

DM3-020 FIN Fixed Assets Data Reconciliation

Maximise Toolkit

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**Circulation List**

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|  |  |
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**Reference Documents**

|  |  |  |
| --- | --- | --- |
| **Title** | **Description** | **Owner** |
|  |  |  |
|  |  |  |

# Introduction

This document describes how the audit and reconciliation of the Fixed Assets component data will be performed. It outlines how the data will be presented to the Business, who will then check that the data is correct against the data within the source E-Business Suite system which is the source of the data.

The Fixed Assets data extract provided from the source system will be transformed and the FBDI files generated based on source data using the ‘Maximise: Data Migration Process’. When the FBDI files are loaded into ERP Cloud, it will be reported on using the Oracle Fixed Assets cost detail report.

These reports will be used to compared against the Fixed Assets information in the source E-Business Suite system. Any differences or discrepancies found will be investigated and resolved in the target ERP Cloud system.

## 1.1 Purpose

The Maximise - CV.065 FIN Fixed Assets data Reconciliation document is used as follows:

1. Describe the process for business audit and reconciliation of the AP Supplier Invoices created in Oracle Cloud.
2. Describe how the AP Invoices data to be reconciled will be extracted from Oracle Cloud into Excel and how the error details should be presented to the Migration team on completion of Business Reconciliation.
3. To record any issues found at a technical level, ensuring that all the data within source, data migration and transform are accounted for and at a functional level, ensuring that all key business metrics remain unchanged pre, and post-migration and how these will be corrected well in advance of system Go-Live.

# Unit Testing

The approach taken to unit testing the Extract, Transform and Load (ETL) routines is as follows:

1. The Unit Testing process seeks to identify coding/mapping defects and verify the data loaded.
2. The test case(s) will test every path through the code and mapping and will also include error conditions to be certain that the individual components are working correctly.
3. The tests are carried out within a development environment and makes no pretence of being a fully comprehensive check.

Any defects identified are resolved as soon as they are detected.

The attached ‘Maximise - TE.020 FIN Fixed Assets data file covers, Test cases, Test Types, Test Actions, Test Data, Expected Results and Actual Results.



# Unit Testing Extraction and Transformation of Fixed Assets Data

1. Maximise Extract Procedures (\_STG) extract raw customer data to populate relevant extract staging tables e.g. XXMX\_??????\_STG). No data transformation or enrichment is performed during this stage.
2. OIC Transformation flows / PLSQL Transformation Procedures (\_XFM) read the raw data from the STG table and copy it to the relevant Transformed Data table (e.g. XXMX\_??????\_XFM). The data is not transformed during the move. This happens as a series of updates on the XFM table after it has been populated with the raw data from the STG table.
3. Once the data has been transformed/enriched, an OIC/PLSQL file generation flow will extract the data from the XFM table and generate one or more data files to be transmitted to Oracle Fusion Cloud.
4. These data files are encapsulated within one or more zip files along with an appropriate properties file (the properties file enables Fusion Cloud to identify the appropriate import job to execute to load and import the data). The properties file also includes all parameters required by the import job.
5. The properties file loads data into Universal Content Management (UCM) directories specific to the business object. It also takes contents of the zip/csv file and loads the respective interface tables.
6. Finally, the import job (ERP cloud scheduled) process is triggered that imports data from the interface tables into the ERP Cloud base tables for the data object. On completion the import job produces log files that are used to analyse the execution of the import e.g., successful imports, failures etc.

## Stage Gate Data Verification Process

There are three ‘Stage Gates’ for migration which are to be signed off by the workstream lead prior to progressing to the next phase of development/ load.

## Stage Gate 1

This step verifies that the data extracted from source matches the criteria set out in the CV40 document. In this case it will involve checking the extraction criteria is returning the expected record count by an independent check of data using an existing SQL report provided by the DM team. The location that this check should be performed in is the staging table.

## Stage Gate 2

This step verifies that data has been transformed in line with the CV40 specifications and that there have been no unexpected drops or increases in row counts. This step is the final step before load into the fusion application.

## Stage Gate 3

This step reconciles what was loaded by Version 1 data migration team, ensuring that all rows which were provided have loaded, and that any data loaded is complete and accurate as supplied by the load file from Stage Gate 2.

