



IRIS INSIGHT

IRIS - Providing Insight to Alaskans

November / December 2015

Recap of Updates: IRIS Financial/ Procurement

Resolution PRCUR Document Error A759 Resolution

An update was applied in IRIS on December 5th to correct the issue associated with error message A759 on the PRCUR document, which states: *"The PCard field cannot be modified because it is used on at least one Payment Request Document Commodity record (A759)."* This will hopefully prevent future occurrences on newly created PRCUR documents. If you do receive the error for newly created PRCUR documents please contact doa.dof.pcard.support@alaska.gov.

For PRCUR documents created prior to the update being applied, DOF staff are continuing to submit PRCUR documents that were in error status due to error message A759.

If you receive the error during approval, please re-validate and re-submit the document. If you continue to receive the A759 error after approval, please contact doa.dof.pcard.support@alaska.gov.

Reimbursable Billing

A software issue caused some interagency IETs to be created with the wrong department codes. This issue has been resolved going forward. As of December 4th, the internal (RSA) and external reimbursable billing process is automatically running during the nightly batch cycle for all departments.

The IRIS team will correct all transactions that were previously posted incorrectly due to the software issue. Please do not attempt to process these IET documents as the correction will require manual intervention by the IRIS team. If the IETs that were generated involve intra agency (within your department), you may process those documents as usual.

What's all the Chatter about?

Over the next year, the IRIS HRM team will be conducting a variety of outreach activities to keep employees informed about IRIS HRM including: open houses, presentations, demonstrations, and flyers.

In late November you may have noticed IRIS HRM posters and chatterboxes (a.k.a. cootie-catchers or paper fortune tellers) in your office area. Although the chatterboxes may trigger some reminiscence of recess time on school playgrounds, we hope they also spark some discussion about IRIS HRM and some of the changes that will come with the new system.



The IRIS HRM project created four versions of the chatterboxes (general, payroll, classification and Gov/Leg/ACS) to provide the various HR and payroll staff with FAQs that may be of particular interest to them. You can download and print more chatterboxes (as well as posters) from the IRIS HRM webpage. (Note: A link to instructions on how to fold the chatterboxes is also provided, in case it has been awhile.)

Additional FAQs are also posted on the IRIS Project FAQ page.

IRIS HRM - Recent Activities

Approximately 80% of all data in AKPAY was converted and loaded to IRIS in preparation for our first Integrated System Test (IST1). The volume and quality of the converted data will allow realistic tests to be performed to confirm the system functions as expected.

The IRIS HRM team recently sent out a series of requests for review/approval of data that will be loaded into IRIS HRM. This activity allowed departments to indicate redundancies and make edits to ensure a 'clean' data-set in the new system. Data review will continue through and after Go Live to allow for additional amendments as needed.

In December, Security & Workflow (SWF) workshops were conducted with three pilot agencies. Security and workflow are key elements to the IRIS HRM system that establish user access and limits, and approval routing. Targeting a subset of departments in advance of the others allowed the IRIS HRM team to build upon the pilot group's feedback and improve the process for the remaining departments. Workshops for the remaining departments are scheduled for late January/early February.

A detailed calendar of IRIS HRM activities and approximate deadlines is accessible from the IRIS Project Timeline web page.

IRIS Help Desk

Phone: 907.465.5555

Email: IRIS.Project@alaska.gov

IRIS Information Mailing List

Receive important IRIS notifications regarding outages, issue resolutions, and posting of the IRIS Project's monthly newsletter by joining the IRIS Information mailing list. [Click here to subscribe \(or unsubscribe\).](#)

Which IRIS adjusting document should you use?

Adjusting Document Type	IRIS Page Code	When to Use
General Accounting Correction (Vendor Adjustments)	GAE1	The GAE1 is the adjusting document that should be used by departments to correct coding on payments made to vendors that affect 1099 reportable objects. The GAE1 document updates the 1099 reporting tables to ensure accurate and consistent year end 1099 reporting.
Interface Charge Document	CH8	The CH8 is an adjusting document that should be used by departments to correct coding that does not affect 1099 reportable objects or vendors. The CH8 document is also used for specific interface file activity.
Cost Accounting Journal Voucher	JVC	The JVC is limited to a select group due to its complexity. It should be used to correct postings to the funding lines of a cost accounting structure. As this document bypasses the front end split, a manual split must be calculated for each entry, involving the comprehensive manual selection of event types, posting codes, and the corresponding calculations.

Upcoming IRIS Financial Course Offerings

WebEx Sessions	
IRIS 320 Clearing Cash Receipts	Wednesday, Jan. 13th, 9:00 - 11:00am/ 3:00 - 4:00pm*
IRIS 330: Accounts Payable	Thursday, Jan. 14th, 9:00 - 11:00am/ 3:00 - 4:00pm*
Anchorage	
IRIS 110: Getting Starting/ Navigating IRIS	Monday, Feb. 22nd, 8:30am - Noon
IRIS 210: Requesting & Receiving	Monday, Feb. 22nd, 1:00 - 4:30pm
IRIS 340: PCard & Travel	Tuesday, Feb. 23rd, 8:30am - Noon
IRIS 310: Reimbursable Service Agreements	Tuesday, Feb. 23rd, 1:00 - 4:30pm
IRIS 410: Capital & Operating Budget	Wednesday, Feb. 24th, 8:30am - Noon
Fairbanks	
IRIS 110: Getting Starting/ Navigating IRIS	Thursday, Feb. 25th, 1:00 - 4:30pm
IRIS 210: Requesting & Receiving	Friday, Feb. 26th, 8:30am - Noon
IRIS 340: PCard & Travel	Friday, Feb. 26th, 1:00 - 4:30pm
Juneau	
IRIS 210: Requesting & Receiving	Friday, Jan. 15th, 8:30am - Noon

**The times shown above for WebEx sessions indicate Part 1: Presentation and Part 3: Check-In. In between the listed times, students are expected to complete the course exercises independently.*

To register for any of the above courses, or to get on the waitlist for future offerings of IRIS Financial/ Procurement courses, please log on to LearnAlaska.

Team Spotlights



Meet Eric Burrage:
Hailing from Denver, Colorado, Eric is the CGI Advantage Subject Matter Expert for IRIS Security & Workflow. His favorite IRIS HRM page code acronym

is SCRACS: Access Control, because all roads to access in IRIS HRM come through him. His favorite cake flavor is Funfetti (remember that?), and in his spare time Eric likes to play basketball, socialize, and read. His favorite part of life in Juneau is the length of summertime days, and his least favorite part is the rain. His bucket list includes visiting at least one country on every continent, but if he could choose to live anywhere, he says it would be Washington, DC or Honolulu, HI.

When asked to describe himself in three words, Eric replied: "I'm that dude." Yes, he is.

Meet Holly Cox:
Holly's technical and HR knowledge brought her to the SOA Security & Workflow Subject Matter Expert (SME) role on the IRIS HRM team. She will also



be involved in integrating LearnAlaska with the system. Her favorite page code acronym is TIMEI (for submitting a timesheet), and her favorite cake flavor is chocolate (FYI: she shares the same birthday as Mickey Mouse). She loves to experiment in the kitchen with both cooking and baking, and spending time doing varied activities with her husband and baby daughter. Her bucket list includes a road trip along Highway 1, and if she could choose to live anywhere, she would choose Edinburgh, Scotland. Describing herself in three words, Holly says she is "Happy, Geeky, and Curious."