Business Leadership Council Finance

August 15th , 2019

Welcome

Agenda

- Change Network Task
- Discussion Items for today :
  - *Capital Project Business Process Flow*
    - *New PeopleSoft Terminology*
    - *Capital Project Initiation*
    - *Capital Project Execution*
    - *Asset Capitalization and Accounting*
  - *Grant Project Business Process Flow – Non-Capital*
    - *New PeopleSoft Terminology*
    - *Grant Project Initiation*
    - *Grant Project Execution*
    - *Grant billing*
  - *Next Step*
- Select Discussion items for future meetings :
  - *Supplier – Onboarding and Maintenance Process*
  - *Procure to pay process*
  - *Budget Control and Management*
  - *Pcard processing*
  - *Inter-departmental Billing*

MIAMI-DADE
COUNTY

Change Network Task Reminder

- GL <u>Preliminary</u> Department Collection Worksheet for all departments ***<u>due Today</u>***

- AR/Billing Configuration Worksheets for departments using PeopleSoft for more than report of collections ***<u>due 08/16/2019</u>***

PeopleSoft Terminology – Capital Projects

- **Program Projects** – Groupings of projects that are used for rollup reporting. Program budgets can be budgeted, but no expenditures or revenue can be booked on program projects.

- **Projects** – A scope of work that has a defined start-date and end-date.

- **Project Activities** – Milestones/Tasks comprising a project.

- **Asset Profiles** -- pre-configured templates that are used to default values when defining assets. Asset profiles also stores depreciation criteria and capitalization method for each category of assets.
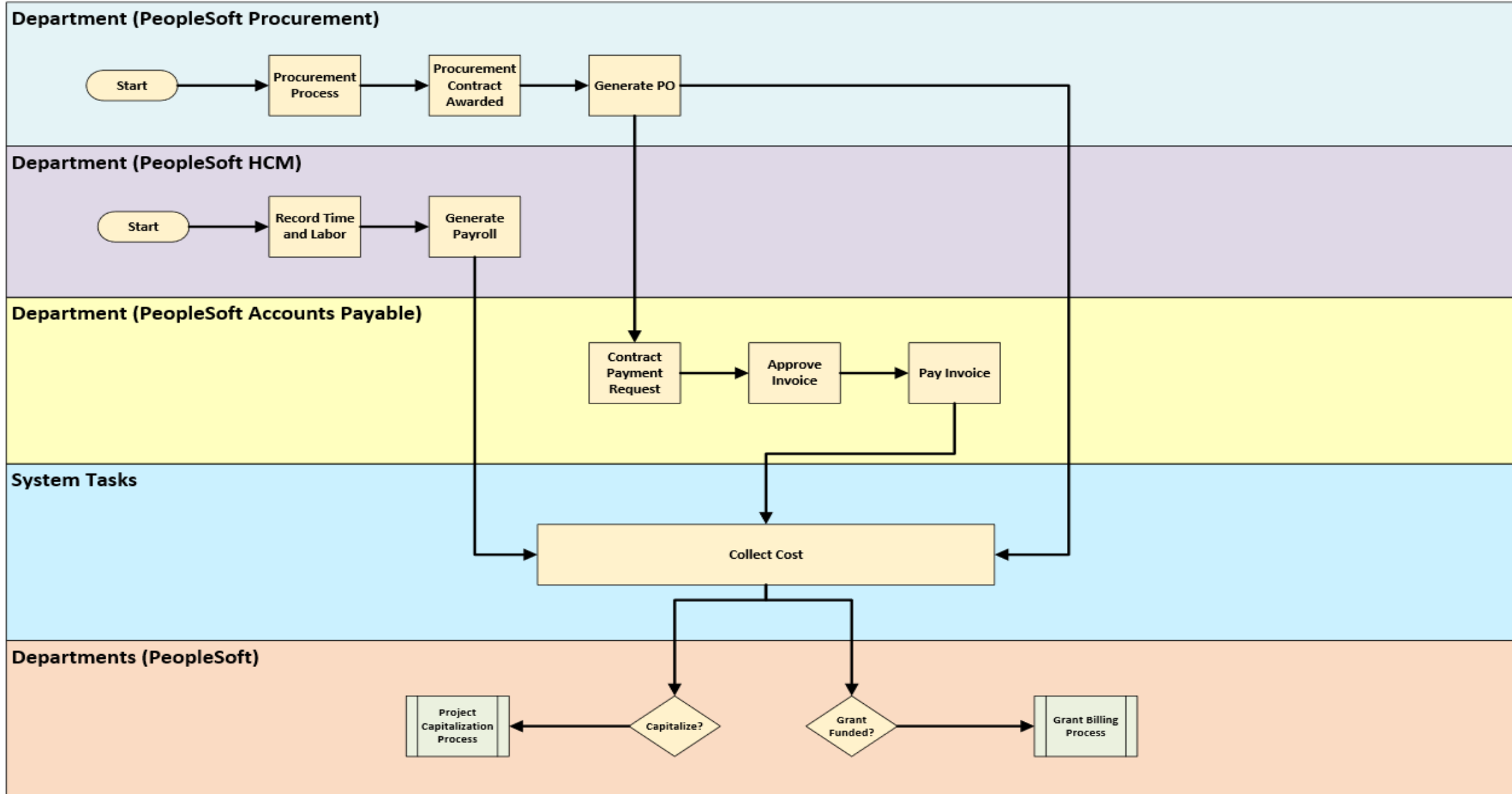
The following table demonstrates the relationship between the capital project Hyperion structure and the PeopleSoft structure.

