

# AB 6287

## Financial Management Software Implementation Update

June 20, 2023



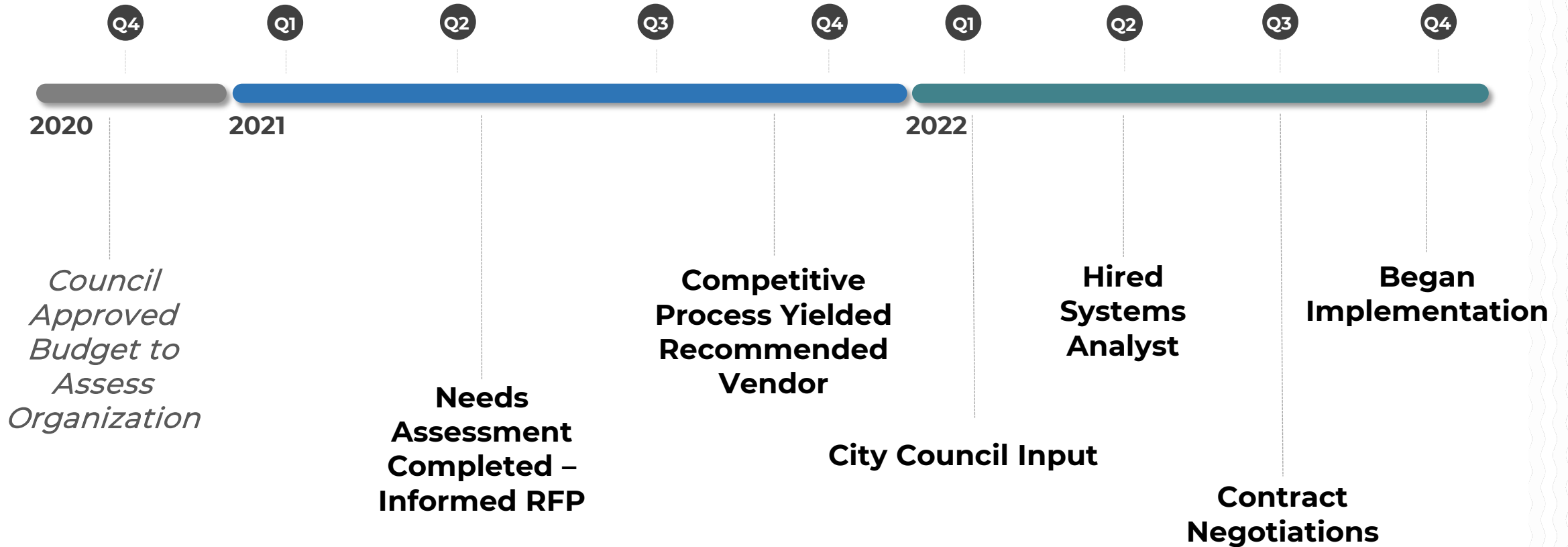
# Agenda

- ❑ Project Origin & Timeline
- ❑ Project Approach and Status
- ❑ New Efficiencies with Enterprise ERP
- ❑ Schedule, Next Steps, and Questions

# What is ERP Software?

- ❑ Enterprise resource planning – or financial management software – is management of the City's financial processes.
  - ❑ Tracking the budget, collecting taxes, paying bills, etc.
- ❑ Staff use the software to collect, store, manage, and interpret data from all the City's financial activities.
- ❑ The City's current ERP is One Solution by Central Square.

