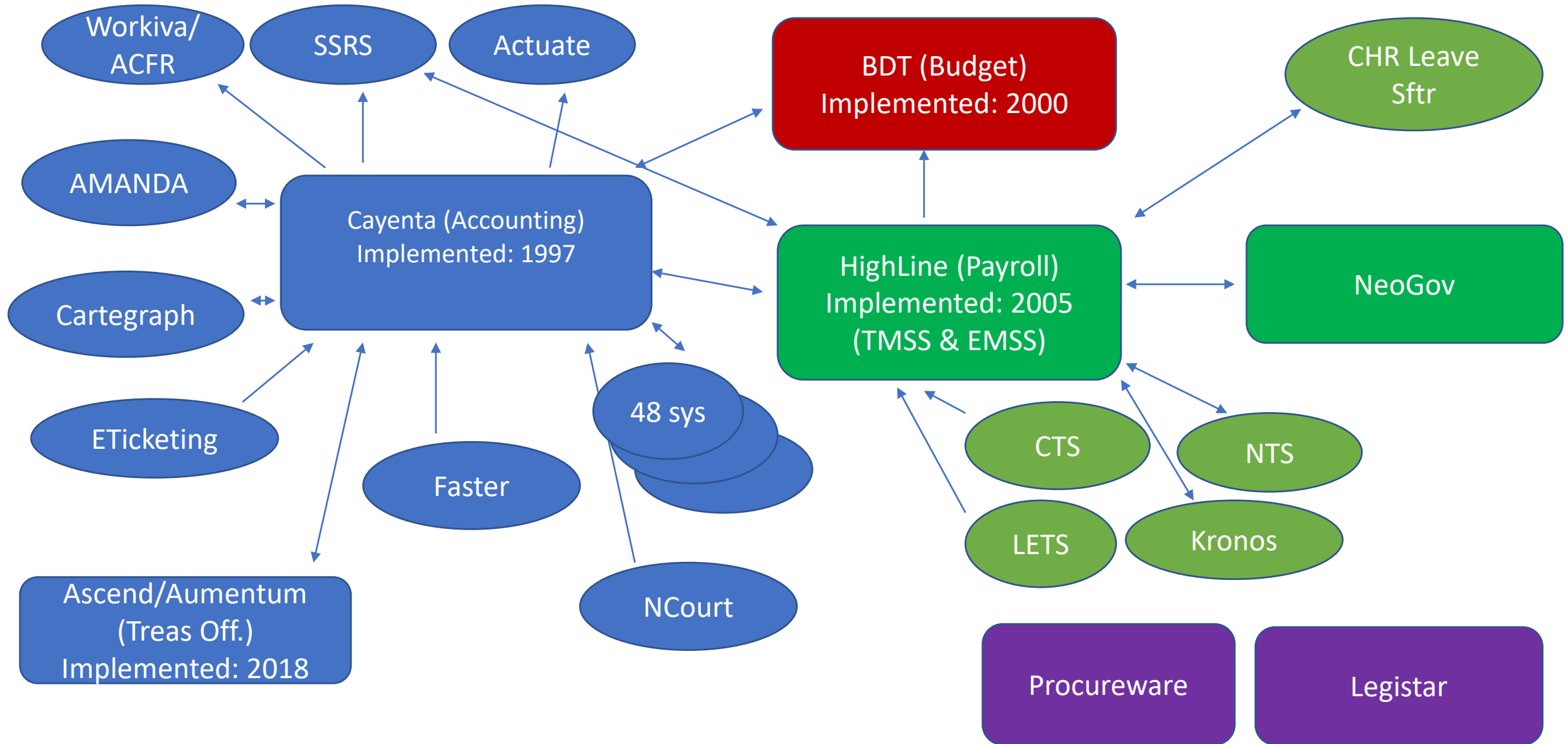


# County Department Financial Systems

July 5, 2023

# County Map of Systems



# Cayenta

- Implemented in 1997
- Issues: Current version (v7.7) is only compatible with MicroSoft (MS) Operating version 2012 R2, which is not supported after October 10, 2023. V9 is compatible with MS Operating version 2016 and 2019. We are implementing 2019.
- What does it do?
  - General Ledger (all financial reporting draws from G/L) (aka central engine)
  - Accounts Payable (PO's)
  - Cash Receipting, Receivables and Invoicing (Mostly other depts use their own module)
  - Job Costing
  - Fixed Assets
- Who uses it?
  - County
  - Junior Taxing Districts (Fire Districts, Water/Sewer Districts)
- Integrations 58 systems, approximately 10 systems need redesign
- Compliance Issues: GASB, GAAP, IRS reporting, State Mandates, Etc.
- Statistics: Vendor payments over 44,000/year; Invoices paid over 100,000/year; 33,792 accounts

