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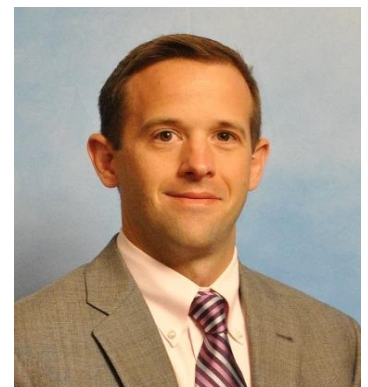
## EXECUTIVE DIRECTORS CORNER

Hello!

Last month, we rolled out our re-baselined schedule adjusting the dates of the activities that lead up to our October 2022 go-live date.

As 2021 comes to a close, the program is focused on completing these necessary activities to meet key milestones leading up to end-to-end testing in mid-February.

Our ability to reach many of these milestones is predicated on strong agency participation. Security role mapping work is just one example. Your continued partnership in completing this work is essential and much appreciated, and I recognize



the One Washington program is one of many competing priorities agencies have in front of them.

As I discussed last month, the next 60 days of work in front of us is substantial - but thanks to our collective hard work, we are tracking close to our updated schedule. We know there are still key risks to our timeline including finishing out functional design and legacy system remediation.

Looking ahead to 2022, the program is excited to announce our work on an organizational change management roadmap to prepare leaders and staff for the Workday implementation. This will include informational sessions and other resources for all of state government to learn more about the program.

Happy Holidays to you and yours! See you in 2022!

*Scott*

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## ONE WASHINGTON PROGRAM UPDATE

As the program announced in November, One Washington has a new, re-baseline project plan that aims to allow agencies more time to complete critical path activities prior to go-live. As in all large technology projects, One Washington will continue to work with quality assurance and agency partners to revisit and evaluate these changes and the progress made.

Our executive director for business transformation, Scott Nicholson, provides an update in [this video](#).



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## ONE WASHINGTON HOT TOPICS

With so much happening within One Washington it can be difficult to stay on top of everything. We recognize the need to distill the main activities that are occurring within the program to quickly and easily stay up to date. Each month, we will provide an update on “hot topics” to assist in staying up to speed with the program.

### The One Washington Newsletter

We’re changing! In an effort to provide our audience with more in-depth and detailed updates on what’s happening within One Washington, subscribers may notice a change in the cadence and format of our newsletter. While the program will remain committed to providing monthly resources to our stakeholders, those resources will shift from high-level program wide monthly updates to critical program activity deep dives accompanied by a quarterly program wide update.

### Enterprise Interface Builder (EIB) Overview

On December 7, the program gave a presentation detailing the overview of data entry using the Enterprise Interface Builder process. The EIB process is used to upload data into Workday using spreadsheet templates which will need to be populated manually. There are three basic steps to the EIB process:

1. Create EIB/generate EIB template
2. Populate the template with data
3. Launch the upload

Using the EIB process, end users can upload one or more transactions within the same functional area and business process framework into Workday instead of keying the field values directly into Workday. This method allows users with appropriate roles to generate an EIB template from Workday in the form of an Excel spreadsheet. Users can manually populate the required data into the generated spreadsheet template and upload into Workday.

### December Customer Confirmation Sessions

One Washington hosted four Customer Confirmation Sessions throughout the month of December with the intent to review changes to individual process areas from the first round of sessions held in August. A brief list of topics covered is provided here:

## **December 1: Accounts Payable**

*Supplier Connections, Supplier Invoices, Spend Category Mapping, 1099 Processing, Miscellaneous Payments, Reporting Suppliers*

## **December 7: Accounts Receivable**

*Print Invoicing, Email Invoicing, Invoicing Adjustments, Mass Record Payment, Auto Apply Payment, Schedule Auto Payment, Print Statements, Email Statements, Schedule Statements, Bad Debt Write-Offs, Dunning Letters, Aging Reporting*

## **December 14: Banking**

*Miscellaneous Payment Request, Settlement Run, Payment Status Report, Payment Cancellation and Return, Payment Escheatment Report, Find Payment*

## **December 15: Lease**

*Create Supplier Contract, Supplier Contract Invoice Installment, Register Leased Asset, Amend Supplier Contract, Cancel Supplier Contract*

There are three remaining Customer Confirmation Sessions scheduled for the first week of January: Budget, Business Assets, and Financial Accounting. AST Leads, finance SMEs, and agency staff can register for these sessions via The Learning Center (TLC). If your agency does not have access to TLC, please reach out to [onewa@ofm.wa.gov](mailto:onewa@ofm.wa.gov) to sign up.

## **End-to-End (E2E) Tenant Build Kick Off**

The E2E tenant build kicked off in early December. This effort tests business processes, integrations, and validates data conversion designs. Functional design decisions are slated to be complete by the end of the month, and the E2E tenant build is slated to be complete by early February, after which testing will begin.

## **Look Ahead: E2E Security Role Mapping**

The calendar invite to the January 5 E2E Security Role Mapping Kick Off meeting was sent to all AST Leads in early December. The program will cover a recap of the first round of security role mapping, lessons learned, updates to the upcoming round, agency support details, the schedule for round two, and time for Q&A. The E2E round of

security role mapping is a critical activity for our agencies as we prepare for phase 1a go-live.

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## RESOURCES

**Exciting news!** Our website will undergo an overhaul and update to the look-and-feel functionality, program details and agency resources. Please expect to see changes throughout the month of January.

The following list represents some of the resources available on [our website](#):

- Updated [program glossary](#): Find a consolidated list of key terms related to the One Washington program
- [One Washington benefits](#): Learn more about the benefits of the One Washington program.
- [Hybrid agile one-pager](#): Learn about agile techniques for the design and development of the Workday solution.
- [Why Workday one-pager](#): Description of why the state selected Workday as the ERP system vendor.
- [SaaS 101](#): Background information about software as a service solutions.
- [ERP 101](#): Find information about what an enterprise resource planning system is to help ground your understanding of the changes you can expect with One Washington.
- [Frequently asked questions](#): Find answers to common One Washington questions.

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Do you have questions to ask or feedback to provide?

Questions, comments, and feedback related to this newsletter and the One Washington program broadly are welcomed at [onewa@ofm.wa.gov](mailto:onewa@ofm.wa.gov).

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