# Project Origin

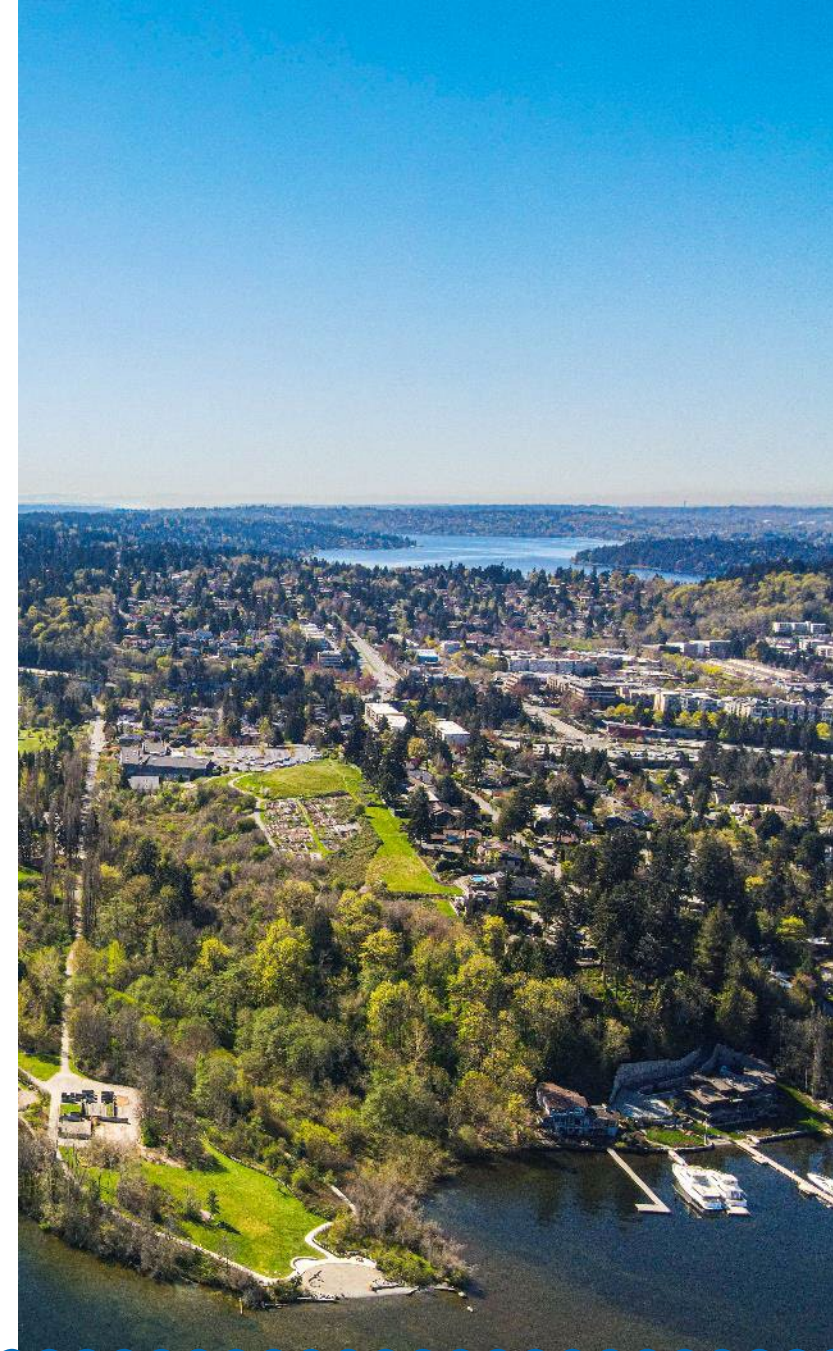


# Project Approach

- Seven months into the project, work is on track.
- Three-phase implementation, bulk of work in phase 1.
  - 1** Evaluate, configure, and test 14 'core financial' subsystems.
  - 1A** Evaluate, configure, and test the 'payments' subsystem.
  - 2** Customize and test web-based 'B&O tax collection' portal.

PROJECT PHASE	2023												2024											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
<b>1 - Core Financials</b>																								
<i>1A - Tyler Payments</i>																								
<i>2 - Web-based B&amp;O Tax Collection</i>																								

# Benefits with Enterprise ERP



# Paying Bills

- ❑ Centralized database with fully digital processes.
- ❑ Eliminates paper invoice copies.
- ❑ Invoices stored digitally within software.



# Paying Bills

- ❑ ACH (Automated Clearing House) will eventually replace paper checks.
  - ❑ 100+ paper checks & postage eliminated every week.
  - ❑ More efficient use of staff time.
- ❑ 1099's processed in-house.
  - ❑ Centralized access to information.





# Project Management

- ❑ Enterprise ERP offers entire suite for project management.
  - ❑ Mapping project activity across multiple years.
- ❑ Two distinct improvements.
  - ❑ Centralized project database.
  - ❑ Improved reporting capabilities.

# Project Management

- ❑ Benefits of a centralized database.
  - ❑ Entire lifecycle in one place.
  - ❑ Data entry process.
  - ❑ Consistency.
  - ❑ Document tracking.

