

EXHIBIT G: CONVERSIONS

The CGI Advantage Procurement, Inventory, and Vendor Self Service modules will require certain data to be populated and configured to ensure successful functionality. The City's legacy procurement and inventory system, the Supply Management System (SMS), is the primary source of data for the FMS 2.0 project.

CONVERSION METHODOLOGY

Conversion of data will be performed using one of three conversion methodologies: automated, semi-automated, and manual. The number of records, availability of data, and formatting requirements are all considered when determining which conversion methodology to use for loading a specific target table. Regardless of the conversion methodology selected, interim steps for manual review and data cleansing will be added as necessary to support the City's conversion requirements. Pervasive Data Integrator (PDI) is the tool utilized to programmatically transform source data into the target format for automated and semi-automated conversions. The converted data will be imported into FMS 2.0 by using the CGI Advantage System Maintenance Utility (SMU) to provide the enforcement of system edits, validations, and controls.

- **Automated Conversion** - The automated conversion is one in which the data transformation and data load to the new system can be handled completely by a series of developed programs and scripts.
- **Semi-Automated Conversion** - The semi-automated conversion method is used when the data to be converted may be assembled manually (e.g., entered into an Excel spreadsheet), but the actual loading into the target database is supported by an automated process.
- **Manual Conversion** - The manual conversion method entails entering the data to be converted directly into the online application.

The breakdown of data population methodologies for Procurement and Inventory is as follows:

Total Automated Conversions	14
Total Semi-Automated Conversions	3
Total Manual Configurations	36

DETAILED SYSTEM DESIGNS

Many conversions will require the creation of Detailed System Designs (DSDs) to capture all relevant information and requirements of the conversion. The DSD will record the specifications for the conversion processes, and explain the reasons behind the particular decisions made as

part of the design. Specific integration layout definitions, PDI maps, crosswalks, or excel structures utilized for the conversion object will be developed and documented. Any dependencies such as upcoming Fiscal Year data required or object-specific considerations such as rollover processing required will be documented. The appropriate verification and review method for each conversion will also be determined as part of this effort.

The development of the DSD is a joint effort and will require participation from City staff as well as CGI staff.

There are 14 DSD documents that will be developed during the Build phase:

1. Contract DSD
2. Blanket Purchase Order DSD
3. Contract Purchase Order DSD
4. One-time Purchase Order DSD
5. Receiver DSD
6. Request for Bid DSD
7. Procurement User DSD
8. Procurement Location DSD
9. Commodity DSD
10. Terms and Conditions DSD
11. Vendor DSD
12. Inventory DSD
13. Contracts Budget Structure DSD
14. Service Contracts DSD

ENVISION PHASE ANALYSIS

Based upon the assessment completed during the Envision Phase, a cross-reference has been developed identifying the data stores in SMS (tables, documents, and ledgers), and the associated data stores in CGI Advantage, as well as the method of conversion and DSD requirements. This section is intended to provide a summarized list of the data that will be converted for the Procurement and Inventory implementation. FMS requires that several tables be populated in order to utilize the Procurement and Inventory modules. This data will be divided into the following categories:

- **Open Items** – includes data that is active or open (e.g. remaining balance of a Purchase Order that has not been expended) and will be converted using its' respective FMS document.
- **Reference Data** – includes data that is used for validation during the processing of FMS documents. This data must be converted prior to the processing of any FMS documents.

OPEN ITEMS

SMS Transaction	FMS Document / Table	Conversion Method	DSD Required?	Comments/Notes
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SMS Transaction	FMS Document / Table	Conversion Method	DSD Required?	Comments/Notes
Contracts	Contract (CO)	Automated	Yes – Contract DSD	- Contracts which are open in SMS as of Go-Live will be converted - Blanket Authority and Open Item Reference Catalogs will need to be considered during the conversion of contracts
Blanket Purchase Orders	Blanket Purchase Orders (BPO)	Automated	Yes – Blanket Purchase Order DSD	Blanket Purchase Order (BPO) which are open in SMS as of Go-Live will be converted
Contract Purchase Orders	Contract Purchase Order (CPO)	Automated	Yes – Contract Purchase Order DSD	- Contract Purchase Order (CPO) which are open in SMS as of Go-Live will be converted - CPO documents reference CO documents and will need to be converted after CO documents
One-Time Purchase Orders	One-Time Purchase Orders (OPO)	Automated	Yes – One-time Purchase Order DSD	One-Time Purchase Order (OPO) which are open in SMS as of Go-Live will be converted
Receivers	Receiver (RC)	Automated	Yes – Receiver DSD	- Receivers which are open (no invoice against it) in SMS as of Go-Live will be converted - Receiver documents reference Purchase Orders and need to be converted afterward PO's
Events	Request for Bid (RFB)	Automated	Yes – Request for Bid DSD	Events which are open in SMS as of Go-Live will be converted

