



Sunflower Project Business Process Workshop

Accounts Payable and Travel & Expense



Welcome

Accounts Payable and Travel & Expense Business Process Workshop Agenda



- Welcome**
- BPW Purpose and Objectives**
- Context for Accounts Payable and Travel & Expense**
- Business Process Walkthroughs**
- Agency Impact Analysis**
- BPW Wrap-Up**

Welcome and Introductions



- Presenters:
 - Connie Guerrero, Enterprise Readiness Team Manager
 - Jennifer Dennon, Agency Readiness Team Lead
 - Adriene Williams, Agency Readiness Liaison

Ground Rules



- Turn phones to silent or vibrate
- Be courteous of presenters and other speakers
- Return promptly after breaks
- Participation is expected
- Questions are encouraged – if we can not answer today we will research and get back to you with an answer



BPW Purpose and Objectives

BPWs Objectives



After completing this workshop you should:

- Understand SMART business processes
- Understand key organizational impacts, as identified by the Sunflower Project
- Be prepared to conduct your agency's Agency Impact Analysis (Task ID 30)

What BPWs WILL Do...



- Provide detailed information on key process points
- Review potential agency impacts
- Introduce recommendations and action items to reduce the impacts of identified changes
- Provide tools for identifying alternate and/or additional impacts specific to your agency

What BPWs Will NOT Do...



- Provide system training
- Identify *every* process change and agency impact
- Evaluate process change impacts at the agency level

Note: The information contained in this presentation is accurate as of this point in the project. Further build and testing of SMART may alter information at which point updated topics will be communicated

Agency Business Process Analysis Timeline



BPWs are the first step in your business process analysis

Aug 2009	Sep 2009	Oct 2009	Nov 2009	Dec 2009	Jan 2010
Attend BPWs					
Complete Agency Impact Analysis					
Communicate Updated Business Processes to Agency					

Business Process Analysis Areas



Agencies will need to consider the following areas for each business process:

- User Roles and Responsibilities
- Reporting
- Policies and Procedures
- Manuals and Desk Instructions
- Forms
- Document Storage



Meet and Greet





Context for Accounts Payable and Travel & Expense

Accounts Payable and Travel & Expense Overview



- Accounts Payable (AP) and Travel & Expense are the sources of payment information in SMART
- The benefits of Accounts Payable and Travel & Expense in SMART are:
 - The use of workflow to track and route vouchers and expense documents through the approval process in SMART
 - Statewide integration and standard payment process and methodology

Accounts Payable and Travel & Expense Key Terms & Definitions



- **Accounts Payable** – The module in which vouchers are recorded to process payments to vendors. Also records the liability for amounts due to vendors for invoiced goods or services received.
- **Business Unit** – The SMART fields that define each agency of the State.
- **Commitment Control** – The process of budgetary accounting which enables the tracking or controlling of expenses against budgets and revenues against estimates.
- **Control Group** – A means of grouping vouchers for processing.
- **Location** - The SMART field that is an identifier of where an asset or vendor may be found or where an employee resides and enables you to differentiate vendor locations when more than one exists.

Accounts Payable and Travel & Expense Key Terms & Definitions

(Continued)



- **Location Code** - The SMART field that enables you to indicate the different types of addresses for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number (called a location code).
- **Matching** – An automated process of comparing values found in three different business documents: Voucher, Purchase Order, and Receiver prior to approving a voucher for payment. This process provides assurance that the products listed on a vendor invoice were requested and received at the appropriate price and in the appropriate quantity.
- **Payment Processing** – Checks or electronic payments (via Automated Clearinghouse) that are issued to a vendor to pay for a voucher.
- **Posting** – An automated process of creating and recording accounting entries in SMART.

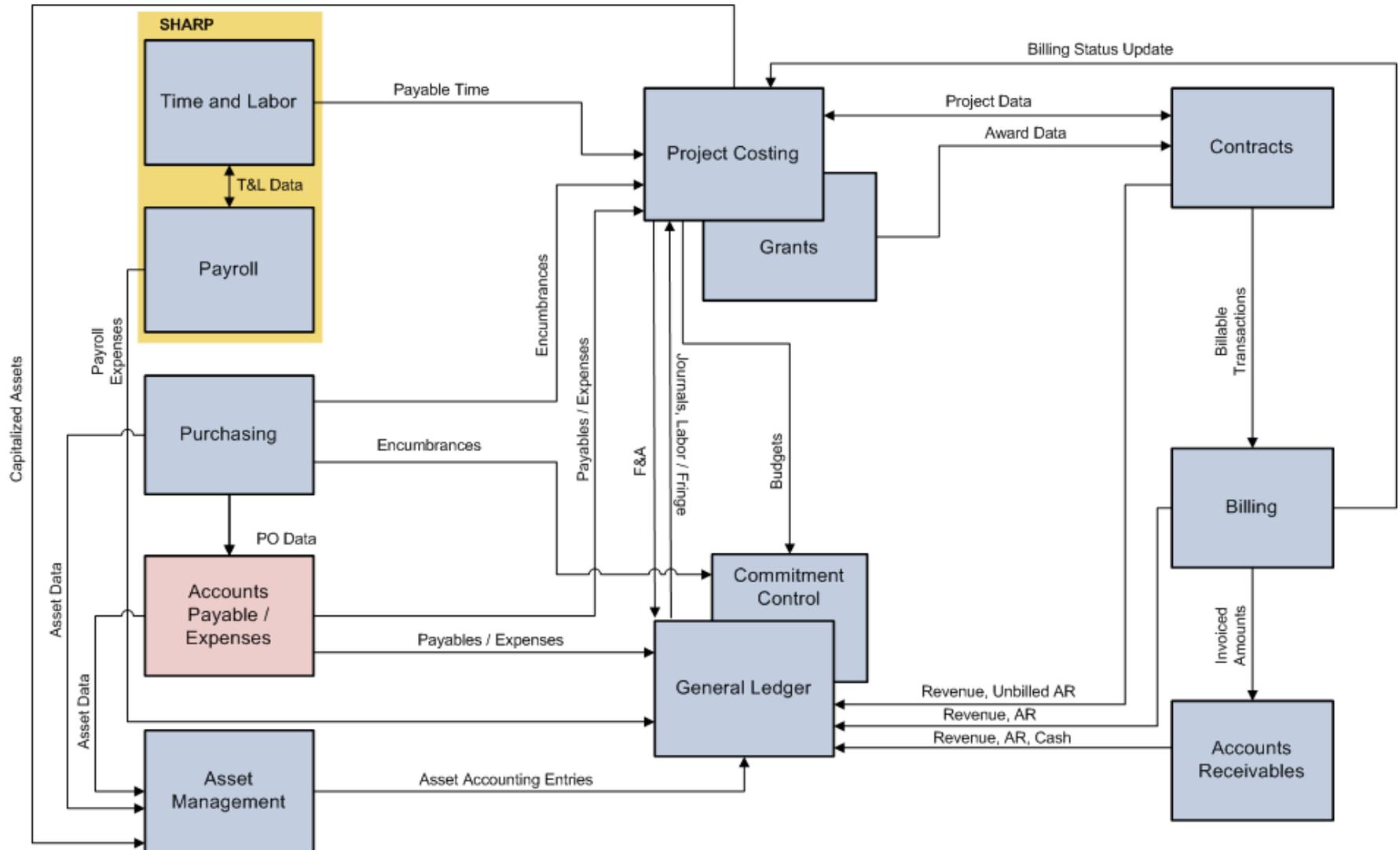
Accounts Payable and Travel & Expense Key Terms & Definitions

(Continued)

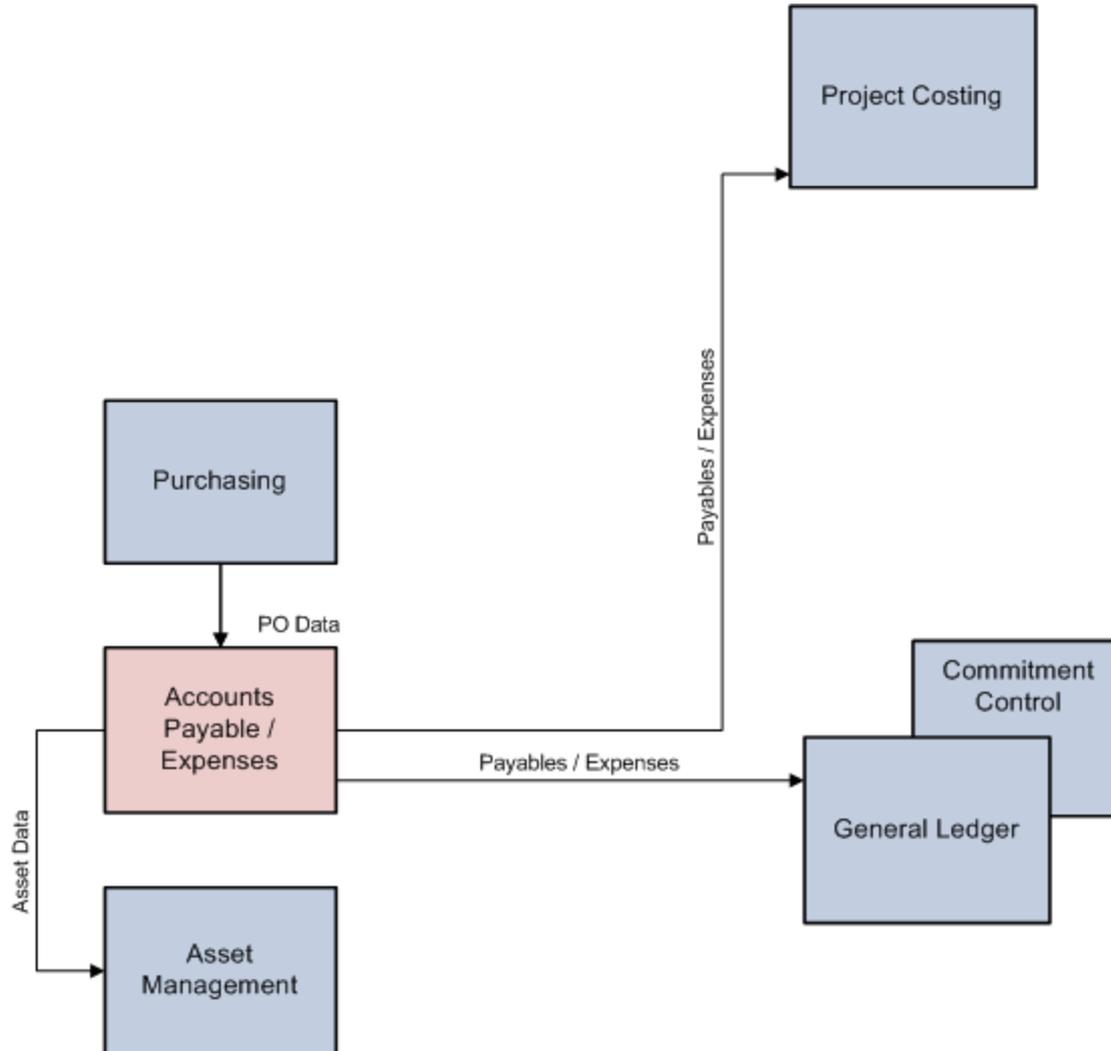


- **Tax Identification Number (TIN)** - A tax processing number that is issued by the Internal Revenue Service - typically Social Security Number (SSN) or Federal Employer Identification Number (FEIN).
- **Vendor** - Any person or company from which the State of Kansas purchases goods or services, including state agencies, sub-recipients and sub-grantees.
- **Vendor ID** - A unique identifier for each vendor in SMART.
- **Voucher** – Records created to process vendor invoices or adjustments and can either be entered manually or through an Electronic Data Interchange (EDI) interface or spreadsheet.
- **Workflow** – A tool in SMART that routes a transaction electronically for approvals via a work list or email notification.