Hyperion	PeopleSoft
Projects	Program Projects*
Sites	Projects
Milestones	Activities
Exp & Rev	Project Budget & Actuals

Capital Project Initiation
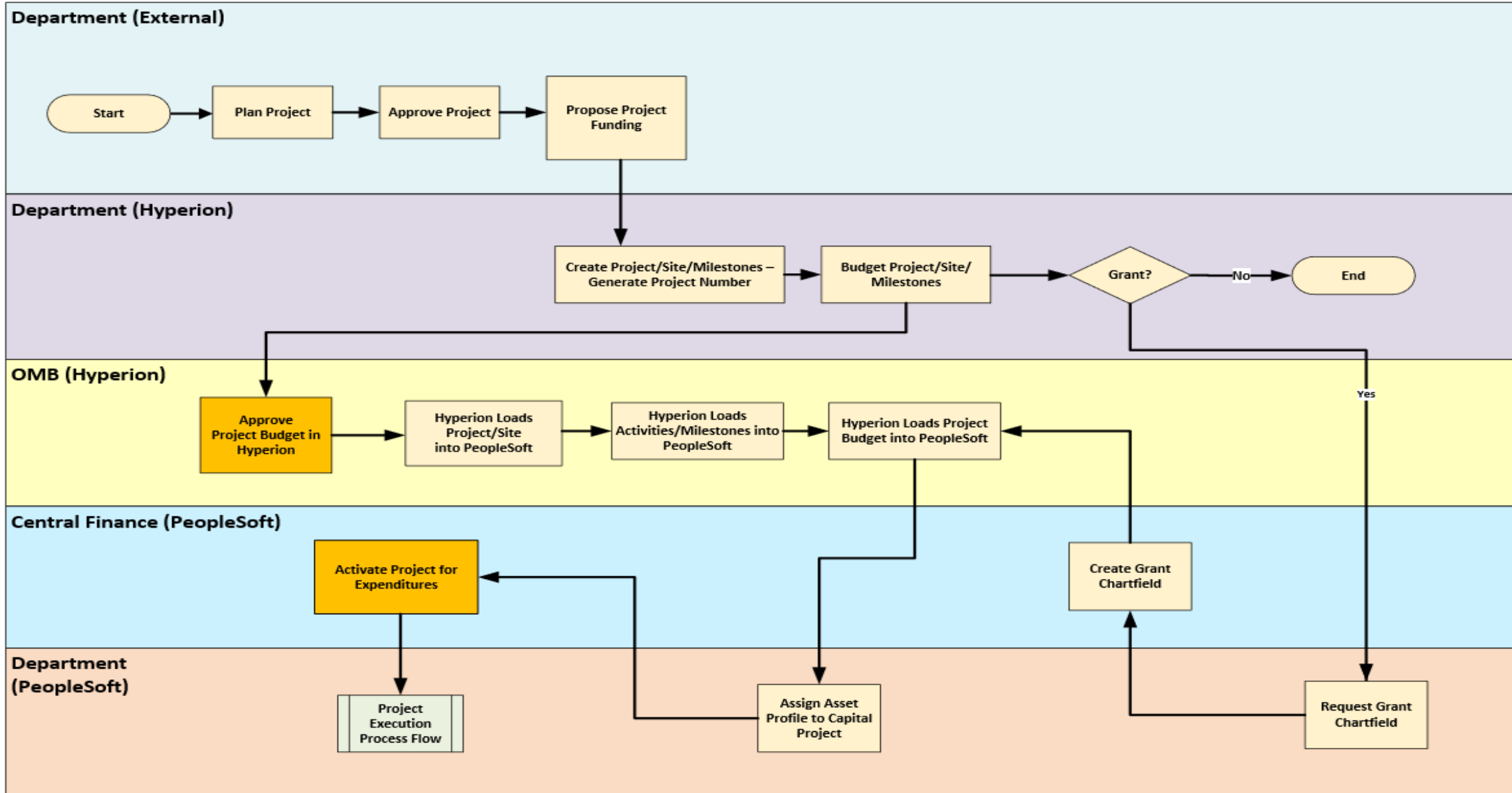
