

Budget, Finance & Supply Chain Business Leadership Council

November 21, 2019

Welcome

Agenda

- Purpose and Background
- Rollout 1: Finance & Supply Chain
- Procure to Pay Business Process
- Integration
- Conversion
- Data Clean-Up
- Next Steps

Business Leadership Council (BLC) Purpose

- Review decisions, issues and system modification that arise from the EDGE Project Team
- Provide input to the EDGE Project Team from your respective department
- Provide details/clarification regarding department specific legacy systems
- Bring issues or concerns to the EDGE Project Team
- Contribute to the resolution of issues or concerns



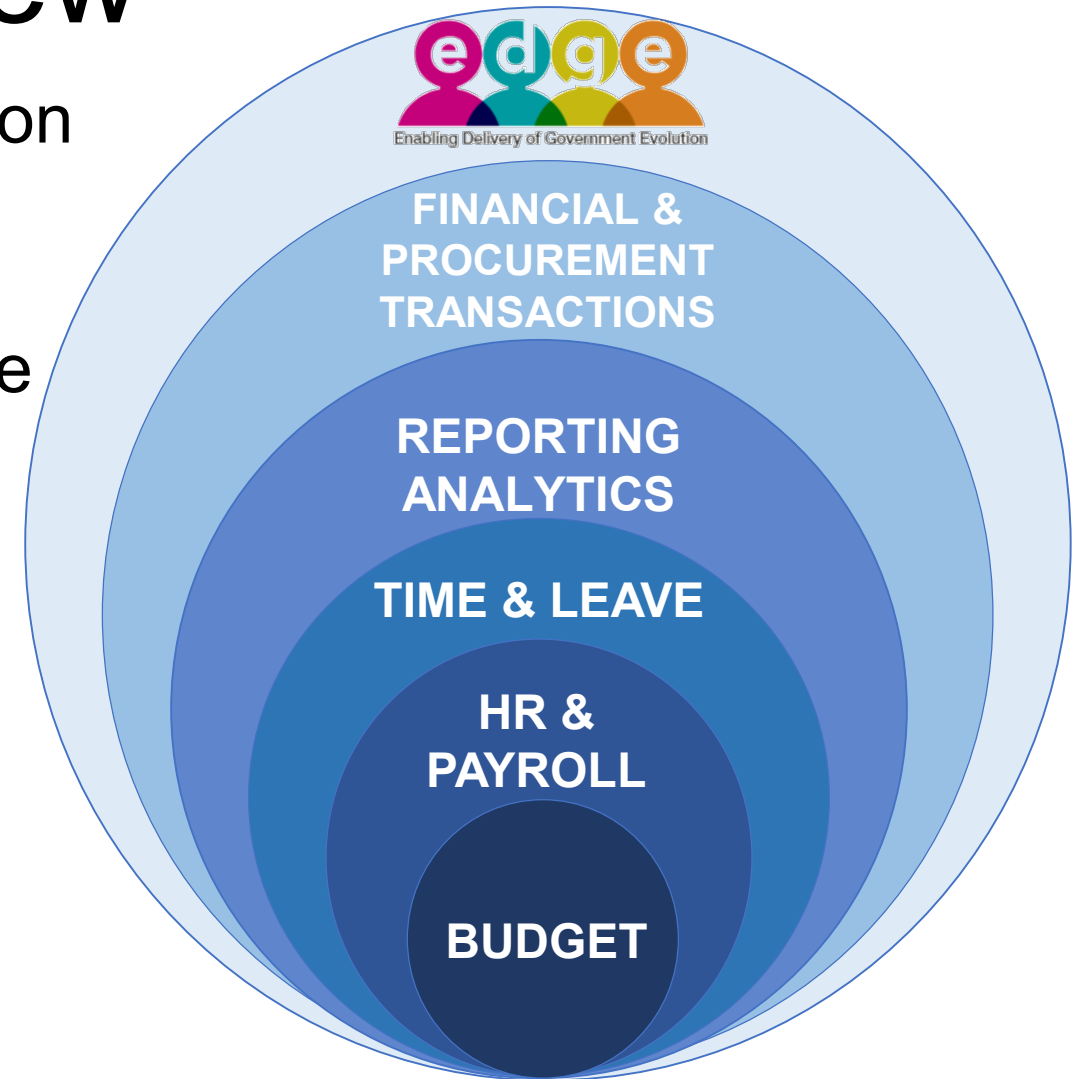


EDGE Project Overview

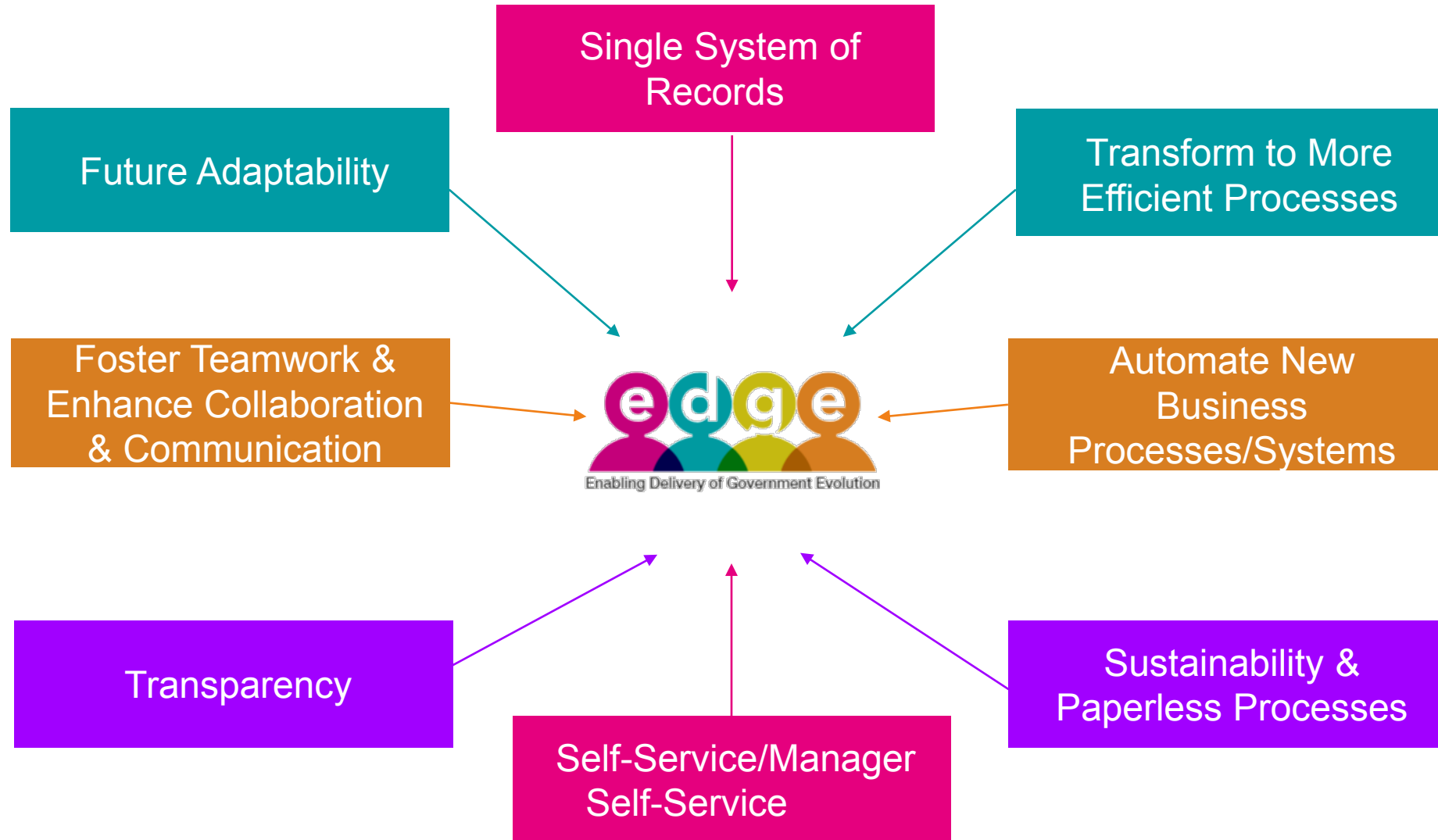
Enabling **D**elivery of **G**overnment **E**volution

EDGE is Miami-Dade County's Enterprise Resources Planning (ERP) project

EDGE will streamline and modernize the County's business processes and technologies, so they operate more efficiently



