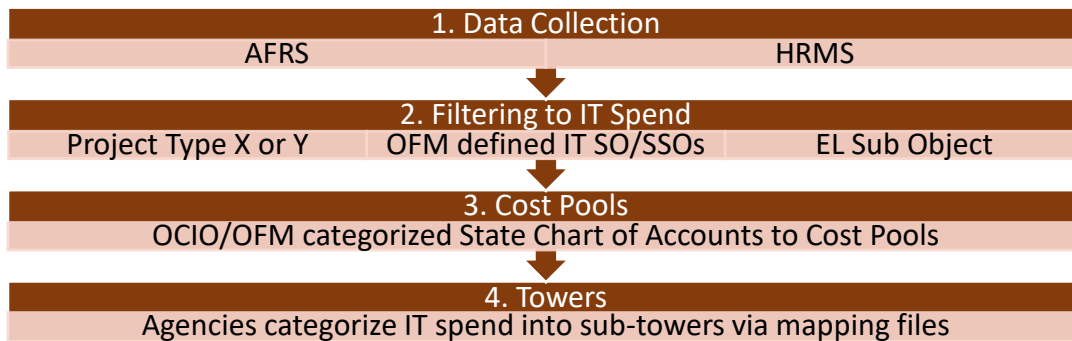


# Technology Business Management (TBM) Tower Mapping Best Practices

## Purpose

The following set of best practices are meant to help agency TBM representatives with OCIO Policy 113 tower categorization. Use it to supplement, not replace, agency specific instructions and desk manuals.

## Foundational Mapping Context – How do financials flow through Apptio?



1. Data Collection - Apptio receives regularly scheduled data exports from AFRS and HRMS. This is the same source financial data that your budget or finance office uses.
2. Filtering to IT Spend
  - a. Project Type X or Y: Project Type is an AFRS field that [SAAM 76.65](#) instructs agencies to use for identifying IT spend. Apptio is configured to pull in all agency transactions with Project Type X or Y.
  - b. IT Subobject (SO)/Subsubobject (SSO): OFM has defined which SO/SSOs require X or Y project type. Apptio is configured to pull in these SO/SSOs even if they have not been marked with project type X or Y. OFM Guide: [Sub-Objects & Sub-sub-objects that require X/Y coding per SAAM 75.65.20](#)
  - c. EL Sub Object: EL is defined as IT services, but is excluded from the requirement to code with Project Type X or Y ([SAAM 75.65.20](#)).
  - d. Terminology: Within Apptio Project Type X = IT Acquisitions, Type Y = IT Maintenance & Operations, and EL = Data Processing Interagency. *Unmarked IT Spend are SO/SSOs that require a Project Type X or Y per OFM but have not been marked correctly.*
3. Cost Pools – In collaboration with OFM, the OCIO maps IT spend to Cost Pools at an enterprise level in accordance with the [Cost Pool Mapping to State Chart of Accounts](#).
4. IT Towers – Per OCIO Policy 113, agencies are responsible to provide a categorization of IT Spend into IT Resource Towers (ITRT) via labor & non-labor mapping files.

### Apptio Terminology

Source	Project Type X	Project Type Y	EL Sub-objects (SOs)	Project Type blank but SO/SSO required to be X or Y per OFM
AFRS				
Apptio	IT Acquisitions	IT Maintenance & Operations	Data Processing Interagency	Unmarked IT Spend
	<b>IT Acquisitions YTD</b> <b>\$634.51M</b> <small>IT Acquisitions: \$77.65M</small>	<b>IT Maintenance and Operations YTD</b> <b>\$809.21M</b> <small>IT Maintenance and Operations: \$106.61M</small>	<b>Data Processing Interagency YTD</b> <b>\$143.98M</b> <small>Data Processing Interagency: \$18.3M</small>	<b>Unmarked IT Spend YTD</b> <b>\$36.29M</b> <small>Unmarked IT Spend: (\$30.92M)</small>

## When are Mapping Files Due?

Per [OCIO Policy 113](#), "Agency categorization for the next fiscal year must be completed and submitted to the OCIO TBM Program office by no later than 30 calendar days after Office of Financial Management AFRS/CAFR Closing Schedule - Phase 2 cutoff.

