Executive Overview

Mark Campbell

The Finance and Source to Settle teams have been very busy since last month's communication. The pace of the project seems to have really picked up over the past few weeks. I would like to formally welcome our Deloitte consultants to the project, their support has helped the teams gain a better understanding of Workday's capabilities and how it is different from our current system.

I also want to thank everyone who has participated in Design Sessions over the past few weeks. It has been great to have everyone's input and feedback. The team is currently using the knowledge gained from those sessions and is working on preparing the configuration workbooks that will serve as the basis for our first prototype (or P1) in Workday. Please note there are a couple of important deadlines and requests for department participation coming up. We want to ensure that everyone's voice is heard so that we can focus our efforts on the tasks and functionality necessary to meet the County's business needs.

September is shaping up to be another very busy month. I encourage everyone to visit the Multco Align website. It provides information on the project and teams along with answers to a few frequently asked questions. However, please do not hesitate to reach out to me or any of the team members if you have any questions or comments that may not be addressed on the website. We are entering an exciting phase of the project and I am eagerly looking forward to the transformation of our "as is" business processes to the "to be" processes in Workday and Jaggaer.

General Updates from Multco Align Team
Eric Arellano

✅ Accomplished

- Business Process Design: completed Supplier, Customer, Business Assets, Banking, Financial Accounting (allocations and journal entries), and Inventory sessions

- Finance Deloitte Team on site: as of August 14th the full team is on project

    - **Venkat Balasubramanian** - Deloitte Finance Lead (also Procurement, Supplier, Banking, and Inventory Lead)

    - **Nisha Mohan** - Business Assets and Customer Accounts Lead

    - **Cameron Dougherty** - FDM, Financial Accounting, and Budget Lead

    - **Javid Raham** - Grants and Projects Lead

    - **Sreenita Bhattacharya** - Expense Management and Financial Reporting Lead

- Bank of America support: assigned a technical team to support County in the design-build-test of all banking integrations (receipt, disbursement, and payroll)

- Workday Projects: change order request to include functional area in implementation scope completed. Will be presented to executive steering committee the last week of August

- Lead Roles: Shannon Gutierrez testing coordinator, Heather Drake reporting Lead

What's Happening Now: *Architect Phase*

- Finance team is working through configuration books by functional area (**due September 8th**)

- Business Process Design Sessions: Procurement, Expense Management, Projects, and Grants sessions will take place from late August to early September.

- Conversion mapping sessions and tasks will occur in September (e.g. supplier, customer, sponsor, cost center, spend/revenue categories, assets, ledger accounts, program offer, etc…)

- Glossary of terms: creating a "crosswalk" of current-to-new (SAP to Workday)

Financial Accounting & Business Assets Update
Heather Drake

What's Happening Now

- Departments have been asked to provide an inventory of tasks in their closing process so we can prepare a master inventory for the County as a whole. This information will be used to help us figure out how we might take advantage of Workday's Period End Checklist functionality. **Due from depts end of day Friday, Sept 8**.

- Allocations (aka assessments in SAP) were not quite as robust as we had hoped. Because line text is not yet available on allocation entry line items, this will not help us automate internal service billings. Deloitte is also investigating if there is an automated way to ensure that allocations always run last, after all other costs have posted.

- The manual journal entry process will remain very similar to today with department end users creating and GL staff approving to post. Deloitte has told us to expect fewer manual journal entries because Workday's custom validations, account posting rules, and workflow for approvals will catch more mistakes up front on our operational transactions.

- Business Asset Design Sessions are giving careful thought to coordinating information flow between Workday and Tririga. For example, we plan to make asset numbering the same in both systems to make it easier for end users to communicate across systems. Another priority topic is deciding how costs related to buildings will be recorded and reported within and between the two systems.

- Business asset workflows will become more streamlined and consistent across the County. Department end users will kick off processes such as acquisition or disposal directly in Workday with workflow then routing them to GL asset accountants for approval. We expect significant reductions in duplicate data entry and reconciliations!

