# Multco Align Update from the CFO

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

*September 2017*

# Executive Overview

Mark Campbell

September was an extremely busy and productive month for the Finance & Budget and Source to Settle teams. It is very exciting that we have completed some important milestones in the Multco Align project. Business process design sessions were completed in September and we are now in the Prototype Phase. I have been really impressed by the way that the functional teams and department representatives embraced this work with a view toward the principle that we are One County.

Some great work was done over the past month, often on very short timelines. We have received valuable input from departments and we have also had some fairly in-depth discussions in the Financial Management Forum and Purchasing Leaders Group. The work we have done to date is foundational to our use of Workday and Jaggaer. During the Prototype Phase we will get a sneak preview of how the system will work. I want to reinforce that no final decisions have been made regarding our use of the new systems. In fact, I expect that we will make some adjustments after we see how the assumptions made during the Architect Phase translate into how we will use the system.

The Prototype Phase is scheduled from October through January. During this time we will also focus on identifying security roles, finalizing the reporting strategy for reports that are required for "go live", and developing the models for system support and training. So, there is a lot of work that has been done to date and there is more yet to come but we remain on target for a July 2018 implementation.

In the event you missed it, or if you still have questions regarding the project, I would encourage you to view the Multco Align Kick-Off event that was held at the end of September. It was a great forum to introduce County employees to the project and I feel that it helped to demystify why we are doing this. Regular project updates are posted on the Multco Align website but, as always, please feel free to reach out to me or members of the functional teams if you have questions.

# General Updates from Multco Align Team

Eric Arellano

### Accomplishments

- All business process design sessions have been completed (most recent Grants and Projects)!
- Lots of work has been done to prepare for Prototype 1 (P1)
  - Completed configuration books.
  - Completed conversion mapping plan.
  - Completed the draft for the Finance/Budget report prioritization.
- **But what is P1??**
  - The Multco Align program entered the Prototype Phase in October 2017. Prototypes are self-contained working copies of Workday. We will have 3 prototypes, P0, P1, and P2.
  - Prototype 1 (P1) will be completed and reviewed by November. This will be our first look at how our specific Multnomah County Workday tenant performs our proposed "to-be" business processes.
  - Each prototype allows the project staff to refine functionality, assess design of business processes, and fine-tune data conversions to reflect our expectations.
  - Our Project Teams (Finance & Budget, and HR) will work with Deloitte to conduct system "validation" through several methods that check both process and data accuracy.

### What's Happening Now: *Prototype Phase* begins

- Deloitte Finance Team began P1 tenant build the week of September 29th.
- Integration design sessions have started for finance and will continue through October (e.g. Banking).
- Security Role matrix being developed: all custom roles will be identified by November 30th.
- Developing a glossary of terms to create a "crosswalk" of current-to-new from SAP to Workday and new Workday terms.
- Developing a draft Support Model.
- Developing a draft Training Plan.

# Financial Accounting & Business Assets Update
Heather Drake

**What's Happening Now**

- Completed the first major drafts of spend and revenue categories in September. Fine tuning will continue in October and throughout testing.
    - Workday's spend and revenue categories will provide more granularity in the accounting structure without making the chart of accounts unmanageably huge.
- Started writing rules in September to reflect a change from SAP to Workday, which requires the use of automated account posting rules, rather than end user data entry, to assign the ledger account to line items on operational documents such as invoices and credit memos. Work continues to make sure that the complexities of the county's transactions are fully captured.
- Business Asset and Financial Accounting configuration workbooks have been submitted for building P1.

# Reporting Update
Heather Drake & Shannon Gutierrez

**What's Happening Now**

- Finance SMEs worked within their departments to prioritize the master inventory of existing SAP finance reports. The results were consolidated into a single priority list to share with Deloitte.
    - Over 100 finance reports were identified by at least one department as "Required for Go Live," but that list is expected to shrink somewhat as duplicate reports are consolidated.
- In early October, Deloitte will complete their fit/gap analysis to determine which reporting needs might be met with Workday-delivered reports.
    - Meetings will be scheduled during October to review the potential "fit" of the Workday reports and capture additional reporting requirements.

# Grants Update
Cora Bell & Robert Stoll

### What's Happening Now

- Completed Grant configuration workbook.
- Provided an update at the Countywide Grants Meeting.
- Gathered sample grant list from departments for loading and testing in P1.
- Completed an initial review of current county WBSs and accounting structure needs for grants and other areas.
- Work continues to finalize sponsor list, which is currently part of the customer list in SAP.