Capital Project Execution
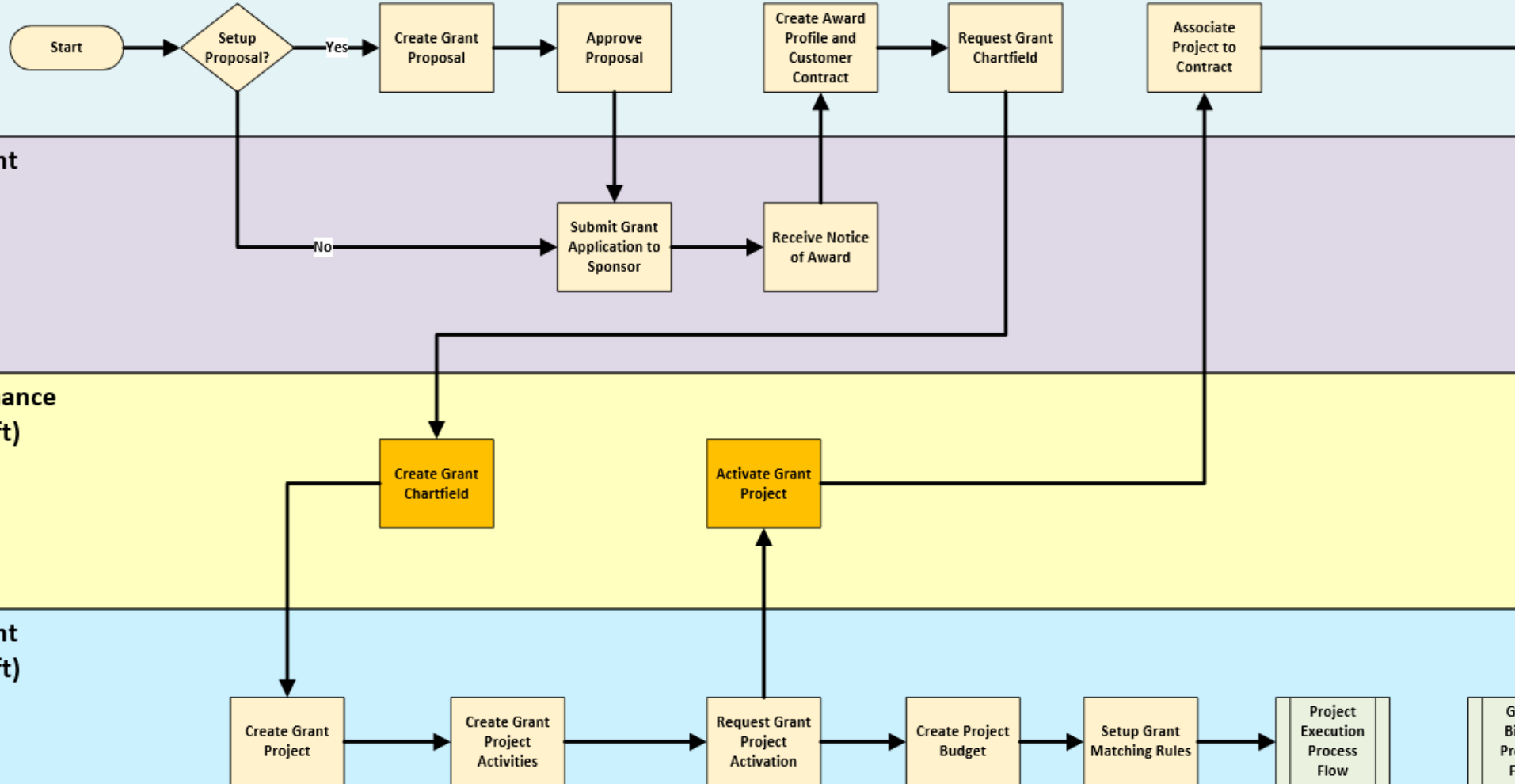
Capital Project Capitalization
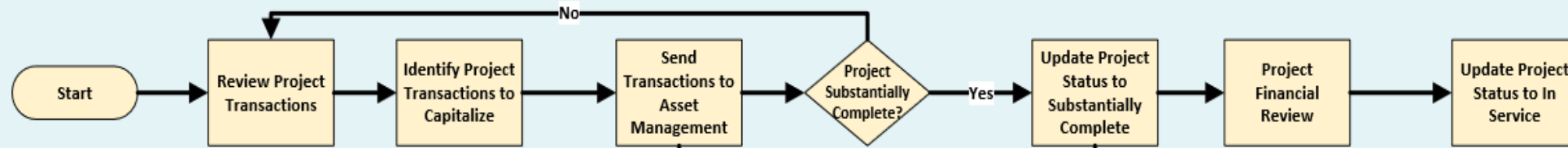
PeopleSoft Terminology – Grant Projects

