One Washington
Program Blueprint version 2
Appendix Data Conversion

Table of Contents

1.0   Introduction

1.1   Overview of the Conversion Strategy and Approach

The data conversion strategy defines an approach for data conversion from the legacy system(s) into the One Washington ERP system. This document addresses the conversion plan for the implementation of the ERP systems for Finance, Procurement, HR/Payroll and Budget functionality. It also defines the scope of conversion, the methods to be used, and the timeframe(s) over which the conversions are planned to occur.

The conversion scope for Finance, Procurement, Budget and HR/Payroll in this document will be further refined during the design phase of ERP implementation. Any legacy data that is not converted may be available for inquiry purposes only, for a time to be determined by the legacy system owner and state/agency record retention policies and requirements. Decisions will need to be made regarding how much data needs to be converted. While there may be a desire to convert all applicable legacy data, it may not always be the best approach.

Master data is a key part of the data conversion strategy. The strategies mentioned in this document also apply to master data. Detailed information on master data can be found in the 'Master Data Management' section 2.6 of the One Washington Program Blueprint.

1.2   Roles and Responsibilities

Based on the preferred software solution, respective expert resources will be assigned and planned. Section 7.0 outlines the strategy for working with internal and external resources to ensure a successful conversion. Significant support will be required from legacy system technical resources for conversion activities. Continued involvement of subject matter experts (SMEs) will be needed for consultation and reviews throughout the design, development, and testing efforts.

2.0   Document Scope

The primary objectives of the data conversion strategy and approach are listed below and will be described in the following sections:
- Assumptions
- Conversion Methodology
- Data Cleansing Strategy
- Data Conversion Validation and Reconciliation
- Roles and Responsibilities
- Finance and Procurement data conversion scope
- HR/Payroll conversion scope
- Budget data conversion scope

3.0   Assumptions

The table below outlines the major assumptions made in the development of the conversion strategy and approach. These are critical to both the approach and the indicative timeframes in this section. They should be validated during the consultation / review period for this document.

Assumptions
1.   The conversion plan includes three mock conversions for each module per wave.
2.   Agencies will follow best practices for data conversions and extracts from legacy systems to maintain consistency.

Assumptions
3. Configuration data, like workflow and approval data (except for Master Data such as department, location, vendors, customers, chart of account elements, purchasing categories and items), will not be populated via the data conversion process. These tables will be populated by the One Washington program functional teams and will need to be executed prior to converting data.
4. Whenever possible, the ERP solution's recommended conversion program(s) will be leveraged.
5. Prior to implementation and conversion activity, agencies will perform legacy system data clean up, reconciliation and any data extraction required for conversion.
6. When data clean-up requirements and issues are discovered and reported during conversion, all data clean-up activities will be performed by legacy system resources within the legacy systems. These resources will be required to perform one of two possible actions: 1) Clean up the identified data within the legacy database and provide an updated extract with which the process can be repeated. 2) Determine the data quality is of an acceptable level to begin the conversion process.
7. The One Washington program will work with agencies to resolve data content issues.

4.0   Conversion Methodology

In this section, the data conversion methodology is discussed and the key activities to be performed during conversion are defined. Converting data into One Washington's Finance, Procurement, HR/Payroll and Budget systems is a multi-step process.

The steps involved in a typical data conversion process are listed below:
1. **Data Conversion Approach**: Define data conversion approach and identify data that needs to be converted
2. **Data Conversion Design**: Design an automated data conversion program
3. **Data Cleansing**: Begin cleaning the data to ensure it is ready for conversion
4. **Data Conversion Build and Test**:
    a. Build the automated data conversion program
    b. Unit test the automated data conversion program
5. **Mock Conversion**:
    a. Assess the results of the mock conversion and:
        i. Refine the automated data conversion program
        ii. Further clean the data within the legacy system
        iii. Repeat steps above several times or until mock conversions yield results that indicate that the legacy data and the automated data conversion program are ready for final conversion into the production environment
6. **Production Conversion**: Conduct final data conversion in the production environment

Detailed description of major components of these steps is included in sections 4.1 – 4.6.

Figure 4.0.1 below outlines the general steps that are involved from end-to-end during the data conversion process.

Figure 4.0.1: End-to-end data conversion process
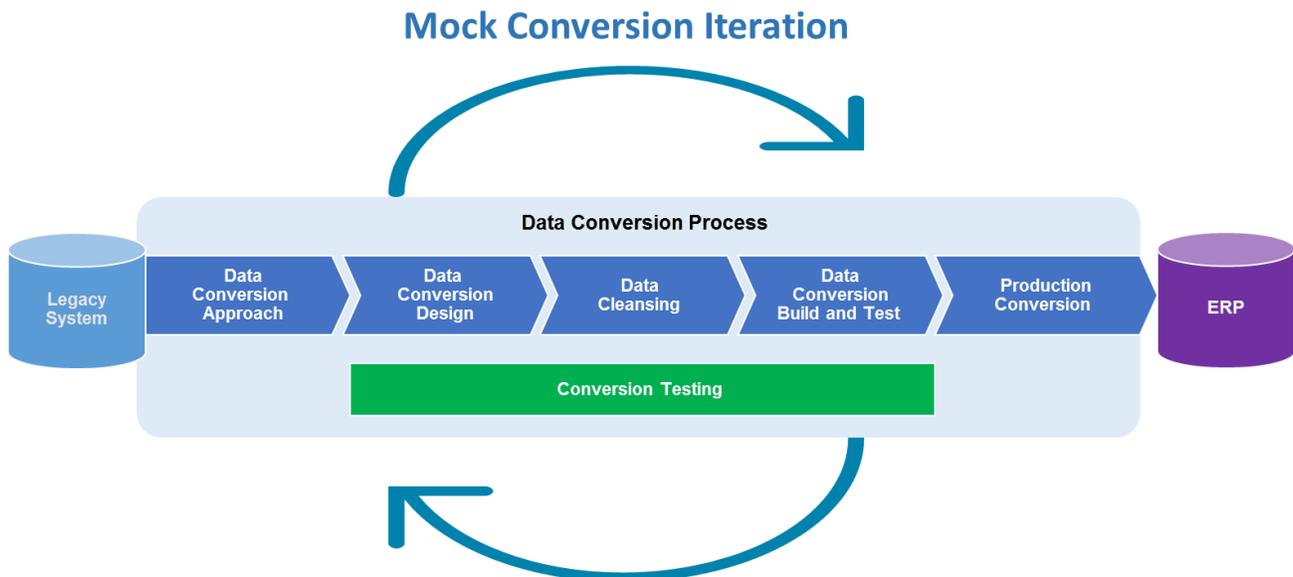
4.1   Data Conversion Approach

Defining the data conversion approach involves establishing conversion strategy and guiding principles that would shape data conversion. It will be used to structure and deliver a successful data conversion from the legacy data sources to the new ERP system. This will be performed within the framework of the project scope, execution environment, resourcing constraints and the implementation schedule.

