June 18, 2021

One Washington Technology Pool Check-In Meeting

Bill Kinney, Project Manager, ISG

Briana Samuela, Budget Manager

Steve Nielson, Finance Lead

One Washington
A Business Transformation Program

AGENDA

- Key Information about the One Washington Technology Pool
  - Timeline
  - Application
  - Foundation Data Model

- Q&A

ONE WASHINGTON TECHNOLOGY POOL

Briana Samuela

OVERVIEW OF THE ONE WASHINGTON TECHNOLOGY POOL

The One Washington Technology Pool provides eligible agencies with funding for technical resources to support One Washington. **Applications due 6/30/21.**

Overview

- Agencies whose requests were included as part of the One Washington Technology Pool will submit an updated request for funding.

- The One Washington Technology Pool Committee will review requests and determine funding.

- The funding will be allocated to agencies by OFM via memo.

- There will be monthly reporting requirements tied to this funding.

- The technology pool provides funding to agencies, not FTEs.

- Agencies will need to complete their technology pool-related systems remediation work by the end of December 2021 in order to be prepared for End-to-End (E2E) testing to Workday, beginning in January 2022.
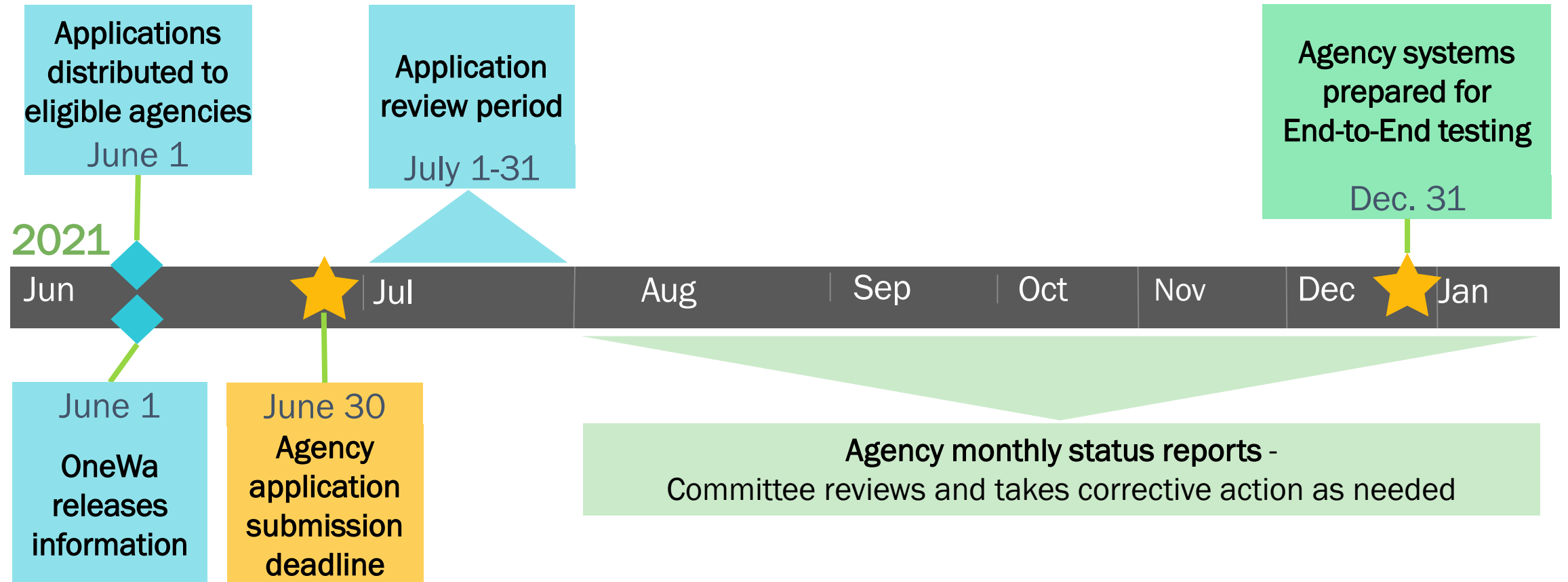
ONE WASHINGTON TECHNOLOGY POOL
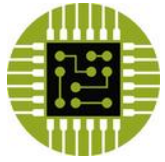
Provides funding to eligible agencies to **remediate approved legacy systems** required for the implementation of Workday Phase 1a.

