unexpired funds will be converted to R12's budget module
  - ASD/ASB 3 Budget will load the following budget transactions to R12 via the Budget interface:
    - Appropriations
    - Apportionments
    - Allocations
  - Budget amounts for expired funds will be recorded with journal entries as part of the GL balances conversion
- Oracle Manual Requisitions
  - ASD/ASBx will identify open balances on requisitions that were manually entered in Oracle vs. interfaced from PRISM
  - ASD/ASBx will manually load open requisition documents to R12
- Travel Authorizations (Obligations) & Relocation Obligations
  - Travel authorizations and relocation obligations will be loaded to R12 as part of the data conversion of Oracle manual obligations
  - ASD/ASBx will extract these obligations in a separate template
  - ASD/ASBx will provide the extracted obligations to TSD
  - TSD will change the document numbers according to the new document numbering scheme to be used in R12 and complete the travel DFFs with the appropriate values and then return the file to ASD/ASBx
- HHS Grants Obligations
  - Applicable customer agencies will 'Finally Close' open HHS grants obligations with a zero balance in R11
  - ASD/CAB will run the HHS Grant Extract process in R11 to send finally closed obligations to HHS Grants system
  - BTD will run a deployment script in R12 to prepare R12 for HHS Grants processing
  - HHS grant obligations will be loaded to R12 as part of the data conversion of Oracle manual obligations BTD will run a script in R12 to convert Org ID and PO header ID on HHS Grants obligations from R11 values to R12 values
- Oracle Manual Obligations
  - Oracle manual obligations are those obligations that did not interface to Oracle from PRISM
  - ASD/ASBx will add the remaining balance of open PO receipt accruals to the remaining balance on manual obligations (i.e., gross up the obligation amount by the open PO receipt accrual balances)
  - For customer agencies using Oracle's prepayment functionality, ASD/ASBx will add the remaining balance of open Oracle prepayments to the remaining balance on manual obligations (i.e., gross up the obligation amount by the open prepayment balances)
  - ASD/ASBx will combine and load all Oracle manual obligations to R12 via the Purchase Order interface
- Accrued Expenses (PO Receipt Accruals)
  - ASD/ASBx will load PO receipt accruals to R12 either manually or if there are a large volume of PO receipts, ASD/ASBx will complete a QTP template provided by BTD to record PO receipts in Oracle R12 for expenses accrued against obligations

- If QTP is used, BTD will load the PO receipts to R12
- The Period End Accrual process will be run in R12 to record the accrued expenses in the GL. The GL journal generated by this process will be reversed in the following month.
- Grant accruals, payroll accruals and any other accruals not record via a PO receipt will be recorded with journal entries as part of the GL balances conversion. These accruals will be reversed in the following month via a manual journal in GL.
- Advances To Others (Prepayments)
  - For customer agencies that DO use the Oracle Prepayment functionality in R11:
    - PRISM obligations – The amount billed table in PRISM will need to be reduced by the amount of the outstanding prepayment
    - Oracle Manual Obligations – The shipment quantity will need to be increased by the amount of the outstanding prepayment
    - When the prepayment is recorded, the amount billed will be updated to reflect the amount of the prepayment
    - Upon conversion to R12 of the PRISM and Oracle manual obligations that have outstanding prepayments, ASD/ASBx will load Prepayment invoices in R12 either manually or if there are a large volume of prepayments, the AP Invoice interface may be used
  - For customer agencies that do NOT use the Oracle Prepayment functionality in R11:
    - Upon conversion to R12 of the PRISM and Oracle manual obligations that have outstanding prepayments, ASD/ASBx will load Prepayment invoices in R12 either manually or if there are a large volume of prepayments, the AP Invoice interface may be used
- AR Invoices (Project Related)
  - ASD/ASBx will generate AR invoices related to reimbursable customer agreements (projects) using the billing process (events) in the Projects module. These AR invoices will interface from Projects to the AR module.
- AR Invoices (Non-Project Related)
  - ASD/ASBx will load AR Invoices not related to reimbursable customer agreements (projects) to R12 via the AR Invoice interface
  - For those customer agencies that have AR invoices subject to finance charges, the AR invoices will be loaded for the amount of the invoice remaining (without finance charges) and with the original invoice date
  - The Finance Charge process will be run in R12 in the period prior to the agency's deployment to create debit memos for appropriate charges
  - Debit memos may need to be adjusted to ensure they are in agreement with the amounts recorded in R11.

