

# BREAZ Level 1 Process Demo: Meeting Agency Reporting Needs Using AFIS Inquires and Reports

*(Special thanks to ADOT for significant contributions to this material)*

June 19, 2015



**BREAZ**  
BUSINESS RE-ENGINEERING ARIZONA

# Meeting Purpose

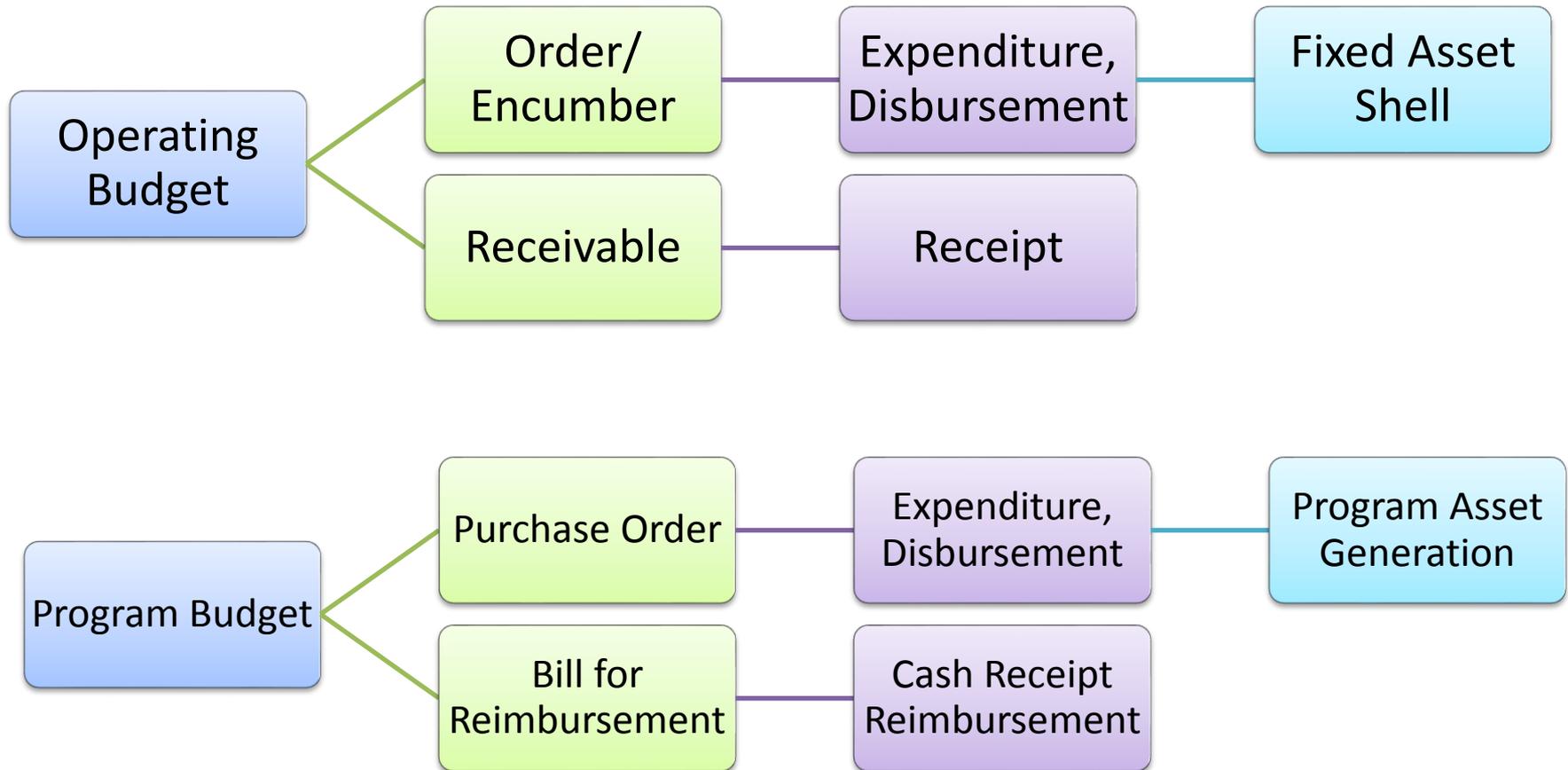
- Begin to address reporting needs for your agency
- Understand generally how data is stored
- Understand the overall nature of reporting types (scheduled, interactive)
- Communicate the general status of reporting
- Demonstrate how to run reports in infoAdvantage
- Communicate our plans for reporting priorities and training in July and going forward