# BDT(Budget Development Tool)

- Implemented in 2000
- Issues: Underlying database is a 2010 Access Database, Microsoft stop supporting in 2020, “homegrown” product, “glitchy”
- What does it do?
  - Prepare annual budget thru Proforma, Dept Request, Exec Rec and Council Adopt
  - Tables for appropriation ordinance
  - Tables for budget book for a \$1.5 Billion county
- Who uses it?
  - Budget Division of Finance for Executive Office
  - Council
  - All County Departments (120+ departmental users)
- Manually interfaces primarily with Cayenta and HighLine
- Statistics: 45-55 users in any one time and 500 priority packages
- This system was designed as an annual budget tool only.
- Need replacement

# HighLine

- Implemented in 2005
- Issues: Customer support, limited integration with NeoGov, limited reporting, limited future customization. It does not meet needs of HR and departments.
- What does it do? Processes payroll, which includes:
  - Issue paychecks & direct deposits
  - Entries for all benefits, garnishments, taxes, DRS, State, etc.
  - Attempts to perform some HR functions
- Who uses it? County and JTDs
- Manually interfaces with Cayenta, BDT, IRS uploads, etc.
- Compliance with DRS, LTC, IRS, etc.
- Statistics: 1413 different pay components, over 76,000 payments/yr

# Cayenta Upgrade/Replacement Timeline

- 2019
  - Mid-year, notified that v7 will not be compatible with future Microsoft Operating versions
  - Late-year, decide to do an RFP for an ERP (Enterprise Resource Planning) System
- 2020
  - Spring, RFP was issued to replace Cayenta, HighLine, BDT and potentially other systems
  - Summer, due to COVID-19 and sales tax declines, canceled RFP due to emergency
  - Fall, decided to upgrade Cayenta and create a limited-ERP
- 2021
  - Spec'd project and looked at adding on functionality that Cayenta stated they had
- 2022
  - Winter, completed Workiva report writer to publish Annual Financial Report (ACFR)
  - Spring, processed sole source and negotiated contract with Harris/Cayenta
  - Fall, began testing, moving over to a 2 new servers, business process reviews, integrations and report discovery
- 2023
  - Winter, continued testing and new business process configurations
  - Spring, started to create reports, integrate with other systems
  - Cayenta requested change order
  - Summer, training, finish integrations and testing
  - Fall, go live and finish report writing

# BDT Timeline

- 2000-2020
  - Have made continuous upgrades and improvements to maintain functionality
- 2020
  - Decision was made to have a fully integrated, externally supported solution and wanted to see what the future ERP was to provide
  - Spring, RFP was issued for an ERP to include
  - Summer, due to COVID-19 and sales tax declines, canceled RFP due to emergency
  - Fall, decided to upgrade Cayenta and include using Cayenta's budget module
- 2022
  - Fall, we decided to evaluate other budget solutions
- 2023
  - Spring, Issued RFP to evaluate a potential budget solution
  - Fall, start to implement the County's first biennial 2025-2026 budget

# Project Budget

## Fund 315 Program 418

as of 6/28/23

Funds Available	1,573,473
Estimated Expenses not yet JV'd	(275,000)
Cayenta Change Order	<u>(398,000)</u>
Sub-Total	900,473
Estimated New Budget Solution Implementation Costs	(335,000)
Estimated New Budget 1st Year Costs	<u>(240,000)</u>
Total	<u><u>325,473</u></u>

# ERP (Enterprise Resource Planning)

- Very early planning stages
- What have we learned from the upgrade experience
  - Current systems still lack transparency after upgrades
  - Current configuration has way too many integrations
  - Current systems still lack ability to address managerial reporting/requests
  - Current systems do not allow for change management readily
  - Current vendors have limited customer service and future possibilities
- Hope to have one vendor or better integrated system that will serve General Ledger, Account Payable, Payroll, Cash Receipting, Accounts Receivable, HRIS, Budget, Procurement, Reporting, Asset Management, Grant Management, Contract Management, etc...
- Project would take multiple years to complete with multiple phases
- Cost Allocation (roughly 60%/40%)
- Recommendation will be to transfer funds from General Fund to 315 for the future system

# In Summary

- First, on July 12 Cayenta change order will be before Council. Executive Office and staff recommend approval.
- Second, will bring a budget software solution contract to Council for approval.
- Third, central services departments (HR, IT, Finance, OpEx) have submitted priority packages to transfer funds from General Fund to Fund 315 in anticipation to save up for a future ERP system.
- Questions???