



Executive Steering Committee Program Advisory Committee

March 20, 2014



Agenda



- EBS Updates
 - Status of Tickets and Change Requests
 - Spending Plans for Internal Orders
 - SAP
 - Agenda for April meeting
-
- *OMF Speaker - Charles Wilhoite in Revenue Bureau 12:00 – 1:00 pm*
 - *End ESC/PAC meeting at 11:45 am*



EBS Updates



EBS Annual Work Cycle



July

Fiscal Year

June

Priority #1: Production support such as system availability, security roles, training, etc.

Priority #2: Keep system compliant with Federal/State laws, union rules, etc.

*****6 Union Contracts*****

Priority #3: Planned Work

Complete

Complete

In Progress

Stabilize FY 13 Projects,
New Project Intake

July – Aug

Hot Pack Testing,
Year-End Updates

Sept - Dec

Work on Projects

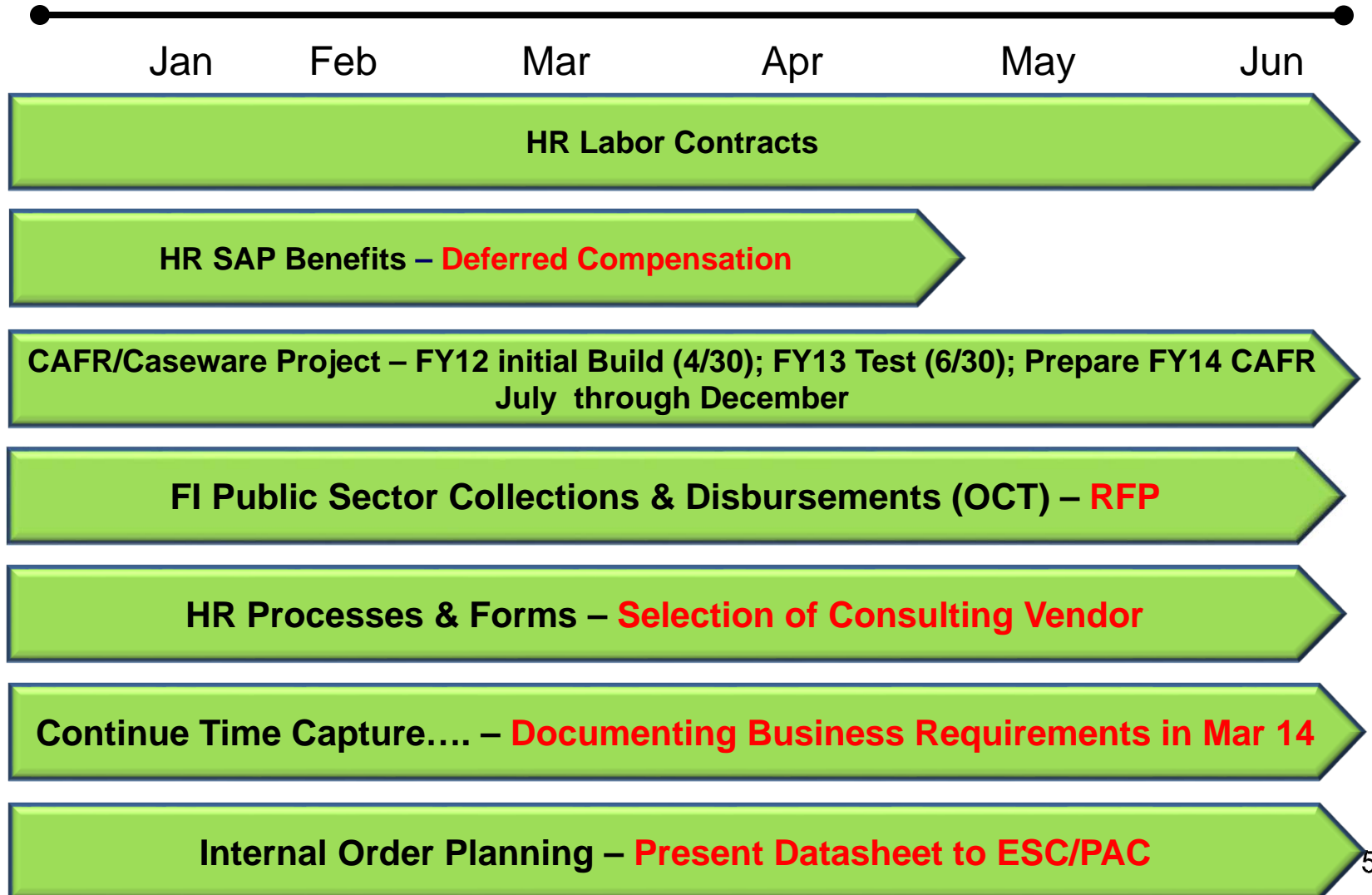
