

Follow the Link

- Select Your Department/Office
 - <https://polly.accenture.com/do4r5>

*Today's Business Process
Workshop will begin momentarily*

Central Department Source to Pay Business Process Workshop

May 5, 2020

Logistics for Today

- Mute your microphone when not speaking
- Be courteous of presenters and attendees
- State your name and department before speaking
- We will have Q&A breaks
- Use the chat box to write questions or comments
- Return promptly from breaks
 - Two 15 Minute Breaks
 - One Hour Lunch Break
- PowerPoint presentation was included in the meeting invite
- Today's session will be recorded

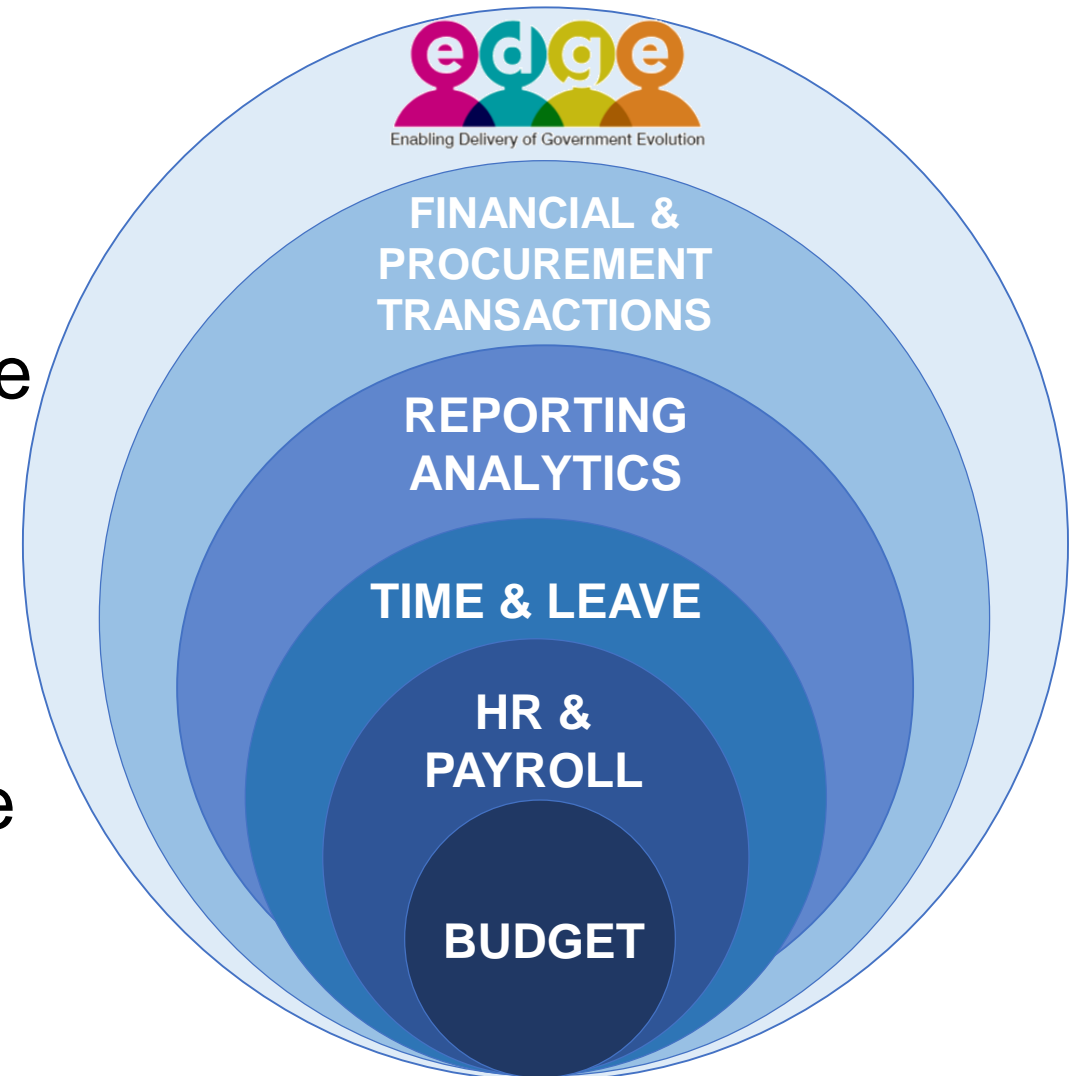
Agenda

- Welcome & Introduction
- Project Background
- BPW Objectives
- Source to Pay Business Process
 - Process Overview
 - System Walkthroughs
 - ERP Roles
 - Key Changes
- Additional Activities
- Tools to Support Departments



EDGE Overview

- EDGE is Miami-Dade County's Enterprise Resources Planning (ERP)
- EDGE will streamline and modernize the County's business processes and technologies, so they operate more efficiently and support the County's policies
- It will be the system of record for the County's Financials, Supply Chain, Human Resources, and Payroll functions



Project Governance

Business Leadership Councils



- Decision Making Body
 - Support/validate decisions
 - Confirmation of decisions made by EDGE Project
 - Contribute to resolution of issues
 - Escalate decisions, as necessary

Department Change Networks

- Change Executives
- Change Agents



- Two Way Information
 - Gain understanding of Project and solution
 - Push Project communications through department
 - Provide input/information from departments

Business Process Workshop (BPW) Objectives

BPWs will present county-wide business processes

BPWs will...	BPW will not...
<ul style="list-style-type: none">• Help departments understand new county-wide business processes• Discuss key process changes• Suggest potential impacts on departments• Prepare departments to adapt their existing process/forms/operations to fit new processes	<ul style="list-style-type: none">• Discuss all new business process changes and impacts• Present department-specific processes• Discuss department-specific impacts• Provide a full system demonstration• Provide system training

Note: BPWs will cover **county-wide** process impacts. Each department will identify its own **department-specific** process impacts

Guiding Principles

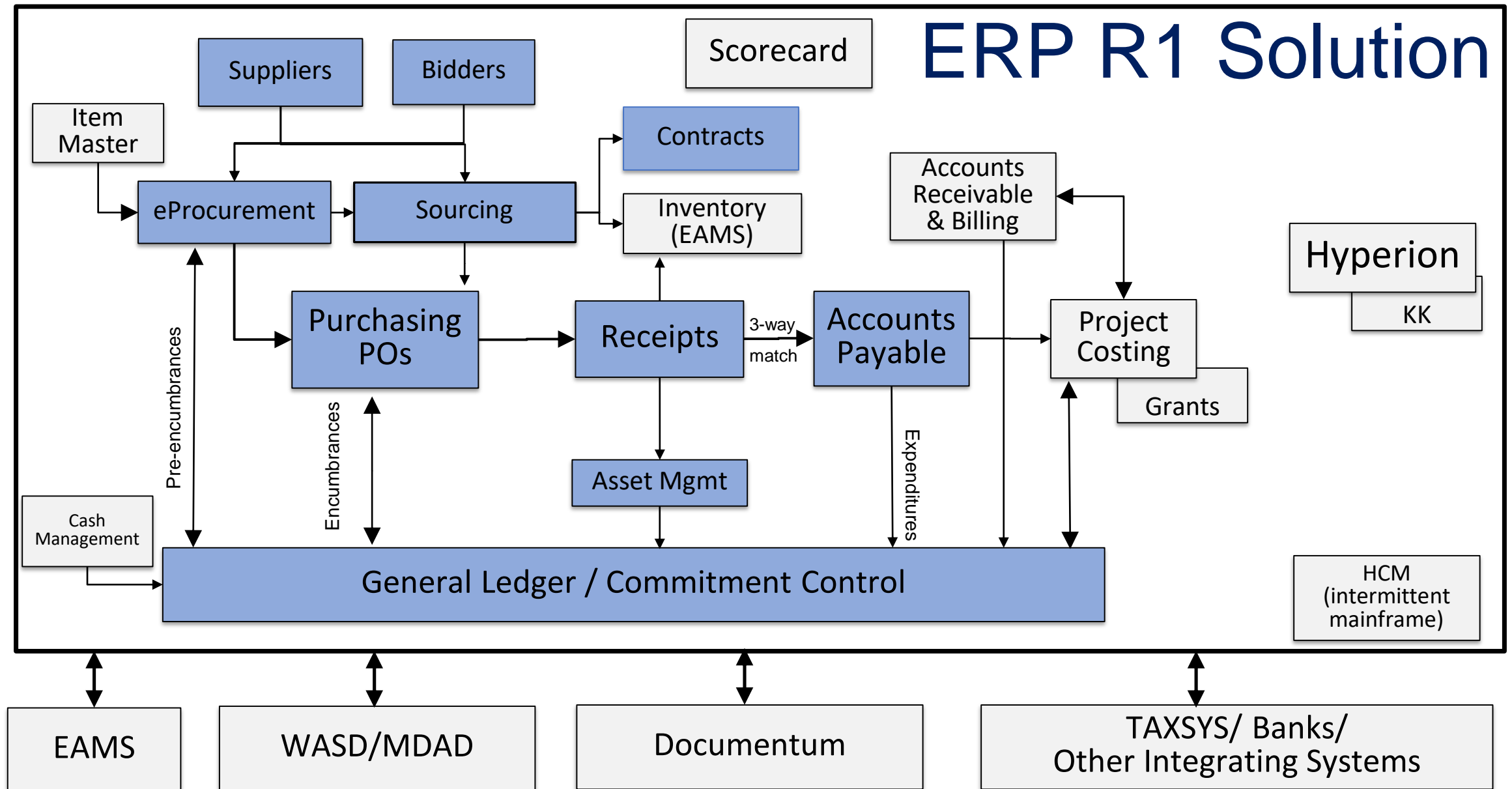
- **Challenge** how the County does things today
- **Perspective** – Adopt a “county-wide” perspective
- **Participate** – Share your thoughts
- **Question** – Better to question, then assume

Source to Pay Business Process

What You Should Take Away

- Process overview level understanding of the **Source to Pay** business processes.
For this session, the business processes are:
 - Create and Manage:
 - Requisition, Sourcing Event, Contract, Purchase Order, Receipt
 - Enter and Process Voucher
 - Invoices for all departments will be scanned, and vouchers will be created in PeopleSoft
 - Approval workflow now in PeopleSoft
 - Voucher Integration with Purchasing
 - Working with match exceptions and matching changes
 - 3way & 4way Matching
 - PO Invoices will require a Receipt transaction
 - Enter and Process Voucher Journal
 - Asset Creation and Maintenance
- Understanding of the EDGE end user roles to complete the Role Mapping activity

ERP R1 Solution












Key Terminology

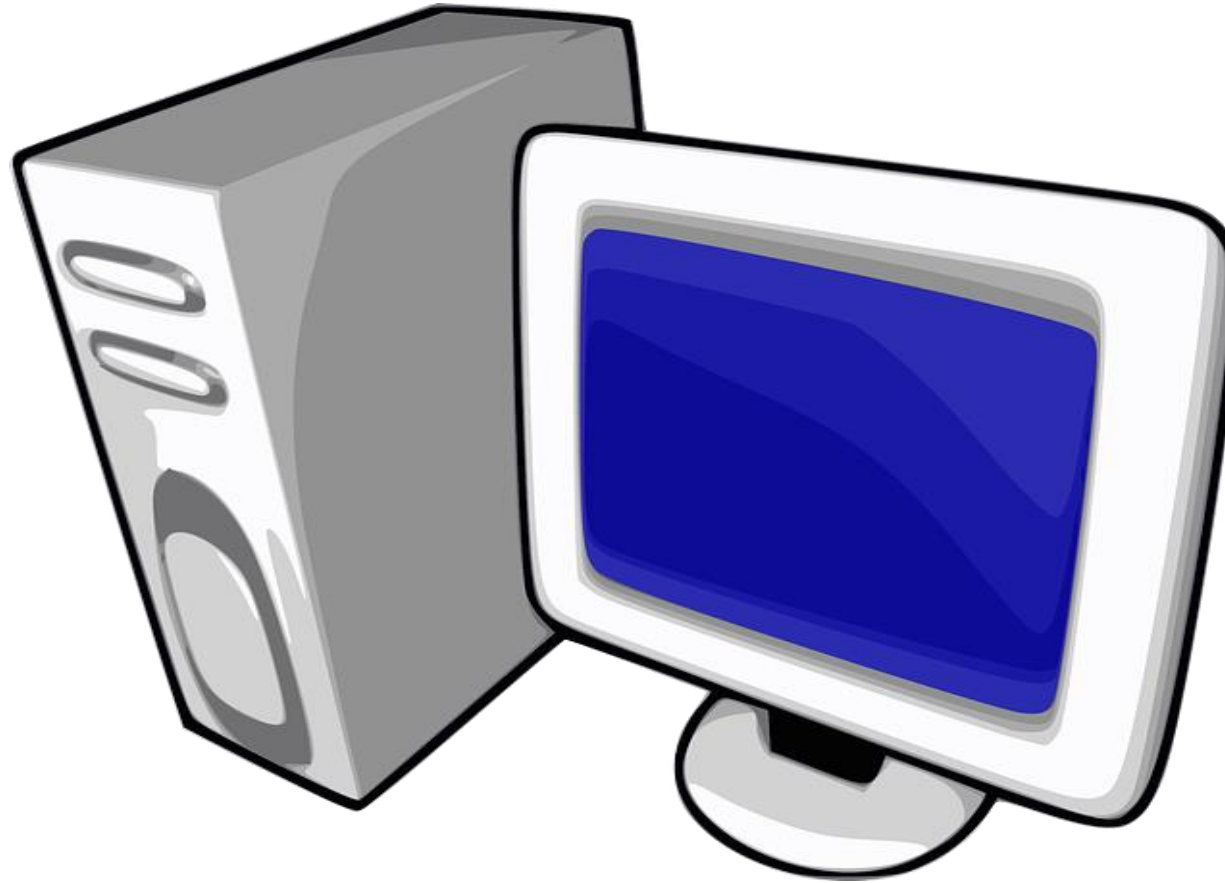
Today	PeopleSoft Terminology
Departments	Business Unit (Processing Department)
Bidder/Vendor	Bidder/Supplier
Vendor ID: FEIN / TIN (SSN)	Vendor ID: System Autogenerated Number
BidSync	Strategic Sourcing Module
RTQ/RFQ	RFI
RFP/FB	RFx
Solicitation Number	Event ID
ADPICS	Supplier Contract Module
Contract Number	Group Multi Supplier
Blanket PO	Allocation/PO Contract
AP Invoice Sequence/Voucher (PO Invoice)	AP Voucher
Direct Voucher	Payment Request
Emergency Check	Express Payment
Check/ACH/ePayable Run	PayCycle