Important Dates:

June 1, 2021	June 18, 2021	June 30, 2021	July 1-31, 2021	December 31, 2021
Applications were distributed	Application Check-In Meeting	Application submission deadline	Application review period	Agency systems prepared for end-to-end testing

ONE WASHINGTON TECHNOLOGY POOL TIMELINE

Applications distributed to eligible agencies
June 1

Application review period
July 1-31

Agency systems prepared for End-to-End testing
Dec. 31

2021

| Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan |

June 1
OneWa releases information

June 30
Agency application submission deadline

Agency monthly status reports - Committee reviews and takes corrective action as needed

Notification of determination – 7 business days after the completion of the application review and determination

Agency appeals – 10 business days after receipt of notification of determination

Monthly performance metrics reporting

APPLICATION

- Applications will be accepted from June 1-30, 2021. No applications will be accepted after June 30, 2021.

  - Please complete all fields.

  - Thoroughly review your application for accuracy and completeness.

  - Email your application to Briana.Samuela@ofm.wa.gov and OneWa@ofm.wa.gov

  - Please send questions regarding the application process to Briana.Samuela@ofm.wa.gov

APPLICATION AND FDM

- We know agencies need the FDM Blueprint and additional details to fully complete the application

and

- We ask that agencies complete the application with *what is known* by June 30, 2021

Why?

- Funds are limited and must be prioritized
- We are committed to work with agencies *after* June 30 as agencies continue to learn more
- We want to be prepared to provide funds to agencies as soon as possible in order to begin work as soon as possible

ONE.WA.GOV BUDGET RESOURCES

- **Resources** @ https://one.wa.gov/agency-resources/budget-resources

- **One Washington Workday functions and capabilities** – finance: information on finance functionality available in the Workday ERP system

- **One Washington summary of technical documents (June 2021)** – phase 1a: information on One Washington's implementation of the Workday ERP system. This document will continue to be updated.

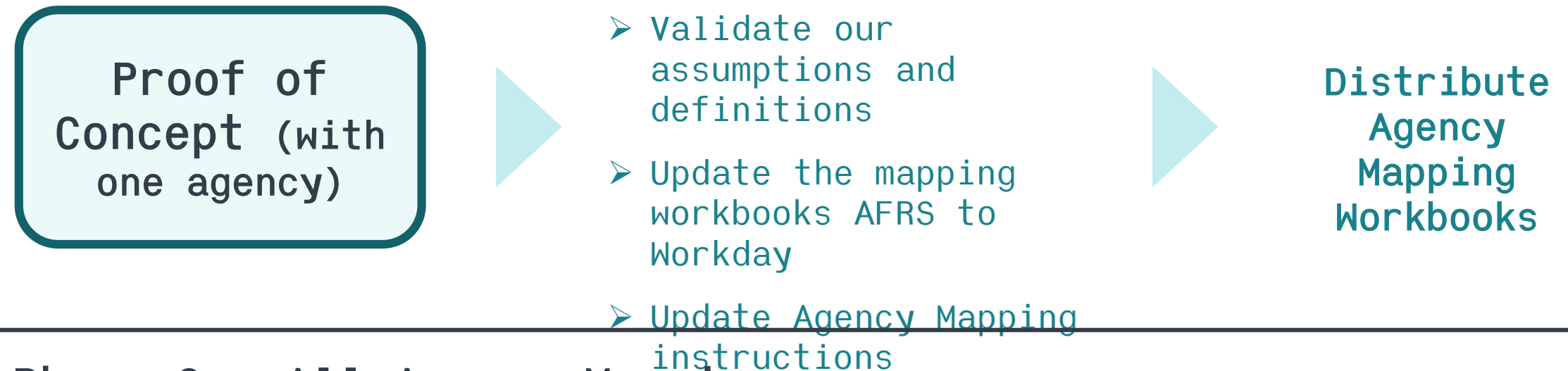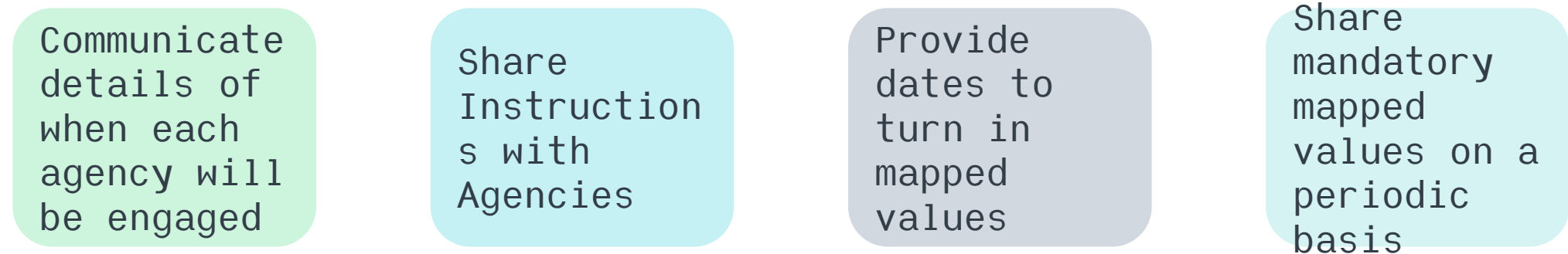# Foundation Data Model (FDM)