Jan - June



EBS Projects



Jan – June 2014

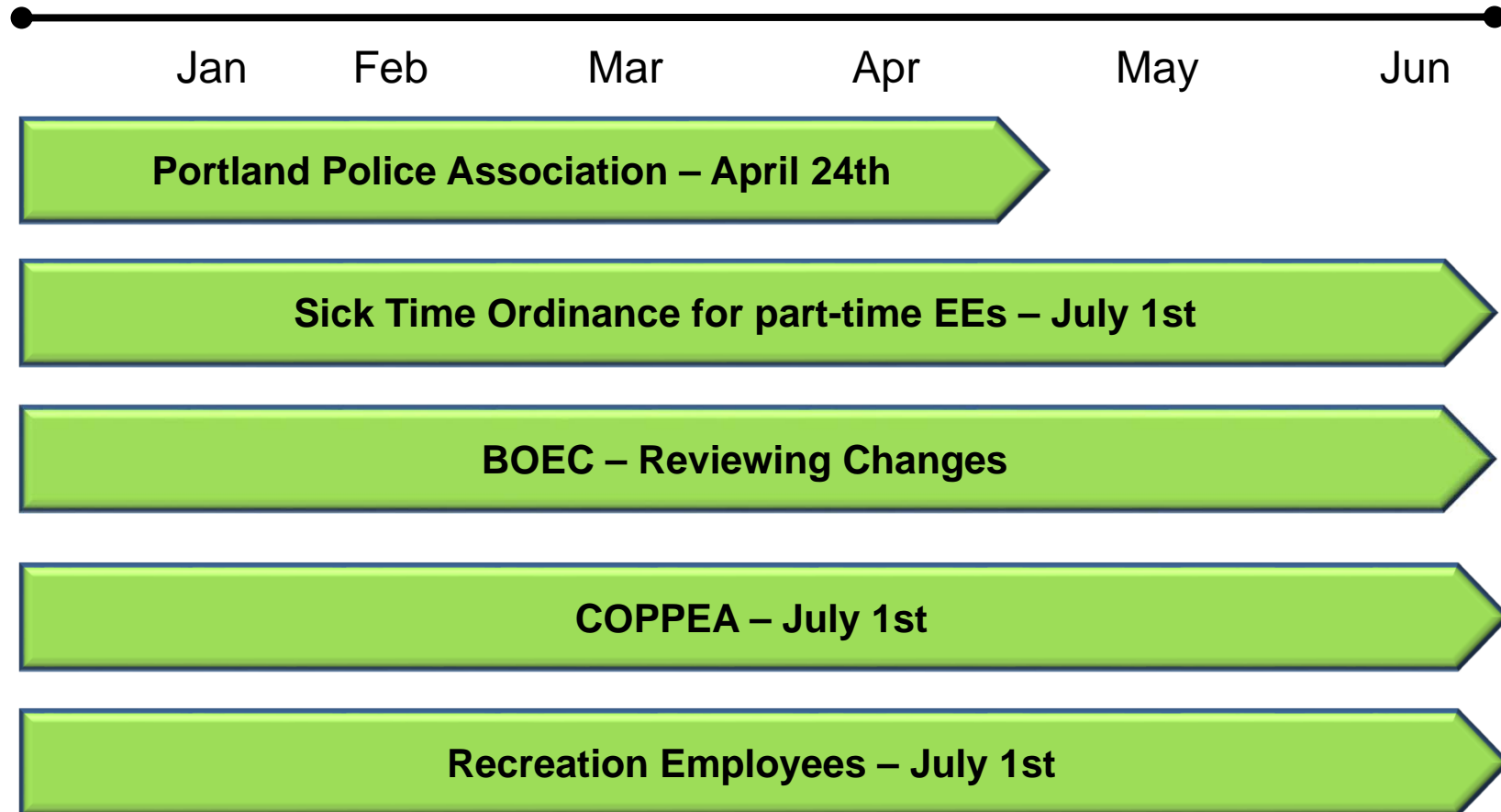




Labor Contracts



Jan – June 2014





Status of Tickets and Change Requests



Open Tickets



Open Tickets by Bureau					
As of March 10, 2014					
Bureau	< 30 days	31-90 days	91-180 days	> 180 days	Grand Total
Bureau of Development Services	1			1	2
Bureau of Environmental Services	1		1	1	3
Bureau of Human Resources	6	38	27	42	113
Bureau of Police	1		3	5	9
Bureau of Technology Services		1		2	3
Bureau of Transportation		1	2	1	4
City Budget Office		1	1	1	3
Commissioner #4				1	1
Fire Bureau	2	1	1	3	7
Office of Management and Finance	8	9	13	16	46
Portland Bureau of Emergency Management	2				2
Portland Housing Bureau	1				1
Portland Parks and Recreation		1		3	4
Water Bureau	1	5	4	6	16
Total	23	57	52	82	214