- AR Invoices-Debt Collection (ARG Only)
  - To facilitate future collections, AR invoices with a \$0 balance in a debt collection status of written off but not closed out will be loaded to R12 via the AR Invoice interface by ARG
    - The amount converted will be the original invoice amount less any cash receipts applied to the invoice
  - BTD will load AR adjustment transactions to R12 via QTP to write off the converted invoices (i.e., return their outstanding balance to \$0)
  - BTD will update the converted invoices' debt collection status via QTP
- Advances From Others (Non-Project Related)
  - ASD/ASBx will load AR cash receipts on account not related to reimbursable customer agreements (projects) to R12 either manually or if there are a large volume of cash receipts, the AR Receipt interface may be used
- Fixed Assets
  - ASD/ASBx will identify current property records (expendable property and capital assets) to be converted to R12 and complete the Fixed Asset interface template with appropriate amounts and required data (i.e., asset locations, asset categories, etc.)
  - The accumulated depreciation amount in the template should reflect accumulated depreciation as of the period ending two months before the agency's deployment
  - The Depreciation process will be run in R12 in the period prior to the agency's deployment to record the depreciation expense for that period
  - ASD/ASBx will reconcile accumulated depreciation in R12 to balances from R11 to ensure the amount is accurate.
  - ASD/ASBx will validate the data by asset category (i.e., expensed or capital assets) is accurate
- ASD will cut off processing prior to deployment to ensure there will be no unpaid AP invoices to convert to R12
- ASD/ASBx will validate all open items loaded successfully and open item balances are accurate
- ASD/ASBx will reverse GL activity postings for accounts impacted by loading open items. The GL entries to reverse open item activity will be recorded at the same level as the GL balances/activity entries were recorded (i.e., summarized by trading partner and each unique combination of R11 AFF segments).
- ASD/ASBx will execute the Discoverer Trial Balance report for the applicable accounting period of data loaded to validate that the GL balances are correct

#### 6. Convert Data in IPP

- Upon successful conversion of POs from R11 to R12, BTD will disable in R11 the applicable OUs being converted
- ASD/APB will run a conversion process in R11 for the applicable OUs to send IPP a PO status code of 'C' (Finally Closed) for all R11 IPP POs
- ASD/APB will validate that that the R11 conversion file processed successfully in IPP and that R11 IPP POs were updated accurately

- ASD/APB will run a conversion process in R12 to identify conversion POs. Conversion POs will have the word 'Conversion' in a designated field in the IPP PO interface files. All subsequent modifications to the converted R11 POs will contain the word 'Conversion' in the IPP PO interface files.
- ASD/APB will execute the IPP PO interface in R12 to send the newly converted R12 POs to IPP. All R12 IPP POs will have a special PO modifier in the PO document numbers to make them unique in IPP.
- ASD/APB will validate that the interface files loaded successfully and R12 obligation balances are reflected accurately in IPP

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## Summary of Tasks and Deliverables

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The major tasks and corresponding deliverables related to data conversion are listed below. Even though primary responsibilities are specified, team members from ASD, customer agencies and BTM will share responsibility for achieving success for the tasks below.

Task	Description	Deliverable	Responsibility
Identify Data Conversion Items	Analyze and document the data conversion items and the strategy for how the conversion will be performed.	Data Conversion Mapping Documents	ASD/FSPB
Provide the Data Conversion Specifications	Define procedures for programmatically and manually converting applicable business objects through Oracle. Include conversion mapping (where applicable), business rules, data cleansing, and conversion procedure for each conversion item.	Data Conversion Mapping Documents	ASD/FSPB
Perform Data Clean-Up	Analyze trial balance data that will be converted to Oracle to ensure open items tie to the proper USSGL balances. Ensure open item listings do not contain documents with negative balances. Customer agency reviews open obligation listings to identify amounts that can be deobligated and request deobligations prior to deployment. In addition, Procurement staff should close and deobligate eligible PRISM documents. Invoice and collect for billable expenses related to reimbursable agreements prior to deployment.	Data Conversion Mapping Documents	ASD Customer Agency
Perform Conversion Data Mapping	Map legacy data files and elements to the Oracle Application table(s) and columns. This map includes an explanation of business, translation, foreign key rules, and default settings.	Conversion Data Mapping	ASD/FSPB
Prepare Conversion Test Plan	Specify test procedures to be followed for performing conversion unit, business object, and validation tests.	Mock Conversion Test Plan	ASD/FSPB
Execute Conversion Test Plan	Test how the converted data performs within R12.	Test Results	ASD BTM Customer Agency (Only BPD-ARG, BPD-FBB, BPD-TFM)

Task	Description	Deliverable	Responsibility
Convert and Verify Data in Production	Convert data that has been verified by the users before commencement of production operations.	Converted and Verified Data	ASD BTD Customer Agency

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## Data Acceptance

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Conversion data acceptance criteria should include the following:

- Transactability
- Ability to reconcile financial information
- Definition and acceptance of any account level variances

If conversion data meets all the above criteria, then ASD will sign-off with acceptance of the conversion data.