# Today's Key Topics

- Basic terminology for AFIS data processing
- Three kinds of report needs
- Online inquiries in AFIS
- Statewide infoAdvantage reports in AFIS
  - General status and priorities
  - Scheduled vs. Interactive reporting
  - How to run an infoAdvantage report
- July Reporting Meetings

# NEW AFIS BACKGROUND AND TERMINOLOGY

# Process Overviews



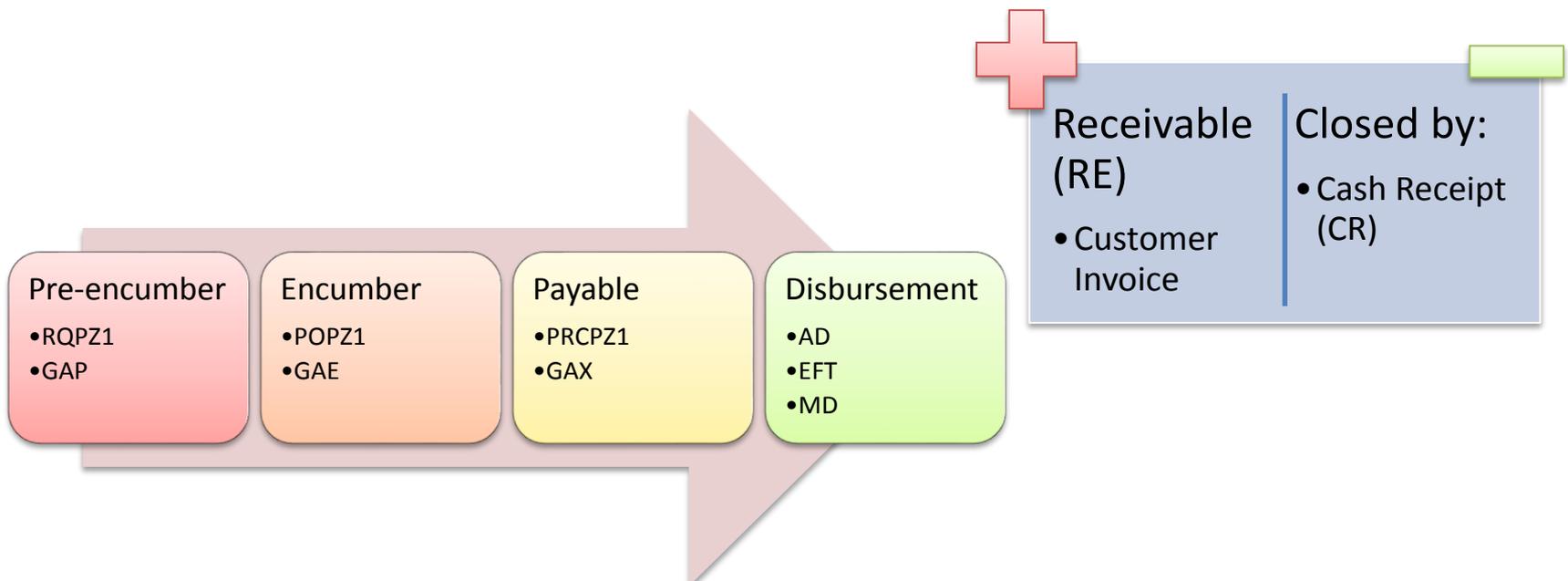
# Document Reference Chains

## Accounts Payable

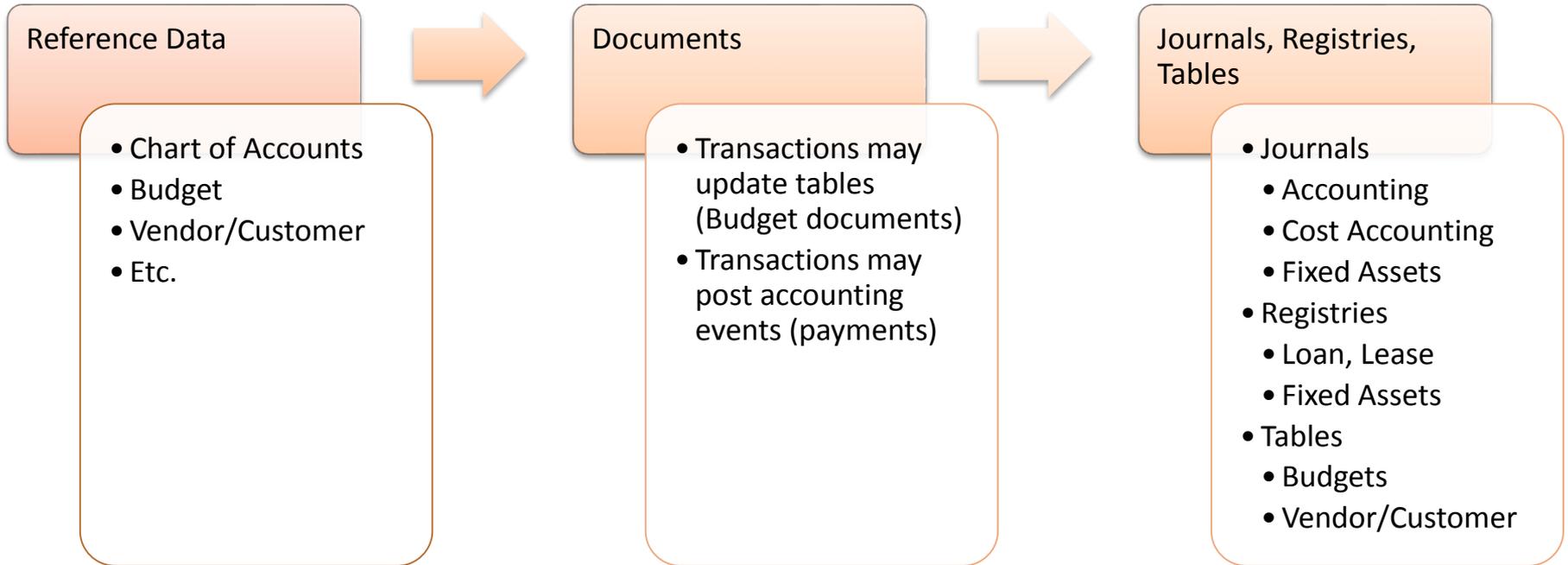
- Item amounts closed by next referencing items
- “Open” an encumbrance, “close” it with a payable

## Accounts Receivable

- A receivable is opened by a customer invoice
- A receivable is closed by collecting the billed amount



# How does AFIS Process Data?



# TYPES OF REPORTING NEEDS

# Types of Reporting Needs

- Snapshot of the current state
  - What customers provide the goods/services I want?
  - How much money is left in my budget?
  - What checks have not cleared?
- Transaction summaries by period
  - How much did the Program pay out this period?
  - How much can I bill for reimbursement against this Grant for this period?
- Transaction histories
  - What transactions hit this Appropriation Unit?
  - What orders were sent to this Vendor?

