



Multco Align Update from the CFO - June 2018

Executive Overview

Mark Campbell

A lot has been happening with the Finance and Source to Settle Teams over the past few months. As you probably know by now, we took a bit of a pause this spring to evaluate our readiness to make a July 1 go-live date for the Multco Align project. Given where we were with our implementation at the time, the Executive Steering Committee made the decision to shift the go-live date for Workday and Tririga to January, 2019.

Along with the decision to shift the Workday and Tririga timelines, it was decided that we would continue to roll out the Multco Marketplace modules in phases. In March, we launched the Supplier Portal that changes the way we manage relationships with the businesses and agencies who wish to do business with us. This is a very exciting development for the County and the last time I checked it appeared that more than 450 suppliers have already registered through the portal. The Sourcing module, the way we solicit goods and services, is scheduled to go-live in July and the Contracts module will follow in August.

I remain very optimistic about the Multco Align project, and I am starting to more clearly see the benefits that our new ERP will offer. However, I do anticipate that the next several months will be challenging. Many of you will be asked to fill dual roles associated with fiscal year-end and ERP testing and training activities. I would like to offer appreciation in advance for all your efforts to juggle the day to day business of the County along with the important work of preparing for the future.

I would like to highlight a milestone date that Eric mentions below. August 6 is the date we are scheduled to enter User Acceptance Testing (UAT) and this will represent the first opportunity many of you will have to participate in the Multco Align project. I do want to express my thanks on behalf of the Core Teams to everyone who participated in design sessions and provided input on business processes. We would not have been able to complete configuration without your assistance.

We will be sharing information in a variety of forums and you will likely notice the pace of activity picking up noticeably over the next few months. If you have any questions, comments, or kudos that you would like to pass along please feel free to reach out to me, Eric, Barry or any of the other Core Team members.



Updates from Multco Align Team

Eric Arellano

General ERP Updates

- The open configuration items for finance have been closed and fully tested.
- The Finance Functional Team successfully completed System Integration Testing (SIT) for system set up and business processes in May.
- The Finance Functional Team will address the few remaining open items (e.g. Telesoft, Tririga work orders) as they finalize SIT integration tests by mid-June.
- A mid-year cutover plan is being finalized for Finance and will be shared with Finance leadership in July
 - Finance transactional data for periods 1-6 will be converted at a summary level into Workday for fiscal year 2019.
- The User Acceptance Testing (UAT) tenant build will start in July which includes UAT conversion and validation (for finance master data).

What's Happening Now: *Closing SIT and UAT Preparations*

- UAT preparation is in full swing: test scripts are being developed for each module to be used during UAT testing
 - UAT will begin August 6 and go through late September.
 - Quick Reference Guides/Screencasts are being developed for the beginning of UAT.
- A mock cutover activity is planned for June using fiscal year 2018 quarter transactional activity.
- Robert Stoll has been designated training coordinator for Finance.

Financial Accounting & Business Assets Update

Heather Drake

- We are developing the crosswalk to bring our FY19 beginning balances into Workday
 - These balance sheet account amounts will be summarized by fund and ledger account and will come from CAFR Online.
- We are developing the crosswalk to bring our FY19 periods 1-6 activity into Workday
 - These balance sheet and revenue / expenditure account amounts will come from SAP. Our plan is to post one journal entry for each period with amounts summarized by cost object and ledger account.
- In June and July, a large group of people will be developing UAT test scripts around master data creation and maintenance, journal entries, allocations, and the new period close process.
- Casey Flesch, Anish Oommen, and John Schremp have made huge strides in resolving errors in our load of capital assets from SAP into Workday
 - The number of errors has decreased from roughly 1,000 on our first load to a few dozen on the most recent load.



- We are developing UAT test scripts for business assets with a focus on the most common tasks: acquisitions and disposals. Our planned scripts will also incorporate quirks of the different flavors of assets managed by different departments (vehicles vs. IT servers vs. heavy equipment, etc.).
- Casey Flesch has been working with departments on a comprehensive review and clean up of our list of SAP assets under construction. Because Workday treats project assets very differently than SAP, figuring out how to perform conversion has also been a challenge.

