State of Arizona

AZ360 Upgrade
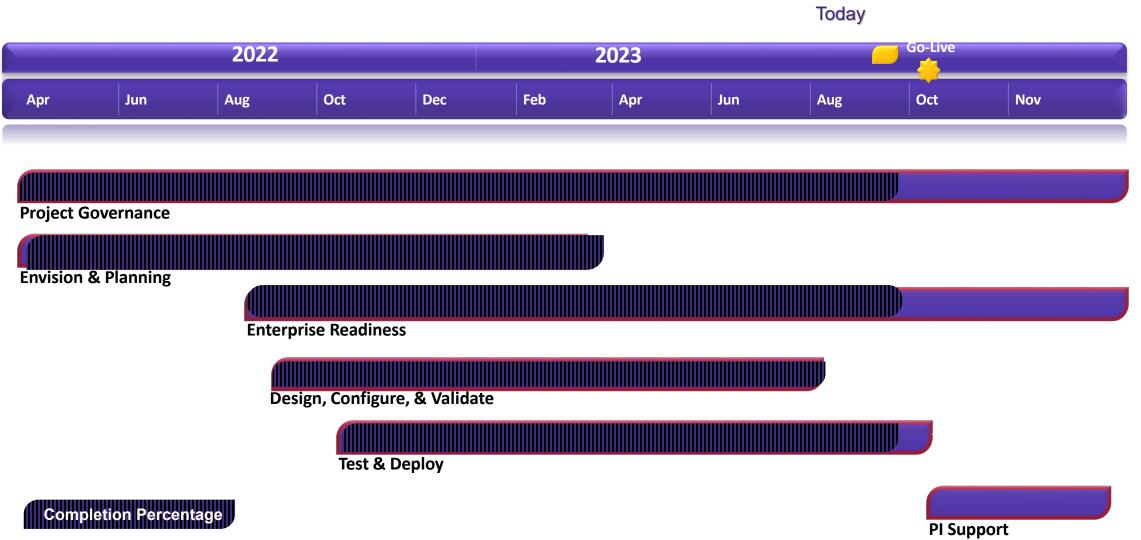
CFO Meeting

September 27, 2023

ARIZONA
DEPARTMENT OF ADMINISTRATION
GENERAL ACCOUNTING

CGI

Project Timeline

Go-live date change October 17, 2023*
*subject to change

AFIS Last Day – Thursday October 12, 2023

- Transactions in pending status at COB of 10/12/2023, will be reverted to draft status

- AFIS available until 8pm

- AFIS nightly cycle will start after completion of interface cycles and includes the following:
    - ACH & Warrant generation and warrant print
    - ETL to infoAdvatage
    - AFIS outbound interfaces/repository

- We will not bring AFIS online on Friday 10/13/2023
    - Friday's 9am & 10am interface cycles will run

AZ360 Day 0 – October 13 thru October 16

- AFIS unavailable starting Friday, October 13
  - AFIS off-line Friday - Tuesday
  - No AFIS Handwrites
  - No impact on HRIS integration
  - State Treasurer deposit and wire procedures TBD
    - Future GAO News Bulletin, prior to cut-over

- Warrants generated during Thursday's night cycle (10/12/23) will be mailed directly to vendors or available for pick-up at GAO Front Desk

- No APP integration with AFIS
  - Available functionality will limited to solicitations & contract work only

AZ360 Day 1 – Tuesday October 17

- URL available on GAO website
  - Banner on homepage (temporary)
  - System URLs available under Resources tab on GAO website
- Login
  - User name is EIN
  - Password is the same password users used to log into AFIS on October 12
- Password Resets
  - Use password reset link
  - Call the helpdesk at 602-364-4444 Option 5

AZ360 Day 1 – Tuesday October 17

- AZ360 available Tuesday, October 17
- SPO & GAO to monitor APP integration
- Agency Coordinators to provide Level 1 support
- GAO Liaisons to provide Level 2 support
- Run first AZ360 nightly batch cycle and interfaces

Warrants

- Friday 10/13/2023
  - Thursday's nightly cycle generated warrants will be mailed or available for pick-up
- Monday 10/16/2023 and Tuesday 10/17/2023
  - No warrant generated/available due to suspended nightly batch cycle
- Wednesday 10/18/2023
  - Tuesday's nightly cycle generated warrants will be mailed or available for pick-up

Interfaces

- All automated inbound and outbound interfaces will run from now through Thursday evening, October 12. These automated processes will pick up again on Tuesday, October 17.

