ISSUE 15 JUNE 18, 2010

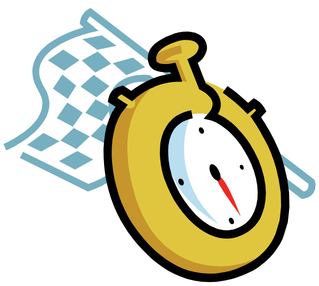
COUNTDOWN TO GO-LIVE!!

Improving efficiency, management decision-making, transparency, and customer service for the State of Kansas

SMART
Statewide Management, Accounting and Reporting Tool

PROJECT APPROACHING FINISH LINE!

Cutover is in Progress; the State of Kansas's New Financial Management System Will Go Live on July 1!



The Sunflower Project is counting down its final days to the finish line: SMART will go live on July 1!

This has been a busy week for Sunflower Project team members and agency employees involved in cutover activities for the Statewide Management, Accounting and Reporting Tool (SMART).

June 16 was the deadline for agencies to have sent their asset conversion files to the Sunflower Project. Project team members will be loading these files to SMART and returning the listings from SMART to agencies by next Wednesday, June 23. Agency representatives will then confirm the accuracy of the converted data. "Agencies will have *only one day* to complete this validation task," emphasizes Peggy Hanna, State of Kansas Deputy Project Director and Cutover Lead. "This validation task will be the same as we did for the dress rehearsal, so there will be nothing new for agencies to learn. The difference for cutover is that they will have less time to complete the task, which is that one day, June 23."

Also this week, agencies that opted out of automatic conversion of projects to SMART but have projects that need to be in the system prior to go-live are entering those projects. Representatives of those agencies are entering their data on-site at the Sunflower Project's offices. "The agencies are coming to our lab with completed data entry templates the Projects Costing team sent in advance," explains Hanna.

Finally, agencies participating in the Time and Labor (TL) functionality sent in a task this week in preparation for TL's go-live on June 23.

(cont. on p. 9)

ADJUTANT GENERAL'S DEPARTMENT READY FOR SMART

Fiscal Office Will Use Efficiencies From SMART to Improve Service to Their Agency Customers

The Kansas Adjutant General's Department is looking forward to using all components of the Statewide Management, Accounting and Reporting Tool (SMART) at go-live, and sees ways it will help them use information for decision-making. "SMART will help us to respond to others in the agency and provide up-to-date data for whatever their requests may be," says Comptroller Janice Harper. "With our current system, we have to pull data from several sources to obtain a complete picture of some of our financial data. We feel SMART will provide robust reporting capabilities which will allow us to provide better projections and statistics."

> SMART will provide robust reporting capabilities to allow us to provide better projections and statistics.

(cont. on p. 9)

KENT'S KORNER

A Message From the Sunflower Project Director

Kent Olson, Sunflower Project Director, pauses at the Statehouse.

Just over twenty months ago, in October 2008, we began a journey together as we started the implementation phase of the Sunflower Project. In just a few days, on July 1, the vision that we share will become a reality when the Statewide Management, Accounting and Reporting Tool (SMART) goes live. Congratulations!

I have reminded you many times, I know, that this is the most ambitious project of its type launched at this level. Our ambition, however, is backed up by the confidence that I have always had in each of you and the spirit of teamwork that we share here in Kansas. The Sunflower Project is already being hailed as *the* model that other states wish to replicate.

> SMART makes the State of Kansas the national leader in advanced, integrated FMS and HR/P systems.

The launch of SMART makes the State of Kansas the national leader in advanced, integrated electronic Financial Management and Human Resource/Payroll Systems. I have shared our project and our progress at seminars and conferences across the country at many times and in many forums since we started down this road more than two years ago. Out of shock at the scope of the Sunflower Project and interest in reproducing our success, people ask "How do you make such a huge project successful?"

My first response is that this project would not be successful unless we are working closely with each of you in the agencies. In my first column, back in December 2008, I asked for your teamwork with our project team members, your diligence in completing the work, and that you surface problems identified from your experiences. You did that and more. We have been able to reach our go-live while staying on-scope, on-schedule, and on-budget.

In that same column, I outlined four needs for State Government in Kansas: improve operational efficiencies at this time when resources are at a premium; ensure that managers at all levels have access to the information they need to make good business decisions; improve the transparency of State government to its residents; and give agencies tools with which they can provide good customer service. On July 1, we will do exactly those things. The automation of so many functions that are now manual will aid operational efficiency. Managers can use more than 100 inquiries, queries, and reports to manage work, budget, and resources. The automated processes will provide visibility into how the State budget process works. And agency customers will see the benefit of faster, more accurate invoicing and payment than ever before.