Agencies shall reconcile their IT Expenditures data at a minimum, 6 months after submission in step 2 above, to ensure information is accurate and take corrective actions if warranted by the review."

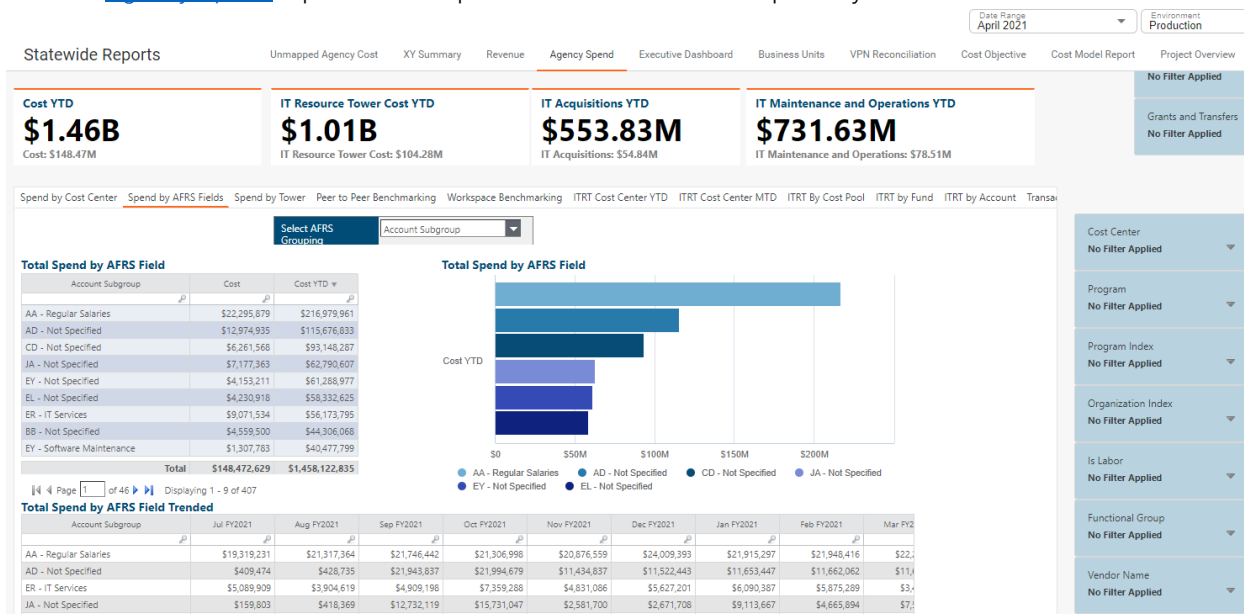
Fiscal Year (FY)	AFRS/CAFR Phase 2 Cutoff	Mappings Due	Updated Mappings Due
FY2021	9/11/20	No later than 30 days after 9/11/20	No later than 30 days after 3/11/21
FY2022	9/03/21	No later than 30 days after 9/03/21	No later than 30 days after 3/03/22

## Getting Started with the Mapping File Template

The ITRT Mapping file templates allow an agency to pick up to 3 AFRS/HRMS fields of their choice to categorize their costs. Consult with the OCIO TBM Program Office if you are getting started or would like to evaluate your mapping methodology.

## Mapping Resources

- Sub-tower definitions can be found in the [Taxonomy](#) placemat on OCIO's website.
- The [Recommended Tower Mapping for Enterprise Allocations](#) give guidance on EL allocations.
- The [Agency Spend](#) report has multiple tabs and filters to view spend by different criteria.



## Cyclical Review Process for Mapping Files

- Review existing mappings rows to confirm accuracy.
- Delete old mapping rows if there have been no costs to these fields the entire current FY.
- Review the [Unmapped Agency Cost Report](#) to see what is missing from mapping files.
- Confirm that each mapping row equals 1 for 100% mapped.
- Confirm the final 2 columns, agency code and agency abbreviation, are filled out for every row.
- Confirm column headers match the [OCIO approved template](#).
  - Note: Additional columns can be added to supplement the data in your file. However, original columns headers need to match the template verbatim for proper upload.