Steve Nielson

FDM Mapping Approach – Pilot update

Phase 1 – Proof of Concept

Proof of Concept (with one agency)

➤ Validate our assumptions and definitions

➤ Update the mapping workbooks AFRS to Workday

➤ Update Agency Mapping instructions

Distribute Agency Mapping Workbooks

Phase 2 – All Agency Mapping

Communicate details of when each agency will be engaged

Share Instructions with Agencies

Provide dates to turn in mapped values

Share mandatory mapped values on a periodic basis

Agency Mapping Timeline and Next Steps

FDM Mapping how will agencies get engaged once Proof of Concept is complete

FDM Agency Mapping Activities	Dates (ETA)	Notes
FDM Introductory Materials: • FDM Blueprint • FDM Blueprint Overview Recording (already posted to AST SharePoint site) • FDM Definition for Reference	6/18	Will be posted to the AST SharePoint site. AST Leads to share this information with finance and tech staff in preparation for upcoming activities.
Proof of Concept – One agency mapping	6/1 - 6/18	
Provide guidance to Agencies including instructions on mapping exercise – This will include • FDM Definition for reference (if any updates are needed) • Detailed Instruction to fill out Mapping file/s including Proof of Concept examples • Details to post questions / clarification	6/25	• Focused on Program Indices and Organizational Indices and aligning to Workday Cost Centers/Hierarchies. • Preliminary ledger account, and revenue and spend categories available to begin mapping. • Grant and project worktag definitions to follow mid-July.
Support agency mapping exercise and		

Agency Mapping Timeline

FDM mapping is a multi-step approach involved when transitioning from legacy systems to Workday data model architecture.

Agency Mapping Timeline & Mapping files	Program Index + Organization Index + Mandatory Worktags				
	Round #1	Round #2	Round #3	Round #4	Round #5
Dates for Agencies to submit updated Mapping files	Proof of Concept (6/18/2021*)	7/12/2021*	8/30/2021*	10/4/2021*	11/15/2021*

* Note: These dates for submitting mapped files is under review based on the Proof of Concept and will be refined

Legacy System Remediation

- Legacy system and third-party system remediation is dependent upon FDM mapping

- FDM Mapping is taking longer than anticipated and requiring more focus on individual agency COA usage

- This may give some agencies insufficient time to remediate

- One Washington program is working through an alternative to allow remediation to occur over a longer period
  - *FDM / COA Crosswalk*

Q&A

FOR MORE INFORMATION:

Website: one.wa.gov
Contact us: onewa@ofm.wa.gov

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THANK YOU!

If you have feedback, questions, or comments please contact us at onewa@ofm.wa.gov.

APPENDIX

One Washington
A Business Transformation Program

One Washington Technology Pool

1. Central Washington University (CWU)
2. Community and Technical College System (CTCS)
3. Consolidated Technology Services (CTS)
4. Department of Children, Youth, and Families (DCYF)
5. Department of Ecology (ECY)
6. Department of Enterprise Services (DES)
7. Department of Fish and Wildlife (DFW)
8. Department of Health (DOH)
9. Department of Labor and Industries (L&I)
10. Department of Licensing (DOL)
11. Department of Revenue (DOR)
12. Department of Services for the Blind (DSB)
13. Department of Social and Health Services (DSHS)
14. Department of Transportation (DOT)
15. Eastern Washington University (EWU)
16. Employment Security Department (ESD)
17. State Health Care Authority (HCA)
18. The Evergreen State College (TESC)
19. University of Washington (UW)
20. Utilities and Transportation Commission (UTC)
21. Washington State Patrol (WSP)
22. Western Washington University (WWU)

