Department of Workforce Solutions

PCC Certified Projects
SHARE GRANTS PROJECT
Project Closeout
February 22nd, 2012
PROJECT OVERVIEW

Implement Agency specific SHARE configuration changes to improve financial data processing functionality and reduce labor intensive manual workarounds

- Manage Grants and Projects Accounting in SHARE
- Address SHARE configuration settings with a focus on DWS needs
- Accurately track and account for State and Federal dollars to meet financial reporting requirements

BENEFITS:

Grant and Project Accounting methods for Federal and State Programs

✓ In compliance with USDOL and DFA requirements
✓ Accurate Federal and State Program Funding Control
✓ Certified Federal and State Reports

Grant Management Accounting for all State Agencies

➤ Created an “Enterprise Cookbook” that can be used for the ease of implementing Enterprise level Grants functionality for the State of New Mexico
  - Eliminate disparate systems and tracking tools
  - Reduce manual processing / intervention
PROJECT BUDGET

Total Project $1,700,000.00

Expended $1,668,564.50

Remaining $ 31,435.49

% Remaining 1.8%

-- Job Creation and Worker Assistance Act of 2002 and Section 903 of the Social Security Act, (also known as the Federal Reed Act.)
DWS Phase II Schedule


**Weeks 1 - 4**

Project Organization and Planning

- Configuration Design/Development
- Reporting Design/Development

**Weeks 5 - 8**

- Internal Business Process Reengineering
- Testing (Includes Test Plan, Unit Test, Integration Testing, and User Acceptance)
- Knowledge Transfer
- Training
- Cutover Plan, Data Clean Up, and Go Live

**Weeks 9 - 12**

- Cookbook

**Weeks 13 - 16**

- Production Support

**Weeks 17 - 20**

- Go Live Part 1

**Weeks 21 - 25**

- Go Live Part 2
CONFIGURATION
DESIGN/DEVELOPMENT

The PeopleSoft (SHARE) GRANT SUITE Setup for Grants Management:
- Proposal Preparation and Submission
- Letter of Credit Processing
- Project and Award Administration
- Billing & Payment Processing
- Delivered Integration components and processes between modules

PeopleSoft (SHARE) CONFIGURATIONS:
- Types, Plans, Templates, Groups and Rules
- Combination Edits and Trees to validate Accounting Entries
- Trees for Programs, Allocations and Commitment Control
- Workflow for approvals and alerts
- SpeedCharts for Procurement and Accounts Payable
  - Reduce manual data entry
  - Improve accuracy and efficiency
BUSINESS PROCESS REENGINEERING

Budgeting

- Reserve Funds as part of the Grants Set Up with the long-term perspective of the Program Budget
- Compare pre-encumbrances, encumbrances, and expenses to Budget
- Span multiple Federal or State fiscal year, calendar year or Special Budget Request periods
- Set Alerts to notify “Over the Limit” spending

Contracts

- Create and amend Contracts for Federal and State funding, competitive funding and other contracts associated with our Agency (MOU, RSA, JPA)

Grant Proposal, Award, Project

- Journal corrections from sub-systems will be drastically reduced
- Delivered functionality can be used to control the percentage of indirect overhead that can be charged to a Grant/Project

Billing and Accounts Receivable

- Produce system generated invoices
- Avoid manual intervention and increase productivity
- Billing processes become more auditable
DATA INTEGRITY
CLEANUP/RECONCILIATION

DATA CLEANUP
Production data needed to be addressed before 'Go-Live' due to proposed changes in business processes
- Defined data clean-up/maintenance strategy and standards
- Developed a reconciliation approach

IMPLEMENTATION STRATEGY: PRIORITY

➢ DATA CLEANUP:
  ✷ Necessitated SQL Scripts at the State level
  ✷ Required additional time on the Project Schedule

➢ DATA INTEGRITY:
  - Identified user-training needed to preserve data integrity
  - Incorporated in End User training courses
REPORTING

DWS REPORTING PROCESS:
Extremely labor intensive process that required numerous data extracts and manual calculations. Used queries and Microsoft Excel calculations for reporting and billing.

SOLUTION:
- Replaced Labor intensive processes
- Custom Reports "Working Reports" to validate outputs:
  - Federal and State Reporting
  - Budget Reporting
  - Management Reporting
  - Project Status Reporting
  - Reconciliation Reporting
  - Billing Reports
  - Monthly and Quarterly reports
(HCM) TIME AND LABOR

OBJECTIVE:
As a small portion of the GRANTS SUITE Solution, capture employee time reported, categorize, allocate, review and report the cumulative hours and positions paid associated with NMDWS Federal and State Projects

SOLUTION:
(HCM) Time and Labor interface will streamline the process for projecting and tracking Payroll costs related to Projects/Grants
- Time and Labor will be brought into Project Costing at the detailed employee level
- A combo code “drop-down” was developed to standardize timesheet entry
- A fringe bolt on for actual costs was developed by DOT to re-allocate payroll fringe to project labor charged

TESTING ISSUE:
➢ System Integration Testing identified that (HCM) Salary and Fringe data are captured separately and may not be in the correct reporting period for (FIN) Financials Modules
  - Salary is posted with a payroll pay date
  - Fringe is posted with a pay period end date
OPERATIONAL ISSUES:

- Approximately **200 DWS employees (40%)** were identified with potential payroll errors
- (FIN) Accounting data and (HCM) Payroll journals were not accurate for each fiscal year
- Lack of Business Process and significant increase in the level of effort required to manage (HCM) corrections

➤ **DFA requires New Project Request** for (HCM) Portion of this Project:

- **DWS requires Technical and Operational Improvements for (HCM)**
  - New Project Request will include:
    - System and Process changes
    - Data clean-up
    - Time Reporting Coordination
    - Combo Code Improvements & “drop-down”
    - Task profiles
PHASE III — PROJECT CLOSE

**COMPLETED: ADMINISTRATIVE & CONTRACT CLOSE**
- ✓ Verification that objectives were met
- ✓ Verification that deliverables were met
- ✓ Acceptance formalized
- ✓ PHASE activities are closed out

**COMPLETED: SUCCESS FACTORS**
- ✓ **Budget and Schedule Performance**
  - On time, within 1.7M budget
- ✓ **Designed, Reviewed, Tested & Implemented DWS GRANTS MANAGEMENT Solution**
  - Business processes are streamlined and automated
  - Data integrity / quality / security
  - System structure exists to produce needed reports
- ✓ **Functional roles have assumed ownership of information**
  - User Procedure Manuals are developed
  - End users are properly trained
  - Technical resources at DWS to support the Grant Suite
Thank You

Questions?