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## Issue Management

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All data conversion issues will be tracked and managed as part of the overall project-level implementation process.

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## Change Control

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The scope and objectives of this data conversion plan will be strictly controlled. Change management will be handled as documented in the Change Management Plan that was approved for the project.

Scope/schedule changes may be addressed and formalized for any of the reasons below:

- Delayed delivery of data extract tools
- Increased requirements for data-cleanup
- Increased need for data translations between R11 and R12 systems
- Delayed change in accounting flexfield structure and segment values
- Business process and/or conversion rule changes

## Reviews and Approvals

The following individuals participated in the development, review, and/or finalization of this Data Conversion Plan:

Okey Bess	Project Manager	DFS	<i>Okey Bess</i>	3/21/12
Jackie Pettit	Managing Sponsor	ASD	<i>Jackie Pettit</i>	3/13/12
Tammy Saiko	Managing Sponsor	BTD	<i>Tammy Saiko</i>	3/21/12
David Eddy	Testing Lead	BTD		
Mendy Houser	Accounting Services Lead	ASD		
David Weekley	Training and Support Lead	BTD		

**Table 1 – Deployment Schedule**

The following table contains the R12 deployment dates for each customer agency.

Customer Name	Oracle Customer Identifier	Deployment Date	Data Conversion Responsibility	Data Validation Responsibility
Access Board	ABA	July 1, 2012	ASD	ASD – Required ABA – Optional
Chemical Safety and Hazard Investigation Board	CSB	July 1, 2012	ASD	ASD – Required CSB – Optional
Special Inspector General-Troubled Assets Relief Program	SIG	July 1, 2012	ASD	ASD – Required SIG – Optional
Food and Drug Administration-FDA	ANA	July 1, 2012	ASD	ASD – Required
Health and Human Services-HHS	ANA	July 1, 2012	ASD	ASD – Required
Armed Forces Retirement Home	AFR	August 1, 2012	ASD	ASD – Required AFR – Optional
Bureau of the Public Debt	BPD	August 1, 2012	ASD	ASD – Required BPD – Optional
Bureau of the Public Debt-ARC	ARC	August 1, 2012	ASD	ASD – Required ARC – Optional
Occupational Safety & Health Review Commission	OSH	August 1, 2012	ASD	ASD – Required OSH – Optional
Housing & Urban Develop-OIG-HUD	ANA	August 1, 2012	ASD	ASD – Required
Denali Commission	DNC	September 1, 2012	ASD	ASD – Required DNC – Optional
Federal Maritime Commission	FMC	September 1, 2012	ASD	ASD – Required FMC – Optional

Customer Name	Oracle Customer Identifier	Deployment Date	Data Conversion Responsibility	Data Validation Responsibility
Federal Mine Safety & Health Review Commission	MSC	September 1, 2012	ASD	ASD – Required MSC – Optional
Treasury Inspector General for Tax Administration	TGT	September 1, 2012	ASD	ASD – Required TGT – Optional
Treasury-OIG	OIG	September 1, 2012	ASD	ASD – Required OIG – Optional
Railroad Retirement Board-RRB	ANA	September 1, 2012	ASD	ASD – Required
Alcohol and Tobacco Tax and Trade Bureau	TTB	October 1, 2012	ASD	ASD – Required TTB – Optional
Alcohol and Tobacco Tax and Trade Bureau-NRC	NRC	October 1, 2012	ASD	ASD – Required NRC – Optional
Executive Office of the President	Various	October 1, 2012	ASD	ASD – Required EOP – Required
Inter-American Foundation	IAF	October 1, 2012	ASD	ASD – Required IAF – Optional
Merit Systems Protection Board	MSP	October 1, 2012	ASD	ASD – Required MSP – Optional
National Archives and Records Administration	NAR	October 1, 2012	ASD	ASD – Required NAR – Optional
National Science Foundation-NSF	ANA	October 1, 2012	ASD	ASD – Required
Office of National Drug Control Policy-NDC	ANA	October 1, 2012	ASD	ASD – Required
Farm Credit Administration	FCA	October 1, 2012	ASD	ASD – Required FCA – Optional
Community Development Financial Institutions Fund	CDF	November 1, 2012	ASD	ASD – Required CDF – Optional
Consumer Financial Protection Bureau	CFP	November 1, 2012	ASD	ASD – Required CFP – Optional