Source to Pay Scenario

- Renew Established County Furniture Pool

-  Source of the RFI
-  Department Requisition
-  Source and Award
-  Procure the Goods
-  Encumber the Funds
-  Receive the Goods
-  Voucher and Pay
-  Review Accounting
-  Create and Maintain Assets

Demonstration Overview – Sourcing: RFI

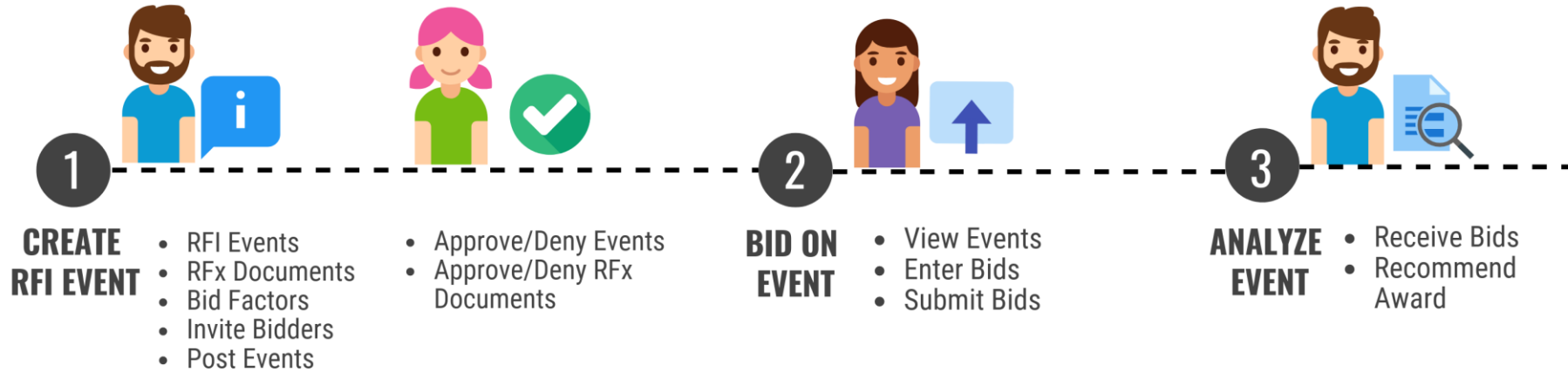


Presenter: Kalleen Smith

SOURCE TO CONTRACT (RFI)

Business Process

This Source to Contract process covers the creation and analysis of a Request for Information (RFI) sourcing event and the creation of the Group Multi Supplier (GMS) Pool.



ROLES

Strategic Sourcing Buyer



Buyer role responsible for creating and analyzing sourcing events.

Strategic Sourcing Event Approver



Approver role responsible for approving or denying sourcing events & RFx Documents.

Bidder/Supplier



Bidder/Supplier role responsible for submitting qualifications on a bid.

Central Contract Administrator

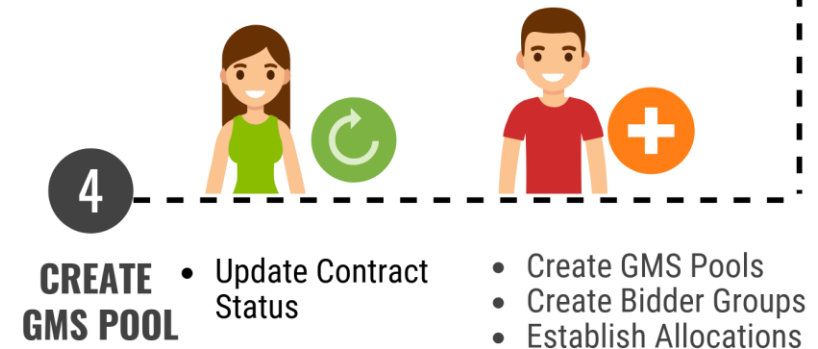


Administrator role responsible for creating and maintaining supplier contract documents to include contract agreements, modifications, OTR etc.

GMS Approver



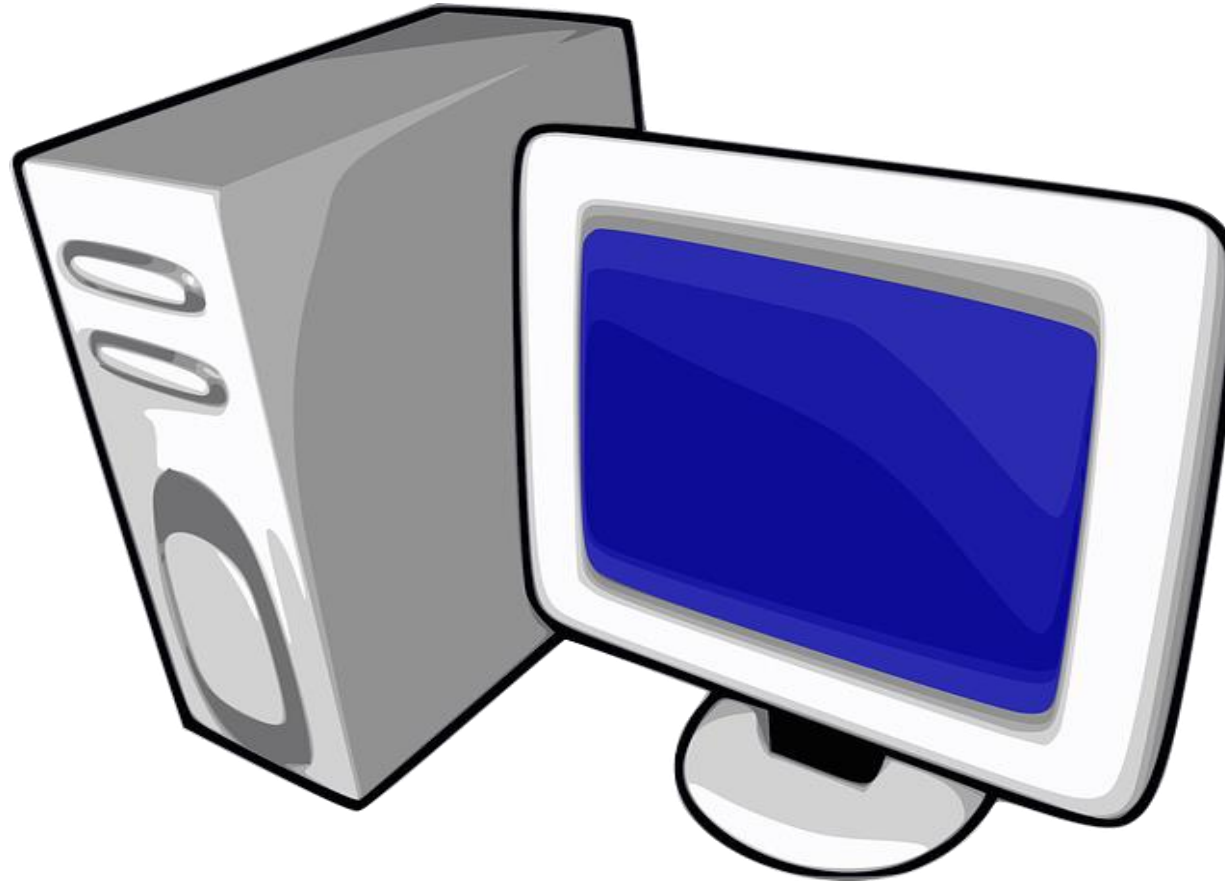
Approver role responsible for updating the contract entry status on a GMS contract.



Source to Pay Roles - Sourcing

Example of Roles Today	PeopleSoft End-User Role	Description
Public Access to BidSync	Event Guest Role	The Event Guest Role is the standard role for External Users.
Procurement Contracting Officer who creates Solicitations in BidSync	Strategic Sourcing Buyer	This role has the ability to create, analyze, and award events.
Procurement Contracting Manager who approves Solicitations in BidSync	Strategic Sourcing Event Approver	This role has the ability to approve or deny Events.
Procurement Contracting Officer who has the ability to establish a Pool of Pre-qualified Vendors or modify Vendors on an existing Pool	Strategic Sourcing Central Bidder Group Admin	This role has the ability to create and maintain Bidder Groups with the type of Pool
Procurement Vendor Service Specialist or Procurement Vendor Services Manager	Strategic Sourcing Bidder Administrator	This role has the ability to maintain and update Bidder Registration.
Has the ability to update a Sealed Solicitation	Strategic Sourcing Central Sealed Administrator	This role has the ability to update the Sealed Event Box.
Users access to update ADPICS Configuration. For Procurement this is usually Finance Input/Output Unit	Sourcing Configuration Manager	This role has the ability to manage the configuration for the module.

Demonstration Overview – Group Multi Supplier Contract



Presenter: Janice Bandhu

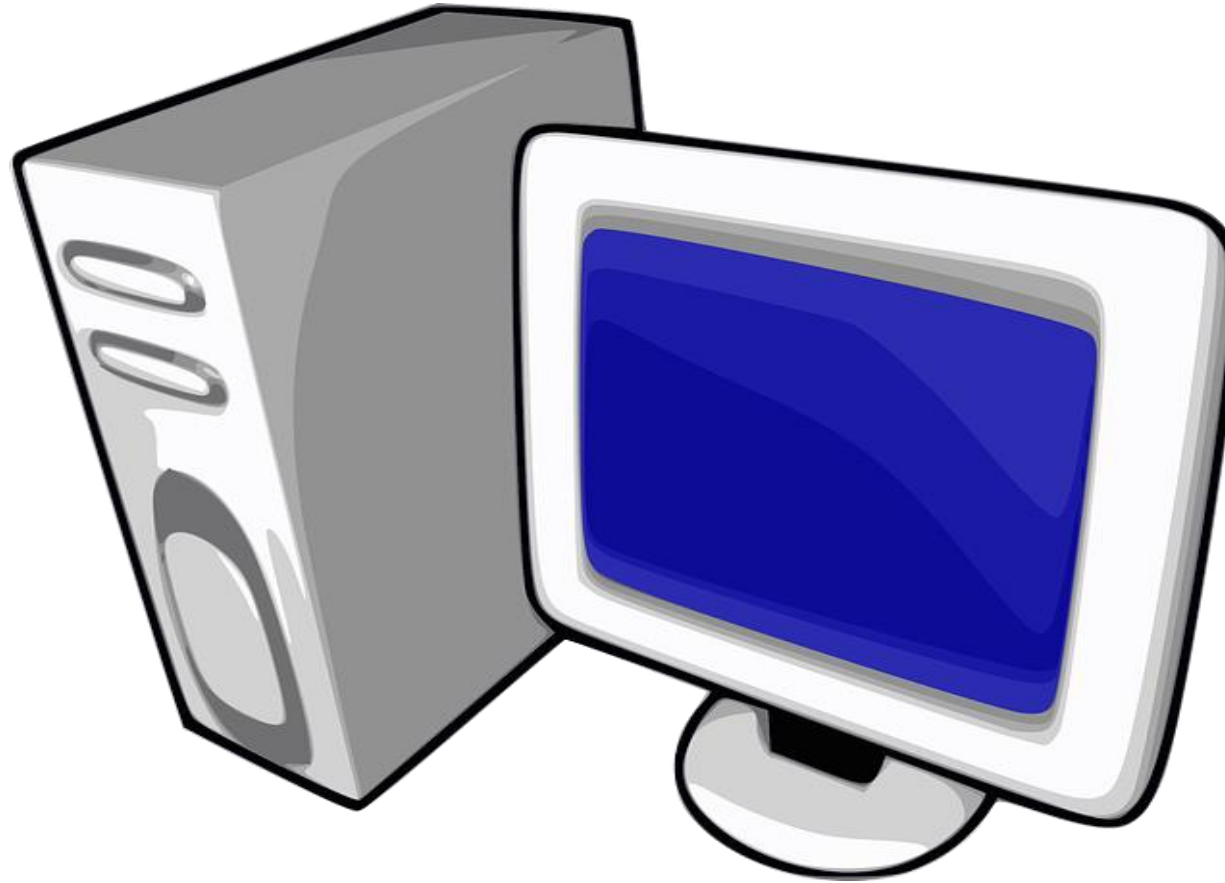
Source to Pay Roles – Supplier Contract

Example of Roles Today	PeopleSoft End-User Role	Description
Vendor Outreach and Support Services (VOSS) Manager	GMS Approver	This custom role will have the ability to change the contract entry status field on a Group Multi Supplier Contract to any value on the drop-down menu: Approved, Canceled, Closed, on-hold and Open.
Procurement Manager	Central Procurement Manager	This role will have the ability to change the Contract Entry status field drop-down menu to: approved, cancelled, closed, on-hold, and open, for all contracts (e.g. PO, General, etc.) EXCEPT THE GROUP MULTI SUPPLIER process option.
Procurement Contracting Officer (PCO)	Central Contract Admin (PCO)	<p>This role creates, amends, delete, inactivate all supplier contract documents to include, contract agreements, modifications, OTR's, etc.</p> <p>This role is also responsible for negotiating terms and conditions of a contractual agreement between company and customer or vendor, including price, billing options, performance and renewal options. This role will also oversee the ongoing execution of the contract terms through the life of the contract, including revenue recognition, prepaid utilization, and contract amendments.</p>

Source to Pay Roles – Supplier Contract

Example of Roles Today	PeopleSoft End-User Role	Description
Procurement Quality Control Specialist	QA Specialist	Reviewer responsible for ensuring that the supplier contract data entered into the system complies with procurement governance. Modifies system data as needed. This role can update the supplier contract header. NO access to change contract header status field: Approved, Canceled, Closed, on-hold and Open.
Business Management Systems Analyst	SC Central Viewer	Supplier Contract View only access. This user will have the ability to view all SCM modules and financial data related to the contract.
Training Manager	Librarian	This role is responsible for creating and maintaining the clauses library.
Procurement Analyst	Librarian Approver	Approver of library clauses before they are available to be used in the system.
Procurement Contracting Officer (PCO)	Central GRI	This role will assign and modify Grant Restriction Indicator (GRI) value on a Group Multi Supplier Contract.
Anyone who provides input to contract documents	Collaboration Team Member	Central/user department collaborator with the ability to review, collaborator, edit and update documents.