Open Tickets



Open Tickets by SAP Area					
As of March 10, 2014					
SAP Module	< 30 days	31-90 days	91-180 days	> 180 days	Grand Total
Accounts Payable		2	5	1	8
Accounts Receivable	3		2	1	6
Benefits			2	4	6
Cash Management	3		1		4
Controlling		1	5	1	7
ESS/MSS	3			6	9
Funds Management		1			1
General Ledger		1		1	2
Grants Management		3			3
Organizational Management		1		2	3
Payroll	1	7	4	15	27
Personnel Administration	2	1	2	4	9
Project Systems		1	1	1	3
Reports	2	2	1	3	8
Security	5	3	4	6	18
Time Management	4	34	25	37	100
Total	23	57	52	82	214



Open Tickets



Open Tickets by Functional Area						
As of March 10, 2014						
Group	< 30 days	31-90 days	91-180 days	> 180 days	Grand Total	Percentage
FILO	6	9	14	5	34	16%
HCM	10	43	33	68	154	72%
TECHNICAL/SECURITY	7	5	5	9	26	12%
Total						100%



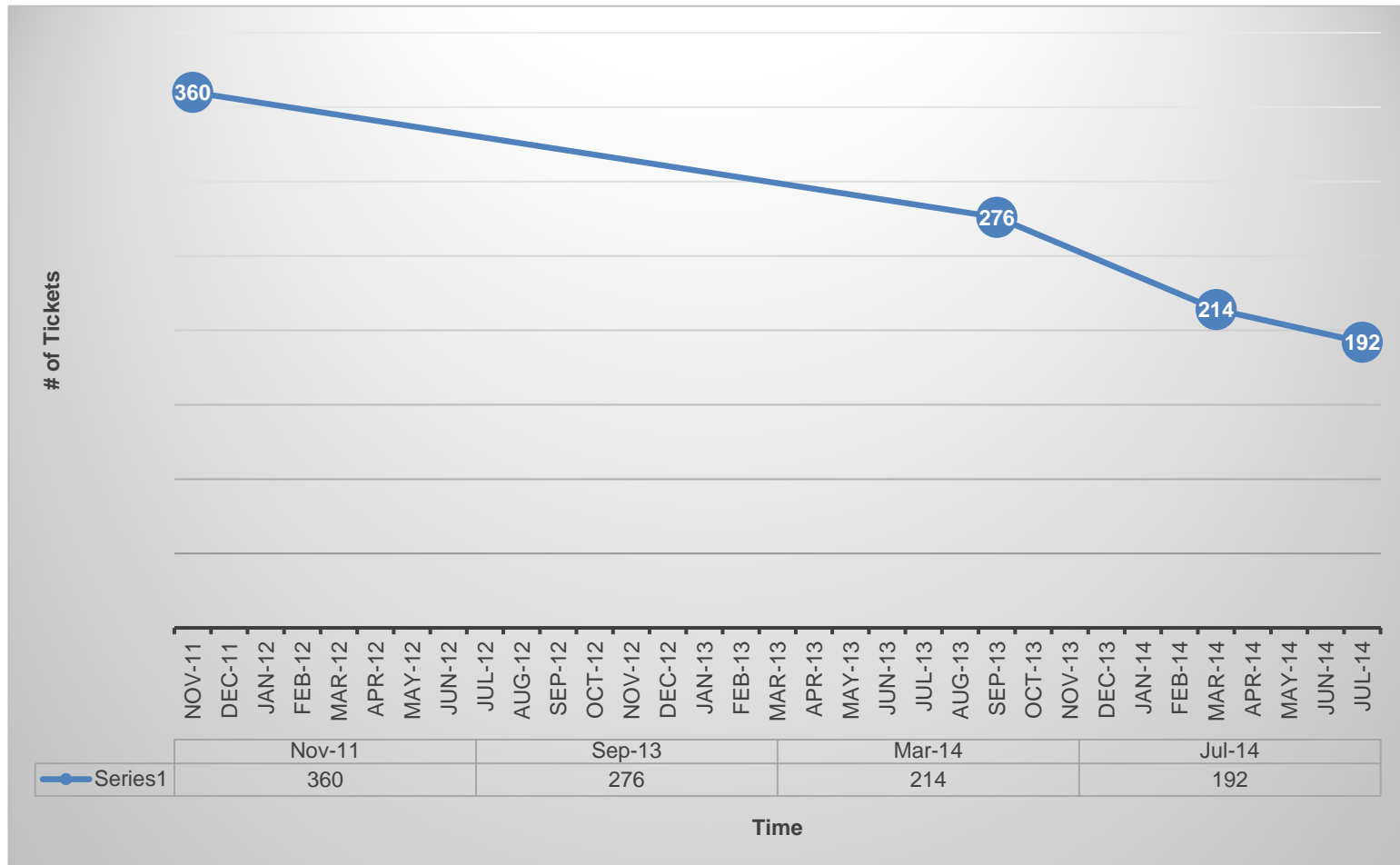
Closed Tickets



Closed Tickets by Module	
	Total
Accounts Payable	40
Accounts Receivable	39
Benefits	26
Cash Management	16
Change Management	66
Controlling	13
ESS/MSS	299
Fixed Assets	5
Funds Management	5
General Ledger	19
Grants Management	4
Materials Management/Purchasing	75
Organizational Management	5
Payroll	60
Personnel Administration	34
Project Systems	22
Reports	106
Security	725
Time Management	308
Training	24
Grand Total	1891

