

# BREAZ

BUSINESS RE-ENGINEERING ARIZONA



## IN THE SPOTLIGHT

**Joanna Greenaway**

*BREAZ Functional Team  
State Logistics Lead*

My name is Joanna Greenaway. I have worked for the State of Arizona for more than 21 years now, almost of all of it with the Department of Administration. I started my career in the Department of Economic Security where I held several accounting positions before joining the General Accounting Office (GAO) in 1998.

For the past 16 years, I have assisted with the development and implementation of automated management and financial solutions which have benefitted the State and its individual agencies. These projects have included:

- Y2K Arizona Financial Information System (AFIS) and Human Resources Management System (HRMS) project.
- Implementation of the Human Resources Information Solution (HRIS) - the State's integrated benefits, payroll and human resources system.
- American Reinvestment Recovery Act's (ARRA) centralized reporting solution.
- Arizona Official Transparency website OpenBooks.az.gov, which has been rated as a top transparency website in the nation.
- And most recently, the Business Re-Engineering Arizona (BREAZ) Project.

Over the years I have worked for the State of Arizona, I have had the opportunity to work with many of the state agencies, and in these collaborations, I have had nothing but positive experiences. My recent five years as a manager of Systems Support and Project Team has provided many valuable lessons, but most importantly that the State of Arizona has a critical need to obtain one statewide financial system and centralized statewide data warehouse.

The BREAZ project is challenging, yet gratifying. My area of responsibility, as State Lead for Logistics, includes Inventory and Facilities Management, as well as application security and workflows for Advantage, Maximo and TRIRIGA. I have the privilege of working with extremely talented and very hardworking individuals. These individuals come from various backgrounds; however, they have come together to create a successful and goal-oriented team. They have become experts within various functional areas of the new system allowing me to focus more on the area of systems integration.

I work closely with my CGI partners, Dave Powers on the Logistics, and with Seraj Beqar on integration with ProcureAZ, Maximo and TRIRIGA. Dave has recently moved to the United States from Australia and he has extensive knowledge of Maximo Inventory as well as Asset Management.

My decision to lead the Logistics team was rather a conflicting one. I knew that I really wanted to be a part of the BREAZ Project (or history in the making, as somebody said) but at the same time I needed the full support of my family. I have a tendency to be very committed to my work and lose sight of maintaining a healthy "work-life balance". My husband and my son help me to stay grounded, so with their blessing, here I am.

On a personal note, I am a native of Poland and have obtained my Bachelor of Science Degree in Accounting from Arizona State University. I have been happily married for 14 years to my husband Richard, who treats me like a princess, so many of our friends refer to him as the "gift of Richard". We have a 9 year old son, Brandon, and our family free-time is dedicated to travel, sports, school activities and volunteer events.

## NEWS FLASH



### Data Classification

The BREAZ Project involves replacing and interfacing systems that maintain confidential, sensitive, and public data.

ASET has published the "Data Classification Policy and Standards" which will now require any data that is created, stored, processed or transmitted in the State information systems to be classified in accordance to the impact to the State or its citizens in the event of the data's disclosure, modification, breach or destruction.

The New AFIS will have database fields that are classified as either confidential or public. The BREAZ Project Team is working with the State agencies to assess the data that will interface into the new databases.

With this classification set, we will develop control procedures to safeguard the data (including where appropriate, masking or encrypting confidential data where it is converted or interfaced) and develop procedures for incident management whenever this data is compromised.

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## TRAINING TALK

### *User Acceptance Tester Training*

The purpose of User Acceptance Tester (UAT) Training is to familiarize User Acceptance Testers with the functionality of the system. This UAT effort will validate that the system is functioning as designed, verify the conversion process, and confirm that the system is ready to be moved into the production environment. User Acceptance Testers will execute test scripts to validate that the system is ready for production.

*The UAT Team may consist of:*

- *Members of the Project Team*
- *Dedicated State Subject Matter Experts*
- *Shared Services users*
- *Agency Coordinators*
- *Level 1 Agency support members*
- *New Agency users (to attend training only, to provide new user feedback)*

UAT training is scheduled to be delivered during November and December, 2014. Space will be limited, so testers will want to register as soon as sessions are released in YES.

The UAT curriculum is the draft copy of the End-User Training materials and focuses on topics directly relevant to test scripts. Concepts and topics in the End-User Training materials that are not directly relevant to execution of test scripts may not be fully covered during the UAT training.

Testers will have an opportunity to process test scripts using a dedicated testing environment. They will be trained using the same training environment used for End-User Training.

All attendees will be asked to evaluate each course. Survey questions will cover topics pertaining to the instructor, facility, course, etc. Attendee feedback is very important to the success of End-User Training.

## POSITIONING FOR SUCCESS

### AGENCY TRANSITION

*Featuring*

### Department of Administration



#### Meet Agency Coordinator: *Joe Whitmer*

**BREAZ:** What is your job title?

**Joe:** ADDA Controller

**BREAZ:** How long have you worked for the State?

**Joe:** 26 years

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

**Joe:** I enjoy the people I get to work with on a daily basis.

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

**Joe:** The new system will have better functionality and reporting capabilities so we can get our financial reports from the system and retire our homegrown applications. The business process will be different for reporting. We will be able to enter our accrual adjustments into the new system instead of an external system. We should not need all of the data extract we currently receive. The accounts payable and receivable processes shouldn't change that much other than entering data into a new system. We hope the TRIRIGA system will be able to replace the work order system used by Facilities Operations and Maintenance.

