

99. Based on your experience, what would you advise a Wave 3 agency to do to prepare for implementation of the Edison Financial component?

Wave 1

1. get with a wave one agency
2. Don't expect it to be anything like TOPS and STARS. It's completely different.
3. Have a thorough understanding of business processes and pay particularly close attention to how role mapping is set up.
4. Allow them to enter their budgets, contracts and purchase orders in Edison before go live.
5. need more streamlined General Services procedures for procurement.
6. Edison training only provides PeopleSoft navigation information. Wave 3 agencies should concentrate on providing training on business procedures using the PeopleSoft software. These agencies should also track revenues and expenditures separately from Edison until Edison provides the necessary reporting capabilities.
7. Expect that trasaction processing will slow down for awhile due to the learning curve. Having dual monitors will help make the process more efficient, though.
8. Be prepared to work unpaid overtime

Wave 2

1. If they receive the same training as Waves 1 and 2, then there is not much they can do to prepare in advance.
2. Be sure to attend as much training as you can. Keep your manuals handy, and refer to them. Keep the help line phone number close.
3. relax. It's easier than it seems.
4. Pay all invoices and claims before implementation. Discontinue use of the payment card. Be persistent when asking questions. Verify information given by the help desk. Key invoices over \$500 at least two weeks before they are due.
5. TAKE LOTS OF TRAINING AND TALK TO LOTS OF PEOPLE.
6. Avoid training, read manuals, ask for help early and often, attend workshops.
7. Be certain of expectations versus that which is advertised
8. Look at role mapping very closely. Send more people to training, including backups. (Contracts and PO's especially)

9. Have back-up systems in Excel or other databases to track expenditures, calculate grants, project reversion, etc. Presently I have little confidence in the ability to use Edison's query results or accuracy thereof.
10. Attend as many workshops and participate in as many conference calls as possible. Do internal training within the agency in areas such as payment cards and travel. Continue the internal training after implementation of the system.
11. Re-visit the roll mapping because it doesn't work as defined prior to the setup process of each agency.
12. Review current monthly P-Card process and make adjustments to weekly process under Edison. Do a complete review of role mapping and security for all functions prior to go-live.
13. 1.)Postpone until each component is working & credible. 2.)Allow superusers to begin the go-live process early so they can train on the job. 3.)Assign an edison financials trained representative to each dept(on site if possible) for a few days/weeks to answer questions, troubleshoot issues and follow thru on items that need systemic changes.
14. Go to any and all workshops, that is the only thing that has really helped me, the help desk is not that great. Dont worry yourself to death over this, because it out of your hands, because it will drive your crazy if you let it.
15. Prepare to spend a great deal of time working with the system to becoming familiar with its quirks and how to navigate through the system.
16. I have several small suggestions that would make it easier.
17. Make sure they have everyone properly role mapped and have in place the security features to rapidly modify or add as needed employees to get them in the proper security/role mapping. This will avoid delays in approvals.
18. 1, Please check your workflow with Trena Maynard real good ASAP, both on the paper and in Edison (if possible). 2. Processing and approving AP vouchers & travel claims will take 2 x time with STARS. One transaction per one voucher for the AP. All lines must be keyed for a travel claim. Clerks will spend more time processing payments one at a time, no more batch. Approvers will go crazy spending more time to retrieve them one a time to review them. I now have to approve transactions at night at home. 3. Travel does not have many delay problems as those in AP. AP, the delay in Accounts is now better. So much work with less resources to approve and release. Another problem, Edison occasionally had a work flow problem and vouchers got stuck in the pipeline. We could not move forward for a day or two. 4. Begin to list Edison and Accounts' key players. You will need them. 5. If possible, talk with Don Shelton what vendor ID problems most agencies have been facing. Get it fixed before the go live. 6. P Card is reconciled on a weekly basis. Time..... consuming.
19. Process everything they can and try to be as current as possible prior to go-live.

20. Go to the hands on workshops, not the trainings. Get your account techs to observe a Wave 1 or Wave 2 account tech doing the whole procure to pay process. Make as many payments as possible before the transition so you won't get too far behind as your staff move up the learning curve.
21. Be pro-active provide internal training, make sure they know who their contacts are internally within the department for each area.

Wave 3

This question does not apply to Wave 3.