REPORTING REQUIREMENTS

Agencies must provide monthly status reports

Legislative Reporting Requirements
- By fiscal month:
  - List of agencies that requested resources
  - List of agencies that received resources
- By agency, by fiscal month:
  - Projected vs Actuals-
    - FTEs (position title, salary)
    - Expenditures (FTE costs, contractor costs)
    - Deliverables

ONE WASHINGTON TECHNOLOGY POOL COMMITTEE

Purpose	The purpose of the Technology Pool Committee is to develop and manage a process by which to evaluate requests, distribute and manage technology pool funds.
Members	• One Washington tech team • One Washington business owners • OFM IT • OCIO • One Washington functional leads
Status	• Establish committee • Completed charter • Develop a fair and transparent process for evaluating agency requests • Develop application and reporting template • Develop technology pool-related communications

OVERVIEW OF THE AGENCY OCM POOL

The Agency OCM Pool provides agencies with OCM resources – people - to support One Washington. **Applications due 6/30/21.**

Overview

- OCM resources will be acquired/hired by One Washington and then allocated to agencies.

- OCM resources will be a combination of **state employees (~50%)** and **contractors (~50%).**

- There will be monthly reporting requirements to show the activities and deliverables on which the OCM resources have been working.

- 42 agencies are eligible to apply; 30 automatic and 12 by exception.

- The soonest OCM resources may start work is 7/1/2021.

How the Agency OCM Pool is different than the One Washington Technology Pool

- Agency OCM Pool provides *people support for OCM.* The OneWa Tech Pool provides *funds to agencies for system/technical needs.*

- The Agency OCM Pool has a separate process for eligibility, appeals and reporting.

- AST Leads and the Agency OCM Pool resources will have monthly reporting obligations.

ONE WASHINGTON TECHNOLOGY POOL KEY POINTS

Briana Samuela

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KEY POINTS ON THE APPLICATION

What agencies should NOT:

1. Use jargon or acronyms.

2. Underestimate the reporting requirements that are associated with this funding and plan accordingly. You should expect rigorous accountability and monitoring. One Washington reserves the right to revoke awarded funding due to noncompliance of specified requirements or failure to execute the approved work plan.

3. Submit a request for activities outside of what the pool specifically covers. This pool is only for funding certain activities. Agencies will likely incur some in-kind costs. Please do not try to shift any indirect or administrative costs to this funding pool.

4. Submit an IT Project Assessment Tool (ITPA) or other request to the Office of the Chief Information Officer (OCIO) for One Washington related work unless directed.

5. Include requests for funding in Fiscal Year 2023, Phase 1a is planned to go-live on July 1, 2022. One Washington will submit a supplemental budget request for Phase 1b work, however, that is a separate application process and eligible agencies will be contacted directly.

KEY POINTS ON THE APPLICATION

What agencies SHOULD do:

1. Use plain talk and adequately describe any jargon or acronyms.

2. Make requests clear, concise, and compelling so reviewers can glean the key information expected.

3. Demonstrate that the agency has evaluated options to find the most cost-effective ways to leverage resources/funding for completing the highest priority work and performance-based outcomes.

4. Expect funding requests to be restrained and focused only on the highest-priority work needed for the successful enterprise implementation of Workday.

5. Develop contingencies and viable backup plans in the event that request(s) are not funded or only partially funded.

6. Collaborate with other entities during the development of their application, to include the One Washington program, other state agencies, and vendor partners. Please also recognize that this pool is only for funding certain activities. Agencies will likely incur some in-kind costs.

AGENCY ORGANIZATIONAL CHANGE MANAGEMENT POOL

One Washington staff assigned to eligible agencies, with One Washington oversight, to focus on OCM activities in Phase 1a such as **communications and learning.**

Important Dates:

May 24, 2021	June 30, 2021	July 1-31, 2021	July – August, 2021
Applications will be distributed	Application submission deadline	Application review period	Agency OCM staff onboarding

FINANCE SCOPE FOR ONEWA BY PHASE

Record to Report	Contract to Cash	Procure to Pay	Stock to Replenish	Expense to Reimburse	Staff to Deliver	Grants Management
General Ledger	Contract	Requisitions and POs	Put-Away Inventory	Expense Reports	Project Management	Awards w/ Amendments
Budgetary Control	Billing	Receiving / Payables	Stock Management	Mobile Expenses	Resource Management	Award Tasks & Checklists
Commitment Accounting	Revenue Recognitions	Internal Services	Fulfillment	Spend Authorizations	Project Financials	Indirect Costs
Fund Accounting	Receivables	Supplier Management	Replenishment	Budgetary Control (for Expenses)	Project Billing	Revenue Recognition
Financial Statements	Collections	Supplier Classifications	Issue	Settlements	Labor Costing	Billing & Letter of Credit
Cash Management		Budgetary Control (for Purchasing)				Unallowed Costs Cntls
Asset Management		Procurement Cards				Mult. Funding Sources

