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Cullinet General Ledger (CGL) Implementation
Objectives, Tasks, and Sub-Tasks - 11 April 1986

PHASE I
   Objective: CGL Software Familiarization   3/3 - 4/30
   Tasks: Completed except Item I.D.4.

A. Review GL51 Class Aids "Introduction to GL"   3/3 - 3/9 .   All
                                                                Completed

   1. Review system definition

   2. Review journal entry

   3. Review posting cycle processing

   4. Review financial reporting

B. Review GL52 Class Aids, "System Definition"   3/10 - 3/16   All   I.A.
                                                                Completed

   1. Review System control parameters

   2. Review organizational data and processing controls

   3. Review chart of accounts definition

C. Review GL53 Class Aids, "GL Posting Cycle Reporting"   3/17 - 3/23   All   I.B.
                                                            Completed

1. Review user-defined posting cycle reports

2. Review additional reporting concepts

3. Review CULPRIT reporting

D. Install the Software   2/24   Bret, Jack
                            Weekly Status

1. Make arrangements for installation

7/18 - ycɭɭ Execs not completed yet

2. Schedule the installation

        Culprit 71/72 some probs w/ base system software-
3. Ensure installation by Cullinet Reps is successful   not sure if PTF was applied or not.

4. Double check the proper installation of the EXECS   CIA Research
   (See Attachment No 1)

5. Test on-line standards (using GTCC)

6. Prepare Culprit reports (See Attachment No 3,
   "Culprit Library of Routines", Table 1-1) -
   execute as needed

7. Run selected GL batch programs (See Attachment No 4,
   "Culprit Library of Routines", Table 2-1) -
   execute as needed

8. Correct any installation discrepancies

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E. Execute Cullinet Demonstration Model (GTCC)

      3/24 – 4/23   All
      Completed

  1. Reexamine critical screens (using Cullinet "Guide to
     Implementation" – See Attachment No 2)

  2. Study Lab. exercises in Work Books for GL51, GL52, and GL53

  3. Practice data input (using Cullinet General Reference
     Manuals Vol I and Vol II as a guide)

      3/17 – 4/30   All
      Completed

  4. Prepare Culprit reports (See Attachment No 3,
     "Culprit Library of Routines", Table 1-1)

      4/15 – 4/30   Jack   I.D.4
      Completed

  5. Run selected batch programs (See Attachment No 4
     "Culprit Library of Routines", Table 2-1)

      4/15 – 4/30   Jack   I.D.4
      Completed

  6. Check CGL database space statistics daily
     (a) See Attachment No 5

      Continuous   Jack, Bret

F. Attend Cullinet Training Course GL54
   "Transaction Processing"

      4/24 – 4/25   Nina, Jack   I.B.
      Completed   Dick

G. Attend Cullinet Training Course GL58
   "Technical Introduction to GL"

      4/28 – 4/30   Karen, Jack I.A./I.B.
      Completed   Bret

PHASE II

Objective: Initial System Definition Test and Evaluation   4/28 - 8/15   II.F.
             (IC Staff Model) (Scope is to test G.L. balances
             and reports with limited test of detail transactions)
Tasks:

A. Define the System Features Required to Accomplish the   4/28 - 6/30
   Objective

   1. Identify the organization for the initial system   *completed*   All
      definition, test & evaluation model
      (a) IC Staff

   2. Verify knowledge of current selected organization   4/14 *completed*   All   II.A.3
      with all team members   *5/5/86*
      (a) Read available file material

   3. Arrange for briefing on selected organization's   4/14 - 4/18   Nina   II.A.2
      operations and functions (set for 5/5)   Completed *5/5/86*

   4. Develop the structure of the account key   Completed   Nina   II.A.5/II.A.6/II.A.9
      (Org - Acct - Center)

   5. Identify the IC Staff "Orgs" for: Completed   Nina   II.A.1
      (a) Annual Appropriations
          (1) See Attachment No 6
      (b) Reimbursement activities
          (1) See Attachment No 6
      (c) Working fund advances
          (1) See Attachment No 6

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6. Define control structures for each organization   ✓ 5/29   All   II.A.7/II.A.9
    (1) See Attachment No 7