Reporting Update

Heather Drake & Shannon Gutierrez

- As we continue developing financial management reports, we are excited to see them starting to take the form of a robust reporting suite that will give us the tools to manage our organization.
- Custom reports that can be used for the CAFR financial statements have been approved and look amazing! The reports take full advantage of Workday's Financial Data Model and reporting power and are expected to make preparation of the CAFR more efficient.

Grants Update

Cora Bell & Robert Stoll

- We met with all functional users for SIT Testing. Each user was given access to Workday and completed SIT scripts as a group.
- We met with SMEs for more in depth SIT scripts. Each SME was given access to Workday, testing scripts were completed, and revenue recognition discussed.
- We discussed various mid-year cutover options, keeping in mind that Grants will be one of the more complicated areas.
- We met with department functional end users to go over UAT examples and script creation with a specific goal to mirror day-to-day examples of functional use.
- We are developing UAT scripts, largely focusing on revenue recognition and grant billing within Workday.

Accounts Payable Update

Winnie Pow & Robert Stoll

- We are developing UAT scripts and Quick Reference Guides/User Guides.
- We completed SIT testing scenarios including setup, business processes and Enterprise Interface Builder (EIB).
- We continue to review and finalize custom reports.
- We continue cutover and data conversion planning.
- We met with each department to discuss the new MMP-Card process.



Accounts Receivable Update

Grant Gibson

- The banking Integrations have been fully tested and are ready for go live.
- During UAT, we will test the connection between the new tenant and the bank to ensure proper connection between systems.
- Incoming bank statements will load into Workday automatically. Currently, we are loading statements manually providing real life data to support the testing process. This process will continue until go live at which point the file will upload automatically to the live tenant.
- First item & auto-reconciliation rules have been tested, paving the way for deposits to auto clear.
- EIB is a bulk entry method for select users to enter multiple lines with one file.
- Testing is completed for ad hoc bank transactions & customer invoices.
- Testing is completed for SIT setup & business processes for banking & customer (AR).
- We are developing UAT scripts for both banking and customer business processes to fully test the system beyond the SIT test case scenarios.

Payroll / Human Capital Management Update

Vanessa Witka

- We completed cycle one of payroll compare
 - The total overall variance for 236,000 records was 4.9%
- Payroll staff worked in two different teams at the Arcoa building to identify discrepancies between SAP and Workday for pay period 3/1/18 to 3/16/18
 - Payroll staff identified all variances, including termed workers, pay input discrepancies, and missing master file data.
- Data has been uploaded for cycle two of payroll compare, and we are currently reviewing for discrepancies.

Budget Update

Shannon Gutierrez

- We met with Central Budget Office staff to review the process of loading and updating a budget into Workday.
- Meetings and SIT testing with HR staff around position creation and edit are ongoing.
- We are currently working on configuration updates for Questica, crosswalking the FY 2019 budget, and planning for building a budget in the Workday Financial Data Model.



Projects Update

Cora Bell

- We met with all functional users for SIT Testing. Each user was given access to Workday and completed SIT scripts as a group.
- We met with each of the department functional end users to go over UAT examples and script creation specifically to mirror actual day-to-day examples of functional use.
- We completed and tested project custom reports.

Facilities Tasks Update

Heather Drake

- SAP Facilities work orders are becoming Facilities Tasks in Workday. Jayde Delano and Jen Unruh have been instrumental in developing the accounting treatment for the various Facilities Task types, SIT testing the many integrations that will pass information between TRIRIGA and Workday, and developing and reviewing Facilities Task custom reports in Workday.
- Finance, Facilities Management, HCM, and Integrations have held several joint SIT testing sessions related to time entry for Facilities Tasks.
- Finance and Facilities Management have been working closely to develop comprehensive, end-to-end UAT scripts so we can perform robust testing of this complex process.

Source to Settle (S2S) Team Update

Barry Zimmerman

Accomplishments

- We completed UAT and developed user guides for Sourcing.
- The QA site, Roles and Workflows are configured.
- We identified and created Templates and Sourcing types.

What's Happening Now

- We are configuring Sourcing production.
- We are developing Contract user guides and conducting Functional Forums (classroom training).
- We finalized the interim Workday/SAP document process tracking system.
- We are working on contract line conversion for Workday contracts.
- We are developing Supplier communications and internal staff communications for Sourcing go live.



Timeline

