BREAZ
BUSINESS RE-ENGINEERING ARIZONA

IN THE SPOTLIGHT

Tiffany Franks
BREAZ Functional Team
Statewide Accounting Manager for the Budget and General Ledger Team

My name is Tiffany Franks. I graduated from Arizona State University in 2005 and started my career with the State the same week I graduated. I have worked within the General Accounting Office (GAO) ever since. I started out as a liaison in the AFIS area, assisting agencies with AFIS questions. In my most recent position before transitioning to the BREAZ project, I managed the Federal Appropriations and Reporting (FAAR) team. I have enjoyed all of the learning opportunities GAO has provided me.

The BREAZ project has been exciting.   We have spent months gathering information and gaining an understanding of the processes in Advantage. It keeps everyone extremely busy. My areas of responsibility on the BREAZ project include General Ledger and Budgets. I work closely with my CGI counterpart, Joe Hricko. You can't miss him. He is the one always in a white shirt with a black tie.   We have conducted several meetings to assist agencies in the conversion of the Chart of Accounts (COA) from AFIS to the Advantage system. Our goal is to help the agencies use the new COA elements in the best way possible to meet their budgeting and reporting needs.

In addition to the areas noted above, I am also involved in the report development efforts. There are several individuals involved in this process but my state partner (technical side) is Ramakrishna Pakki and my CGI counterpart is Ravi Subramanyam. We spend several hours each week reviewing reporting requirements and developing report layouts.

On a personal side, I have been with my husband John for 17 years, married 11 years. We have a 19 year old son and a 10 year old daughter. Most of my free time is dedicated to my family. I am actively involved in Girl Scouts and National Honor Society with my daughter. I spend the weekends cleaning house and attending activities with my family.   My family is active in sports and volunteer events. When I get free time, I enjoy activities such as Zumba, hiking and Tabata. But my favorite pastime is shopping.

NEWS FLASH

SUGGEST A NAME FOR THE NEW SYSTEM

BREAZ (Business Process Re-Engineering Arizona) is the name of the *project* transforming the state's business processes and implementing the new central accounting system on July 1, 2015. The new system under development is currently referred to as Arizona Advantage.

While there has been no promise that the name will change, the BREAZ team is very interested in your suggestions for a new name and a new desktop icon for the new system. We are now soliciting your ideas. Please email your suggestions to the BREAZ Team at BREAZ@azdoa.gov by end of day, Friday, June 6, 2014. Be sure to put in the subject line: "New AFIS Name Suggestion."

TRAINING TALK

Resource Alignment
Workflow Assignment Workshops

As part of Agency Transition Planning, our next step will be to focus on assigning staff to workflow responsibilities. Workflow is the automatic routing of documents in Arizona Advantage for approval based on a pre-defined set of business rules.

The workflow assignment process provides an excellent introduction to what documents staff will be using to complete their accounting responsibilities using the designed statewide business processes. Upcoming workflow assignment workshops will provide agencies an overview of the critical building blocks of Advantage – documents and their approval paths.

BREAZ will host *Workflow Assignment Workshops* throughout June, July, and August. Information will be provided on how to assign staff, as end users, to the Advantage security and approval roles so they can perform their work after Go-Live.

Agencies will be invited to workshops based on their organization complexity as well as their centralized versus decentralized responsibilities.

The workshops will be organized into the following functional areas:

- AP, Fixed Assets and Leases (in Advantage) Workshop
- Cost, Grants, Projects, Budget and GL Workshop
- AR and Debt/Investment Workshop
- Inventory Management Workshop
- Facilities Management Workshop

The Agency Coordinators will receive invitations and should forward the meeting invites to their Functional Leads or Subject Matter Experts (SMEs).

BE SURE TO CHECK NEXT MONTH'S ISSUE FOR DETAILS ON HOW
THE EDUCATION CAMPAIGN
IS SHAPING UP

POSITIONING FOR SUCCESS
AGENCY TRANSITION
Featuring
Arizona
DEPARTMENT OF CORRECTIONS

Meet Agency Coordinator:
April Brent

BREAZ: **What is your job title?**
April: Accounting Systems Liaison

BREAZ: **How long have you worked for the State?**
April: 9+ years

BREAZ: **What do you enjoy most about working for your agency?**
April: I enjoy being a member of the support team for the staff of Correctional Officers and Community Correctional Officers in their very challenging and very important job of keeping our State safe and helping our offenders successfully re-enter our communities. I feel that the people I work with across the State are like a second family, and I'm proud to be part of such a professional, hard-working group of people. Plus, there's never a dull moment at Corrections!

BREAZ: **What are your expectations for the new system and business processes?**
April: I believe that these new tools will help us to reach the level of efficiency and consistency we strive for and of which we are capable. I'm hoping we can simplify processes so we can spend less time gathering and manipulating information, and more time analyzing this data to maximize our growth as an agency.

BREAZ: **How are you getting your agency prepared?**
April: We have spent a lot of time identifying our experts and giving them the resources to explore and understand the BREAZ project. We are currently focused on our as-is processes and documenting our change inventory. It really makes us look at how we do things now and ask ourselves if there's a better way. I think these challenges are awakening excitement and anticipation throughout our agency. We're looking forward to taking the State to the next level!