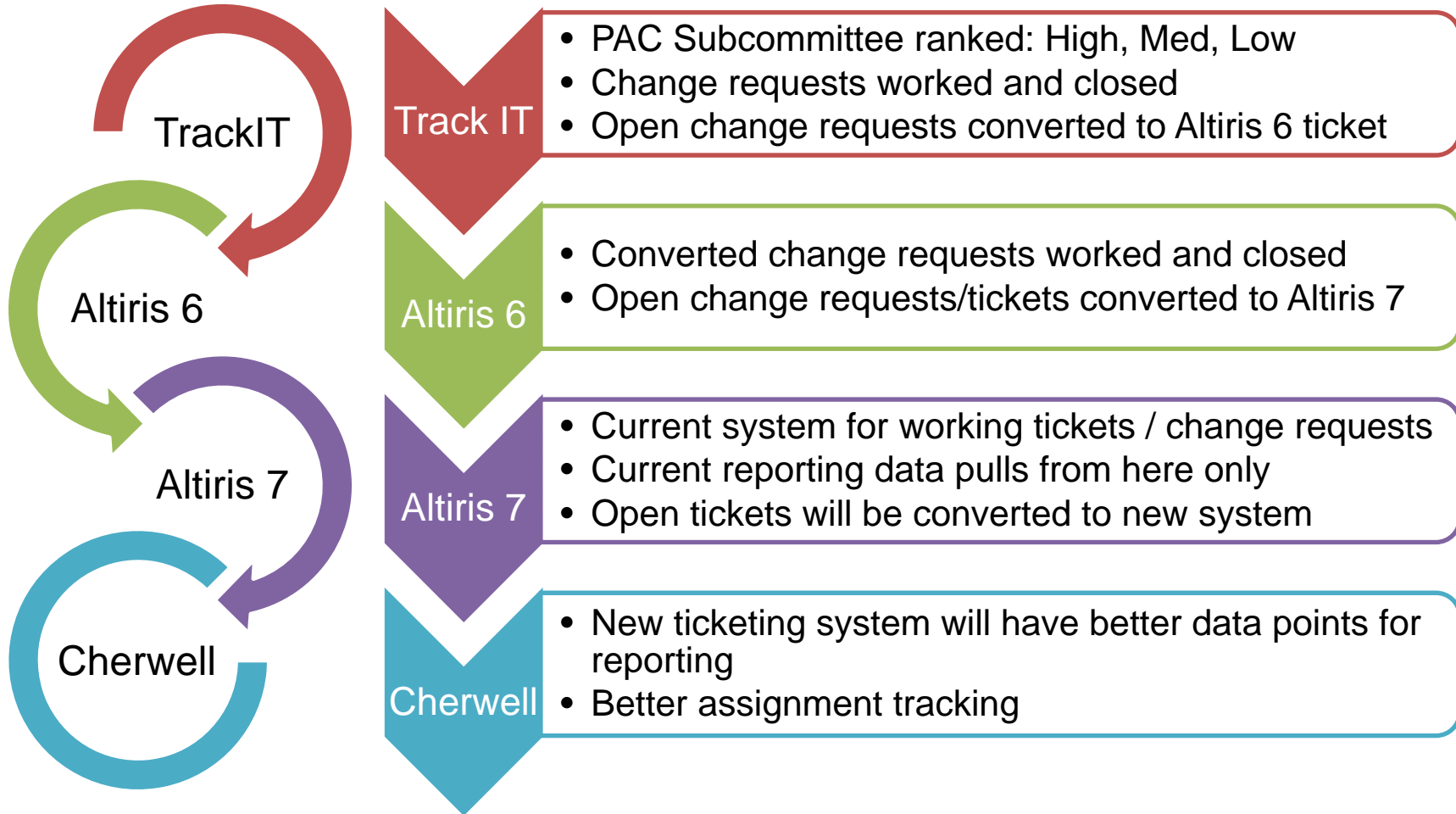


EBS Open HelpDesk Tickets





Evolution of SAP CR Systems





Change Requests... of Interest



OLD REQUESTS

- There are only 2 requests from the original system which are still open in Altiris 7.

LOW

- Low tickets were either cancelled by the BPO or resubmitted and re-ranked as medium or high.

MEDIUM

- Medium tickets were all either worked and closed or resubmitted and re-ranked as high.

SOMETHING MISSING?

- If you feel a prior change request you submitted has not been addressed, contact Jen Clodius with the details for research.



How to Keep You In the Loop...



- What do you want to see?
 - bureau / SAP modules / current assignment / length of time open / status
- Who needs to receive it?
 - ESC member / PAC member / bureau Change Agent
- When is the best time to get you this info?
 - ESC/PAC meeting / email / 1:1 meeting / self report
- How often?
 - monthly / quarterly / annually



Questions?



Spending Plans for Internal Orders



Project



- Executive Sponsors
 - Jane Kingston
 - Satish Nath
- Stakeholders
 - Jane Kingston
 - Cecelia Huynh
- Project Team
 - Chan Aaby
 - Somer Erickson
 - Aaron Diamond
 - Brad Stevens
 - Elana Schwartz



Benefits



- Improved Reporting
- Reduced Risk of Overspending
- Increased Visibility
- Improved Data Integrity
- Zero Cost
 - All In-House Staffing
- Excel Uploads



Assumptions



- City Budget Office
 - Controls Budget
 - Controls Budget Authority
- Bureaus
 - Control Spending Plans
 - Information Only
 - No Budget Authority
 - **Will Not** Control Spending



Project Timeline



- 3/20/2014 Project Kick-off
- 4/11/2014 Start Development
- 4/24/2014 Finish Development and Testing
- 4/25/2014 Training Materials Complete
- 5/1/2014 In Production



Spending Plan Data Sheet



Spending Plans for Internal Orders – Data Sheet

March 20, 2014

Goal

Provide City bureau's an option of creating a spending plan to report costs against, providing a better management tool for monitoring costs found in the Controlling (CO) Module. This was part of the City's initial SAP implementation plan, but with the change in Consulting, it was removed from scope.