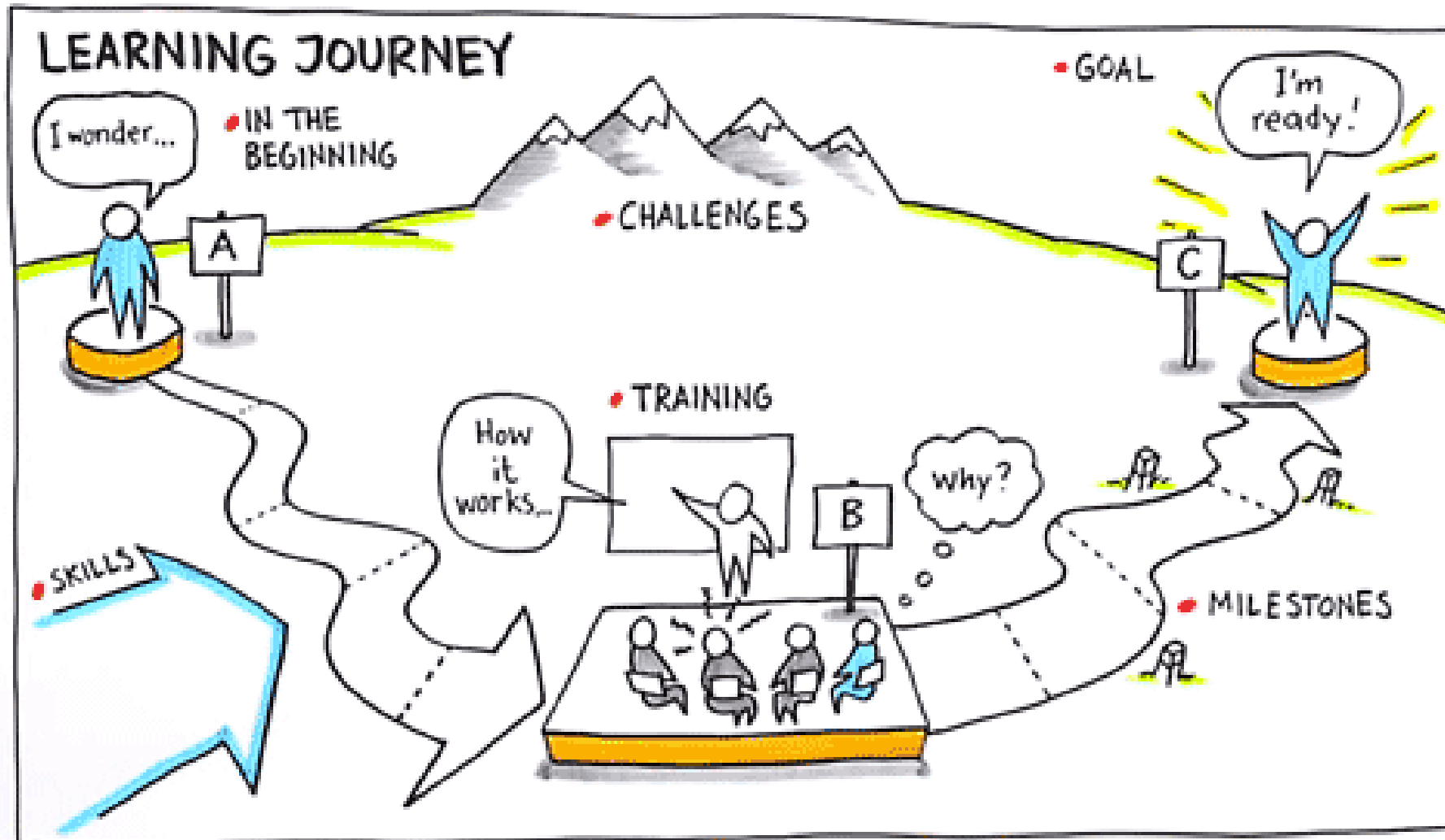
EDGE Delivers



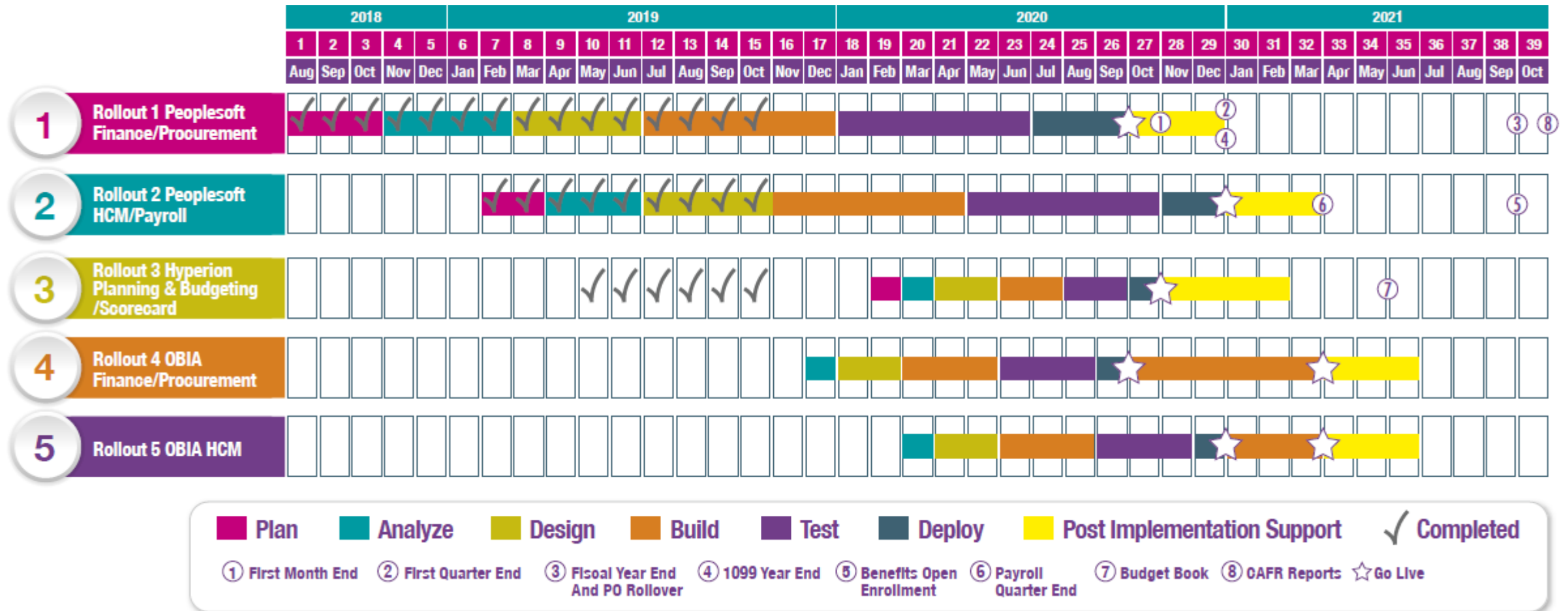
PUTTING IT ALL TOGETHER



Enabling Delivery of Government Evolution



EDGE Project Timeline



Rollout 1: Finance & Supply Chain

Rollout 1 Key Changes



Departmental Structure
Timely Reporting
Modification Request
Strategic Sourcing
eProcurement
Single Sign-On

Rollout 1 Key Terminology

Today	EDGE
Financial Structure	Chart of Accounts
Budget Allotment Control	Commitment Control
Index code	None
Object/Sub-object/GL	Account
Fund/Subfund/Detailed Fund Structure	Fund
Organization	Department
Budget Allotment Control	Commitment Control
AP Invoice	AP Voucher
Direct Voucher	Payment Request
Sites	Projects
Project	Program
Milestones	Activities
Agency	Sponsor
Grant	Grant Chartfield / Award Profile
Transaction Code	Sub module transactions
Report of Collections	AR Direct Journal

Rollout 1 Key Terminology

Today	EDGE
Vendor	Bidder/Supplier
Vendor ID: FEIN / TIN	Vendor ID: System autogenerated number
Blanket PO Number	Multi-Supplier Group Number
Blanket PO	Multi-Supplier Group
Purchase Order	Purchase Order
Departments	Business Unit (Processing Department)
BidSync	Strategic Sourcing
Procurement	Supply Chain

Crosswalk FAMIS COA to EDGE PeopleSoft COA

FAMIS COA	EDGE PeopleSoft COA
	One GL Business Unit (self balancing)
Fund Structure	Fund (self balancing)
Organization	Department
	Trees based on Department
Project	Project field
Grant	Grant field (self balancing)
GL, Subobject Code, Object Code	Account
Function	Expenses; Department Attribute Revenues; Account
Program (Budget Reporting)	Not Used
