

BREAZ

BUSINESS RE-ENGINEERING ARIZONA



IN THE SPOTLIGHT

Angela Dillard
*BREAZ Functional Team
 Financial Lead*

My name is Angela Dillard. I have worked for the State of Arizona for about 14 ½ years; my entire career has been with the Department of Administration. I started with the State as an Accountant I with the Management Services Division (now General Services) a few months after graduating from Arizona State University. I transferred to the General Accounting Office (GAO) at the end of 2003 to work as a Supervisor in the AFIS section. Prior to the BREAZ Project, I held a few other positions in the GAO, most recently as the AFIS Manager. My five years as the AFIS Manager taught me many valuable lessons; most importantly, that the State has a critical need to replace not only AFIS, but several other aging financial systems. My decision to lead the financial team for the BREAZ Project was an easy one, and I am strongly committed to the success of the project.

The BREAZ Project has been extremely challenging, but also rewarding. I am very lucky to have such talented and hardworking individuals on my team. These individuals have become experts within the various functional areas of the new system, allowing me to focus more heavily on areas such as interfaces, conversions and the ProcureAZ integration. I work closely with my CGI counterpart, Jeff Petronio, to keep the functional side moving. Whenever I feel overwhelmed on the project, I just remind myself that I'm glad I don't have Jeff's position because I wonder if he even has time to sleep! A good portion of our time involves meeting with agencies and internally with the BREAZ Project team to "figure out how the new world will look".

On a personal note, I am originally from Wyoming, but the majority of my life has been spent in Arizona. I have been happily married for 15 years to my high school sweetheart. We haven't ventured into parenthood, but we do have one dog that we consider our child (the "fur baby"). We love traveling and spending time with our family and friends. I also enjoy cardio activities such as running, hiking, Zumba, and kickboxing. I consider my physical activities one way of de-stressing and maintaining a work-life balance.

NEWS FLASH

UAT and LEVEL 1 Support Staff Identification

The BREAZ Project is requesting agencies identify User Acceptance Testers and a Level 1 support resource.

User Acceptance Testing (UAT) is intended to confirm your agency can complete business activities, end-to-end, in the new system. Agencies can participate in UAT by providing one or more testers. Depending on your agency size, you may ask Functional Leads, subject matter experts, and other staff who have specific knowledge or expertise to participate in testing. If your agency designates more than one user to participate, you will need to designate an Agency Test Coordinator to organize and support the testing activities within your agency and be the primary contact for BREAZ Project staff.

An Agency Level 1 Support resource will serve as your agency's initial point of contact for all agency staff using Arizona Advantage after go-live. Agencies must designate this resource by July 9, 2014. The resource will aid other users with questions and new processes, serve as the agency contact for the BREAZ Help Desk, and should be actively involved in UAT.

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TRAINING TALK

Workflow Security Designs

The Application Security and Workflow team is responsible for facilitating the security and workflow configuration for the BREAZ Project. We work closely with the State’s Management Team, Functional Subject Matter Experts, and State Agencies to ensure that the user profiles and workflow processes are created, tested and ready for the July, 2015 implementation.

In Arizona Advantage, users are assigned to “security roles” which give them authorization to perform job functions. Security roles identify all of the reference tables, inquiries, activity folders and documents that someone assigned to this role can access. One objective of the BREAZ Application Security and Workflow Team is to standardize these roles across agencies. There are currently more than 120 different security roles identified for the State of Arizona. Users with the same security role throughout the State may execute the same actions in the system with the user’s agency dictating what can be approved, viewed, updated or deleted. This approach will ease maintenance, simplify training and facilitate stronger internal controls in the system.

Automated workflow defines how an electronic document is routed for approval as it goes through a given business process. Workflowed documents are routed for approval to groups of users with a specific approval role. Workflow configuration controls the conditions which trigger approvals, the routing of documents, and the document approvers. For the July, 2015 Go-Live, we will facilitate the workflow for over 130 documents Statewide. Users will enjoy automated routing and tools to track the status of their documents and identify members of various approvals groups.

To date, the Application Security and Workflow team has conducted 18 workshops to introduce the security roles and workflow models to the agencies. We will continue this effort throughout the summer. By October, 2014. the initial list of Go-Live users will be completed.

POSITIONING FOR SUCCESS

AGENCY TRANSITION

Featuring

ADOA

**Arizona State Boards Office /
Central Services Bureau**



Meet Agency Coordinator: **Megan Darian**

BREAZ: What is your job title?

Megan: ASBO/CSB Administrator

BREAZ: How long have you worked for the State?

Megan: 14 years

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

Megan: ASBO/CSB is a staff of professionals that provide financial and administrative services to numerous agencies within the state of Arizona. I have the pleasure of meeting and working closely with different agencies and assisting them with their accounting functions, along with having the opportunity to learn their practices and missions.