Demonstration Overview – Requisition

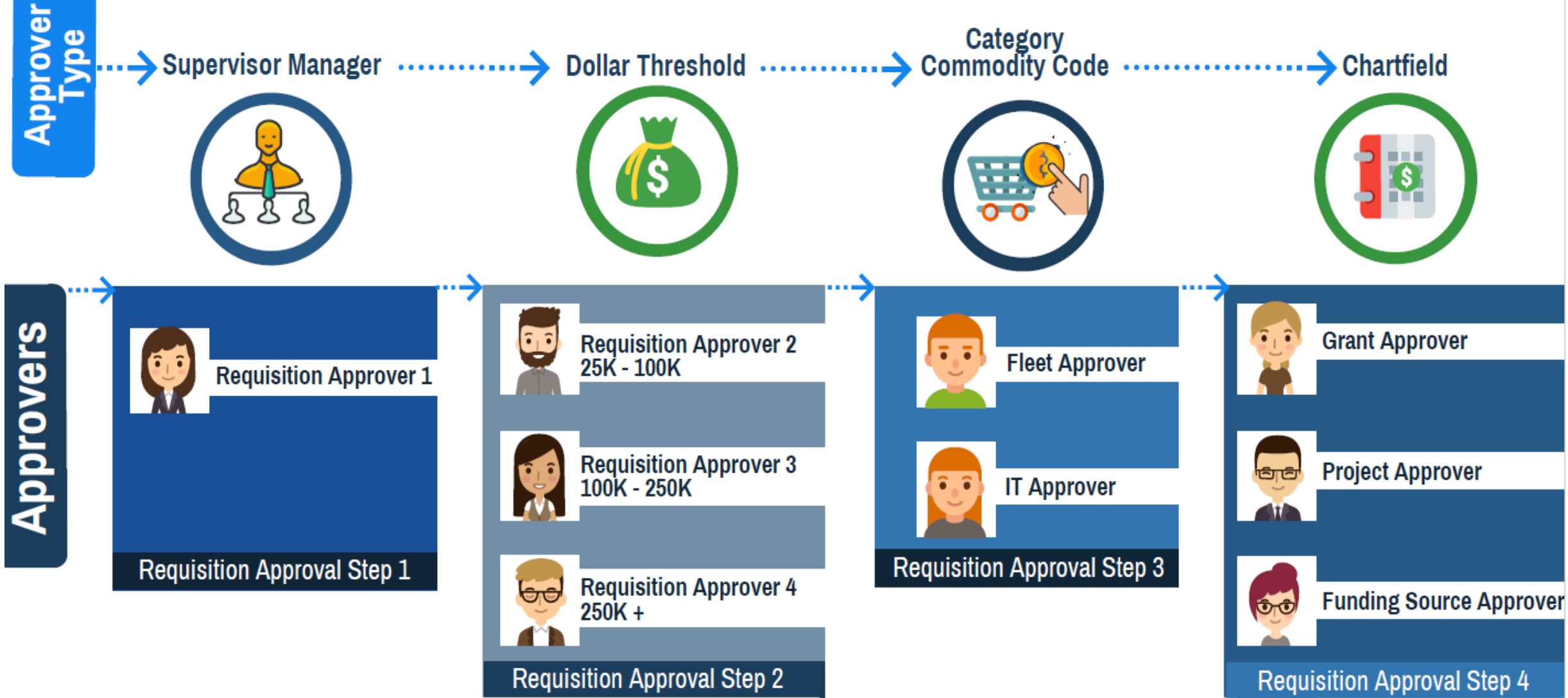


Presenter: Thomas Burns

Source to Pay Roles – Requisitions

PeopleSoft End-User Role	Description
Department Requisition Processor	Department end user who can enter and update requisitions, including close/cancel/amend actions.
Department Requisition Approver (1 - 4)	Requisition workflow approval roles based on reporting structure and dollar thresholds (i.e. ≤\$25K, ≤\$100K, ≤\$250K, >\$250K).
Commodity Code Requisition Approver	Requisition workflow approval roles based on specific commodity codes (i.e. Fleet, IT).
Funding Source Requisition Approver	Requisition workflow approval roles based on specific funding source (i.e. Project, Grant, Trust and other funding sources)

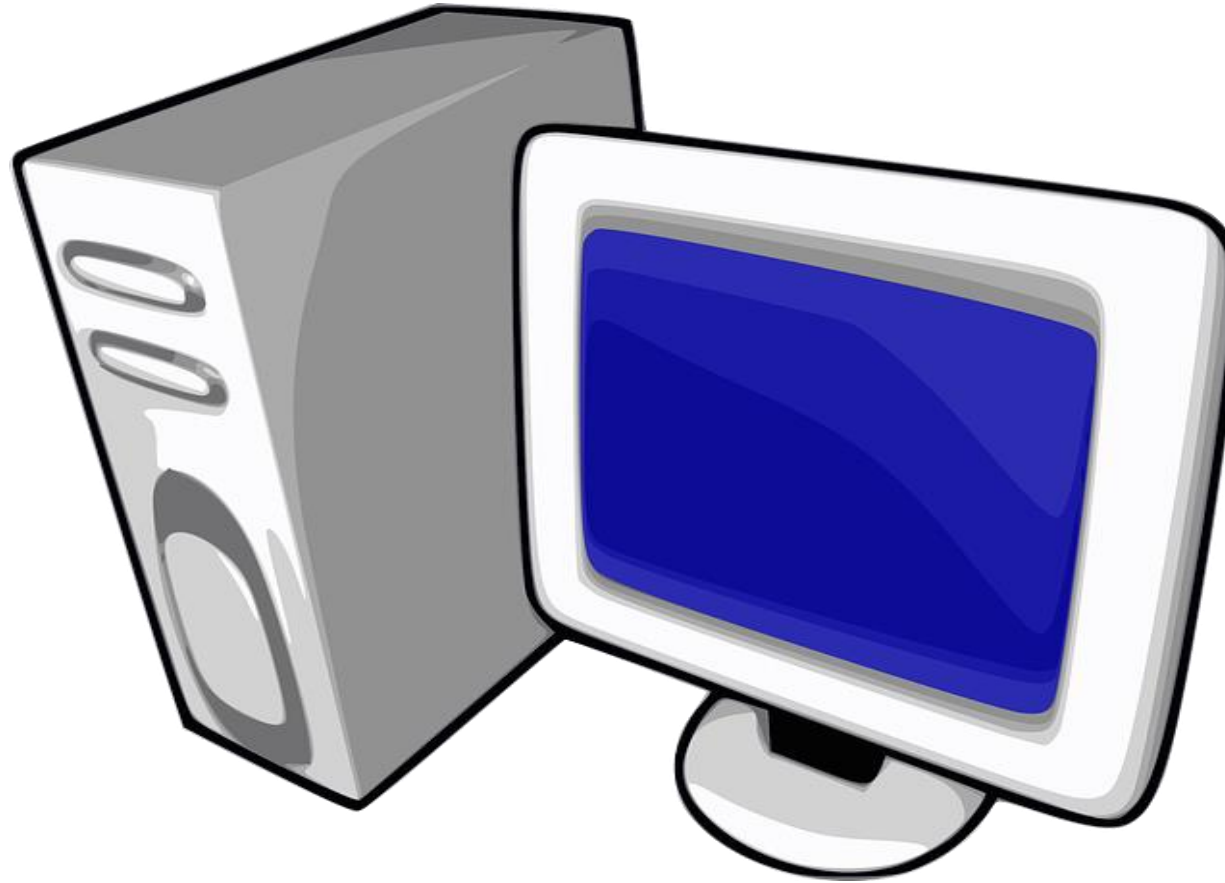
Requisition Workflow Approval Levels



Key Changes

- Requisitions –
 - One system of record for requisitions
 - Master Catalog (Shopping Cart):
 - NIGP Categories
 - NIGP Item Master
 - Item and Supplier Relationship (Established through sourcing)
 - Item and Contract Relationship (Displayed on catalog)
 - Special Request –
 - Request New Items
 - Suggest New Supplier
 - Attachment Functionality
 - Approval Workflow
 - Budget Checking (No pre-encumbrance)

Demonstration Overview – Sourcing: RFx

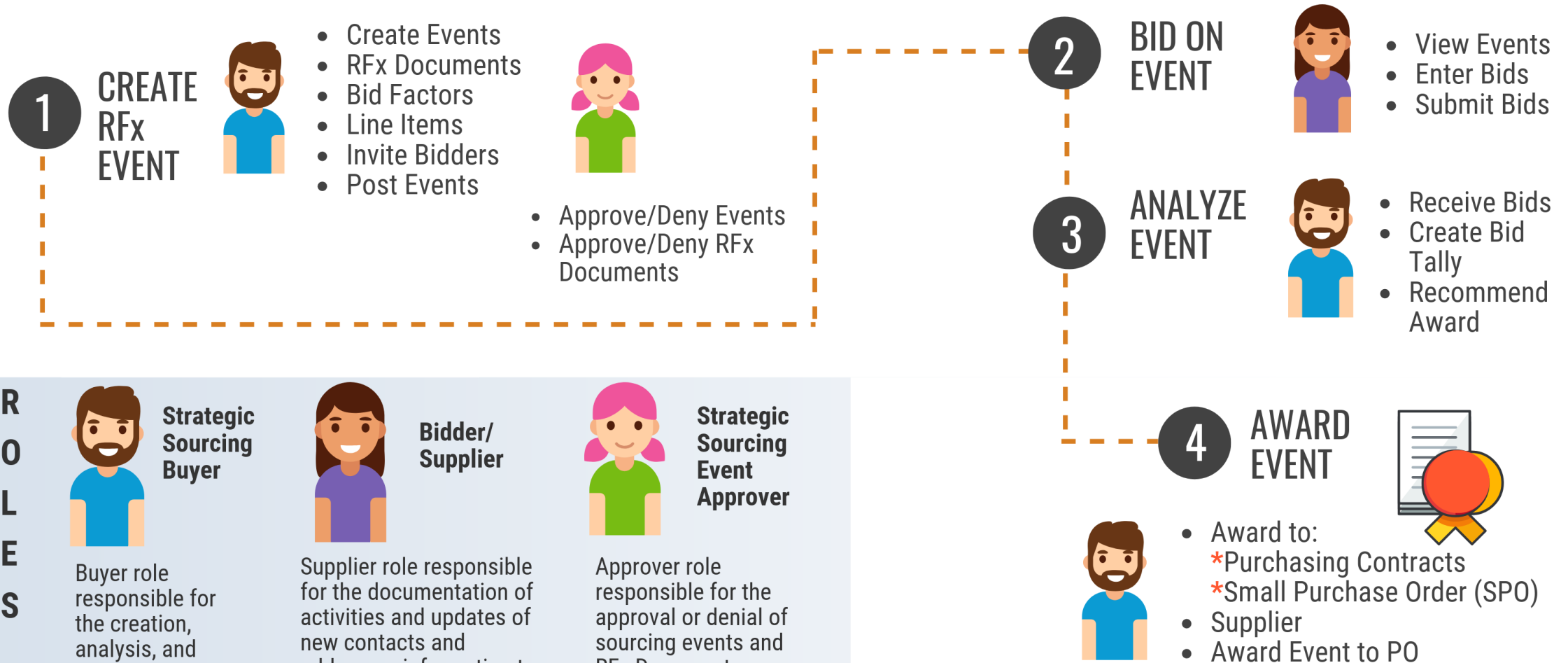


Presenter: Kalleen Smith

DEPARTMENTAL SOURCE TO CONTRACT (RFx)

Business Process

This Source to Contract process covers the creation, analysis, and awarding of an RFx sourcing event and the creation of the Purchasing Contract.