The conversion approach for One Washington program will include the following activities:
1. Designation of a "business owner" for each legacy system data source
2. Determination of the conversion method for each data source (manual versus automated conversion)
3. Determination of the types of data that need to be converted
4. Discussion regarding criteria and timespan of data to be converted
5. Establishment of conversion rules to govern data that fails validation edits or contains only partial information
6. Determination of the methods for extracting data from source systems
7. Determination of manual steps needed to complete the conversion process
8. Definition of the data cleansing rules, scope, and metrics to measure the data cleansing effort
9. Definition of roles and responsibilities for resources involved in the conversion process
10. Definition of a Data Retention policy for unconverted historical data

Determining Method of Conversion
The conversion method will define how data is converted into the ERP. The methods selected will be driven by the data requirements, conversion complexity, volume and capabilities. Listed below are the three main methods of conversion:

Automated Conversion – An automated conversion involves the creation of batch processing programs within the ERP or externally using middleware to process legacy data extracted from source systems.

Data Template Upload Conversion – Modern ERPs come equipped with a toolset to allow data to be loaded directly into the system via configurable templates.

Manual Conversion – This conversion is best suited for data that are complex, low volume and non-time sensitive in nature. A manual conversion is accomplished by a user or multiple users entering data into the live production system. The timing of this data entry will be driven by the functional requirements for the data. Typically, the legacy system technical staff and business owners may bring data extracts from their current systems to re-input data or actual documents (such as contracts). Roles of agencies for One Washington data conversion will be further defined during this conversion approach phase.

To execute manual conversion, the following considerations must be accounted for in the go-live plan:

- **Resources -** Resource needs are identified during go-live planning. In addition, functional staff may need to be available to provide support to these resources during data entry. Manual conversion resources must also complete any training that may be necessary to execute the conversion.

- **Procedures -** The conversion needs to be scheduled so that manually entered data meets business capabilities and is completed to allow downstream processing, if necessary.

- **Technical Specifications -** The appropriate user IDs, security and infrastructure must be in place. In addition, workstations for users may need to be made available if the conversion will take place in a central location or web access enabled to perform the conversion from a remote location.

Determining types of data for conversion

Data selection involves deciding which and/or how much data to convert. These decisions can greatly enhance the overall speed of the data conversion process and contribute to the cleaning of data before it goes into the new ERP applications.

There are four basic types of data:

Table 4.1.1: Data types

Data Type	Description	Example
Active	Data that is actively used at the time of the conversion, not necessarily dated.	Outstanding receivables, payables, ledger balance for end of fiscal year, Active employees, etc.
Inactive	Data that is not used at the time of the conversion, not necessarily dated.	Inactive Vendors or Customers, etc.
Current	Data that has a recent date in the system. (Recent date is relative to the organization.)	Payables, bills, receivables, journal vouchers, etc. in the current accounting period
Not Current	Data that has been in the system for a long while.	Historical data for prior fiscal year

When making decisions on which data to select for conversion, active and current data are typically considered for conversion. However, the decision to convert inactive and not current data is subject to state agency data retention policy. For example, the HR group has a retention policy to keep data for the lifetime of an employee. Therefore, HR's inactive and not current data will have to be converted. Examining retention policies yield a good basis for deciding which data to convert. Likewise, deciding whether inactive data has the potential to be reused should also be considered. After the decision on which data to convert is finalized, based on the type of data, the conversion volume can be estimated in the current legacy source systems during the data conversion design phase.

Defining Data Retention Strategy for Unconverted Historical Data

There are three basic strategies for retaining unconverted historical data, as listed below:

1. Convert all historical data. Identify the data that does not need to be retained in the ERP and move them to a data warehouse. Ideally, this option is the best because:
   - Having one ERP system govern both the in-use data and non-use data is very convenient
   - Only one system would need to be maintained
   - Data can be easily accessible via the ERP application
   - The data will be consistent

   The drawback is the costly time and effort required for this strategy.

2. Keep the data in the current legacy system and use that legacy system as a data warehouse. Many other state agencies employ this option. The advantage of this option is that the data is readily available in a format and system that many are familiar with. The drawbacks are:
   - It requires maintenance of legacy systems
   - The legacy systems do not provide the same functionality as the ERP
   - Knowledge and expertise of the legacy systems dwindle with time

3. Create a separate data warehouse to store the unconverted legacy data and build custom programs to access the data. This may be considered a hybrid of the two options listed above because data can remain in the same format as it currently exists within the legacy systems, yet remains accessible to the new ERP. The advantages are that, comparatively, little effort is required and all data can be collated and analyzed in one location. The disadvantages are that this strategy requires a lot of data analysis and technical development to create the data warehouse and the data access programs.

A separate work stream will need to be setup by One Washington to evaluate these possible strategies and compare them with the needs of the state.

4.2   Data Conversion Design

One Washington's detailed conversion specification will be defined in two design phases and will be captured in design specification documents. These detailed specifications will include:
- Extraction requirements to indicate which data can be pulled from source systems to be converted into the Finance, Procurement, HR/Payroll, and Budget applications
- Data mapping template and required translations
- Processing rules and load sequences
- Data validation requirements

Functional Design Phase - During the functional design phase, the One Washington program and the legacy system business owners will create functional design specifications which outline each in-scope conversion. The functional design document will capture detailed functional specifications for data extraction, data mapping, and data loading rules. Expected output for this phase will include complete functional design specifications.

Technical Design Phase - During the technical design phase, the One Washington program and the legacy system technical owners will create technical specifications that can be executed by conversion developers and include details such as processing logic, table structures, pseudo-code and identify other custom system objects or modified delivered objects. Expected output for this phase will include complete technical design specifications.