# Project Management

## Expanded reporting capabilities

Project Master

Project/Grant

Project/Grant *	<input type="text" value="..."/>	<input type="checkbox"/> Project ledger use only	Department	<input type="text" value="..."/>
Type	<input type="text" value="..."/>		Status	<input type="text" value="..."/>
Title *	<input type="text"/>		Project available budget	<input type="text" value="..."/>
Short title	<input type="text"/>		Percent Complete	<input type="text"/>
Major project	<input type="text" value="..."/>		Estimate to Complete	<input type="text"/>
State ID #	<input type="text"/>		Create capital asset	<input type="checkbox"/> <input type="checkbox"/>
Federal CFDA	<input type="text"/>		Project fiscal range *	<input type="text" value="..."/> to <input type="text" value="..."/>
Drawdown freq	<input type="text"/>		Projected date range *	<input type="text" value="..."/> to <input type="text" value="..."/>
Description	<input type="text"/>		Actual date range	<input type="text" value="..."/> to <input type="text" value="..."/>
Justification	<input type="text"/>		Extension date	<input type="text" value="..."/>
			Obligation date	<input type="text" value="..."/>
			Last date to encumber	<input type="text" value="..."/>

Number of Days

Original	<input type="text"/>
Revised	<input type="text"/>

# Current Financial Reporting

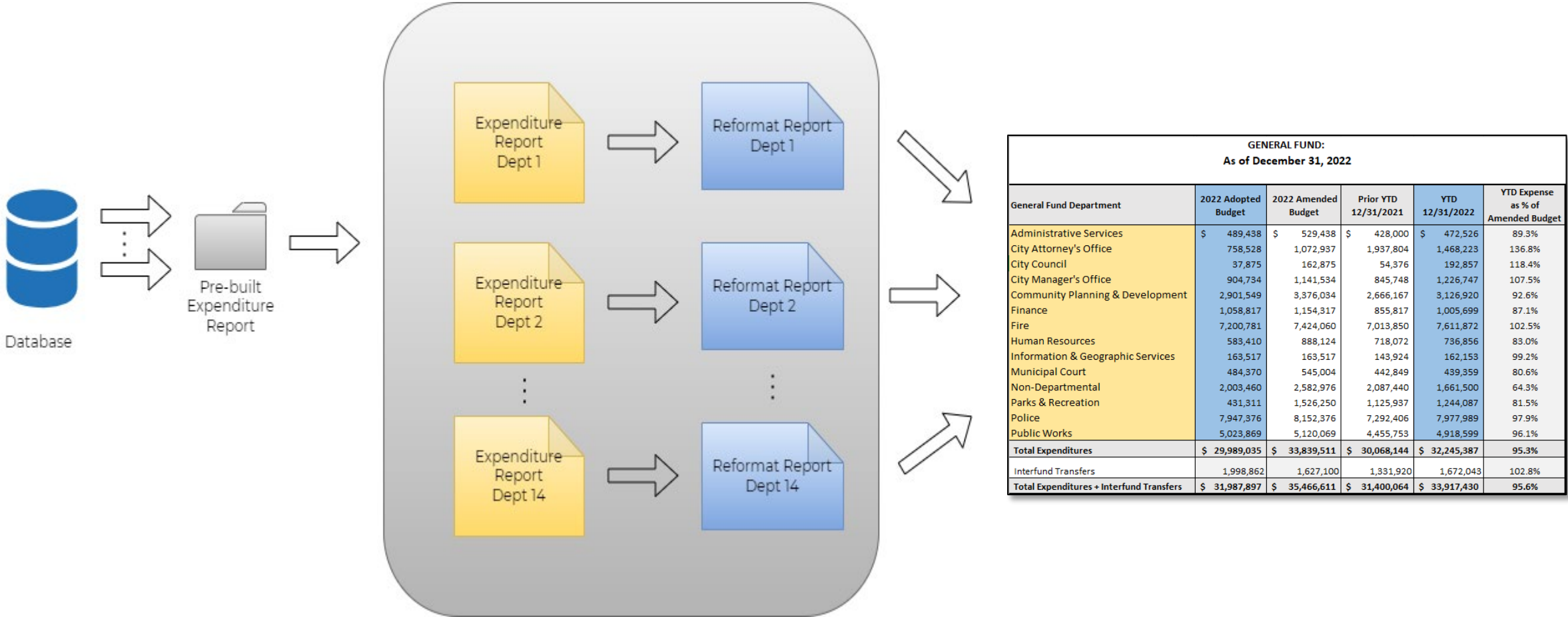
- ❑ Less user-friendly.
- ❑ Significant reformatting required.