SMS Transaction	FMS Document / Table	Conversion Method	DSD Required?	Comments/Notes
Requisitions	N/A	Not Converted	N/A	Requisitions will not be converted from SMS to FMS 2.0. This disposition is dependent upon the assumption of Go-Live taking place at Fiscal Year End. During standard year end processing all requisitions are to be lapsed and therefore conversion will not be necessary. It should be noted that because purchase orders are being converted, they will no longer reference requisitions within FMS 2.0.
Invoices / Vouchers	N/A	Not Converted	N/A	Invoices/Vouchers will not be converted from SMS to FMS 2.0. All invoices/vouchers will be fully processed and closed in SMS prior to cutover.
Responses	N/A	Not Converted	N/A	Responses will not be converted to FMS 2.0. Responses are currently tracked offline and can be entered into FMS 2.0 manually as Solicitation Response (SR) documents.
Bid Tabulation	N/A	Not Converted	N/A	Bid Tabulation will not be converted to FMS 2.0. This process is currently handled offline and can be entered into FMS 2.0 manually as Evaluation (EV) documents.
Performance	N/A	Not	N/A	Performance Evaluations will not be converted to

SMS Transaction	FMS Document / Table	Conversion Method	DSD Required?	Comments/Notes
Evaluations		Converted		FMS 2.0. This process is currently handled offline and can be entered into FMS 2.0 manually as Performance Evaluation (PE) documents.
Inventory	Inventory (INVN)	Automated	Yes – Inventory DSD	- Inventory data such as general information, quantities, pricing, chart of account defaults, and replenishment information will be converted from SMS to FMS 2.0. - If there are corrections needed after the initial conversion, Inventory Adjustment (IA) documents will be created as necessary.
Express Issues	N/A	Not Converted	N/A	There will be no pending Express Issues at Go-Live. Express Issues will not be converted from SMS to FMS 2.0.
Material Stock Requests	N/A	Not Converted	N/A	There will be no pending Material Stock Requests at Go-Live. MSRs will not be converted from SMS to FMS 2.0.
Depletions	N/A	Not Converted	N/A	There will be no pending depletions at Go-Live. No depletion processing will be converted from SMS to FMS 2.0.
Material Return Authorizations	N/A	Not Converted	N/A	There will be no pending Material Return Authorizations (MRAs) at Go-Live. MRAs will not be converted from SMS to FMS 2.0.

SMS Transaction	FMS Document / Table	Conversion Method	DSD Required?	Comments/Notes
Putaways	N/A	Not Converted	N/A	There will be no pending Putaways at Go-Live. No Putaways will be converted from SMS to FMS 2.0.
Adjustments	N/A	Not Converted	N/A	There will be no pending Adjustments at Go-Live. No Adjustments will be converted from SMS to FMS 2.0.

FMS OPEN ITEMS

FMS Transaction	FMS Document / Table	Conversion Method	DSD Required?	Comments/Notes
Contracts Budget (BQ91)	Master Service Agreement (MSA)	Automated	Yes – Contracts Budget Structure DSD	- The FMS Contracts Budget Structure (Budget Structure 91) will be used to establish Master Service Agreements in FMS 2.0. - Contract details from RPT and SRPT also will be taken into account
Encumbrances (GAE, GAENV)	Service Contracts (SC)	Automated	Yes – Service Contracts DSD	Open encumbrance documents in FMS will be used to establish Service Contract documents in FMS 2.0.

REFERENCE DATA

Name	Page	Table	Conversion Method	DSD Required?	Comments / Notes
Procurement User	USER	R_PRCU_USER	Automated	Yes – Procurement	

Name	Page	Table	Conversion Method	DSD Required?	Comments / Notes
				User DSD	
Manager	MANG	R_MGR	Semi-Automated		
Buyer	BUYR	R_BUYR	Semi-Automated		
Buyer Team	WBUYR	R_WRKLD_T EAMS	Manual		
Manager Team	WTEAM	R_WRKLD_T EAMS	Manual		
Procurement Card Administration	PRCUA	R_AP_PRCU _CARD_ADM	N/A		
Location Table (Bill/Ship)	PLOC	R_LOC_TBL	Automated	Yes – Procurement Location DSD	PS_LOCATIO N_TBL and PS_SHIPTO_ TBL may be used as source data
Location	LOC	R_LOC	Manual		
Commodity	COMM	R_COMM_C D	Automated	Yes - Commodity DSD	This includes inventory stock item conversion
Commodity Fixed Asset Threshold	COMMF A	R_COMM_FA _THLD	N/A		