- **Grant Chartfield** – General Ledger Chart of Account segment that will store the Grant ID for budgeting and accounting transactions. ChartField attributes will be used to store reporting attributes related to Grant ID.

- **Grant Sponsors** – Granting agencies.

- **Award Profiles** – Grant Management award that will store grant demographic information such as grant types, sponsor agency, CFDA/CSFA, etc. Award profile IDs match grant ChartField values. **Award amount will equal sponsored amount**.

- **Customer Contracts** – Billing agreements with grant sponsors that enable auto-generation of grant bills (approval required for bills). Contracts also track billing limit and billed to date. Billing limit will equal sponsored amount.

- **Funding Sources** – Sources of revenue that fund projects. Example: Grants with matching are made up of both sponsored and county funding sources.

- **Projects** – A scope of work that has a defined start-date and end-date. Projects can be fully or partially funded by grant and other funding sources such as county funds, bond, etc. **Grant transactions will require a Project ID**.

- **Project Activities** – Milestones/Tasks comprising a project.

MIAMI-DADE COUNTY

Grant Project Initiation

Grant Project Execution
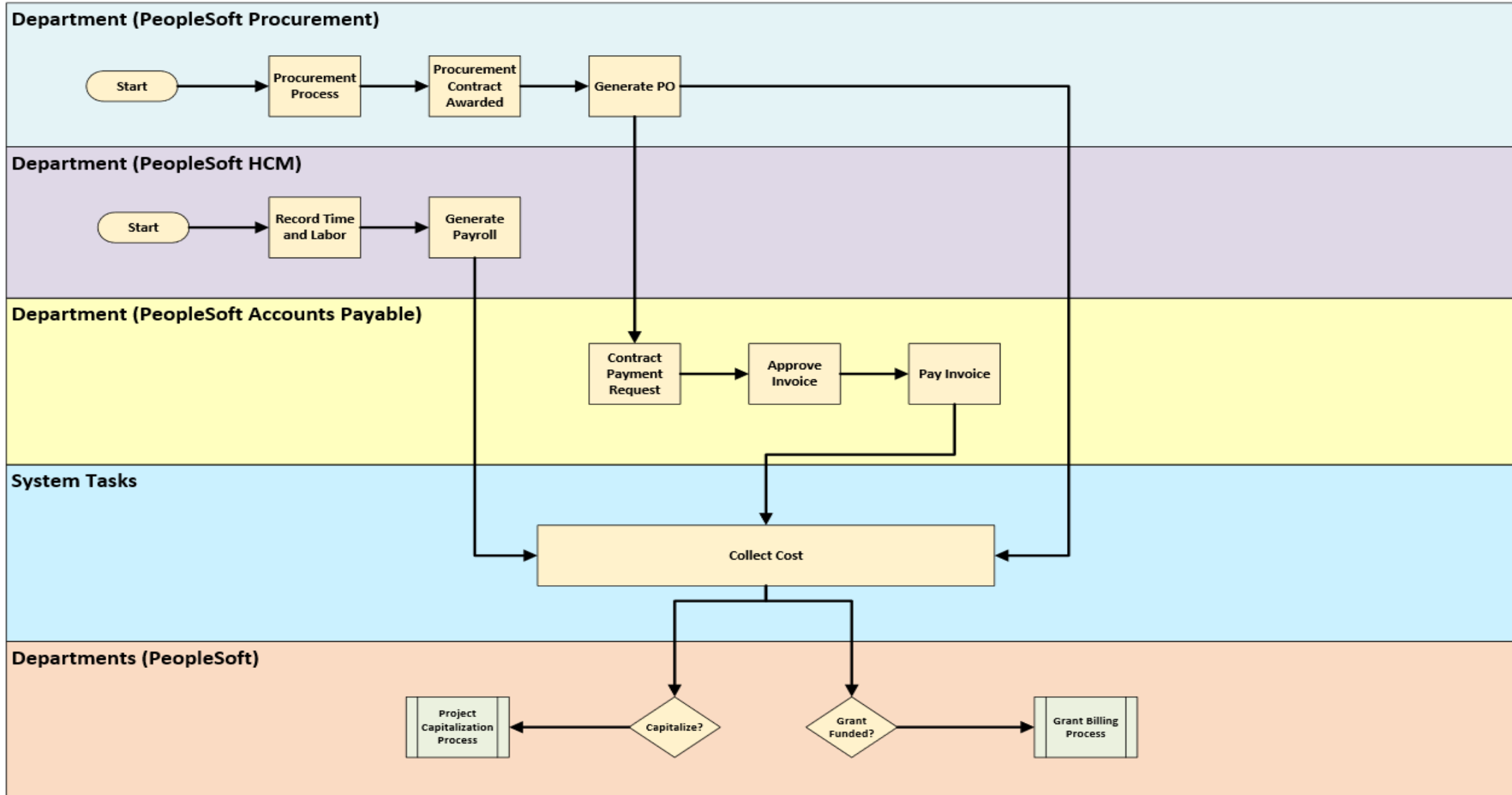
Grant Billing

System Tasks

