



Multco Align Update from the CFO

a-align: to put things into appropriate relative positions; come together in agreement or alliance.

October 2017

Executive Overview

Mark Campbell

The changing of the seasons is a good metaphor for the status of the Finance & Budget and Source to Settle teams. We are now squarely in the middle of our ERP conversion project and it is exciting to see how our new systems are taking shape. The work in October focused on completing the tasks that were necessary to complete the build-out of Prototype 1 (P1) which is the first iteration of the new systems based on the business process design sessions that took place over the summer.

By the time you read this, we will have completed the P1 review. During this review, we have tested the assumptions that were made about how we will use Workday and Jaggaer. Data validation was also a critical part of this review, and I am happy to report that we had a successful conversion of SAP data into Workday. In fact, our Deloitte consultants tell us that we **successfully converted 87% of the data** that was loaded into P1. The benchmark at this point in the project is 75% so this suggests that we are pretty well set up for the next iteration of the systems, or P2.

We continue to have regular discussions at the Financial Management Forum and Purchasing Leaders Group in order to solicit feedback on issues that have arisen during the development of P1. We have listened, and are taking that feedback under consideration, with a view towards documenting changes that will be made in P2.

There is a lot more work ahead but I want to recognize the efforts of the teams and, particularly, the leadership of Eric Arellano and Barry Zimmerman. They have done a great job of keeping us on track and have maintained regular communication with me and other key stakeholders. I appreciate that our new systems will function much differently than our current systems and there is, naturally, some anxiety about how that will impact our day to day operations. However, I have every confidence that we will be well positioned for the transition to Workday and Jaggaer and our business processes will reflect the [project principles](#) that are guiding this effort.

General Updates from Multco Align Team

Eric Arellano



What's Happening Now: *Prototype Phase*

- Prototype 1 (P1) review starts November 6th -14th
 - Reviewing tenant configuration and designed business processes by functional area.
 - All necessary configuration or process design changes will be documented for Prototype 2 (P2) build.
 - Validating data conversion, including cost center, supplier, customer, sponsor, and business assets. Validation process involves review and testing of legacy system data sets loaded into Workday.
 - Completed draft post go-live finance Support Model.
 - Designing Workday Security Matrix
 - Security roles/groups and all necessary custom roles to be mapped by end of November.
 - Designing finance integrations in coordination with Applications & Integration team
 - Designs to be completed by November 27th.
 - Developing Go-live cut-over plan, which will be shared with business process owners and departmental finance leadership.
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Financial Accounting & Business Assets Update

Heather Drake



What's Happening Now

- Finalized revenue categories, spend categories, ledger accounts, and account posting rules for P1 prototype.
 - Assisted with development of asset data conversion mapping
 - This data conversion will automatically move all the details about our thousands of capital assets from SAP into Workday.
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Reporting Update

Heather Drake & Shannon Gutierrez



What's Happening Now

- Deloitte has completed financial reporting fit/gap analysis based on priorities identified by departments.
 - Deloitte will present P1 prototype in early November, including out-of-the-box reports identified as potential fits
 - Core Finance team has scheduled meetings with SMEs for late November to gather department feedback on potential fits.
 - Meeting participants will review reports in P1 prototype, identify custom reports required, discuss custom report requirements (fields, subtotals, filters, drill-down details, etc.), and identify a single owner for each custom report.
 - The owner will be Deloitte's point of contact for the report and will be responsible for completing a detailed requirements form.
 - All custom report requirements will be due to Deloitte by December 11 so they can start building.
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Grants Update

Cora Bell & Robert Stoll



What's Happening Now

- Presented preliminary grant functionality update at the Financial Management Forum.
 - Developing list of current sponsors for initial upload into Workday.
 - Gathering current WBS information from departments to begin transitioning to the new grants worktag.
 - Preparing for P1 review and testing scenarios.
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Accounts Payable Update

Winnie Pow & Robert Stoll



What's Happening Now

- Completed Supplier conversion file for P1, continue to clean up Supplier file for P2.
 - Completed Procure-to-Pay Fundamentals training.
 - Completed initial crosswalk of Jaggaer and Workday supplier data.
 - Preparing for Reporting workshop and scheduling P1 review meetings.
 - Outlining P1 testing plans.
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Accounts Receivable Update

Grant Gibson



What's Happening Now

- Deloitte submitted the design for banking integrations, which was reviewed and approved by county leadership
 - Testing integrations has begun.
 - Weekly calls between county, Deloitte, and the bank are scheduled to ensure integrations stay on track.
 - Finalized P1 Customer Master Data list, which is ready for P1 upload and testing.
 - Preparing for Reporting workshop and P1 review meetings.
 - Preparing testing plan.
 - Presented cash deposit process in Workday to the Financial Management Forum.
 - Automated the payment process of Retiree's Premium Payments
 - Currently, this is a manual process done through the banking website. In the future, the process will be integrated with ACH.
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Payroll / Human Capital Management Update

Vanessa Witka



What's Happening Now

- Reviewed and approved Payroll business processes.
 - Reviewed business process matrices.
 - Validated data for Benefits and Payroll.
 - Reviewed Payroll reports to determine whether Workday has a standard report or if it needs to be a custom report.
 - Finishing up research for Deloitte Payroll consultant for P1.
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Budget Update

Shannon Gutierrez



What's Happening Now

- Preparing for P1 report reviews
 - SME's will be invited to review and help determine necessary customizations.
 - Assessing impacts to budget allocations in anticipation of FY 2019 needs.
 - Continuing to monitor impacts from updates to the financial data model and incorporating into instructions for the FY 2019 budget season.
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Projects Update

Heather Drake, Cora Bell & Shannon Gutierrez



What's Happening Now

- Reviewed and approved Deloitte's proposed solution for managing work orders in Workday
 - Testing the solution in P1 will be a high priority in early November.
 - Continued to work closely with the Facilities team to map out requirements for work orders integration between Tririga and Workday.
 - Collected project-related WBS elements that departments need to move into Workday.
 - SMEs will be invited to mid-November meetings to see the P1 prototype as configured for capital projects and also finish building out configurations and project hierarchies for capital and non-capital projects.
 - Following final configuration decisions, detailed information will be collected from departments about each project that will move into Workday for upload into the P2 prototype.
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Source to Settle (S2S) Update

Barry Zimmerman & Lori Schmall

Accomplishments

- Identified Marketplace Mentors
 - Marketplace Mentors are department SME's who will not only help design and build Multco Marketplace (MMP), but will serve as the ongoing support following go-live for the Source to Settle (S2S) portion of the ERP.
 - Marketplace Mentors will be early adopters of the tool and assist coworkers in understanding and using the new system.
 - They will serve as the change liaison for future updates by identifying department needs and helping to decipher how system upgrades might affect county process.



What's Happening Now

- Team Leads and Mentors are fully engaged in system development including building procurement and contract templates, creating in-tool dynamic questions that drive workflow and process, developing language libraries, creating system generated emails and identifying areas where system "help" will be added.
- Leadership and change management are identifying risk impacts and business process considerations, including items from electronic bid submission to compliance process issues.
- S2S team is preparing for P2 phase, which will begin in a few months. This includes focusing on system integration, converting the SAP / SRM data and identifying training needs.
- S2S team is developing the transition plan and timeline as management of MMP shifts from DCA to DCM.

Timeline

