BREAZ
BUSINESS RE-ENGINEERING ARIZONA

IN THE SPOTLIGHT

Shannon Landis
BREAZ Functional Team
Accounts Payable Lead

My name is Shannon Landis and I am the Accounts Payable Lead for the BREAZ project. I started with GAO in 2002. I began as an AFIS liaison, and then worked on the HRIS project. After the HRIS implementation, I became part of the then newly created Systems Support and Projects team at GAO. For a while, a long while, there was talk about replacing the accounting system and I knew that this was a project I wanted to be part of. It seemed like a pretty distant prospect at the time, so in the meantime I joined the Peace Corps. I was placed in a village in the Highlands of Guatemala, where I served as a health volunteer. It was a great experience where I was able to help out 136 families by providing a stove for cooking (many women have to cook on open fires), cement for floors (most homes have dirt floors) and latrines. In Guatemala I was tall and lots of men wanted to marry me, so I am not quite sure why I came back. But alas, the Peace Corps is only for 2 years. Once my two-year commitment was over, I came back to Arizona and the dream project became a reality.   I was given the opportunity to be part of the project.

It really has been a great learning experience coordinating with State staff, agencies and the CGI team. My direct accounts payable counterpart is April Dixon who has graciously helped me navigate and understand the functionalities of the accounts payable processes in Advantage. She flies from Virginia every week. I also work with James Reede who was in the Navy, a high school math teacher and is now working for CGI. They are a great team to work with.

When I am not at work I enjoy doing a variety of activities. I love to travel and explore new places; due to time constraints most are within driving distance of Phoenix. For longer vacations I like the kind where a passport is required. I also enjoy hiking, biking and trying new restaurants. I am always up for a new experience, well, within reason.

NEWS FLASH

Have You Been Tapped?

New Project Participants Identified by Agency Coordinators

This month Agency Coordinators will be asked to identify critical resources to be User Acceptance Test Testers and Level 1 Support.

Depending on agency size, a number of users will be given the opportunity to use the new system early. The resources can be:

- Staff that understand your agency's critical business operations
- Staff comfortable with systems
- Staff that welcome a role helping others with the new system.

The UAT Testers and Level 1 Support can be different or the same resources based on your agency's needs.

More will be discussed in our June Agency Coordinator meeting.

TRAINING TALK
Insight: End-User Training Materials

June is a busy month for the Training Team. The creation of the End-User Training Guides is kicking into high speed. We are in the process of defining the goals, requirements, and courses that will help agency staff understand how to do their job using the Arizona Advantage solution. This includes Advantage, Maximo, and TRIRIGA software.

For the past several months, the Training Team has been collecting topics, reviewing State specific processes, defining user roles, identifying new workflow procedures, and listing key concepts that need to be covered in next year's End-User Training. These topics have been reviewed by the BREAZ Functional Team to confirm compliance with State business practices, functional accuracy and use of realistic business scenarios. While the Training Guides are being developed, we will organize these topics into training courses, both instructor-led and web-based training (WBT) courses, based on the functional areas within Arizona Advantage. We are close to finalizing the Training Course List that will be taught in 2015. How exciting!

As agencies are attending Workflow Assignment Workshops to map their staff to the screens and responsibilities in the Arizona Advantage solution, we are mapping training courses to the same user roles. By creating training course that are mapped to specific user roles, we can ensure that each user role has an associated learning path that will help everyone prepare for the system implementation.

This summer, the actual training guides will be written, based on all of the research and analysis performed by the BREAZ Training Team. The first draft of the training guides will be written and then tested during the User Acceptance Test (UAT) training. This UAT training period allows us to test-drive the training guides and make adjustments that will enhance the final End-User Training.

Our goal is to provide strong and effective training materials that will support you when you attend End-User Training next May and June.

Be looking for an update on the Training Curriculum design in agency meetings in July!

POSITIONING FOR SUCCESS
AGENCY TRANSITION
Featuring
Arizona Commission for the Deaf and the Hard of Hearing

Meet Agency Coordinator:
Curtis Humphries

BREAZ: What is your job title?
Curtis: Business Manager

BREAZ: How long have you worked for the State?
Curtis: 4 Years

BREAZ: What do you enjoy most about working for your agency?
Curtis: As an individual with a hearing loss it's very rewarding to working with such dedicated people. ACDHH's staff works tirelessly to advocate for and improve the quality of life for the more than 700,000 people in Arizona with hearing loss. We provide valuable outreach and educational opportunities around the state through workshops, training & demonstrations and informational presentations.