Ledger: GL		<b>Budget to Actual Report</b>				Period: 12	
Report Date: 12/31/2022		<i>(with encumbrances)</i>				Budget Level: OB	
		<b>Budget</b>	<b>Actual</b>	<b>Encumbrance</b>	<b>Budget Remaining</b>	<b>% Spent</b>	
AS1100	Administrative Services	529,438.00	472,526.16	340.00	56,571.84	89	
<b>Report Total:</b>		<u>529,438.00</u>	<u>472,526.16</u>	<u>340.00</u>	<u>56,571.84</u>	<u>89</u>	



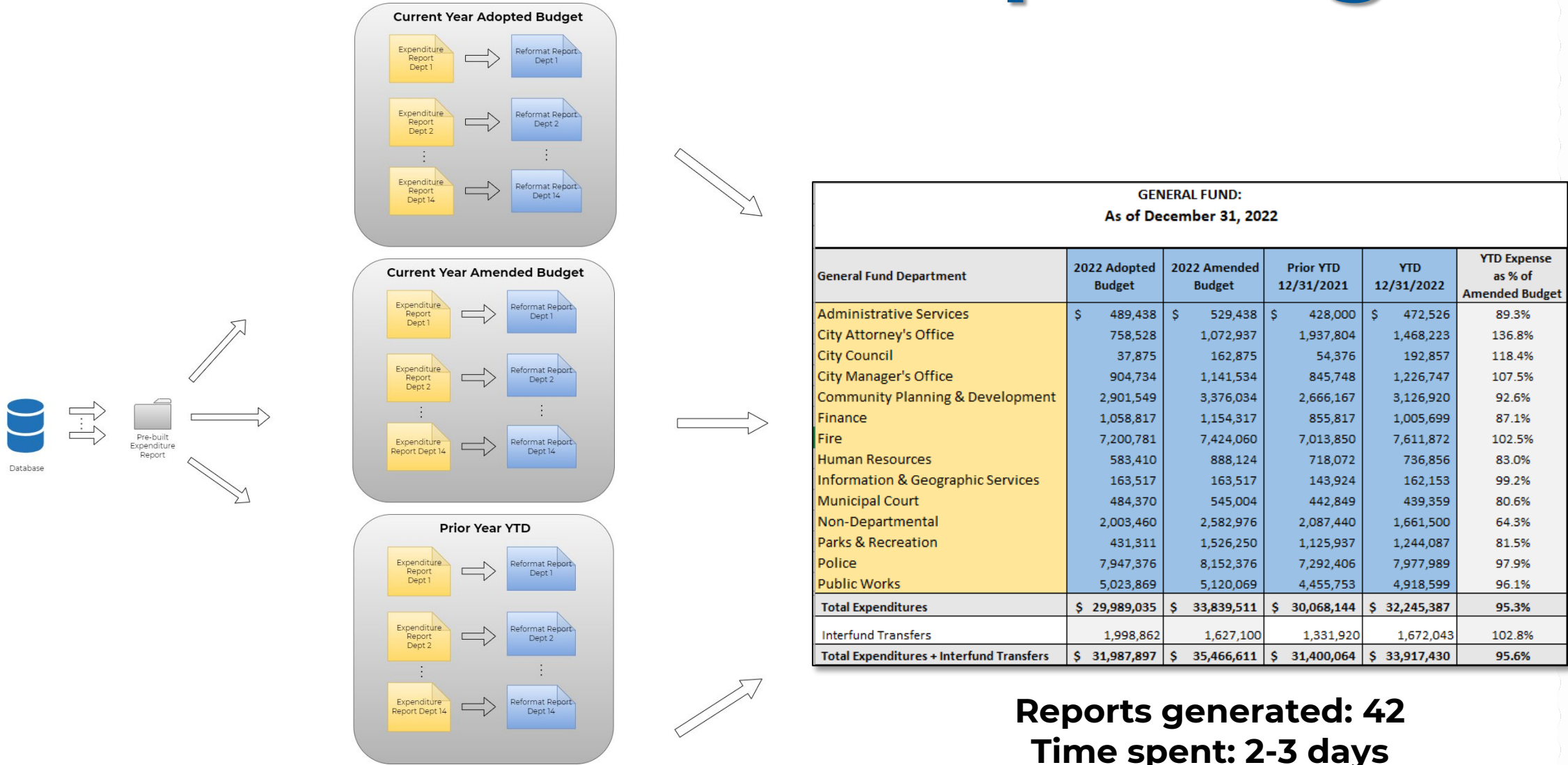
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Report Date:	Ledger:	12/31/2022	GL	Budget	Budget to Actual Report	(with encumbrances)	Actual	Encumbrance	Budget	Remaining	Budget Level:	Period:
2	AS1100	Administrative Services	529,438.00	472,526.16	340	56,571.84		89					
3	Report Total:		529,438.00	472,526.16	340	56,571.84							