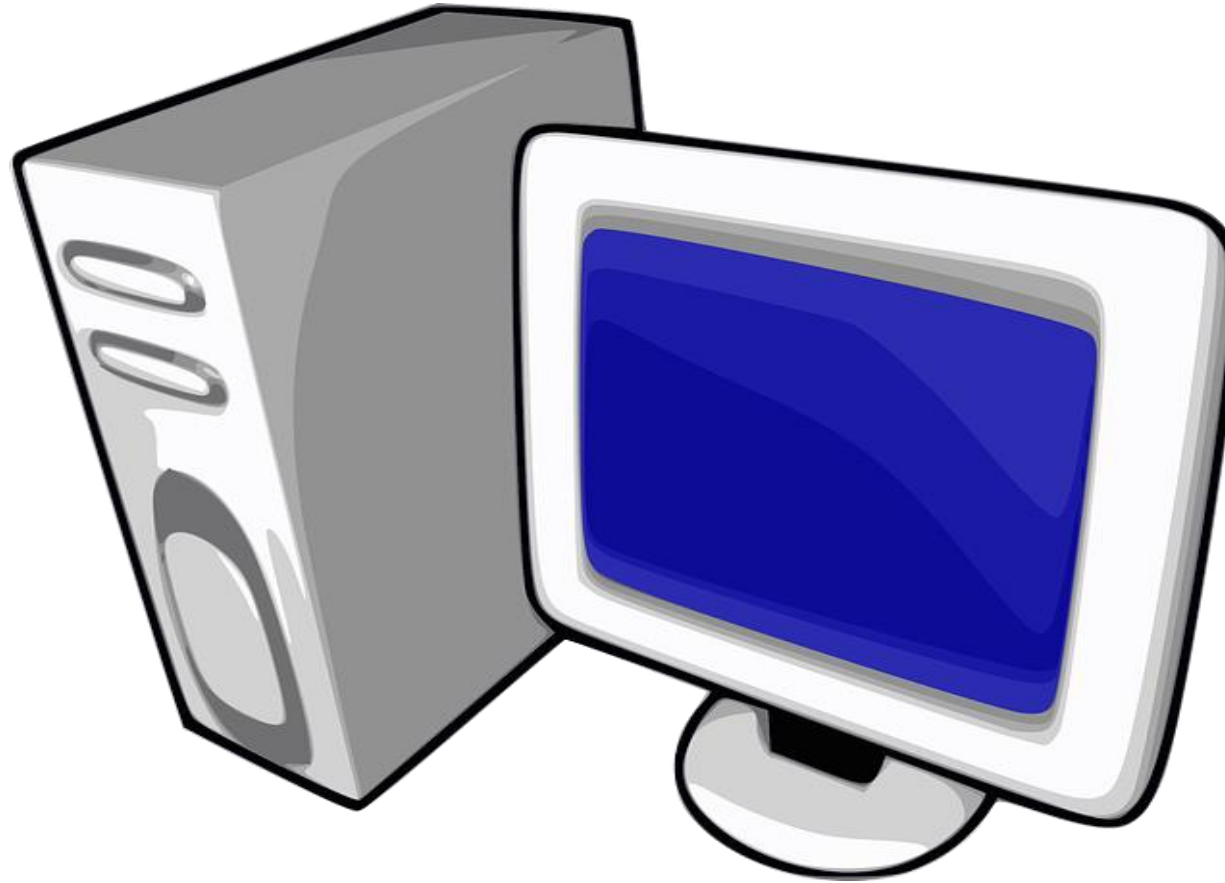
Source to Pay Roles - Sourcing

Example of Roles Today	PeopleSoft End-User Role	Description
Department Buyer who conducts Spot Market Competitions for Pools or Small Purchase Orders	Strategic Sourcing Buyer	The Strategic Sourcing Buyer has the ability to create, analyze, and award events.
Department Buyer Manager who approves their Spot Market Competition's Solicitations	Strategic Sourcing Event Approver	The Strategic Sourcing Event Approver has the ability to approve or deny Events.

Key Changes

- Sourcing –
 - Sourcing will be automated
 - Enhanced collaboration with key stakeholders
 - Automated approval notifications
 - Effectively track bidder participation and results

Demonstration Overview – Supplier Contract

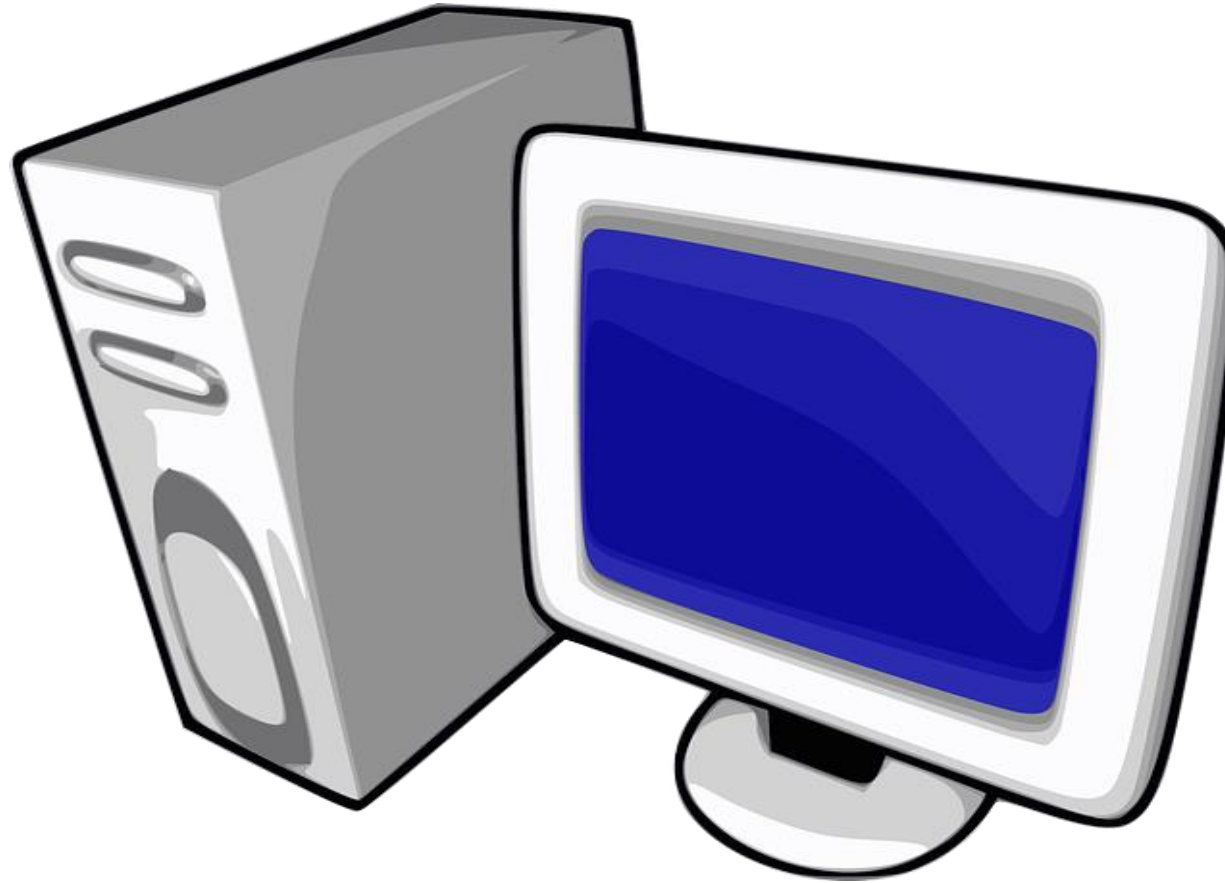


Presenter: Janice Bandhu

Key Changes

- Supplier Contract –
 - DocuSign eSignature will be available to use to sign contract documents electronically
 - Document Collaboration functionality which includes routing documents for comments, editing online
 - Contact Administrators will have the ability to establish the transactional contract shell in Peoplesoft

Demonstration Overview – Purchase Order



Presenter: Thomas Burns

Source to Pay Roles – Purchase Orders

Example of Roles Today	PeopleSoft End-User Role	Description
Department Creator (DEPTADMN)	Department Buyer	Department end user who creates and updates purchase orders
Procurement Approver (POAPPR)	Department Purchase Order Approver (1-4)	Purchase Order workflow approval roles based on reporting structure and dollar thresholds (i.e. ≤\$25K, ≤\$100K, ≤\$250K, >\$250K).
Department Approver (DEPTAPUP)		
Department Approver	Commodity Code Purchase Order Approver	Purchase Order workflow approval roles based on specific commodity codes (i.e. Fleet, IT, Temp Agency).
Department Approver	Funding Source Purchase Order Approver	Purchase Order workflow approval roles based on specific funding source (i.e. Project, Grant, Trust and other funding sources)
	ePro/PO Administrator	Roles assigned to super users (i.e. ERP Business Analyst) who are responsible for system configuration (i.e. Batch processes, workflow, master data)

PO Workflow Approval Levels

Approver Type

Supervisor Manager

Dollar Threshold

Category
Commodity Code

Chartfield



Approvers



PO Approver 1

PO Approval Step 1



PO Approver 2
25K - 100K



PO Approver 3
100K - 250K



PO Approver 4
250K +

PO Approval Step 2



Fleet Approver



IT Approver



Temp Services

PO Approval Step 3



Grant Approver



Project Approver



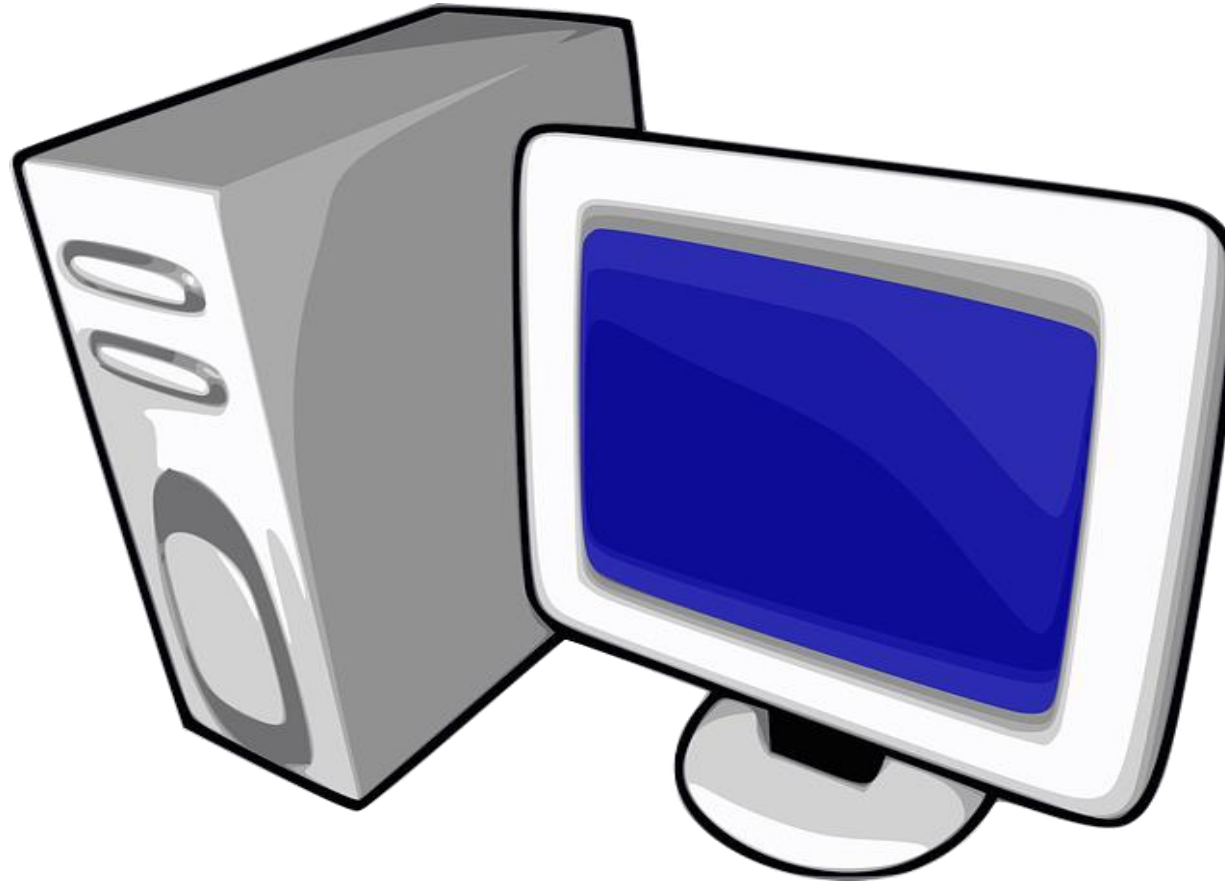
Funding Source Approver

PO Approval Step 4

Key Changes

- Purchase Order –
 - Copy from functionality (i.e. requisition, contract, purchase order)
 - Online dispatch to supplier

Demonstration Overview – Receipt



Presenter: Thomas Burns

Source to Pay Roles – Receipts

PeopleSoft End-User Role	Description
Department Receiving Processor	Department end user who creates receipts

Key Changes

- Receipts
 - One system of record for receipts
 - Access can be granted in various ways depending on the business need (i.e. centralized or decentralized)
 - Integrations with Asset Management (Physical attributes)
 - Tag Number
 - Serial ID
 - Asset ID
 - Profile ID
 - Custodian
 - Location
 - Manufacturer ID
 - Model
 - PO Invoices will require a Receipt transaction
 - Goods transaction – Attachment is always required
 - Services transaction– Attachment requirement is based on AP's current policy
 - Matching Options
 - 3Way (Purchaser Order, Receipt, Voucher)
 - 4Way (Purchaser Order, Receipt, Voucher, Inspection)

PROCURE TO PAY

Business Process

1. SOURCE

(Central / Department)



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



Strategic Sourcing Buyer

Buyer role that has the ability to create, analyze, and award events.



