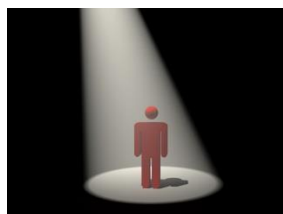


BREAZ

BUSINESS RE-ENGINEERING ARIZONA

SPECIAL EDITION

NEW LOOK! The *BREAZ* newsletter has a new look, features, and sections this month. We hope you enjoy the new format and find it informative and relevant as we count down to July 1, 2015.



NEW FEATURE

IN THE SPOTLIGHT

We are excited to reserve this space for what will prove to be interesting and informative reading as we focus our attention on one member of the BREAZ Project Team each month. It is our intent to provide you with a fresh insight on individual team member's perspective on the project as well as a glimpse into what makes them tick. We look forward to presenting our first team member to you in March. It promises to be fun and informative.

We thought now would be a good time to talk about our new newsletter design and regular feature article concepts. The newsletter will remain focused on our end goal of system implementation (or GO LIVE) on July 1, 2015. The Communications Team (part of the Enterprise Readiness Team of the BREAZ Project) is responsible for bringing you this monthly newsletter. It is our intention to make this an informative source about the advancements and developments of the project and the people involved in the process. We also wanted to introduce some fun elements for getting our point across such as crossword puzzles or word search activities all related to the project in some way.

We are introducing a monthly column called **Training Talk** in which we will share details as it relates to our activities for getting everyone trained on time. An article that will most certainly involve many of our readers over time is **Positioning for Success**. This article will mostly feature the spotlight Project theme for the month and on occasion, will feature one agency and the activities they employ in preparation for the transition to the new accounting system. Be sure to catch this month's featured agency. We have added a new twist to an already popular column we are now calling **Functionally Speaking**. We will highlight a particular functional area in some detail each month.

In addition to this monthly newsletter, other sources of information related to the BREAZ Project can be found on the BREAZ website. We look forward to your thoughts on the new format of the newsletter and ideas you might have for future articles.



NEWS FLASH

CHECK OUT THE BREAZ WEBSITE for greater details and insight into our project development.

Click here [BREAZ Website](http://aset.azdoa.gov/breaz) or go to <http://aset.azdoa.gov/breaz>

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NEW FEATURES



TRAINING TALK

The BREAZ Training Team is delighted to have been provided this monthly newsletter column as an additional means of communicating with you as we journey through this transformation together. It is our intent that this column will prove to be educational and informative reading as we will focus on the transition to the Arizona Advantage Solution. We understand that learning a new system and ultimately changing your business processes can be time consuming and difficult. We are working tirelessly to make sure the transition is as seamless as possible.

As we continue this endeavor, we want to be sure that you, as the end-user, have all the necessary tools and up-to-date information at hand. We are working diligently to understand and address your specific agency and job role needs. In order to make this team effort successful, we ask that you share your feedback on this article and all future articles.

As many of you know, the statewide implementation of the new Arizona Advantage Solution has the potential to impact how you do your job; just how much depends on your role and responsibilities. BREAZ is taking a very pro-active approach when it comes to making sure everyone impacted will have the proper training necessary to continue to do their jobs effectively and confidently in light of the changing work processes and new central accounting system.

BREAZ is building the training program for the Arizona Advantage Solution not only to support consistent policies, procedures and uniform skill sets across agencies but also to ensure a smooth transition to the new central accounting system and to streamline current work processes.

WHO'S INVOLVED IN THE DEVELOPMENT OF TRAINING?

We are drawing on the experience and expertise from within the State and from CGI to collaboratively develop an effective training plan and curriculum. A State Training Team and State Subject Matter Experts have been designated to work on the BREAZ project. All of these contributors will work together to develop and deliver a comprehensive, end-user focused training program.

Here's a glimpse of our timeline:



From May through September of 2014, BREAZ will host several Town Hall Meetings and Workshops to share information, demonstrate system functionality, and provide opportunities for you to discover the look and feel of the Arizona Advantage Solution.

November and December of 2014 will usher in the User Acceptance Tester Training phase of the Project. User Acceptance Tester Training provides the designated acceptance testing team with Arizona Advantage knowledge plus training on the tools and processes necessary to successfully test the new Arizona Advantage Solution. User Acceptance Testing is planned for January – March, 2015. Finally, in Spring of 2015 we will begin actual classroom trainings.

Keep watching this space for more exciting news on training.



POSITIONING FOR SUCCESS

AGENCY TRANSITION

Featuring

Arizona Department of Environmental Quality (ADEQ)



Arizona Department of Environmental Quality (ADEQ) ADEQ Agency Coordinator, Neeraj Deshpande excited about BREAZ.

Meet Agency Coordinator: Neeraj Deshpande

BREAZ: What is your job title?

NEERAJ: Business and Finance Administrator.

BREAZ: How long have you worked for the State?

NEERAJ: 2 years.

BREAZ: What do you enjoy most about working for your agency?

NEERAJ: Working with the amazing hard working professionals at ADEQ and helping support its mission: "To protect and enhance public health and environment in Arizona."

BREAZ: What are your expectations for the new system and business processes?

NEERAJ: Looking forward to leveraging e-technology from the deployment of Arizona Advantage to deploy Lean through business re-engineering, and strengthening core programs given the ability to record and report at a very granular level allowing leadership and program areas to make educated decisions based upon sound fiscal analysis.

BREAZ: How are you getting your agency prepared?

