



# IRIS INSIGHT

IRIS - Providing Insight to Alaskans

January - March 2015



## THIS MONTH - MARCH

- Departmental User Acceptance Testing (UAT) began March 16th with Group 1: GOV, DMVA, DEC, DOC & DOTPF
- IRIS Training Registration opened March 16th
- IRIS Training begins March 23rd

## 30 day - APRIL

- Departmental UAT continues with Group 2: DHSS, DOLWD, DNR & DFG and Group 3: DOA, LAW, ACPE and ACS
- IRIS Vendor Self Service Roadshows scheduled for:
  - Fairbanks April 6-10th
  - Anchorage April 13-17th
  - Juneau April 20 -24th

## 60 day - MAY

- Department UAT continues with Group 4: DOR, EED, CCED, DPS & LAA
- IRIS training continues

## 90 day - JUNE

- IRIS training continues through June 30th (*IRIS course offerings will be available post go live - July 1, 2015 - based on demand*)

## IRIS Course Registration now



### Which courses do I need to take?

For more information about IRIS course offerings, including detailed course descriptions, prerequisites, and bundles, check out the IRIS Course Catalog available on the IRIS Training web page.



### How do I register for IRIS courses?

To register for IRIS training courses, log on to LearnAlaska via the LearnAlaska portal page and search for IRIS in the Site Search field located at the top of the page. **Reminder** - the IRIS End User Prerequisite Curriculum must be completed **BEFORE** registering for any IRIS classroom training sessions.



### What if a course is full?

You may enroll in multiple sections of a course if you are on the waitlist. If your status changes to enrolled in one of the sections for a particular course, you will be automatically removed from the waitlist(s) for other sections of that course.

Adding your name to a waitlist also helps the IRIS Training team determine if additional sections of a particular course need to be added.

**NOTE:** Additional IRIS courses will be offered post Go Live, based on demand.

### Are you on our mailing list?

If you would like to be added to our monthly newsletter distribution list please email: [IRIS.Project@alaska.gov](mailto:IRIS.Project@alaska.gov)

## IRIS Top 10 Features

*Over the last several issues, we have highlighted some of the top changes/ features that will come with IRIS. Here are the final top features. In upcoming issues we will be providing information to help SOA employees prepare for IRIS Go Live - July 1, 2015!*

**Automated Receiving Process:** Today a shipment of goods arrives and a receiver finds the packing slip, locates a copy of the delivery order, checks off items as received, and sends a signed copy of the delivery order and/or the packing slip to their Accounting section.

In IRIS, the receiver will create a Receiver document (RC) by searching for the Delivery Order (DO), Purchase Order (PO), or (Contract) CT, and then selecting items to receive. If the full amount ordered is not received, the Receiver can note the reason on the RC, such as damaged goods, partial shipment, shortage, or over-shipment. Packing slips may be scanned and attached to the Procurement Folder (a virtual folder in IRIS where all activities, documents and correspondence associated with a particular procurement are organized). Additional information may also be entered into the Procurement Notes section.

When all of the items for an order have been received in the system, IRIS recognizes that this Award is complete.

**Payment Matching:** In IRIS, the State of Alaska can use a three-way matching process for the payment of goods or services procured through IRIS, which helps to expedite payment to vendors. The three-way match process involves matching three documents related to a procurement: the Award document, the Receiver document, and the Invoice document. Once all three of these documents are approved and the matching requirements are met, IRIS automatically generates a Payment Request Matching (PRM) document to pay the vendor during the nightly batch cycle. Again, the automatic generation of the PRM only occurs when all requirements match.

## Recent FAQs

**How will SY2015 Close out be handled?** Recently, there have been a lot of questions about how financial close out will work with the transition to IRIS on July 1, 2015. AKSAS will stick around for a few months so that departments can close out SY2015. Starting July 1st though, departments will record all SY2016 transactions in IRIS. This means there will be overlap in when the systems are being used, but no new activities should be recorded in AKSAS after June 30th, only finalization of SY2015 financial activities. AKSAS will be turned off on December 1, 2015, but the data will remain available in ALDER for reporting purposes.

**What are the requirements for paper archives?** With IRIS, approval and storage of financial transactions happen in system. Payment is requested, approved, and processed online, and IRIS stores the record of each transaction, including time and date, workflow, and approvals. Additional documentation (up to 1MB) may also be attached.

IRIS provides the information auditors need in reports that are designed specifically for audits, in detail, automatically. When IRIS goes live this July, departments will decide on their own storage and records processes. Part of those decisions may also include retention schedule for each attached document which may be different based on the funding source and unique audit requirements, statutes, etc. Paper filing will not be required by the system, IRIS allows you to print transaction documents if your department decides to retain paper records.

## ATTENTION MANAGERS: Automatic Notification of Staff Enrollment in IRIS Courses

Due to the large volume of questions regarding manager approval for IRIS training courses, we have removed this requirement from all IRIS course offerings.

Managers will continue to receive automatic notifications from LearnAlaska when staff enroll in a course so they can ensure staff are enrolled in the appropriate courses. If there are any errors in their selection of courses, students can log in to LearnAlaska and dis-enroll in the course.

Any users who were previously pending approval will be enrolled into the selected course and section. If the section is full, the pending user will be added to the waitlist on a first come first serve basis.

## Tips for Handling Common Issues with LearnAlaska



If you see a blank screen when you search for course offerings, you may need to update your browser settings. Please refer to the reference document on the LearnAlaska portal page.

For other issues with LearnAlaska, please visit the LearnAlaska home page: <https://learn.alaska.gov/portal> or contact the LearnAlaska Help Desk.