

BREAZ

BUSINESS RE-ENGINEERING ARIZONA



IN THE SPOTLIGHT

Lin Ma

*BREAZ Functional Team
Grants Management and Cost Accounting Lead*

My name is Lin Ma. I came to the United States in 2004 to fulfill my “American Dream,” which included having two children (I could have only had one child in China), obtaining a Master’s degree, and starting my career.

When I lived in Shanghai, China, I worked as an HR manager. After moving to the U.S. I worked in California for two years for the City of Sunnyvale before moving to Arizona with my husband in 2005. My career with the State of Arizona started in 2008 with the Federal Grants and Appropriations group of the General Accounting Office (GAO) as a Statewide Accountant. I was promoted to Senior Accountant and transferred to the BREAZ team as the Grant Management and Cost Accounting lead last year.

I work closely with my teammate Tim Newton and CGI counterpart Ben Pomeroy in the Cost Accounting area. Advantage’s flexible and robust cost structure enables the Cost Accounting modules to cover the accounting aspects of the grants, projects and jobs using the same data elements. This will be one of the key changes and challenges for every agency. In order to have a smooth transition from AFIS to Advantage, we are conducting meetings with the State agencies, analyzing their business needs, introducing the new concepts of Advantage Cost Accounting modules, and helping them with the conversion process from AFIS to Arizona Advantage.

When I am not working, our three kids keep me and my husband busy. Compared to some of my Chinese friends, I do not consider myself a “Tiger Mom.” I enroll my kids in Kung Fu class, Piano class and Art class only if they like it. However, Chinese School, where they learn to read, write and speak Chinese on Saturday afternoon is “mandatory” by their “bossy” mom. Having a family with three kids, a Master’s Degree in Accountancy from ASU, and a dream job I enjoy so much makes me feel so lucky to have achieved my “American Dream.” I call it my “dream job” not only because working for the government is most Chinese people’s dream, but also because the position is full of changes, challenges and adventures, just like my “American Dream.”

NEWS FLASH

In June, we will begin the next phase of our BREAZ Project Communications. This next phase will have a strong functional emphasis, walking through the most core statewide processes and how they are supported by Arizona Advantage. This will be an *IDEAL* time to identify your Agency Level 1 Support Lead. This person will serve as your Agency’s point of contact for all agency staff using the applications after Go-Live, will aid other users with questions and new processes, and would be the person(s) who would contact the BREAZ Help Desk, for additional support. Consider selecting someone in your Agency that has the knowledge and expertise to qualify them as an application “super-user.”

- In larger agencies this role may involve more than one person.
- In the smallest agencies, you already may work in the capacity as the Agency Coordinator.
- If you use the Central Service Bureau, you will rely on them to help you directly at Go-Live.

To be equipped to play this role, there are agency transition activities that are planned from June 2014 through to July 1, 2015 that will give someone the opportunity to be as well prepared as possible. These include: Education Campaign Town Hall Meetings, Agency To-Be Process Planning, and User Acceptance Testing.

It is a very important Agency role. In May, BREAZ will be asking each Agency to identify their Level 1 Support Lead.

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TRAINING TALK

The detailed design of the training program is underway. With the completion of the High Level Course Designs in March, April focuses on creating detailed course outlines. This is all being accomplished in collaboration with the State and CGI functional teams.

Training Tools

The training team is providing the Subject Matter Experts and Agency Coordinators with access to Independent Study Guides (ISGs) and Sandboxes. The ISGs provide users an interactive environment to learn more about Arizona Advantage. Then they can use this knowledge to test what they have learned in a Sandbox environment. The Sandbox lets them enter documents, process the documents, and run reports.

Glossary

The BREAZ Team is creating a glossary of Arizona Advantage terms and concepts that will be shared later this month. Below is a sample related to Cost Accounting related to Projects and Grants.

If you type “CAS” into the Arizona Advantage “Jump To” field, you will go to:

The Cost Accounting Setup document which is the vehicle by which multiple cost accounting-related tables are updated and Budgets created by a single document. The purpose of this document is to reference data within the Cost Accounting subsystem and link to a Grant Award via the *Grant ID* to a Major Program, Program and Funding lines.

Consolidating the effort of setting up Cost Accounting data into a document ensures that data is not inadvertently left out. In addition, a document has the benefit of providing an audit trail and allowing for workflow, if desired. In turn, this document simplifies the process of setting up Cost Accounting data while triggering the same edits/functionality as those which exist on the tables.

If you type “FPRFLSTT” into the Arizona Advantage “Jump To” field, you will go to:

The Funding Profile Select table which allows you to establish Funding Profiles. A Funding Profile is the Chart of Accounts element that identifies funding relationships within Major Programs. It indicates a classification of match rates used for cost reimbursement purposes when Task Order Billing is NOT used. The reimbursement structure is a hierarchy of three levels: Funding Profile, Funding Priority, and Funding Line. Funding Profiles are comprised of Funding Priorities, and Funding Priorities are comprised of Funding Lines. The Funding Profile is an optional Chart of Accounts attribute.