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

Megan: I would like the new system to offer efficiency and provide timely, accurate and reliable information and has reporting accounting and budgeting capability.

BREAZ: How are you getting your agency prepared?

Megan: I have been assisting Susan Christensen (BREAZ) to create the Shared Services (ASBO/CSB) Future State Design. Meeting with ASBO/CSB agencies to identify what services they require and what role they intend ASBO/CSB to have in the Arizona Advantage Solution relevant to their agencies. Also, ASBO/CSB personnel will be participating before and during End User Training, in all functionality related to the business of their current customers in order to be prepared for the exciting and the great challenge.

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

Megan: We are excited to work with a progressive system, which opens a door for us to 21st century.



FUNCTIONALLY SPEAKING

Asset Management And the use of Fixed Asset Shells

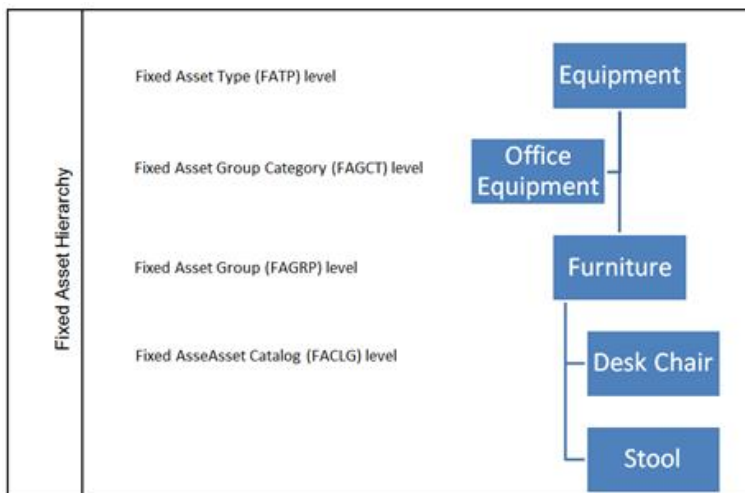
When a payment is processed in ProcureAZ, it will interface to Advantage as a Payment Request – Commodity Based (PRC) document. Based on the commodity code assigned, purchase items may be flagged as capital assets or stewardship items to be tracked within the Advantage Asset Management component.

Advantage provides functionality to generate a fixed asset shell to assist in the recording of the fixed asset. In addition to flagging the commodity code as a fixed asset, the Commodity Fixed Asset Threshold (COMMFA) table in Advantage is used to indicate a threshold that the purchase must be equal to or greater than, for that commodity code, in order to generate the fixed asset shell.

The fixed asset shell is generated in an overnight offline process in Advantage, and retains the basic information contained for the fixed asset over into the Fixed Asset (FA) document. The user will still need to go into the fixed asset shell and either complete the details about the fixed asset, or “unpend” or reverse the shell, if it was created in error. One example of when an error could occur is if the wrong commodity code was used for a purchase.

In completing the fixed asset shell, the user will need to identify the asset as either a capital asset or a non-capital asset (i.e., stewardship item). The Fixed Asset Capitalization Criteria (FACC) table in Advantage sets threshold amounts that an asset must be equal to, or greater than, in order to be considered a capital asset. If an asset is below that threshold, it can still be recorded, but will need to be recorded as a non-capital asset. Advantage will generate an error if he or she attempts to capitalize a fixed asset that does not meet the threshold specified in the FACC table.

One key piece of information that needs to be provided in completing the fixed asset shell is the fixed asset catalog. The fixed asset catalog is the code that specifies what the fixed asset is, at the lowest level, such as a stool. By identifying the fixed asset catalog a number of higher level fixed asset reporting categories are defined by Advantage such as a fixed asset group of furniture.. Additionally, it is the fixed asset type, or highest level, which defines the balance sheet account that the asset will be recorded to and specifies if depreciation is applicable.



CSB/SBO UPDATE

The BREAZ Project has been working with Central Services Bureau/State Boards Office (CSB/SBO) since August 2013 to assess current operations and build a Future State Design of the organization, as of July 1, 2015.

The Future State Design outlined the organizational structure of CSB/SBO and transition support activities to prepare for the implementation of Arizona Advantage. The transition support activities include designing Advantage workflow and security roles for current CSB/SBO customers and the CSB/SBO organization. In addition, there will be activities to develop process designs, assess report and forms needs, develop a procedure document outline, and prepare CSB/SBO for Arizona Advantage training.

Some current customers of CSB may be asked to participate in these activities, including attending Arizona Advantage training when necessary.

PROJECT ACTIVITIES AT A GLANCE

July – September 2014

- Workflow Security Design
- Workflow Workshops
- UAT & Level 1 Support Staff Identification
- Workstation Configuration Requirements
- Education Campaign Town Hall Meetings
- Advantage Navigation Training Opportunities

It's
here.

