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**BUSINESS  
APPLICATIONS  
SOLUTION**

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*One Commerce*

EXPECTED STRUCTURE. UNEXPECTED FLEXIBILITY.

**Department of Commerce  
Business Applications Solution (BAS)**



***News on the Go***

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## Leadership Corner

*by Lindsay Hochberg, BAS Project Manager*



### CALLING ALL QUESTIONS!!

One of the things we love most about our customers is the fact that everyone asks some amazing questions! Over the past many months of the BAS Program, we have had the pleasure of working with you all on Global Design workshops, Common Solution workshops, deep dive sessions, status meetings, Town Hall meetings, Table Talk discussions, and more. Thank you all so much for attending these sessions!

At each touchpoint, you all have put forth questions for the BAS Program. We've captured those and throughout the past year, we have been regularly updating a running Q&A document on the BAS website. For this quarter's BAS Newsletter, we are calling out some of those most regularly asked questions, bringing them back to the forefront to ensure that everyone is aware of our path forward.

As we go into the end of year holiday season, we want to express our sincere thanks for your participation, discussion, and of course, your questions! We hope that you have a peaceful and restful holiday season with your loved ones and we'll see you in the New Year!

**Happy Holidays!**



# Top BAS Questions from 2021

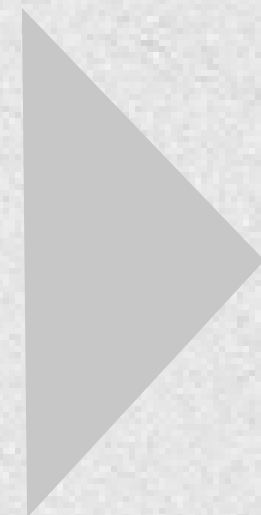
*Contributed by: BAS Workstream Leads*

Since BAS development began in 2020, the BAS team has fielded hundreds of questions from several events as well as submitted through the Submit a BAS Question feature. The current BAS Question and Answer (Q&A) file located on the CSC Portal contains over 1500 questions gathered from these sources. As 2021 draws to a close, the team selected the top twelve

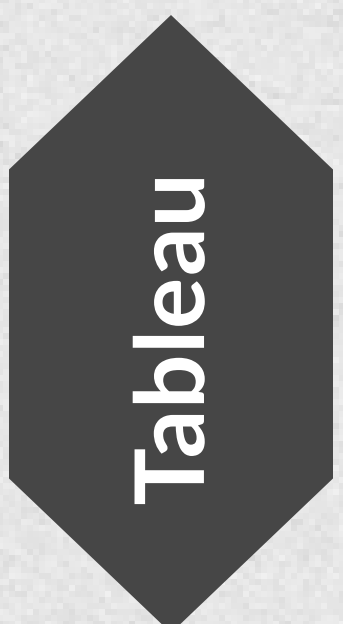
questions based on frequency and importance to the BAS user community (with emphasis on the NOAA / BIS / EDA / ES-A users). We've dedicated our final 2021 Newsletter edition to highlighting these Q&As.



**What is the Government Invoicing (GINV) plan for BAS? What types of transactions will be part of the G-Invoicing solution?**



All Intra-Governmental Transactions (IGT) Buy/Sell will be part of G-Invoicing. The G-Invoicing will be implemented for the entire transactions lifecycle which includes General Terms and Conditions (GT&C), Orders, and Performance Transactions that initiate fund settlement. G-Invoicing is part of the BAS capability baseline. GINV will be supported as part of day one for NOAA.



**What types of reports will be available in Tableau?**

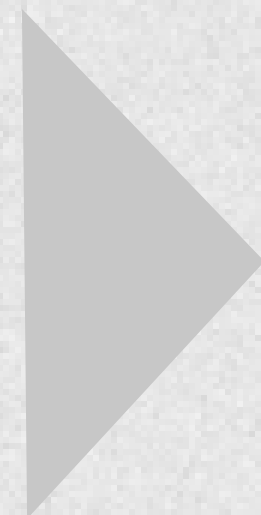


Tableau will have Enterprise Reports, developed by the BAS Program, that support common reporting needs. In addition to the Enterprise Reports, reports can be created by bureau users to support bureau-specific reporting and analytics needs, based on to-be assigned Tableau role assignments.