BREAZ: What are your expectations for the new system and business processes?
Curtis: A system that will provide us effective tools for tracking data needed to meet our legislated mandated reporting requirement. The system will help us operate more efficiently in our daily tasks. I expect it to provide better tools to use for budget preparation and submission, and reduce the amount of paper processes we are required to complete.

BREAZ: How are you getting your agency prepared?
Curtis: I am attending the meetings to ensure we are not missing anything in the process and submitting all required documents requested by the BREAZ team. I provide updates to ACDHH's Management team and keep staff informed by providing them with updates and information from the BREAZ newsletters.

BREAZ: How do you see your agency operating after the new system goes live on July 1, 2015?
Curtis: Over the past year we have been streamlining ACDHH's operational procedures to be more uniform and consistent in our business practices, and to meet our mandated reporting responsibilities. These processes will help utilize the technology and features offered in the new system.

FUNCTIONALLY SPEAKING
The Centralized Vendor / Customer File

The Arizona Advantage system has a shared Vendor/Customer table, the VCUST table. New vendor and customer records are initiated by the agency through the Vendor/Customer Creation (VCC). Through workflow the agency will approve the record, and then the record will be forwarded to GAO for final approval and posting. When vendors register directly through ProcureAZ, they will automatically be set up in Arizona Advantage. Agencies can also process a VCC document to set up new vendors in Advantage rather than ProcureAZ. This is applicable for situations where encumbrances and payments would be processed directly in Advantage, e.g. utility payments and agencies that do not use ProcureAZ such as the courts.

When the vendor is setup, the vendor number will become a system generated number. This is different than in AFIS where the TIN is used with a prefix and suffix. The Advantage approach will provide for more security of the vendor's TIN number, which is a required element for establishing a vendor.
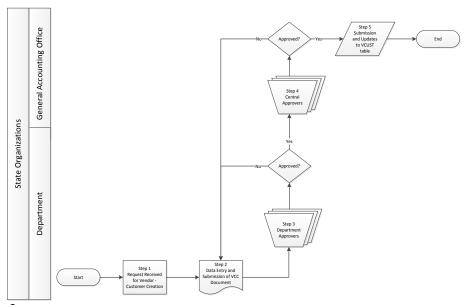
The customer record, once established, can be linked to an agency specific billing profile, to create a unique customer account with that particular agency. The customer account will allow the agency to query agency specific billing information for a particular customer.

Finally, an entity can be set up as a vendor only, customer only, or both a vendor and customer in Arizona Advantage. To search for a vendor or customer in Arizona Advantage, an agency can search in the VCUST table on several key fields, such as: Legal Name, Alias/DBA, Vendor/Customer ID Number, Last Name, etc., and can use wildcard search capabilities. New features in Arizona Advantage:

- Vendors and customers will have multiple addresses to accommodate your address needs.
- Vendors can have multiple billing profiles for different agencies or different business areas within an agency

In order to familiarize your agency with the process of generating a VCC document to create a vendor or customer directly in Arizona Advantage, the applicable process flow document is included below.

Create Vendor – Customer Record in AZ Advantage

3

PROJECT ACTIVITIES AT A GLANCE

April - June 2014

- User Role Maps
- Training Guide Outlines
- Interface Design / Test
- Data Conversion Design / Test
- Report Design / Test

July – September 2014

- Workflow Security Design
- Workflow Workshops
- Workstation Configuration Requirements

The Education Campaign

The BREAZ Enterprise Readiness Team continues to release communications that map to the lifecycle of the BREAZ project from the early business process reengineering to post-implementation. Our initial campaign in February 2014 was to focus on raising awareness about the BREAZ project. We are now able to provide more information about the new system and process changes as a result of the BREAZ project. The Education Campaign will be conducted from August through October 2014 to focus on educating impacted State employees on how their business functions will be impacted. During this time, State employees will also see more content added to the BREAZ website.

As mentioned in this month's newsletter under the *News Flash* section it is time to choose your User Acceptance Test Testers and Level 1 Support resources. Agencies will be asked to communicate their resources in early July. This timing is important. These resources may be new to the BREAZ Project and we want them to take advantage of upcoming BREAZ education activities.