- AFIS will be unavailable on Friday, October 13, so please hold any additional inbound interface files (outside of regular cycle) for processing on Tuesday, October 17. If any files are received, we will hold them until that time.

infoAdvantage Update

- infoAdvantage User Group Meeting happened September 19
  - Provided updates on changes and general update status
  - AZ360 infoAdvantage Demo/Navigation Training
  - Discussed AZ360 infoAdvantage testing
- infoAdvantage Reporting Demo Video coming soon
- infoAdvantage will be unavailable starting October 13
- AZ360 infoAdvantage available Monday, October 23

infoAdvantage and Budget Structure Changes

- Budget Structure 90's are now Budget Structure 60's
  - Refer to image for full changes
- infoAdvantage will reflect the new structure names in AZ360 Budget Reports
- Crosswalk for Budget Changes and infoAdvantage Budget Report name changes coming soon

Budget Structure Changes

AFIS Budget Structure	Type	AZ360 Budget Structure
90	Appropriation and Allotment	60
94	Revenue	64
91	Department Bureau	61
92	Department District	62
93	Department Division	63
95	Department Unit	65
37	Program Phase	37
40	Program Phase Reimbursement	40
38	Program Period (now with object)	38
39	Program Period Reimbursement	39
96	Program Period Award	66
97	Program Period Object	38 Lv 4 and 5

Post Go-Live Support

- AZ360 Open Office hours
  - TBD

- APP Open Office hours
  - TBD

- Training materials (GAO Training Page)
  - Training Manuals (Week of October 10)
  - Quick Reference Guides (Week of October 10)

- Additional Resources (GAO Training Page)
  - Budget structure changes (Week of October 10)
  - Page Codes list (Week of October 10)
  - Navigation Video (September 29)
  - Worklist Video (September 29)
  - infoAdvantage Video (September 29)

Rebranding Activities

- Group Email Boxes changes
  - AFISHUB@azdoa.gov => FINHUB@azdoa.gov
  - AFIS.reports@azdoa.gov => FINreports@azdoa.gov
  - AFIS.operations@azdoa.gov => FINoperations@azdoa.gov
- GAO website re-branding updates *
  - AFIS tab => Operations
  - AFIS Information sub tab => Operations Resources

AZ360 Financial Training

- Foundational Courses
  - Temporary as a webinar based training
    - Offered bi-weekly starting October 23
    - Equivalent of the required foundational courses needed prior to gaining system access
  - TraCorp Course Code: TBD
- Available CBTs
  - Accounts Payable
  - Accounts Receivable
  - Billing and Collections
  - General Accounting
  - Vendor Customer

AZ360 Financial Training

- CBTs in Progress
  - Budgetary Control
  - Grants
  - Cost Accounting
  - Asset Management
  - Inventory Management

- Training Requirements during transition
  - All required CBTs that are not available on day 1 will have an extended deadline to 60 days after the CBT becomes available
  - GAO Training will communicate with affected users directly

Agency Action Items

- Clean up transactions in pending status
- Assess your operational readiness and needs
  - Warrants ?
  - Handwrites ?
  - Deposits ?
- Develop internal strategies for Level 1 Support
- Plan for additional time for processing due to learning curve
- Communicate, Communicate and Communicate

GAO Action Items from AC Meeting

- Email Address Changes
  - GAO News Bulletin
  - Email to Agency Coordinators
  - CFO Meeting
- Communicate State Treasurer wire and deposit procedures for cut-over
  - GAO News Bulletin
- Communicate AZ360 "Open Office Hours"
  - GAO News Bulletin
  - Email to Agency Coordinators
  - CFO Meeting
- Communicate APP "Open Office Hours"
  - Email to Agency Coordinators
  - CFO Meeting
- Communicate Foundational Training Course Code (post go-live training)
  - Email to Agency Coordinators
  - CFO Meeting
  - GAO Website – Training Page Update

CANNOT HIT THE LANDING PAGE ON DAY 1

- Validated through Agency Level 1 Support (Agency Coordinator)
- Email Jacqueline.Todd@azdoa.gov
  - Include the URL being used
  - Screenshot
  - IT Network Contact for your Agency