Sunflower's last day as a project occurs in just under two weeks. SMART's first day as the State of Kansas's Financial Management System, with all the benefits it will bring, dawns on July 1. Please know how much I appreciate your partnership in transforming the way we do business here in Kansas. Congratulations!

SMART SERVICE CENTER READY TO ASSIST AGENCIES

Team Developing Relationships With Agency Customers As Well As Business Procedures

With nearly one-third of State of Kansas agencies participating at some level in the Statewide Management, Accounting and Reporting Tool (SMART) Service Center, Service Center Manager Pam Fink and her team (see last month's Team Feature article) are busy preparing for the go-live of SMART on July 1. "Our vision is to efficiently provide accurate, cost effective, and timely financial and accounting services to our agencies," says Fink. "We have 23 agencies that are fully participating in the Service Center, and 10 agencies that are participating with us for select modules. We will begin transacting business on their behalf on July 1, or as soon thereafter as they have transactions for FY2011."

> 23 agencies are fully participating in the SMART Service Center, and another 10 are participating for select modules.

Fink and her team have been getting to know their client agencies, developing business procedures, and conducting training for the various modules of SMART. We will be publishing forms later this month that will be used to communicate information. Our processes will require documentation of transaction requests in writing, to maintain a paper trail for the agencies' use."

"When we go-live with SMART, our core business hours will be 8 to 5, Monday through Friday," she says. "We have set up an email account for the Service Center that participating agencies can use to ask for help or assistance. That email is SMARTServiceCenter@da.ks.gov. The Service Center agencies will also be able to call their Service Center Accountants with issues they need rapid assistance on."

During the transition period of July through September, Fink says the Service Center will reside on the 11th floor of the Docking State Office Building in the offices the Sunflower Project has used. "Sometime around the end of September, we expect to locate in the Landon State Office Building in the former Service Center office located on the first floor."

Agencies interested in using the Service Center should contact Fink at pam.fink@da.ks.gov

SHARP CONVERSION BEGINS

Accounts and Reports Circular Details Changes to Key Processes

During the period of June 19 through June 22, the Statewide Human Resource and Payroll System (SHARP) will undergo a conversion to prepare for the integration with the Statewide Management, Accounting and Reporting Tool, (SMART). This conversion coincides with the first pay period of Fiscal Year (FY) 2011, the June 13 to June 26 pay period to be paid on July 9. Access to SHARP and Employee Self-Service will be unavailable during the conversion. Access is expected to be restored on Wednesday, June 23.

The Division of Accounts and Reports released Informational Circular 10-P-024 http://www.da.ks.gov/ar/infocirc/fy2010/ic10p024.htm on May 5.

The circular identifies changes to key payroll processing dates for the last pay period of FY 2010 in order to accommodate the transition to SMART. One change is the cutoff for entering employee job data actions changing to 6:00pm on Monday, June 14 for the pay period ending June 12. In addition, the final pay confirmation for the on-cycle payroll for the period ending June 12 will move up to Wednesday, June 16. All employees' time and leave records must be 'OK to Process' by 6:00 PM on June 16 in order for a paycheck record to be created. For payroll processing for the pay period ending June 12, Payroll off-cycle Run 'A' is being moved forward and will be processed in SHARP on Friday, June 18. Run 'A' is the last opportunity for agencies to enter any prior period adjustments on-line for pay periods prior to June 12. After this cycle, all off-cycle transactions for pay periods on or before June 12 must be submitted on form DA-180 and processed centrally by the Division of Accounts and Reports.

Updates to the SHARP Computer-Based Training materials are on the SHARP website.

Updates to the SHARP Computer Based Training (CBT) materials will be available soon on the SHARP website http://www.da.ks.gov/sharp/WebCBT/CBT_Main_Menu.htm Most of the changes relate to new chartfields in the Department Budget tables. Agency staffs are encouraged to review the CBT updates but are not required to complete the courses to maintain their current SHARP security.

Beginning June 23 agencies may begin their validation and changes to the Department IDs. Any requests for additions or changes to Department ID's will need to be submitted on the new form GL_F003. The form will be accessible from the SHARP, SMART and Accounts and Reports websites. The form will be submitted by attaching it to a help desk incident using the category 'General Ledger' and Sub-category 'Chartfield Change Requests.' All new Combocode additions must be submitted via a spreadsheet to Heather DeBusk at Heather.DeBusk@da.ks.gov All Combocode spreadsheets will be edited, validated, and corrected (if necessary) prior to being loaded to SHARP.

