



IRIS INSIGHT

IRIS - Providing Insight to Alaskans

September 2014



UPCOMING DEADLINES:

- 10/17 - Cost Accounting Group 1
- 10/31 - Cost Accounting Group 2
- 10/31 - Fixed Assets
- 11/14 - Cost Accounting Group 3
- 11/14 - Billing Profiles & Customer List
- 11/21 - Warehouse Inventory Stk Items
- 12/8 - Warehouse Inventory Qty on Hand
- 12/15 - Security & Workflow

30 day - OCTOBER

- Department IST Engagement
- User Acceptance Testing preparation and conversion
- Train the Trainer Preparation
- Logistics for end user training
- Department printer configuration outreach

60 day - NOVEMBER

- Department IST Engagement ends 11/7/2014
- UAT Preparation & Conversion
- Training materials finalized
- Vendor Outreach begins

90 day - DECEMBER

- UAT Training
- Disaster Recovery Test

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

We recently made significant progress in receiving data conditions, including collocation (CC)/ ledger code (LC) crosswalk mapping and security and workflow information from departments. We acknowledge the substantial effort put forth by department staff to provide the IRIS Project with this information, during extremely busy time periods. We sincerely appreciate your continued commitment to IRIS and ensuring the system contains the data you'll need at Go Live. **THANK YOU.**



Project Status

The IRIS Financial / Procurement Go Live is just 9 months away and there is still a substantial amount of work that needs to be completed between now and then! To gain a better understanding of the remaining tasks and deadlines, the IRIS Project team created a timeline. To view a pdf of the timeline [click here](#).

Integrated System Testing (IST) continues to be a key activity for the majority of the IRIS Project team, especially the **Finance** and **Procurement** teams. In addition to testing, the project team began Department IST Engagement - a collaborative effort between the project team and departmental Subject Matter Experts (SMEs) on Monday, September 29th. During this activity, department participants will be able to test selected procurement and accounting processes using a portion of the Chart of Accounts, Cost Accounting, and Security and Workflow configurations submitted to date. The results of the engagement will be validation of the current configuration and a chance to make adjustments for the final IRIS configuration. Department IST Engagement is scheduled for September 29 through November 7, with each department participating for a two-week time period.

The **Technical** team is running interfaces needed for IST testing, wrapping up Network Performance testing, and following up on items from the post-conversion cutover.

The **Change Management** team continues to offer IRIS Preview sessions (check out LearnAlaska for current offerings), while also working on developing training materials and coordinating logistics for end user training scheduled to begin in April 2015.

The **Human Resources Management** (HRM) team has substantially completed their evaluation of the baseline design and configuration of the HRM module and drafted business flow diagrams which document how current business processes will work in the new system. Currently, the team is presenting decision papers to the Steering Committee to review available options for addressing potential gaps.

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

IRIS Top 10

Over the next several months, we will be featuring articles that discuss some of the top changes and/or features that will come with IRIS. This month's topics include: Vendor Self Service and Fixed Asset Shell Generation.

Vendor Self Service:

IRIS includes a new way for vendors to conduct business with the State of Alaska: Vendor Self Service (VSS). Vendors are encouraged to manage their accounts through the Vendor Self Service portal, which will allow them to easily manage their own information and update things like contact information and vendor preferences. The benefits of this process change are:

- Centralized maintenance of vendor records,
- Information ownership by the vendor,
- And efficiency gains through a reduction in call volume from vendors when the information is available to them through Vendor Self Service.

Many online inquiries exist which vendors can use to find information. For example, the Vendor Transaction History (VTH) Inquiry contains all of the transactions for a given vendor. This inquiry can be researched on several fields including Vendor Code, Chart of Accounts, Date Ranges and Check Numbers. The information is accurate and available on demand, which will allow vendors to find information easily and reduce the amount of time State employees spend answering vendor questions.

Fixed Asset Shell Generation:

With IRIS, the State of Alaska will have a centralized, statewide repository for tracking and maintaining fixed asset information throughout its lifecycle. One of the exciting features of the fixed asset functionality in IRIS is the Fixed Asset Shell Generation job.

When the State purchases a new item through an award document, IRIS checks the Commodity table to see if the item is classified as a fixed asset. For accounting purposes, an asset is classified as a fixed asset when it:

- Is intended for internal use (i.e. is not for resale);
- Has a useful life extending beyond the fiscal year in which it was acquired;
- And has a monetary value of at least \$5,000.00 or more;
- or has been identified as a sensitive item (regardless of monetary value)

Fixed assets may include real property as well as equipment, machinery, historical items, vehicles, software, and other intangibles.

When an item is identified as a fixed asset (by commodity code) and meets the State's defined monetary threshold, IRIS automatically creates a Fixed Asset Acquisition "shell" document. The "shell" document begins the process for the State to record the asset in the Fixed Asset Registry. Some of the fixed asset information is pre-populated on the "shell" document. The remaining required information is then manually entered and verified before the fixed asset is added to the Fixed Asset Registry.

IRIS PREVIEW SESSIONS

This is your final chance to register for an IRIS Preview session! As the name implies, the IRIS Preview sessions are intended to be a *preview* of the IRIS system. It is designed to familiarize participants with some of the key features of IRIS including documents and inferences through hands-on exercises.

Location	Date / Time
JNU	Oct 9th 9:00am - 11:00am
JNU	Oct 9th 1:30pm - 3:30pm
JNU	Oct 29th 9:00am - 11:00am
JNU	Oct 29th 1:30pm - 3:30pm
ANC	Nov 4th 9:00am - 11:00am
ANC	Nov 4th 1:30pm - 3:30pm
ANC	Nov 5th 9:00am - 11:00am
ANC	Nov 5th 1:30pm - 3:30pm
ANC	Nov 6th 9:00am - 11:00am
ANC	Nov 6th 1:30pm - 3:30pm
ANC	Nov 7th 9:00am - 11:00am
ANC	Nov 7th 1:30pm - 3:30pm
JNU	Nov 14th 9:00am - 11:00am
JNU	Nov 14th 1:30pm - 3:30pm
JNU	Nov 19th 9:00am - 11:00am
JNU	Nov 19th 1:30pm - 3:30pm
JNU	Dec 4th 9:00am - 11:00am
JNU	Dec 4th 1:30pm - 3:30pm
JNU	Dec 12th 9:00am - 11:00am
JNU	Dec 12th 1:30pm - 3:30pm

TO REGISTER, please log on to LearnAlaska, via the LearnAlaska portal page: <https://learn.alaska.gov/portal>. Please refer to the attached [reference document](#) if you encounter issues with your browser.

IMPORTANT NOTE for SUPERVISORS:

Manager approval is required for enrollment. Employees will receive an automatically generated notification from LearnAlaska that their enrollment is pending. Managers must log on to LearnAlaska and approve registration for their employees to be added to the class roster.