Subsidiary	Other PS module, Open Item, Account
User Code: FEMA Work Order	Project/Grant It's not a ChartField, it will be a Project related field
Index Code (Multi purpose)	Multiple ChartFields or sub module functionality; for example additional Revenue Accounts, further breakdown of Department and usage of Project fields

Rollout 1 Modules

- **Accounts Payable** – Records supplier invoices and generate payments to Suppliers (vendors). This functionality currently resides in FAMIS/ADPICS.
- **Accounts Receivable** – Records the receivable for the county. This functionality currently resides within the County departments.
- **Asset Management** – Provides the ability to track items from Acquire to Retire. Users will have the ability to Identify assets, depreciate, transfer, adjust, and generate accounting entries. The current functionality resides in varies Departmental spreadsheets, systems, and within FAMIS.
- **Billing** – Receives billing information from sub-systems and 3rd party systems and produces invoices for customers. This may replace existing billing\invoicing systems for some County departments.
- **Commitment Control** – Records Appropriation Budgets interfaced from Hyperion and will control budget expenditures by recording encumbrances and expenses against those budgets from various system transactions such as Purchase Orders and Vouchers
- **Contracts** – Establishes contracts between the County and Sponsors. This functionality is currently maintained by the departments.
- **eProcurement** – Used for creating Requisitions within PeopleSoft. This functionality currently resides in multiple Systems/ADPICS.