SMART



Accounts Payable and Travel & Expense Integration





Accounts Payable

Accounts Payable Overview



- Accounts Payable (AP) is the source of all vendor payment information
- The benefits of Accounts Payable in SMART are:
 - The automation of matching vouchers, purchase orders (POs), and receipts (documentation of goods received from vendors)
 - The use of workflow to track and route vouchers through the approval process in SMART

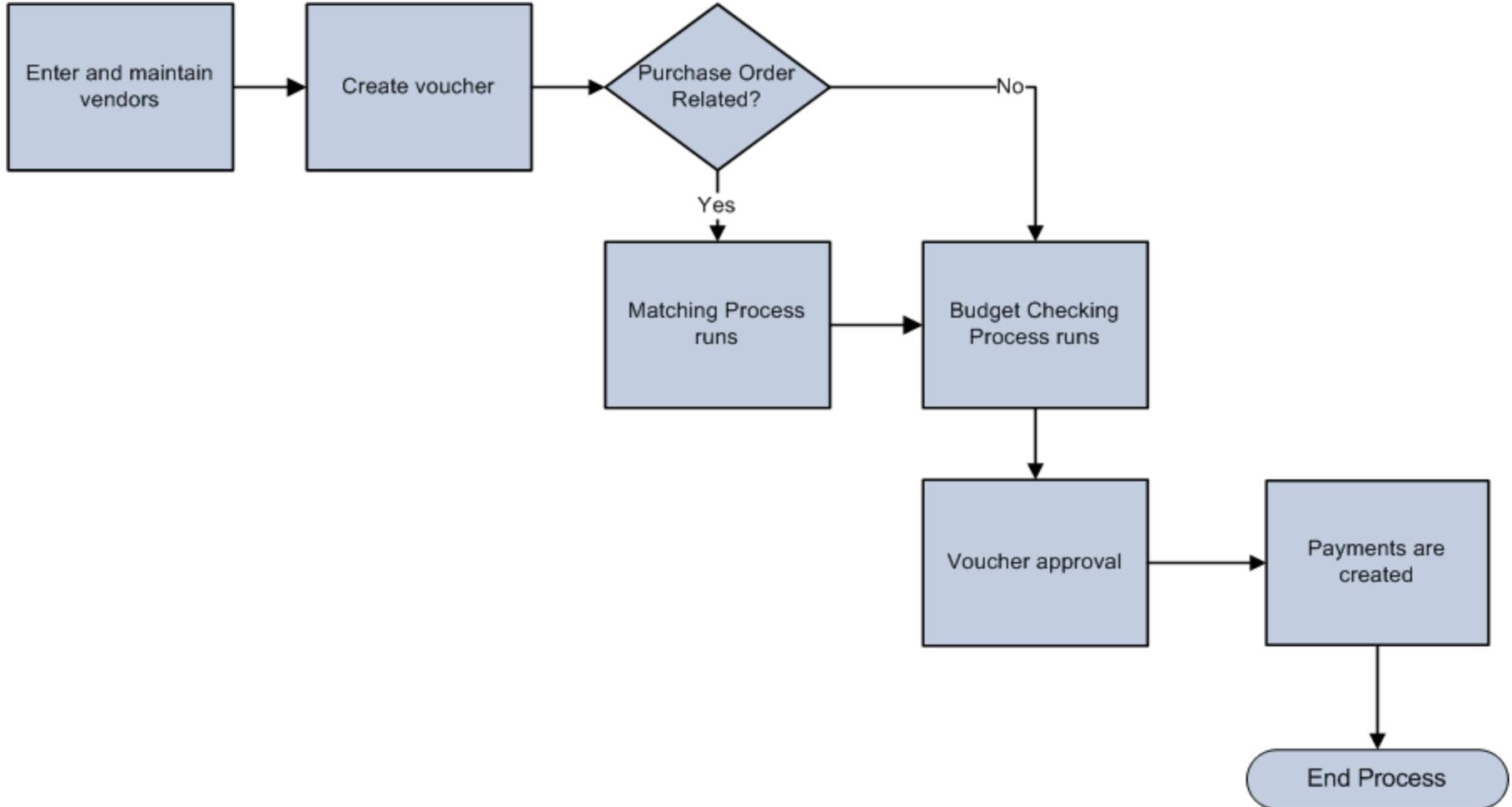
Accounts Payable Processes



This section includes the following processes:

- Entering a vendor
- Creating a non-PO voucher
- Creating a PO voucher
- Approving a voucher

Accounts Payable End-to-End Process



Accounts Payable Roles & Responsibilities



User Role	Responsibilities
Agency Accounts Payable Processor	This role will be responsible for entering vouchers, searching for vendors, deleting vouchers, correcting voucher errors, using control groups, creating manual payments, running the matching process, and viewing vendor information.
Agency Accounts Payable Supervisor	This role will be responsible for understanding the tasks of the Accounts Payable Processor role, as well as unposting vouchers, marking a voucher for closure, posting vouchers, and completing 1099 adjustments.
Agency Accounts Payable Maintainer	This role will be responsible for maintaining vouchers, setup and maintenance of control groups, monitoring the matching and budget checking errors, posting vouchers, and generating journals. This role will also run match/error reports, check budget error reports, and maintain tables.
Agency Accounts Payable Approver	This role will be responsible for approving vouchers through workflow.

Accounts Payable Roles & Responsibilities (continued)



User Role	Responsibilities
Kansas Accounts Payable Viewer	View voucher and payment information and run Payables reports.
Agency Vendor Processor	This role will be responsible for entering vendors into the system.
Kansas Vendor Viewer	View Vendor Information and Run Vendor Reports

Business Process Flow Legend



= Task performed by a person in SMART



= Task performed outside systems (i.e., manually)



= Task performed by SMART



= Action taken by a person



= Task performed by a person in SHARP



= Decision point



= Workflow continues at the same letter on another slide



= Task performed by SHARP



= Form output of process



= Task performed in or by other system (e.g., SOKI, STARS)



= New policy



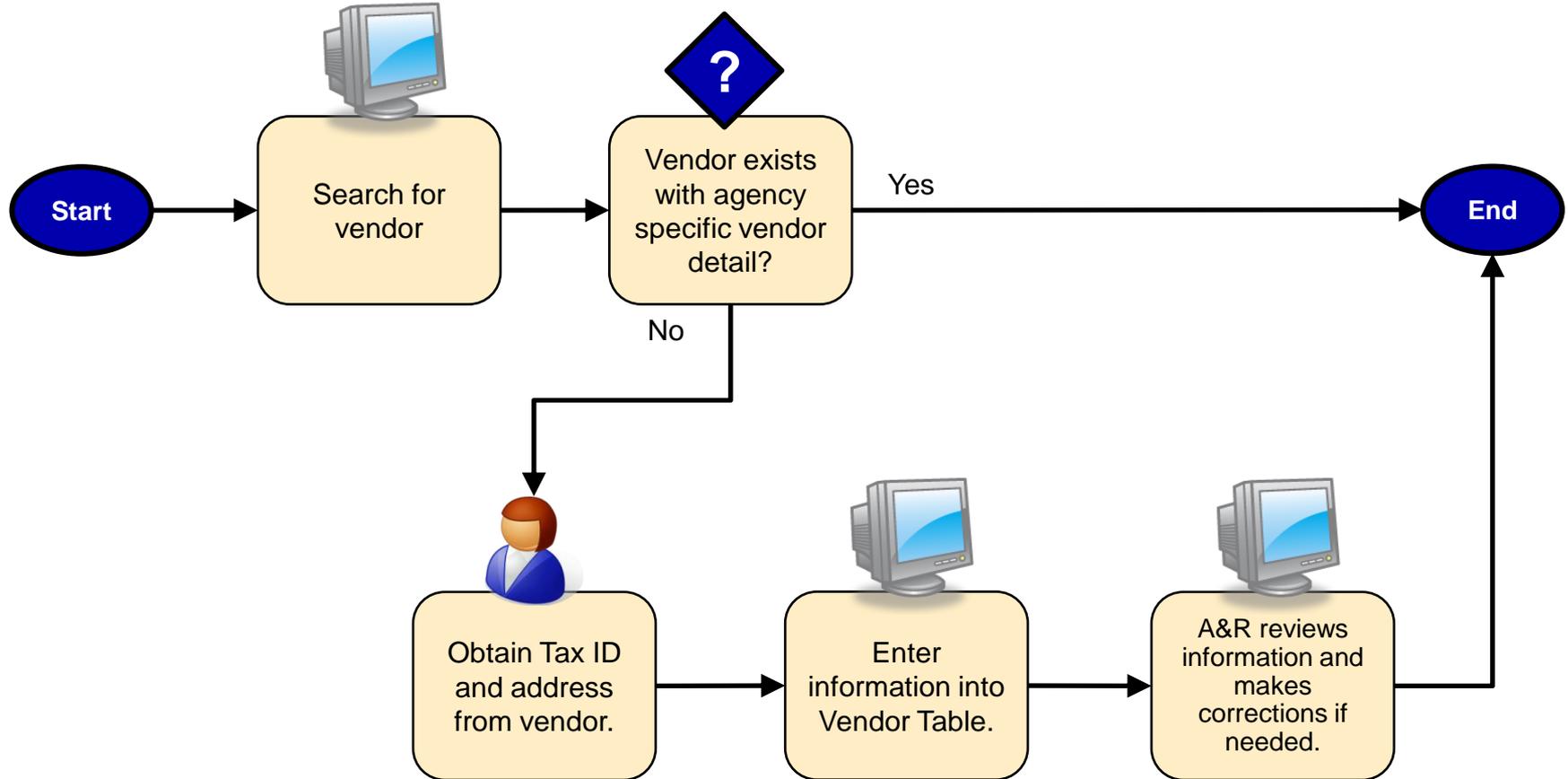
Entering a Vendor

Process Definition: Entering a Vendor

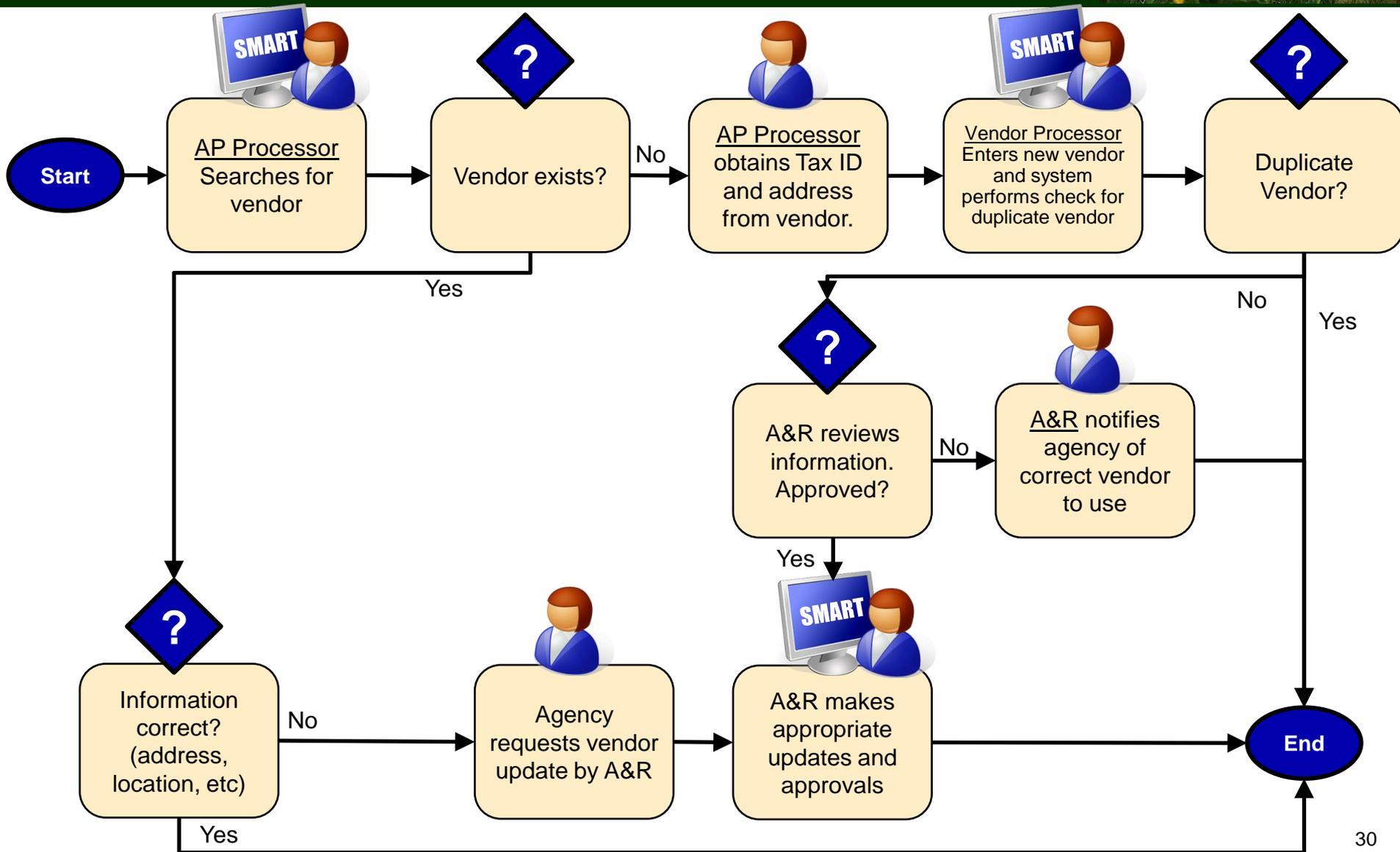


Entering a vendor is defined as the process of recording vendor information into SMART for the purpose of entering a requisition, PO, or voucher.

