



INNOVATE BARRIE MEMORANDUM

TO: MAYOR J. LEHMAN AND MEMBERS OF COUNCIL

FROM: D. CLARKE, INNOVATION ANALYST / ERP PROJECT LEAD

NOTED: R. BUNN, EXECUTIVE DIRECTOR, INNOVATE BARRIE
M. PROWSE, CHIEF ADMINISTRATIVE OFFICER

RE: STATUS UPDATE – ERP PROJECT

DATE: JANUARY 14, 2019

The purpose of this Memorandum is to provide members of Council with an update, as per Council Direction 12-G-336, concerning the ERP (Enterprise Resource Planning) project.

In 2015, SAP was selected as our ERP software to replace and build a new financial and human resource business system. SAP will house all new systems and processes related to Finance, Human Resources (HR), Purchasing and Inventory Management. SAP will also house a new state of the art reporting system (Business Intelligence System or BI).

On December 10, 2018, the City went live with our technical build of SAP. Our technical go live focused on getting the new SAP system live, fully tested, and loaded with all of our configuration and master data. User Acceptance Testing (UAT) was part of our technical go live and this is where the business tests both the system processes, the accuracy of the system and their system access.

HR was the first module we opened up to business users, with what we refer to as a functional go live when users start working in the system, are fully trained and all data is loaded. Led by our Business Process Lead Laura Camilli, and her team of Human Resources staff and consultants from Kondor, SAP is enabling organizational management and payroll administration functionality for human resources, including a new employee self-serve internet site. On December 19, 2018, payroll coordinators began time entry in the system for the January 3, 2019 pay period (period 1 in 2019). Detailed training was offered to the payroll coordinators in early December, with support available during the time entry period. After the time was entered for all City of Barrie employees and our partners, we processed our first payroll in SAP, completing extensive payroll validation using simulations, legacy comparisons and manual reviews.

On January 2, 2019, the team sent the payroll file to the bank and an electronic pay statement was provided to all employees and partner employees for the first time. This new paperless pay statement was a major change for the City, and the team provided online training and live support for staff. We will continue to have additional support for our employees and payroll coordinators throughout January.

Next Steps

Today, we kicked off our first training sessions for the finance and purchasing end users. This training will cover approximately 300 users across the City of Barrie, Barrie Police Services and Barrie Public Library from January 14 through February 8.

The SAP finance and purchasing modules planned to go live on February 19, 2019, and will provide financial management, accounting and reporting functionality, as well as purchasing and inventory management.