



IRIS INSIGHT

IRIS - Providing Insight to Alaskans

November 2014



UPCOMING DEADLINES:

- 12/8- Warehouse Inventory Qty on Hand
- 12/15 - Security & Workflow
- 01/31 - FY2016 Appropriations

30 day - DECEMBER

- UAT conversion
- Disaster Recovery Test
- IST continues
- Vendor outreach
- Satisfaction Survey 5 (12/1 - 12/8)

60 day - JANUARY

- User Acceptance Testing (for project team) begins
- Vendor Outreach continues
- Establish Help Desk
- HRM Awareness Campaign
- Printer Configuration

90 day - FEBRUARY

- Train the Trainer
- End User Training Registration Opens

Upcoming deadlines are also listed on the IRIS SharePoint site calendar: <http://intra.dof.doa.alaska.gov/sites/iris/goplans/Lists/Calendar/calendar.aspx>

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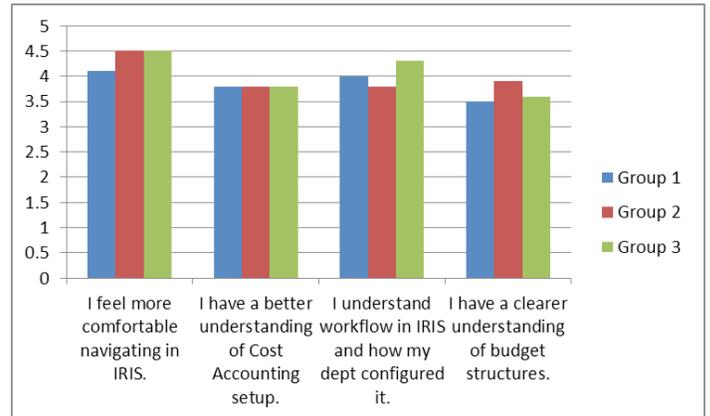
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Project Status

Earlier this month, the IRIS Project team completed the third and final round of Department IST Engagement. The engagement offered department staff a chance to walk through selected accounting and procurement test scripts to gain a better understanding of workflow, chart of accounts, cost accounting, and procurement processes in IRIS.

The table (right) shows the response ratings by each group of engagement participants. To build upon the knowledge gained during Department IST sessions, the **Finance** team will be conducting financial

Department IST Engagement Ratings by Question by Group



workshops on various topics to further assist departments with remaining IRIS tasks. Workshops will begin in January and run through March 2015. The **Finance** team is also preparing for the next cutover, which involves reviewing departments' Cost Accounting spreadsheet submissions, verifying information and ensuring the information is ready to load into IRIS. This includes updating AKSAS crosswalks that will be used in central and department specific interfaces (ex: AKPAY interface).

The **Procurement** team is finalizing procurement test scripts for User Acceptance Testing (UAT), which involves verifying that all necessary data to run the scripts is set up properly. The Procurement team is also developing materials for vendor outreach.

The **Technical** team is pleased to announce the completion of their first nightly batch cycle! The team is also working on preparations for UAT cutover and is conducting online performance testing, which simulates the workload the system will need to handle once it is live. The Technical team is also working with departments to confirm their HRM interface inventory.

The **Change Management** team recently sent out a request to departments regarding interest in becoming IRIS trainers. Thank you to everyone who submitted names! The team is now confirming which classes trainers are interested in teaching and matching up the list of trainers with the IRIS end user training schedule.

The **Human Resources Management** team is nearly finished with the business design, which is the "blueprint" for how the State of Alaska's HRM business functions will work in IRIS. The team is also drafting concept papers for the requested modifications.

IRIS Top 10 Features

Vendor Self Service (VSS) - Electronic Responses to Solicitations

The VSS portal will allow vendors to manage their own account information (contracts, invoices and payments) and review and respond to solicitations electronically.

As we mentioned in the October newsletter, vendors are able to select NIGP commodity codes for the goods and services they are qualified to provide. Vendors are notified via email of new solicitations pertaining to the NIGP commodity codes selected in their registration/account profile. Vendors will be encouraged to take a broad approach in selecting commodity codes and check the website frequently so no opportunities are missed.

Once registered, vendors will log into their account to respond to a solicitation by clicking the Respond Online button on the Solicitations Details page found within the Solicitations tab. This navigates you to the Solicitation Response page where you can enter your response. Alternatively, a vendor may also print and submit a paper response.

Program & Grant Budgets

IRIS has the ability to create very simple grants and projects as well as the flexibility to manage and track very complex programs. If you manage a project or grant budget, IRIS has functionality called cost accounting that has the potential to make your job easier. Cost accounting involves tracking dollars spent and received by breakdowns outside of the centralized Chart of Account (COA) code structure. As the name suggests, IRIS allows you to account for costs in a specific grant or project budget. If you have a grant or project that restricts use of funds to specific costs, your budget in IRIS can be set up to accommodate that.

For example, let's say you have a grant for a defined purpose which also specifies certain costs or activities as unallowable. You can set up funding profiles in IRIS to define "who and how" the State of Alaska will be reimbursed for those costs. Funding profile "A" will include the allowable funding information including those COA elements to be expensed through the Front End Split (FES) process, in addition to who we will be billing. Funding Profile "B" will be established to cover those costs that are unallowable for reimbursement. This allows for all of the costs of a grant to be captured in a single element (Major Program) and increases transparency in reporting.



TEAM SPOTLIGHT

This month we are featuring CGI staff members Ken Hubalik and Somnang Thach.

Meet Ken Hubalik: I was born in Chicago, moved to Phoenix when I was 12 and San Francisco at the age of 25. I later returned to Phoenix where I live when I am not in Juneau.



I have a Bachelor's degree in Information Systems from Arizona State University and have mostly worked in the banking world, with some projects in government, telecom and utilities industries. On the IRIS Project, I am the CGI Technical Lead for Performance Testing (Financial) and interfaces for HRM. What spare time I have I like to spend with my family, golfing, podcasting and consuming various media that tends towards Sci-Fi, but also includes comedy, mystery and thrillers.



Meet Somnang (Sam) Thach: I am from Los Angeles California. I earned a Bachelor's in Business Administration with a concentration in Computer

Information Systems from California State Polytechnic University, Pomona, CA. I've been with CGI for almost 3 years and assisted on several projects with LA County, working on both financials and HRM. I joined the IRIS HRM team in September and am currently assisting with Security and Workflow. In my spare time I enjoy playing and watching sports (I'm a huge Los Angeles Lakers and Los Angeles Dodgers fan). I also enjoy hiking and bike riding, most notably at Yosemite National Forest. For lazy hobbies, I like to watch marathon sessions of any TV shows while enjoying pizza.