

**Small & Medium Agency
Chief Financial Officers Meeting Minutes**
October 22, 2013

PARTICIPANTS:

Megan Darian, ADA/CSB & State Boards Office
Julie McKnight, AUA
Brian Davis, GFA via GoTo Meeting
Terry Riordan, HLA
Ken Bell, JCA
David Trimble, LDA
Christa Lewis, MAA
Esther Olivas, MIA
Laurie Barcelona, PBA
Robyne Clark, REA
Trudy Kranendonck, RGA
Melba Davidson, SPA
Alicia Guerra, TEA
Megan Duty, VSA
Mike Clark, WFA
Liz Atkinson, WMA via GoTo Meeting
Mike Smarik, ADA/GAO
Tami Eckloff, ADA/GAO
Brian Nguyen, ADA/GAO
Jennifer Verhelst, ADA/GAO
Ron Santa Cruz, ADA/GAO
Amy Aeppli, ADA/GAO

ITEMS COVERED

Welcome and Introductions – Mike Smarik

BREAZ Update – Mike Smarik

As part of the To Be process we also documented things that are going to change from the way we are currently doing business. We identified key changes in the Key Change Narrative document. This document will be sent out to all the CFOs by the end of the week. The document is already out on the Sharepoint site if you have access. Please go through the document and let us know what items you have concerns with. For example one thing that has been identified is the central mailing of vendor warrants. We are looking at driving efficiency and having warrants mailed from GAO rather than each agency picking them up. The system has the capability to flag payments to pull them if we need to. If this were to cause concern for you agency, we need to know.

Payroll Corrections – Jennifer Verhelst

The payroll corrections currently processed by GAO will be transferred to agency responsibility. In the next couple weeks instructions will be sent out. If you have any questions, let us know. We do not have a firm date yet. We are wrapping up testing.

Q: Is there a current user class for that or will there be a new one?

A: It will be a brand new user class 47.

Q: This will be a correction in AFIS is something went on error coming across from HRIS?

A: Correct.

Q: Will you still notify an agency that a correction needs to be done?

A: Currently we do but in the future, no. You will need to check your IT file.

CAFR Deadlines – Ron Santa Cruz

The final drafts for agency financial statements were due yesterday. We have had a couple of delays but hopefully nothing that will prevent us from making our December 31 deadline.

ProcureAZ/AFIS Performance – Brian Nguyen

The bandwidth increase has been in production in ProcureAZ for about a week. We haven't had any reports of AFIS freezing like it did when we tried to increase the bandwidth previously. We are looking for feedback from users if they are experiencing better or even worse performance so we can address it. The bandwidth went from 5mb to 15mb after the increase.

ProcureAZ would like to have their Version 11 upgrade completed by the end of this month. Hopefully you will see more enhancements in version 11.

Q: We are not using ProcureAZ yet. When do you foresee that every agency will have to use it?

A: We are trying to get the agencies that are not currently using ProcureAZ to start using the system in the next few months. When we go live with the new system, July 1, 2015, we will be processing everything through ProcureAZ. We want to make sure agencies are up and running with ProcureAZ prior to the new system go live so there aren't two different types of system training going at the same time.

Q: We are looking at the prototyping for the BREAZ project and wondering why do we have to learn ProcureAZ? Why can't we process everything through the new system?

A: We will be looking at things as we develop integration and you will start to see how things work with ProcureAZ. You will want to use ProcureAZ as much as possible to process payments that are contract related. There will be some payments you will make directly in Advantage.

Q: Does it operate as a front end to accounts payable?

A: Yes. It will do many of the things that it does now with AFIS but in real time. The warrant process will be at night but the transaction process will be real time.

Building Security

Q: When the turnstiles are operational, will we have to badge in?

A: Unfortunately the representative for the building security was unable to attend this meeting. We have been told that as long as the security threat level is the lowest, green, and you have a State badge, you will be able to flash the State badge and be buzzed through the turnstiles. You won't be able to use the card reader on the turnstile yourself. Only employees of the ADOA building will be able to badge themselves through.

If the security level is elevated, then they are looking at a phone call being made to GAO for someone to authorize your entry or in the case of a CFO meeting for example, a GAO employee could go down and bring the entire group up.

Q: That will be the same when employees come over to pick up warrants?

A: Correct.

Issues / Concerns / Questions?

Q: Who do I contact to correct the information on the CFO sign in sheet?

A: Please write the correction on the sheet and we will take care of it.

Future Agenda Items

AFIS Training

NSF & Favorable/ Unfavorable Deposits Cleanup Project - Ongoing

If you have any questions or concerns, please contact the GAO.

Meeting adjourned at 2:30 P.M.

The next meeting is scheduled for Tuesday, November 19, 2013, at 2:00 p.m. in GAO Conference Rooms A & B.