ONLINE INQUIRES IN AFIS:  
BUDGET VS. ACTUALS  
OPEN ITEMS  
STATUS AND ACTIVITIES

# Budget Structures

## Expense Budget

- 93: Dept Object Group
  - Level 1: BFY, Dept, Appr Unit, Fund
  - Level 2: + Division
  - Level 3: + Object Class
- 95: Unit
  - Level 7: BFY, Fund, Dept, Appr Unit, Division, District, Bureau, Section, Unit, Object Class

## Project Accounting

- 38: Program/Phase
  - Level 1: Dept, Maj Program
  - Level 2: + Program
  - Level 3: + Period
- 39: Phase Reimbursable
  - Level 1: Dept, Maj Program, Program, Period, Funding Profile, Funding Priority
  - Level 2: Dept, Major Program, Program, Period, Funding Profile, Funding Line

# Budget Structure 93: Level 3 ESUM



Jump to:  Go

- Home
- Personalize
- Accessibility
- App Help
- About
- 

Welcome, Spencer Ted

- Procurement
- Budgeting
- Accounts Receivable
- Accounts Payable

## Budget Structure 93 Level 3 ESUM

Menu

[Browse](#) [Clear](#)

BFY :

Fund :

Department :

Appr Unit :

Div :

Obj Class :

Detail :

	BFY	Fund	Department	Appr Unit	Div	Obj Class	Current Budget	Pre-Encumbered	Encumbered	Actual Expenses	Uncommitted	Unobligated
✓	2015		ADA				\$497,715,400.00	\$537,982.29	\$29,742,418.72	\$933,973.09	\$466,501,025.90	\$467,039,008.19