Reporting Update

Heather Drake & Shannon Gutierrez

What's Happening Now

- Rajiv Nair, Multco reporting lead, provided list of SAP reports that finance end users have run over past year. Almost 200 different reports are on the list!

- Core finance team eliminated redundant reports and also identified "owners" for each.

- Owners will be invited to meetings in September to review Workday equivalents identified by Deloitte. Owners will determine if Workday equivalents are OK as is, need minor or major design changes, or won't meet our need and a new report should be created in Workday.

- What to expect in September:

    - <u>Early September</u>: Dept SMEs invited to prep meeting, provided with list of reports and associated users in their departments

    - <u>Early to mid-September</u>: Dept SMEs confer with co-workers to make sure they understand how reports are being used and can provide detailed feedback at Finance Reporting Design Sessions

    - <u>Mid- to Late September</u>: Dept SMEs and/or Owners attend Finance Reporting Design Sessions, goal to review all reports by end of September

Grants Update

Cora Bell & Robert Stoll

What's Happening Now

- Working through the Grant Configuration Workbook
- Started to configure Multnomah County specific grants into Workday to help with business process design
- Demoed the Grant Proposals functional area

Accounts Payable Update
Winnie Pow & Robert Stoll

What's Happening Now

- Completed Supplier Business Process Design Session, follow up session is scheduled later this month.
- Completed the first Expense Management Design Session, follow up business process session is scheduled later this month
- Completed Inventory business process Design Session. Demo of Workday Inventory functionality completed
- Began working on Supplier Configuration Workbook

Accounts Receivable Update
Grant Gibson

What's Happening Now

- Completed initial crosswalk of Bank of America active system integrations and SAP active bank integrations. All transmissions have been identified (ID'd)
- Working on configuration workbooks for Banking & Settlement and Customer Accounts.
- Working on preparing active customer master list to load into the prototype phase 1
- Banking & Settlement business process Design Sessions completed. A separate session will be scheduled to build bank integration
- Customer business process Design Session completed

Payroll / Human Capital Management Update
Vanessa Witka

What's Happening Now

- Working on workbook configuration
- Completed Design Sessions: Project, VEBA

- Updated Resource group
- Developing workstreams:
    - WOC, LDA & Temp assignments
    - PTO & Holiday
    - Services Dates
- Integration mapping session

Budget Update
Shannon Gutierrez

What's Happening Now

- Second budget Design Session complete. Focus on complexity of budget to actual reporting, formal Board approvals of budget, and bringing Program Offers into Workday.
- Additional discussions to come for maintaining grant and project budgets in the system and how those do or do not tie to the Board authorized budget.
- Continuing discussions around Budget and Board approval requirements on positions (position creation, position changes, position types, and position control)

Projects Update
Heather Drake, Cora Bell & Shannon Gutierrez

What's Happening Now

- First Design Session in early August brought many different stakeholders (DCA, DCS, HCM Timekeeping) together for a demonstration of Projects functionality. First time seeing projects functionality for most people.
- Remaining August Design Sessions will focus on initial draft of project hierarchies and other configuration data related mostly to capital projects. Expansion into non-capital projects will follow.
- Projects may be able to help address County's need for work order functionality, possibly as a "bare bones" project template. Discussion with Deloitte is continuing on this key topic.

Source to Settle (S2S) Update
Barry Zimmerman

What's Happening Now

- Preliminary work and data clean-up continues in preparation for supplier upload
- Preliminary work has started on Tier 1-punch-out set-up, including Amazon testing
- Completed Total Supplier Management 'as-is' sessions
- "As Is" Sourcing, Eprocurement & Contract Development is 50% completed
- Purchasing Leader's Group engaged as the Source to Settle change management functional leaders
- Received final draft of Integration/Dynamic Qualification statement of work from Jaggaer
- Completed contract statement of work with Jaggaer for production work
- Finalizing Spend Category/UNSPSC process
- Role mapping for the Jaggaer Suite 75% complete