As-Is Business Process Flow: Entering a Vendor



To-Be Business Process Flow: Entering a Vendor



Key Organizational Impacts for Entering a Vendor



	As-Is Process	To-Be Process
AP01	There is a single vendor file, but vendors can be duplicated.	There is a single vendor master file. Automated duplicate vendor checking minimizes duplication of vendor records.
AP02	SSN or Tax ID number is used as the vendor number.	SMART will assign a sequential number as the vendor ID. Tax ID is required and is one of the many search criteria.
AP03	Today, the vendor search options consist of Vendor ID and name only.	In SMART, agencies will have a wide variety of vendor search options.
AP04	Agencies can run into multiple instances of the same vendor with agency specific information (locations, addresses).	In SMART, a vendor can have multiple locations and addresses.

Agency Considerations for Entering a Vendor



Your agency may need to consider the following impacts to your processes / procedures:

- Consider how your agency will make use of the Vendor Tax ID field to search for your vendors.
- How will you update filing procedures for any vendor-specific files (such as W-9)?

Business Process Activity



Work in groups to discuss one of the Key Organizational Impacts presented in this section. Use the activity worksheets on your table to list how the following business process areas are affected. (5 minutes)

- User Roles and Responsibilities
- Reporting
- Policies and Procedures
- Manuals and Desk Instructions
- Forms
- Document Storage

Choose a member of your group to share what you listed with the rest of the workshop attendees. (5 minutes)



00:00

Break

Please return in 10 minutes



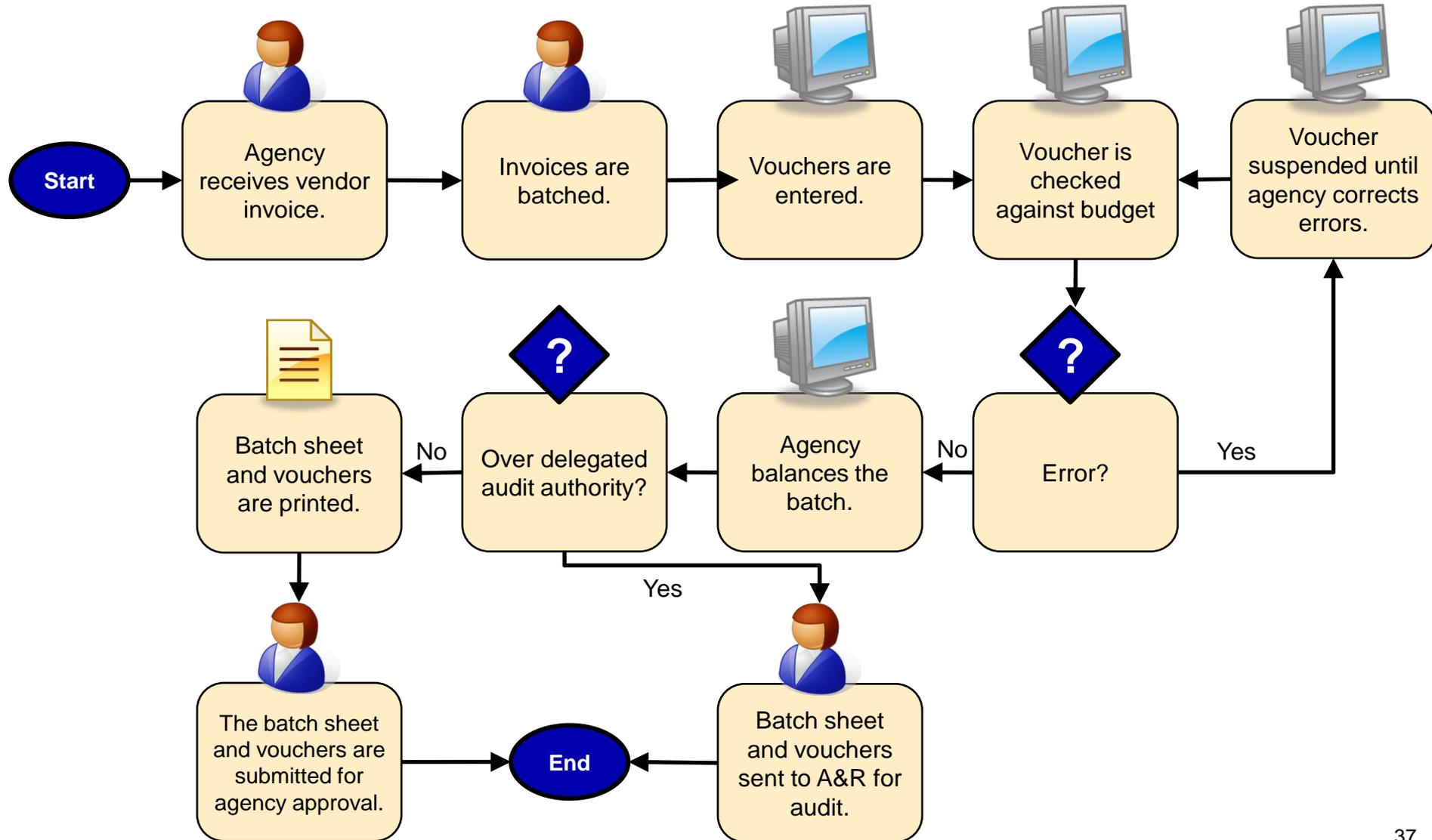
Creating a Non-PO Voucher

Process Definition: Creating a Non-PO Voucher

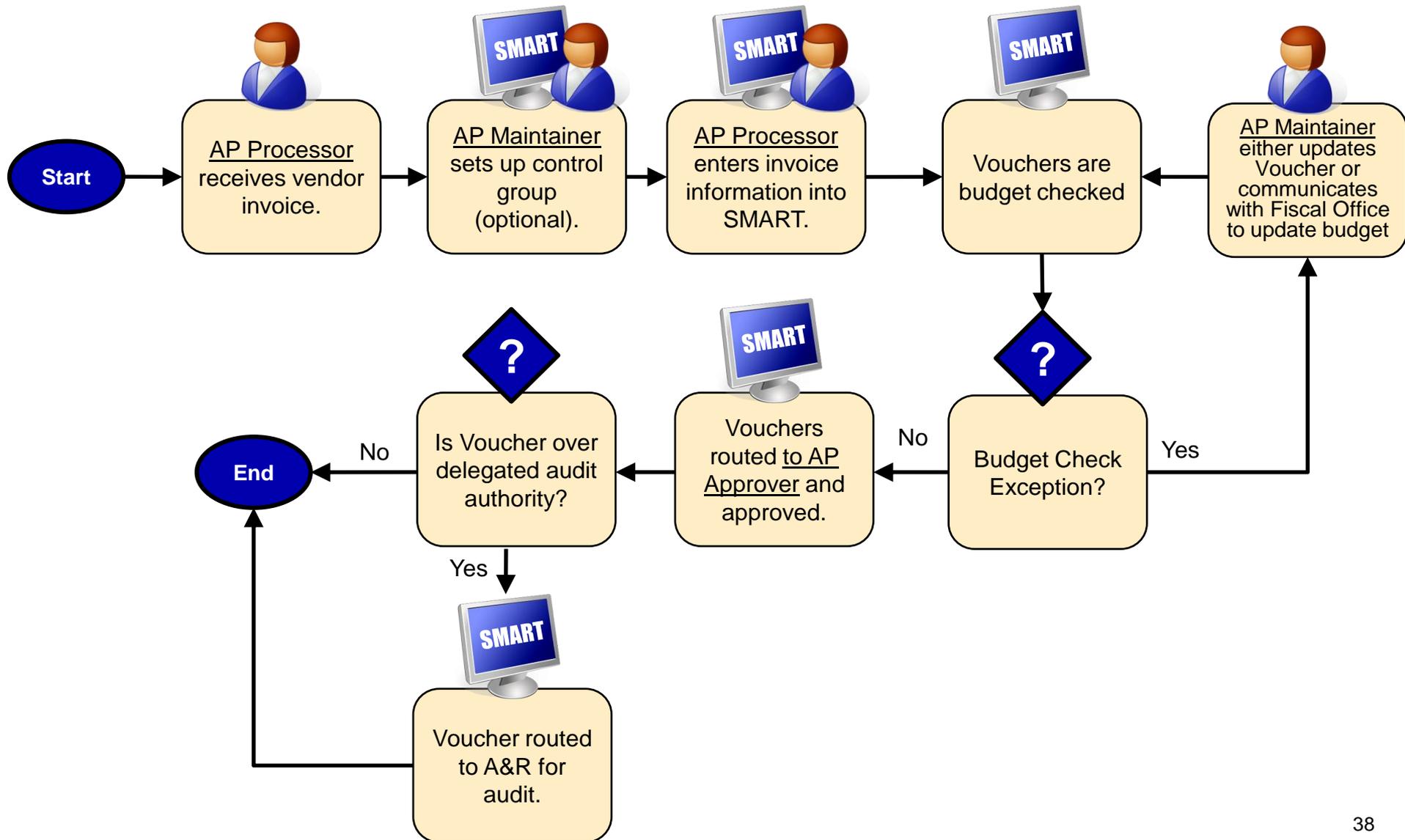


Creating a non-PO voucher is defined as the process by which vendor invoice information is gathered and entered into the system for the purpose of payment not related to a purchase order.

As-Is Business Process Flow: Creating a Non-PO Voucher



To-Be Business Process Flow: Creating a Non-PO Voucher



Key Organizational Impacts for Creating a Non-PO Voucher



	As-Is Process	To-Be Process
AP05	If voucher is over delegated audit authority, agencies complete a DA-103 before submitting the voucher to A&R.	The voucher will automatically be sent to A&R through workflow if it is over the delegated audit authority .
AP06	In STARS, an agency can look up voucher information by index, object code, doc ID. Ad-hoc is available by all ChartField elements.	In SMART, inquiry can done in a variety of ways, by user who entered or approved, invoice #, check, voucher, status, ChartField, etc.
AP07	There are no systematic check for duplicate vouchers today.	Duplicate invoice checking will be systematic using consistent criteria statewide.

Agency Considerations for Creating a Non-PO Voucher



Your agency may need to consider the following impacts to your processes / procedures:

- What information will you be able to access in SMART instead of referencing paper files?
- Who in your agency would be best suited to resolve budget check exceptions?
- How will your filing processes change for invoices?