Phase 1A   **Phase 1B**   Note: Cost Allocation is covered under multiple Phase 1A modules.
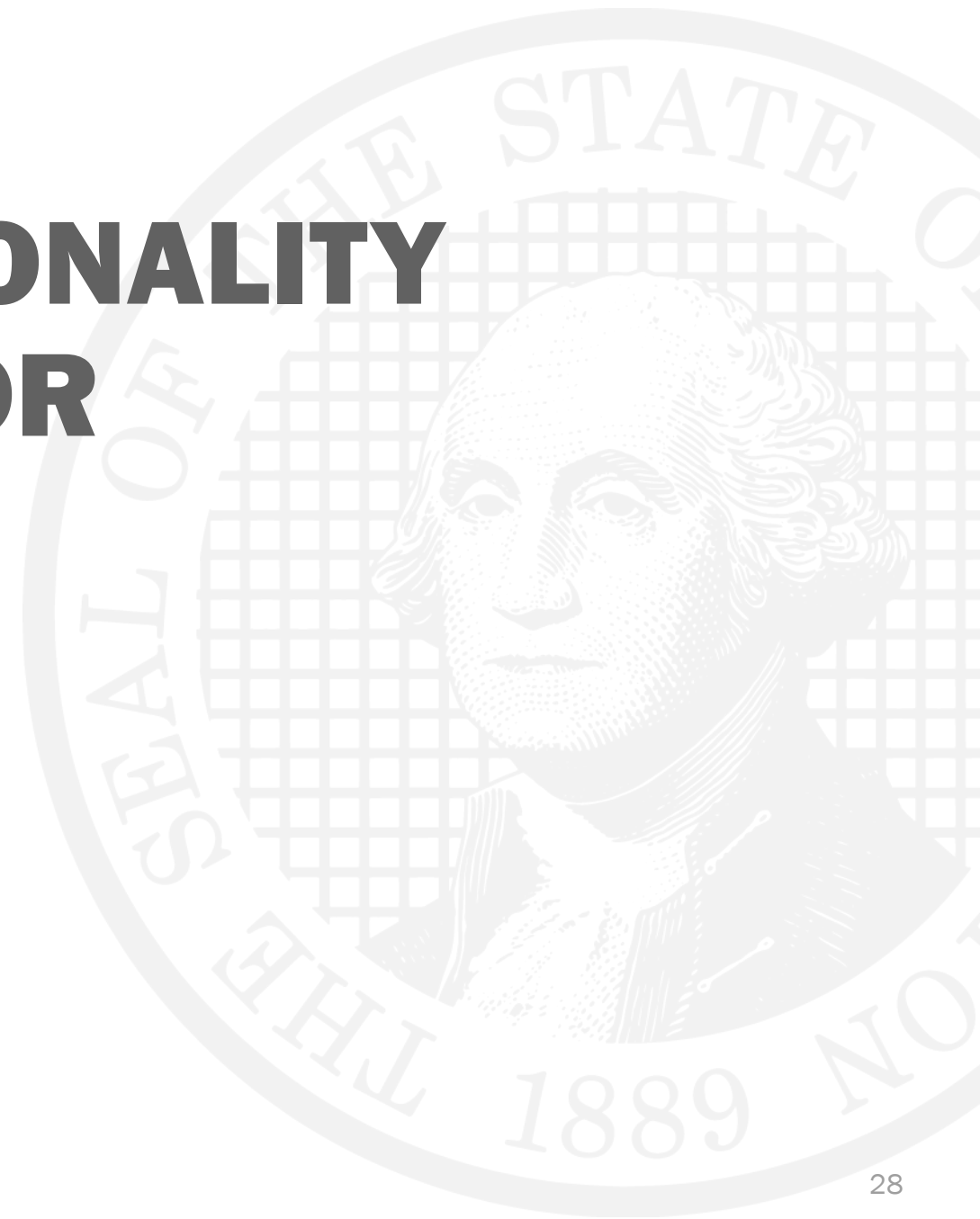
WORKDAY FUNCTIONALITY & CAPABILITIES FOR FINANCE