SMART SECURITY WILL ENSURE DATA INTEGRITY

Agency Security Liaisons Will Help End-Users Update SMART Roles as Needed

The Statewide Management, Accounting and Reporting Tool (SMART) includes security that gives permissions to end-users to perform the functions of the roles their agencies assigned. The term "end-user security" refers to the access an agency employee has in SMART or in the Data Warehouse (DW).

The various roles each have permissions to view and/or enter information on specific pages. During the role mapping activity conducted earlier this spring, agencies assigned roles to their employees who will need to perform work in SMART or the DW. End-user security also provides mechanisms to route transactions for approval, allow for separation of duties (where applicable), and ensure the integrity of data in the system. These roles also drive training assignments for end-users.

Each agency has a Security Liaison who will submit tickets to the SMART Help Desk to update security access for employees after go-live if needed. The Sunflower Project is creating an Agency Security Request Form and an Agency Security Handbook. The Security Liaison will attach the form to the help desk incident that will go through reviews that confirm the end-user receiving the new security access has completed training, is properly configured in SMART or the DW, and the like. Similarly, Security Liaisons will submit request forms to remove access from an employee whose job duties or role changes. The Agency Security Handbook will guide agencies in requesting and processing security changes for agency employees.

Until the Security Handbook and form are released, agencies should use their role mapping spreadsheets to track changes. The Sunflower Project is not currently accepting changes to role mapping or security access. After go-live, agencies will receive communications with instructions regarding the process for making changes. The project encourages agencies to prioritize their post-go-live requests to only those that are urgent, since it anticipates a flurry of security change requests in the first few weeks after go-live.

SMART HELP DESK AIDING AGENCIES

The Statewide Management, Accounting and Reporting Tool (SMART) Help Desk has been successfully supporting state agencies since May 10. During May, the Help Desk supported Operational Readiness Testing (ORT), Instructor-Led Training, and answered general questions submitted from agencies. SMART Help Desk Contacts at agencies logged requests within ServiceDesk, the Help Desk software, to report incidents regarding the testing process with SMART or to report questions arising from training.

The Tier 1 support at the Help Desk reviewed the incidents and resolved those they could. Incidents requiring functional expertise were routed to the correct support analysts in Finance, the Tier 2 support level. Finance analysts then researched and were able to resolve the majority of incidents. Incidents that required technical expertise were routed to the Tier 3 application development support team for resolution. The SMART tiered support structure process was tested with overall successful results.

The Help Desk recorded more than 400 requests in May, of which 181 related specifically to ORT. Eighty-one percent of all logged requests came to the SMART Help Desk via the online web form rather than the agency making a phone call. Submitting requests via the web has proven to be the most efficient way to request service from the SMART Help Desk. Agencies that submitted requests via the web could attach screenshots and were able to give more detail than requests that come in over the phone. Jo Ann Remp, State of Kansas Accounts Payable Lead, says "Providing navigational menu paths, screenshots, and providing plenty of clear and concise information regarding the incident helps us to begin solving the request faster. If we have to email the agency for more information, it only slows down the resolution process."

The SMART Help Desk posts announcements on the ServiceDesk home page that highlights suggestions and issues that agency Help Desk Contacts should know about.

In some cases during ORT, agency end-users clicked "reply" to the email itself sent from the SMART Help Desk to request more information. In these cases, the Help Desk analysts never received the responses because email replies from Outlook are not monitored. Instead, agency users should click the link in the email to bring them to the incident in ServiceDesk. Using the "Reply" feature within ServiceDesk assures that all the end-user's communication is returned to the Help Desk Analysts, and that all communications regarding the incident are kept in ServiceDesk and are viewable by other SMART Help Desk Contacts in the requesting agency.

In addition, Help Desk Contacts are reminded that sensitive data should not be entered into a Service Desk request. This sort of data includes employee IDs, Social Security Numbers, bank account information, or any similarly sensitive data.