Business Process Activity



Work in groups to discuss one of the Key Organizational Impacts presented in this section. Use the activity worksheets on your table to list how the following business process areas are affected. (5 minutes)

- User Roles and Responsibilities
- Reporting
- Policies and Procedures
- Manuals and Desk Instructions
- Forms
- Document Storage

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Creating a PO Voucher

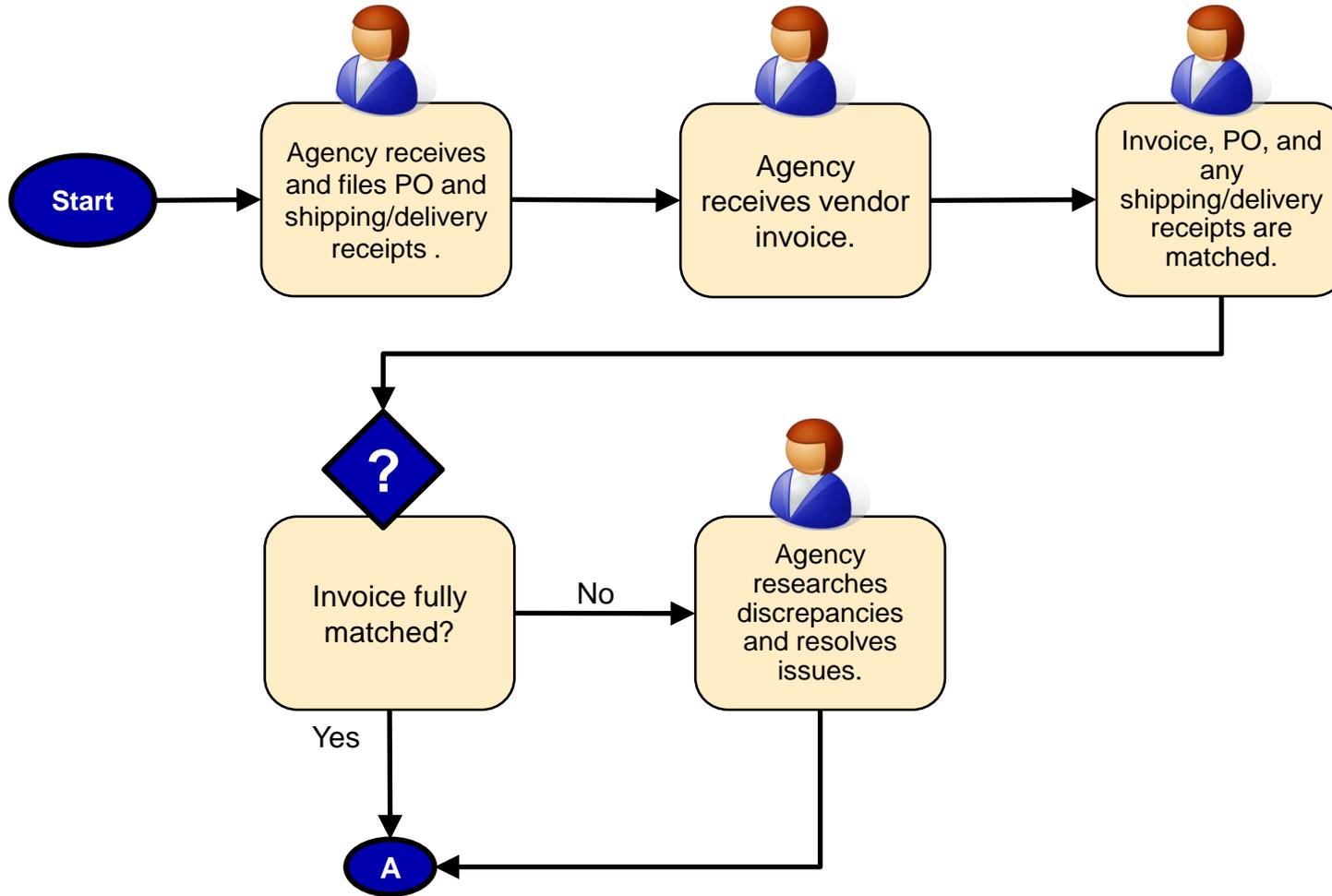
Process Definition: Creating a PO Voucher



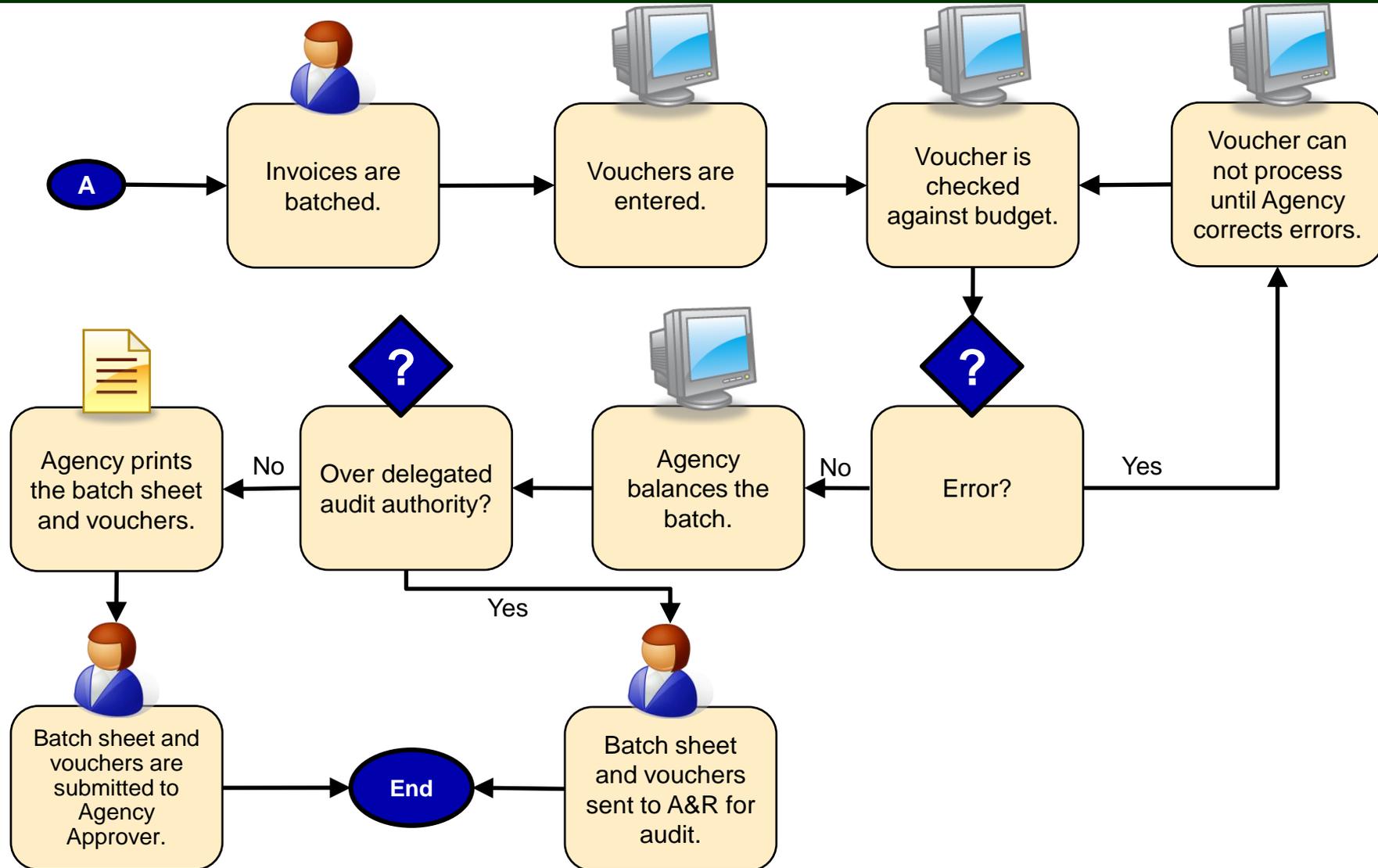
Creating a PO voucher is defined as the process by which vendor invoice information is gathered and entered into the system for the purpose of payment associated with a PO.

PO vouchers are “matched” in SMART with the associated PO and receipt. This helps assure the validity and correctness of transactions and payments.

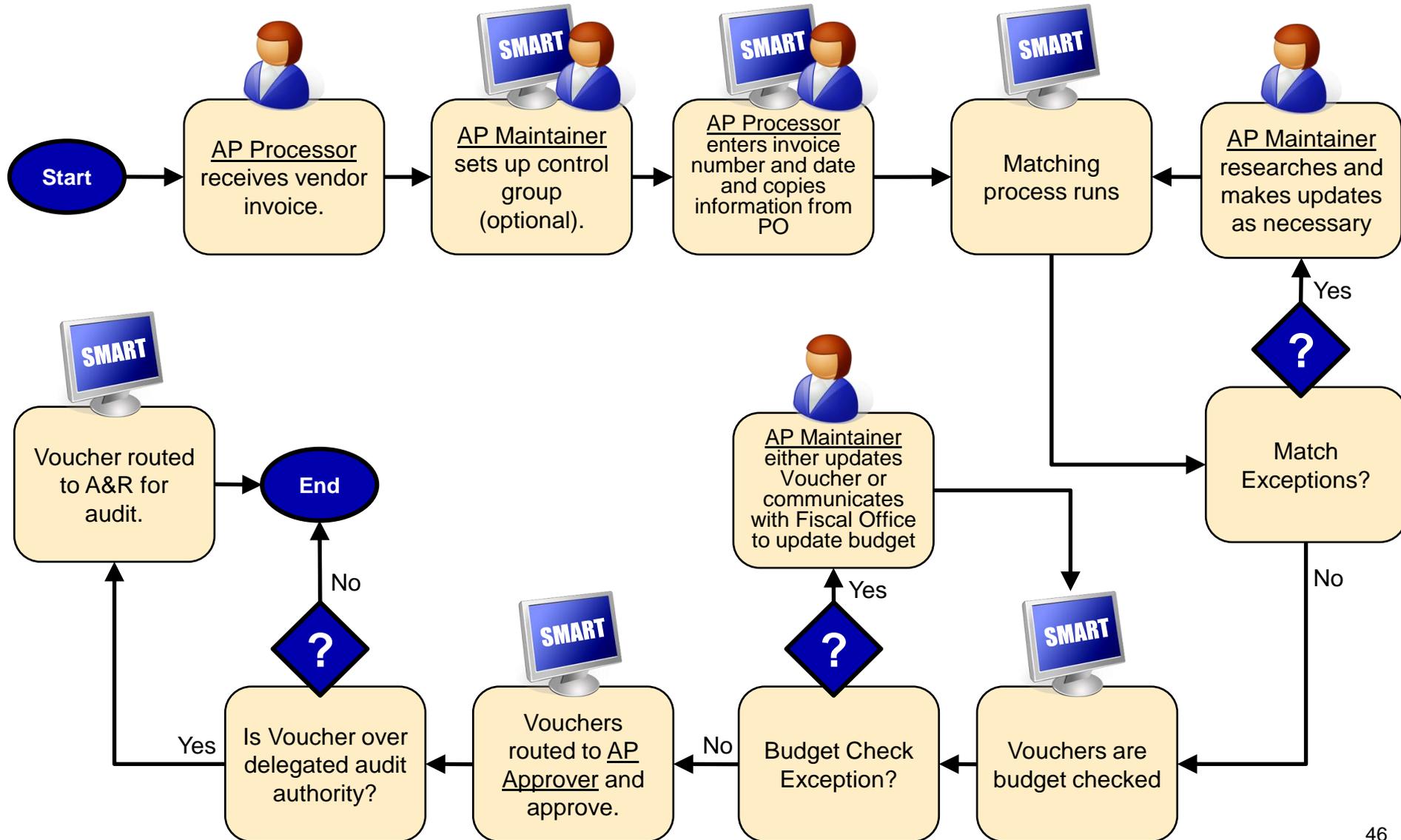
As-Is Business Process Flow: Creating a PO Voucher



As-Is Business Process Flow: Creating a PO Voucher (continued)



To-Be Business Process Flow: Creating a PO Voucher



Key Organizational Impacts for Creating a PO Voucher



	As-Is Process	To-Be Process
AP08	Agencies today use paper copies of POs, shipping/delivery receipts , and invoices in order to match.	In SMART, matching of POs, receipts, and invoices/vouchers is automated.
AP09	The amount of information entered for PO and non-PO related vouchers is the same.	Agencies will be able to copy information from a PO when processing a PO related voucher.
AP10	In STARS, an agency can look up voucher information by index, object code, doc ID. Ad-hoc is available by all ChartField elements.	In SMART, inquiry can done in a variety of ways, by user who entered or approved, warrant, PO, voucher, status, etc.