Strategic Sourcing Event Approver

Approver role that has the ability to approve or deny Events.

4. PURCHASE ORDER

(Department)



- Budget Check
- Online Dispatch to Supplier
- Approve Purchase Order



Department Buyer

Buyer role responsible for the creation and update of purchase orders.



Purchase Order Approvers

Approves Purchase Orders based on any of the following criteria:
- Supervisor, Dollar Amount Commodity Code, Funding Source.

2. CONTRACT

(Central / Department)



- Create Group Multi-Supplier Contract
- Manage Allocation
- Create Purchasing Contract



Central Contract Administrator

Administrator role responsible for creating, amending, deleting, inactivating supplier contract document (s) to include contract agreements, modifications, Options to Renew (OTR) etc.



Procurement Manager

Manager role responsible for reviewing and approving a purchasing contract or a general contract.

5. RECEIPT

(Department)



- Acknowledge receipt of items
- Enter Asset details



Department Receiving Processor

Processor role responsible for the creation of receipts.

3. REQUISITION

(Central / Department)



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



Department Requisition Processor

Processor role responsible for the entry and update of requisitions, including close/cancel/amend actions.



Requisition Approvers

Approves Requisitions based on any of the following criteria:
- Supervisor, Dollar Amount Commodity Code, Funding Source.

6. VOUCHER

(Department / Central Finance)



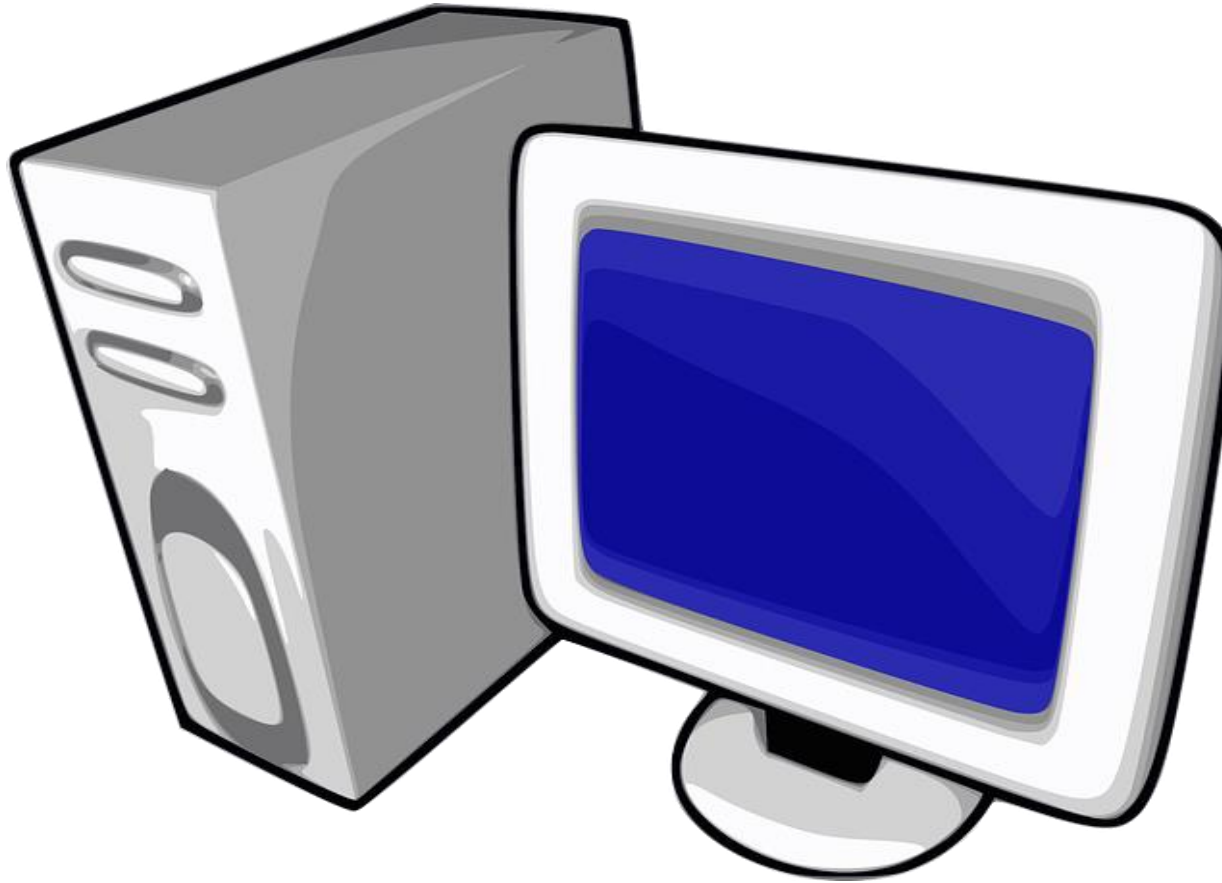
- Matching (2-3way)
- Budget Check
- Approvals
- Payment



Department Approver 1

Approves vouchers through workflow. The users will be pooled by Business Unit and defined by the role configuration.

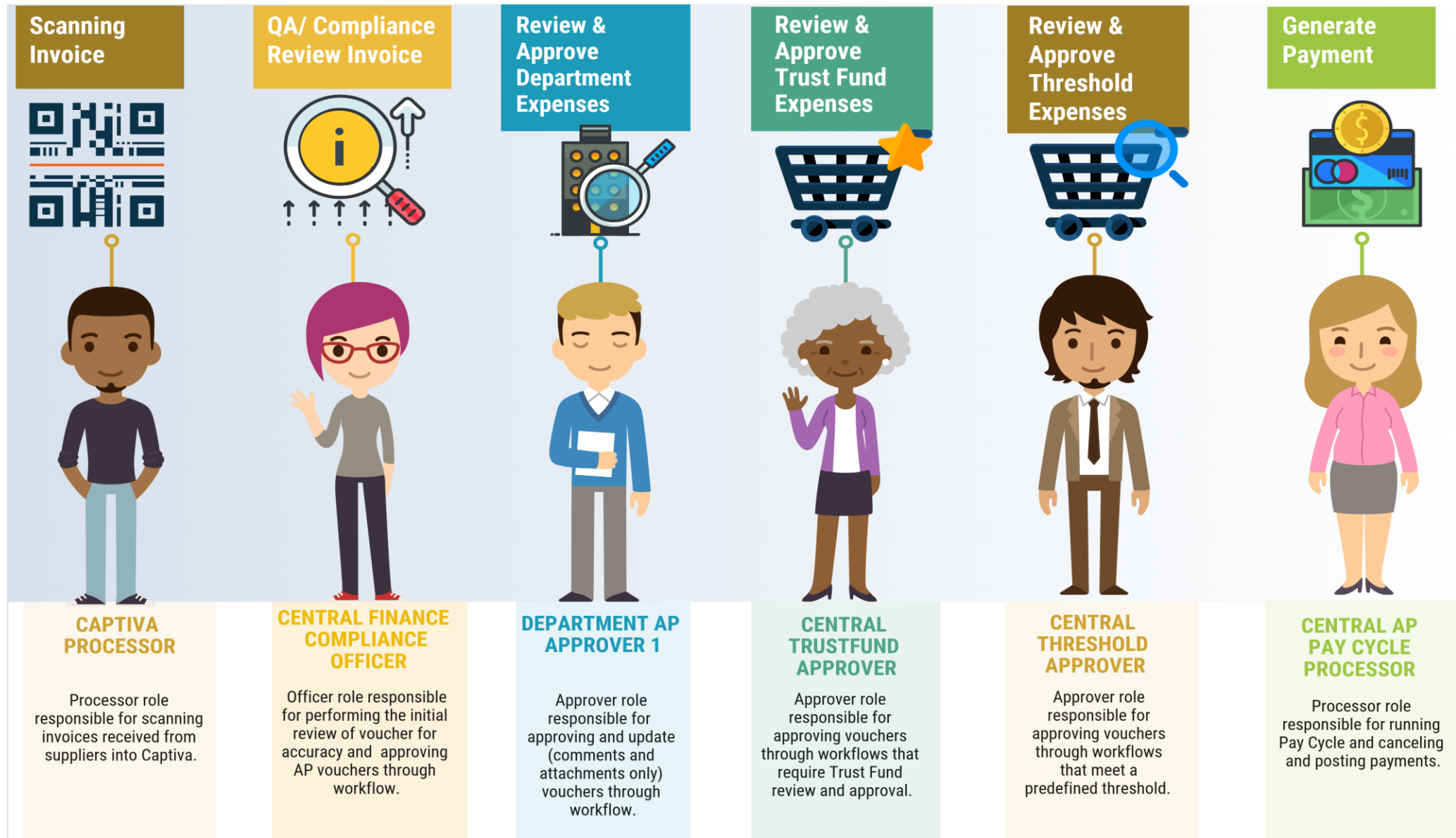
Demonstration Overview – Accounts Payable



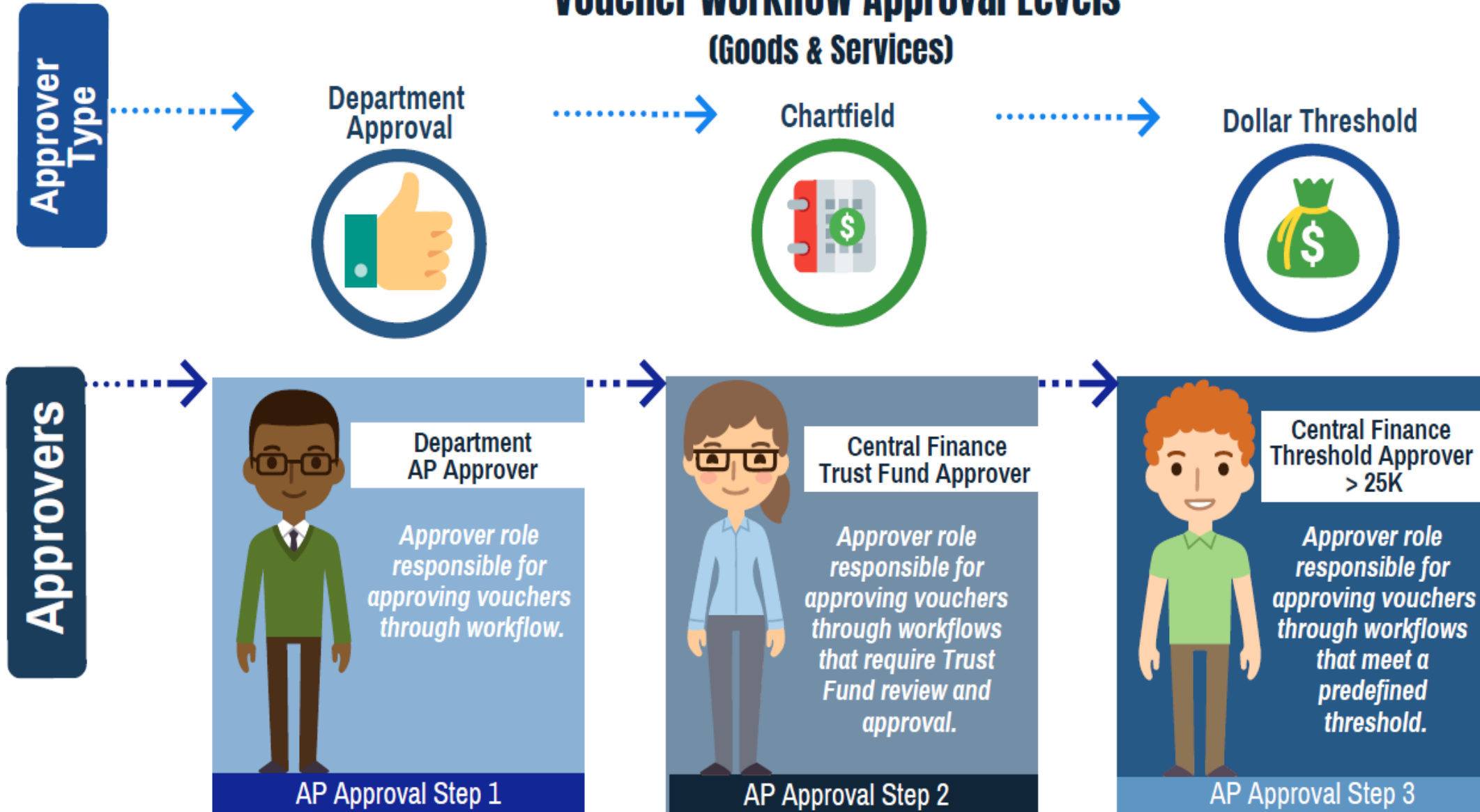
Presenter: Arlin Montero

ACCOUNTS PAYABLE

Purchase Order Voucher (Goods and Services) Business Process



Voucher Workflow Approval Levels (Goods & Services)



Scanned Invoice

Residential Kitchen Design Inc.

