



IRIS INSIGHT

IRIS - Providing Insight to Alaskans

September - October 2013

FAQs

Will Purchase Requests (PRs) be used in IRIS?

PRs as we know them today will become obsolete. One of the reasons for implementing IRIS is to reduce manual and redundant processes wherever possible. In IRIS, an end user with the appropriate authority will begin the requisition (RQS) process. An RQS will be used to acquire goods and services and will serve as a standard method to request a purchase. Once created, the RQS will be automatically routed for need and financial approvals. Once approved, and, depending on the type of purchase being made, the RQS is routed to the appropriate person for the next action. The exception to the RQS process is when we want to make a purchase from an existing contract, or Master Agreements, as they are referred to in IRIS. In IRIS, Delivery Orders (DOs) are used exclusively for purchases from Master Agreements and can be generated without first going through the RQS process. If a user wishes to bypass the requisition process for Master Agreement purchases, they may do so, however, the DO will then be routed through the same approval process that the requisition would have gone through (to the need and financial approvers). This is to ensure that each purchase is necessary and funding authorized, tying into the governmental principle of checks and balances for our business processes.

See page 2 for more FAQs

IRIS Go Live Postponed Until July 1, 2015

In an effort to ensure the successful launch of IRIS, Alaska's first statewide, integrated software solution to manage finance, procurement, payroll and human resources, IRIS Project leadership has decided to postpone the IRIS Go Live date for the financial and procurement modules to July 1, 2015. This decision was made after serious consideration and consultation with project sponsors.

Why postpone IRIS Go Live a full year?

The ideal time to implement accounting systems is at the beginning of a fiscal year, so that all accounting information for that year is in one system. If a system like IRIS were implemented mid-year, accounting information would need to be entered in both the old system and new, and a crosswalk between the two would need to be maintained until the beginning of the next fiscal year, creating double work for everyone. Despite the change in implementation date, the work planned for departments and the project team will not change. However the postponement provides additional time to complete the work involved in a project of this magnitude. IRIS Project leadership also hopes departments will use this additional time to fully understand how IRIS works. This provides an opportunity to analyze different approaches to improve and streamline work processes.

The January 1, 2016 launch date for IRIS Human Resources Management (HRM) and payroll remains unchanged, so the overall project remains on track.

Where do we go from here?

The IRIS project will continue moving forward, with the project team and departments maintaining the momentum that has been established. During the next 12 months, three rounds of system testing and one round of user testing by departments will provide added confidence that IRIS will perform as designed. (For more information on testing, see the article on page 2.)

The IRIS Project will provide departments with further information regarding revised due dates for departmental work assignments and a schedule for additional working sessions to help departments complete these tasks. Departments can expect to receive this information shortly.

If you have any questions or concerns regarding new IRIS Go Live date for the financial and procurement modules, please contact the IRIS Project Manager Teri Rasmussen at teri.rasmussen@alaska.gov.



Testing 1..2..3...

There is no question that implementing a statewide system that can manage finance and procurement, and eventually payroll and human resource management, is a tall order. To ensure IRIS runs as smoothly as possible at Go Live, IRIS will undergo an extensive series of test phases including: Unit Testing (UT), Integrated System Testing (IST), User Acceptance Testing (UAT), Network (field) Testing and Performance Testing. The over-arching purpose of the test phases is to check the quality and stability of the system. Each phase then focuses on specific aspects of the system.

- UT confirms the individual programs work according to the design. Unit testing is performed on conversion and interface programs, output forms, security and workflow, ALDER 2.0 and associated reports and system setup.
- IST helps answer the question, “Can all of the pieces work together?” It also helps confirm the software performs properly and that when a process is run, what happens matches what was expected to happen.
- UAT is testing from the end user’s perspectives. A group representing a cross section of end users test the system using real world scenarios. UAT builds confidence with those who will be using the application and helps uncover issues with the usability of the application.
- Performance testing checks the volume and stress on the system and looks at how we can make it perform at its best.

The IRIS Project is currently developing test cases, test scenarios and test data for IST. Test cases involve the steps to execute a particular process and what the results should be. The scenarios are logical groups of the steps so that end-to-end processes, such as procurement to payment, can be tested. The team will use test data which is entered into the system manually or converted from legacy data to validate the test cases and scenarios.

IRIS Team Offers Workshops

The IRIS Project Team is offering a series of workshops to better assist departments with IRIS assignments. Subject Matter Experts (SMEs) from the IRIS team will be available to assist participants and answer questions about specific assignments the IRIS Team has asked departments to complete. Each workshop will also be available through WebEx for departmental staff working outside of Juneau.

The first workshop will focus on assignments related to COA mapping and conversion spreadsheets (i.e. appropriations, department organization and department object), which are due **December 6th**. This workshop will be offered Wednesday, October 30th and again on Friday, November 1st from 10am to Noon. Pre-registration is not required and departments are encouraged to participate based on their availability.

FAQs continued

How will approvals, including IT approval, be handled in IRIS?

