



COUNTY OF SANTA CRUZ

FINANCIAL AND PROCUREMENT SYSTEM IMPLEMENTATION FREQUENTLY ASKED QUESTIONS

ISSUE #2

JANUARY 21, 2015




The Financial and Procurement System Project Team has prepared this Frequently Asked Questions (FAQ) to answer some of the questions that have been received. The first FAQ was issued on September 9, 2014. Please review that FAQ for important information contained in it. This FAQ is the second in the series.

GENERAL INFORMATION

1. **Question:** When will ONESolution go live?

Response: The project team expects to go live in late April or early May with Phase I which includes financials, purchasing, contracts management, accounts payable, accounts receivable, cash receipts, banking, and fixed assets. As we approach that time, we will inform everyone of the actual Phase I cut over and go live dates. Phase II (which includes budgeting, GSD fleet management, GSD work orders, and Radio Shop billings) will go live in November 2015. It has not yet been determined whether grants management or project management will be ready for Phase I, so those may be included in Phase II.

2. **Question:** Has the Chart of Accounts been finalized yet?

Response: Yes it has. You can find the current draft of the Chart of Accounts that will be used under ONESolution on the “ONESolution Information” website on the County Auditor-Controller’s intranet webpage. Go to the County’s intranet site, select the Auditor-Controller from the department drop-down menu, and click on this logo near the top of the page.  Then select the link for “Simplified Sub-object Crosswalk from FAMIS to Sungard OneSolution” and the “Simplified GL and Subsidiary Crosswalk from FAMIS” to Sungard OneSolution”.

As indicated in the first FAQ, the project team tried to minimize changes to the Chart of Accounts. Fund type, fund and sub-fund numbers will generally remain the same, as will department, division, section, activity and function number, although there are a few fund numbers or organization numbers that have changed. However, there are quite a few changes to the revenue and expenditure sub-objects, and the field will expand from four to five digits. Another important note is that ONESolution does not use subsidiary ledgers as part of the General Ledger; those will be replaced with Object Codes.

3. **Question:** Will the description line for claims and journal entries still be 50 characters long?

Response: No, it will not. The description line will be limited to 30 characters. The invoice number will be limited to 16 characters. If departments have templates for claims or journal entries or any other form, it is important that those templates be changed to reflect these character limits.

4. **Question:** Will contracts that are active when we go live be transferred to ONESolution?

Response: Yes. Active contract information will be transferred into the ONESolution contract management system. Contract encumbrance balances will be transferred into the ONESolution purchasing module at the time of go live to allow for future payments. Contract encumbrance and payment history beginning with FY 2011-12 will be converted into ONESolution, and will also be available in the new EZOne.

WORKFLOW

5. **Question:** What is workflow?

Response: Workflow is the electronic routing of documents such as purchase orders or claims for preparation, approval, issuance and payment.

6. **Question:** What documents will be processed using workflow?

Response: Purchase requisitions, purchase orders, claims and deposits will be electronically processed through workflow. Workflow is the preferred method to route these documents, but we will be able to process these on paper as well if necessary, especially during the initial few months after go live. There may be other processes that will also employ workflow, but the project team is still determining which of those processes would benefit the most from workflow.

7. **Question:** How will documents be approved by managers using workflow?

Response: After the document is prepared, it will be electronically routed to specified managers in each department who have been designated to have signature authority. The standard will be to have three levels in workflow; the preparer plus up to two levels of approval.

REPORTING

8. **Question:** How will reports be generated?

Response: The project team has documented virtually all the reports generated by FAMIS, EZ-FAMIS and APS that are used by departments. There are two primary report writing tools being used to develop replacement reports; Cognos and SunGard's own Click-Drag-Drill tool. Many replacement reports have already been written, but there are still many more that have to be completed. Remember that reports now generated from EZ-FAMIS will be available through EZ-ONE at the time we go live.

BUDGETING

9. **Question:** How will we prepare our budget if ONESolution is going live right in the middle of budget season?

Response: You will use EZ-Budget to prepare all parts of your FY 2015-16 budget. EZ-Budget will not be replaced by the ONESolution budget module until Phase II. Your FY 2014-15 estimated actuals and FY 2015-16 proposed budgets are due before go live in late April or early May, so FAMIS will still be online for research and analysis when you are preparing those. After go live, the current year through the go live date plus three prior fiscal years will be online in ONESolution and EZ-One, so any updates to your proposed budgets that require analysis of current year transactions that occurred after go live will have to be researched through either of these new systems. The Proposed Budget which is printed in late April will use the old Chart of Accounts coding structure, but the Adopted Budget which is printed in the fall after the Board adopts the budget will be converted into the new coding structure.

SYSTEMS INTERFACES

10. **Question:** There are various interface programs that allow separate computer systems to transfer data to or from FAMIS. How will these be handled in ONESolution?

Response: The project team has identified about thirty separate interface programs that allow data to be transferred seamlessly between other proprietary financial systems and FAMIS which need to be reprogrammed for ONESolution. The project team is well along in developing those new interface programs to import data into ONESolution for many functions including: banking information from Bank of the West; Public Works CAMS; HSD files for CalWin and 1099s; County departmental accounts payable vouchers; Issued checks and journal entries for the County Office of Education, Cabrillo College, County retirees, and County payroll; and Property tax data.

The project team is also developing interface programs to export data from ONESolution for a variety of functions including: banking information to Bank of the West; Public Works CAMS; Cleared checks to CalWin, County Office of Education, and Cabrillo College; Property tax data; Employment Development Dept and IRS information; and EZ-ONE.

TRAINING

11. **Question:** What is the training schedule?

Response: There will be extensive training in February and March. The project team will contact all departments when the actual training schedule is completed in late January. Most training will be facilitated in small groups of about 12 people in the training room on the 3rd floor of the Government Center. SunGard trainers will lead the training for the two most heavily used modules: Purchasing and Claims (known as Accounts Payable in ONESolution). Training on other modules, such as Fixed Assets and Contract Management to name a few, will be led by County staff. County staff will also provide training on EZ-ONE prior to go live.

DESKTOP HARDWARE REQUIREMENTS

12. **Question:** How will I know if my office scanner works with ONESolution?

Response: Prior to the first training class in February or March, someone from the project team will contact each department to help you determine that your office scanner works with ONESolution, and assist the department to take advantage of the electronic processing capabilities of ONESolution.

SPECIAL DISTRICTS

13. **Question:** How will this affect special districts and JPAs which are not a County department?

Response: The County provides a variety of services to many of the special districts and Joint Powers Authorities (JPAs) in the County, primarily payroll, claims, and general accounting/budgeting. The payroll process will not change, but the claims process and general accounting/budgeting will definitely change. The go-live date, Chart of Accounts coding structure, document processing, forms, reports, interfaces and training schedule will be the same for all users of the system, regardless of whether they are a County department, special district or JPA. Special districts or JPAs do not use the budgeting system to prepare their budget, so their budget process will be unaffected except for using the new coding structure to prepare their budget.

The primary difference with special districts and JPAs is that we are asking them to continue processing their documents under ONESolution as they currently do under FAMIS, which generally means paper processing at least for the first three to six months after go live. This time will allow the project team to integrate them into electronic workflow in a more orderly fashion.

CONTACT INFORMATION

14. **Question:** Who do I contact if I have questions or concerns?

Response: You can direct your questions to AUDOnesolution@santacruzcounty.us You can also call or email anyone on the project team.