Rollout 1 Modules

- **eSupplier** – Portal for suppliers (vendors) to self-register and maintain their contact\address information. This functionality currently resides in BidSync and the vendor portal.
- **General Ledger** – Finance reporting with County's Chart of Account strings. This functionality currently resides in FAMIS. Grants – Used to establish the various details on awarded grants, i.e.
- **Project Costing** – Collects costs from various modules within Peoplesoft (Payables, General Ledger, Expenses, etc.) for county projects. This functionality currently resides within the county departments.
- **Purchasing** – Creates Purchase Orders for suppliers. This functionality currently resides in ADPICS.
- **Strategic Sourcing** – Provide the ability to inviting bidders and suppliers, receive bids, score and analyze bid tally's, negotiating terms, and awarding the contract. This functionality currently is a manual process for most Departments.
- **Supplier Contract** – Create the Contract, Negotiate, Collaborate, Approve, and Amend. Users will also have the ability to submit Modification Request and view department Allocation. This functionality current resides in ADPICS.

Procure to Pay Business Process

Procure to Pay Business Process



1. Requisition (Central Department)

- Search for Category
- Enter ChartFields
- Approve Requisition
- Budget Check

2. Source (Central Department)

- Post Event
- Receive Bids
- Review Tally
- Award Suppliers

3. Contract (Central Department)

- Create Dept Contract
- Manage Allocation
- Request Modification

4. Purchase Order (Department)

- Budget Check
- Online Dispatch to Supplier

5. Receipt (Department)

- Acknowledge receipt of items
- Enter Asset details

5. Voucher (Central Finance)

- PeopleSoft Approval Workflow Engine(AWE)
- Matching (3way)
- Budget Check
- Payment

Appropriation vs Allocation

- What is Appropriation?
 - It is a specific amount of funds authorized for expenditure by the Board of County Commissioners (BCC) against which financial obligations and expenditures may be made on an **annual basis**.
- What is Allocation?
 - The amount authorized to spend by a department for goods and services based on contract period, typically allocations are for more than one year.
- Why is it important to know the difference?
 - Many departments tend to issue purchase orders for the full contract allocation (multi-year) when in reality it should only be issuing the purchase order for 12-month worth of expenditure authorized by the annual appropriation.

Create Requisition



Show intent to request the purchase of a good or service

Contains information to define the item or service that is being requested. Including quantity, description, ship to, terms, and price.

If the items are not on contract the requisition is the initial step in requesting solicitation from Central Procurement

If the items are on contract the requisition is the initial step in requesting the Departmental solicitation from Suppliers for competitive bidding that will result Department contract

ORACLE

Requisitions Search Advanced Search Last Se

Checkout - Review and Submit

Review the item information and submit the req for approval.

My Preferences Requisition Settings

Requisition Summary

Business Unit 50100 Department of Transportation Requisition Name Animal Food

*Requester RARYR ryan.g.r.raagas Priority Medium

*Currency USD Custom Fields

Cart Summary: Total Amount 3,540.00 USD

Expand lines to review shipping and accounting details Add More Items

Requisition Lines

Line	Description	Item ID	Supplier	Quantity	UOM	Price	Total	Details	Comments	Delete
1	ALFALFA HAY	000000000000000023	Hartford county, CT	59.0000	Each	15.000	885.00			

Shipping Line 1

*Ship To 50100 Quantity 59.0000

Address 155 Dev Drive Price 15.0000

San Francisco, CA

Ship To GLN

Attention To ryan.g.r.raagas

Due Date

Price Adjustment

Pegging Inquiry

Pegging Workbench

Custom Fields

Accounting Lines

*Distribute By Qty SpeedChart

Accounting Lines

Account	Oper Unit	Fund	Dept	Program	Budget Entity
510100		1000	5010000000		

1 of 1

2 3

Bird of Prey Diet, Frozen, Neb

Coastal Bermuda Hay

Select All / Deselect All

Select lines to: Add to Favorites Add to Template(s) Delete Selected Mass Change

Total Amount 3,540.00 USD

Create a Sourcing Event



Build Bid Requirements within PeopleSoft

Enhanced collaboration with key stakeholders

Track bidder participation and submission

Date and time stamp when a response is submitted

Award to a Supplier Contracts

Favorites ▾ Main Menu ▾ > Sourcing ▾ > Maintain Events ▾ > Event History

ORACLE® Navigator ▾ Search

Event History

Event Information

Bus. Unit	Event ID	Event Name	Format	Type	Status
50100	0000000135	ANIMAL FOOD SAMPLE	Buy	RFx	Posted

Version History

1-1 of 1 ▾ View All

Round	Version	Event Status	Modified By		
1	1	Posted	ryan.g.r.raagas		

Event Stage

Create Event Event Approval Dispatch Event Receive Bids Analyze Bids Award Event



Electronic document repository

Document authoring and lifecycle management

Contract clause library

Version control and lifecycle status

Digital signatures

Tighter controls over contract terms

Integrated system with other Procurement modules

Favorites ▾Main Menu ▾Supplier Contracts ▾Create Contracts and Documents ▾Contract Entry

ORACLEProcurement Contracts ▾SearchAdvanced SearchLast Search Results

ContractContract Details

Contract Entry

Contract

SetID STATEContract Version
Contract ID 000000000000000000000000141Version 1Status Current

*Status ApprovedApproved Date 02/01/2019New Version

Administrator/Buyer RARYRryan.g.r.aagas

> Authored Document

> Header ?