BREAZ: **How do you see your agency operating after the new system goes live on July 1, 2015?**
April: I see our agency operating as the well-oiled machine it is!

FUNCTIONALLY SPEAKING

The General Accounting Process

General Accounting (GA) is an overreaching module within Advantage where you talk about Chart of Accounts, General Ledger, including accounting journals, and other types of documents that do not fall into specific modules such as Accounts Payable or Accounts Receivable. Other transactions coming from systems such as HRIS are considered GA transactions since they use the same documents that are processed by online users. Within the GA module, there are system-wide accounting controls and document control set up tasks that are generally centralized within GAO. Agencies will have common tasks that will be completed within the GA module, such as:

- Create Journal Vouchers for Corrections
- Create Internal Exchange Transaction Documents
- Research Cash Balances
- Research Fund Balances

Some of the State To-Be processes identified that will use GA documents are:

- Create intra-departmental accounting transfers used for moving expenditures and/or revenues within a Department. The Advantage Journal Voucher document is used.

- Create inter-departmental expense/revenue transfer or operating transfer used for moving expenditures and revenues across Departments. Examples include Operating transfers and Pass-through transfers. The Advantage Internal Exchange Transactions documents are used.

- Create Residual equity transfer, a special transaction used for business scenarios where there is a need to move cash around and not affect appropriations. The Advantage Internal Exchange Transaction documents are used.

Below are samples of the type of GA documents you may use within Arizona Advantage. These documents are general Advantage documents that are being customized for Arizona as the system is configured for User Acceptance Testing. We encourage you to work with your Agency Coordinator to access the BREAZ Advantage Sandbox Environment to go look and see these documents and the information they contain.

Document Code	Document Name
JV	Journal Voucher
IET	Internal Exchange Transaction
ITI	Internal Transaction Initiator
ITA	Internal Transaction Agreement
Inquiry Page	**Inquiry Name (look for the magnifying glass icon to drill down to the documents impacting these balances)**
CBALDQ	Cash Balance Detail
FBALDQ	Fund Balance Detail

State Training Team Update

Please welcome a new addition to the State Training Team: Susan Gregory

Susan joins the team managed by Heidi Horan. She brings 29 years' experience in the financial industry and 16 years in training and development. In those years Susan has worked with a variety of banking and financial systems, accounts payable/receivable and cash management. Susan also worked in writing policy and procedures as well as auditing. She is very happy to be a part of the team.

On other State Training News ... we are still in the process of confirming training locations statewide for May and June 2015. I would like to say thank you to the following agencies that have made available their training sites thus far: The Historic Supreme Court for providing the internal BREAZ Team with rooms for their internal trainings this year, AHCCS Human Resources Office, DES Maricopa Workforce Center, and DEQ for providing rooms for May and June 2015. The State Training Team is currently doing site visits and would love the opportunity to come meet with you at your site.
Please send Heidi Horan an email at BREAZ@azdoa.gov if you would like to be added to the list of training sites for next summer.

PROJECT ACTIVITIES AT A GLANCE

April - June 2014

- User Role Maps
- Training Detailed Design
- Interface Design/Test
- Data Conversion Design/Test
- Report Design/Test
- Forms Design/Test
- Software Modifications Design/Test

MAY 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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L J S S F Z Y L V Q X B W R G
J E B T K E L V E P Y U R E N
B L V K Y F O A Z D T E T S I
V A L I G N M E N T G N H O N
Y O X K Z M B N C R E E A U O
S T N E M U C O D M U E R R I
C T F Q C D W T N W D O L C T
O B L O A O D G N O E T J E I
N O I T A Z I L A R T N E C S
B U A I F S L T I K A F V Z N
Y H Q U S B J S G S M A Q J A
T G L A S R P D W H O M C V R
T R A N S F E R S O T I H G T
R L A U D I S E R P U L J G T
V O U C H E R G K S A Y B X F
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ALIGNMENT
ASSIGNMENT
AUTOMATED
CENTRALIZATION
DATA
DOCUMENTS
FAMILY
JOURNAL
LEDGER
RESIDUAL
RESOURCE
TRANSFERS
TRANSITIONING
VOUCHER
WORKSHOPS

Solution to April Puzzle

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

AMERICA(14,1,SW)
BUDGETS(1,2,E)
CHINA(3,6,S)
CLASSIFICATION(14,8,W)
COLLABORATION(15,13,N)
CONSISTENT(11,12,NW)
DOCUMENTS(3,3,E)
ECIVIS(10,9,SE)
EDUCATION(1,11,E)
GRANT(12,2,W)
INTERFACE(9,14,W)
LIFECYCLE(14,2,S)
MAPPING(10,15,W)
PRIORITIES(7,13,N)
PROFILES(13,3,S)
REFINED(15,15,NW)
REIMBURSEMENT(1,1,E)
SANDBOX(1,10,N)
SUPER-USER(9,13,W)
UAT(6,12,NW)