Triggering Opportunities

- **Improved Reporting Capabilities.** Currently, the only way to measure City spending is against the adopted budget within the Funds Management (FM) Module. The City Budget is adopted at a higher level in FM, where many Bureaus track spending at an Internal Order level and this will allow them to plan at this level.
- **Reduce Risk of Overspending Bureau Budgets.** Bureaus can have multiple activities within a single Fund Center they budget. Thus, to track the spending for each activity, Bureaus may break their budget into smaller amounts, using spreadsheets. If a Bureau finds that they need to shift resources from one activity to another, these spreadsheets must be adjusted and balanced to reflect the new spending plan.
- **Increase Visibility and Efficiency.** The CO module has a number of standard reports for Internal Orders that are currently used by City staff. However, when someone wants to compare actual costs against their spending plan, an analyst must export costs posted to the Internal Order to a spreadsheet. Spending plans will allow bureaus to monitor planned and actual costs using standard SAP reports.
- **Improve data integrity Program Reporting.** Transferring financial data from one source to another increases the likelihood of errors. Numbers get transposed and digits get added or missed. Standard reports from SAP will eliminate the need to export data and provide quick and easy access to compare actual costs against planned values.

Supporting Objectives

- Creation of validation rules to help keep plan data in line with Actual Costing (i.e., Fund, Functional Area, etc.)
- Reporting needs met through use of Standard SAP Reports
- Consistent and readily available plan-to-actual status reports

performance



Questions?



SAP



- Art Dorfman
 - VP of SAP's State and Local
- Tim Gibson
 - SAP State and Local, West



Questions?

Suggestions for next meeting?



Thank you!