5/9 all but SAM & SR6 done

    (a) Define low level centers
        (1) 42 low-level centers

5/31 all completed

    (b) Define summary centers
        (1) one summary center

also added SRS

    (c) Define consolidated centers, if required   All
        (1) Not applicable for IC Staff

7. Define reporting structures   5/1 / 6/30   All   II.A.6/II.A.10
    (a) TBD (very little work)

8. Identify, define, and code the user required reports   6/16 - 6/30   All   II.A.7
    to be produced in Phase II (See Attachment No 8)
    (a) Identify the system produced reports that require   90% completed   Nina
        no additional coding
        (1) See Attachment No 8 - General Ledger Reports
            (except distribution journals)
            (a) Eight reports have been identified ⟶ *completed*   5/29 *(Trial Bal Complete*
            (b) Set up screens for these reports   5/22 - 5/30   Nina   *SAG only*
             6/9 - 6/11   *Bal Sheet Started*

    (b) Identify and define those reports that require   5/1 - 6/30   All   *7/18 - all completed*
        additional coding   *Bal Sheet not the format*
        (1) See Attachment No 8 - Monthly Subsidiary   *they want.*
            Ledger Reports   *completed*
            (a) Cullinet Culprit Training   6/4 - 6/6   Jack,Karen   *Cramer taking it to*
            (b) Eighteen reports have been identified -   5/5 - 5/9   *JJJ next week*
                code these reports
            (c) Representative Report Analysis ⟶ 6/13 *completed 6/9*   Nina,Jack
            (d) Representative Coding and Test   6/19 - 7/11   Jack

7/18 Dependent on Culp 71/72

primarily a culprit to extract by select acct #'s
& sorted by (Fund ID) & effect date.
plus some other formats. see 3103
1105, 1199 w/ subledgers ⟶ all 4 going thru MCM
3411 3414
1201, 1202

(c) Define new reports that will require design and   5/1 - 6/30   All
     coding
        (1) Identify these new reports   *Culprit for Listing COA w/ assc SLID ✓ — 7/18 —not in PhII*
        (2) Design the new report layouts   *7/18 DCI Ctf. of Funds Rept. — PhIII*
        (3) Code the new reports
           (a) Specific new reports are TBD

9. Define the chart of accounts for the IC Staff   *5/9 SAC comple* - 5/21   Nina,Dick
   (See Attachment No 9) (5 orgs)
   (a) Identify accounts associated with other   *5/31 all complete except SRS*
      software packages   *6/13 - completed but needs review:*

10. Establish account/low-level center relationships   - 5/2   All   II.A.6/II.A.○
    (a) To be established on-line   *5/31 all complete except SRS*
                                           completed

11. Define the date calendar   *comp5/2*   Nina
    (a) Prepared on-line

12. Define the types of accounting information required   •   Nina, Dick   II.A.8/II.A.9
    (a) Number of years history to be loaded
       (1) N.A
    (b) Number of budgets
       (1) N.A.
    (c) Subledgers   *5/13 completed for all except SAM/ — may not need —*   II.A.10
       (1) To be established on-line   - 5/9   *5/31 identified which subs to define*
    (d) Analysis and exception reports   - 5/9
       (1) TBD   *SA's*   *SR's*
    (e) Reconciliations   - 5/9
       (1) TBD *for 1105, 1199, 3411, 3414c   1201, 1202*
    (f) Consolidations
       (1) N.A. *— Need to explore — & do instead by summaries*
    (g) Statistical accounts
       (1) N.A.
    (h) Other   TDB
       (1) ~~TBD~~ *Bal Sheet*

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13. Analyze requirements for on-line summary accounts   5/19 - 5/31   All   II.A.6/II.A.7
    and define summary structures and acronyms

14. Define journal entries   6/12 - 6/18   Nina, Dick
    (a) Standard Journal entries
        (1) TBD
    (b) Repeating Journal entries
        (1) TBD
    (c) Journal entry ID numbers
        (1) TBD