Customer Name	Oracle Customer Identifier	Deployment Date	Data Conversion Responsibility	Data Validation Responsibility
Court of Appeals for Veterans Claims	CAV	November 1, 2012	ASD	ASD – Required CAV – Optional
Farm Credit System Insurance Corporation	FCS	November 1, 2012	ASD	ASD – Required FCS – Optional
Financial Management Service	FMS	November 1, 2012	ASD	ASD – Required FMS – Optional
Office of Government Ethics	OGE	November 1, 2012	ASD	ASD – Required OGE – Optional
Bureau of Engraving and Printing-BEP	ANA	November 1, 2012	ASD	ASD – Required
African Development Foundation	ADF	December 1, 2012	ASD	ASD – Required ADF – Optional
Bureau of the Public Debt-ARG	ARG	December 1, 2012	ARG	ARG - Required
Bureau of the Public Debt-FBB	BOR	December 1, 2012	FBB	FBB - Required
Bureau of the Public Debt-TFM	TFM	December 1, 2012	TFM	TFM - Required
DC Pensions	DCP	December 1, 2012	ASD	ASD – Required DCP – Optional
Department of Homeland Security-OIG	FIG	December 1, 2012	ASD	ASD – Required FIG – Optional
Departmental Offices (Treasury)	TDP	December 1, 2012	ASD	ASD – Required TDP – Optional
Federal Housing Finance Agency	FHF	December 1, 2012	ASD	ASD – Required FHF – Optional
Federal Housing Finance Agency OIG	FHG	December 1, 2012	ASD	ASD – Required FHG – Optional
Financial Crimes Enforcement Network	FIN	December 1, 2012	ASD	ASD – Required FIN – Optional

Customer Name	Oracle Customer Identifier	Deployment Date	Data Conversion Responsibility	Data Validation Responsibility
Financial Management Service-FASD	IAP TMA	December 1, 2012	ASD	FASD – Required
Financial Management Service-GWA	GWA	December 1, 2012	BTD/PTSB	BTD/PTSB – Required GWA – Required
Office of Financial Stability (TDP)	OFS	December 1, 2012	ASD	ASD – Required OFS – Required
Office of the Comptroller of the Currency-OCC	ANA	December 1, 2012	ASD	ASD – Required

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## Table 2 – Conversion Items

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The following table identifies business objects to be converted from R11 to R12.

Ref. #	Data Item	System Update Method	Comments	File Format	Timing	Selection Criteria
1.	AFF Values and Combinations	QTP or DataLoad		Excel	Mock Conversion – February 15-March 31  Deployment – July through December 2012	All known values. Values may be added later as needed.
2.	Customers	ARC AR Customer Interface		Text Tab Delimited (save Excel template as .txt)	Mock Conversion – February 15-March 31  Deployment – July through December 2012	- Customers that were used during the previous year and are expected to be used in the future. - Customers needed for GL balances/activity or open documents to be loaded during Mock Conversion and Deployment.

Ref. #	Data Item	System Update Method	Comments	File Format	Timing	Selection Criteria
3.	Suppliers/Supplier Sites (Vendors)	ARC AP Supplier and Supplier Sites Interface	<ul style="list-style-type: none"> <li>Suppliers and supplier sites will be created in R12 via the Supplier/Supplier Site interface.</li> <li>Activate inactive suppliers that are needed for conversion of documents (open items) and GL balances/activity.</li> </ul>	Text Tab Delimited (save Excel template as .txt)	<p>Mock Conversion – February 15-March 31</p> <p>Deployment – July through December 2012</p>	<p>- R11 Suppliers that meet the following criteria:</p> <ul style="list-style-type: none"> <li>Active</li> <li>All PERSON type suppliers used in GovTrip (load headers only)</li> <li>Maser OU suppliers (active or inactive) that are needed for the PRISM document conversion</li> <li>All ANA OU suppliers</li> <li>Suppliers for which open items or activity needs to be converted</li> </ul> <p>- Upon initial deployment (July, 2012) Master OU sites, ANA OU sites, Citidirect Interface, WEX interface, Payroll interface, and PERSON supplier headers will be loaded to R12.</p> <p>- After initial deployment Master OU sites will be added to R12 only.</p> <p>- OU supplier sites will be converted as customer agencies are deployed.</p>
4.	Banks and Bank Accounts	<p>Banks - QTP</p> <p>Bank Accounts - ARC Supplier and Supplier Sites Interface or Manual Entry</p>	<ul style="list-style-type: none"> <li>Banks will be loaded to R12 via QTP.</li> <li>The majority of bank accounts will be loaded via the ARC Supplier/Supplier Site interface.</li> <li>Bank accounts will be assigned to supplier sites through the Supplier interface.</li> <li>In some instances when the bank account already exists and is assigned to another supplier, the bank account will be assigned manually to additional supplier sites.</li> </ul>	Excel Template or Text Tab Delimited (save Excel template as .txt)	<p>Mock Conversion – February 15-March 31</p> <p>Deployment – July through December 2012</p>	Bank routing numbers and bank account numbers for all suppliers being converted.