# Accounts Payable Update
Winnie Pow & Robert Stoll

### What's Happening Now

- Completed configuration workbook for Supplier, Expense, Procurement and Inventory.
- Working on Supplier conversion mapping.
- Working with Deloitte to review ACH and Digital Disbursements integrations from Workday to Bank of America.

# Accounts Receivable Update
Grant Gibson

### What's Happening Now

- Completed configuration workbook for Customer, Banking & Settlement.
- Started integration meetings with Deloitte & Bank of America to review and set up transmissions to and from Workday.
- Reviewing and updating Revenue Categories & Revenue Hierarchies.

- Completed Customer Accounts Workday Training.
- Completed a list of current customers in SAP (activity in past three years)
  - Work continues to finalize this customer list.

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# Payroll / Human Capital Management Update
Vanessa Witka

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### What's Happening Now

- Completed workbook configuration for P1
  - Workbook included pay period schedules, payroll run categories, earnings & deductions, pay groups, state, federal, & local tax reporting, payment elections rules, banking information and payslip configuration.
- Working with Deloitte team to automate fiscal year-end and calendar year-end tasks.
- Upcoming training on payroll processing.
- Reviewing how process can be improved to reduce time needed for payroll edit process, currently 2 ½ days.

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# Budget Update
Shannon Gutierrez

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### What's Happening Now

- DCA went live in Questica the first week of October, marking the beginning of budget season.
- Continuing to assess impacts to budget from the ERP project.

# Projects Update
Heather Drake, Cora Bell & Shannon Gutierrez

## What's Happening Now

- Work continues to complete the configuration workbook for building P1 for projects
    - DCS and DCA provided capital project hierarchies for use in P1 testing.
    - Later this fall, the larger space of all types of projects will be mapped.
- Held several knowledge sharing sessions in September to help Deloitte understand work order business requirements since Workday does not offer the same work order functionality as in SAP. The Deloitte team has drafted a possible Workday solution using project tasks plus Internal Service Delivery functionality to test in P1.
- Team members from Finance and Facilities continue to work together to define the work order information that needs to be shared between Tririga and Workday
    - Workday will be the official financial system of record for Facilities costs and rate building.
    - Tririga will focus on its strength as an operations management system.
    - Created a high-level map for a two-way information flow that will put full work order cost information in both systems.

# Source to Settle (S2S) Update
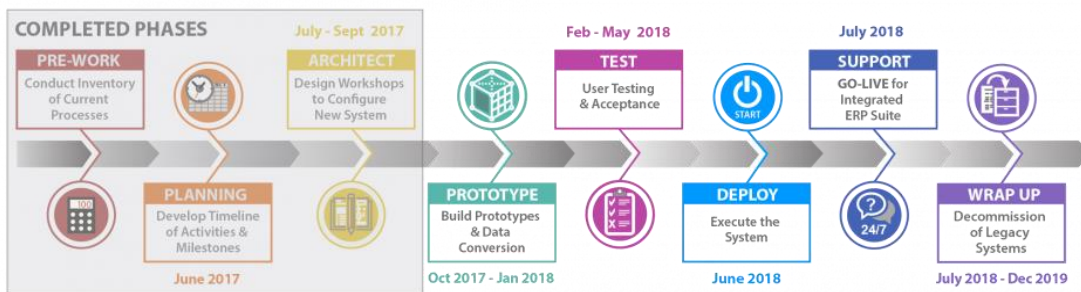Barry Zimmerman & Lori Schmall

## Accomplishments

- Completed business process design sessions.
- Beginning Configuration / Prototype phase.
- Ten team members from across the county will serve as Marketplace Mentors to help drive a strong business solution and play an integral role in supporting teams for go-live and afterwards.

## What's Happening Now

- Conducting a full end-to-end test of Jaggaer / Marketplace on October 5th to fully evaluate the gaps and open areas that need to be configured and built.
  - Since Marketplace is already a functioning system, and a pilot was conducted earlier this year, the system is already partially built!
- Workbooks have been developed and the team has initiated the work for the updated prototype.
- DCA will be initiating pilot usage of the system beginning 10/16
  - Training is underway.

# Timeline