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Object** | **EBS Report** | **ERP Cloud Report** | **Comments** |
| All | Cost Detail Report | Asset Cost Detail Report |  |

# Fixed Assets reconciliation

Fixed Assets data reconciliation and accepting migrated data lies with the business owner. We recommended this is a time managed activity and business owner and any other client resources needed to help complete the actions must plan the required time in consultation with the Version 1 Project Manager and implementation team.

Based on our experience in implementing Oracle ERP Cloud projects we recommend as a minimum a three-stage reconciliation process for data validation. The guiding principles in the three-stage reconciliation process are common across most business data objects migrated from legacy to Oracle Cloud applications. However, the level of analysis carried out for each of the data objects will vary based on the type and characteristics of the data.

The recommended reconciliation process comprises of the three stages outlined below:

1. **Record Count Check**
2. **User Interface Sampling**
3. **Detailed Data Reconciliation**

## Record Count Check

Purpose: The purpose of this stage is to compare record count loaded into Oracle ERP Cloud with the EBS record in EBS. In cases where the record count in Oracle Cloud is lower or higher than EBS defects must be logged to enable actions plans to be agreed in readiness for Go-live.

Note: This stage is a quick ‘sense check’ on the number of records and requires limited/low effort.

Actions: The actions required to complete this stage are outlined below. The actions must be carried out for each of the AP Transaction types (classes) e.g., for Invoices, Credit Memos and so on.

1. Identify the data object that is to be reconciled e.g., Fixed Assets (count).
2. Get record count for the data object from the EBS Report.
3. Get record count for the data object from the ERP Cloud Report.
4. Compare the two numbers in 2) and 3) above.
5. In cases where count is not matching, note the difference. The difference will require further investigation in Stage 3 – ‘3. Detailed Data Reconciliation’.

Example:

|  |  |
| --- | --- |
| **Action** | **Output** |
| 1. Identify the data object that is to be reconciled | Invoices |
| 1. Get record count for the data object from the EBS Report. | EBS Report Invoice Count = 1583 |
| 1. Get record count for the data object from the ERP Cloud Report. | ERP Cloud Report Invoice Count = 1581 |
| 1. Compare the two numbers in 2) and 3) above. | Difference = 1583 - 1581  = 2  EBS has 2 records more than in ERP Cloud |
| 1. In cases where count is not matching, note the difference. The difference will require further investigation in Stage | Capture defect for investigation and resolution |

## User Interface Sampling

Purpose: The purpose of this stage is to check a small number of records using the user interfaces in ERP Cloud and in EBS. Looking at the records from the front end will give users the confidence that data migrated is of high quality and that the data has been migrated to the correct fields in the user interface. In case of discrepancies defects must be logged to enable actions plans to be agreed in readiness for Go-live.

Note: This is no specific recommendation on the number of records that should be sample checked. Business owners should decide how many records shall be sample checked based on factors such as – resources and time to be allocated to this task, number of records migrated, number of top/business critical customer transactions and so on.

Actions: The actions required to complete this stage are outlined below.

Identify the Fixed Asset to be sample checked e.g., Asset Number 119800.

1. Query the Fixed Asset record in EBS user interface.
2. Query the Fixed Asset record in ERP Cloud user interface.
3. Compare the Fixed Asset record in the two user interfaces.
4. In case of any discrepancies/differences found log defects for investigation and resolution.
5. Repeat the above steps for all Fixed Assets to be sample checked.

Example:

|  |  |
| --- | --- |
| **EBS** | **ERP Cloud** |
| Fixed Asset: | **Fixed Asset:** |

## Detailed Data Reconciliation

Purpose: The purpose of this stage is to check the invoice amounts and accounting balances to ensure that the invoices migration is accurate. In case of discrepancies defects must be logged to enable actions plans to be agreed in readiness for Go-live.

The FBDI loaders will report errors from various stages. This report will contain detailed information on number of records loaded / failed validation. Where necessary, the migration team will support the business in understanding and interpreting the migration errors on the migration feedback template.

Actions: The key actions required to complete this stage are outlined below.