5921 NW 176 St #2
Miami Lakes, FL 33015
Phone: (305) 569-0000

INVOICE

DATE	04/30/20
INVOICE #	28 April 2020 Invoice
Purchase Order	0000000024
Packing No.	771

BILL TO

Miami-Dade County – Parks and Recreation
475 NW 9TH St
Miami FL 33136

Item No	DESCRIPTION	UOM	QTY	AMOUNT
77897390	Chairs, Wood, Arm, Swivel Tilt	EA	1	5,000.00
98384234	Tables, Conference, Component	EA	1	4,000.00
74683682	Workstation, Free Standing	EA	1	2,000.00
76627792	Cabinets, File, Lateral, Metal	EA	1	5,000.00
Thank you for your business!				TOTAL: \$ 16,000.00

Payment Detail – Email Advice



MIAMI-DADE COUNTY FINANCE DEPARTMENT ELECTRONIC ADVICE
Accounts Payable Section
Finance Department

30 April 2020 12:23:42 PM
Page 1 of 1

Payment Advice

Payee Information

Vendor Name: RESIDENTIAL KITCHEN DESIGNS INC
Vendor DBA:
Vendor Address: 5921 NW 176 ST #2
MIAMI LAKES FL, 33015
USA

Payment Information

Payment Number: 00000096
Payment Date: 04/30/2020
Payment Method: System Check
Total Paid Amount: 15,640.00 USD

Bank Payee Information

Bank Name	Bank Account

Payment Summary

Payment Number (ACH/Check/ePayables)	Payment Date	Total Gross Amount	Total Insp Gen Fee	Total User Access Fee	Total Discount	Total Misc	Total Paid Amount
00000096	04/30/2020	16,000.00	40.00	320.00	0.00	0.00	15,640.00 USD

Invoice Information

No.	Invoice No.	Business Unit	Invoice Date	Voucher ID	Gross Amount	Insp Gen Fee	User Access Fee	Discount	Misc	Paid Amt
1	28 April 2020 Invoice	PR	04/28/2020	00000015	16,000.00	40.00	320.00	0.00	0.00	15,640.00

The attached payment represents the amount paid as shown on our records.
For additional information, contact (305) 375-5111 or email: fnpayables@miamidade.gov

Payment Detail – Check

04/30/2020

15,640.00

Fifteen thousand six hundred forty and zero Dollar

RESIDENTIAL KITCHEN DESIGNS INC
5921 NW 176 ST #2
MIAMI LAKES FL 33015

Supplier Number: 0000000957				Check Date: 04/30/2020		Check No: 00000096			
Invoice Number	Invoice Date	AP Business Unit	Voucher ID	Gross Amount	Discount Taken	IG	UAP	Late Charge	Paid Amount
28 April 2020 Invoice	Apr/28/2020	PR	00000015	16,000.00	0.00	320.00	40.00	0.00	15,640.00
<div style="font-size: 100px; opacity: 0.1; transform: rotate(-30deg); position: absolute; top: 50%; left: 50%;">COPY</div>									
Check Number	Date	Total Gross Amount		Total Discounts	Total Late Charge		Total Paid Amount		
00000096	Apr/30/2020	\$16,000.00		\$0.00	\$0.00		\$15,640.00		

Key Changes

- PO Invoice

- One source system - IWA/FAMIS/ADPICS will now be PeopleSoft
- Invoices will be
 - Received centrally (Finance Shared Services) for all departments
 - Scanned and used to create a shell voucher (invoice will be attached to voucher transaction) in PS
 - Reviewed and approved in PeopleSoft AWE as IWA will no longer be used to route invoice
- Matching
 - 3way - PO, Receipt transaction and Invoice
 - 4way - PO, Receipt transaction, Invoice, Inspection (Based on Commodity)
- PO Invoices will require a Receipt transaction in PS
 - Good – Attachment is always required
 - Services – Attachment requirement is based on AP's current policy

Key Changes

- PO Invoice

- Journal Voucher - Alternate Accounting will not be allowed when processing a voucher
- Pay cycle processing and check printing will be performed in-house by the AP Central Finance.
- Supplier portal
 - Invoice/Payment Information (VPI will be retired)
 - PO Information
 - Self-service

Source to Pay Roles – AP Department

Example of Roles Today	PeopleSoft End-User Role	Description
Dept. AP Approver/IWA Department Approver	Department AP Approver 1	The Department AP Approver 1 is responsible for approving vouchers through workflow.
Dept. AP Processor/IWA Department Liaison	Department AP Processor	The Department AP Processor is responsible for entering, researching, and deleting Journal Voucher and Single Payment Voucher for special service invoices.

Source to Pay Roles – AP Central

Example of Roles Today	PeopleSoft End-User Role	Description
AP Processor	Central AP Processor	The Central AP Processor is responsible for processing AP vouchers for county departments.
Central AP Approver	Central AP Approver 1	The Central AP Approver 1 role is responsible for approving vouchers through workflow once the voucher been approved by the Department AP Approver 1 in the workflow approval process.
AP Poster/IWA Compliance Processor	Central Finance AP Compliance Officer	The Central Finance AP Compliance Officer is responsible for approving AP vouchers through workflow.
IWA Trust Fund Reviewer	Central AP Trust Fund Approver	The Central AP Trust Fund Approver is responsible for approving vouchers through workflows that require Trust Fund review and approval.
IWA Threshold Reviewer	Central AP Threshold Approver	"The Central Finance AP Threshold Approver is responsible for approving vouchers through workflows that meet a predefined threshold.
	Central AP Pay Cycle Processor	The Central AP Pay Cycle Processor is responsible for running Pay Cycle and canceling and posting payments.

ASSET CREATION & MAINTENANCE

Business Process



Department
Asset
Processor



Department
Asset
Maintainer



Department
Asset
Manager



Central Asset
Processor
(Physical)



Central
Asset
Processor



Department Asset
Month-End
Processor

Record Asset Acquisition

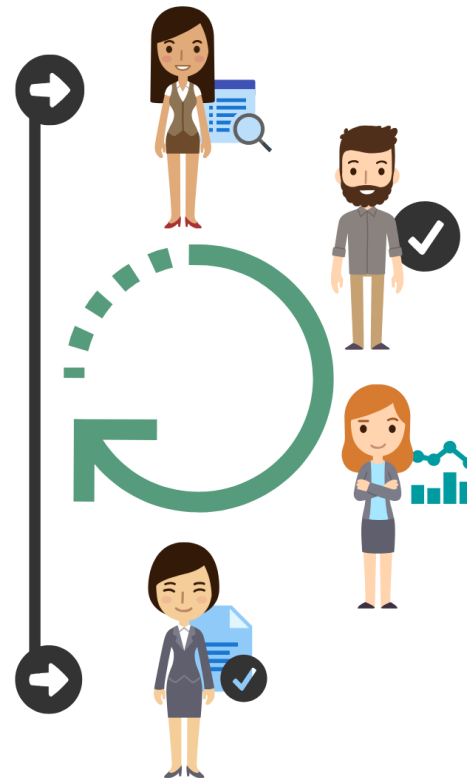
- Asset Creation - Can be created online, through a spreadsheet template or integrated from PO-Receipt/AP Voucher or Project Costing (Capital Projects)

Maintain Asset

- Adjustments/Transfers/ Re categorizations - Cost and Quantity adjustments can be done online or through the Mass Change functionality. As per A.O. 8-2, transfer of assets will be limited to within the AM BU (Intra Departmental) only. Re categorizing assets triggers a change to the accounting entries.
- Retire/Disposal - Retirement can be done either partial or full retirement based on disposal codes

Physical Inventory

- Asset Physical Inventory (PI) can be done through Auto scheduled or Manual PI events
- Asset Maintenance and Services Transactions can be recorded in the system by Custodian and Emplid
- Fluid applications can be used to conduct Asset Physical inventory through hand-held devices

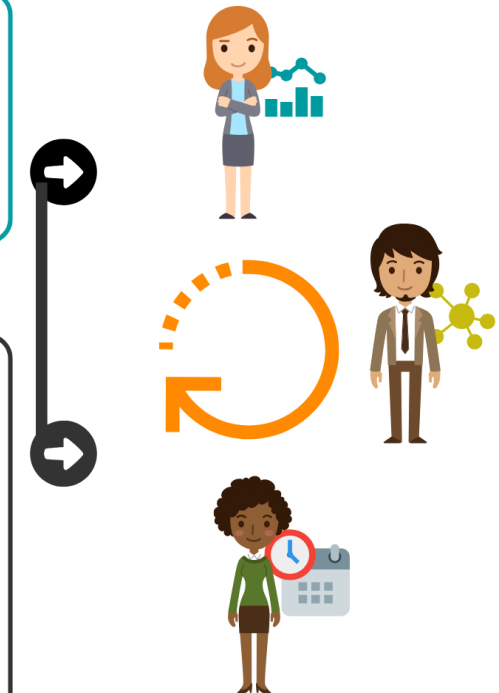


Depreciate Asset

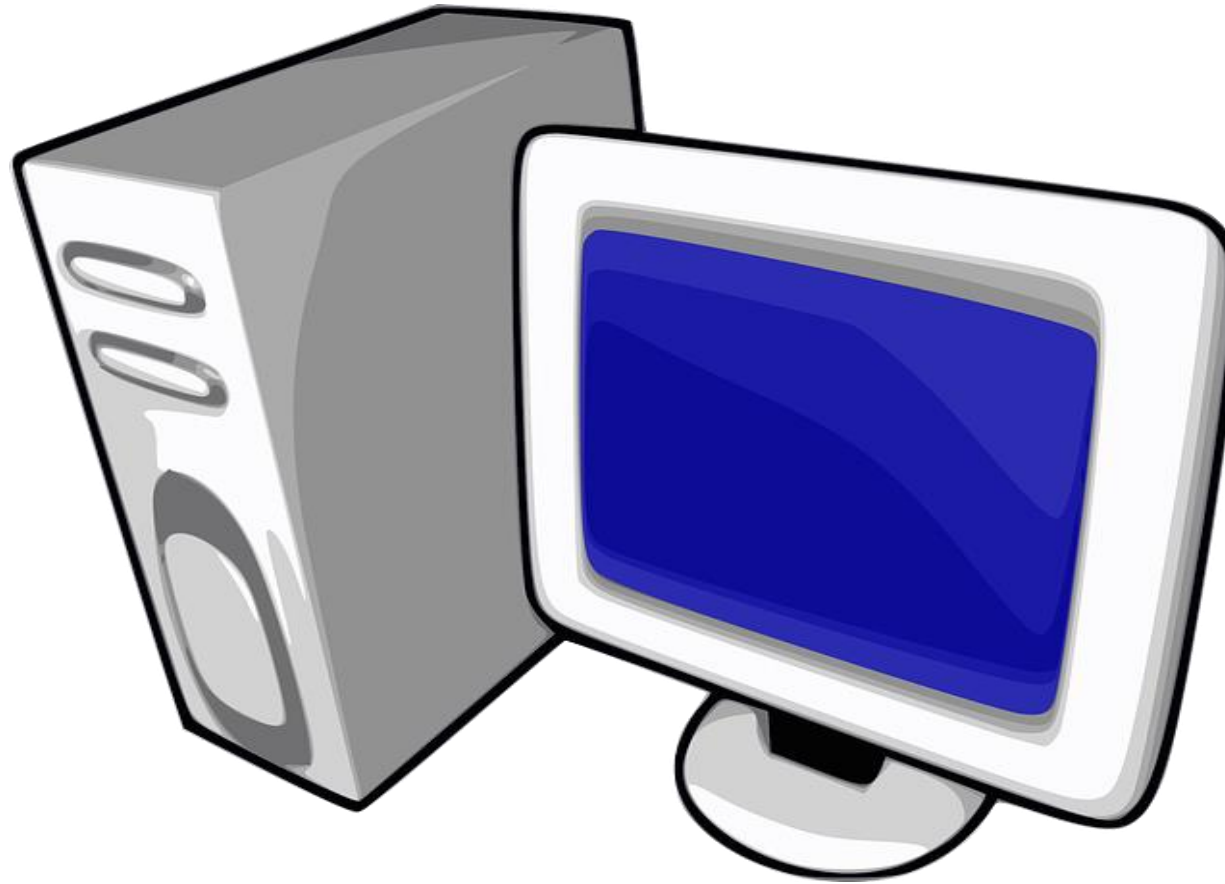
- Depreciation will be calculated based on Asset Profile attributes and useful life attached to an asset)

Accounting Entries

- Accounting entries are recorded by Transaction Types i.e. Add, Adjust, Transfer, Recategorize, Retire/Dispose and depreciation expenses and sent to GL via journal generator
- Asset accounting entries will be generated only for the CAFR Ledger



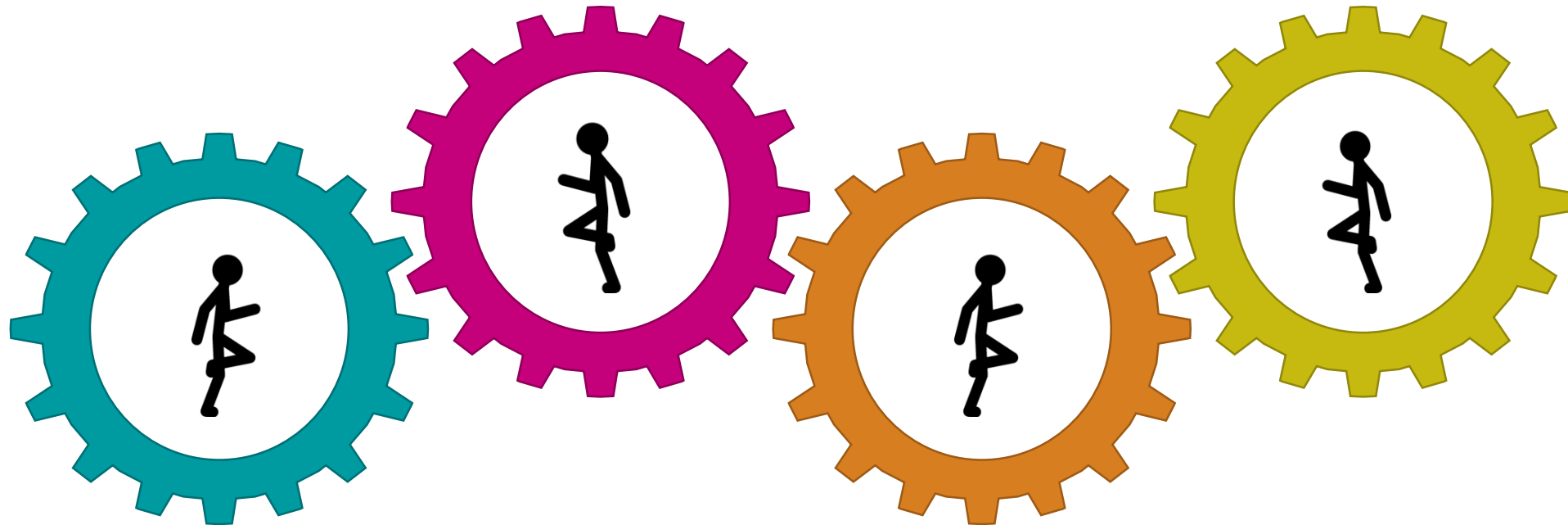
Demonstration Overview – Asset Management



Presenters: Leon Cuellar and Ulises Lincheta

Your World Tomorrow...