## Training

**Could you provide more information about training: what's included, scheduling, and what happens if I'm unable to attend one or more sessions?**

The BAS training schedule will be shared during the BAS Training Kickoff in May 2022. Registration for BAS training will begin in June 2022 via the Commerce Learning Center (CLC). We strongly encourage you to attend training to increase your system knowledge and readiness. Role-Based Training will be led by instructors that are system experts. In training, demonstrations will be used to provide users with learning tasks that they can observe. Instructors will show the users how to execute specific tasks step by step. This is where the users can view the concepts and ask questions. Users are then encouraged through exercises to take what they learn from the instructor-led demonstration and put it into practice - whereby promoting deeper understanding and retention. Lastly there will be a review and recap to ensure key learning objectives are met. Multiple sessions of each Role-Based training class will be offered. However, if you are unable to attend one of the sessions, class recordings and materials will be available for your review upon course completion.

## Risks &amp; Issues

**How do I receive updates to my risk/issue?**

The Risk Lead will notify the submitter and the owner if there are significant changes to their risks. These include closing a risk/issue, completing a mitigation plan, converting a risk to an issue, changing an issue to a risk etc. You can also request a copy of the Risk Register by emailing the Risk Lead. Also, please inform the Risk Lead if there are any changes to the risk/issue on your end so that the Risk/Issue Registers can be updated accordingly.

## Property

**Is the BAS project timeline for property on schedule and what is the Bureau deployment timeline for personal property and fleet?**

Yes, the implementation timeline for the BAS Sunflower Property solution is on schedule and will be phased between Fiscal Year 2022 – 2025 for all Bureaus, excluding the United States Patent and Trademark Office. The Bureau deployment year for property will coincide with the Bureau finance servicing location and is as follows:

- a. FY 2023: NOAA (BIS & EDA) – October 2022 Go-Live
- b. FY 2024: NIST (BEA, ITA, MBDA, NTIA, NTIS, OS, OIG) – October 2023 Go-Live
- c. FY 2025: Census – October 2024 Go-Live

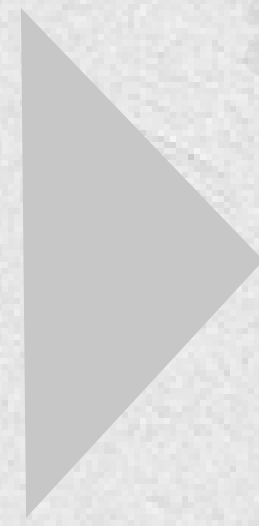
## Risks &amp; Issues

**I would like to identify a project risk, but not sure if it is a risk or issue, and not sure what the mitigation plan should be. What should I do?**

You can use either the online form (requires the user to sign-in) or the Excel form to submit risks. Both are available on the BAS website. Submit all the available information and the Risk Lead will work internally with the BAS PMO team to complete missing information, such as the mitigation plan(s). In terms of risk versus issue, a risk is defined as a potential for loss, harm, or a missed opportunity. An issue is a realized risk, i.e., the risk has already occurred. A risk can be managed proactively while issue management is more reactive. If you're not sure, it's best to contact the Risk Lead for assistance before you submit.



**How can I grow my understanding of BAS and its impacts to me before Go-Live?**

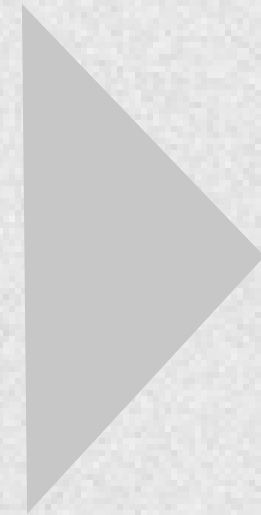


There are multiple events and products for all users at all levels of knowledge to increase their understanding of BAS and its impacts to their functions prior to Go-Live. Options fall into three main categories – Live Events, Implementation Activities, and Self-Service.