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	BFY	Fund	Department	Appr Unit	Div	Obj Class	Current Budget	Pre-Encumbered	Encumbered	Actual Expenses	Uncommitted	Unobligated
	2015	AD4204	ADA				\$30,100,000.00	\$0.00	\$0.00	\$53,364.18	\$30,046,635.82	\$30,046,635.82
	2015	AD4213	ADA				\$100,000.00	\$0.00	\$0.00	\$0.00	\$100,000.00	\$100,000.00
	2015	AD4214	ADA				\$30,120,000.00	\$0.00	\$0.00	\$750.98	\$30,119,249.02	\$30,119,249.02
✓	2015	AD4216	ADA				\$162,095,400.00	\$488,404.42	\$19,561,278.82	\$1,689,219.91	\$140,356,496.85	\$140,844,901.27
	2015	AD4230	ADA				\$60,100,000.00	\$0.00	\$10,011,502.27	\$19,702.80	\$50,068,794.93	\$50,068,794.93
	2015	AD4231	ADA				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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[Dept Expense 93: Level 3](#)

# BQ93 Lv3: Dept/AU/Fund/ObjClass

## Dept Expense 93: Level 3

Menu

BFY	Fund	Department	Appr Unit	Div	Obj Class	Current Budget	Encumbered	Actual Expenses	Unobligated
2015	AD4216	ADA	AD00001	9500	6000	\$4,227,800.00	\$14,234.27	\$5,541.99	\$4,208,023.74
2015	AD4216	ADA	AD00001	9500	6100	\$1,513,200.00	\$0.00	\$0.00	\$1,513,200.00
2015	AD4216	ADA	AD00001	9500	6200	\$420,000.00	\$100.00	\$16.59	\$419,883.41
2015	AD4216	ADA	AD00001	9500	6500	\$21,000.00	\$0.00	\$0.00	\$21,000.00
2015	AD4216	ADA	AD00001	9500	6600	\$2,500.00	\$0.00	\$0.00	\$2,500.00
✓ 2015	AD4216	ADA	AD00001	9500	7000	\$16,321,200.00	\$2,411,534.34	\$737,390.53	\$13,172,275.13
2015	AD4216	ADA	AD00001	9500	8100	\$5,000,000.00	\$0.00	\$0.00	\$5,000,000.00
2015	AD4216	ADA	AD00001	9500	8200	\$5,000,000.00	\$0.00	\$0.00	\$5,000,000.00

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Search 

### ▼ Budget Actuals

Purchase Reservations :	\$0.00	
Pre-Encumbered :	\$457,220.93	
Encumbered :	\$2,411,534.34	
Accrued Expenses :	\$6,410.72	
Cash Expenses :	\$730,979.81	
Actual Expenses :	\$737,390.53	

Uncommitted :	\$12,715,054.20
Unobligated :	\$13,172,275.13
Unexpended Cash :	\$15,590,220.19
Unexpended Accrued :	\$15,583,809.47

### ▶ Budgeted Amounts

### ▶ General Information

Top

 [Modified Budget Line Controls](#)  [Previous Level](#)

# Budget vs. Actual: Program

- BQ38LV\*
  - 1 MajProg
  - 2 Program
  - 3 Prg/Period

**AFIS** | Welcome, Spencer Ted | Procurement | Budgeting | Accounts Receivable | Accounts Payable

**Program Budget**

Department	Major Program	Program	Name	Current Budget	Actual Expenses	Total Revenue	Unobligated	Unrecognized Revenue
HSA	WIC	WICADMIN	HSA-WIC-WICADMIN	\$502,400.55	\$4,910.95	(\$15.00)	\$496,352.65	\$15.00
✓ HSA	WIC	WICFOOD	HSA-WIC-WICFOOD	\$4,003,137.55	\$8,959.75	\$1,000,000.00	\$3,985,439.22	(\$1,000,000.00)
HSA	WIC	WICREBATE	HSA-WIC-WICREBATE	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00

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**AFIS** | Welcome, Spencer Ted | Procurement | Budgeting | Accounts Receivable | Accounts Payable

