



# IRIS INSIGHT

IRIS - Providing Insight to Alaskans

October 2014



## UPCOMING DEADLINES:

- 11/14** - Cost Accounting Group 3
- 11/14** - Billing Profiles & Customer List
- 11/21** - Warehouse Inventory Stock Items
- 12/8** - Warehouse Inventory Qty on Hand
- 12/15** - Security & Workflow

## 30 day - NOVEMBER

- Department IST Engagement ends 11/7/2014
- UAT preparation
- Training materials finalized
- Vendor outreach begins

## 60 day - DECEMBER

- UAT conversion
- Disaster Recovery Test
- IST continues
- Vendor outreach continues
- Satisfaction Survey 5

## 90 day - JANUARY

- User Acceptance Testing (for project team) begins
- Train the Trainer
- Vendor Outreach continues
- HRM Awareness Campaign

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

### 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)

## Project Status

This month, the project team is playing host to department staff participating in the Department IST Engagement. Divided into three groups, the engagement is a chance for departments 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. Overall, participants have expressed an increased understanding of IRIS and feel more comfortable working in the system.

Here are a few comments from past participants:

- *"This was a good experience with the exposure to the system and helps with beginning to envision necessary changes to current work processes."* - Group 1 participant
- *"I understand workflow and after testing realize we need to make some changes to our workflow."* - Group 1 participant
- *"By the end of the week I had many of the jump codes and document types memorized."* - Group 2 participant
- *"My experience with budgets in AKSAS is limited, but IRIS appears to be very simple and intuitive and will be much easier to understand."* - Group 2 participant.

The third and final round of Department IST Engagement will conclude on Friday, November 7th, however, participants have been given limited access to IRIS to share what they have learned with their departments and to support the completion of department activities.

In addition to the Department IST Engagement, the **Finance** and **Procurement** teams continue to work through test scripts. The **Technical** team is supporting IST by running necessary interfaces and continues to work on addressing items from the post-conversion cutover.

The **Change Management** team is working on the 'Train the Trainer' plan and conducting the last round of IRIS Preview sessions. Preview sessions will be available in Juneau and Anchorage through December 12, 2014. The team will begin offering IRIS 101 Getting Started courses early next year.

The **Human Resources Management** team continues to concentrate on writing and presenting decision papers to the Steering Committee to evaluate options for possible modifications to the baseline design.

**IRIS Top 10**

**Automated Notification of Solicitations based on NIGP Commodity Codes**

The Vendor Self-Service (VSS) portal allows vendors to easily find and respond to solicitations. Vendors select NIGP (National Institute of Governmental Purchasing) commodity codes based on the goods and/or services they can provide. When a solicitation document is finalized, it is posted on VSS and vendors who have selected the NIGP commodity code related to that solicitation receive an automatic email notification.

The automated notification feature helps level the playing field by simultaneously notifying the vendors who have registered for a particular NIGP commodity code. It also provides the public with visibility into the State's procurement process.

By selecting the NIGP commodity codes, vendors are more responsible for identifying business opportunities with the State of Alaska, which also helps to minimize any perception of favoring specific vendors.

**Intercepts Functionality**

IRIS has the capability to offset payments to vendors who have delinquent receivables and to retain a portion of the payment by the State, or remit that portion of payment to a third party. The intercept process also allows the State to intercept payments on a statewide basis across departments. In IRIS, you can set up certain types of payments as eligible system-wide or on a department's billing profile table. There is also a table in IRIS to define and prioritize debt to establish the order in which intercepts are taken during the disbursement process.

IRIS provides the ability to automatically intercept vendor payments for external debt such as an IRS tax levy or court-ordered garnishment.

For Go Live, the State will be implementing intercepts for external debt such as an IRS tax levy, court-ordered garnishment and those that are currently controlled by DOF. All other debt will be reviewed prior to implementation for statutory and regulatory compliance.



**TEAM SPOTLIGHT**

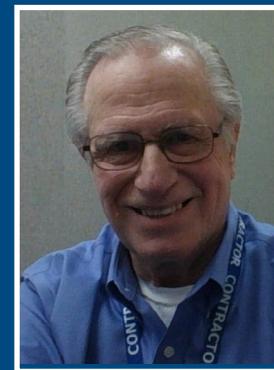
This month we are featuring Katelin Popelar and Dan Riker from our Human Resources Management team.

**Meet Katelin Popelar:**

I grew up in southern California. I attended Cal Poly in San Luis Obispo and earned a degree in Business Administration, with a concentration in Accounting. Currently,



I live in Santa Monica and enjoy going to the beach, running, and hiking with my dog. I have been with CGI since July 2012 and worked on both the County of Los Angeles and City of Los Angeles accounts. On IRIS, I am focusing on the deductions area.



**Meet Dan Riker:**

I grew up in Anchorage, worked for IBM and taught at ACC/ University of Alaska. An avid outdoorsman, I was a hunting guide on the Kenai Peninsula, and a fishing guide out of Ketchikan.

Prior to joining IRIS, I traveled internationally as a consultant to oil field service companies where I developed and conducted training on a large ERP system. After 12 years of nearly full time travel, I have returned to my roots and am now part of the IRIS HRM team.

**Meet Caroline Byford:**

We couldn't resist adding a photo of Caroline (DFG) in her iris costume!