# Current Financial Reporting



GENERAL FUND: As of December 31, 2022					
General Fund Department	2022 Adopted Budget	2022 Amended Budget	Prior YTD 12/31/2021	YTD 12/31/2022	YTD Expense as % of Amended Budget
Administrative Services	\$ 489,438	\$ 529,438	\$ 428,000	\$ 472,526	89.3%
City Attorney's Office	758,528	1,072,937	1,937,804	1,468,223	136.8%
City Council	37,875	162,875	54,376	192,857	118.4%
City Manager's Office	904,734	1,141,534	845,748	1,226,747	107.5%
Community Planning & Development	2,901,549	3,376,034	2,666,167	3,126,920	92.6%
Finance	1,058,817	1,154,317	855,817	1,005,699	87.1%
Fire	7,200,781	7,424,060	7,013,850	7,611,872	102.5%
Human Resources	583,410	888,124	718,072	736,856	83.0%
Information & Geographic Services	163,517	163,517	143,924	162,153	99.2%
Municipal Court	484,370	545,004	442,849	439,359	80.6%
Non-Departmental	2,003,460	2,582,976	2,087,440	1,661,500	64.3%
Parks & Recreation	431,311	1,526,250	1,125,937	1,244,087	81.5%
Police	7,947,376	8,152,376	7,292,406	7,977,989	97.9%
Public Works	5,023,869	5,120,069	4,455,753	4,918,599	96.1%
<b>Total Expenditures</b>	<b>\$ 29,989,035</b>	<b>\$ 33,839,511</b>	<b>\$ 30,068,144</b>	<b>\$ 32,245,387</b>	<b>95.3%</b>
Interfund Transfers	1,998,862	1,627,100	1,331,920	1,672,043	102.8%
<b>Total Expenditures + Interfund Transfers</b>	<b>\$ 31,987,897</b>	<b>\$ 35,466,611</b>	<b>\$ 31,400,064</b>	<b>\$ 33,917,430</b>	<b>95.6%</b>

# Current Financial Reporting

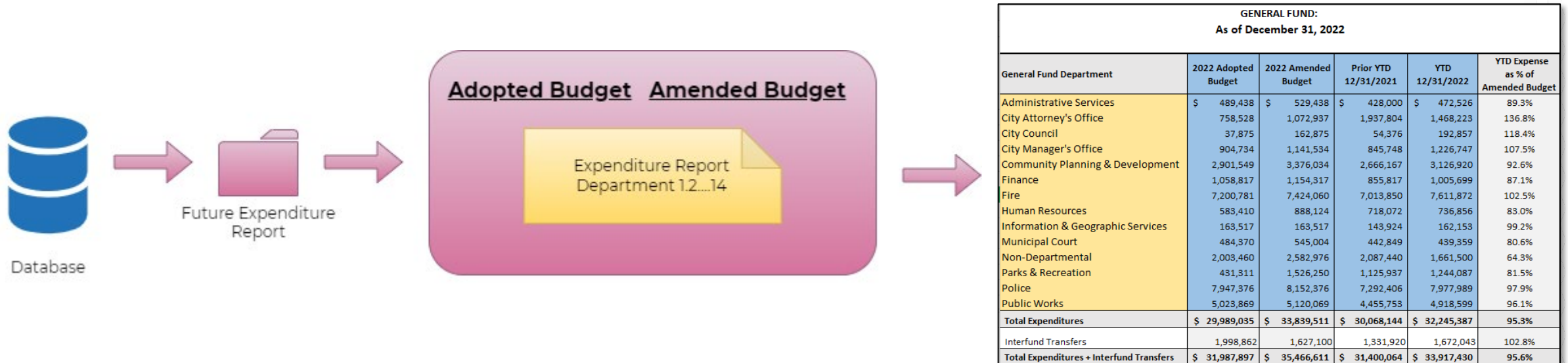


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**Reports generated: 42**  
**Time spent: 2-3 days**

# Future Financial Reporting

- ❑ Reduced number of database queries.
- ❑ Customized reports eliminate manual reformatting.