**Detailed Transaction Listing**

Doc Code	Doc Dept	Doc ID	Document Identifier	Encumbered
✓ PRCPZ1	HSA	PR0000001004	PRCPZ1 HSA PR0000001004	(\$16.25)
POPZ1	HSA	PO0000001476	POPZ1 HSA PO0000001476	\$59.57
PRCPZ1	HSA	PR0000000999	PRCPZ1 HSA PR0000000999	(\$5.42)
PRCPZ1	HSA	PR0000000990	PRCPZ1 HSA PR0000000990	(\$16.25)
PRCPZ1	HSA	PR0000000989	PRCPZ1 HSA PR0000000989	(\$10.83)
POPZ1	HSA	PO0000001452	POPZ1 HSA PO0000001452	\$5.42
POPZ1	HSA	PO0000001451	POPZ1 HSA PO0000001451	\$55.00
POPZ1	HSA	PO0000001445	POPZ1 HSA PO0000001445	\$3.00
POPZ1	HSA	PO0000001444	POPZ1 HSA PO0000001444	\$27.08
GAX	HSA	150000001523	GAX HSA 150000001523	(\$500.00)
GAE	HSA	150000000576	GAE HSA 150000000576	\$500.00
IPO	HSA	150000000132	IPO HSA 150000000132	\$123.25
GAX	HSA	150000000481	GAX HSA 150000000481	(\$50.00)
GAE	HSA	150000000340	GAE HSA 150000000340	\$200.00
GAX	HSA	150000000477	GAX HSA 150000000477	(\$50.00)
GAE	HSA	150000000337	GAE HSA 150000000337	\$200.00

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Search

Doc Code : PRCPZ1  
 Doc Dept : HSA  
 Doc ID : PR0000001004

Encumbered (\$16.25)

OK Cancel

**Expense Actuals**

Purchase Reservations :	\$0.00	Uncommitted :	\$3,971,155.22
Pre-Encumbered :	\$14,284.00	Unobligated :	\$3,985,439.22
Encumbered :	\$8,738.58	Unexpended Accrued :	\$3,994,177.80
Accrued Expenses :	\$8,301.42	Unexpended Cash :	\$4,002,479.22
Cash Expenses :	\$658.33		
Actual Expenses :	\$8,959.75		
Charges :	\$0.00		

**Revenue Actuals**

Expected Revenue :	\$0.00	Total Revenue :	\$1,000,000.00
Unbilled Earned Revenue :	\$0.00	Revenue Credits :	\$0.00
Billed Earned Revenue :	\$8,291.42		
Collected Earned Revenue :	\$1,000,000.00		
Collected Unearned Revenue :	\$0.00		
Unrecognized Revenue :	(\$1,000,000.00)		

► Budgeted Amounts

► General Information

Top

Program Budget Controls | Program Period Budget | Major Program Budget

# Accounting Journal

The screenshot displays the AFIS Accounting Journal interface. At the top, there is a navigation bar with 'AFIS' logo and menu items: 'Welcome, Spencer Ted', 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. Below this is a table of journal entries with columns: Run Tm, Document, Doc Pstng Ln, Dr/Cr, and Pstng Am. A red arrow points from the 'Search' button in the 'Calculate Total' section to a search filter dialog box. The dialog box contains various input fields for filtering the data.

Run Tm	Document	Doc Pstng Ln	Dr/Cr	Pstng Am
04/29/2015	POPZ1_DTA,PO0000002534,1	5	D	\$37,050.00
04/29/2015	POPZ1_DTA,PO0000002534,1	3	D	\$5,700.00
04/29/2015	POPZ1_DTA,PO0000002534,1	4	D	\$612,950.00
04/29/2015	POPZ1_DTA,PO0000002534,1	1	D	\$40,000.00
04/29/2015	POPZ1_DTA,PO0000002534,1	2	D	\$54,300.00
04/29/2015	POPZ1_DTA,PO0000002535,1	1	D	\$100,000.00
04/29/2015	POPZ1_DTA,PO0000002585,1	2	D	\$11,161.55
04/29/2015	POPZ1_DTA,PO0000002585,1	3	D	\$1,171.65
04/29/2015	POPZ1_DTA,PO0000002585,1	1	D	\$8,222.14
04/29/2015	PRCPZ1_DTA,PR0000001749,1	2	C	(\$43,440.00)

**Search Filter Dialog Box Fields:**

- Run Tm: [ ]
- Doc Record Date: [ ]
- Fiscal Period: 12
- Fiscal Year: 2015
- Budget FY: [ ]
- Posting Code: P005
- Department: DTA
- Fund: [ ]
- Appr Unit: [ ]
- Unit: [ ]
- Function: [ ]
- Object: [ ]
- Revenue: [ ]
- BSA: [ ]
- Activity: [ ]
- Major Program: [ ]
- Program: F000401
- Phase: [ ]
- Program Period: [ ]
- Doc CD: [ ]
- Doc Dept: [ ]
- Doc ID: [ ]
- Vendor Customer: [ ]