Start → Grant with County Match? → **Yes** → Split Project Transactions into County and Sponsor → Generate Billing Transactions for Sponsor → Process Billing Transactions through Customer Contract → Generate Temporary Bill → Generate Grant Invoice and AR → Post Payment to GL → End

Grant with County Match? → **No** → Generate Billing Transactions for Grants → Process Billing Transactions through Customer Contract

Department (PeopleSoft Billing and Accounts Receivable)

Approve Temporary Bill

Apply Payment to Grant Invoice

Department (External)

Request Grant Reimbursement from Sponsor → Receive Grant Reimbursement

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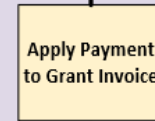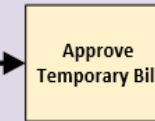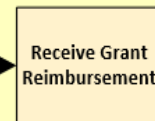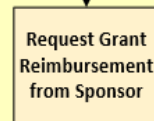
Next Step

- Follow-up meetings for the use of operating projects versus department chartfield will be scheduled in the upcoming weeks.

- Capital and grant project meetings with departments – September & October

Questions
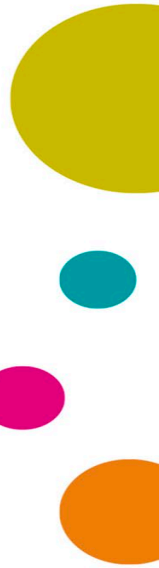
Appendix
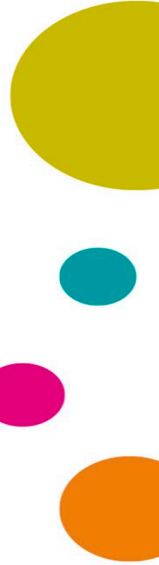
Governance Decision Structure

Escalations ← **Recommendations** ← **Issues**

Strategy → **Decisions** → **Resolution**

Executive Sponsors / Steering Committee

- Review and approve changes to project time, scope and / or cost
- Approve changes in business practice or process