> Contract Items

Catalog SearchItem SearchSearch for Contract Lines

Lines

Grid IconSearch Icon

1-3 of 3 ▾><

DetailsOrder By AmountItem InformationDefault ScheduleRelease AmountsRelease QuantitiesLine GroupingsSpend Threshold|||

Line	Item	Description	UOM	Category					Include for Release	Status
1		ALFALFA HAY	TON	OUTDOOR_SUPPLIES					<input checked="" type="checkbox"/>	Active
2		COASTAL BERMUDA HAY	TON	OUTDOOR_SUPPLIES					<input checked="" type="checkbox"/>	Active
3		BIRD OF PREY, DIET, FROZEN, NEBRASKA BRAND	LBS	OUTDOOR_SUPPLIES					<input checked="" type="checkbox"/>	Active

View Category Hierarchy

Category Search

Create Purchase Order



Buyer can copy from the Requisition or Contract to create the PO

Chartfields are required and will be used on the Voucher

Ship to Location(s) is required for delivery of goods/services

Changes to the PO after dispatch require a change order within the system

Comments can be entered for the Supplier, Receiver and/or the AP Processor

Oracle Purchasing - Purchase Order Inquiry

Purchase Order

Business Unit: 50100
PO ID: 000000342

PO Status: Dispatched
POA Status: Awaiting Acknowledgement

Header

PO Date: 02/01/2019
Supplier Name: FLBAR-001
Supplier ID: 0000000003
Buyer: ryan.g.raagas
PO Reference: Animal Feed

Supplier Details
Header Details
All RTV
Matching

Activity Summary
Header Comments
Document Status
Actions

Backorder Status: Not Backordered
Receipt Status: Not Recvd
☐ Hold From Further Processing

Amount Summary

Merchandise	14,265.00
Freight/Tax/Misc.	0.00
Total	14,265.00 USD

Lines

Line	Item ID	Item Description	Category	PO Qty	UOM	Merchandise Amount	Status
1		ALFALFA HAY	OUTDOOR_SUPPLIES	59.0000	TON	3,245.00 USD	Approved
2		COASTAL BERMUDA HAY	OUTDOOR_SUPPLIES	53.0000	TON	2,650.00 USD	Approved
3		BIRD OF PREY, DIET, FROZEN, NE	OUTDOOR_SUPPLIES	93.0000	LBS	8,370.00 USD	Approved

Create Receipts

Receipts will be entered into PeopleSoft

There will be integration between Receipts to PO

Users will receive items against the PO Schedule

Matching will require the receipt and the PO
for the Voucher to push through for payment

Receipts are integrated to Asset Management
for Asset Tracking

Favorites ▾ Main Menu ▾ > Purchasing ▾ > Receipts ▾ > Add/Update Receipts

ORACLE® Receipts ▾ Search >> Advanced Search

Maintain Receipts

Receiving

Business Unit 50100 Receipt Status Open X

Receipt ID NEXT Header Comments/Attachments Activities

Header Details

Header

Select Purchase Order Close Short All Lines Print Delivery Report Run PO Receipt Accrual

Receipt Lines Personalize Find View All First 1-2 of 2 Last

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	Device Track
1		Coastal Bermuda Hay	7.5000	TON	10.00000	7.5000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TON	Device Track X
2		Bird of Prey Diet, Frozen, Neb	10.0000	LBS	15.00000	10.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LBS	Device Track X

☐ Interface Receipt ☐ Run Close Short Interface Asset Information

Voucher/Payment Processing



Invoice/Voucher Entry –

- Interface
- Captiva
 - PO Vouchers-PS Voucher Entry (3-Way/ 4-Way Matching)
 - Non-PO Voucher-PS Payment Request
- On-line Voucher Entry
- Mass Voucher Upload

PeopleSoft Approval Workflow Engine(AWE)