- Searchable filters
  - Doc Codes
  - COA
  - Posting Codes
  - FY/BFY, APD, Record Dt
  - Vendor Number
- Download details
  - Key use should be for reconciliation purposes
- Calculate total
  - See Page Help for required elements

# Vendor Activity

- Vendor Transaction History (VTH)
- Accounting Journal (JACTG) by Vendor Number

**Vendor Transaction History** Menu Back

Browse Clear

Vendor/Customer Code : PZ000042545  Address ID :  Document Type :  Document Code : 

Vendor Invoice Number :  Event Type :  Bank Account Code :  Check Number :  Record Date :   Check Description :

Budget Fiscal Year :  Fiscal Year :  Accounting Period :  Fund :  Department : ADA  Sub Fund :  Unit :  Sub Unit :  Object :  Sub Object : 

Calculate Total

Record Date	Document	Phase	VL	CL	AL	AL Amount	Referenced Document	Vendor Invoice Number	Bank Account Code	Check Number	Check Description
✓ 3/30/15	POPZ1,ADA,PO0000000037	F	1	1	1	\$570.00					
3/30/15	POPZ1,ADA,PO0000000037	F	1	2	1	\$70.00					
3/30/15	POPZ1,ADA,PO0000000037	F	1	3	1	\$43.32					
3/30/15	POPZ1,ADA,PO0000000037	F	1	4	1	\$32.49					
3/30/15	POPZ1,ADA,PO0000000037	F	1	5	1	\$290.00					
3/30/15	POPZ1,ADA,PO0000000037	F	1	6	1	\$190.00					
3/30/15	POPZ1,ADA,PO0000000040	F	1	1	1	\$8.66					
3/30/15	POPZ1,ADA,PO0000000041	F	1	1	1	\$8.66					
3/30/15	PRCPZ1,ADA,PR0000000038	F	1	1	1	\$6.50	POPZ1,ADA,PO0000000040	P2	BK01		
3/30/15	PRCPZ1,ADA,PR0000000039	F	1	1	1	\$6.50	POPZ1,ADA,PO0000000041	P3	BK01		

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[Vendor Invoice Registry](#)
[Matching Status](#)
[Disbursement Query](#)
[Check Reconciliation](#)
[Paid Checks](#)
[Customer Information](#)
[Lifecycle Inquiry](#)

# Cash Balance Detail

- Search Fund, Sub-Fund
- Drill down to Actuals

The screenshot shows the AFIS web application interface. At the top, there is a navigation bar with the AFIS logo, a 'Jump to:' field, a 'Go' button, and a 'Home' button. Below this is a menu bar with options: 'Welcome, Spencer Ted', 'Procurement', 'Budgeting', 'Accounts Receivable', and 'Accounts Payable'. The main heading is 'Cash Balance Detail' with a 'Menu' link on the right.

Fund	Sub Fund	Cash Balance	Adjusted Cash Balance	Available Cash Balance
✓ AD1107	BLNK	\$1,772,494.92	\$1,772,494.92	\$1,772,494.92
AD2000	BLNK	\$268,252.81	\$268,252.81	\$268,252.81
AD2001	BLNK	\$13,083.04	\$13,083.04	\$13,083.04
AD2025	BLNK	\$153,266.47	\$153,266.47	\$153,266.47
AD2025	ERCAST	\$0.00	\$0.00	\$0.00

Navigation links: First Prev Next Last

Search section:

- Fund : AD1107
- Sub Fund : BLNK
- Cash Balance : \$1,772,494.92
- Pending Increase Non-Cash : \$0.00
- Pending Decrease Non-Cash : \$0.00
- Pending Increase Cash : \$0.00
- Pending Decrease Cash : \$0.00
- Accepted Increase Non-Cash : \$0.00
- Accepted Decrease Non-Cash : \$0.00
- Adjusted Cash Balance : \$1,772,494.92
- Cash Balance Minimum : \$0.00
- Available Cash Balance : \$1,772,494.92

Navigation links at the bottom: [Cash Balance Detail Maintenance](#) [Cash Balance Summary](#)

# ITD Balance Sheet Detail

- Search Fund, BSA
- Drill down to Actuals

ITD Balance Sheet Detail [Menu Back](#)

