



IRIS INSIGHT

IRIS - Providing Insight to Alaskans

February 2014



UPCOMING DEADLINES

- **March 14th:** Security & Workflow Set Up - A subset of at least 20% of each role should be included
- **May 1st:** Fixed Asset identification including funding elements
- **May 1st:** Procurement Manager/ Buyer Worksheet
- **May 1st:** Cost Accounting Structure and Reference Data

30 day - MARCH

- Fixed Asset Overview March 5th & 7th. Workshops begin March 12th. Anchorage Sessions will be held March 19th & 21st.
- Cost Accounting workshops for Department Set Up and Conversion Planning available by appointment.
- Procurement Manager/ Buyer Overview workshop offered March 25th & 27th.
- Additional Security & Workflow workshops scheduled for the week of March 10th.

60 day - APRIL

- Fixed Asset workshops offered on April 9th, 11th, 16th & 18th.
- Cost Accounting workshops for Department Set Up and Conversion Planning available by appointment.

90 day - MAY

- IRIS Team verifying and loading information for Interval 3.

For a complete listing of IRIS workshop dates and times, please visit the IRIS Go Plan SharePoint site calendar (<http://intra.dof.doa.alaska.gov/sites/iris/goplans/Lists/Calendar/>).

Status Update

On February 19, the IRIS team began Pass 2, the second round of Integrated System Testing (IST). Pass 2 will run through June 27, 2014. During this round more departmental Chart of Accounts (e.g. appropriation units, units, and departmental objects) and departmental procurement information (e.g. Procurement Locations) will be tested. All of the business functions including forms and some interfaces will also be tested in Pass 2.

Several state employees from the Division of Finance and Division of General Services will also be assisting with Pass 2 to gain familiarity with IRIS.

Another major project effort that is critical for success is cutovers. Cutover involves taking all of the data in AKSAS and converting it to IRIS. All of the data must be mapped from AKSAS to IRIS (this is where crosswalks come in) and tested to ensure the data has been converted properly.

Members of the functional teams are busy presenting and preparing for various IRIS workshops. Cost Accounting workshops and Security & Workflow sessions are underway. In March, the team will host Fixed Asset and Manager/ Buyer workshops.

Project Highlights

- The Procurement team is excited to announce a recent enhancement to IRIS – automatic calculation of preferences to vendor responses. Currently, a procurement officer uses a spreadsheet or manually calculates applied preferences for Alaska vendors. With the new enhancement to IRIS, preferences will be automatically calculated, minimizing errors and discrepancies.
- We have added Account Receivable (AR) FAQs to the IRIS Go Plan SharePoint site (<http://intra.dof.doa.alaska.gov/sites/iris/goplans/Lists/FAQs>). These FAQs are derived from questions that came up during the AR workshops earlier this month. Answers to questions from other IRIS workshops will be added to the SharePoint site as they become available.
- Check out the IRIS Overview training course on LearnAlaska (<https://learn.alaska.gov/portal>). This 15 minute video is available to all state employees and is also a great way to become familiar with LearnAlaska.



Cost Accounting Terminology Word Search

Try to find the five cost accounting terms defined below. Please note that multiple word terms (Major Program) will appear as a single word (MAJORPROGRAM) in the word search. Click here for the answers.

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

ACTIVITY - An Activity is an internal program that you want to define for reporting purposes. Each department within the application can define a separate set of Activity codes. Although the same code can be used by different departments, the Activities could be very different.

FUNCTION - Typical Function codes include items such as road construction and road maintenance and are used to track monies for reporting purposes. Each department within the application can define a separate set of Function codes. Although the same code can be used by different departments, the Functions could be very different.

MAJOR PROGRAM - Major Program is one of the key components of the Cost Accounting data structure. The Major Program element is the highest-level summary code. The element defines high level information for an initiative under which funds are received and identifies global characteristics for all programs defined beneath it. The Major Program structure encompasses universal features and functionality required to handle the complexities related to grants, projects, and jobs, such as internal/external customer billing, award processing, and etc.

PROGRAM - Program is a user-defined breakdown of Major Program based on budgeting, reporting, and/or chart of account inference requirements. Program can be associated with only one Major Program.

PROGRAM PERIOD - The Program Period is the fiscal period of the Major Program's primary funding source. Proper cost reporting for many Programs requires tracking a time period that is different from the standard fiscal year. This need exists for multi-year Programs, Programs that run on a different fiscal year cycle (for example, a federal fiscal year), or Programs with a distinct start and end date.

TEAM MEMBER SPOTLIGHT:

This month we are featuring two of our CGI staff members: LuAnn Chaffin and Mat Davila.



Meet LuAnn Chaffin: Prior to joining the IRIS project, I worked for the State of Wyoming using the Advantage software. I was a user in an agency for 9 years, and then worked in the State Auditor's

Office for 12 years. While I was at the State Auditor's Office, I was involved in several upgrades of both financial and human resource management systems. When I left the state of Wyoming, I was Payroll Manager and Functional lead for incidences in both systems. I work closely with CGI when incidences arose. I joined the IRIS Finance Team in March 2012. When I am in Wyoming, I enjoy motorcycle riding and spending time with my family (parents, husband, daughter and her family).

Meet Mat Davila:

I grew up in and around the Salem, Oregon area and still live there with my wife and two children. I have a bachelor's degree in anthropology from Western Oregon



University and conducted some post-graduate work at Oregon State University focusing on historic material culture in archaeology and African diaspora studies. I have been with CGI for nearly 3 years and enjoy the challenging and interesting nature of working with, and creating solutions for our clients. For the IRIS Project, I am working on the Change Management Team. I also enjoy spending time with my family, movies, books, the occasional basketball game and traveling with my wife and sometimes my kids.