4.2.1   *Design Data Extraction*

Data extraction design defines types and timespan of legacy data to be converted and provides database table level specifications for extraction. The One Washington program and legacy system technical owners will be responsible for designing the methods and tools for extracting data out of legacy systems. After the data extraction criteria is defined, the legacy system business and technical owner will define legacy data fields and tables from which the conversion data will be extracted.

4.2.2   *Design Data Transformation*

Data transformation design defines the business rules that transform data to reflect the data structure in the ERP. Designing data transformation requires knowledge about value translation, business logic, and understanding of both the source and target systems. Four mapping methods are commonly used to match legacy system and ERP data:

1. **Direct Move –** Legacy system fields map directly to an ERP field (reformatting may be required)

2. **Translation Rules –** Legacy system data requires logic or translation rules before moving it into the corresponding ERP field.

3. **Defaulting –** In instances where the ERP requires a data field that is not available in the legacy system, the ERP field will be populated with an appropriate valid value.

4. **Crosswalk Tables –** Where there is a one-to-many or a many-to-one relationship between the legacy system data fields and the ERP data fields, functional team(s) must assist in defining crosswalk tables to be used in the conversion process. Crosswalk tables should be designed and built within the middleware with data provided by the functional team(s). The conversion process should refer to these tables during processing to derive the correct new value.

Where new numbering schemes are being created (e.g. vendor conversion and vendor IDs), the conversion process should create a crosswalk table to map the new ERP item numbers to the legacy system item numbers to assist the functional users after go-live (e.g. old vendor ID and the new vendor ID).

One Washington's data mapping process will be performed during the conversion design phase. The output of the data mapping process will display the mapping of legacy system data structures to the ERP data structures, including the following:
- The identification of ERP tables and fields
- The identification of the data types of each field (e.g., character, number)
- The maximum length of each field
- The identification of the related ERP prompt values
- The default value for the field (if required by ERP)
- Description of field
- The source legacy system
- The source legacy system tables and fields
- The file name for file-based conversions
- The valid values for prompt fields and any other validation rules
- Cross-reference tables: how does each legacy system data element relate to a ERP data element
- Miscellaneous Comments

This data mapping is expected to yield many scenarios for Legacy/ERP data alignment:

- One Legacy Element to One ERP Element (no issue)
- Zero Legacy Elements to One or Many Required ERP Elements (potential issue)
- One Legacy Element to Zero ERP Elements (potential issue)
- Many Legacy Elements to One ERP Element (potential issue)
- One Legacy Element to Many ERP Elements (potential issue)

Potential strategies for accommodating each of the potential issues noted above are explained below. Additionally, other issues related to the data mapping process are also explained.

Potential issue #1: ERP required data element does not exist in the legacy system (zero legacy elements to one or many required ERP elements) – There are scenarios where the ERP requires a specific data element that does not exist within legacy systems. In these scenarios, the technical team should collaborate with the functional team(s) to determine the appropriate value to be inserted into the data field.

Potential issue #2: Legacy system required data element does not exist in the ERP (one legacy element to zero ERP element) – Sometimes data elements are tracked in the legacy system but do not exist in the ERP. In these scenarios, business decisions need to be made by the functional team(s) as to whether the data element needs to continue to be tracked in the ERP system. If it is decided that the element is required for conversion, then the technical team should discuss with the functional team(s) to determine whether the data element will be mapped to an alternate field or if customizations are needed for the legacy element to be mapped accordingly in ERP system (if the ERP allows customizations).

Potential issue #3: Many legacy elements map to a single ERP element (many legacy elements to one ERP element) – In the scenarios where multiple legacy data elements map to a single data element in the ERP, the technical team should work with the functional team(s) to determine the appropriate concatenation / translation rules to apply to the conversion.

Potential issue #4: Many ERP elements map to a single legacy element (one legacy element to many ERP elements) – Where a single legacy data element is converted into multiple ERP fields, the conversion program should be structured to handle the appropriate processing based on input from the functional team(s).

In addition to the potential issues described above, there may be scenarios where similar data elements may exist in multiple systems and all may need to be converted into the ERP. This creates a challenge when determining the authoritative source (or System of Record) of data in case of duplicate values. In these scenarios, it is advised that the functional team seeks inputs from both the state functional team(s) and legacy system representatives to arrive at a solution.

4.2.3 *Design Data Load*
Data load design defines validation rules and processing logic for loading data into the ERP. The conversion design specification includes technical validations and business validations on data extracted and transformed from legacy systems.

Validation rules include:
- Technical Validations (example: character value in numeric value field)
- Business Validations (example: dollar amounts are rounded to 2 decimal places)
- Data Dependency Validations (example: vendor conversion is completed prior to those vendors' purchase orders)

A combination of the methods listed in Table 4.2.1 will be used for One Washington's data conversion. Conversion design specifications will define how each of these methods will be used to load converted data into the new ERP.

Table 4.2.1: Details of tools and methods to convert data

Method	Description	Features	When to Use
Custom Data Conversion Programs Utilizing Middleware or ERP Capabilities	A custom Data Conversion program to load data from legacy system extract files into staging and ERP tables.	• Apply validation edits to the data in source system extract files • Generate counts for records loaded successfully and records rejected • Capture and report redundant and inconsistent data • Ability to code complex translation rules or merge files • Ability to pinpoint errors and their causes	• Loading conversion files into staging tables • Merging / translating / loading large volume of data with medium complexity and/or high volume
Delivered Processes	ERP delivered processes to load data.	• No or minimal coding required • Minimal program testing required • Defined process • Applies standard data entry validation rules	• Whenever a delivered program exists and meets requirements
SQL	Custom SQL scripts to manipulate data.	• Standard language	• Ad-hoc updates when appropriate

4.3   Data Cleansing

Data Cleansing is an iterative process of altering legacy system data to ensure it is of the highest quality prior to extraction. It is vitally important that all cleansing activities are performed by the assigned dates to avoid loading of poor quality data into the ERP. Throughout this process, legacy data should be reviewed and cleaned in the source systems prior to the extract step of the conversion process. Data cleansing should begin prior to the first mock conversion and will continue through mock conversions until the final production data conversion.

Described below are the two categories of data cleansing:

• **Required -** These are data elements which must be cleansed so that the state's Finance, Procurement, HR/Payroll and Budget system(s) function without errors. For example, certain fields within the ERP database are required for the system to function. If records within the legacy system data set do not specify values for these fields, a data cleansing solution will be required for the ERP to function properly.