Key Organizational Impacts for Creating a PO Voucher



	As-Is Process	To-Be Process
AP11	Today, agencies keep the physical shipping/delivery receipts and send them to AP Processor for matching.	Agencies will not be required to keep the physical shipping/delivery receipts for matching. A receipt created in SMART after the goods are received will be used during the matching process.

Agency Considerations for Creating a PO Voucher



Your agency may need to consider the following impacts to your processes / procedures:

- How will you use information available in SMART (vouchers, POs, receipts) to minimize storage of paper files?
- Who in your agency would be best suited to resolve match and budget check exceptions?
- Because physical copies of POs, shipping/delivery receipts, and invoices do not need to be matched in SMART, what filing and routing processes can be changed or retired?



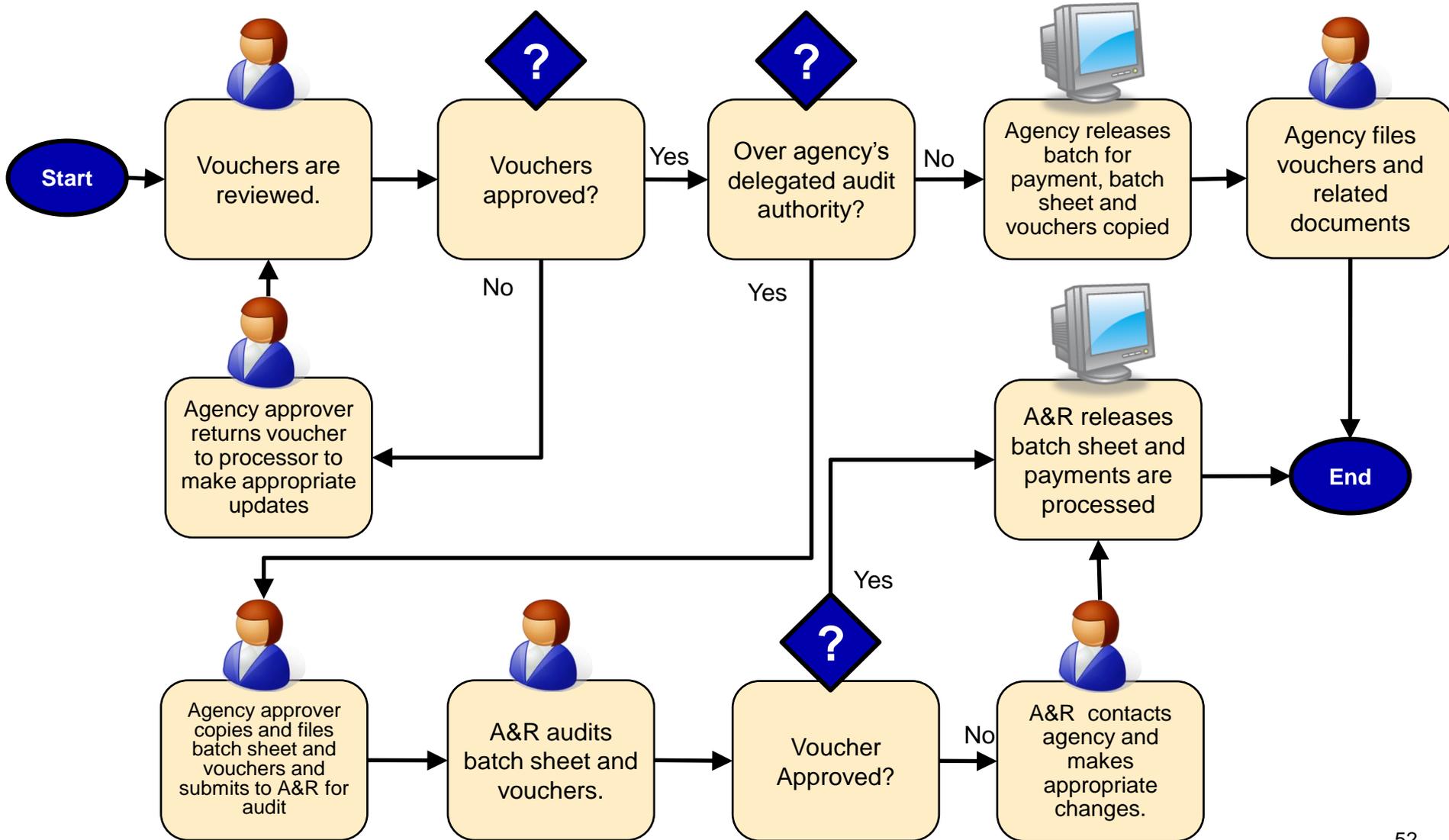
Approving a Voucher

Process Definition: Approving a Voucher

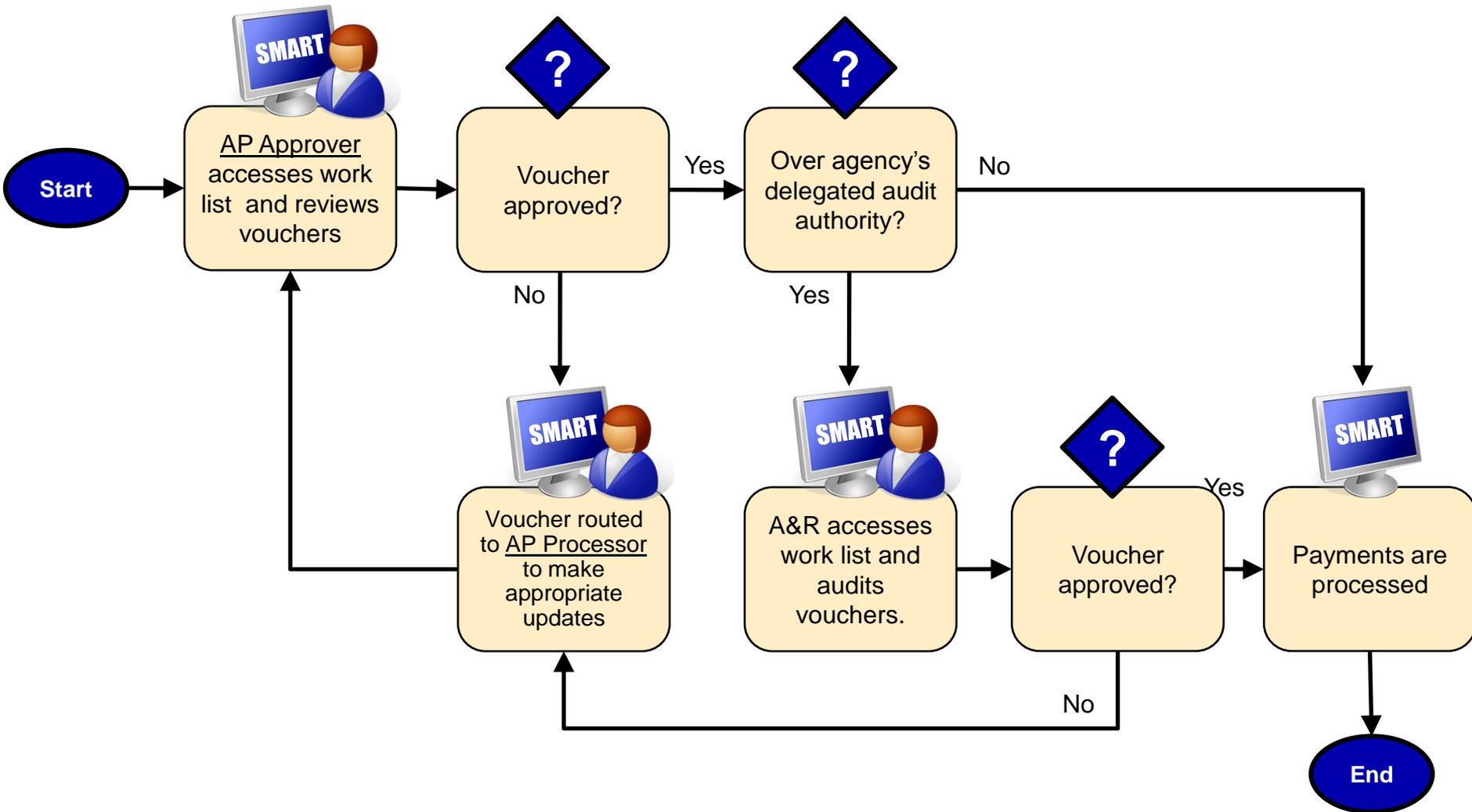


Approving a voucher is defined as the audit and approval process to verify the information on the voucher is correct.

As-Is Business Process Flow: Approving a Voucher



To-Be Business Process Flow: Approving a Voucher



Key Organizational Impacts for Approving a Voucher



	As-Is Process	To-Be Process
AP12	Today, the approval process is done outside STARS and is a manual process.	Approvals in SMART are done using an automatic, configured workflow. This allows users to view the approval history within the system.
AP13	Today, agencies must print out the batch sheets and vouchers for approval signatures	Approvals in SMART are documented electronically.

Agency Considerations for Approving a Voucher



Your agency may need to consider the following impacts to your processes / procedures:

- What type of information will an approver need to make a determination about approving a voucher?
- Who will be involved in approving vouchers?
- What internal forms used today can be retired?
- How will the voucher approval process change for your approvers?

Business Process Activity



Work in groups to discuss one of the Key Organizational Impacts presented in this section. Use the activity worksheets on your table to list how the following business process areas are affected. (5 minutes)

- User Roles and Responsibilities
- Reporting
- Policies and Procedures
- Manuals and Desk Instructions
- Forms
- Document Storage

Choose a member of your group to share what you listed with the rest of the workshop attendees. (5 minutes)



Travel & Expense

Travel & Expense Overview



- Travel & Expense is the source of travel and expense related information
- The benefits of Travel & Expense in SMART are:
 - The use of workflow to track and route requests through the approval process in SMART
 - Statewide standardization of travel process and methodology
 - Ability to analyze travel data

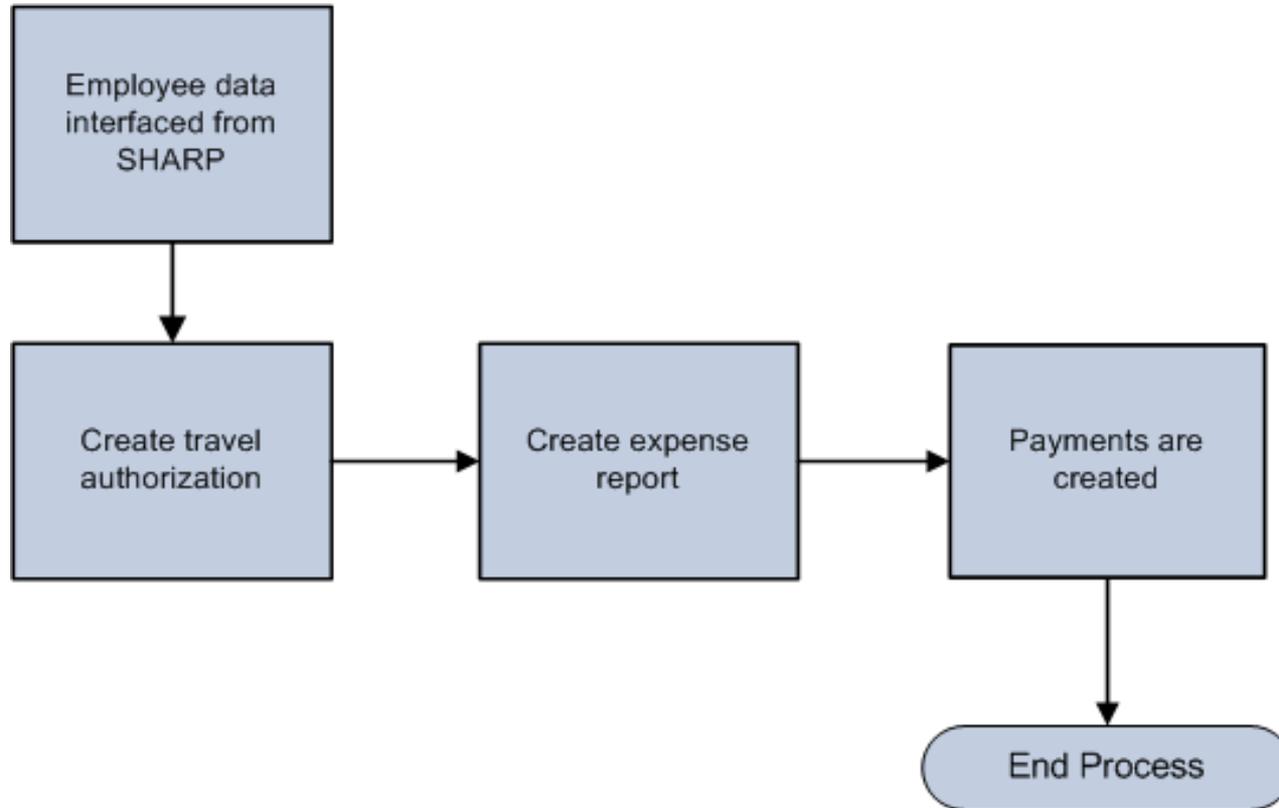
Travel & Expense Processes



This section includes the following processes:

- Processing travel authorization
- Processing an expense report

Travel and Expense End-to-End Process



Travel & Expense Roles & Responsibilities



User Role	Responsibilities
Agency Occasional Travel Processor	This role is responsible for entering travel and expenses
Agency Frequent Travel Processor	This role is responsible for extended travel and expense functionality in the system
Agency Travel and Expense Approver	This role is responsible for approving Travel and Expense Reports routed via workflow
Agency Travel and Expense Administrator	This role is responsible for setup and maintenance responsibilities of the traveler and establishing workflow for travel and expenses



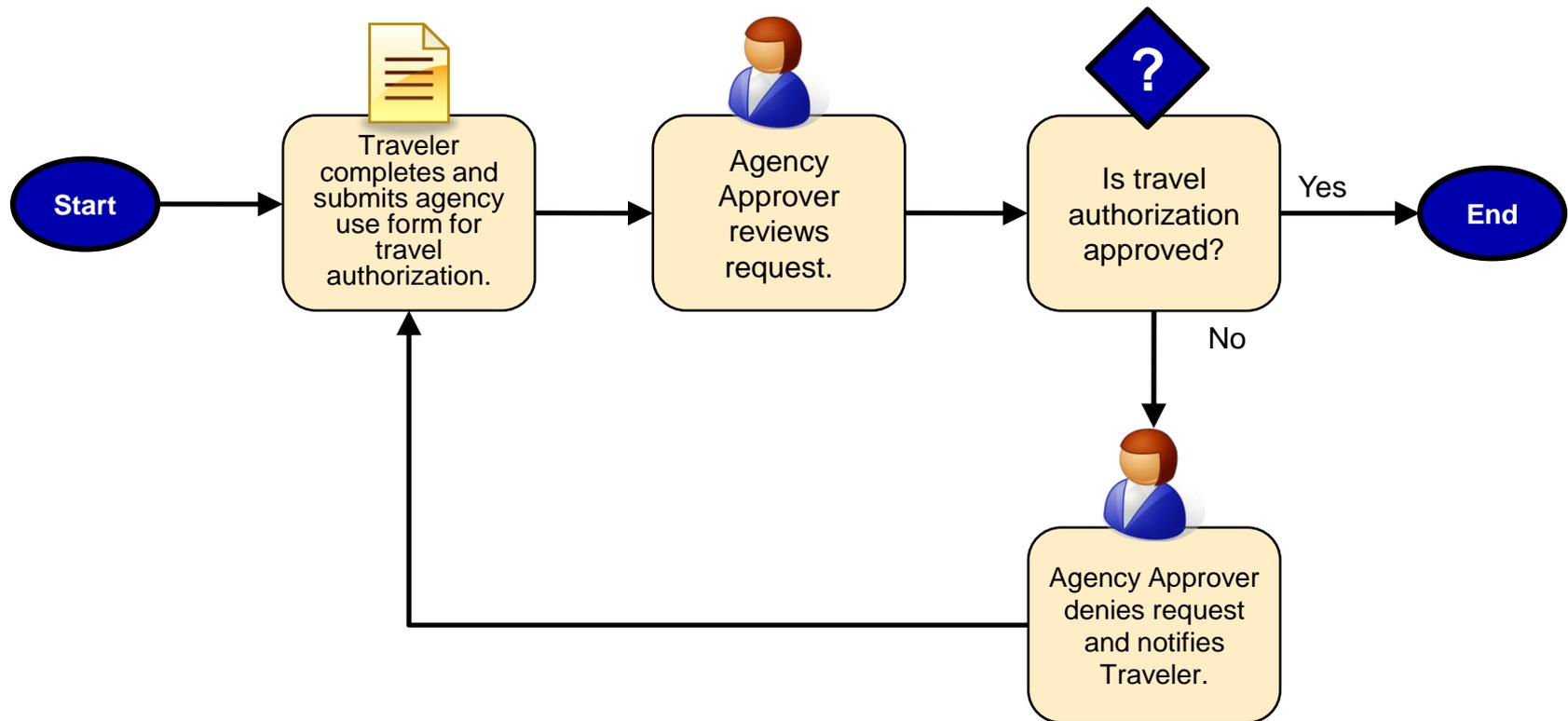
Processing Travel Authorization

Process Definition: Processing Travel Authorization

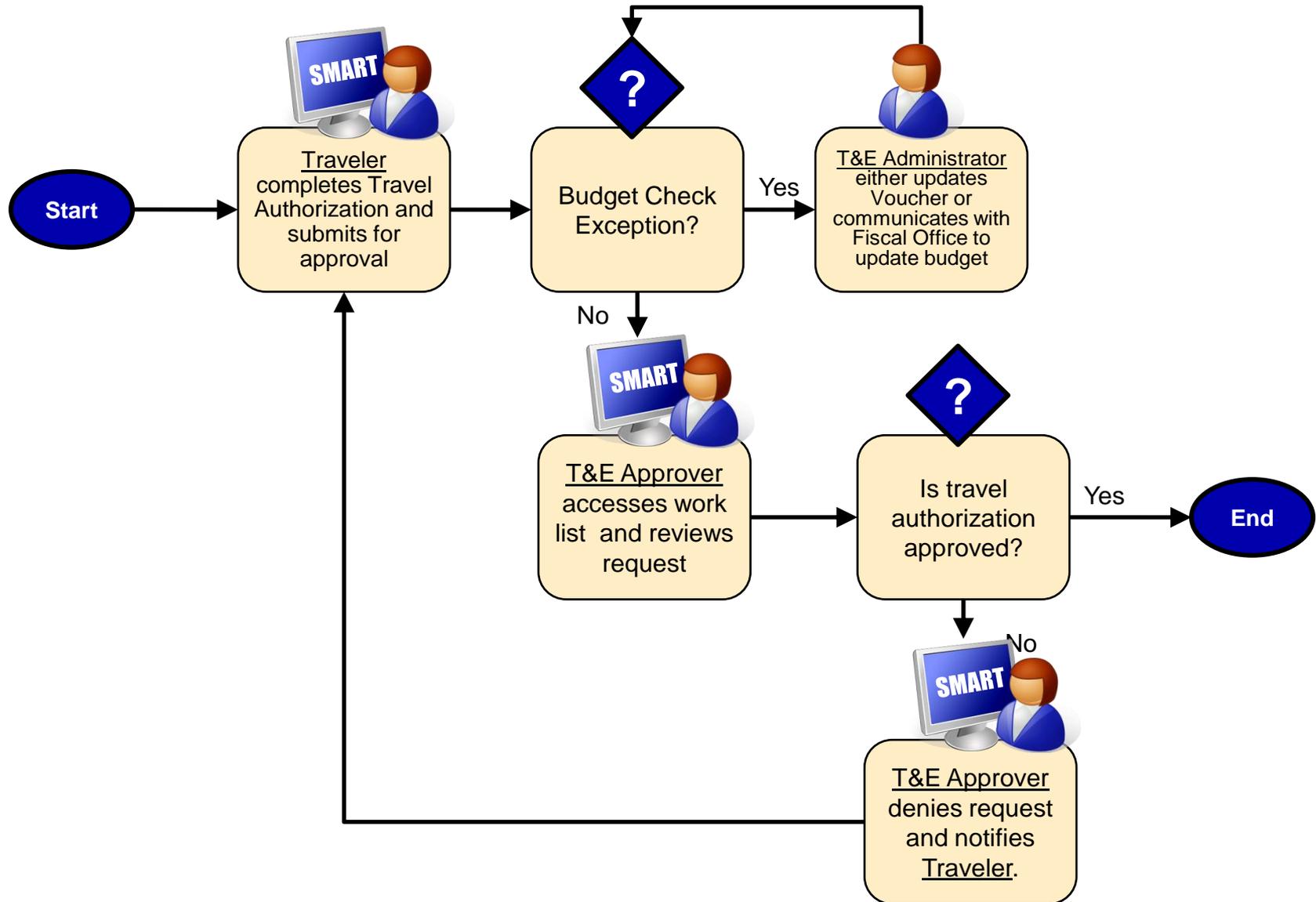


Processing travel authorization is defined as entering, reviewing, and approving of travel requests and related expenses.

As-Is Business Process Flow: Processing Travel Authorization



To-Be Business Process Flow: Processing Travel Authorization



Key Organizational Impacts for Processing Travel Authorization



	As-Is Process	To-Be Process
AP14	The travel authorization requires documentation be manually routed through numerous people.	Travel authorization in SMART is done using an automatic, configured workflow.
AP15	If a request is denied, a travel approver must either phone, email, or visit with the traveler to notify them of the decision.	In SMART, if a request is denied, an email notification is automatically sent out.
AP16	There may be multiple documents required for travel authorization.	The travel authorization process is standardized within SMART.

Key Organizational Impacts for Processing Travel Authorization



	As-Is Process	To-Be Process
AP17	Because travel is not done in an centralized, integrated system, funds are not budget checked or encumbered.	In SMART, funds will be encumbered once the travel authorization has been budget checked and approved.
AP18	Travelers are listed as vendors in the master vendor file today.	Travelers will be listed only in the Travel & Expense module.

Agency Considerations for Processing Travel Authorization



Your agency may need to consider the following impacts to your processes / procedures:

- What internal forms can be retired or may need to be updated?
- Who in your agency would be best suited to resolve budget check exceptions?



