Executive Overview

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## Multco Align Go-Live: A Phased-in Approach:

Marketplace in July-August 2018
Workday & TRIRIGA in January 2019
please read the 5/3/18 announcement from our Chief Operating Officer

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Colleagues,

We've confirmed a new schedule for our transition to our new ERP software suite. With a phased-in approach we can maximize the readiness of Multco Marketplace for Suppliers, Sourcing and Contracts, while getting valuable time to more fully operationalize Workday for Finance and Budget.
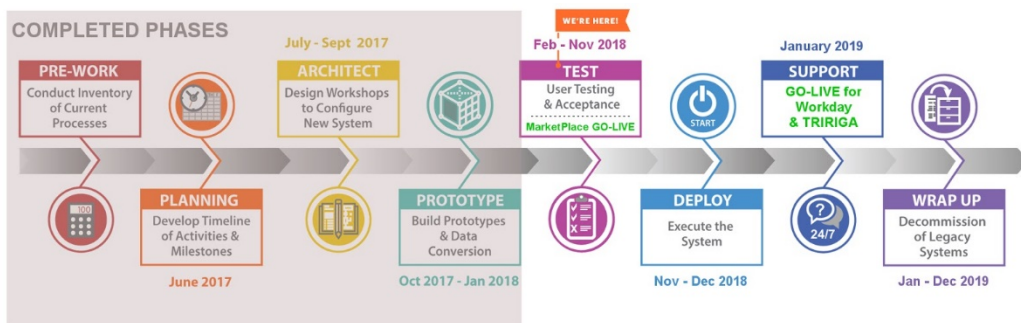
The adjusted timeline offers many benefits and some challenging impacts for our operations. Most significant, with Workday going live in January 2019, we can now focus on year-end activities without the need to learn a new system at the same time.

Benefits:

- Typical timelines for finance year-end close of FY2018 remain in place
- Typical timelines for year-end contract renewal remain in place
- Typical process for CAFR completion
- More time to manage the impacts of data conversion
- More time to test business processes, set-up, integrations, and reports
- More time to plan training and organizational capacity-building
- More time to develop business processes that reflect the changes that Workday requires

Challenges:

- User Acceptance Training (UAT) will begin during year-end close and both are priorities
- Sourcing & Contracts will go-live in MMP, but invoice/payments will still be in SAP until Workday goes live
- SAP to Workday data conversion at mid-year requires more data validation
  - data conversion will be at a summary level (not transaction line level)
- Audit will overlap with Workday training in Oct/Nov
- Budget planning will occur during Workday deployment in Dec/Jan

Even with an extended timeline we have a lot of work ahead. The new timeline allows us to complete year-end in SAP without the overlap of also transacting for the new fiscal year in a

brand new system. But the planning process for data conversion and business operations shifts will be a heavy lift for all finance staff. There are now more moving parts because we're doing a mid-year cutover. However, with Workday going live in January 2019, we'll have the ability to better prepare and plan for the transition of our business processes and staff training.

Thanks to Eric Arellano and Barry Zimmerman and their teams for their leadership and continued hard work. Stay tuned for more details as we fully revise the testing, training, and transition schedule.

Questions are encouraged. Email us at multco.align@multco.us or anonymously at Ask Multco Align.

Finance & Budget Updates

- May: scope out plan for summary level data conversion
- May: complete System Integration Testing (SIT)
- May: cutover planning
- Jun: User Acceptance Testing (UAT) preparation
    - build test scripts
    - mentor recruitment
- Jul-Aug: User Acceptance Testing (UAT)
- Nov-Dec: training (timeline and activities TBD)
- Jan: **go-live with Workday**

Source to Settle Updates

- May: User Acceptance Testing (UAT)
- May-Jun: local advertisements to get new Suppliers to register by July when procurements become available online
- Learning opportunities:
    - May-Aug: Lunch & Learn basic orientation
    - May-Aug: Roadshow demo and discussion
    - Jun-Jul: Functional Forum hands-on training
- Jul: **go-live with Sourcing**
    - this module identifies suppliers to support our needs, manages procurements, enables online submissions, and awards
- Aug: **go-live with Total Contracts Manager**
    - this module is for full contract lifecycle management, from initiation to contract developing, through approval, execution and ongoing administration
- Jul-Dec: implement short term plan for creating FY19 financial documents (i.e. purchase orders) until Multco Marketplace integrates with Workday
- Oct-Dec: orientation and training on new MMP-card ("ghost card" will end)
- Jan: **go-live with Workday includes integrations with Marketplace**