Enterprise ERP Business Leadership Council

- Review, vet and make business solution changes impacting project time, scope and / or cost

Project Management Office (including full Project Team & Leads)

- Day to day management and execution of the project
- Implement requirements as agreed by Miami-Dade County and Accenture in the Statement of Work
- Manage appropriate changes to the Statement of Work not impacting overall time, scope and / or cost

Business Leadership Council

- Analyze and provide recommendations beyond the stated project scope as agreed by Miami-Dade County and Accenture in the Statement of Work
- Assess and validate business process and technical recommendations for department or cross-department impacts

MIAMI-DADE COUNTY

Miami-Dade County ERP Governance Structure

Revised 05/23/2019

Notes:
TBA – To be Assigned
TBD – To be Determined
TBR – To be Recruited
SME – Subject Matter Expert

EXECUTIVE ERP GOVERNANCE BOARD

Carlos Gimenez, Mayor
Edward Marquez, Deputy Mayor

STEERING COMMITTEE

Edward Marquez, Executive Chair

AMS-Cathy Jackson
FIN-Berta Rufat
FIN-Blanca Padron
HR-Arleene Cuellar
ISD-Tara Smith
ITD-Angel Petisco
OMB-Jennifer Moon

PLANTE MORAN, 3rd PARTY ASSURANCE

RFP Review
RFP Cost Normalization
RFP Negotiations
Additional Services (TBD)

ENTERPRISE ERP BUSINESS LEADERSHIP COUNCIL

Barbara Galvez (OMB), Lead

AMS-Sheila Salters
AVI-Oscar Aguirre
FIN-Connie White
FIR-Scott Mendelsberg
HR-Virginia Washington
ISD-Namita Uppal
ITD-Margaret Brisbane
OMB-John Sarduy
PD-Gus Knoepffler
PRK-Cristina Salinas-Cotter
SWM-Michael Ruiz
TPW-Albert Parjus
WSD-Josephine Barrios

SMEs as Assigned

PROGRAM MANAGEMENT OFFICE

Joe Conway, ERP Project Director
Jenny Duis, Accenture Program Manager

ERP Portfolio Manager (TBR)
Ed Beltran, ERP Project Manager
Daniel Crespo (OMB)
Shane Bissessar (HR)
Madelin Rizzo (FIN)
Adil Khan (ISD)
Henry Flores (ITD)
Change Management Pillar (TBR)

INFORMATION TECHNOLOGY LEADERSHIP COUNCIL (ITLC)

ITD-Rosie Perez, Chair

ITLC Voting Members
SMEs as Assigned

BUSINESS-STRATEGIC AREA LEADERSHIP COUNCILS
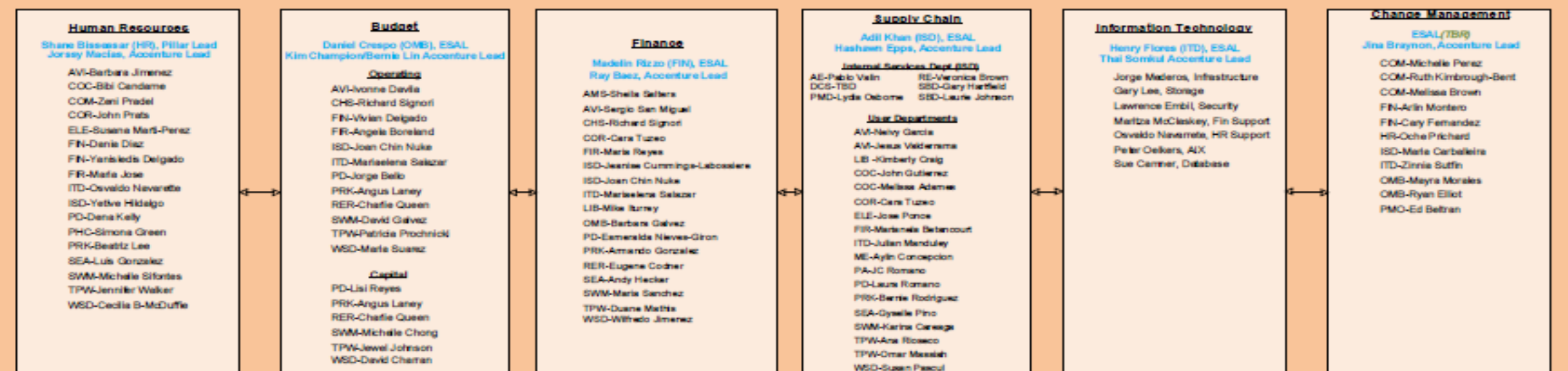
Human Resources