Voucher Accounting Lines

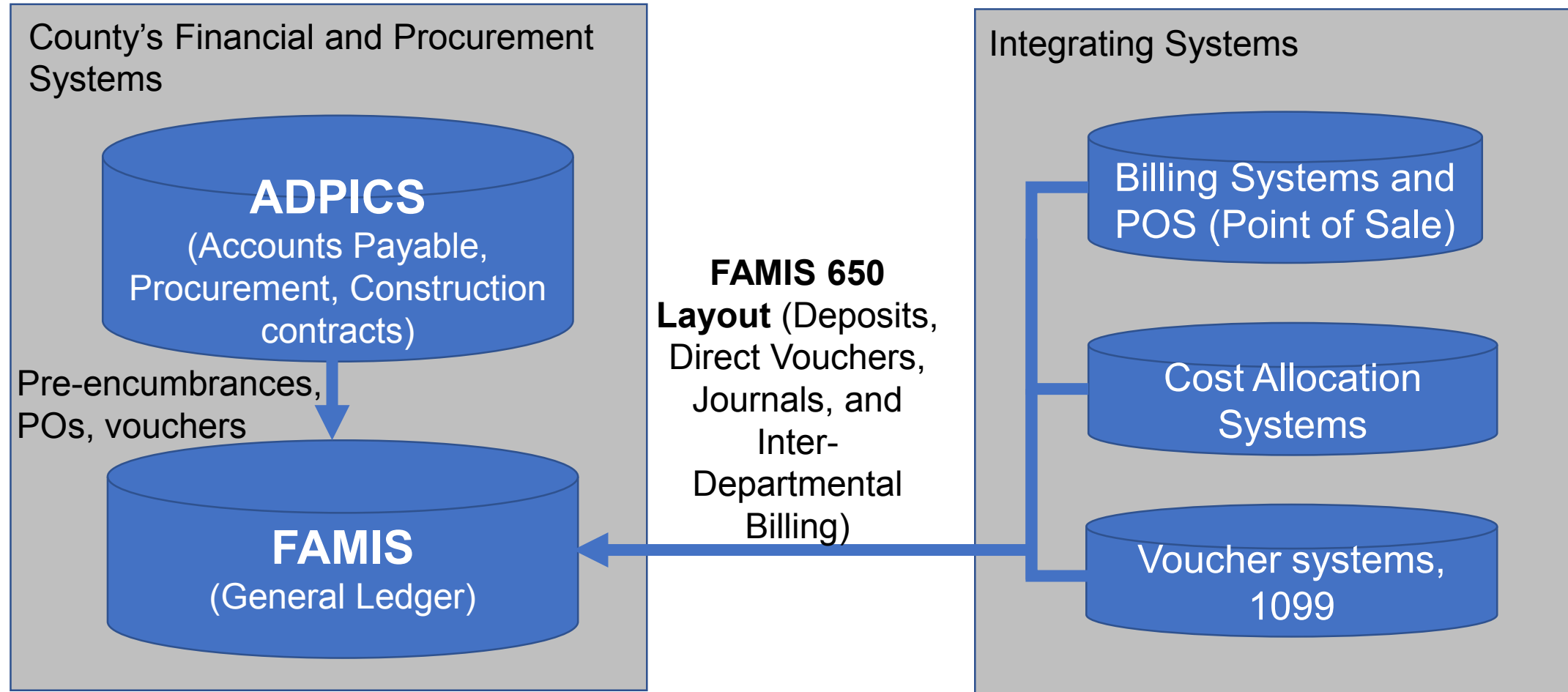
Budget Check

Disbursement Issuance

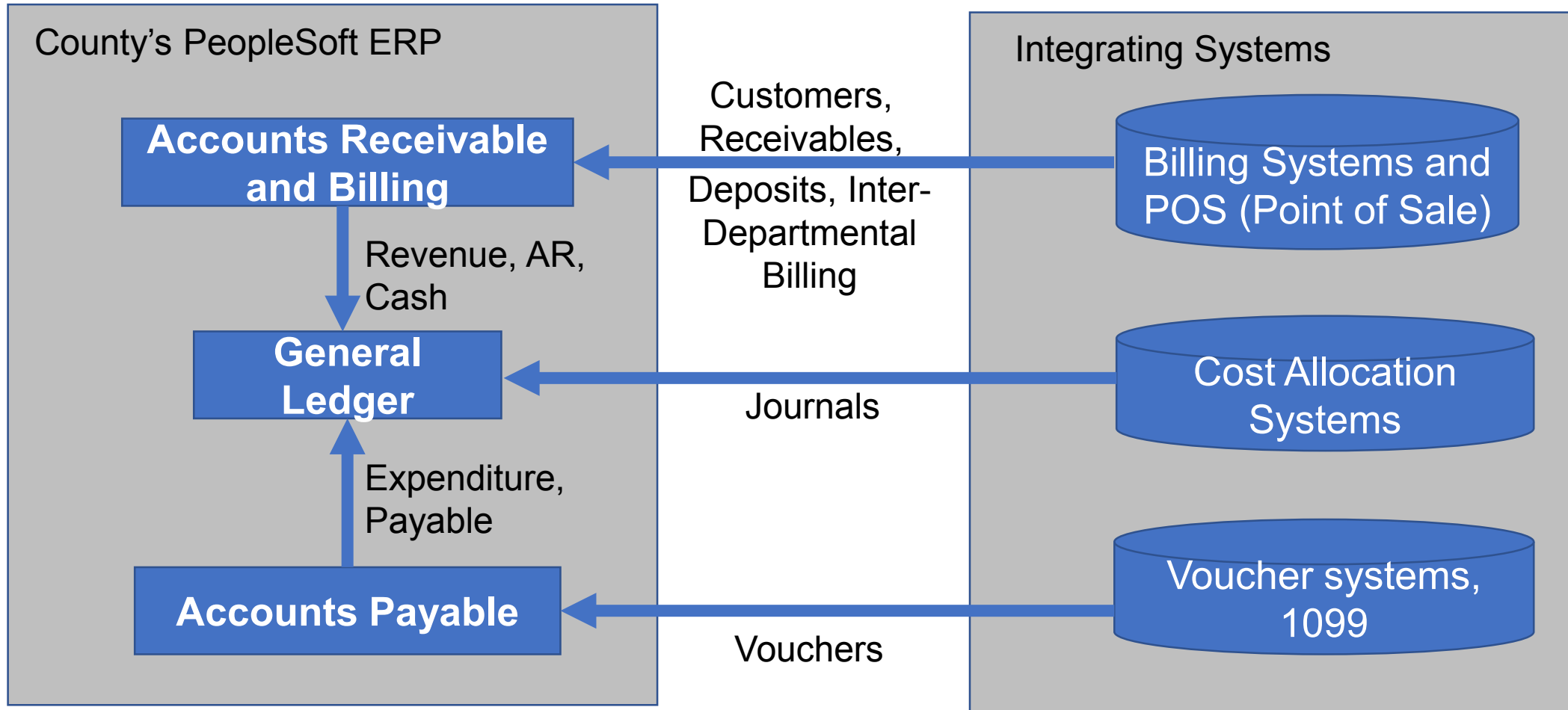
Supplier Portal

Integration

Integrations Today

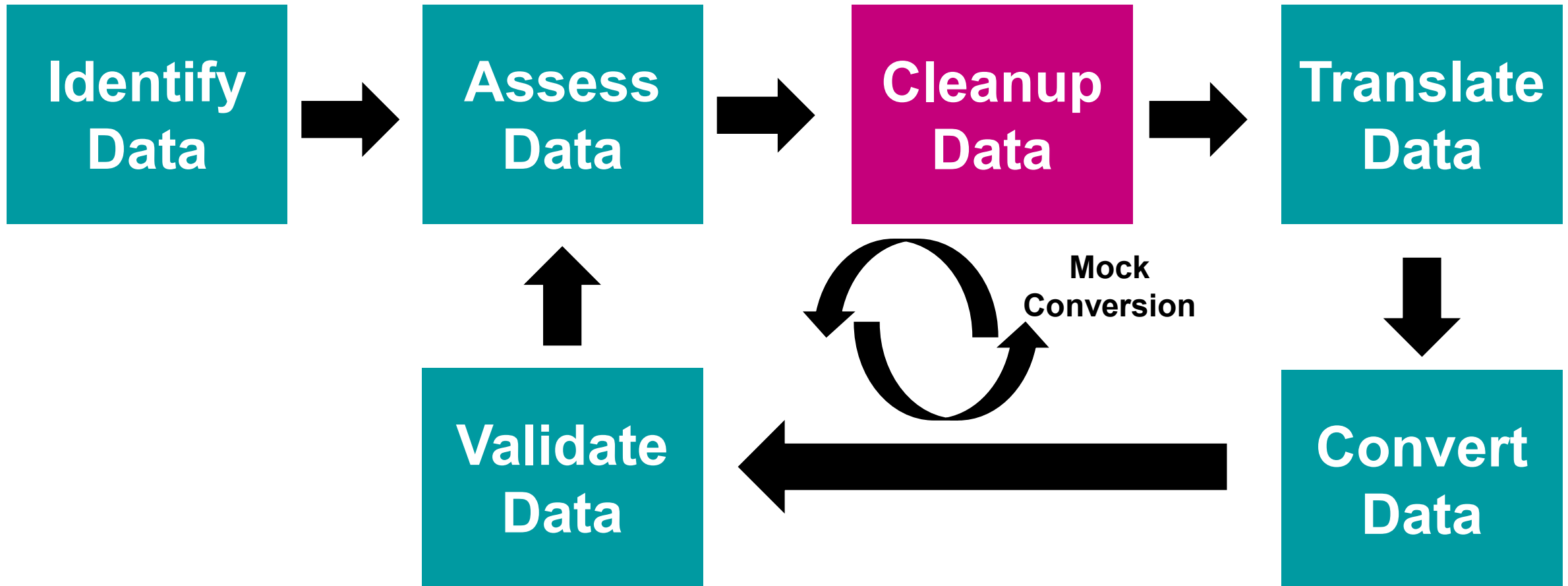


Integrations After EDGE Implements



Conversion

Overall Conversion Process



Data Conversion Identification

Data	Conversion Criteria
Bidders/Suppliers	<ul style="list-style-type: none">• Active Vendors from ADPICS/FAMIS
Assets	<ul style="list-style-type: none">• Active assets in FAS, AssetMax, Sage, spreadsheets (Enterprise Funds)
Supplier Contracts	<ul style="list-style-type: none">• Active ADPICS Supplier Contracts
Purchase Orders	<ul style="list-style-type: none">• Open POs from ADPICS
Vouchers	<ul style="list-style-type: none">• Open Vouchers
General Ledger	<ul style="list-style-type: none">• FYE 2020 Balance Sheet ledger balance in FAMIS
Projects	<ul style="list-style-type: none">• Active Grant Projects• Active Capital Projects• Life to Date Revenue and Expenditure balance for active capital projects
Grants	<ul style="list-style-type: none">• Active grants• Life to Date Revenue and Expenditure Balance for active grants

Appropriation vs Allocation



Data Clean-Up

Purchase Order (PO) Clean-Up



- Things to do this fiscal year:
 - Release old encumbrance balances
 - Review allocation balances
 - Review PO's with expired contracts
 - Close PO's with no activity

Asset Management Clean-Up

(FAS, Sage, AssetMax and spreadsheets)



To ensure a streamlined PeopleSoft ERP implementation, it is imperative that capital inventory process is up to date.

- Capital Inventory Officers should use this opportunity to identify assets no longer required for their operations.
- All excess property should be documented on a Property Action Form and turned in to the Internal Services Department, Business Services and Property Control Section for reallocation or disposal.