Fund	Name	Sub Fund	Name	BSA	Name	Sub BSA	Name	BSA Type	Balance	Begin Day Balance
✓ AD1107	PERSONNEL DIVIS	BLNK		0070	Cash Dep Tra	BLNK		Asset	\$1,904,594.39	\$1,911,314.57
AD1107	PERSONNEL DIVIS	BLNK		0817	It Equipment	BLNK		Asset	\$1,447,315.14	\$1,447,315.14
AD1107	PERSONNEL DIVIS	BLNK		0852	Bldngs	BLNK		Asset	\$100,000.00	\$0.00
AD1107	PERSONNEL DIVIS	BLNK		0868	Ad Edp Equip	BLNK		Asset Offset	(\$699,555.03)	\$0.00
AD1107	PERSONNEL DIVIS	BLNK		0871	Ad Buildings	BLNK		Asset Offset	(\$986.30)	\$0.00

First Prev [Next](#) Last

---

Search

**Fund :**       **Debit Amount :**    
 PERSONNEL DIVIS      **Credit Amount :**    
**Sub Fund :**       **Balance :**    
**BSA :**       **Begin Day Balance :**   
 Cash Dep Tra  
**Sub BSA :**   
**BSA Type :** Asset

Fund :

BSA :

Balance :

Sub Fund :

Sub BSA :

[Ok](#) [Clear](#) [Cancel](#)

[Cash Balance Detail](#)    [Fund Balance Detail](#)    [FY Balance Sheet Detail](#)    [ITD Balance Sheet Summary](#)

# Document Catalog

- Filter by:
  - Doc Code
  - Doc Dept
  - Doc ID (\*wild)
  - User ID
  - Create Date (<, >)
  - Function
    - New, Mod, Cancel
  - Status
    - Held, Rejected, Submitted
  - Phase
    - Draft, Pending, Final, Historical (Final)

Document Catalog

Create 

▼ Document Identifier

Code :  Unit :

Dept :  ID :

▼ User Information

Create User ID :  Create Date :  

▼ Document State

Function :  Status :

Phase :

Browse Clear

[Action Menu](#)

Open Validate Submit Copy

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	BGA90	ADA		150000000395	No	1	New	Final	Submitted	6/26/15	tfranks	\$0.00	Yes
<input type="checkbox"/>	BGE93	ADA		150000000336	No	1	New	Final	Submitted	6/25/15	tfranks	\$0.00	Yes
<input type="checkbox"/>	BGEXP1	ADA		150000000002	No	1	New	Final	Submitted	6/26/15	tfranks	\$5,000,000.00	Yes
<input type="checkbox"/>	GAE	ADA		150000000660	No	1	New	Final	Submitted	6/26/15	tfranks	\$50.00	Yes
<input type="checkbox"/>	GAX	ADA		1500000002017	No	1	New	Final	Submitted	6/26/15	tfranks	\$50.00	Yes
<input type="checkbox"/>	IETRE	ADA		150000000034	No	1	New	Final	Submitted	6/26/15	tfranks	\$15.00	Yes
<input type="checkbox"/>	ITI	ADA		150000000229	No	1	New	Final	Submitted	6/28/15	tfranks	\$500.00	Yes
<input type="checkbox"/>	ITIBS	ADA		150000000017	No	1	New	Final	Submitted	6/26/15	tfranks	\$10,000,000.00	Yes

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# Recap: Common Online Inquiries

- Budget
  - ESUM\*
  - BQ93LV\*
- Accounting Journal (JACTG)
- Document Catalog
- Balances
  - Cash Balance Summary (CBALDQ)
  - ITD Balance Sheet Detail (BBALD)

# STATEWIDE REPORTS BY FUNCTIONAL AREA

# Reporting Status

- Primary attention has been paid to system configuration and online processing
- While the reports have been developed, reconciliation of grand totals between Advantage and infoAdvantage has proven time consuming
- Reporting Team has prioritized their testing efforts

Priority	Due Date
1- Need by the July Go-Live	July 3
2 – Need in first month	July 17
3 – Need by month-end	July 31
4 – Need by first quarter	September 30
5 – Need as an annual report	March 31

# Reporting Status

- Reporting Team is evaluating outstanding items on each report and delaying more cosmetic issues in order to focus on material corrections
- Report developers and testers are concentrating their efforts based on the target dates provided
- Available reports will be published as of July 7<sup>th</sup>
- We will communicate each new release of reports as they are made available; we will identify what reports will run as a daily or monthly scheduled report