Shane Bissessar (HR), Pillar Lead
Jorssy Macias, Accenture Lead

AVI-Barbara Jimenez
COC-Bibi Candame
COM-Zani Pradel
COR-John Prats
ELE-Susana Marti-Perez
FIN-Danie Diaz
FIN-Yanisledis Delgado
FIR-Maria Jose
ITD-Osvaldo Navarrete
ISD-Yetive Hidalgo
PD-Dena Kelly
PHC-Simona Green
PRK-Beatriz Lee
SEA-Luis Gonzalez
SWM-Michelle Sifontes
TPW-Jennifer Walker
WSD-Cecilia B-McDuffie

Budget

Daniel Crespo (OMB), ESAL
Kim Champion/Bernie Lin Accenture Lead

Operating

AVI-Ivonne Davila
CHS-Richard Signori
FIN-Vivian Delgado
FIR-Angela Boreland
ISD-Joan Chin Nuke
ITD-Mariaelena Salazar
PD-Jorge Bello
PRK-Angus Laney
RER-Charlie Queen
SWM-David Galvez
TPW-Patricia Prochnicki
WSD-Maria Suarez

Capital

PD-Lisi Reyes
PRK-Angus Laney
RER-Charlie Queen
SWM-Michelle Chong
TPW-Jewel Johnson
WSD-David Chaman

Finance

Madelin Rizzo (FIN), ESAL
Ray Baez, Accenture Lead

AMS-Sheila Salters
AVI-Sergio San Miguel
CHS-Richard Signori
COR-Cara Tuzeo
FIR-Maria Reyes
ISD-Jeanine Cummings-Laboselere
ISD-Joan Chin Nuke
ITD-Mariaelena Salazar
LIB-Mike Iturrey
OMB-Barbara Galvez
PD-Esmeralda Nieves-Giron
PRK-Armando Gonzalez
RER-Eugene Codner
SEA-Andy Hecker
SWM-Maria Sanchez
TPW-Duane Mathis
WSD-Wilfredo Jimenez

Supply Chain

Adil Khan (ISD), ESAL
Hashawn Epps, Accenture Lead

Internal Services Dept (ISD)

AE-Pablo Valin
DCS-TBD
PMD-Lydia Osborne
RE-Veronica Brown
SBD-Gary Hartfield
SBD-Laurie Johnson

User Departments

AVI-Nelvy Garcia
AVI-Jesus Valderrama
LIB -Kimberly Craig
COC-John Gutierrez
COC-Melissa Adames
COR-Cara Tuzeo
ELE-Jose Ponce
FIR-Maritznelia Betancourt
ITD-Julian Manduley
ME-Aylin Concepcion
PA-JC Romano
PD-Laura Romano
PRK-Bernie Rodriguez
SEA-Gynelle Pino
SWM-Karine Careaga
TPW-Ana Ricasco
TPW-Omar Messiah
WSD-Susan Pascul

Information Technology

Henry Flores (ITD), ESAL
Thai Somkul Accenture Lead

Jorge Maderos, Infrastructure
Gary Lee, Storage
Lawrence Embil, Security
Maritza McClaskey, Fin Support
Osvaldo Navarrete, HR Support
Peter Oelkers, AIX
Sue Cerrner, Database

Change Management

ESAL (TBR)
Jina Braynon, Accenture Lead

COM-Michelle Perez
COM-Ruth Kimbrough-Bent
COM-Melissa Brown
FIN-Arlin Montero
FIN-Cary Fernandez
HR-Oche Prichard
ISD-Marie Carbelleira
ITD-Zinnie Sutfin
OMB-Mayra Morales
OMB-Ryan Elliot
PMO-Ed Beltran

The BLC members role is that of guidance and decision making for the specific county department under the umbrella of the particular Strategic Area (i.e. OMB, FIN, HR, etc). This panel will provide guidance to the Module Team members that are responsible for the day to day project activities that pertain to a specific Module. In addition, the BLC members will participate in the Change Management development and be involved with testing phases.