The SMART Help Desk is also excited to be building a knowledge base that will be accessible to all SMART end-users, not just Help Desk Contacts. The "Solutions" Knowledge Base link is available at https://dahelpdesk.ks.gov/sd/SolutionsHome.sd. All agency end-users should review the Help link within SMART, knowledge base articles, closed requests in ServiceDesk and training materials on the SMART website prior to seeking assistance from the SMART Help Desk. Agencies needing to add or make changes to their SMART Help Desk Contacts can find an article in the "Solutions" Knowledge base by typing "Help Desk Contact" in the search box. The article outlines the steps to enter a request to add, change, or remove Help Desk Contacts or Liaisons.

Information about the SMART Help Desk hours of operation, links to knowledge-based articles, ServiceDesk, and more is available on the SMART home page, http://da.ks.gov/smart/

TIME AND LABOR GOING LIVE ON JUNE 23

Brent Smith, Time and Labor (TL) Lead for the State of Kansas, and Jenny Duis, his counterpart from Accenture, report that the schedule for running the Time Administration process has changed. "Originally, we were only going to run it once a day during the nightly batch process," Smith says.

"During testing, we determined that we also need it to run during the days that final payroll calculations are made as well as during off-cycle calculation days," says Smith. "When we go live, we are going to expand this to running Time Administration every day, Monday through Friday, of non-holiday weeks, at approximately 11 AM. This will allow users to enter timesheet information (reported time) in the mornings which results in 'payable time' after Time Administration runs. Agencies will then have a chance to check for errors (exceptions) and also approve the payable time to prepare it to send to payroll."

Smith emphasized that the TL report information is posted now. It can be found under the SHARP Time and Labor section at www.da.ks.gov/sharp/reports

With TL going live on June 23 Duis and Smith say that currently TL agencies are returning the updated TL255 Conversion of Time Reporter Data. Smith says "Since this is the means to enroll employees into TL, it is very important the Time Reporter Data is accurate. This is where agencies identify the Time Reporting Template - that agency employees know as the 'timesheet' - as well as the workgroup and taskgroup."

Duis and Smith say that key due dates for TL payroll processing are outlined in the Accounts and Reports Information Circular titled "Fiscal Year End Payroll Processing for FY 2010 and Transition to SMART for FY2011 (May 5, 2010)." This circular is available online now at http://da.ks.gov/ar/infocirc/fy2010/ic10p024.htm and is further described in the related article in this newsletter.

Duis says the next steps once agencies are granted access to SHARP at go-live will be to enter timesheet information for the June 13 through June 26 pay period. "This will be the first time agencies will see the Time and Labor/Payroll data integrated in SMART," she says.

"The TL agencies are verifying and updating Task Profiles either on-line or through the batch update process," adds Smith. "Some may need to add new combo codes through the batch update process and Task Groups on-line in SHARP as well."

SMART TRANSITION SUPPORT STRUCTURE IN PLACE

Tiered Support Structure and SMART Service Center Will Help Agencies Utilize SMART

When SMART goes live on July 1, there will be a staffing structure in place to support the transition from a project to a fully implemented financial management system. Sunflower Project Team members and existing staff from the Division of Accounts and Reports are being reorganized into a new transition structure that will support SMART at go-live.

Kent Olson informed participants at the June 7 Change Agent Network meeting that the SMART transition support structure is comprised of four tiers that will work cohesively on end-user support issues. This graphic depicts the transition post go-live organizational structure:

The initial tier of support (Tier 0) resides within each State agency. At the Help Desk Kick-Off meeting held in April, agencies learned about their role in resolving questions or issues that occur and interrupt the ability of a SMART or SHARP Time and Labor end-user to be productive. Agency Help Desk contacts will use resources that are available to them including the availability of context sensitive help (UPKs), training materials, a searchable knowledge base, and the ability to search for resolutions within ServiceDesk to help resolve the issue their end-user is experiencing. Agencies have identified a group of key contacts and have communicated their approach to their end-users in preparation of go-live.

> The right team of individuals is in place to support agencies when SMART goes live.