15. Select system report options   6/7 - 6/10   All

16. Review system design for IC Staff with Cullinet   6/19 - 6/20   All
    Representatives

17. Take a backup of database   6/20   Bret, Jack

B. Determine the Input to be Used in Testing the Defined   6/16 - 7/25
   System

   1. Determine what to test   - 6/23   Dick

   2. List the features (functions to be tested using the   Dick   II.B.1
      IC Staff Model)   95% Completed
      (a) Fiscal Accounting and Reporting
          (1) Fund availability
          (2) Fund distribution
          (3) Fund application
          (4) Fiscal reporting

(b) Financial Accounting and Reporting
    (1) Assets
    (2) Liabilities
    (3) U.S. Government investment
    (4) Memorandum accounts
    (5) F&A reporting
        (a) System generated reports
        (b) User defined reports

3. Define the data to be used for the test   6/25-27 -6/16 - 6/20-   Nina, Dick   II.B.1/II.B.2

(a) Fiscal accounting and reporting
    (1) Receipt of quarterly apportionment
        (Supplemental or Continency Resolution)
    (2) Receipt of Advances from OGA
    (3) Reimbursement receipts
    (4) Recording Treasury warrants
    (5) Allotments
    (6) Obligations
    (7) Expenditures
    (8) Adjustments
    (9) System generated reports
  (10) User-defined reports
(b) Financial Accounting and Reporting
    (1) Cash
    (2) Receivables
    (3) Advances
    (4) Property
    (5) Miscellaneous Assets
    (6) Accounts Payable
    (7) Accountability to OGA

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    (8) Other Liabilities
    (9) Income (Reimbursements)
  (10) Miscellaneous Memo Accounts
  (11) Financial Reporting
      (a) System Generated reports
      (b) User defined reports

4. List the types of transactions to be processed   6/30 - 7/2   Nina, Dick   II.B.1/II.B.2/
                                                      90% Completed   II.B.3
  a. Travel
    (1) Advances
    (2) Accounting
  b. Contracts
    (1) Governmental and Non-Governmental
    (2) Maintenance and Service
    (3) Procurement
    (4) Other
  c. Rental Transactions — *no longer std pml*
  d. Purchase Orders
  e. Reimbursements (1080's)
  f. OGA Advances
  g. Expenses
  h. Collections and Disbursements
  i. Other (TBD)

5. Specify the data to be used for the test   7/3- 7/26   All   II.B(All)
   A minimum of five transactions for each type of   6/16 - 6/30
   transaction listed in II.B.3 and II.B.4 will be
   processed so as to record entries in each GL account.
   These transactions will be based upon sample data
   fabricated for the IC Staff Model.

6. Prepare a representative number of typical input documents
   a. Sample input data will be developed at a later date (see II.B.5 above)

7/3 - 7/25
~~6/16 - 6/30~~   All   II.B(All)

7. Define adequate control and balancing procedures
   a. Post test transactions to a worksheet - show dollar totals
   b. Run the posting cycle (how many?)
   c. Produce a Trial Balance
   d. Check Trial Balance against worksheet (pre-determined totals)
   e. Prepare detailed reports and check against worksheet
   f. Check rejections to appropriate reports

7/3 - 7/25
~~6/16 - 6/30~~   Nina,Dick

8. Evaluate the need for additional edits   7/3 - 7/25   Jack
   a. IDD usage
   b. field Sye
   c. Numerics

9. Identify job streams for test   6/23 - 7/4

10. Review decisions   7/23 - 7/25   All

C. Set Up Data Processing Standards and Procedures   Not Applicable in Phase II

   1. Establish data processing requirements   Not Applicable in Phase II
      (a) Review material covered in technical indoctrination course
      (b) Study the systems guide

BG   7/18 - Ran 10 posting cycles successfully in a single org (SAGO﹖)
In process of testing molend close & bal fwd to next month
   "   " posting txns to other org.
   "   "   "   " to make sure every acct took a hit

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    (c) Determine user needs (IC Staff test criteria)   II.C.2(a)
        for processing schedules
        (1) Daily bi-weekly, weekly, monthly, quarterly,
            semi-annual, annual postings
        (2) Daily system definition maintenance
        (3) Monthly, quarterly, annual required reports
        (4) Data purge to history file   II.C.2(a)
        (5) Daily review of system produced reports
        (6) See II.C.2(a) below
    (d) Establish processing schedule