• **Recommended -** In addition to the required data cleansing tasks, there are other tasks that are highly recommended prior to conversion. These tasks help confirm that the state's Finance, Procurement, HR/Payroll and Budget system(s) go live with the most accurate data possible. An example of a recommended cleansing task is cleansing of the existing data for format consistency (e.g. case correction for names, phone numbers matching XXX-XXX-XXXX format and address corrections).

The options for dealing with the unclean data include:
- Altering the data in the legacy system, either by using a program or manually, prior to executing the conversion process. This is the preferred option for One Washington.
- Addressing the issue in the extract or load translation rules. This should only be done where the nature of the agency data and data definition is incompatible with inputs required by the ERP.
- Converting the data and resolving the issue in the ERP. This should only be done when it is absolutely necessary and there is a clear cost/benefit advantage. A permission from One Washington program leadership must be required to use this process.

The data should be cleaned in the source systems whenever possible. However, it must be noted here that there may be data cleansing issues raised during the production conversions that were not identified during the mock conversion phase. These could be due to last minute changes were made to data in the legacy systems that were not incorporated in a prior mock conversion or where data was converted with the expectation that some manual clean-up would be required.

Common data cleansing issues that may arise and would need to be resolved include:
- Correcting inaccurate data (e.g. date is out of range)
- Merging / deleting duplicate records
- Ensuring the presence of necessary parent records or other missing records
- Correcting references to non-existent codes
- Eliminating nonsensical data
- Identifying required data where legacy data sets are incomplete

One Washington's process for identifying all data cleansing criteria will be a collaborative task performed by all teams. The execution of the data cleansing tasks will be the responsibility of the legacy system technical staff and business owners with support and guidance from the One Washington program.

One Washington will use the following process for the communication and resolution of data quality issues throughout the data cleansing activities.

1. One Washington will work with the strategic partner and state agencies to identify data cleansing opportunities throughout the project via routine data validation and conversion testing activities. Data cleansing will start during the design phase and continue through the final conversion cutover.

2. One Washington's functional team will manage and maintain a data-cleansing log. The intent of the data cleansing log is to:
   - Provide a detailed summary of data cleansing items
   - Maintain estimated / actual counts of records affected and track progress
   - Identify who is responsible to resolve data cleansing issues and when
   - Drive weekly reviews with business owners responsible for cleansing legacy data

3. One Washington's functional team will work with functional and technical project team members, and key stakeholders to determine "how" and "when" to address data cleansing issues:

   How to Address:

   Manual (key-in solution by hand) is a good choice for:

   - Small volumes
   - Source documents might need to be reviewed to determine correct action
   - Very complex decision-making process

Automated (write code) is a good choice for:

- Large volumes
- Code-able decision-making rules

When to Fix:

Before conversion is a good choice when:

- There are available legacy resources
- There is sufficient lead-time
- The fix poses no significant risk to day-to-day legacy business

Note: this option can reduce complexity of conversion programs because legacy data is cleaner when converted.

During conversion is a good choice when:

- Automated - conversion programs can readily handle the data cleansing resolution
- Manual - critical "backbone data" must be right and cannot be reliably automated

Immediately after conversion is a good choice when:

- Conversion execution can proceed without fixing data point
- Critical converted data needs to be fixed in the ERP before "Go Live"

Sometime after conversion is a good choice when:

- "Go Live" can proceed without fixing data point
- No urgency to fix converted data in the ERP

4.4   Data Conversion Build and Test

During One Washington's data conversion build phase, conversion developers will build the conversion programs based on the technical design specifications. One Washington's conversion programs will contain codes that execute data extract, transformation and load processing logics. Crosswalk tables that are needed for data transformation will also be built during this phase.

One Washington's unit testing will be performed to test each procedure in the conversion programs that has more than one possible outcome, including error processing. It will verify that each conversion program satisfies test conditions and expected results according to the design specifications.

4.5   Mock Conversion

Mock conversions are trial runs that will allow the One Washington functional team to test the conversion processes and assess the progress of the data clean-up efforts. This iterative process will provide an opportunity to verify converted data so that any necessary adjustments can be made to the conversion processes prior to the final production conversion. In addition, mock conversions allow more accurate assessment of the actual time necessary for One Washington's final conversion into the production environment. The goal of the mock conversions is to make the final production conversion as smooth as possible. Additionally, the mock conversions enable continuous improvement of the quality of the converted data.

Detailed activities for One Washington's mock conversion plan will be defined during the final production conversion. This plan will then be tested during mock conversions to verify its accuracy and completeness. The plan will include necessary steps to execute the conversion, as well as the scripts that should be executed to verify the automated data conversion system.

The Program's mock conversions will be executed in a production-like environment. Prior to each mock conversion, a 'gold copy' configuration including the latest crosswalk tables will be migrated into this simulated production environment.

The One Washington functional team will receive guidance from the strategic partner and state functional and technical teams during the mock conversions to run delivered ERP processes to perform online data validation of converted data and to review conversion reports to assess the quality of converted data.

For manual conversions using Excel templates, legacy system technical staff and business owners will need to extract relevant data using existing reports, queries, or paper documentation. In the event they are unable to do so, legacy system and business owners will be required to create new reports or queries to extract the relevant data.

One Washington's mock conversions will follow the steps below:

1. **Extract Data -** During the extraction stage, legacy system technical staff and business owners will execute their data extract procedures. Data extract should conform to the legacy data criteria defined in design specifications.

2. **Transfer and Execute Data Conversion -** The extracted data will be formatted in the defined method for the load and transferred to the functional team. The technical team will stage the data in the appropriate locations and execute the conversion processes. Reports for validation and reconciliation will be run after the execution of the conversion processes.

3. **Validate Converted Data -** After the conversion processes are executed, the data validation procedures for the conversions will be run. The procedures will include running validation and reconciliation reports, SQL queries, online transactions or other required validations. The results of the validation procedures will be compiled and identified exceptions will be documented. Legacy system technical staff and business owners will be provided feedback on the results of the conversion. This feedback will include reports and data cleansing recommendations. For exceptions resulting from system issues, critical conversion defects will be created, tracked and resolved prior to the next round of conversion testing.

One Washington will have three planned mock conversions for each phase for Finance and Procurement (i.e. nine in total) and three planned mock conversions for HR/Payroll and Budget.