The Education Campaign

The Education Campaign kicks off on Tuesday, August 5th. This campaign will focus on educating audiences, mainly UAT and Level 1 Support staff, on the implementation of the Arizona Advantage solution. The primary objectives for the UAT and Level 1 Support staff will be:

- To read the orientation questions and answers before attending the Functional Town Hall meetings
- Attend the Welcome Meeting, prior to the Functional Town Halls, specifically designed for this new project participants
- To attend the Functional Town Hall Meetings with their respective Agency Coordinator
- To become familiar with “to-be” process flows for specific functional areas and change impacts
- To be prepared for UAT Training

Our Education Campaign has been recently revised to spread our meetings over an additional two months, starting on August 5, 2014 and will continue through December 2014. We will target three audiences: First, those individuals recently identified as UAT and/or Level 1 Support where we will provide orientation and process/system overviews; Second, existing AC's and Functional Subject Matter Experts (SME's) where they will continue to see the process/system overviews and continue to understand and apply that understanding to agency future process plans; and Third, all system end-users through newsletter articles and BREAZ website updates.

We encourage agencies to prepare for each Functional Town Hall meeting in the following manner:

- Monday – Receive from the BREAZ Team the associated To-Be flows and the presentation for the given functional area; review To-Be flows and presentation materials for the Wednesday meeting; discuss how this information applies to your agency
- Wednesday – For your area of expertise, attend the Town Hall Meeting; the meeting will be organized into the following topic areas:
 - Key operational changes for functional area
 - Walkthrough key processes, process demos
 - Workflow review
 - Process/system questions
- Thursday – Send in questions about adapting your processes to the statewide flow; the BREAZ Team will collect these questions and provide responses or schedule individual or group discussions as appropriate in the following weeks.

Once the UAT participants have been finalized, the BREAZ Team will be sending invitations for the Education Campaign meetings. Given the number of participants in the UAT effort, we are expecting a large, new community of agency participants. So many that we will be using a portion of the Veterans Coliseum! We look forward to meeting our latest agency participants and introducing them to BREAZ!

State Training Team Updates

UAT and Level 1 Support Staff Members Can Choose From Over 30 Dates & Times for Arizona Advantage Navigation Training Being Offered in August

As we move forward toward implementation of the new State financial system replacing AFIS, we want to make sure that anyone involved in the User Acceptance Testing (UAT) process has the ability to use the sandbox environment for hands-on system practice. By having access to the sandbox environment you will be able to work with “To-Be” business processes and help us ensure the new system is being configured to the State's specifications. We are going to be holding basic navigation training classes throughout August and then by request-only thereafter.

Who should consider taking this training?

Any end users that want to experience the system, any current users that have basic navigation questions or need clarification, as well as those that have access but never came through basic navigation training.

Who needs to take this training?

All individuals that will be a part of the UAT process, that have not already taken this navigation training.

All Arizona Advantage navigation trainings can be found on the **YES** website; under *GAO TRAINING & EVENTS* course title: *BREAZUTNAV*.

If there are additional needs, please email the training team (BREAZ@azdoa.gov) and we will try to accommodate your request.



JULY 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.

E S L X N C O L Q S D Y L U T Z E K I F
 J V G C Z O A E H I U N G Q J K L S Z N
 Z R O T A N I D R O O C K W B A U T Z Q
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ASBO
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 CONFIGURATION
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 COORDINATOR
 CROSSWALK
 CSB
 DEPRECIATION
 DESIGNATE
 EFFICIENCY
 FORMS
 INTERFACE
 INTERNAL
 INVOICE
 NAVIGATION
 POLICY
 PROFILES
 RESOURCE
 ROUTING
 SECURITY
 SHELL
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 SUPPORT
 TESTERS
 TRAVEL
 UNPEND
 WORKSHOPS
 WYOMING
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Solution to the June Puzzle

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Over, Down, Direction

ADVANTAGE (18,9,NW)
 ASSIGNMENT (11,1,SW)
 CENTRALIZED (2,1,SE)
 COMMISSION (13,8,S)
 COURSES (11,5,SW)
 CUSTOMER (4,1,SE)
 EXPECTATIONS (2,13,E)
 HALL (15,5,SE)
 LEVEL (3,5,NE)
 MAXIMO (11,6,NW)
 OUTREACH (11,4,E)
 REQUIREMENTS (1,13,NE)
 TECHNOLOGY (10,14,W)
 TOWN (7,10,E)
 TRIRIGA (9,12,W)
 VENDOR (1,6,N)
 WILDCARD (15,8,S)
 WORKFLOW (2,8,NE)
 WORKSHOPS (14,15,N)

AUGUST NEWSLETTER HIGHLIGHTS



A preview of what is coming up next month

- AFIS to Advantage Crosswalk
- Insight into Travel
- Training Curriculum
- Education Campaign Gets Underway

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