
Access Albemarle

Update to School Board

September 8, 2011

Scope of Access Albemarle

- **Phase 1 – Key Financial Management Systems**
 - Core Financial System – Microsoft Dynamics
 - Purchase Orders – BSO
 - Appropriations and Budgeting – Enterprise Reporting
- **Phase 2 – Human Resources and Payroll**
- **Phase 3 – Revenue and Tax Collection**

Project Status Phase 1: Key Financial Management Systems

❑ Core Financial System – Microsoft Dynamics

- ✓ Bank reconciliation through June
- ✓ End of year/start of year completed, FY 12 budgets loaded
- ❑ Reconciling data variance between parallel system operation ongoing (timing, omission, entry errors on either system).
- ❑ Account-Level Report/Query Tool improvements ongoing

❑ Purchasing System

- ❑ Local Government - Deployed to all Local Govt Depts/Agencies with exception of General District Court (State computers)
- ❑ Schools – Fiscal Services has completed training.
 - ❑ DART, Food Services, Transportation and Building Services planned for training in September (PO only).
 - ❑ Remaining schools deployment later this fall.
 - ❑ Partial implementation for requisitions (Request for Purchase Authorization) pending review of Analytical Accounting functionality

Project Status Phase 1: Key Financial Management Systems

☐ Enterprise Reporting

- ☐ Budgeting/Reporting for Schools
 - ☐ Annual School Report (ASR) development for September 30 due date
 - ☐ Monthly Report delivered – not tested
 - ☐ Development of replacement budget generator for parallel testing through FY13 budget cycle
- ☐ Budgeting/Reporting for Local Government
 - ☐ OMB/PM setting up Web for FY13 Budget Entry/collection

Project Status Phase 2: Human Resources and Payroll

■ Payroll (and required HR modules)

- ✓ Avastone completed a matched automated parallel run of payroll using payroll data export from the Mainframe.
- ✓ Completed Executive Work Shops (15 – 25 August)
 - Generally positive feedback, 3-4 issues being reviewed for resolution
- Near term plan:
 - Sep/Oct - Clean up activities from EWS, final configuration (6 weeks)
 - Oct/Nov - Advanced user training and start of testing
 - Nov/Dec - Parallel testing, finalize reporting
 - Jan 10, 2012 – “Go Live” decision for January payroll

Project Status - Remaining

■ Phase 2: Human Resources and Payroll

- HR system (remaining functionality) pending “Go Live”
- Requirements being finalized (Fall)

■ Phase 3: Revenue & Tax Collections

- Planned to be operational TBD
 - Promising update from contractor regarding new/contracted work for City of Manassas Park
 - Expect 12-18 months for confirmation of requirements.

Project Status - Programmatic

■ Microsoft Work Order

- Risks/concerns being monitored/mitigated:
 - Resources to complete reconciliation in time for ASR (Finance added resources, JV pending)
 - ASR delivery and testing (Contractor will be on site mid/end of Sep to support reporting)
 - Delivery of adequate reporting and query system (lessons learned from phase one) – Including as component of executive workshop to review.
 - Phase 3 dependent on City of Manassas Park progress (Monitoring progress and continuing to work with Microsoft)
 - First Audit on Microsoft Dynamics (pending activity)