Entry and exit criteria are items that signify when an iteration of testing can begin and when it can be considered complete. In some cases, entry criteria for the current iteration of testing can coincide with the exit criteria of a previous iteration. The detailed entry and exit criteria should be outlined before the mock conversion test results deliverable for each of the planned mock conversions is complete.

4.5.1   *Mock Conversion Data Transfer*
For One Washington's file-based conversions, one or multiple flat files or XML files will be created that will contain the specified data to be converted from the legacy systems. File Transfer Protocol over Secure Shell (SFTP) processes will be the Program's standard method to transport data from the legacy systems to a secure landing area where the new ERP can access it. Confidential and sensitive data will follow the State of Washington's data protection standards for transmission and storage.

4.5.2   *Mock Conversion Data Validation and Reconciliation*
A major factor in a successful conversion is the resolution of conversion errors, as well as the validation and reconciliation of converted data. Several types of errors may occur during the conversion process. Different

validation methods exist to identify and resolve errors. The following table highlights the various types of errors and actions required to resolve them.

Table 4.5.1: Different types of errors and actions

Type of Error	Action Required	Responsible
Data is valid - value or condition was not identified during design	Modify conversion script or mapping	Functional Team (One WA)
Data is valid - value or condition is incorrect on unit test script or data integrity script	Modify unit test script or data integrity script	Functional Team (One WA)
Data is not valid - error occurred on data entry into the legacy system	Correct data on legacy system	Partner and state

Data integrity testing verifies that no front-end ERP rules were violated during conversion execution. For example, the One Washington functional team will verify that no parent-child relationships were violated during conversion (e.g. vendor data (parent) is moved before purchase order data (child) because purchase orders are dependent on the vendor data). Any discrepancies found will be logged and communicated to the appropriate party for resolution. Programs and/or custom SQL scripts should be used to validate the integrity of converted data. These scripts and programs mimic the front-end ERP rules to verify that the converted data is valid and usable in the new system.

The One Washington functional team will also create data reconciliation reports to compare the data extracted from the legacy systems to the data loaded into the ERP. These reports will reconcile the information loaded into the ERP at a macro level.

In addition, functional team resources (strategic partner and state) will perform online data validation on individual converted items. This validation will occur during the mock conversion process and will be used as an exit criteria for moving on to the next phase of the conversion. Additional testing will be carried out during the system test cycles using converted data to verify that data can be processed successfully by the new ERP system.

Validation Tools
Conversion programs provide automated output reports and log files which will be designed to provide processing results to validate the conversion, including transaction processing and control totals. In addition, these reports provide error reporting on data and feedback to the source systems owners for data cleansing activities. SQL queries and delivered ERP reports can be used as a validation tool as well.

Online data verification and visual inspection of converted data is an additional layer of quality control that decreases the likelihood of systematic errors introduced or overlooked by automated audit mechanisms.

The completion of delivered ERP business processes is a third data validation tool. This has the benefit of validating both converted data as well as configuration data. In addition, it ensures that both types of data are present, in the proper format and are populated correctly. An example of this process validation would be completing the entire purchasing process, from requisition to payment. As each step of this process is completed, the appropriate delivered reports should be run to review that the transactions have executed as expected.

4.6   Production Conversion
Prior to entering production conversion, a series of production readiness validation tasks must be completed to assess the results of the mock conversions. To confirm the readiness for production conversion, the One Washington team

will develop a checklist to verify that these production-readiness items are complete and that production conversion can begin. At a minimum, the production readiness checklist should include the following:

- Verification that the legacy data clean-up has reached an acceptable level
- Verification that the conversion programs are all working correctly
- Verification that the appropriate configuration data has been loaded

After completion of the final mock conversion cycle and once the final project go/no-go decision has been made, the production conversion activities will be executed.

5.0 Roles and Responsibilities

This section details the responsibilities of key groups involved in the conversion effort.

The One Washington program and the strategic partner along with functional (business) and technical resources from state agencies will be responsible for the design, build, testing and deployment of the conversion of data from legacy systems to the ERP system.

Below are some of the key roles and areas of responsibilities:

Table 5.1: Conversion Roles and Responsibilities

Role	Responsibilities
Functional Team (One Washington)	• Functional and technical designs of the conversions into the ERP system. • Define the file layouts and will be responsible for the loading and testing of the data in the ERP system. • Identify data elements that require data cleansing and provide that information to the legacy system and business owners. • Create a Move to Production Readiness checklist.
Functional Team (agencies)	• Functional and technical designs of the conversions into the ERP system. • Define the file layouts and will be responsible for the loading and testing of the data in the ERP system. • Identify data elements that require data cleansing and provide that information to the legacy system and business owners. • Create a Move to Production Readiness checklist.
Technical Team (agencies)	• Producing data extract files and any design documents associated with the extract effort. • Responsible for any data cleanup activities required in the legacy system.

6.0 Finance and Procurement Conversion Scope

The One Washington program will implement the ERP finance and procurement modules.

The list of modules below is not exhaustive, and the modules to be implemented may change based on the scope defined and finalized during the design phase of the program.

6.1   General Ledger Financial Management Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington implementation for General Ledger are defined below:

Table 8.1: General Ledger Definition

Item	Source / Type	Criteria
General Ledger Balances: Conversion of ledger balances and transactions from Legacy into the General Ledger module.	Source: AFRS Warehouse TRAINS Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • ERP finance will require the conversion of ledger balances and transactions from the legacy system into the ERP General Ledger module. The legacy systems are the source system for conversion of ledger balances and transactions and Fiscal Year expenditures. • For Actual Operating Ledger beginning balance for Fiscal Year 20XX: Actual Operating ledger data for Fiscal Year 20XX, Period 0 will be extracted from the legacy system (data will be summarized by Fund, Account and other Chart of Account fields) and used to create new journal entries in ERP for Fiscal Year 20XX, Period (TBD). The beginning balance for Fiscal Year 20XX, Period (TBD) will be created as a result of editing and posting these journal entries and closing Fiscal Year 20XX. • For ACTUALS and CAFR Ledger journals for fiscal year 20XX: Posted actuals and CAFR ledger journal entries for Fiscal Year 20XX will be extracted from the legacy system and converted into ERP (Actuals journal data will be summarized by day as part of data extraction from the legacy system). The beginning balance for fiscal year 20XX, period (TBD) will be created as result of editing and posting fiscal year 20XX converted journal entries and closing fiscal year 20XX. • For Actuals Ledger control cash balances for fiscal year 20XX: The converted Actuals ledger cash balances for fiscal year 20XX in ERP will be used to create a new budget journal entry in ERP. • For fiscal year 20XX Project Expenditures: Posted project expenditures journal entries for fiscal year 20XX will be extracted from the legacy system and converted into ERP. These journals will be edited, budget checked and posted and become part of the beginning balance for fiscal year 20XX, period (TBD) closing fiscal year 20XX.
General Ledger Journals: Conversion of budget journal entries from Legacy into the ERP GL commitment control journal tables.	Source: AFRS TALS Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • All appropriations and allotment budgets • All budget journal entries for the specified budget biennium. • Budgets required for conversion include Appropriation, Project, Operational, and Revenue Estimates.

