

## IN THE SPOTLIGHT – CHART OF ACCOUNTS

Beginning this month, and continuing for the next several months, the BREAZ Project Team will be focusing heavily on the Chart of Accounts (COA) mapping from AFIS and other agency systems being retired to the Advantage COA. The approach will be broken up into two methods:

**Standard** – Agencies in this group are currently using AFIS as their primary financial system and will be mapped according to a baseline COA structure presented at the morning session of the November Agency Coordinator meeting. The agency's current AFIS COA will automatically be mapped to the new Advantage structure, and unless specifically requested by the BREAZ Project Team, it will not be necessary for the agency to provide any additional information at this time. Agencies in this group who would like to explore revamping their current AFIS structures or who feel that the baseline COA does not meet their needs should send an email to [BREAZ@azdoa.gov](mailto:BREAZ@azdoa.gov) requesting a meeting with the BREAZ Project Team.

**Advanced** – Agencies in this group have more complex COA structures and are currently using AFIS or another agency system as their primary financial system. Agencies in this group will be required to complete and submit COA mapping spreadsheets to the BREAZ Project Team for the conversion of their current structures to Advantage. Submission due dates for the spreadsheets are being grouped into six steps, which were presented at the afternoon session of the November Agency Coordinator meeting. As agencies submit their spreadsheets, they will be loaded to the applicable Advantage region for testing by the Data Conversion Team. The BREAZ Project Team will work with agencies if their spreadsheet submissions need correction and re-submittal. Agencies who would like assistance with completing their spreadsheets should send an email to [BREAZ@azdoa.gov](mailto:BREAZ@azdoa.gov) to request a meeting with the BREAZ Project Team. Agencies requesting assistance should first attempt to fill out their spreadsheets and come prepared with questions.

### A word from the BREAZ Director -

A well-designed Chart of Accounts (COA) supports all of an agency's information, reporting and accounting needs. It is the foundation for consistent definitions of business attributes and data management. For medium to large agencies, now is the perfect time to take a look at your existing COA structure and make changes that will lead your agency into the future. With the new Advantage solution, we all want reports to produce the information the agencies need to properly run your business and meet your program needs. And for the small agencies, be assured that Advantage will accommodate your existing organization structure and continue to provide you the information you need.

Mike Smarik

### CHART OF ACCOUNT MAPPING DEMONSTRATION -

During the November Agency Coordinator (AC) meeting for the Advanced agencies, Scott Greenberg with the Department of Insurance presented his agency's COA transition process and examples. His presentation can be found within the Advanced November AC presentation posted on the SharePoint site.



After each AC meeting, a survey is sent to assess the effectiveness of the material and presenters. The following was a response to a survey question asking what the most valuable part of the meeting:

“The Chart of Accounts presentation, especially the presentation from the Department of Insurance.”

Thank you, Scott Greenberg!

### SAAM vs. CHART OF ACCOUNTS

#### SAAM –

Contains a subset of the Statewide Chart of Accounts, specifically, expenditure and revenue accounts (Comptroller Object) and Balance Sheet Accounts (GL)

#### CHART OF ACCOUNTS –

Encompasses all account codes in the system including:

- Organizational elements (Agency and Organization)
- Fund Accounting elements (Statewide and Agency Funds)
- Balance Sheet Accounts (GL)
- Expenditure and Revenue elements (Comptroller Object)
- Budgetary elements (Appropriation)
- Cost Accounting elements (Project and Grant)
- Other Accounting elements (Index, PCA)

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The BREAZ COA Team (from left to right): Joe Hricko, Ben Pomeroy, Angela Dillard, Jeff Petronio, and Tiffany Franks

## FUNCTIONAL TEAM UPDATE

The Functional team, which consists of the Finance and Logistics areas, are currently wrapping up the prototyping and fit/gap phase of the project over the next two weeks. The team will then complete the list of system modifications, start the high level modification designs, and begin application/workflow configurations and security design. Concurrently, the team will continue working with the conversion, interface and reporting teams as work starts/progresses in those areas. The Chart of Accounts mapping will also be a heavy focus in December and extending into the next few months.