Budget, Finance, Supply Chain Management, and Human Capital Management working together to help support the integrated ERP system



Additional Activities

Business Process Workshop Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Topic:	Chart of Accounts (CoA) Setup, Process General Ledger & Budget Management	Central Source to Pay	Department Source to Pay	Central Accounts Payable	Department Accounts Payable
Date:	May 4, 2020	May 5, 2020	May 6, 2020	May 7, 2020	May 8, 2020
Time:	9:00 AM – 1:00 PM	9:00 AM – 4:00 PM	9:00 AM – 4:00 PM	9:00 AM – 4:00 PM	9:00 AM – 4:00 PM
Topic:	Projects, Customer Contracts and Grants	Invoice to Cash	Department Source to Pay		
Date:	May 11, 2020	May 12, 2020	May 13, 2020		
Time:	9:00 AM – 1:00 PM	9:00 AM – 1:00 PM	9:00 AM – 4:00 PM		

 Workshop(s) Completed

Upcoming Project Activities

User Acceptance Testing (UAT)

- Executing test scripts and create transactions using new business processes during Future State Simulation

End User Training

- Attend specified departmental end user training to understand the details of business processes that relate to the mapped roles

Communication

- Change Network Meetings, Email(s) and/or EDGE Website

Tools to Support Departments

Change Impact Tool

As the Department/Office representative you will document Change Impacts in the fields below based on the information provided to you by the Project Team in the Column outlined in green

Business Process Area: Asset Creation & Maintenance		People	Process	Technology	Communication
Process	Sub-Process	<ul style="list-style-type: none"> • How will this change affect my department's end users? • Who will be affected? • How will their roles and responsibilities change? 	<ul style="list-style-type: none"> • What changes to our operating procedures are needed? • What changes to our forms and materials are needed? • What changes to our reports are needed? 	<ul style="list-style-type: none"> • What changes are needed to our existing systems? • Do we need any hardware or software? • Do any of our systems need an interface to the new system? • What is our plan to meet Data Conversion requirements? 	<ul style="list-style-type: none"> • Who needs to know these changes? • How and when will they know?
Asset Management	Create and Maintain an Asset				
Asset Management	Depreciate Asset				
Asset Management	Adjustments to Asset				
Asset Management	Retire Asset				
Asset Management	Process and Record Asset Transfer				
Asset Management	Asset Service and Maintenance				
Asset Management	Physical Inventory				
Asset Management	Asset Reporting				

ERP Role Mapping

Objective: Assign end users to new ERP system roles

- All users require at least one role to transact or view within the ERP
- One person may have multiple roles
- Departments will assign their resources to the ERP roles

ERP Role Mapping Process

01



Role Mapping: Assigning end users to the new ERP system roles

- ERP roles are necessary to perform transactions in the ERP system
- All users require at least one role to transact or view within the ERP

02



Resources Available

- Role Descriptions
- Business Process Graphic
- Business Process Workshops
- EDGE Website
- Role Mapping Tool
- Existing FAMIS & ADPICS user list

03



Steps to Complete Role Mapping

- Utilize Business Process Graphic to determine roles necessary for Department
- Assign Department users to ERP roles in the Role Mapping Tool.

04



Where to go for Help?

- Department Change Agent
- Department Change Executives
- EDGE@miamidade.gov
- Daily Office Hours



**Remember
Communicate to
End Users**

Role Mapping Template

Last Name*	First Name*	Middle Name or Initial	Email Address* (Department-provided email)	Phone Number* XXX-XXX-XXXX	County Employee eKey Number*	NonCounty Employee ID Number*	General Ledger/Commitment Control	Accounts Payable	Accounts Receivable	Grants Manager	Project Costing	Procurement	Supplier	Supplier Contract	eSupplier	Billing	Cash Management	Strategic Sourcing	Asset Management	Additional Information
Smith	John	A.	john.smith@miamidade.gov	555-123-4567	e987654															

Step 1: Submitter Information

- Enter the name(s) of the individual responsible for completing the worksheets and submitting the workbook on the 'Cover' tab

Summary of Role Request Form	
Department:	
Submitted by:	
Submitter Phone:	
Submitter Email:	
Date Submitted:	

<i>Provide additional information below to identify individuals who assisted in completing the worksheets in this workbook -</i>	
Worksheet:	Role Mapping
Completed by:	
Completer Email:	
Last Revised Date:	

Step 2: Review Instructions Guide

Thoroughly review the 'Instructions' tab before completing the Role Mapping Template. The instructions outline step-by-step how to complete each field in the template and define available choices.

- Always use the dropdown menu when available

Role Mapping Instructions				
Thoroughly review this instruction document before completing the County Role Mapping Template. The steps below outline how to complete each field in the template and defined available choices. Always use the dropdown menu when available.				
Steps	Tab	Column (If Applicable)	Field (If Applicable)	Instructions
1	Cover	All	All	Enter the name(s) of the individual responsible for completing the worksheets and submitting the a workbook.
2	N/A	N/A	N/A	Submit your completed Role Mapping Workbook via email to the EDGE Project Team - EDGE@Miamiidade.gov Note: Update the Subject Line to include your department name and the submission date.
3	Role Mapping	All	All	Review the Role Mapping Materials
4	Role Mapping	A-G	End-User Contact Information	Complete the contact information for the end-user. Fields with an asterick (*) are required. Note : Accurate spelling of names is required for successful user access in EDGE. Name must be individual's legal name. It must not be a nickname. For example, if individual's legal first name is William, do not indicate the first name as Bill.
5	Role Mapping	H-GK	Business Area	Review Roles in the system in columns M-GP. Select from the drop-down menu Add , Remove or Update in the appropriate row and column for each end-user role in the system. Note : The Remove or Update drop-down should ONLY be used after your departments initial submission
6	Role Mapping	GM	Total Roles Changed	This field is available to illustrate the number of roles which have been updated within the row.
7	Role Mapping	GN	Notes/Explanation for Role Assignment	Enter Notes/Explanation for role assignment as needed.
8	Cover	All	All	Enter the name(s) of the individual responsible for completing the worksheets and submitting the overall workbook.
9	N/A	N/A	N/A	Submit your completed Role Mapping Workbook via email to the EDGE Project Team - EDGE@Miamiidade.gov Note: Update the Subject Line to include your department name and the submission date.

Step 3: Contact Information

Complete the contact information for the end users within your department that will need access in the ERP system.

- For Non-County Employee(s), include the Employee ID Number assigned i.e., T01234, C01234 etc.

Last Name*	First Name*	Middle Name or Initial	Email Address* (Department-provided email)	Phone Number* XXX-XXX-XXXX	County Employee eKey Number*	NonCounty Employee ID Number*
Smith	John	A.	john.smith@miamidade.gov	555-123-4567	e987654	

Step 4: Review Available Roles

- Review the list of roles with their associated description
- Below is a sample list of roles by their associated Business Area

General Ledger/Commitment Control
Accounts Payable
Accounts Receivable
Grants Manager
Project Costing
Procurement
Supplier
Supplier Contract
eSupplier
Billing
Cash Management
Strategic Sourcing
Asset Management
Additional Information

	Allocation Processor	Central Allocation Maintainer	Central Appropriation Approver	Central Appropriation Processor	Central GL Batch Processor	Central Chart of Accounts (CoA) Approver
General Ledger/Commitment Control	The Allocation Processor is responsible for processing Allocation Groups and verifying the allocation results.	The Central Allocation Maintainer is responsible for the creation and maintenance of Allocation Rules and Groups.	The Central Appropriation Approver has the ability to post Countywide controlling budget totals.	The Central Appropriation Processor has the ability to create Countywide controlling budget jobs. It is used to process the new appropriation transactions interfaced from Hyperion.	The Central General Ledger (GL) Batch Processor has the ability to schedule and process General Ledger batch processes and jobs.	The Central Chart of Account (CoA) Approver is responsible for approving chartfield requests.

Step 5: Add End User Role(s)

- Identify end user(s) role by selecting the **Yes** option from the drop-down menu

Email Address* (Department-provided email)	Phone Number* XXX-XXX-XXXX	County Employee eKey Number*	NonCounty Employee ID Number*	General Ledger/Commitment Control	Allocation Processor	Central Allocation Maintainer	Central Appropriation Approver	Central Appropriation Processor
					The Allocation Processor is responsible for processing Allocation Groups and verifying the allocation results.	The Central Allocation Maintainer is responsible for the creation and maintenance of Allocation Rules and Groups.	The Central Appropriation Approver has the ability to post Countywide controlling budget journals.	The Central Appropriation Processor has the ability to create Countywide controlling budget journals. This user also has access to view Appropriation transactions interfaced from Hyperion.
john.smith@miamidade.gov	555-123-4567	e987654			<div>Yes</div>			<div>Yes</div>

Step 6: Processor vs Approver

- For end user(s) who are assigned *Processor/Requestor* role(s) should not have an *Approver* role
- Row(s) within each Business Area will be highlighted in **Red** to prompt awareness

Phone Number* XXX-XXX-XXXX			General Ledger/Commitment Control	Allocation Processor	Department Appropriation Approver	Department Appropriation Processor
County Employee eKey Number*				The Allocation Processor is responsible for processing Allocation Groups and verifying the allocation results.	The Department Appropriation Approver is responsible for approving department appropriation budget update requests.	The Department Appropriation Processor is responsible for the creation of a budget journal to request or transfer budget for the department.
555-123-4567	e987654				Yes	

Phone Number* XXX-XXX-XXXX			General Ledger/Commitment Control	Allocation Processor	Department Appropriation Approver	Department Appropriation Processor
County Employee eKey Number*				The Allocation Processor is responsible for processing Allocation Groups and verifying the allocation results.	The Department Appropriation Approver is responsible for approving department appropriation budget update requests.	The Department Appropriation Processor is responsible for the creation of a budget journal to request or transfer budget for the department.
555-123-4567	e987654				Yes	Yes

- The EDGE Project Team will not accept submitted worksheet with these error(s) unless it includes an ***Exception Request Email***
- ***Exception Request Email*** must be submitted with your submission and approval from Department Executive(s)

Step 7: Workflow

- Roles which require additional end user information
 - Requisition Processor
 - PO Buyer
- Any user assigned Requisition Processor and Purchase Order (PO) Buyer role will require additional information
- Enter user information on the "Requisition Processor" and "PO Buyer" tabs as appropriate
- Always use the dropdown menu when available

Step 8: Submit Department Role Mapping

- The Role Mapping Instructions Guide includes a direct link to your department submission
- Your complete Role Mapping Template should be emailed to EDGE@Miamiade.gov by **May 19, 2020**
 - Subject Line: Role Mapping – Department Name_Date
 - i.e. **Role Mapping - Fire_052020**

N/A	N/A	N/A	Submit your completed Role Mapping Workbook via email to the EDGE Project Team - EDGE@Miamiade.gov Note: Update the Subject Line to include your department name and the submission date.
-----	-----	-----	--

Role Mapping - DEPT NAME_DATE - Message (HTML)

File Message Insert Options Format Text Review Help Tell me what you want to do

Paste Clipboard Basic Text Names Include Tags Voice My Templates

From Karla.Goris@miamidade.gov

To EDGE@Miamiade.gov

Cc

Bcc

Subject Role Mapping - DEPT NAME_DATE

- Once the Role Mapping is emailed to the EDGE Project Team
 - A confirmation email will be sent from the EDGE Project Team to the Change Agent/Executive

We Are Here For You

- Role Mapping Office Hours will be held daily **May 14, 2020 – May 22, 2020 at 11:00 AM – 12:00 PM**
- Questions/Comments can be submitted to the EDGE Inbox
 - EDGE@MiamiDade.gov
- The submitted Role Mapping will be reviewed by the Project Team
 - **Only** if necessary, will further feedback be provided

Next Steps

- Share BPW materials with your department
- Complete the BPW Change Impact Tool
- Identify and work on updating internal department policies, processes, and documentation
- Complete today's survey
- **Change Executives & Change Agents:**
 - Coordinate completion of Role Mapping to new ERP roles by ***May 19, 2020***

Thank You for Your
Participation!