Within IRIS, the automated routing of documents (transactions) for approval is controlled by workflow and approval rules. The State has decided to implement the following items in regard to document approvals:

- Documents requiring IT approval will be handled as a sequential approval, meaning the IT approval will occur in the approval order established in the rule.
- The creator of a document cannot approve their own documents.
- Each department will have the ability to determine if their users who have approval authority at multiple approval levels may apply more than one of those approvals to a given document. The State decided this functionality can be enforced on a rule by rule basis within each department so both small and large departments have maximum flexibility for handling workflow.

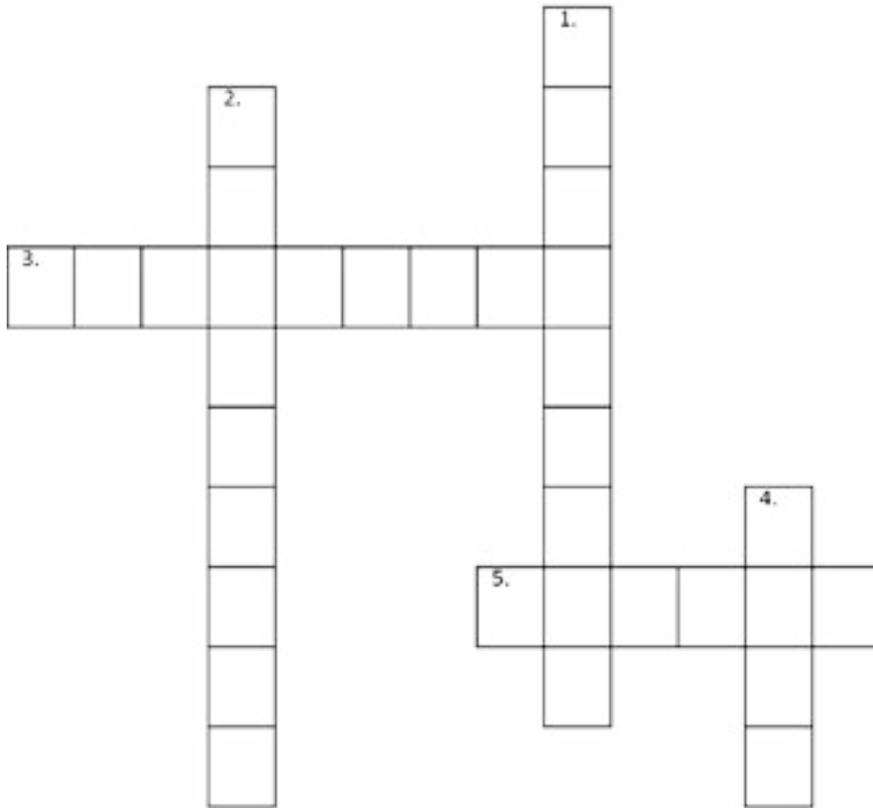
Further discussions regarding workflow rules, such as approval authority and what level of security is needed in the system for various tasks, will occur in 2014.

For more FAQs visit:

<http://doa.alaska.gov/dof/iris/faq.html>

Crossword Puzzle: IRIS Terminology

To solve the puzzle, enter the IRIS words that are described below.
Click here to check your answers.



DOWN

1. A term often used with chart of account structures that can apply to an element, sub element, or rollup.
2. A tree-type relationship among a series of chart of account elements where one element, a parent, is broken down into smaller components called children. It is one of the types of structures available in IRIS.
4. The Chart of Accounts element that represents a self-balancing set of accounts.

ACROSS

3. The process by which codes are automatically brought into documents when combinations of other codes are used. An example is: Supply the code for the Task Order and have the Program and Phase codes populated automatically.
5. A grouping of chart of account element codes for reporting or control purposes. Most COA elements use element class, category, types, and group to roll information into higher levels of summarization.

TEAM MEMBER SPOTLIGHT:

This month we are featuring Micky Kruse and Zara Khan, who work in Quality Assurance on the Project.



Meet Micky Kruse:
Raised in Vienna, Austria, I landed in Dallas, Texas where I got my education in computer science. After college, I worked for Texas Instruments where I was introduced to the Total

Quality Management (TQM) philosophy, a management approach of long-term success through customer satisfaction. For the past 18 years, I have enjoyed working in Juneau with Wostmann and Associates, Inc. on a great range of Information Technology projects, mostly for the State of Alaska. I am excited to be part of the IRIS team as a Quality Assurance expert and to help implement a high quality statewide system. In my spare time, I enjoy volunteering as a docent at the State museum, traveling, cooking, reading, and creating pottery.



Meet Zara Khan:
Prior to joining the IRIS Project, I worked on the Boeing 787 Dreamliner program as an IT Project/ Program Manager for Flight Operations, where I played an active role in introducing Agile/Lean software development techniques. I've traveled extensively, mostly in Asia, during my time with Coca Cola Company and enjoyed working with diverse groups of people. In addition to IT, I've a professional background in Quality Assurance, Continuous Process Improvement, Total Quality Management, and Business Excellence.

My family and I moved to Juneau last summer and love it. Some of my favorite activities are hiking, photography, gardening and cooking foods from around the world. I am also passionate about working with disadvantaged women in my native Pakistan.