Name	Page	Table	Conversion Method	DSD Required?	Comments / Notes
Commodity Object	COMM OB	R_COMM_O BJ	N/A		
Universal Requestor Control	URCTR L	R_UR_CTRL	Manual		
Free on Board	FRBD	R_FREE_ON _BRD	Manual		
Shipping Method	SHPMETH	R_SHIP_METH	Manual		
Procurement Dollar Range	WRNG	R_PRCU_RNG	Manual		
Complexity	CMPLX	R_PRCU_CMPLX	Manual		
Bond Type	BNDTYP	CVL_BOND_TYP	N/A		
Deposit Type	DPSTYP	CVL_DSP_TYP	Manual		
External Email and Letter Configuration	ELGT	R_EXT_EMAIL_LTRCNF	Manual		
Payment Type	PYMTTYP	CVL_PYMT_ASGN_TYP	Manual		
Termination Type	TRMTYP	CVL_TERM_TYP	Manual		

Name	Page	Table	Conversion Method	DSD Required?	Comments / Notes
Milestones	MLSTN	R_PRCU_MLSTN	Manual		
Tax Type	TAXTYP	R_TAX_TYP_MAINT	Manual		
Tax Profile	TAXPRFL	R_TAX_PRFL_MAINT	Manual		
Unit of Measure	UOM	R_UNIT_MEAS	Manual		
Business Type	BTYP	R_BUS_TYP	Manual		
Service Area	N/A - CVL		Manual		
Terms and Conditions	TRMC	R_TRMS_CNDS	Automated	Yes – Terms and Conditions DSD	PS_COMMENTS_TBL may be used as source of data
Terms and Conditions Template	TRMTM	R_TRMS_CNDS_TMPL	Manual		
Evaluation Criteria	EVL	R_EVAL_CRIT	Manual		
Evaluation Criteria Template	EVLTM	R_EVAL_CRIT_TMPL	Manual		
Vendor Performance Evaluation	PECRIT	R_PE_CRIT	Manual		

Name	Page	Table	Conversion Method	DSD Required?	Comments / Notes
Criteria					
Vendor Performance Evaluation Template	PETMPL	R_PE_TMPL	Manual		
Special Instructions	SPIS	R_SPIS	Manual		
Condition	COND	R_COND	Manual		
Delivery Type	DLVRTYP	CVL_DLVR_TYP	Manual		
Warranty Type	WTYTYP	CVL_WTP_TYP	Manual		
Procurement Type	PRCUTYP	R_PRCU_TYP	Manual		
Parent Vendor Customer	VCUST	R_PNT_VEND_CUST	Automated	Yes – Vendor DSD	Vendor information will be updated via VCM documents
Tin 1099 Info	1099I	R_TIN_1099_INFO	Automated	Yes – Vendor DSD	same note as above
Vendor Contact	VCUST	R_VEND_CN_TAC	Automated	Yes – Vendor DSD	same note as above
Vendor Master Address	VCUST	R_MSTR_AD	Automated	Yes – Vendor DSD	same note as above

Name	Page	Table	Conversion Method	DSD Required?	Comments / Notes
Vendor Business Type	VCUST	R_VEND_BU S_TYP	Automated	Yes – Vendor DSD	same note as above
Vendor Customer	VCUST	R_VEND_CU ST	Automated	Yes – Vendor DSD	same note as above
Vendor Address	VCUST	R_AD	Automated	Yes – Vendor DSD	same note as above
Vendor Certification	VCUST	R_VEND_CE RT	Automated	Yes – Vendor DSD	same note as above
Vendor Commodity	VENDC OMM	R_VEND_CO MM	Automated	Yes – Vendor DSD	same note as above
Contact	CNTAC	R_CNTAC	Automated	Yes – Vendor DSD	same note as above
ABC Classification Parameter	ABCP	R_ABC	Manual		
Adjustment Code	ADJC	R_ADJ	Manual		
Warehouse	WHSE	R_WHSE	Semi-Automated		
Warehouse Group	WHSG	R_WHSE_GP	Manual		
Item Group	ITMG	R_ITMG_PNT	Manual		Potential Stock Item crosswalk depending on 3 byte Suffix

Name	Page	Table	Conversion Method	DSD Required?	Comments / Notes
					decision
Item Group by Child	ITMGC	R_ITMG	Manual		Potential Stock Item crosswalk depending on 3 byte Suffix decision
Return Code	RETC	R_RET	Manual		
Inventory Freeze	INVF	R_INVF	Manual		
Inventory Replenishment	IREP	R_IREP	Manual		Potential Stock Item crosswalk depending on 3 byte Suffix decision

ASSUMPTIONS

The following assumptions related to data conversion apply:

1. Automated conversion activities of open items will take place at cutover; cutover will take place immediately following the fiscal year end processing conducted within SMS. Were conversion to take place at another time, the list of open items for conversion would need to be revisited.
2. The specific business logic requirements used to define "open items" will be defined during within the Detailed System Design document.
3. Necessary document clones for each functional area will be created and are referenced as target conversion documents in this assessment.
4. Because Requisitions will not be converted, any converted Purchase Order (BPO, CPO, and OPO) that referenced a Requisition in SMS will not keep that reference in FMS.
5. Vendor Self Service data is not populated via a conversion process. Baseline batch jobs are executed on a nightly basis to propagate vendor information to VSS. These batch jobs will be utilized to initially populate VSS.