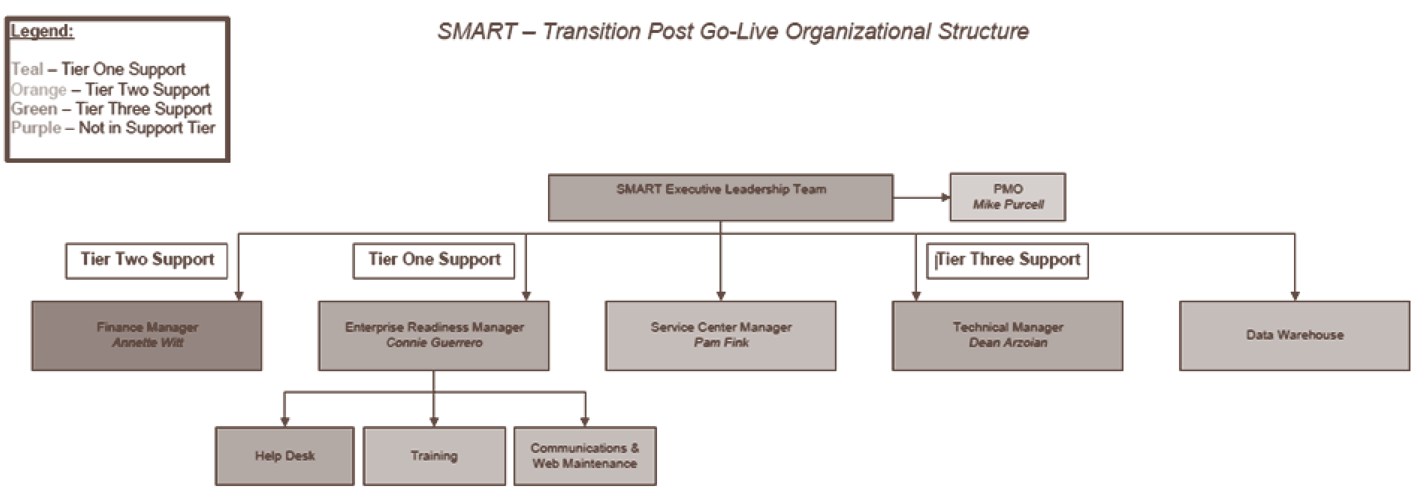
The next tier of support (Tier 1) is the SMART Help Desk. This dedicated team of individuals will be the first line of support that agencies will experience when they are unable to resolve a question or issue in SMART. The SMART Help Desk will also help end-users when they need to have their password reset.

The next tier of support is the Finance Team (Tier 2) led by Annette Witt. The Finance team is staffed by a group of business analysts from the project who have the knowledge and experience to help resolve incidents that are escalated by Tier 1. The Finance team will also be responsible for maintaining system configurations.

The last tier (Tier 3) of support is the Technical team. The Technical team is comprised of members of the project team and existing staff from the Division of Information Systems and Communications. The Technical team will work with members of the Finance team to resolve any technical issues with SMART. The Technical team is also responsible for SMART security.

In addition to the four structured tiers of support, the SMART Service Center is being launched to coincide with the implementation of SMART. The SMART Service Center led by Pam Fink will be in place to assist small agencies by performing SMART system functions (accounts payable, accounts receivable, general ledger, etc.) for participating agencies. Members of the Service Center team include project team members and staff from the Division of Accounts and Reports.

At the June 7 meeting, Olson assured agencies that they should feel confident that the right team of individuals would be in place to help support them when SMART goes live.



LEDGERS PROVIDE TRANSPARENCY

General Ledger Team Lead Outlines Various Types of Ledgers in SMART

Improved transparency and more timely, detailed information for management decision-making are two primary goals the Sunflower Project has in implementing the Statewide Management, Accounting and Reporting Tool (SMART). Some of the tools the system uses to deliver those goals are its ledgers, or sets of balanced transactions during set accounting periods such as fiscal years.

The official "book of record" for State of Kansas government will be the General Ledger (GL), says Brett Bauer, State of Kansas General Ledger Lead. "The GL is also called the 'actuals' ledger. It uses the modified accrual basis of accounting, which is the standard for government accounting. This allows agencies to post revenues during the accounting period they are earned and liabilities during the period they are incurred."

In addition to Actuals Ledgers, SMART includes Commitment Control Ledgers. "These store an agency's budget, and are used in budget checking," Bauer explains. "Agencies will find commitment control a useful tool for managing and tracking revenues, expenses, and encumbrances against their budget. The budget checking will notify end-users if a transaction exceeds the moneys allocated for that purpose."

Bauer described specific ledger types for participants at Change Agent Network (CAN) Meeting #13 on June 7. He noted two types of detail ledgers, called "expense" and "revenue."

> SMART includes two types of detail ledgers: "Expense" and "Revenue."

Expense ledger types include budget, encumbrance, and expense ledgers. Bauer says that the budget ledgers store the budget established at the beginning of the fiscal year. It also captures budget adjustments and transfers entered throughout the year. This is the budget used throughout the year for budget checking. Agencies will use the encumbrance ledger to track obligations made through purchases, travel authorizations, or GL journals. Vouchers and journals will post against the expense ledger after they have passed their budget check.