Ludan Wu

David Friedman

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FINANCE SCOPE FOR ONEWA BY PHASE

Workday SKU	Service	Implementation Phase
FIN	Core Financials	1A
GM	Grants Management	1A/1B*
PRJT	Projects	1A/1B*
PB	Project Billing	1B
PRO	Procurement	1B
INV	Inventory	1B
EXP	Expenses	1B
	Scout Enterprise	1B

Note: For Grants Management and Projects, only worktags are in scope for 1A. All other functionality is in scope for 1B – See subsequent slides for more details.

Phase 1A

PHASE 1A – COMMON FINANCIAL MANAGEMENT

Phase 1A	Description
Common Financial Management	Set up and maintain **companies, fiscal schedules, ledgers, books, accounts, accounting categories, accounting rules, worktags, and custom validations.** Includes **replacement of existing Chart of Accounts with Workday Foundation Data Model (FDM).**New FDM designed in this Phase 1A and refined in subsequent phases. Phase 1A captures the full structure and will be expanded/refined through subsequent phases. **Spend categories** which will be part of FDM will be configured for Phase 1A. Additional refinement will occur in Phase 1B with Procurement and Scout Enterprise.

PHASE 1 A – FINANCIAL ACCOUNTING & REPORTING

Phase 1A	Description
Financial Accounting	Set up **Medicaid and cost allocations.**
	Cost allocation processes defined in Phase 1A and will be refined in subsequent phases.
	1A will be replacing the functionality of the CAS tables in AFRS. For Agencies not using CAS currently - allocations will need to be reviewed to see if we can get into 1A.
	Refinement for 1B will include seeing if delivered Grant Functionality can do the allocations more efficient.
	Set up **interagency transfer functionality.**
	Set up and maintain **journals posting**, including recurring journals.
	Set up and maintain **period-end activities such as allocations and revaluations.**
	Set up and maintain **financial consolidation including currency translation and intercompany eliminations.**
	Set up and maintain **accrual accounting with cash basis reporting.**
	Accrual-based accounting configuration with both multi-book accounting capabilities and reporting capabilities will be configured to meet cash basis reporting needs.
Financial Accounting Reports	Set up **key financial management reports.**
	All standard-delivered reports are in scope. Additional custom reports, including key financial reports, will be included in Custom Report Inventory & developed within the scope defined for custom reports. Initial draft of Reporting Inventory including all above targeted to be complete by 6/8 for Agencies review.

PHASE 1A – BANKING AND SETTLEMENT

Phase 1A	Description
Banking and Settlement	Set up **bank account definitions** – define financial institutions, bank branches, and bank accounts for settlement processing.
	Ad hoc bank transactions – process cash withdrawals and deposits with accounting generation and downstream bank reconciliation.
	Set up and **maintain electronic payments, check printing, pay slips, and pay advices**.
	Set up **Miscellaneous Payment Requests** – process invoice-less payment to one-time suppliers, contingent workers, investors, etc.
	Set up **advanced bank reconciliation** – configure auto-reconciliation logic and process first-notice items like bank fees and interest. Configure supporting business process configuration and automated bank reconciliation (where possible).
	Settlements – includes supplier invoices, expense reports, ad hoc payments, customer refunds, customer invoices, customer payments, and intercompany items.
	Cash position/forecast reporting – define cash position and forecasting reports with configurable time spans.

PHASE 1A – BUDGETS

Phase 1A	Description
Budgets	Set up and **maintain financial, position, award, and proposal budgets**.
	Set up and maintain **budget checking** for financial (1A/1B), position (Phase 2), and award budgets (1B). Spend budget check will be initiated in Phase 1A for supplier invoices and updated for procurement in Phase 1B. Staffing budget check can/will be configured in Phase 2 with HCM/Payroll and Adaptive in Phase 3 will support the budget preparation process.

PHASE 1A – BUSINESS ASSET ACCOUNTING & TRACKING

Phase 1A	Description
Business Asset Accounting	Set up and maintain **asset cost activities and lifecycle events.** Registering assets from supplier invoices or manually will be part of Phase 1A. Phase 1B with Procurement and Scout Enterprise will include registering an asset from a receipt. Phase 2 may include additional functionality for assigning assets to a worker.
	Set up and maintain **multiple company asset books to support multiple depreciation schedules per asset.**
Business Asset Tracking	Set up and maintain **business assets and custodial activity** for workers.