- **Live Events.** We host several events throughout the year on topics of interest, where users can gain more information about BAS and ask and receive answers to their questions. Some of the events included in this category are:
  - **Program Status Updates** – Quarterly events that describe the accomplishments of the previous quarter and plans for the upcoming quarter across each workstream.
  - **Table Talks** – Events throughout the year that focus on specific topics of interest to the community.
  - **Q&A Office Hours** – Virtual events that provide an open forum for the community to ask questions from BAS SMEs.
- **Implementation Activities.** These activities are targeted to users during their implementation year.
  - **Access Control Role Selection** – Supervisors work with users to identify the BAS roles and function access needed to perform their needed business processes.
  - **Training** – Virtual Instructor-Led training where users learn and practice how to use the system based on their roles.
  - **Discussions with BAS Change Agents.** Each user will be assigned a Change Agent familiar with their bureau, line/staff office, and functions. Change Agents will establish and maintain two-way communications with their users to obtain user feedback, address questions and listen to concerns and high points. You will be able to find your assigned Change Agent via the BAS Change Network – End User Assignments on the CSC Portal BAS Page.
- **Self-Service.** There is a wide range of products that are available to all users to provide focused information. These include:
  - **[BAS Website](#) and [CSC Portal BAS Page](#).** Both of these sites provide specific information to users at their request. In addition to information products, these sites include recordings of significant live meetings and activities (e.g., Training classes, Conference Room Pilots, Live Events (listed above)).
  - **Submit a BAS Question.** This form, located on the BAS Website provides the mechanism for users to ask any question and receive a reply. The questions and answers (Q&As) are then provided to the user and incorporated into the BAS Q&A file located on the CSC Portal (currently containing over 1500 Q&As).



**How will legacy data be preserved and made accessible?**

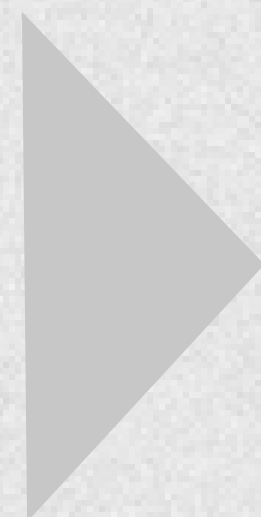


The EDW will have a historical copy of legacy system data that will be copied in the legacy system's database structure and data formats. Additionally, documents and transactions with open balances and remaining activity will be converted into the new BAS Systems (PRISM or EBS as appropriate).

The development team is currently drafting conversion scripts, using the business rules for data conversion, and will request bureaus' support with running these scripts against CBS's production environment. These business rules are being reviewed with Bureau team members in December. For C.Suite data, a similar process will be performed, where data will be extracted from the C.Suite database, converted into the BAS format and then migrated into the PRISM environment. For NOAA Phase 1 implementation activities, BAS will conduct three mock conversions, prior to the production conversion in late FY 2022.



**Will there be any similar functionality in EBS like current CBS ARSI/APSI\* interface capabilities to upload (bulk) transactions into Receivables or Payables?**



There will be an "adapter" or bulk transactions load capability that similarly can be used to load to Receivables or Payables. There will be standard file formats to do a mass upload of specific transactions that meet Oracle requirements.

\* Accounts Receivable Standard Interface / Accounts Payable Standard Interface



**ACS  
Breakdown**

**What will be included in the new Accounting Code Structure (ACS)?**

The ACS in BAS will be 74 characters long, made up of 16 segments. The breakdown of the ACS, with a description of each segment can be found on the CSC Portal - [ACS Project & Task Crosswalk](#).

This document also provides a breakdown of the 15 character BAS Project and Task Structure.

**EDW Initial  
Release**

**What is included in the EDW Initial Release?**

The EDW Initial Release, which aligns to the BAS Phase 1 Deployment, will include the Status of Funds dashboard. In addition, the release also includes the capability for Bureau Report Developers to create reports using exposed data elements in Tableau from across the BAS Core Applications and interfacing applications such as NFC, E2, moveLINQ, etc., to create reports. After the EDW Initial Release, additional dashboards/reports will be released by the BAS Program on a quarterly basis.

NFC - National Finance Center

E2 - E-Travel Service 2

**IPP**

**What is IPP?**

Invoice Processing Platform (IPP) is the e-invoicing solution for BAS, which is a web-based U.S. Treasury service that simplifies the management of vendor invoices. IPP will provide automation in invoice collection, validation, approval, and payments for DOC. IPP is included as part of the BAS baseline schedule and will be featured as part of future CRP and test phases.