**BREAZ:** How are you getting your agency prepared?

**Joe:** Currently we are working on our chart of accounts (COA), conversions, interfaces and learning the system's capabilities. As we get closer to the go live date more people are getting involved to ensure that our agency is ready.

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

**Joe:** Because of the electronic workflow, we should be able to reduce the amount of paper moving around the department. More reporting will generate from the new system vs external systems.



## FUNCTIONALLY SPEAKING

### HRIS Integration Approach

Integration with key legacy systems like HRIS and Procure AZ is an important part of the BREAZ project. At the August Agency Coordinator meeting, we presented the approach to the HRIS Integration with the New AFIS.

The BREAZ Project has standardized many of the State's business processes and the State of Arizona Chart of Accounts (COA). The New AFIS offers new COA elements and functionality that are not currently available in AFIS and HRIS. Upon review of the new elements, the agencies communicated that they plan to use the majority of them to allocate payroll expenditures. To allow for this and to meet HRIS requirements, the BREAZ Project Team has decided to use the New AFIS's Function COA element as the primary tool.

#### Mapping of HRIS Accounting Units to the New AFIS COA elements:

HRIS GL Company (4) = 1

HRIS Accounting Unit (15) = New AFIS Agency Code (2) + New AFIS Function (10)

Agencies will utilize the New AFIS's Function Type rollup as the mechanism to trigger transmittal of the Function to HRIS. The Function Type rollup will be used by agencies to determine if a Function is available for use in HRIS, Maximo and TRIRIGA:

- **HRIS** – The Function element will be included in the interface to HRIS (this replaces the current AFIS HO1 screen concept)
- **LGST** – The Function element will be included in the interface to Maximo and TRIRIGA
- **HRLG** – The Function element will be included in the interface to HRIS, Maximo and TRIRIGA

Some agencies with unique grant/program and project accounting require the New AFIS to capture additional COA elements, such as Program, Program Period, and Program Phase, in order to properly allocate payroll expenditures. Since these agencies are not able to solely rely on the inference of the New AFIS Function/HRIS Accounting Unit as a primary tool, an additional option was designed using HRIS Activity and HRIS Account Category. There are two agencies that require a different set-up, which is not shown below.

#### Mapping of HRIS Activity to the New AFIS COA elements:

Activity (15) = New AFIS Agency Code (2) + New AFIS Program (10)

#### Mapping of Account Categories to the New AFIS COA elements:

Account Category (5) = New AFIS Program Period (5)

The Activity Type rollup value, **HRIS** will be used by agencies to determine if an Activity Code is available for use in HRIS. This replaces the current AFIS HO3 screen concept. In order to support the integration, the HRIS Activity must be setup as 5 characters or less.

In order to support the integration to HRIS, the New AFIS Program COA element and the HRIS Activity must not include spaces in their naming conventions. If the agency prefers to simulate a space, the BREAZ Project Team recommends using the underscore character.

Updated Function, Program, and Activity spreadsheets with the adjusted code conventions were due on **Tuesday, September 30th**.

## FREQUENTLY ASKED QUESTION

### What about Reports?

**Q: Who will have access to reports?**

A: Agency Report Viewers within AFIS, Maximo, and TRIRIGA, Agency Interactive Report Users within AFIS, Agency Report Developers within AFIS and Statewide Report Developers within AFIS.

**Q: When will I receive training on reports?**

A: All agencies will be trained and granted report view rights as part of End-User Training.

**Q: What should I be doing to prepare?**

A: Report Governance/Training Plans will be presented to Agency Coordinators in October.

## PROJECT ACTIVITIES

### September to November 2014

- Workforce Transition Analysis
- System Testing
- Integration Testing
- Interface, Conversion and Report Software Construction
- Training Guide Development



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

ACCEPTANCE  
 ADOA  
 CLASSIFICATION  
 CONVERSION  
 DATA  
 ELEMENT  
 EXPENDITURES  
 GOVERNANCE  
 INTEGRATION  
 INTERACTIVE  
 MAPPING  
 PAYROLL  
 REPORTING  
 TESTER  
 TESTING  
 TRAINING  
 USER



Solution to the August Puzzle

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

(Over, Down, Direction)

APPROPRIATION(13,13,NW)  
 CLASSROOM(9,13,W)  
 CONVERSION(4,2,SE)  
 CROSSWALK(13,9,NW)  
 DEPOSIT(7,6,SE)  
 EXPENDITURE(2,11,NE)  
 INTERFACE(13,2,S)  
 NAVIGATION(1,12,E)  
 REPORTING(10,1,SW)  
 TESTING(1,5,S)  
 TRAINING(1,8,NE)  
 TRANSACTIONS(15,12,N)  
 WBT(4,1,SW)  
 WORKFLOW(3,11,E)  
 WORKSHEET(14,9,N)

## OCTOBER NEWSLETTER HIGHLIGHTS



A preview of what is coming up next month

- Reporting Governance and Training
- Workstation Requirements
- User Acceptance Test (UAT) Training Update
- Integration Update

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