Ref. #	Data Item	System Update Method	Comments	File Format	Timing	Selection Criteria
5.	Reimbursable Customer Agreements (Projects)	DataLoad	<ul style="list-style-type: none"> <li>• Reimbursable customer agreements will be loaded to R12 as Projects, Tasks and Agreements.</li> <li>• Reimbursable customer agreements that have outstanding advance balances must have the cash receipt on account matched to the appropriate project.</li> <li>• Cost and/or Revenue Budgets will be established for projects.</li> <li>• Bills will be generated for those reimbursable customer agreements that have outstanding AR invoices.</li> </ul>	Excel Template	<p>Mock Conversion – February 15-March 31</p> <p>Deployment – July through December 2012</p>	Remaining balances only as of the end of the reporting periods, December 31, 2011 (Mock Conversion) or June 30 through November 30, 2012 (Deployment).
6.	Indirect (Cost Tracking) Projects	DataLoad	<ul style="list-style-type: none"> <li>• Indirect projects will be loaded to R12 as Projects and Tasks</li> <li>• A Cost Budget will be established for each project.</li> </ul>	Excel Template	<p>Mock Conversion – February 15-March 31</p> <p>Deployment – July through December 2012</p>	Projects with costs being tracked using the project code or any other segments of the R11 AFF.

Ref. #	Data Item	System Update Method	Comments	File Format	Timing	Selection Criteria
7.	General Ledger Balances/Activity	ARC GL Interface	<ul style="list-style-type: none"> <li>GL data converted will be the current fiscal year's data plus one prior fiscal year's data. Customer agencies will be deployed to R12 in a phased approach, so some agencies will be deployed in FY12 and others will be deployed in FY13.</li> <li>Load beginning balances and monthly activity for the prior year and the current year up to the period ending prior to deployment date, including balances of open items. This file should match the Discoverer Trial Balance report. After posting of open items and budget for unexpired funds, the corresponding GL balances are reversed.</li> <li>Balances/activity will be loaded at a level summarized by trading partner (one generic for Non-Federal and each unique combination of trading partner code, including department and bureau code for Federal) and each unique combination of R11 AFF segments.</li> </ul>	Flat File (save Excel template as .txt)	<p>Mock Conversion – February 15-March 31</p> <p>Deployment – July through December 2012</p>	<p><u>Mock Conversion</u></p> <ul style="list-style-type: none"> <li>GL accounts with beginning balances as of 10/01/2010</li> <li>GL accounts with activity for each month from October, 2010 through September, 2011</li> <li>GL accounts with beginning balances as of 10/01/2011 (Oracle year end close will generate these)</li> <li>GL accounts with activity for each month from October, 2011 through December, 2011.</li> </ul> <p><u>Deployment (FY 12)</u></p> <ul style="list-style-type: none"> <li>GL accounts with beginning balances as of 10/01/2010</li> <li>GL accounts with activity for each month from October, 2010 through September, 2011.</li> <li>GL accounts with beginning balances as of 10/01/2011 (Oracle year end close will generate these)</li> <li>GL accounts with activity for each month from October, 2011 through June - August, 2012.</li> </ul> <p>OR</p> <p><u>Deployment (FY 13)</u></p> <ul style="list-style-type: none"> <li>GL accounts with beginning balances as of 10/01/2011</li> <li>GL accounts with activity for each month from October, 2011 through September, 2012.</li> <li>GL accounts with beginning balances as of 10/01/2012 (Oracle year end close will generate these)</li> <li>GL accounts with activity for each month from October, 2012 through November, 2012.</li> </ul>