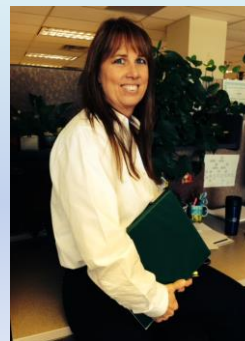
We encourage you to go to The Sandbox environment and EXPLORE! If you have any questions please email the BREAZ Team.

POSITIONING FOR SUCCESS

AGENCY TRANSITION

Featuring

Arizona Department of HEALTH SERVICES



Meet
Agency
Coordinator:

Cindy Smith
and
her handy
Transition
Planning
Binder

BREAZ: What is your job title?
CINDY: Controller/Assistant CFO

BREAZ: How long have you worked for the State?
CINDY: 3 years

BREAZ: What do you enjoy most about working for your agency?
CINDY: I have the opportunity to learn and work with some amazing people. And, our teams are sincere and passionate about executing our mission of “Health and Wellness for All Arizonans.”

BREAZ: What are your expectations for the new system and business processes?
CINDY: My expectations include streamlined processing, workflow efficiencies, strong internal controls, improved reporting capabilities, more timely information, and the ability to implement best practices

BREAZ: How are you getting your agency prepared?
CINDY: DHS is implementing an Agency Transition Plan by utilizing Business Process Re-engineering (BPR) and Continuous Quality Improvement (CQI) techniques to manage the transition to our “future state”. I have 14 project teams with approximately 4-6 team members from diverse segments in the agency seeking to capitalize on every opportunity BREAZ and Advantage presents us.

BREAZ: How do you see your agency operating after the new system goes live on July 1, 2015?
CINDY: I see an improved collaborative team environment dedicated to the financial affairs of providing “Health and Wellness for all Arizonans.”

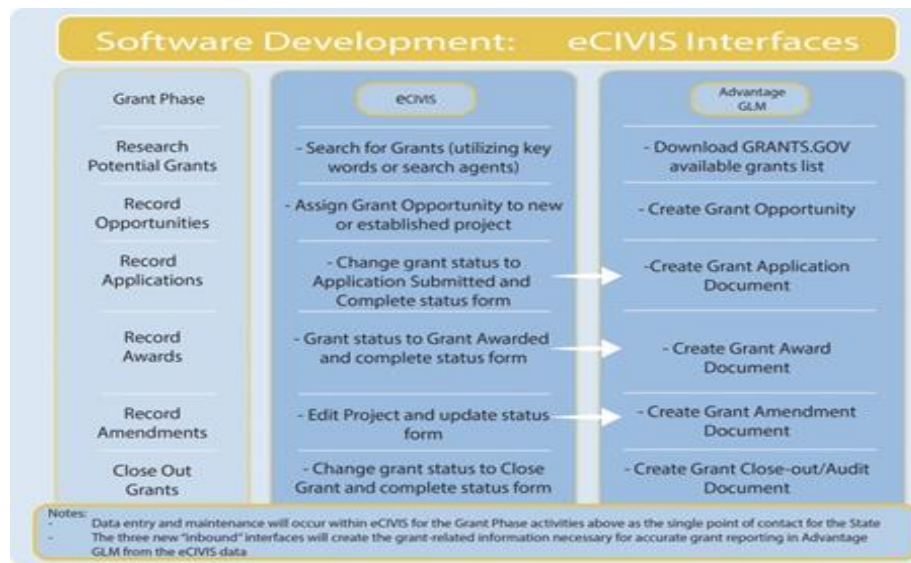


FUNCTIONALLY SPEAKING

GRANT LIFECYCLE MANAGEMENT / COST ACCOUNTING

The Advantage Financial Grant Lifecycle Management (GLM) module is used to track the grants from the opportunity identification to the grant close-out and audit. Within GLM, each event is recorded through a separate document and tracked on corresponding status folder pages.

For the State of Arizona, the eCIVIS application will be used as the data entry point for grant research and maintenance, interfacing to the GLM module the Application, Award, and Amendment events.

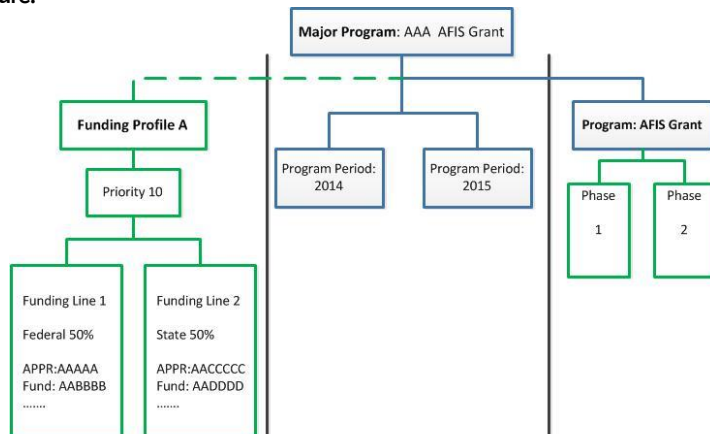


The Advantage Cost Accounting module covers the accounting aspects of jobs, projects, and grants with the same data elements. This differs from the AFIS data elements in that separate Project and Grant codes are not used.

