

Finance Outreach for Finance GAPs

February 11, 2022

AGENDA

- **Recap & Feedback From Last Meeting**
- **Concerns and Consideration**
- **Plan Recommendation**

Last CAB Meeting – Recap & Feedback

- Last meeting, we voted to have a Finance Outreach
- Survey Discussed

CAB Members Feedback Captured:

- Districts need to be heard (District Feedback)
- The group felt that the Survey results did not represent the true concerns/priorities of districts (District Priorities for System)
- CAB is here for the people who use the system, and we need to get their input (System Users)
- Discussion Around Need of CAB Member’s Connections or Engagement with Districts (CAB Involvement)?

Question/Discussion around GAPS:

- **Question:** Does the CAB need to reach out to districts to say we will do modernization and skip the GAPS? **Discussion:** GAPS are grouped to be addressed as part of a project (e.g., Purchasing modernization, does not mean throw away GAPS; It is scoping the purchasing gaps and work as a project)
- **Question:** The GAPS are outdated, and we need to move forward and make changes? **Discussion:** Does the CAB need to reach out to districts to refresh our list of what we need to fix and address or address as part of a project when scoping out the work?

Concerns & Considerations - Priorities around Finance GAPS:

- Concerns over not having enough data from districts to make a decision on what to move forward with was addressed by multiple members (District Outreach).
- The reach and influence has been limited due to COVID for CAB members (CAB Involvement).
- Concerns over not having a mechanism and/or engagement with CAB member(s) to better inform this group

Additional Consideration – For Prioritization on Finance GAPS :

Note 1: We Provide Education in these areas to CAB members – ongoing or via project updates

Note 2: Districts and/or Users can provide feedback on areas of improvement, but CAB needs to consider all factors when prioritizing work.

- **PeopleSoft System Best Practice** – To Make System More Effective or Ease of Use for Users, Support Vendor Maintenance, Support Applications/Integration, and New Deployments (e.g., common or standard structure).
- **New Functionality** – That Exists not Implemented That May Assist in Ordinary Activities
- **Modernization** – New benefits of system.
- **Staying Current with PUM/Fluid/Tools** – Moving Away from Classic Plus Pages/Navigation. Can Impact Vendor Support or Changes (e.g., Fluid).
- **Limit Customizations** - Utilize Business Process Changes to Adapt to System

Outreach Suggestions:

- Suggestion of each member focusing on 5 different districts for feedback was brought up.
- Will need to reach back out and see if the GAPS are still of concern
- Suggestion of using a survey to go out to districts

Plan Recommendation

Hold a virtual Session with Districts Like Town Halls and Ask for Feedback. Discuss in General Session and Then Move Attendees to Breakout Rooms.

General Session – Discuss Objectives:

Objective 1: What we are trying to achieve with districts via Outreach (e.g., Finance Prioritization of Group Activity Projects (GAPs)).

Objective 2: Looking for Big Roadmap items from Districts Grouped by Business Function (e.g., Top Concerns and Priorities of the system by Business Functions).

Objective 3: Gather Business Process Challenges in Breakout Sessions (group by GAPs)

Objective 4: Send Survey Out to Districts to Rank the Business Process Challenges (group challenges by GAPs)

Breakout Rooms – Discuss Business Process Challenges at Districts
Breakout by Business Process Groups

Plan Recommendation

4 Breakout Rooms – Discuss Business Process Challenges at Districts

7 Business Process Groups:

Group 1 – GAP 24, 25: General Ledger & Budget

Group 2 – GAP 27, 28: Vouchers and Payments

Group 3 – GAP 38: Travel and Expense

Group 4 – GAP 39: Fixed Assets

Group 5 - GAPS 31 thru 36, 49: Purchasing

Group 6 – GAPS 37: Warehouse and Inventory

Group 7 – GAPS 29, 30: Cash Receipts

Business Process Group Members and Participation

Member Type 1: Identify CAB Members to Lead General Session (Suggest: Rick, Olga, and Beckie)

Member Type 2: Identify CAB Finance Member(s) to Lead Breakout Session(s)

Member Type 3: Identify Finance District User Group Member or Rep for Business Process Area to Co-Lead Breakout Session(s) for District or User Challenges

Member Type 4: Identify CAB IT Member to Provide Support for Breakout Sessions

Member Type 5: Identify PeopleSoft Member to Support Breakout Sessions & Material Needed

Plan Recommendation

Suggested – Module/GAP Members and Breakout Groups

Breakout Groups:

- 4 Breakout Groups

CAB Members - Finance Application Modules/GAPs:

1. Andi Loree & John Leland: (GL, Budget, AR, BI) or Group 1 & 7
2. Dawn Campbell & Chad Leptich & Rick Roberts: (AP, Purchasing, Supplier Portal) or Group 2 & 5
3. Ami Shackelford & Olga West: Travel and Expense (TE) or Group 3
4. William Pickering & Jon Guertin: (FAM, IN) or Group 4 & 6

PeopleSoft Members - Finance Application Modules/GAPs:

1. Jeff Collum, Shauna Stark, and Wendyl Aban: (GL, Budget, AR, BI)
2. Rico Edillor and Jocelyn Milla: (AP, Purchasing, Supplier Portal)
3. Darren Ortiz and Kimberly Harrison: Travel and Expense (TE)
4. Christopher Waite and Rico Edillor: (FAM, IN)

Plan Recommendation – Preparation and Planning

Hold 2 Preplanning Meetings for what to cover – CAB Leads

- **Session Discussion – Tips:**

- Discuss How Rankings and Business Process Challenges will be Used from Breakout Groups
- Discuss Who Will Receive CAB Survey
- CAB Secretary Can Take Notes and Action Items and Send Out Survey

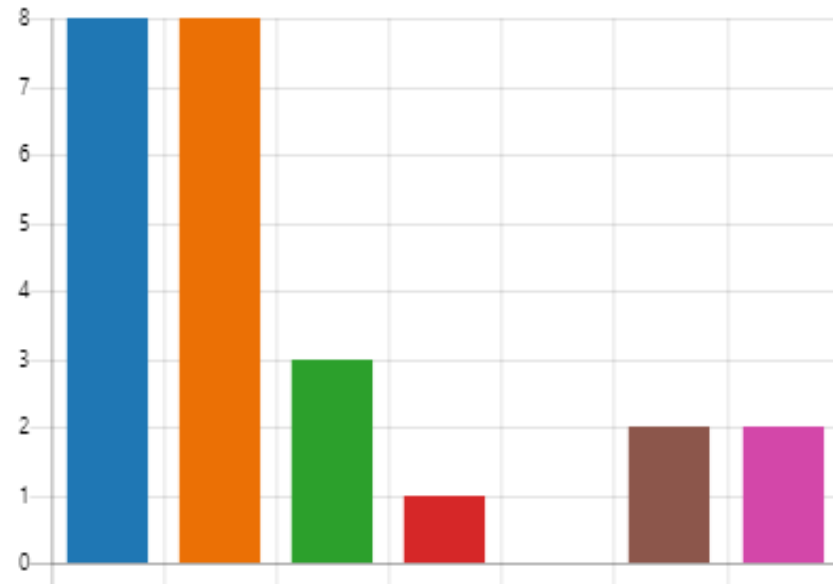
- **Detail Breakout Sessions - Tips:**

- Talk about the History of GAPS (Outdated) and Gather Business Process Challenges at Districts
- Select Members Needed for Co-Lead(s) Participation
- Discuss How to Document Survey Information (to later send out to districts)
- Discuss Attendees Needed or to Invite
- Educate at a High Level (Utilize PeopleSoft Technical Members)
 - Finance Strategy (Stay Current on Maintenance and Updates for System)
 - Automation (Automate Processes and get Rid of Paper or Manual Steps)
 - Best Practices to make System more Effective
 - Functionality that Exists not Implemented that may Assist in Ordinary Activities
 - Modernization/Fluid – New Benefits
 - (Outdated) GAPs – List to Share if Wanted

- Appendix – PeopleSoft Leads Survey

PeopleSoft Survey – Leads

- Purchase Modernization- Pun... 8
- Asset Management (GAP 39 Fi... 8
- Additional Supplier Portal Mo... 3
- Encumbrance Long Term (GAP... 1
- Travel and Expense Implement... 0
- Finance Report (GAP 24 Gener... 2
- AP/AR (GAP 27 Accounts Paya... 2



Survey Project Order

1. Purchasing Modernization – Punchout
2. Asset Management Implementation
3. Further Supplier Portal Modernization – Vendor Self Service
4. Financial Reports (e.g., Trial Balance)
5. AP/AR Gaps
6. Encumbrance Long Term – New Solution
7. Travel & Expense Implementation (integration to Payroll for AP/reimbursement)

- Need a Strategy for Finance System
 - Modernization
 - Automation (e.g., Antiquated Business/Paper Processes)
 - Maximize the Value of PeopleSoft
 - Introduce New Features like Fluid changes
- Keep Current with Maintenance and Support
 - Regulatory – Tax Updates or Financial/Ed items
 - Financial PUM Updates
 - Health Check System Changes – Like Tools Upgrade