NEERAJ: By keeping an awesome attitude up ☺, supporting the BREAZ Project Team, hiring an outside consultant to help guide us through the project phase, not missing a single meeting that BREAZ puts out, having daily internal meetings to go over the deliverables requested by BREAZ, communicating within the agency, and recruiting for vacant positions with persons that have enhanced relational data base and ERP skills required post deployment, and WHAT EVER IT TAKES!!

BREAZ: How do you see your agency operating after the new system goes live on July 1, 2015?

NEERAJ: We are not going to kid ourselves about not having a few hiccups, a common occurrence post any enterprise wide IT deployment. However; we are extremely confident Arizona Advantage is going to provide ADEQ an amazing opportunity to operate more efficiently and effectively.



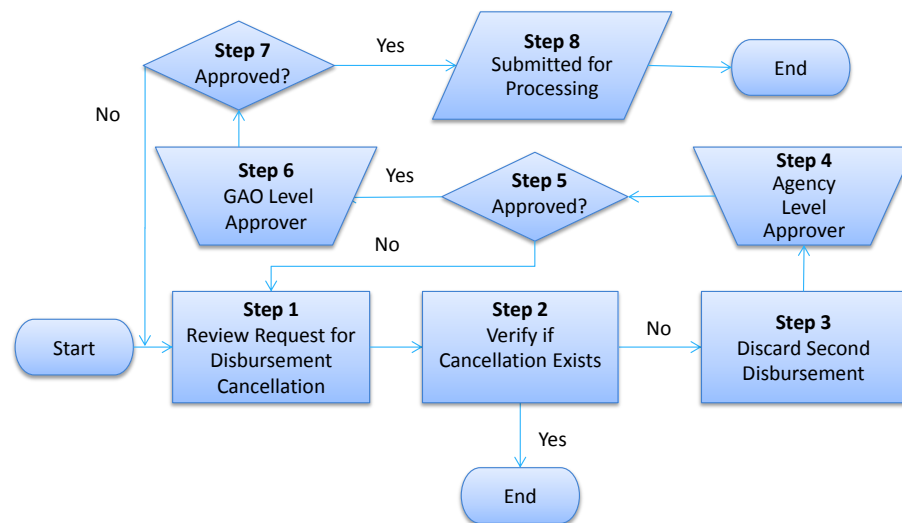
FUNCTIONALLY SPEAKING

Accounts Payable: Cancelling a Disbursement

Across all State agencies, Accounts Payable (AP) is one of the most commonly utilized functional areas. This should not be a surprise as every agency has bills and expenses that need to be paid.

Occasionally, a payment is made and then needs to be cancelled. This spotlight section focuses on cancelling a disbursement that was accidentally processed twice, and as such does not need to be reissued.

Step	Activity
1	The AP clerk receives a request to cancel the second disbursement.
2	The AP clerk navigates to the Disbursement Query page to locate the disbursement that needs to be cancelled. Once the appropriate disbursement is located, the status is verified to make sure that the disbursement has not already been cancelled.
3	The AP clerk selects the disbursement to be cancelled and opens the Arizona Advantage disbursement document. The AP clerk selects "Discard" to create a cancellation version of the disbursement document to discard the second disbursement.
4	Once the document is complete, the AP clerk selects "Validate". Validation is a process in Arizona Advantage that verifies completeness and compatibility prior to submitting the document for processing. Once validated, the AP clerk selects "Submit." The disbursement cancellation document will then be routed to the appropriate agency-level approver.
5	The agency-level approver will then review the disbursement cancellation document to ensure the information is correct and able to be authorized. If the document contains errors or missing data, then it is rejected and sent back (using the agency's established workflow rules) to the AP clerk for correction.
6	If the agency-level approver finds no errors, then the disbursement cancellation document is approved and will be routed to the appropriate approver at the General Accounting Office (GAO).
7	The GAO approver reviews the disbursement cancellation document. If this individual decides to reject the document, it is routed back to the AP clerk for corrections.
8	If the GAO approver selects "Approve," the disbursement cancellation document is created and the Arizona Advantage System is updated.



FREQUENTLY ASKED QUESTION

HOW WILL TRAINING BE DELIVERED?

End-User Training provides a concentrated opportunity for the end-user to have hands-on opportunities to learn how you will use the system to perform your day-to-day tasks. Effective training provides information in a variety of formats. A strong learning model incorporates instructor-led classroom learning with web-based learning. This takes advantage of the strengths of each delivery method so that you have an opportunity to learn in the way that is most effective for you.



PROJECT ACTIVITIES AT A GLANCE

January – March 2014

- Chart of Accounts Design Activities
- Workflow Requirement Review
- User Role Maps
- Interface Design/Test
- Data Conversion Design/Test

April - June 2014

- User Role Maps
- Training Plan Review Design
- Interface Design/Test
- Data Conversion Design/Test



WORD SEARCH PUZZLE

How many words can you find?

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.

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

ACTIVITIES
 ARTICLE
 DISBURSEMENT
 FEATURES
 FEBRUARY
 FUNCTIONALLY
 HIGHLIGHTS
 INFORMATIVE
 NEW
 NEWSLETTER
 PROJECT
 SPOTLIGHT
 SUCCESS
 TRAINING
 WEBSITE

Trouble finding all the words?

The solution will be published in the March newsletter.



COMMENTS, SUGGESTIONS, QUESTIONS?

Please send us your ideas for future newsletter articles or any comments, suggestions or questions.



MARCH NEWSLETTER HIGHLIGHTS



A preview of what is coming up next month

- A look at the software development activities
- Accounts Receivable work flow preview
- A plan for Agency Transition
- How did we do with the Awareness Campaign?

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