- **Education Campaign Kick-off Meeting** – targeting new resources to provide them a BREAZ Orientation
- **Education Campaign Town Hall Meetings** – learning key statewide business processes and system functions and features
- **UAT Training** – being early adopters of change to help agency staff learn about what is coming in July 2015

Upcoming Education Campaign Events:

August '14	September '14	October '14
• Education Welcome Meeting • Accounts Receivable and Debt Management Town Hall • General Accounting & Budgetary Control Town Hall • Grants Acquisition & Management/ Cost Accounting Town Hall	• Inventory Management Town Hall • Facilities Management Town Hall • Accounts Payable & Fixed Assets Town Hall • (2) Road Shows in Tucson covering all Functional Areas	• User Acceptance Training (UAT) Kickoff Meeting • (2) Travel Management Town Halls

State Training Team Updates

BREAZ Project adds another member to the State Training Team.
Please Welcome ....
Dan Boudrie

Dan states: "I have 15 years of training development and facilitation experience. I have created and instructed law enforcement related classes at the agency, academy and college level. I served the people of Arizona for 10 years as a law enforcement officer. After leaving law enforcement, I was a technical / sales trainer for one of the largest internet hosting providers in the world. My 3 children are my pride and joy. In April I officiated the wedding of my oldest daughter. I am thrilled to be part of the BREAZ Project State Training Team."

Thanks For Your Help!

We are still in the process of confirming training locations statewide for May and June 2015. We would like to say thank you to the following agencies that have made available their sites thus far: Financial Institutions, Real Estate, Insurance, Auditor General, DEMA, DOC-COTA, ADOT, AZ Exposition and State Fair. The State Training Team is currently doing site visits and would love the opportunity to come meet with you at your site. Please contact us via e-mail at BREAZ@azdoa.gov if you would like to be added to the list of training sites.
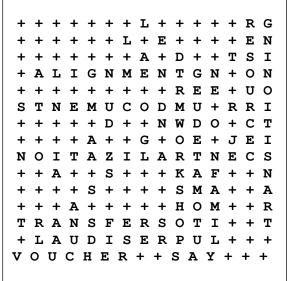
JUNE WORD SEARCH PUZZLE

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.

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R C J C S O L Q W E A V M H Z R S P
O N E B U E M O F S G S Y H Q R D A
D S A N V S L I S T T A M K S R D F
N L E E T F T I X N O U T R E A C H
E X L J K R G O E A C V U N H D T T
V B F R Y N A M M O M X L Y A A M N
I C O S M V E L U E O H T S G V L A
Z W W E J R K R I X R V C P W P D L
R O N X I Q S C B Z N T O O I B G A
Y T Q U Z E T O W N E Z M H L L F J
T J Q W S I M V Z Z P D M S D G O R
J E A G I R I R T S G V I K C M V M
R E X P E C T A T I O N S R A M Y R
Y G O L O N H C E T X W S O R Z C E
K N F W S U F Q B Z H U I W D Z M B
U G E V J Y W S U T L F O C V O Y X
O F S K Q I T P O K E O N G U V J X
Y G W G W B Z R F E F F D A F E S B
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ADVANTAGE
ASSIGNMENT
CENTRALIZED
COMMISSION
COURSES
CUSTOMER
EXPECTATIONS
HALL
LEVEL
MAXIMO
OUTREACH
REQUIREMENTS
TECHNOLOGY
TOWN
TRIRIGA
VENDOR
WILDCARD
WORKFLOW

Solution to the May Puzzle

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

ALIGNMENT(2,4,E)
ASSIGNMENT(4,12,NE)
AUTOMATED(11,15,N)
CENTRALIZATION(14,9,W)
DATA(6,7,SW)
DOCUMENTS(9,6,W)
FAMILY(12,10,S)
JOURNAL(13,8,NW)
LEDGER(8,1,SE)
RESIDUAL(9,14,W)
RESOURCE(14,1,S)
TRANSFERS(1,13,E)
TRANSITIONING(15,13,N)
VOUCHER(1,15,E)
WORKSHOPS(10,7,S)

JULY NEWSLETTER HIGHLIGHTS

A preview of what is coming up next month

- Workflow/Security Design

- Travel Implementation Update

- Spotlight on GAO Forms Crosswalk to Advantage

- Testing Strategy

- What ever became of our suggestions to replace the AFIS name?

BREAZ
BUSINESS RE-ENGINEERING ARIZONA

Industrial Commission Building
800 W. Washington St.
6th Floor
Phoenix, AZ 85007
(602) 542-5424

Website:
http://aset.azdoa.gov/breaz

Email:
BREAZ@azdoa.gov