Appendix

Back Up Print Screen Shots

Questions?



Asset Creation & Maintenance Roles

Example of Roles Today	PeopleSoft End-User Role	Description
Capital Coordinator	Department Asset Processor	Department Asset Processor is responsible for processing assets from the Subsystems or entering assets/leases directly into the Asset Management module.
Capital Coordinator	Department Asset Maintainer	Department Asset Maintainer will be responsible for managing the physical information associated with assets under their control.

Asset Creation & Maintenance Roles

Example Roles Today	PeopleSoft End-User Role	Description
Finance Section for every Department. Capital Coordinator.	Department Asset Manager	Department Asset Manager will be responsible for entering additions/adjustments, performing transfers, and processing retirements/ for their department assets.
ISD Fixed Asset Manager	Central Asset Processor (Physical)	Asset Physical Inventory (PI) can be done through Auto scheduled or Manual PI events
Central Finance Enterprise Department Finance Section	Central Asset Processor	Central Asset Processor has access to all components that make up the Department roles and will serve as a "Superuser" role at the Central level.
Central Finance Enterprise Department Finance Section	Department AM Month-End Processor	Department Asset Month-End Processor will be responsible for executing and validating month-end processes for Asset Accounting.

Asset Creation & Maintenance Terminology

Terminology	Definition
Asset Status	Current Status of asset.
Acquisition Code	Indicates how the asset was acquired.
Capitalize	This field identifies whether or not the asset is to be capitalized.
Profile ID	An asset profile is a template that contains standard depreciation criteria for a type of asset and the corresponding book that should be used. In order to select a value, Asset Profiles must have been created.
Purchase Requisition	Record of a request for ordering goods that will later be tracked as assets.
Chart Fields	Codes used to classify accounting journal entries. For example, fund code, business unit.
Asset Class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.

Asset Creation & Maintenance Terminology

Terminology	Definition
Category	Classifies asset by type for accounting entry and reporting.
Book	Reporting for asset acquisition and depreciation costs by basis of accounting (cash, modified accrual, full accrual).
Asset Type	Classifications to report assets within an asset category.
Asset Subtype	Group assets within Asset Types at a more granular level for internal reporting purposes.

Key Changes

- PeopleSoft Finance Supply Chain Management Application will be the system of record for Fixed Assets.
- Creating Assets will no longer be a manual process
 - It will be a single centralized process within the system
 - It will be automated using procurement and capital projects transactions with integration to EAMS
- Asset creation, adjustments, transfers, maintenance, and disposal will be centralized and automated.
 - Approvals will be required for asset transactions (Intra-Unit Transfer, Cost Adjustment, and Inter-Unit Transfers)
- Assets will continue to be tagged with the County's DC Number and Barcode Tags (Grant related)
 - The system will now maintain a separate Asset ID number for primary reference.

Key Changes

- Assets will continue to be created as per County Capitalization Threshold limits of 1. Tracking-\$1,000 and 2. Depreciable - \$5,000
 - Miami-Dade County will be able to track assets as physical (below threshold limits) per department requirements
- Asset and depreciation transactions will no longer have Index Codes
 - Distribution Chartfields will be populated automatically using asset accounting templates for add, transfer, depreciation and retirement transactions
 - The Financial Accounting Chartfields will default from the Purchasing, Accounts Payable, and Project Costing integration
- Asset CAFR book Accounting will continue to be done in the system
 - Additional planned automation will now be part of this process

Key Changes

- Asset Accounting journals will no longer be done manually
 - Asset Accounting (Depreciation entries) will be automated in the system
 - The system will create the accounting entries and pertinent journals using batch processes
- Physical Asset Inventory processes will no longer be done manually
- Mobile Physical Asset Inventory tracking functionality will be available on handheld devices, cell phones and tablets along with barcode scanners to locate and verify assets
- Asset Maintenance and Servicing will continue to be maintained in current EAMS, M5 or other systems
 - Accounting entries will no longer be recorded in FAMIS. All accounting entries will be recorded in the system
 - Adjustments and Disposal of assets will be recorded in the system

Acquire Assets End-User Roles

PeopleSoft End-User Role	Responsibilities
<ul style="list-style-type: none">• Department Asset Processor• Department Asset Maintainer• Department Asset Manager• Central Asset Processor• Department AM Month-End Processor	<ul style="list-style-type: none">• The department end user who processes assets originating from Purchasing, Accounts Payable, and/or Project Costing, as well as enters assets directly in the Asset Management module.

Maintain (Financial) Assets End-User Roles

PeopleSoft End-User Role	Responsibilities
<ul style="list-style-type: none">• Department Asset Processor• Department Asset Manager• Central Asset Processor• Department AM Month-End Processor	<ul style="list-style-type: none">• The end user who financially maintains/processes Adjustments, Transfers, Recategorizations, Retirements and Disposals.

Depreciate Asset End-User Roles

PeopleSoft End-User Role	Responsibilities
<ul style="list-style-type: none">Central Asset Processor	<ul style="list-style-type: none">The department end user who reviews and validates the depreciation calculation for their department.PeopleSoft calculates depreciation on an asset-by-asset basis using standardized useful life, depreciation method, and depreciation method.Departments validate depreciation calculations in preparation for sending to the General Ledger at month-end.

Accounting Entries End-User Roles

PeopleSoft End-User Role	Responsibilities
<ul style="list-style-type: none">• Department Asset Manager• Department AM Month-End Processor• Central Asset Processor	<ul style="list-style-type: none">• Departments will review and validate accounting entries.• Accounting entries are recorded by Transaction Types i.e. Add, Adjust, Transfer, Recategorize, Retire/Dispose and depreciation expenses and sent to GL via journal generator.• Asset accounting entries will be generated only for the CAFR Ledger.

Asset Month End-User Roles

PeopleSoft End-User Role	Responsibilities
<ul style="list-style-type: none">• Department AM Month-End Processor• Central Asset Processor	<ul style="list-style-type: none">• Central Financial and Enterprise Departments end user who executes and validates month-end process for Asset Management.• PeopleSoft creates the accounting entries to be sent to General Ledger for asset additions, adjustments, depreciation, and retirements• Journal entries will be sent to the General Ledger for reporting purpose.

Maintain (Physical) Assets End-User Roles

PeopleSoft End-User Role	Responsibilities
Department Asset Maintainer	<ul style="list-style-type: none">• The end user who inventories and records services and repairs of assets.• Asset Physical Inventory (PI) can be done through Auto scheduled or Manual PI events• Under Report will display assets not scanned but on the inventory list.• Over Report will display assets scanned but not on the inventory list.• PI History record is entered in the system for all found assets.
Department Asset Processor	
Department Asset Manager	
Central Asset Processor (Physical)	



Interfaces

Interface	Description
EAMS	Inbound approved requisitions and outbound receipts.
Tax Collector	Local business tax validation.
WASD/MDAD	Inbound purchase orders and validation (i.e. Supplier and Allocation)
Master Data	Outbound supplier and item master.
Pre-Qualification Certification	Inbound pre-qualification information (PQC/TC)

Interfaces

Interface	Description
INT-AM-016	Inbound EAMS Asset Information
INT-AM-017	Outbound EAMS Asset Information
INT-AM-013	Inbound ESRI Asset Information

Interfaces

Interface	Description
INT-AP-003	Inbound Vouchers
INT-AP-005	Inbound Captiva Voucher Import
INT-AP-011	Outbound Documentum
INT-AP-031	Outbound Payment ACH & EFT (flat file)
INT-AP-032	Outbound Payment Information
INT-AP-033	Outbound Positive Pay File
INT-AP-034	Outbound 1099 File (pending cancellation)
INT-AP-035	Inbound Tax File
INT-AP-037	Inbound 1099 Extract
INT-AP-201	Inbound XML/EDI Voucher
INT-AP-202	Inbound Single Payment Voucher
INT-AP-203	Outbound Payment – ePayables
INT-AP-204	Outbound Payment – Wire

Contracts 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)

- Manage Allocation
- Create Dept Contract
- Request Modification

4. Purchase Order

(Department)

- Budget Check
- Online Dispatch to Supplier
- Approve PO

5. Receipt

(Department)

- Acknowledge receipt of items
- Enter Asset details

5. Voucher

(Central Finance)

- Approvals
- Matching (2-3way)
- Budget Check
- Payment

Potential Approvers

- Supervisor/ Manager
- Dollar Threshold
- Commodity Code
- ChartField

- Supervisor/ Manager
- Dollar Threshold
- Source Type

- Supervisor/ Manager
- Dollar Threshold
- Contract Type

- Supervisor/ Manager
- Dollar Threshold
- Commodity Code
- ChartField

No Approvers

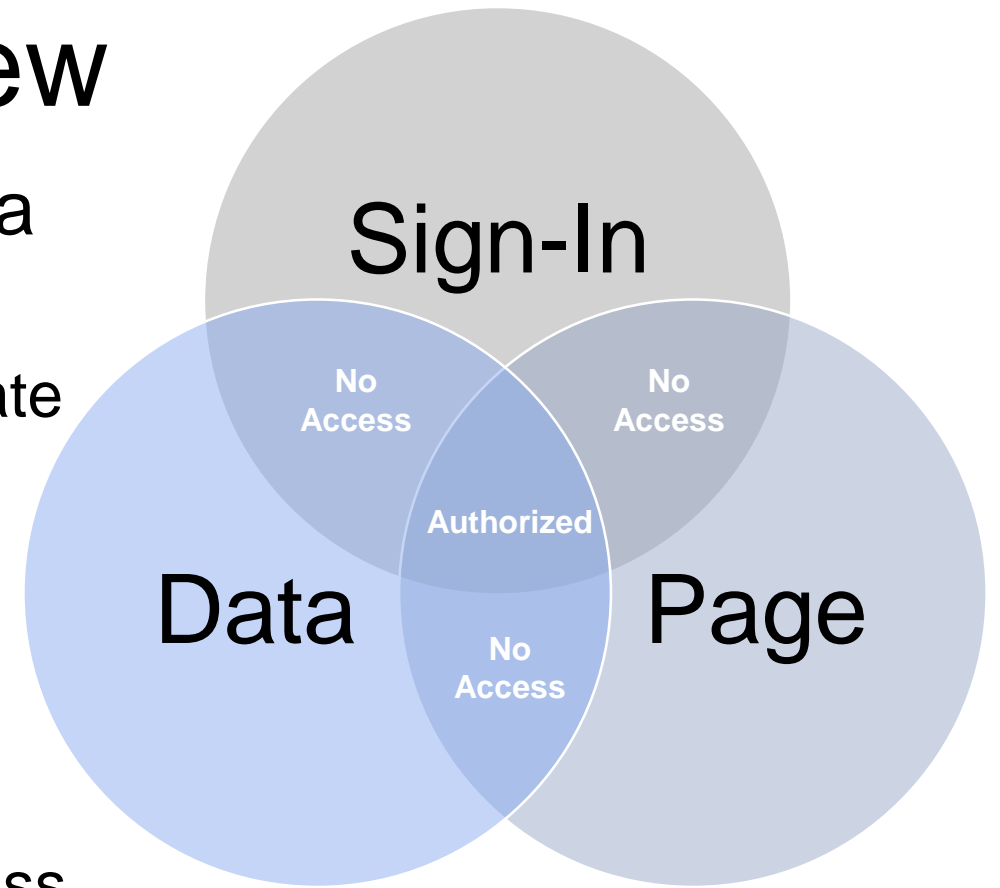
- Department
- Compliance Officer
- ChartField
- Dollar Threshold

NOTES - Department Impacts

Today	After Go-Live

Role and Security Overview

- Roles limit the parts of the application a particular user can access
 - Types of access: Display Only, Add, Update Display, Correction
- Sign-In Security
 - Which people can access the system
- Role/Page Security
 - What parts of the system a user can access
- Data/Row-Level Security
 - Which people in the system a user can see



Separation of Duties

- When assigning security roles to staff – keep separation of duties in mind
- One employee should **NOT** be able to perform all of the following functions:
 - PO
 - Receipt
 - Voucher
- **TO DO:** Departments should review organizational structure and back-up responsibilities. Give “view-only” access whenever possible.



Workstation Planning



- Validate end-user workstation to confirm if Departments/Offices meet the minimum requirements for hardware and software.
 - **Memory requirements** – While additional memory is generally beneficial, 4 GB of RAM is the minimum recommended for 64-bit computers
 - **CPU requirements** – Intel® Core™ i5 or equivalent is recommended. Faster processors will result in better PeopleSoft product response times
 - **Screen resolution requirements** – VGA controller and display of 1024 x 768 resolution or higher and High Color (16 bit) mode for the best display results
 - **Browser version** – The response time also improves with the latest versions of browsers

Workstation Applications



Desktop Applications and Browsers		Release Version(s)
Apple – Safari		Release 12 or newer
Google Chrome		Release 69 or newer
Microsoft Edge		Release 42 + or newer
Microsoft Internet Explorer (IE)		Release 11 or newer
Mozilla Firefox		Releases 62, 60 ESR or newer
Microsoft Excel		Release 2010 or newer
Microsoft Word		Release 2013 or newer
Mobile Applications		
Apple – Safari Mobile		
Google Chrome Mobile		