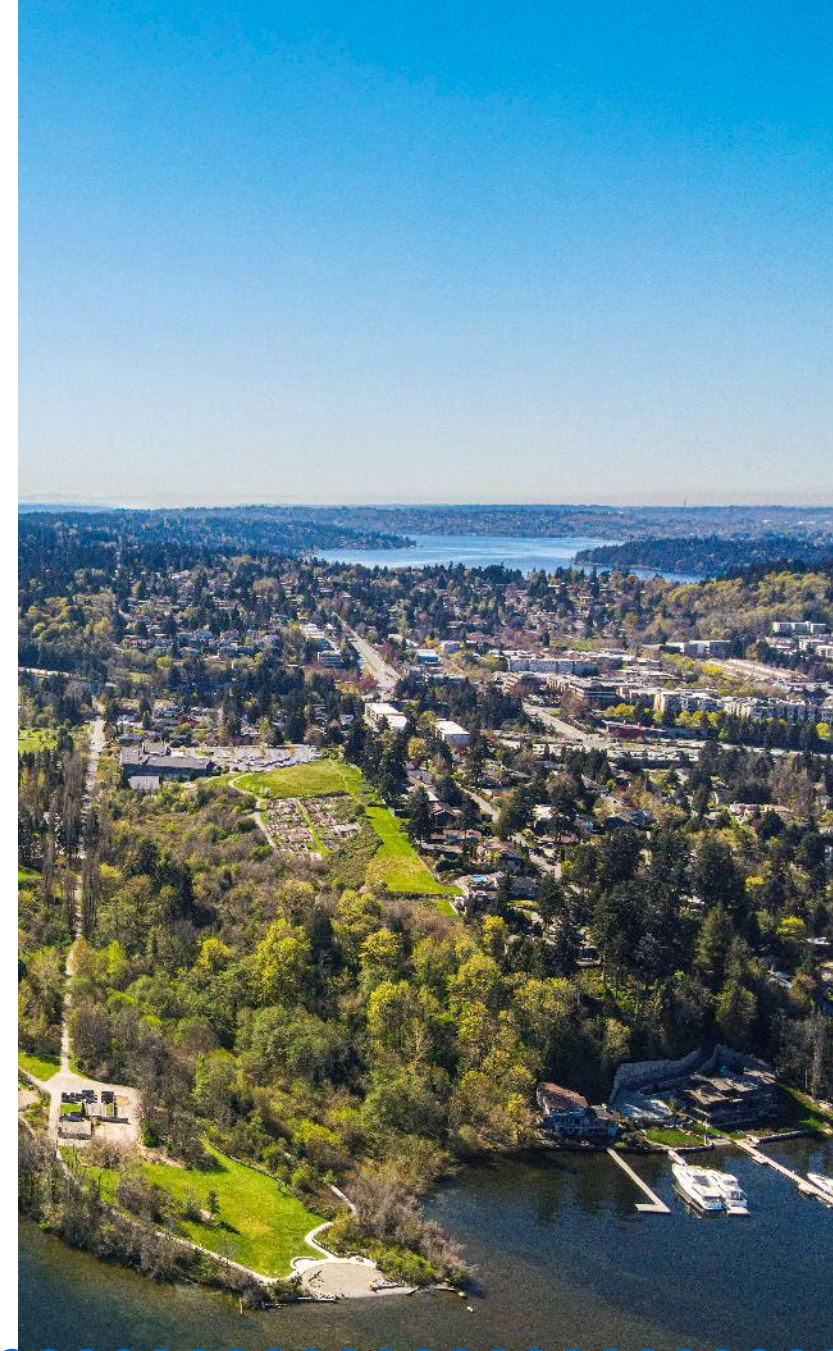
**Reports generated: 1**  
**Time spent: 1 minute**

# Future Financial Reporting

- Reduced total number of reports generated.
  - **42 vs 1**
- Reduced report processing time.
  - **Days vs Minutes**
- Report generating can be decentralized to each department.



# Next Steps



# Phase 1 Timeline

- Project team scheduled to return to Council Q1 2024.

REMAINING TIMELINE (phase 1)	2023												2024											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
<b>Module Work Items</b>																								
Current & Future State Analysis	█																							
Configuration & Refinement							█																	
System Validation													█											
<b>Foundational Work Items</b>																								
Data Conversion							█																	
Role Based Access Control							█																	
System Integration							█																	
Staff Training													█											



# Questions

*Prepared By*

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