These data elements are arranged into a *cost structure*. A single cost structure can be configured to represent one of the following cost structure types: jobs, projects, and grants.

The same cost structure data elements are used to represent all these cost structure types. Accounting transactions are associated with a particular cost structure by entering the Program, Phase, and Program Period on the Accounting Line.

A single cost structure is established to track and control the expenditures and revenues while the Funding Lines associated with the cost structure identify the funding sources. Below is an example of an AFIS grant that has been mapped to an Arizona Advantage cost structure.



FREQUENTLY ASKED QUESTION

What is the Grant ID field in Arizona Advantage?

The Grant ID field is a reference number internal to the Arizona Advantage application. When a Grant Application is entered, the Grant ID is established. This 18-character alphanumeric field can be automatically generated by the Grant Lifecycle Management (GLM) module or determined by the user. The field provides a connection point between the Cost Accounting structure data elements and the grant recorded on the GLM module. The value must be unique. It is associated with only one Application and Award, but can be associated with multiple cost structures when multiple projects are funded by a single grant. When establishing the cost structure, one of the decisions to be made is at what single level in the structure will the grant be identified. The options are:

- Major Program
- Program
- Funding Line

The Grant ID is typically not a reference number known by the grant providers. There are several other tracking numbers provided by the grantor to identify the grant, such as:

- Grant Application Tracking ID
- Grant Award Number
- Grant Agreement Number
- Grant Amendment Number
- CFDA Number
- Federal Appropriation Number

To obtain these values on a cost accounting report, the record from the cost structure containing the Grant ID must be joined with the corresponding tables in the GLM. In doing this, it will show actual expenditures and revenues by the grantor-provided fields.



APRIL WORD SEARCH PUZZLE

Give it a try. See how many of the words listed in the right-hand column you can find in the word search box on the left below.

R E I M B U R S E M E N T A N
 B U D G E T S T N A R G M L O
 N T D O C U M E N T S E P I I
 X V N U M M S H N F R U R F T
 O A S E V Q E R L I Z Q O E A
 B T C E T X I L C O G P F C R
 D V H E H S T A Y T B D I Y O
 N O I T A C I F I S S A L C B
 A E N V N X R S D E W E E L A
 S Q A T H R O E N E C N S E L
 E D U C A T I O N O N I D V L
 V O J M C U R C W R C I V R O
 R E S U R E P U S K B B F I C
 E C A F R E T N I Y S G L E S
 C Q Q G N I P P A M D R V F R

AMERICA
 BUDGETS
 CHINA
 CLASSIFICATION
 COLLABORATION
 CONSISTENT
 DOCUMENTS
 ECIVIS
 EDUCATION
 GRANT
 INTERFACE
 LIFECYCLE
 MAPPING
 PRIORITIES
 PROFILES
 REFINED
 REIMBURSEMENT
 SANDBOX
 SUPER-USER
 UAT



SOLUTION March Madness Puzzle

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 + S + I O + E + S + + R + + A + + + O E
 + + M L C C + + B + E O A + T + + A P N
 + + O R N I + + + D + B + N S G G + L G
 + G + A O R L + L + + A + + S E A + E I
 Y + V A + F E O + + + L + + N I + O + N
 + D O + + + H C P + + L + C + + T + + E
 A D + + + E + + E + + O Y + O + + I + E
 A W O R K F L O W I + C D E T U O R O R
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 P H I L O S O P H Y + + + + + + + + + + +
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(Over, Down, Direction)

ADVANCED(1,12,NE)
 AGENCY(18,7,SW)
 ASTO(15,15,N)
 CASH(3,4,E)
 COLLABORATING(12,13,N)
 CSB(9,5,5)
 FORMS(6,10,NW)
 GAO(16,8,SE)
 GAP(19,1,SW)
 PEOPLE(19,4,5)
 PHILOSOPHY(1,19,E)
 POLICIES(9,11,NW)
 PROCESSES(11,3,W)
 RECEIPT(6,9,SE)
 REENGINEER(20,4,5)
 ROUTED(18,13,W)
 STAKEHOLDERS(2,16,NE)
 STANDARD(15,8,N)
 TECHNOLOGY(10,1,SW)
 TRANSITION(11,5,SE)

MAY NEWSLETTER HIGHLIGHTS



A preview of what is coming up next month

- A look at the new General Accounting functionality.
- What's this I hear about an "Education Campaign?"

PROJECT ACTIVITIES AT A GLANCE

April - June 2014

- User Role Maps
- Training Detailed Design
- Interface Design/Test
- Data Conversion Design/Test

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