6.2 Accounts Payable Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington implementation for Accounts Payables are defined below:

Table 8.2: Account Payables Definition

Item	Source / Type	Criteria
Year to Date (YTD) Vendor Payment Summary (for 1099s) Conversion of 1099 reportable transactions from the legacy system into ERP to enable 1099 reporting with IRS for vendors at the end of each tax year.	Source: AFRS Warehouse Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Convert only the 1099 reportable transactions from the legacy system. • Convert only prior year 1099 information if required to report out of ERP. Recommended to produce year-end 1099s out of the legacy system and start fresh in the new ERP system.
Vendor Master Records - Active suppliers with activity in the last 16 months Conversion of legacy vendor information into the ERP Vendor tables to support business processes in the Accounts Payable and Purchasing modules.	Source: Webs AFRS Other Agency Systems (like ACES and NGTS) Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • The vendor data from the legacy system will include procurement vendors and non-procurement vendors. This conversion is done by loading the legacy system data in Vendor Staging tables in ERP.

6.3 Accounts Receivable Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington implementation for Accounts Receivables are defined below:

Table 8.3: Accounts Receivables Definition

Item	Source / Type	Criteria
Open Accounts Receivable and Items (including Credit Balances): Conversion of open receivables from the legacy system to ERP.	Source: Solomon Other Agency Systems Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Conversion of all open receivables (Items) from the legacy system into ERP AR. • Only open items, credit and debit, will be converted and will contain the current balance and original item date(s). • Disputed items will be converted with their original dispute status.

Item	Source / Type	Criteria
		• Uncollectable items (write offs); items will be converted and will contain a zero-current balance and original item date(s).

Customer Master Records – Active customers with activity in the last 16 months
 	
Conversion of customers from the legacy system into ERP.
	Source:
	Solomon
	Other Agency Systems
	
	Type:
	Automated
		The following criteria may change based on the scope defined and finalized during the design phase of the project.
		
		• Conversion and load customer data from the legacy system to the ERP AR module.
		• All active customer records.
		• All customers with open receivables regardless of their status.
		• All customers associated to the following converted records regardless of their status.
		   o Projects
		   o Agreements (contracts)
		   o Grants
		   o Write offs

6.4   Asset Management Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington implementation for Asset Management are defined below:

Table 8.4: Accounts Receivables Definition

Item	Source / Type	Criteria

Fixed Assets
 	
Conversion of active assets from legacy system.
	Source:
	CAMS
	Other Agency Systems
	
	Type:
	Automated / Manual
		The following criteria may change based on the scope defined and finalized during the design phase of the project.
		
		• Conversion of Depreciation.
		   o Convert historical Asset Depreciation
		   o Historical depreciation values and allow System to calculate post-conversion
		• Conversion of Fully Depreciated Assets.
		   o Convert full Asset information
		   o Convert Asset to Accounting system for Asset reporting purposes only with accumulated depreciation
		• Revaluation of Assets
		   o Revaluation of Assets should be completed prior to conversion

6.5   Cash Management Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington program implementation for Cash Management are defined below:

Table 8.5: Cash Management Definition

Item	Source / Type	Criteria
Conversion from the legacy system into the Cash Management module.	Source: TM$ Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Fund balances for each of the agencies that participate as well as summary level totals.

6.6 Project Costing Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington implementation for Project Costing are defined below:

Table 8.6: Project Costing Definition

Item	Source / Type	Criteria
Open/Active Projects and Expenditures Closed Projects with open funding sources (i.e. bonds) Conversion of project data from the legacy system into the Project Costing module. The project data includes the conversion of project/activity combinations and associated life to date project expenditure amounts.	Source: AFRS Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Project/activity combinations which fit the following criteria: o All Active and Inactive projects with or without expenditures/budgets. o Related to converted agreements, regardless of status.
Project Life to Date Billed Amounts Conversion of project life to date (LTD) billed amounts from the legacy system into Project Costing.	Source: AFRS Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Spent Amounts

6.7 Contracts Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington implementation for Contracts are defined below:

Table 8.7: Contract Definition

Item	Source / Type	Criteria
Open Customer Contracts/Agreements Customer Contracts (aka agreements) will be used to represent an agreement between the state and the customer that they are billing, which could be a federal agency, a local government, company or	Source: ECMS PCMS Other Agency Systems (like ACD) SSCD Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Convert all active agreements, all agreements related to converted projects regardless of status. • Convert only open/active, terms within retention period, and evergreen customer contracts.

Item	Source / Type	Criteria
individual. The Customer Contracts module is an integration point between Project Costing and Billing, which allows costs or labor incurred on a project to be billed through an automated process. ERP will require conversion of all active agreements or agreements related to active projects from the legacy system to the ERP Customer Contracts module in order for the state to continue the billing related to agreements.		

6.8   Grants Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington implementation for Grants are defined below:

Table 8.8: Grant Definition

Item	Source / Type	Criteria
Open/Active Grants Conversion of open active grants from legacy system into ERP Grants Management. Load expenditure and revenue balances for active grants from legacy system to ERP.	Source: Other Agency Systems Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Convert only open/active grants.