PHASE 1A – CASH MANAGEMENT

Phase 1A	Description
Cash Management	Set up and maintain cash forecasts, cash positions, intraday bank statements, bank fees, and bank account signatories.

PHASE 1A – CUSTOMER ACCOUNTS

Phase 1A	Description
Customer Accounts	Set up **customer definitions – define the customer master. Define customer relationships** (e.g., parent-child) and a different remit-from customer, customer credit limits, DUNS number, default worktags and document options for invoices and statements.
	Set up **customer activity**, including invoices and adjustments, statements, payment entry, payment application, payment returns, customer invoice maintenance (netting), refunds, write-offs and invoice adjustments.
	Set up and **maintain customers.** Define customer relationships (e.g., parent-child) and a different remit-from customer, customer credit limits, DUNS number, default worktags and document options for invoices and statements.
	Set up **collections management** – assign customer roles, record notes, and process invoice collections and disputes.
	Set up and **maintain electronic payments**, including direct debit and credit card.
	Set up **cash sale processing** – process invoice-less cash receipts from customers.
	Set up **payment application and deposits** – configure logic to auto-apply customer payments in addition to generating deposits.
	Customer refunds – generate refunds back to the customer for over-payment.
	Bad debt write-off – write down uncollectible customer balances.

Phase 1A	Description
Supplier Accounts	Set up **supplier definitions** – define the supplier master.
	Set up **supplier invoices, adjustments, self-service invoice requests, and prepaid invoices.** Internal service delivery functionality for intra-company billing for Phase 1A. The FDM will be refined with grants/projects for Phase 1B.
	Set up and maintain **1099 MISC and 1042-S spend**. US only.
	Tax set up and processing – define tax categories, authorities, rates, and codes. Phase 1A – some sales, use and withholding taxes will be calculated.
	Supplier invoices and adjustments – process supplier invoices and adjustments including credit/debit memos, prepayments and supplier invoice matching. Approved AP invoices are in scope.
	Prepaid invoices – create amortization schedules to automate the accounting for prepayments.
	Receiving – receive against purchase orders or directly against supplier contracts.
	Returns – process supplier returns.
	Supplier invoice matching – match supplier invoices to purchase orders contracts and receipts with follow-up tasks routed to the requester, buyer, contract specialist, or AP specialist. Additional matching rules will be set up for Phase 1B with Procurement and Scout Enterprise.
	1099 electronic filing – map 1099 categories to spend categories and generate an electronic 1099 file.
Suppliers	Set up and maintain suppliers, including supplier requests, define supplier relationships (parent-child), and different remit-to connections (supplier connections).

PHASE 1A – GRANTS MANAGEMENT, PROJECTS

Phase 1A	Description
Grants Management	Phase 1A includes **Grants Management Worktags**. Full Grants Management functionality/processes is in scope for Phase 1B. Grant worktags enable you to: • Recognize revenue on the award. • Charge facilities and administration expenses on the award.
Projects	Phase 1A includes basic **Projects Worktags.** Full Projects management functionality/processes is in scope for Phase 1B. Basic projects solely consist of a project name and an ID. They function as worktags on financial transactions and payroll entries, eliminating the need to create a fully defined project. You can convert a basic project into a full project later on, if needed. Basic projects aren't used to manage a project and don't have detailed project information.

PHASE 1A - DATA CONVERSION SCOPE

Functional Area	Historical data to be converted	Phase
Financial Accounting	• Beginning GL balances for the fiscal year of Go-Live • Include start biennium year GL balances by period (1 year of history by period (July 2021-June 2022))	1A
Banking	• Unreconciled/uncleared bank transactions • Current bank balance per the last statement that aligns to the Go-Live date	1A
Budgets	• Convert current budget (biennium)	1A
Business Assets	• Financial Assets (building & equipment, capital leases)	1A
Customer Accounts	• Active* Customers to support billing in Workday • Payments to support current on-account balance • Open unpaid or partially paid receivables invoices (AR) as of the Go-Live date	1A
Supplier Accounts	• Active* suppliers, supplier sites, contacts, address, supplier site assignment, supplier bank and branches • All open invoices as of Go-Live • 1099 adjustments to reflect year-to-date supplier 1099 activity	1A
Customer Contracts	• Open and partially executed customer contracts with remaining revenue recognition and billing	1A

*Active is a subset of the current data store in the State's legacy systems for each object that will allow the State to process moving forward. Any data in legacy system's that falls outside of Active will be the responsibility of the State to manage as historical data.