NOTE: The ERP team will be reaching out to each department with detailed requirements.

General Ledger Reconciliation



Departments are recommended to perform a General Ledger reconciliation to verify the integrity of account balances on the departments accounts.

Accountants will need to perform the following:

- Review each Asset and Liability account in the General Ledger
- Perform corrective actions on discrepancies
 - Action may involve making journal entries to correct errors, write-offs, cancelling vouchers, etc.

General Ledger Account Review and Clean-Up

Every single GL account on the balance sheet in FAMIS (trial balance screen 6400) needs to be substantiated, i.e. all receivables, payables, assets, and cash need to be valid, up to GL Account 299.

General Ledger Account Review and Clean-Up

- Detailed Instructions will be provided
- Departments will provide sign off on the actions
- Department Action Items:
 - Review Funds and Subfunds to ensure they are still active and valid
 - Review Asset and Liability accounts under each of your funds to ensure account details supporting the account balance are proper and valid;
 - Accounts must reconcile to detail
 - In EDGE - Reconciliation of Major account to detail will be required
 - Analysis of Asset Detail and Liability Detail to ensure – account and amount still valid
 - Asset - enforceable rights to the underlying asset (ie. Receivable, claim etc.)
 - Liabilities – expect to pay the amount recorded in the subledger/detail

Rollout 1 Data Clean-Up

- Data Cleanup must be 100% Complete by May 31st, 2020 (i.e. ready for Production)
- Only valid transactions will be converted to EDGE

Departmental/Office Tasks

Current Task

- Crosswalk of FAMIS Index code to PeopleSoft Chart of Accounts
 - Distributed – Friday, November 15, 2019
 - Due – **December 6, 2019**