6.9   Facilities Management Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington implementation for Facilities Management are defined below:

Table 8.9: Facilities Management Definition

Item	Source / Type	Criteria
Conversion of Ownership and Leases to the Facilities module.	Source: FPMT Other Agency Systems Type: Automated / Manual	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Conversion of active lease data into ERP Facilities • Conversion of owned property data

6.10   Commitment Control Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington implementation for Billing are defined below:

Table 8.10: Billing Definition

Item	Source / Type	Criteria
Conversion of budget balances (commitment control). Operating budgets, chart fields and amounts (journal entry).	Source: TALS AFRS Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Budget entries only

6.11   Procurement Purchase Order Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington implementation for Procurement Purchase Orders are defined below:

Table 8.11: Procurement Purchase Orders Definition

Item	Source / Type	Criteria
Purchase Orders Conversion of procurement purchase orders from the legacy system into ERP Purchasing.	Source: E Plus Other Agency Systems Type: Automated / Manual	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Convert and load open, cancelled, and completed (within retention period) purchase order (PO) data from Legacy to the ERP system that satisfies the following criteria: o PO with a remaining balance and have a received status. o PO that have been dispatched and are in a valid budget status. o PO lines with outstanding balance that is, quantity ordered > quantity received.

6.12   Procurement Requisition Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington implementation for Procurement Purchase Orders are defined below:

Table 8.12: Procurement Requisition Definition

Item	Source / Type	Criteria
Requisition Conversion of procurement requisitions from the legacy system into ERP Purchasing.	Source: E Plus Other Agency Systems Type: Automated / Manual	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Convert and load open, cancelled, and completed (within retention period) requisition data from Legacy to the ERP system that satisfies the necessary criteria.

6.13   Procurement Contracts Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington implementation for Procurement Contracts are defined below:

Table 8.13: Procurement Contracts Definition

Item	Source / Type	Criteria

Open Purchasing Contracts
 	
Conversion of procurement contracts from the legacy system into ERP Purchasing.
	Source:
	ECMS
	PCMS
	Other Agency Systems (like ACD)
	SSCD
	
	Type:
	Automated
		The following criteria may change based on the scope defined and finalized during the design phase of the project.
		
		• Data will be extracted from Legacy that satisfies the following criteria:
		  o Contracts that are approved and with 'Active' status.
		  o Future dated contracts regardless of their status.
		  o Contracts related to converted purchase orders, regardless of status, will be converted.
		  o Contracts related to outstanding commitments will be converted with the unreleased balances.
		  o All lines of contract are converted.
		  o Ended Contracts within the retention policy
		  o "Evergreen" Contracts

6.14 Procurement Asset/Inventory Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington implementation for Procurement Inventory are defined below:

Table 8.14: Procurement Inventory Definition

Item	Source / Type	Criteria
Asset/Inventory Items Conversion of asset/inventory items	Source: PCMS? Wistrack Asset Management Triwega Cars Mainsaver Other Agency Systems Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Convert and load active items where used within the last year on a Requisition, PO, Voucher, or within Inventory with a balance data from Legacy to ERP.

7.0 HR/Payroll Conversion Scope

The One Washington Program will implement the ERP HR/Payroll and Budget applications.

The list of modules above are not exhaustive and the modules to be implemented may change based on the scope defined and finalized during the next phase of the project.

7.1   HR Core Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington implementation for HR Core are defined below:

Table 9.1: HR Core Definition

Item	Source / Type	Criteria

Personal Bio/Demographical Information
 	
Conversion of personal data from the legacy system into the Human Resources module.
	Source: HRMS
	
	Type: Automated
		The following criteria may change based on the scope defined and finalized during the design phase of the project.
		
		• Personal data includes the conversion of employee name, emergency contact, and address, phone, email, biographical data (gender, marital status, and education), identification data, Visa and citizenship.
		  o All active employees at the time of conversion will be included in the legacy system data extract.
		  o Employees that have terminated within the retention policy will also be converted.

Current Employee Job Data
 	
Conversion of job data from the legacy system into the Human Resources module.
	Source: HRMS
	
	Type: Automated
		The following criteria may change based on the scope defined and finalized during the design phase of the project.
		
		• Job data includes the conversion of work location, job, payroll/salary and compensation.
		  o All active employees at the time of conversion will be included in the legacy system data extract.
		  o Employees that have terminated within the retention policy will also be converted.

Current Position Data record and Position Control Data
 	
Conversion of position data and position control data from the legacy system into the ERP Human Resources module.
	Source: HRMS
	
	Type: Automated
		The following criteria may change based on the scope defined and finalized during the design phase of the project.
		
		• Position data includes the conversion of position, incumbents and report to (supervisors).
		  o All active employees at the time of conversion will be included in the legacy system data extract.
		  o Employees that have terminated within the retention policy will also be converted.

Item	Source / Type	Criteria

Compensation
 	
Conversion of employee compensation data from the legacy system into the ERP Human Resources module.
	Source:
	CCJobs
	
	Type:
	Automated
		The following criteria may change based on the scope defined and finalized during the design phase of the project.
		
		• Position data includes the conversion of position, incumbents and report to (supervisors).
		  o All active employees at the time of conversion will be included in the legacy system data extract.
		  o Employees that have terminated within the retention policy will also be converted.

7.2   Benefits Administration Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington implementation for Benefits Administration are defined below:

Table 9.2: Benefits Administration Definition

Item	Source / Type	Criteria
Current Leave Accrual Balances Conversion of leave accruals data from the legacy system into the Benefits Administration module.	Source: HRMS Leave Tool Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Conversion of leave plans, benefits participation and leave accrual balances of the employees who are active, on leave, or terminated within 12 months prior to the deployment date.
Current Benefit Plan – Health Enrollment Conversion of health benefits data from the legacy system into the Benefits Administration module.	Source: HRMS PAY1 Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Conversion of health plans, benefits participation, and health benefit dependents of employees who are active, on leave, or terminated.

Item	Source / Type	Criteria
Current Benefit Plan – Life Enrollment Conversion of life benefits data from the legacy system into the Benefits Administration module.	Source: HRMS PAY1 Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Conversion of life plans, benefits participation and life benefit dependents of the employees. Life plans may include Basic Life, Supplemental Life, Basic AD&D, Life and AD&D, Dependent AD&D, Dependent Life, Survivor Income, Voluntary AD&D, and Supplemental Dependent Life.
Current Benefit Plan – Pension Enrollment Conversion of pension benefits data from the legacy system into the Benefits Administration module.	Source: HRMS DRS Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Conversion of pension plans, benefits participation and dependent beneficiaries of the employees.
Dependents/Beneficiaries for current enrollments Conversion of Dependents/Beneficiaries for current enrollments.	Source: HRMS PAY1 Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Dependents/Beneficiaries data for all benefit eligible employees who are active, on leave, or terminated within the last 12 months will be converted.