Ref. #	Data Item	System Update Method	Comments	File Format	Timing	Selection Criteria
8.	Purchase Requisitions - PRISM	Compusearch Conversion Tool	<ul style="list-style-type: none"> <li>• R12 AFF mapping files will be loaded to PRISM and conversion processes run to convert PRISM documents from R11 to R12.</li> <li>• Requisitions that have been released and interfaced to R11 will be converted to R12 accounting and interfaced to R12.</li> <li>• Requisitions that have not yet been released will be converted to R12 accounting but not interfaced to R12 until they are approved and released.</li> </ul>	Excel Template (for AFF Mapping)	<p>Mock Conversion – February 15-March 31</p> <p>Deployment – July through December 2012</p>	Remaining commitment balances in Oracle, originating from PRISM, as of the end of the reporting periods, December 31, 2011 (Mock Conversion) or June 30 through November 30, 2012 (Deployment).
9.	PRISM Awards (Obligations)	Compusearch Conversion Tool	<ul style="list-style-type: none"> <li>• R12 AFF mapping files will be loaded to PRISM and conversion processes run to convert PRISM documents from R11 to R12.</li> <li>• Awards that have been released and interfaced to R11 will be converted to R12 accounting and interfaced to R12 with remaining balances.</li> <li>• Awards that have not yet been released will be converted to R12 accounting but not interfaced to R12 until they are approved and released.</li> </ul>	Excel Template (for AFF Mapping)	<p>Mock Conversion – February 15-March 31</p> <p>Deployment – July through December 2012</p>	<p>PRISM awards that meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Obligation amount outstanding &gt; 0; OR</li> </ul> <p>Release date greater than or equal to the current fiscal year minus one and an award status not equal to 'Closed' or 'Canceled'</p>
10.	Budget Transactions	ARC Budget Interface  ARC GL Interface	<p>Budget transactions for unexpired funds will be loaded via the budget interface.</p> <p>Budget transactions for expired funds will be loaded as part of the GL balances conversion.</p>	Text Tab Delimited (save Excel template as .txt)	<p>Mock Conversion – February 15-March 31</p> <p>Deployment – July through December 2012</p>	<ul style="list-style-type: none"> <li>- Budget transactions for unexpired funds as of January 1 for Mock Conversion</li> <li>- Budget transactions for unexpired funds as of July 1, through December 1, 2012 for Deployment</li> <li>- Budget transactions for expired funds will be loaded as part of the GL balances conversion.</li> </ul>

Ref. #	Data Item	System Update Method	Comments	File Format	Timing	Selection Criteria
11.	Purchase Requisitions – Oracle Manual	Manual Entry	Outstanding requisitions will be loaded to Oracle's Purchasing module.	N/A	Mock Conversion – February 15-March 31  Deployment – July through December 2012	Requisitions originating from Oracle with remaining balances as of the end of the reporting periods, December 31, 2011 (Mock Conversion) or June 30 through November 30, 2012 (Deployment).
12.	Oracle Manual Obligations, Travel Authorizations, Relocation Obligations, HHS Grant Obligations	ARC PO Interface	Open obligation documents that were entered in Oracle manually, travel authorizations, relocation obligations and HHS grant obligations will be loaded to Oracle's Purchasing module via the ARC PO interface.	Text Tab Delimited (save Excel template as .txt)	Mock Conversion – February 15-March 31  Deployment – July through December 2012	Obligations with remaining balances only as of the end of the reporting periods, December 31, 2011 (Mock Conversion) or June 30 through November 30, 2012 (Deployment).
13.	Accrued Expenses (PO Receipt Accruals)	QTP or Manual Entry	<ul style="list-style-type: none"> <li>PO receipts referencing obligations to be accrued will be loaded to Oracle's Purchasing module.</li> <li>Outstanding PO receipts will be loaded to R12 either manually or if there is a large volume, via QTP.</li> <li>Manual open obligation amounts will be increased by the amount accrued against the obligation.</li> <li>Accrued expenses, including payroll accruals that do not reference an obligation will be recorded as part of the GL balances conversion. These accruals will be reversed in the following month via a manual journal in GL.</li> </ul>	Excel	Mock Conversion – February 15-March 31  Deployment – July through December 2012	Accrued expenses as of the end of the reporting periods, December 31, 2011 (Mock Conversion) or June 30 through November 30, 2012 (Deployment).

Ref. #	Data Item	System Update Method	Comments	File Format	Timing	Selection Criteria
14.	Advances To Others (Prepayments)	ARC AP Invoice Interface or Manual Entry	Outstanding prepayments for both those customer agencies using the Oracle Prepayment functionality and those that are not will be loaded to R12 either manually or if there is a large volume, via the ARC AP Invoice interface.	Text Tab Delimited (save Excel template as .txt)	Mock Conversion – February 15-March 31  Deployment – July through December 2012	Remaining balances only as of the end of the reporting periods, December 31, 2011 (Mock Conversion) or June 30 through November 30, 2012 (Deployment).
15.	Accounts Receivable Invoices - Non-Debt Collection	ARC AR Invoice Interface or generated via Projects module	<ul style="list-style-type: none"> <li>Outstanding AR invoices associated with reimbursable customer agreements will be generated in R12 through the Projects module.</li> <li>Outstanding AR invoices not associated with reimbursable customer agreements will be loaded to R12 via the ARC AR Invoice interface.</li> </ul>	Text Tab Delimited (save Excel template as .txt)	Mock Conversion – February 15-March 31  Deployment – July through December 2012	Receivable documents with open balances only as of the end of the reporting periods, December 31, 2011 (Mock Conversion) or June 30 through November 30, 2012 (Deployment).
16.	Accounts Receivable Invoices - Debt Collection (ARG only)	ARC AR Invoice Interface and QTP	<ul style="list-style-type: none"> <li>The majority of collections that ARG receives are against receivables that are written off but not closed out from a debt collection perspective. Therefore \$0 invoices in this status will be converted to R12 (original amount less receipts).</li> <li>After the invoices are converted they will be adjusted to zero using QTP.</li> <li>Converted invoices' debt collection status will be updated via QTP.</li> </ul>	Text Tab Delimited (save Excel template as .txt)	Mock Conversion – February 15-March 31  Deployment – July through December 2012	AR invoices as of the end of the reporting periods, December 31, 2011 (Mock Conversion) or November 30, 2012 (Deployment) that meet the following criteria: <ul style="list-style-type: none"> <li>Invoices with balances &gt; 0; PLUS</li> <li>Invoices with balance = 0, and</li> <li>An invoice status of "Written Off" at any time, and</li> <li>Has not had an invoice status of "Closed Out" at any time</li> </ul>