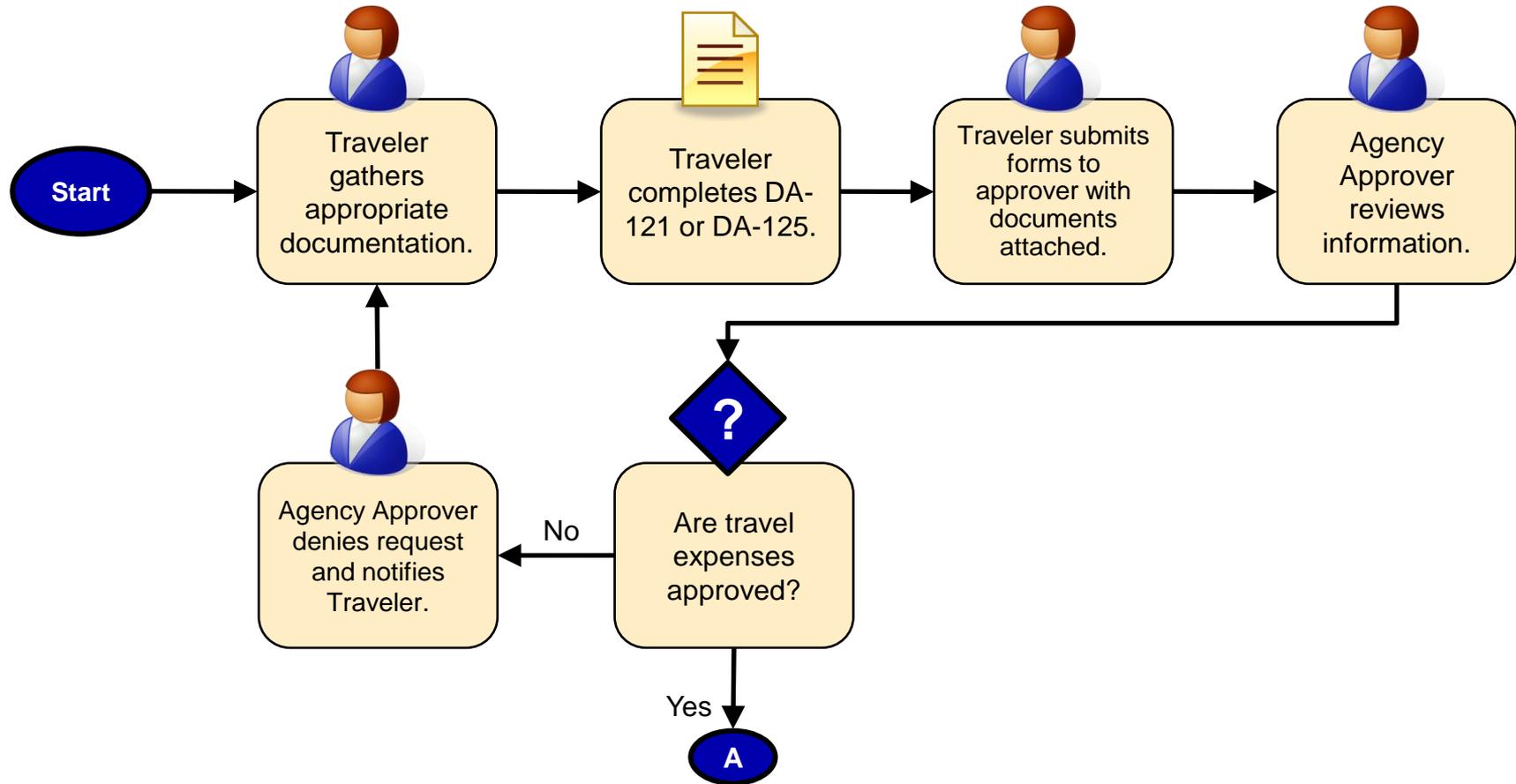
Processing an Expense Report

Process Definition: Processing an Expense Report

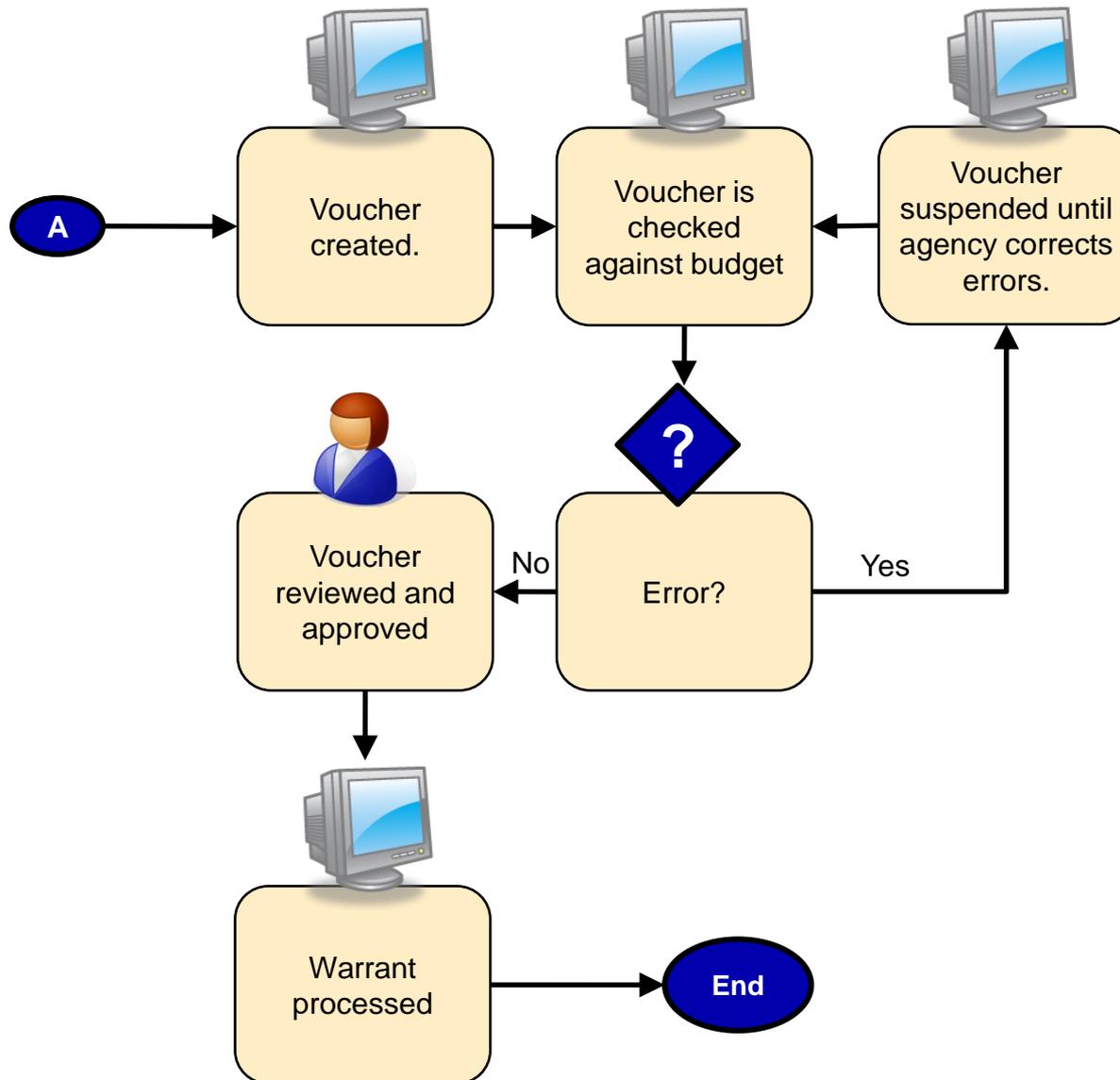


Processing an expense report is defined as completing travel documentation which is then submitted for reimbursement.

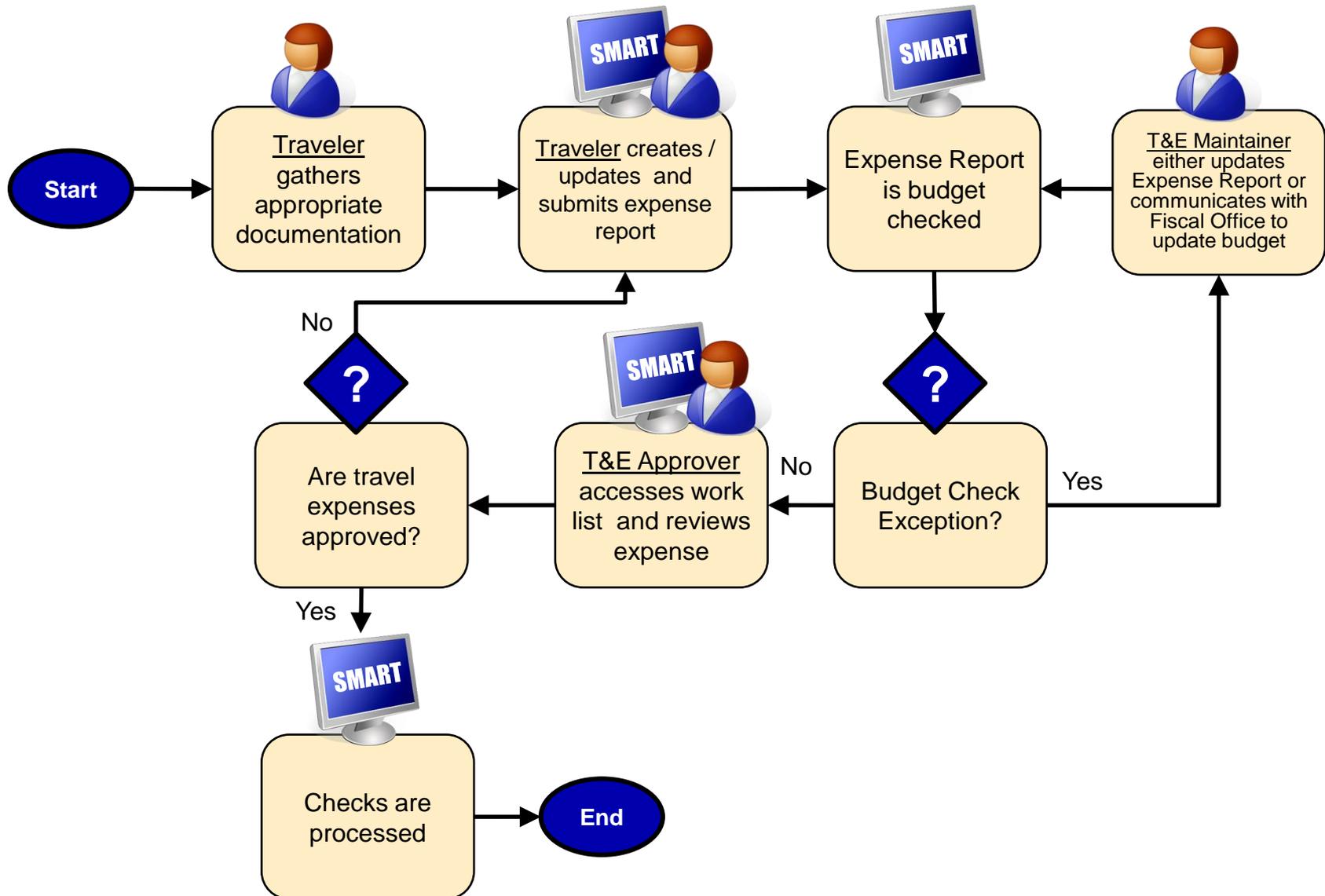
As-Is Business Process Flow: Processing an Expense Report



As-Is Business Process Flow: Processing an Expense Report (continued)



To-Be Business Process Flow: Processing an Expense Report



Key Organizational Impacts for Processing an Expense Report



	As-Is Process	To-Be Process
AP19	Requesting travel reimbursement can include one or more forms.	Travelers will be able to create and complete a standardized expense report a variety of ways in SMART.
AP20	The expense report approval process today is manual.	In SMART, the process is done in the system and routed through workflow for approval.
AP21	Travelers are paid using vouchers in AP (STARS).	Payments will be processed within the Travel & Expense module in SMART.
AP22	Travelers are listed in the master vendor file today.	Travelers will be listed only in the Travel & Expense module.

Agency Considerations for Processing an Expense Report



Your agency may need to consider the following impacts to your processes / procedures:

- What internal forms can be retired or need to be updated?

Business Process Activity



Work in groups to discuss one of the Key Organizational Impacts presented in this section. Use the activity worksheets on your table to list how the following business process areas are affected. (5 minutes)

- User Roles and Responsibilities
- Reporting
- Policies and Procedures
- Manuals and Desk Instructions
- Forms
- Document Storage

Choose a member of your group to share what you listed with the rest of the workshop attendees. (5 minutes)



00:00

Break

Please return in 10 minutes



Agency Impact Analysis

Agency Impact Analysis Task (Task ID 30)



- This is an opportunity to apply this workshop's content to your agency's unique business processes
- Compare your agency's current processes and practices (as-is) to the SMART (to-be) business processes
- Consider whether each of the identified impacts affects your agency and to what extent

Agency Impact Analysis Task (Task ID 30)



- Each agency completes its own impact analysis
- Complete the Agency Impact Analysis spreadsheet and return to Sunflower Project within one month of this BPW session
- Contact your Agency Readiness Liaison with questions as needed

Agency Impact Analysis Handout



Refer to handout: Agency Impact Analysis Worksheet for Accounts Payable and Travel & Expense

	A	B	C	D	E	F	G	H
1	Impact Analysis for Accounts Payable and Travel & Expense							
2	ID	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts	Reporting Impacts	Policy and Procedure Impacts	Manual and Desk Instruction Impact	Form Impacts
3	AP02	Entering a Vendor	As-Is: SSN or Tax ID number is used as the vendor number. To-Be: SMART will assign a sequential number as the vendor ID. Tax ID is required and is one of the many search criteria.					
4	AP03	Entering a Vendor	As-Is: Today, the vendor search options consist of Vendor ID and name only. To-Be: In SMART, agencies will have a wide variety of vendor search options.					
5	AP04	Entering a Vendor	As-Is: Agencies can run into multiple instances of the same vendor with agency specific information (locations, addresses). To-Be: In SMART, a vendor can have multiple locations and addresses.					
6	AP05	Creating a Non-PO Voucher	As-Is: If voucher is over delegated audit authority, agencies complete a DA-103 before submitting the voucher to A&R. To-Be: The voucher will automatically be sent to A&R through workflow if it is over the delegated audit authority.					
7								

ID and Business Process



- ID: Unique identifier assigned to each agency impact to distinguish it from others
- Business Process: The business process impacted – corresponds to one of the to-be business process flows

1	Impact Analysis for Accounts Payable and Travel & Expense							
2	ID	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts	Reporting Impact	Policy and Procedure Impacts	Manual and Desk Instruction Impact	Form Impacts
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4	AP03	Entering a Vendor	As-is: Today, the of Vendor ID and To-Be: In SMART variety of vendo					
5	AP04	Entering a Vendor	As-is: Agencies the same vendor (locations, addre					

ID	Business Process
AP02	Entering a Vendor

Organizational Impact



- Organizational Impact: The impact to consider. Describes the current (as-is) process and the new SMART (to-be) process.