1. Compare Overall Balances
2. Compare Account Level Balances
3. Compare All Assets
4. **Compare Overall Balances:**

Purpose of this is to compare that the balances of the assets that were extracted from EBS/Legacy System match the balances in ERP Cloud. Cost Totals and Depreciation should be compared. Balances in FA and those posted to GL should also be checked to ensure they match for all categories. The spreadsheet (extract) from EBS will provide details of the balances from source. To obtain cost totals from ERP Cloud the following reports can be used.

Additions by Source Report: This report lists all the assets added or capitalized during the specified periods. Shows the details of associated invoice lines/sources. Sorts and totals by source, balancing segment, asset type, asset account, cost center and asset number. Report output is available in ‘.pdf’ format and also in ‘.csv’ format for ease of use and analysis. Example report output:



Asset Additions Report: This report lists all the assets added or capitalized during the specified periods. Sorted by and groups totals for each balancing segment, asset type, asset account, cost center, and reserve account. This report can be used to reconcile the balance on the cost accounts in Oracle General Ledger with the balance in Oracle Assets. Report output is available in ‘.pdf’ format and also in ‘.csv’ format for ease of use and analysis. Example report output:



1. **Compare Account Level Balances**

Once the overall balances have been matched, checks should also be made to ensure that ‘Asset Account’ and where applicable ‘Cost Center’ level balances also match. You can use the ‘Cost Detail Report’ in EBS and ‘Asset Cost Detail Report’ in Fusion to do the comparison. Example report output:



1. **Compare All Assets**

The spreadsheet used to upload the Fixed Assets can be found here. - <Link to uploaded file>

To obtain the Assets data from ERP Cloud use the ‘Asset Register’ report.

Asset Register: This report details for every single asset on the asset book providing details such as - lists initial costs, current reserve, year-to-date amounts, depreciation rules, and retirements for a range of assets for the specified corporate book and for each associated tax book. Report output is available in ‘.pdf’ format and also in ‘.xml’ format for ease of use and analysis.

You should extract the data in .xml and open the file in excel format for comparison. Example report output:



The following fields can be reconciled for each Asset where applicable:

|  |  |
| --- | --- |
| **#** | **Field Name** |
| 1 | Description |
| 2 | Major Category |
| 3 | Minor Category |
| 4 | Units |
| 5 | Fixed Assets Cost |
| 6 | Location |
| 7 | Expense Account |
| 8 | Clearing Account |
| 9 | Date Placed in Service |
| 10 | Life in Months |
| 11 | Depreciation Method |
| 12 | Prorate Convention |
| 13 | Unit of Measure |
| 14 | Accounting Date |
| 15 | Depreciation Reserve |
| 16 | YTD Depreciation |
| 17 | Amortization Start Date |
| 18 | Amortize NBV |
| 19 | Currency |

# Reference Documents

Listing of reference documents related to AP Transaction data migration.

|  |  |  |
| --- | --- | --- |
| **#** | **Document Name** | **Description** |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

# Open and Closed Issues

Listing of open and closed issues.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ID** | **Issue** | **Status** | **Resolution** | **Responsibility** | **Target Resolution Date** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

**Glossary**

|  |  |
| --- | --- |
| Term | Description / Meaning |
| AP | Account Payable |
| ATP | Autonomous Transaction Process |
| BIP | Business Intelligence Publisher |
| BPA | Blanket Purchase Agreement |
| Cloud ERP | Oracle Enterprise Resource Planning Cloud |
| BU | Business Unit(s) |
| CPA | Contract Purchase Agreement |
| CSV | Comma Separated Value |
| DBCS | Database Cloud Service |
| DQ | Data Quality |
| EBS | E-Business Suite |
| EDQ | Enterprise Data Quality |
| FA | Fixed Assets |
| FBDI | File Based Data Import |
| Fusion ERP | Oracle Enterprise Resource Planning Fusion Applications |
| HCM | Human Capital Management |
| HR | Human Resource |
| IC | Inter-Company |
| OC | Oracle Consulting (Team from Version 1) |
| PB2 | Playback 2 |
| PO | Purchase Order |
| R12 | Oracle e Business Suite R12 |
| SCM | Supply Chain Management |
| SQL | Structured Query Language |
| UCM | Universal Content Management |



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