WORKDAY FUNCTIONS & CAPABILITIES FOR FINANCE/SUMMARY OF TECHNICAL DOCUMENTS

Ludan Wu

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Phase 1B

PHASE 1A – COMMON FINANCIAL MANAGEMENT

Phase 1A	Description
Common Financial Management	Set up and maintain **credit cards** (includes Corporate Credit Card Accounts and all Worker Credit Cards)

PHASE 1B – GRANTS, PROJECTS, AND PROJECT BILLINGS

Phase 1B	Description
Projects and Project Billing	Set up and Maintain Projects and Project Billing. Configure Project Budgets, Project Tasks, Project Assets.
Grants	Set up and Maintain Award and Grant configuration. Configure Award Contracts, Invoicing, and cost allocations (including F&A allocations).

*Common Financial Management: The FDM will be refined with grants/projects for Phase 1B.

PHASE 1B – GRANTS, PROJECTS, AND PROJECT BILLINGS

Phase 1B	Description
Projects and Project Billing	Set up and Maintain Projects and Project Billing. Configure Project Budgets, Project Tasks, Project Assets.
Grants	Set up and Maintain Award and Grant configuration. Configure Award Contracts, Invoicing, and cost allocations (including F&A allocations).

*Common Financial Management: The FDM will be refined with grants/projects for Phase 1B.

PHASE 1B – PROCUREMENT AND INVENTORY

Phase 1B	Description
Commodity Management	Set up and Maintain **Commodity codes.**
Vendor Portal	Set up and Maintain **Supplier Portal.** Supplier Access, user account maintenance as needed, security changes as needed.
Requisition to Payment	Set up and Maintain **Requisitions, Purchase Orders and Receipts.** Update as needed Banking & Settlement for invoice payment. Add Purchasing Items as needed. Create matching rules as needed.
Contract Management	Set up and Maintain **Supplier Contracts.**
P-Cards	Set up and Maintain **P-Card processing.** Update Tax processing as necessary.
Punch Out Catalog	Set up and Maintain **Punch Out Functionality.**
Competitive Procurement	Set up and Maintain **Supplier Contracts and Request for Quote** processing.
Sourcing	Set up and Maintain **Sourcing.**

*Common Financial Management: The FDM will be refined with Procurement/Scout for Phase 1B.

*Supplier Accounts: Additional supplier invoice matching rules will be set up for Phase 1B.

*Business Assets: Phase 1B with Procurement/Scout will include registering a Business Assessment asset from a receipt.

PHASE 1B – SCOUT ENTERPRISE

Phase 1B	Description
Contract Management	Set up and Maintain Supplier Contracts.
Competitive Procurement	Set up and Maintain Supplier Contracts and Request for Quote processing.

*Common Financial Management: The FDM will be refined with Procurement/Scout for Phase 1B.

*Supplier Accounts: Additional supplier invoice matching rules will be set up for Phase 1B.

*Business Assets: Phase 1B with Procurement/Scout will include registering a Business Assessment asset from a receipt.

PHASE 1B – BUDGETS, EXPENSES

Phase 1B	Description
Budgets	Set up and maintain **budget checking** for financial (1A/QB), position (Phase 2), and award budgets (1B). Spend budget check will be initiated in Phase 1A for supplier invoices and updated for procurement in Phase 1B. Staffing budget check can/will be configured in Phase 2 with HCM/Payroll and Adaptive in Phase 3 will support the budget preparation process.
Expenses	**Spend Authorization and Expense Report process** – configure to policies and need.

PHASE 1B - DATA CONVERSION SCOPE

Functional Area	Historical data to be converted	Phase
Customer Contracts	• Open and partially executed customer contracts with remaining revenue recognition and billing	1A/1B
Projects	• Active projects (capital and internal projects) along with the related life or inception-to-date balances as of the Go-Live date	1B
Billable Projects	• Open in-flight Billable Projects and related Customer Contract Lines	1B
Procurement	• Existing supplier order contracts • In-progress requisitions, purchase orders, receipts, and returns	1B
Grants	• Active* awards, grants, and related life or inception-to-date balances • Open sponsor invoices for unpaid balances	1B

*Active is a subset of the current data store in the State's legacy systems for each object that will allow the State to process moving forward. Any data in legacy system's that falls outside of Active will be the responsibility of the State to manage as historical data.