Ref. #	Data Item	System Update Method	Comments	File Format	Timing	Selection Criteria
17.	Advances From Others	ARC AR Receipt Interface or Manual Entry	<ul style="list-style-type: none"> <li>Outstanding advances will be loaded to R12 either manually or if there is a large volume, via the ARC AR Receipt interface.</li> <li>Outstanding advances associated with reimbursable customer agreements will be matched to the applicable project in R12 after being loaded.</li> </ul>	Flat File (save Excel template as .dat)	Mock Conversion – February 15-March 31  Deployment – July through December 2012	Remaining balances only as of the end of the reporting periods, December 31, 2011 (Mock Conversion) or June 30 through November 30, 2012 (Deployment).
18.	Fixed Assets/ Accountable Property	ARC Fixed Asset Interface	Convert only current property records for expendable property and capital assets. Historical records are not converted (e.g. disposals, retirements, etc.).	Text Tab Delimited (save Excel template as .txt)	Mock Conversion – February 15-March 31  Deployment – July through December 2012	Remaining balances only as of the end of the reporting periods, December 31, 2011 (Mock Conversion) or June 30 through November 30, 2012 (Deployment).
19.	AP Invoices	ARC GL Interface (Mock Conversion Only)	ASD will cut off processing prior to deployment to ensure there will be no unpaid AP invoices to convert to R12. Additional detail will be included in the cutover plan.	Flat File (save Excel template as .txt)	Mock Conversion – February 15-March 31  Deployment – July through December 2012	- For Mock Conversion, any AP invoice balances will be recorded as part of the GL balances conversion. - At Deployment, there are not expected to be any outstanding AP invoices to be converted.

## Glossary of Terms

Term/Concept	Definition
11.5.10.2	The Oracle Federal Financials 11i release that is currently in production at BPD.
AFF	Accounting Flexfield. The code used to identify a general ledger account in Oracle Federal Financials applications. Is comprised of 14 segments; Internal Fund, Budget Fiscal Year, USSGL, Budget Object Class Code, Internal Org Code, Cost Pool Code, Critical Agency Mission-Specific 1, Apportionment Cat B Program Code, Program Code, Credit Cohort Year, Critical Agency Mission-Specific 2, Critical Agency Mission-Specific 3, Future Use 1 and Future Use 2. Sometimes referred to as accounting string.
AP	Accounts Payable
AR	Accounts Receivable
ARC	Administrative Resource Center of the Bureau of Public Debt; provides Accounting, Procurement, Travel, Security, Human Resources, Investment Accounting, and Information Technology services to Federal agencies as a shared services provider.
ASD	Accounting Services Division, the primary Oracle application end users that provide franchise accounting services to external customers.
ASD/APB	Accounts Payable Branch, the organization in ASD tasked with providing IPP (Internet Payment Platform) accounts payable processing for all customer agencies serviced by ASD.
ASD/ASBx	Accounting Services Branches 1 through 6, the organizations in ASD tasked with 1) processing all other financial transactions in Oracle not processed in other ASD branches 2) reconciling and maintaining GL accounts 3) preparing and submitting external reports. Each branch is assigned a specific group of customer agencies.
ASD/ASB 3 Budget	Accounting Services Branch 3 Budget, the staff in ASB 3 tasked with processing budget transactions for all customer agencies serviced by ASD.
ASD/CAB	Central Accounting Branch, the organization in ASD tasked with maintaining supplier data in Oracle and interfacing payroll, purchase card, fleet card and HHS Grants system files to Oracle for all customer agencies.
ASD/FSPB	Financial Systems Projects Branch, the organization in ASD tasked with providing functional assistance and managing ASD's efforts on systems projects.
BTD	Business Technology Division, the organization tasked with support and extension of the Oracle solution.