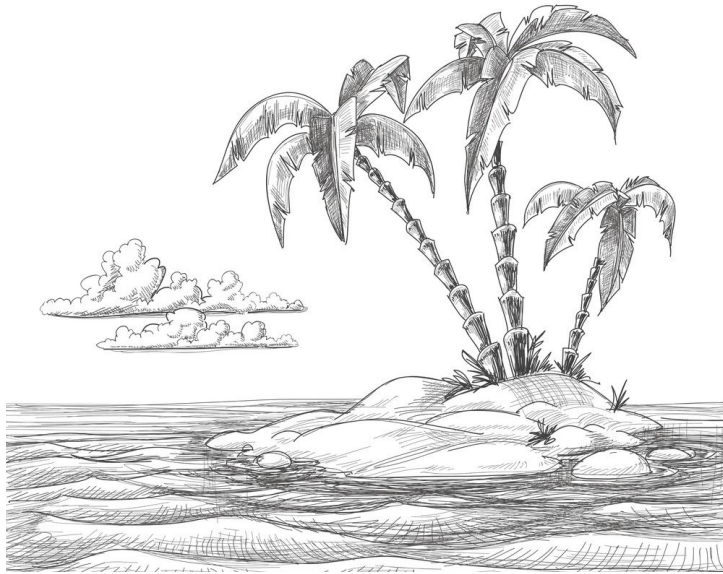
Upcoming Topics

List of Upcoming Topics

- Review Workflow Design
- Supplier Contracts
- Security Role Mapping
- Business Process Workshops (BPW's)

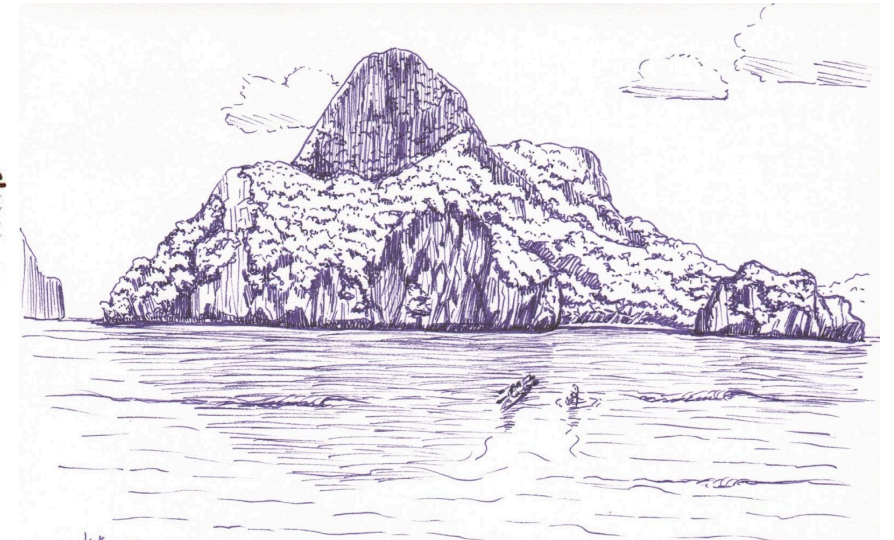
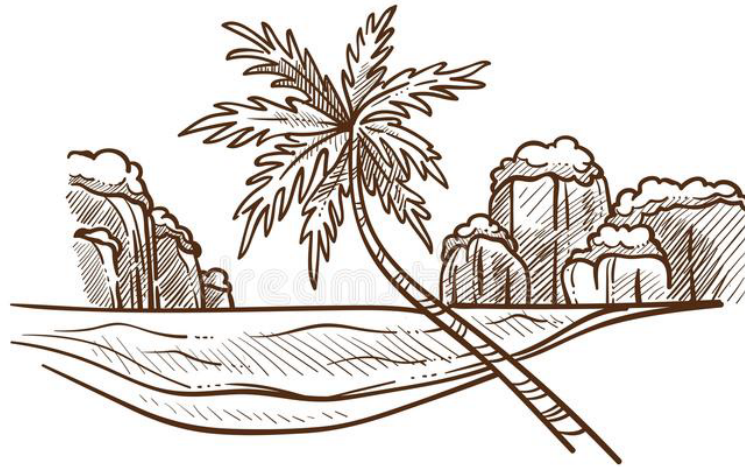
Summary

Our World Today



FINANCE

BUDGET



PROCUREMENT

Your World Tomorrow...

Budget, Finance & Procurement working together to help support the integrated PeopleSoft system



Contact Us



Email us EDGE@Miamiidade.gov



Visit the EDGE
Website <http://www.miamidade.gov/employee/edge.page>

EDGE Website

<http://www.miamidade.gov/employee/edge.page>

The screenshot displays the EDGE website interface. At the top, a dark blue header bar contains the text "Welcome to the new version of Miami-Dade County's website. We'd love your feedback." and navigation links for "Employees", "Calendar", and "Translate". Below this, a white navigation bar features the Miami-Dade County logo and links for "Services & Information", "News & Social Media", "Your Government", and "Contact Us". A search icon and a "Login" link are also present.

The main content area features the "edge" logo, which consists of four stylized human figures in pink, blue, green, and orange, with the word "edge" in white. Below the logo is the tagline "Enabling Delivery of Government Evolution". To the right of the logo is a box with the text "Find upcoming trainings and events." and a pink button labeled "CALENDAR OF EVENTS".

Below the main content area is a horizontal navigation bar with links for "Project Overview", "Strategic Area Business Leadership Councils", "Project Timeline", and "Countywide EDGE Approach".

The "Project Overview" section is highlighted, showing a brief description of the EDGE project and a link to "Learn more about EDGE".

The "Strategic Area Business Leadership Councils" section is also highlighted, showing a grid of six images representing different business areas: Human Resources, Budget, Finance, Supply Chain, Information Technology, and Change Management / Training. Each image is accompanied by a pink button with the corresponding label.

The footer of the website includes the "miamidade.gov" logo, social media icons for Facebook, Twitter, and YouTube, and a "Feedback" link.

Questions