# Report Types



## Scheduled

- Runs automatically at night
- May be “burst” by Department
- Published to Agency folder
- Advise assigning a user to manage the folder, distributing and archiving as needed

Launch

## Interactive

- Available to run on demand
- May require Dept or APD prompt; other prompts may be available
- Export as PDF or Excel



## Baseline

- Basic out-of-the-box reports
- Several have AZ-built “clone” with added Department prompt
- State is reviewing to determine which are useful for agencies



# How to Run Interactive Reports

1. Jump to INFOADV from AFIS
2. Navigate Folders
  - Public Folders > Statewide Reports > *[Functional Area]*
3. Launch report
4. Refresh report with your updated prompts
5. Export to PDF or Excel as desired
  - a. Create Pivot Table from Excel spreadsheet

# Reports by Functional Area

Report Name	Priorit	Folder
FIN-AZ-AP-C021 Future Scheduled Payments for Disbursements	1	Accounts Payable
FIN-AZ-AP-C032a Count - Bank Code by Disbursement Type	1	Accounts Payable
FIN-AZ-AP-C032b Average Daily Clearance Report by CFDA and Department	1	Accounts Payable
FIN-AZ-AP-C032c Average Daily Clearance Report by Fund	1	Accounts Payable
FIN-AZ-AP-N021 Vendor Intercept Report	2	Accounts Payable
FIN-AZ-AP-N121 List of Expenditures, Revenues, Encumbrances and Pre-Encumbrances	1	Accounts Payable
FIN-AZ-AP-N151 Outstanding Warrants by Department	1	Accounts Payable
FIN-AZ-AP-N157 Monthly Paid Warrants	1	Accounts Payable
FIN-AZ-AP-N176 1099 Master Report	2	Accounts Payable
FIN-AZ-AP-N285 Payment Cancellation Request Daily Activity	1	Accounts Payable
FIN-AZ-AP-N290 Daily Warrant Count	1	Accounts Payable
FIN-AZ-AP-N291 Warrant Register by Agency	1	Accounts Payable
FIN-AZ-AP-N292 Daily Warrant Transmittal	1	Accounts Payable
FIN-AZ-AP-N297 Expired Warrants by Agency	1	Accounts Payable
FIN-AZ-AP-N345 Open Encumbrance	1	Accounts Payable
FIN-AZ-AP-N347 Warrant Listing	1	Accounts Payable
FIN-AZ-AP-N349 Payments Pending by Department and Payment Date	1	Accounts Payable
FIN-AZ-AP-N354 Commodity Expenditure	1	Accounts Payable
FIN-AZ-AP-N372 Payment Extract Report	1	Accounts Payable
FIN-AZ-AP-N377 Contract Payments by Fiscal Year	1	Accounts Payable
FIN-AZ-AP-N378 Paid Warrant Listing	1	Accounts Payable
FIN-AZ-AP-N391 Disbursements by Vendor	1	Accounts Payable
FIN-AZ-AP-N393 Open Items - Encumbrances	1	Accounts Payable
FIN-AZ-AP-N394 Payment Requests and Disbursements	1	Accounts Payable
FIN-AZ-AP-N456 ACH Payment Transmittal Report	1	Accounts Payable

# Recap of Reporting Methods

## Online Queries in AFIS

- Document Catalog
  - Limited search fields
  - Other inquiries lead back to Document Catalog
- Inquiry Pages
  - Budget vs. Actuals (BG\*)
  - Registries (FARHDR, VCUST)
  - Check Reconciliation (CHREC)
- Journal Queries
  - JACTG
    - Download, calculate options
  - JFACJ, JFAAJ

## Reports from infoAdvantage

- Statewide Reports
  - Scheduled or interactive
  - Department prompt
  - Other prompts to filter data
  - Save to PDF
  - Export to Excel

# UPCOMING REPORTING EVENTS

# Upcoming Plans

- Report Status Communication Plan
  - At Go-Live, we will publish a list of available reports by functional area
  - As we release groups of newly tested reports, we will post them into Production and then we will email you alerting to their availability

# Upcoming Plans

- Agency Reporting Workshop
  - We will schedule a workshop the week of July 20<sup>th</sup> to go through the information in this demo in much more detail
  - The workshop will include:
    - Walking through the Report Schedule
    - Building your agency report repository
    - Available reports review
  - The workshop will also include hopefully ample time for questions and answers