  2. Create required job streams   Not Applicable in Phase II
    (a) List the jobs to be run
        (1) Include job streams for item II.C.1(c) above
    (b) Copy/modify JCL
        (1) TBD
    (c) List all JCL streams
        (1) TBD

D. Develop Interfaces and Conversion Programs, If Required   Not Applicable in Phase II
   (This task is necessary if non-Cullinet software is going
   to be used to feed data into the system or if data is
   going to be converted from an existing system for the
   IC Staff Model. It will be more applicable during later
   Phases of the CGL Implementation Plan)

  1. Develop required conversion programs
    (a) Determine what data (if any) needs to be converted
    (b) Write the programs required to convert the needed data
    (c) Code and test the programs
    (d) Develop documentation for the conversion programs

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2. Develop required interface programs
   (a) Review data (if any) to be passed from system to system
   (b) Develop program specifications, as required
   (c) Code and test the programs
   (c) Develop documentation for the interface programs

E. Determine and Implement Security Requirements   Not Applicable in Phase II
   (Data to be used for the IC Staff Model test will be
   unclassified. This task will be more significant in later
   phases of the CGL Implementation Plan.

   1. Determine security requirements for IC Staff Model test

   2. Establish preliminary security procedures, if required

   3. Extend the security procedures, as required

   4. Review application specific security, if applicable

F. Set Up the Test Database for the IC Staff Model 4/8 - 4/22 Jack, Bret I.D
                     90% Completed
   1. Determine the size of the test database 2/3 - 2/7 Jack I.E.6

   2. In coordination with CDS, physically allocate space
      and initialize the test database   4/8 - 4/15 Jack, Bret I.E.6

   3. Set up the base test system in coordination with DBCC 4/15 - 4/22 Jack, Bret
      a. Execute the system definition parameters
      b. Enter master file information
      c. Enter other pertinent information
      d. Save the test database (coordinate with DBCC)

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G. Run the Test (see Task II.B, this Phase)	7/17 - 8/10	All	II.B
1. Enter the sample transaction package (input document) into the journals	7/17 - 8/10	All	II.B.6
2. Execute all relevant inquiries	7/21 - 8/10	All	II.G.1
3. Perform posting cycle processing (a) Run all selected batch jobs (See Attachment No 4) (b) Review output from batch jobs	7/17 - 8/10	All	II.G.1
4. Prepare selected Culprit reports (e.g. Trial Balance) (See Attachment No 3)	7/21 - 8/10	All	
5. Optionally, restore database, modify input data, and repeat this task	7/17 - 8/10	All	II.B
6. Document the results of the test (See Attachment No 10, Section V)	8/3 - 8/10	All	II.H./II.I.
7. Review results with Cullinet Support Rep	8/7 - 8/10	All	
H. Develop Documentation	8/11 - 8/12	Karen, Tom, Nina, Jack, Dick, etc.	II.A. - II.G.
1. Establish policy for documentation (a) Set documentation standards		All	
2. Determine user documentation (a) Design coding forms (b) Design procedural documentation	Not applicable in Phase II		

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3. Determine data processing documentation   Not applicable in Phase II
   (a) Document JCL streams
   (b) Write operator's run book
   (c) Construct system diagram

4. Document an "Issues List" for Phase II	4/28 – 8/15	All	II.A. – II.G.
I. Evaluate and Report the Results of Phase II Actions (See Attachment No 10, Section V)	8/11 – 8/15	All	II.A. – II.G.
1. Evaluate the results of Phase II (Emphasize test data)	8/3 – 8/11	All	II.G.6
2. Review the results of Phase II actions with: (a) ABE Team members (b) Cullinet Support Reps (c) BARS Project Leaders	8/11 – 8/12	All	II.G.6 II.G.7
3. Publish Phase II results	8/11 – 8/15	All	II.G.6
4. Obtain approval to proceed to Phase III	8/15 – 8/15	All	II.I.2(c)
J. Preparation for Phase III – db sizing	8/1 8/4	Bret, Jack	

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