Current Flexible Spending Account (FSA) enrollment
 	
Conversion of current Flexible Spending Account (FSA) enrollment
	Source:
	HRMS
	PAY1
	
	Type:
	Automated
		The following criteria may change based on the scope defined and finalized during the design phase of the project.
		
		• Benefits data for all benefit eligible employees who are active, on leave, or terminated within the last 12 months will be converted.
		  o Old plan data from the previous calendar year will be converted.
		  o Convert only the current rows of benefit information.
		  o Benefit information is available for employees, contingent workers and person of interest.
		  o All applicable benefit programs, plan types, benefit plans, rates, calc. rules, event rules, event classes, eligibility rules, corresponding deduction codes,

Item	Source / Type	Criteria
		and vendors must be set up prior to converting the benefits enrollment data.
Current Family and Medical Leave Act (FMLA) cases and related balances Conversion of current Family and Medical Leave Act (FMLA) cases and related balances.	Source: HRMS PAY1 Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • FMLA data for all benefit eligible employees who are active, on leave, or terminated within the last 12 months will be converted.

7.3   Talent Acquisition Management / Candidate Gateway Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington implementation for Talent Acquisition Management are defined below:

Table 9.3: Talent Acquisition Management Definition

Item	Source / Type	Criteria
Active Applicants associated with open job postings Conversion of active applicants associated with open job postings	Source: Neo-Gov Other Agency Systems Type: Automatic	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Active Applicants associated with open job postings
Open Job Postings Conversion of open job postings	Source: Type:	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Conversion of open job postings

7.4   Absence Management Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington implementation for Absence Management are defined below:

Table 9.4: Absence Management Definition

Item	Source / Type	Criteria
Current Leave Balances Conversion of leave data from the legacy system into the Absence Management module.	Source: HRMS Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Conversion of leave plans, benefits participation and leave balances of the employees who are active, on leave, or terminated within 12 months prior to the deployment date.

7.5   Enterprise Learning Management Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington program implementation for Enterprise Learning Management are defined below:

Table 9.5: Enterprise Learning Management Definition

Item	Source / Type	Criteria
Active/Current Learning Courses Conversion of active/current learning courses	Source: Maestro Type: Automatic	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Conversion of active/current learning courses
Active/Current Learning Activities Conversion of active/current learning activities	Source: Maestro Type: Automatic	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Conversion of active/current learning activities
Active/Current Learning Components Conversion of active/current learning components	Source: Maestro Type: Automatic	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Conversion of active/current learning components
Enrollment History (Prior calendar year, and current year only) Conversion of enrollment history (prior calendar year, and current year only)	Source: Maestro Type: Automatic	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Conversion of enrollment history (prior calendar year, and current year only)
Current Programs/Curriculums Conversion of current programs/curriculums	Source: Maestro Type: Automatic	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Conversion of current programs/curriculums
Program History (Prior calendar year, and current year only) Conversion of program history (prior calendar year, and current year only)	Source: Maestro Type: Automatic	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Conversion of program history (prior calendar year, and current year only)

7.6   Payroll Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington implementation for Payroll are defined below:

Table 9.6: Payroll Definition

Item	Source / Type	Criteria
Current General Deduction Conversion of General Deduction data from the legacy system into the ERP Payroll module.	Source: HRMS Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • All non-terminated General Deduction data used since month of the year of conversion will be converted into the ERP Payroll module o The effective date of the General Deduction will determine whether it is a valid deduction for the current year. o Deductions that have accumulated up to an established goal amount that have not yet reached this amount will be included in the data converted into ERP. In addition, deductions that are non-goal-specific, but have a future-dated deduction end date, will also be included within the conversion process. o Upon conversion, all General Deduction data will be configured to generate the correct deductions based on default deductions and/or the elections.
Current Tax Data Enrollment Conversion of tax enrollment data from the legacy system into the ERP Payroll module.	Source: Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Convert the necessary employee tax data provided by the legacy system into ERP, so that the applicable taxes will be withheld from each employee's paycheck. o All active employees at the time of conversion will be included in the legacy system data extract. o Employees that have terminated within the last 12 months will also be converted.
Active Additional Pay Conversion of additional pay date from the legacy system into the ERP Payroll module.	Source: Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Additional pay pages in ERP can be used to set up Additional/Special Pay Elements or earnings that an employee will be paid on a regular basis in addition to regular pay.

Item	Source / Type	Criteria
		o No one-time only payments will be converted. o Only recurring payments with the specified start and end dates or goal amount will be converted. o No historical payments that have reached their goal balance or end date will be converted.
Active Deduction Arrears Conversion of Deduction Arrears Balances from the legacy system into the ERP Payroll module.	Source: HRMS Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Convert only active Deduction Arrears Balance data.
Current/Open/Pending Garnishments Conversion of current/open/pending garnishments.	Source: HRMS Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Active and current garnishment setup data will be converted from legacy system into ERP. ERP will be used as the delivered process to store, update, and process all employee garnishment data. o Only current active records will be converted. o No garnishment history or future dated data will be converted.
Current Direct Deposit Conversion of direct deposit data.	Source: HRMS Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Active and current direct deposit setups will be converted from the legacy system into the ERP. o Only current active records will be converted. o No direct deposit history or future dated data will be converted. o Legacy direct deposit start date will be provided for each record and will be set to the direct deposit EFFDT o All direct deposit accounts will be converted at one time. There will be a cut-off date for entering transactions in the legacy systems. After that date, the data will be extracted from the legacy systems and converted into ERP

Item	Source / Type	Criteria
		o The data converted will be as of the period before the system is implemented

7.7 Time and Labor Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington implementation for Time and Labor are defined below:

Table 9.7: Time and Labor Definition

Item	Source / Type	Criteria
Conversion of schedule data to the Time and Labor module.	Source: HR Café TMS Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Current schedules

8.0 Budget Conversion Scope

8.1 Budget Conversion

Data elements that have been defined as requiring data conversion in support of the One Washington implementation for Budget are defined below:

Table 10.1: Budget Definition

Item	Source / Type	Criteria
Conversion of budget data into the new ERP	Source: BDS FRED (Coming Soon) WinSum Other Agency Systems Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Conversion of historical budget data for all data within the retention policy. • Conversion of current budget data
Revenue	Source: TBD Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Conversion of all revenue data within retention policy
Expenditures	Source: TBD Type: Automated	The following criteria may change based on the scope defined and finalized during the design phase of the project. • Conversion of all expenditure data within retention policy