<b>Term/Concept</b>	<b>Definition</b>
BTD/QCB	Quality Control Branch, the organization in BTD tasked with overseeing the testing, configuration, and security of ARC maintained applications, including but not limited to Oracle e-Business Suite, Prism, Discoverer, and webTA.
BTD/PTSB	Project and Technical Services Branch, the organization in BTD tasked with providing analysis services, project management, and application development to ARC.
Citidirect	A Citibank owned procurement, travel, and fleet credit card system that interfaces expense transactions to Oracle.
Cost-based contract	A type of project in Oracle's Projects module that generates revenue and/or billing activity that is directly related to expenditure items. This type of project is applicable to reimbursable agreements under the Economy Act.
CV Rules	Cross validation rules. These are business rules set up in Oracle Federal Financials to control the combinations of AFF segment values entered by users to only those that are valid.
DFF	Descriptive Flexfield, an Oracle user defined field that allows users to configure the system for desired data capture.
DataLoad	An end-user software tool that will load data into Oracle in an automated fashion.
Discoverer	Oracle's web based reporting tool. Can be used to run reports and create ad-hoc reports from an Oracle database.
Drop Zones	A windows file share environment on ARC servers that interfaces with Oracle on Demand's Linux server. The drop zones allow ARC's Oracle applications to interface various external data files using Oracle's concurrent processes.
EOR	E-Payroll to Oracle, ARC's custom Payroll application which interfaces payroll and personnel data from any of the four E-Payroll providers. Payroll accounting data is transferred from this application to GL and supporting detail records are maintained in this application and are available for reporting via Discoverer.
Event-based contract	A type of project in Oracle's Projects module that records work completed and generates revenue and/or billing activity that is not directly related to any expenditure items. This type of project is applicable to reimbursable agreements not under the Economy Act or those Economy Act reimbursable agreements where costs are not recorded against/linked to the project in Oracle.
Full Service Customer	An accounting customer that does not have direct Oracle system access; relies on ASD for accounting services and uses Discoverer for report output.
FY	Fiscal Year
GL	General Ledger
GovTrip	A Northrup Grumman E-Travel certified system for approving, booking, and accounting for government employee travel. Interfaces purchase and expense transactions to Oracle.

<b>Term/Concept</b>	<b>Definition</b>
HR Connect	A Department of the Treasury system that allows managers to electronically initiate, approve, and track personnel actions and awards, and view all types of personnel data on employees.
HROD	Human Resources Operations Division, the organization tasked with providing human resources services to external franchise customers.
Indirect Project	A type of project in Oracle's Projects module for which you cannot generate revenue or invoices. Used to track costs/expenditures only.
IPP	Internet Payment Platform, the web based system ASD uses to process commercial AP invoices.
JFICS	Judgment Fund Internet Claims System, the system at the Financial Management Service (FMS) that maintains claims that are submitted to the Judgment Fund.
moveLINQ	The system used by TSD/RSB to support all aspects of employee relocation management. Interfaces purchase and expense transactions to Oracle.
NFC	National Finance Center, an E-payroll provider
OOD	Oracle Corporation's Oracle on Demand, the company which hosts ARC's Oracle Federal Financials and PRISM applications.
Operating Unit	A type of organization in Oracle Federal Financials. Used by ARC in its configuration of Oracle to segregate and secure data by customer agency or by component entity within an agency.
Platform Customer	An accounting customer that has direct Oracle system access and does not rely on ASD for accounting services. BTD provides all customer support.
PO	Purchase Order
PRISM	A PProcurement Information System developed by CompuSearch Software, an E-Procurement certified system. Interfaces purchase transactions to Oracle.
QuickTest Professional (QTP)	Software that provides functional and regression test automation for software applications. It supports scripting interfaces and features a graphical user interface.
R12	The Oracle Federal Financials 12 release that is being implemented at BPD.
Transmit Values	The accounting values transmitted to the E-payroll provider from the time and attendance or HR system. Usually an abbreviated or alias code for an Oracle segment value. Transmit values will be set up as a DFF on the applicable AFF segments in R12.
TSD	Travel Services Division, the organization tasked with providing temporary duty travel and employee relocation services to customer agencies.
USSGL	United States Standard General Ledger, as defined in the TFM (Treasury Financial Manual).

<b>Term/Concept</b>	<b>Definition</b>
Web ADI	Oracle's web application desktop integrator, a web based software tool that supports the loading of data to Oracle from an Excel spreadsheet.
webTA	The time and attendance system developed by Kronos and hosted by ARC. Transmits payroll data to NFC (the National Financial Center), an E-payroll provider.
Wright Express (WEX)	A fleet credit card system used by Department of Treasury agencies. ASD extracts files from this system and transforms the data to allow for automated loading of expense transactions to Oracle.