## WHAT IS SHARED SERVICES?

Shared Services is the term used to describe when a central entity provides a mix of front office, administrative support, financial reporting and transactional processing for agencies. Currently, the Central Services Bureau (CSB) and the State Boards Office (SBO), departments within the Department of Administration (ADOA), General Services Division (GSD), provide these types of services.

## TRAINING TEAM UPDATE

In December, additional Advantage Navigation courses will be presented to support the final prototyping effort. For those who have completed the navigation training and have received Advantage Sandbox access, remember you can use the prototyping scripts to reinforce what you learned in the navigation training and in the prototyping sessions.

Looking forward to 2014, navigation courses will be scheduled for both IBM Maximo Inventory and IBM Tririga Facilities Management.



Mike Fowler and Lori Cardenas with the Department of Financial Institutions at the November AC meeting for Standard Agencies

*In regards to the current AFIS... "Why would you want to drive your car around with a spare tire on it?"*  
 --- Change Readiness Assessment Participant



Sandra Milosavljevic (BREAZ State Inventory Management) and John Moorman (AC for AHCCCS) at the November AC meeting for Advanced agencies.

## ENTERPRISE READINESS TEAM UPDATE

Currently, the Enterprise Readiness Team is focusing on gathering agency information, preparing agency transition planning, and working on the Communication Awareness Campaign. The Team continues to collect the Stakeholder information from all of the State agencies. This information will contribute to a more comprehensive understanding of the involved stakeholders across the State and to the development of role mapping, training and security access. Preparations have begun for Agency Transition Planning, by functional area and mapping services to Advantage features. The next big ticket item is the Communication Awareness Campaign which will be launched in February 2014. The purpose of the campaign is to promote awareness of and generate excitement for the BREAZ project to all State of Arizona employees. This campaign will take place during three weeks in February and will use a multi-channel approach.

## AGENCY PROJECT ACTIVITIES AT A GLANCE

- **October – December 2013**
  - Interface Design/Test
  - Data Conversion Identification
  - Reports and Forms Identification
  - Chart of Accounts Design Approach
- **January – March 2014**
  - Chart of Accounts Design Activities
  - Workflow Requirement Review
  - User Role Maps
  - Interface Design/Test
  - Data Conversion Design
- **April - June 2014**
  - User Role Maps
  - User Acceptance Test Planning
  - Training Plan Review
  - Interface Design/Test
  - Data Conversion Design

## BREAZ

### FREQUENTLY ASKED QUESTIONS

#### What is the timeline for testing converted data?

The following represents the timeline for testing converted data:

Project Phase	Date	% Complete*	Target Steps Complete
System Testing	3/1/2014	70%	Steps 1 & 2
Integrated System Testing	6/1/2014	90%	Steps 3 & 4
User Acceptance Testing	9/1/2014	100%	Steps 5, 6 & 7

#### If we do not have a SME in prototyping, when will the next interaction be with Advantage?

Soon. The Project Team will be asking for a person to be part of User Acceptance Testing. For some agencies, this may be the Agency Coordinator.



### WHAT TO EXPECT NEXT MONTH – AGENCY COORDINATOR MEETING

#### ProcureAZ

The next Agency Coordinator meeting is scheduled for Tuesday, December 17, 2013 and will be conducted as one meeting with all agencies. The focus of this meeting will be on the ProcureAZ functionality. There will be a structured demonstration of system functionality (requisition, PO, payment, warrant and fixed asset shell). The ProcureAZ to Advantage Integration Approach will highlight each process, approvals and system integration points between ProcureAZ and Advantage.



November AC Meeting for Standard agencies

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November AC Meeting for Advanced agencies