# Meet the Team

The PMO staff is growing! Meet additional members of the BAS PMO Team.

## Charokee Morris

## BAS Procure to Pay (PTP) and Order to Cash (OTC) Manager

As the BAS Procure to Pay (PTP) and Order to Cash (OTC) Manager, Charokee is responsible for implementing the financial and acquisition management within Core Applications – Oracle Enterprise Business Suite (EBS) and Unison PRISM workstream activities. Prior to joining DOC in 2020, Charokee spent 11 years at the Department of Veterans Affairs (VA). In her most recent position with VA, Charokee was a Director of Business Process Management Services, where she managed business process re-engineering and data management projects related to modernizing VA's financial and acquisition management system and processes. Charokee is a seven-year Veteran of the U.S. Army with two completed deployment tours in Iraq.



## Dana Ni

## Training Lead Detailee



As a member of the Organizational Change Management (OCM) team, Dana Ni serves as one of the BAS Training Leads responsible for the Phase 1 NOAA implementation training curriculum design and execution. Dana Ni is currently on detail from the NIST Office of Financial Resource Management (OFRM) where she managed the classroom and virtual training program for the Commerce Business Systems (CBS) suite of software applications for NIST and its customer bureaus. Before joining NIST, Dana was a trainer in the private sector.

# Upcoming Information Event

To keep informed about what's happening with BAS or to get more involved, consider attending one or more of the upcoming events. For more information on an event, visit the BAS website Event Calendar at <https://www.commerce.gov/ofm/calendar>.

EVENT	DATE	TIME
Table Talk – EDW	December 7, 2021	1:00 – 2:00 PM
Town Hall – Program Status Update	February 16, 2022	1:00 – 2:30 PM

Exact date, time, and sign in information for this event will be sent out to all users.

# New Information Available

Several resources have been posted on the [CSC Portal](#) to provide additional information on the BAS program. New resources added this quarter are listed in **gold**. Those updated this quarter are listed in **green**.

<p><b><u>BAS Documentation</u></b></p> <ul style="list-style-type: none"> <li>• <b>BAS Q&amp;As</b> (previously on BAS Website)</li> <li>• EDW Fact Sheet</li> <li>• Requirements Traceability Matrix</li> <li>• 3 Global Design Outcome Documents</li> <li>• Requisition Numbering</li> <li>• Clause Example for FCCDBS</li> <li>• <b>ACS Project &amp; Task Crosswalk</b></li> </ul>	<p><b><u>Real Property Documentation (Training and Deployment)</u></b></p> <ul style="list-style-type: none"> <li>• 5 Training videos, covering 5 days of training material</li> <li>• Real Property Training Material</li> <li>• 7 Self-Service Communication Products</li> <li>• <b>23 Sunflower Real Property (RP) "How to..." guides (includes 2 new guides)</b></li> <li>• <b>User Guide (updated for Sunflower Release 5.3.1)</b></li> <li>• Sunflower Systems Real Property System Governance</li> </ul>
<p><b><u>NOAA Change Network</u></b></p> <ul style="list-style-type: none"> <li>• <b>4 Briefings, Participant Lists, and FAQs</b></li> </ul>	<p><b><u>Personal and Fleet Property</u></b></p> <ul style="list-style-type: none"> <li>• Personal Property Deep Dive (Acquire to Dispose)</li> <li>• Fleet Deep Dive (Acquire to Dispose)</li> </ul>
<p><b><u>NOAA Implementation Year Documentation</u></b></p> <ul style="list-style-type: none"> <li>• <b>Kickoff (briefing and recording)</b></li> <li>• <b>Conference Room Pilots – Kickoff, Microsoft User Guide, 3 videos</b></li> </ul>	<p><b><u>Common Solution Sprint 1, 2, 3 Outcomes</u></b></p> <p>For each Sprint:</p> <ul style="list-style-type: none"> <li>• 7 Business Process Videos and Reference Guide</li> <li>• 13 Supporting Business Process Documents</li> </ul>
<p><b><u>Role-Based Access Control</u></b></p> <ul style="list-style-type: none"> <li>• <b>Briefing and Demo Video</b></li> <li>• <b>4 files (reference materials)</b></li> </ul>	

Additional information can be found on the [BAS Website](#)

*Happy and Healthy  
Holiday Season*

*from the BAS Team*