Impact Analysis for Accounts Payable and Travel & Expense			Role & Responsibility Impacts	Reporting Impact	Policy and Procedure Impacts	Manual and Desk Instruction Impact	Form Impacts
ID	Business Process	Organizational Impact (As-is to To-be)					
AP02	Entering a Vendor	<p>As-Is: SSN or Tax ID number is used as the vendor number.</p> <p>To-Be: SMART will assign a sequential number as the vendor ID. Tax ID is required and is one of the many search criteria.</p>	<p style="text-align: center;">Organizational Impact (As-is to To-be)</p> <p>As-Is: SSN or Tax ID number is used as the vendor number.</p> <p>To-Be: SMART will assign a sequential number as the vendor ID. Tax ID is required and is one of the many search criteria.</p>				
AP03	Entering a Vendor	<p>As-Is: Today, the vendor search options consist of Vendor ID and name only.</p> <p>To-Be: In SMART, agencies will have a wide variety of vendor search options.</p>					
AP04	Entering a Vendor	<p>As-Is: Agencies can run into multiple instances of the same vendor with agency specific information (locations, addresses).</p>					

Role & Responsibility Impacts



- Role & Responsibility Impacts: Enter your agency-specific impacts related to roles and responsibilities

Impact Analysis for Accounts Payable and Travel & Expense			Role & Responsibility	Reporting Impact	Policy and Procedure	Manual and Desk Instruction Impact	Form Impacts
AP02	Entering a Vendor	<p>As-Is: SSN or Tax ID number is used as the vendor number.</p> <p>To-Be: SMART will assign a sequential number as the vendor ID. Tax ID is required and is one of the many search criteria.</p>	Role & Responsibility Impacts				
AP03	Entering a Vendor	<p>As-Is: Today, the vendor search options consist of Vendor ID and name only.</p> <p>To-Be: In SMART, agencies will have a wide variety of vendor search options.</p>					
AP04	Entering a Vendor	<p>As-Is: Agencies can run into multiple instances of the same vendor with agency specific information (locations, addresses).</p>					

Role & Responsibility Considerations



- Review your agency's current roles and responsibilities relating to impacted business processes
- Review SMART user roles to determine whether any of your agency's roles are impacted
 - Accounts Payable and Travel & Expense user roles are listed in the “Context for Accounts Payable and Travel & Expense” section of this presentation
- Consider how your agency may be best organized post go-live to carry out business functions using SMART business processes and user roles
 - Refer to to-be business process flows in this presentation
- Consider how and when you will communicate these changes to affected staff

Comprehensive SMART user role mapping activities will occur in the winter

Reporting Impacts



- Reporting Impacts: Enter your agency-specific impacts related to reporting

	A	B	C	D	E	F	G	H
1	Impact Analysis for Accounts Payable and Travel & Expense							
2	IC	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts	Reporting Impact	Policy and Procedure Impacts	Manual and Desk Instruction Impact	Form Impacts
3	AP02	Entering a Vendor	As-Is: SSN or Tax ID number is used as the vendor number. To-Be: SMART will assign a sequential number as the vendor ID. Tax ID is required and is one of the many search criteria.		Reporting Impacts			
4	AP03	Entering a Vendor	As-Is: Today, the vendor search options consist of Vendor ID and name only. To-Be: In SMART, agencies will have a wide variety of vendor search options.					
5			As-Is: Agencies can run into multiple instances of the same vendor with agency specific information (locations, addresses).					
	AP04	Entering a Vendor						

Reporting Considerations



- Review the reports your agency currently receives or generates and uses regarding Purchasing
- Consider how your reporting needs may change based on the integration of data within SMART

As mentioned at CAN4, there will be an additional agency reporting needs analysis task.

Policy and Procedure Impacts



- Policy and Procedure Impacts: Enter your agency-specific impacts related to policy and procedure

Impact Analysis for Accounts Payable and Travel & Expense			D	E	F	G	H
IC	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts	Reporting Impact	Policy and Procedure Impacts	Manual and Desk Instruction Impact	Form Impacts
AP02	Entering a Vendor	<p>As-Is: SSN or Tax ID number is used as the vendor number.</p> <p>To-Be: SMART will assign a sequential number as the vendor ID. Tax ID is required and is one of the many search criteria.</p>					
AP03	Entering a Vendor	<p>As-Is: Today, the vendor search options consist of Vendor ID and name only.</p> <p>To-Be: In SMART, agencies will have a wide variety of vendor search options.</p>					
AP04	Entering a Vendor	<p>As-Is: Agencies can run into multiple instances of the same vendor with agency specific information (locations, addresses).</p>					

Policy and Procedure Impacts

Policy and Procedure Considerations



- Identify the policies and procedures relating to impacted financial processes that your agency owns and maintains
- Review SMART business process flows to determine whether any of these policies are impacted
- Determine which policies and procedures your agency will need to update or retire
- Update or retire selected policies and procedures
- Review informational circulars provided by Accounts and Reports and other central agencies for potential impacts to agency processes
- Consider how and when you will communicate these changes to affected staff

Manual and Desk Instruction Impacts



- Manual and Desk Instruction Impacts: Enter your agency-specific impacts related to manuals and desk instructions

Impact Analysis for Accounts Payable and Travel & Expense			Role & Responsibility Impacts	Reporting Impact	Policy and Procedure Impacts	Manual and Desk Instruction Impact	Form Impacts
AP02	Entering a Vendor	As-Is: SSN or Tax ID number is a vendor number. To-Be: SMART will assign a seq. the vendor ID. Tax ID is required many search criteria.	Manual and Desk Instruction Impacts				
AP03	Entering a Vendor	As-Is: Today, the vendor search of Vendor ID and name only. To-Be: In SMART, agencies will it variety of vendor search options					
AP04	Entering a Vendor	As-Is: Agencies can run into mul the same vendor with agency sp (locations, addresses).					

Manual and Desk Instruction Considerations



- Identify the manuals and desk instructions relating to impacted financial processes that your agency owns and maintains
- Review SMART business process flows to determine whether any of these manuals and desk instructions are impacted
- Determine which manuals and desk instructions your agency will need to update or retire
- Update or retire selected manuals and desk instructions
- Consider how and when you will communicate these changes to affected staff

Form Impacts



- Form Impacts: Enter your agency-specific impacts related to forms

Impact Analysis for Accounts Payable and Travel & Expense			Role & Responsibility	Reporting Impact	Policy and Procedure Impacts	Manual and Desk Instruction Impact	Form Impacts
1	AP02	Entering a Vendor	As-Is: SSN or Tax ID number is used as the vendor number. To-Be: SMART will assign a sequential number as the vendor ID. Tax ID is required and is one of the many search criteria.				
4	AP03	Entering a Vendor	As-Is: Today, the vendor search options consist of Vendor ID and name only. To-Be: In SMART, agencies will have a wide variety of vendor search options.				
5	AP04	Entering a Vendor	As-Is: Agencies can run into multiple instances of the same vendor with agency specific information (locations, addresses).				

Form Impacts

Form Considerations



- Identify the forms relating to impacted financial processes that your agency owns and maintains
- Review SMART business process flows to determine whether any of these forms are impacted
- Review any new or updated central forms relating to these processes as they become available
- Determine which forms your agency owns and maintains will need to be updated or retired
- Update or retire selected forms
- Consider how and when you will communicate these changes to affected staff

Document Storage Impacts



- Document Storage Impacts: Enter your agency-specific impacts related to document storage (filing)

Impact Analysis for Accounts Payable and Travel & Expense							
ID	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts	Reporting Impact	Policy and Procedure Impacts	Manual and Desk Instruction Impact	Form Impacts
AP02	Entering a Vendor	<p>As-Is: SSN or Tax ID number is used as the vendor number.</p> <p>To-Be: SMART will assign a sequential number as the vendor ID. Tax ID is required and is one of the many search criteria.</p>		Document Storage Impacts			
AP03	Entering a Vendor	<p>As-Is: Today, the vendor search options consist of Vendor ID and name only.</p> <p>To-Be: In SMART, agencies will have a wide variety of vendor search options.</p>					
AP04	Entering a Vendor	<p>As-Is: Agencies can run into multiple instances of the same vendor with agency specific information (locations, addresses).</p>					

Document Storage Considerations



- Review the document storage procedures your agency follows relating to impacted financial processes
- Review SMART business process flows to determine whether any of these document storage procedures are impacted
- Determine which document storage procedures your agency will need to change or retire
- Change or retire selected document storage procedures
- Consider how and when you will communicate these changes to affected staff

Level of Impact, Impact Action Plan, and Additional Notes



- **Level of Impact:** Consider all the different impacts and enter the overall level of impact to your agency (high, medium, low, or none)
- **Impact Action Plan:** Enter the actions your agency will carry out to ease transition from the as-is state to the to-be state
- **Additional Notes:** If applicable, enter any additional notes regarding the impact. This column can be used in any way your agency chooses.

Impact Analysis for Accounts Payable and Travel & Expense			Role & Responsibility Impacts	Reporting Impact:	Policy and Procedure Impacts	Manual and Desk Instruction Impact	Form Impacts
IC	Business Process:	Organizational Impact (As-is to To-be)	Level of Impact	Impact Action Plan	Additional Notes		
AP02	Entering a Vendor	As-Is: SSN or Tax ID number vendor number. To-Be: SMART will assign the vendor ID. Tax ID is required many search criteria.					
AP03	Entering a Vendor	As-Is: Today, the vendor search of Vendor ID and name only To-Be: In SMART, agencies have a variety of vendor search options					
AP04	Entering a Vendor	As-Is: Agencies can run into the same vendor with agencies (locations, addresses).					

Business Process Activity



Work in groups to select one or two impacts listed in the Agency Impact Analysis spreadsheet

Begin completing the spreadsheet by filling in agency-specific details

Points for discussion:

- Who will you need to meet with at your agency to complete the Agency Impact Analysis?
- How will you communicate and implement business process changes you identify?

(15 minutes)

Agency Impact Analysis Task

Next Steps



- Complete the Agency Impact Analysis spreadsheet and return to the Sunflower Project (sunflowerfms@da.ks.gov) within one month of this workshop session
- Contact your Agency Readiness Liaison with questions as needed



BPW Wrap-Up

Project Resources



- Sunflower Project website (Agency Impact Analysis spreadsheet located on the CAN tab):
<http://www.da.ks.gov/smart/>
- Sunflower Project Email Address:
sunflowerfms@da.ks.gov
- Sunflower Project List-serv
 - Sunflower Infolist
 - Subscribe at <http://www.da.ks.gov/smart/>
- Sunflower Project Site: Sunflower Project, 915 SW Harrison, Room 1181, Topeka, Kansas 66612

Questions?



Please Share Your Feedback



Registered participants will receive a communication containing the URL to an online evaluation form for this Business Process Workshop

**Thank You for
Participating!**