The three revenue ledger types are known as collected, estimated, and recognized. The collected ledger records an agency's deposited cash. The estimated ledger records the revenue expected for a determined budget period. Revenue that has been recorded, although not yet received as cash, is captured in the recognized ledger.

Agencies will also use two types of control budget, for cash control and for appropriations, Bauer says. "Appropriations represent the legislated spending authority for a fiscal year," he says, "and are the highest level of budget. Cash control, on the other hand, is not associated with a calendar. This will eliminate the need for agencies to transfer cash between fiscal years."

> The General, or 'Actuals' Ledger, is the State's official book of record.
>
> BRETT BAUER

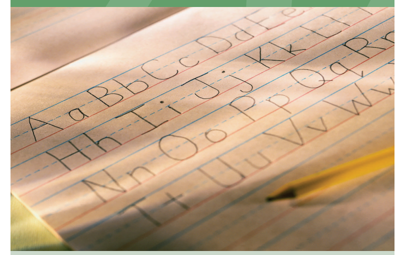
Three types of default budgets — default operating, default revenue estimate, and default detail — will be helpful to agencies, as well. "The default operating and revenue estimate budgets interface to SMART from IBARs," says Bauer. "Agencies can maintain them online, using budget journal entries. They can also maintain them using budget journal spreadsheet uploads. These track without budget on an annual calendar." The default detail budget, while also operating on an annual calendar, tracks expenses and encumbrances at the detailed transaction level and does not contain a budget ledger, he explains. Brett says agencies can also use either online journal entries or spreadsheet uploads for three types of optional budgets: agency operating, agency project, and agency revenue budgets.

Agencies will use Budget Status Reports and Budget Detail Inquiries to retrieve specific information from their ledgers.

Bauer's presentation can be found on the SMART website in the CAN13 presentation, starting with slide number 35. https://www.da.ks.gov/smart/Documents/CAN13_Presentation_20100607.ppt

GLOSSARY:

This section features acronyms or specific terms you should know. Here are some, in addition to those listed here last time.



- Combination Edits: Defined rules of combinations for Chartfield values in SMART.
- Commitment Control: Budgetary accounting enabling the tracking, or "controlling," of expenses against budgets and of revenues against estimates.
- Journal: Record of accounting entries in SMART's General Ledger. A journal is created when the SMART Journal Generator process is run or GL journals are keyed on-line or interfaced.
- Ledger: SMART's account book of final entry that records business transactions.
- Period (or Accounting Period): An interval of time for which the State of Kansas prepares its accounts.
- Tree: An intuitive diagram that establishes the SMART Chartfield values as they occur at levels (or *hierarchies*).

FINANCE MANAGER LOOKS FORWARD

Annette Witt Reflects on Where the Finance Team Has Been, and What's Next

A long time ago and far, far away I was in a Team Lead position in the Division of Accounts and Reports working with appropriations, chart of accounts, the Master Lease Purchase Program, the State Revolving Loan Funds, helping agencies process transactions within STARS and SOKI, and pulling data from STARS Ad Hoc. Fast-forward 2 years. I have been leading a wonderful, dedicated Finance Team assembled to work side-by-side with our Accenture counterparts to learn the PeopleSoft financials software, identify agency and central requirements, configure the system to meet those requirements, determine if those requirements are met with standard functionality or if modifications are needed and justified, and create test conditions and test scripts. We have completed 11 cycles of system testing, dry run, end user testing, dress rehearsal, and now operational readiness testing in preparation for our July 1, 2010, go-live implementation for SMART.

We have been through a lot of agency surveys, agency tasks, system configurations, functional designs for modifications and reports, and of course, role mapping. On May 28 we began the creation of the SMART production environment where we have already converted vendors, loaded chartfield values, converted customers, converted supplier contracts, converted bidders, soon will convert assets, begin integration of select employee data from SHARP with SMART, load appropriation and operating budgets from IBARS, and convert unredeemed warrants/checks. In mid-July after STARS has processed the final fiscal year end closing, GL balances, cash balances, and encumbrances will be converted to SMART.

Through the transition period from go-live to a "steady state," the SMART Finance Team will continue to work from the Docking State Office Building.

Beginning July 1, 2010, we all will be processing transactions through SMART via interfaces, spreadsheet uploads, and online entry. In support of our new system, during the transition period of approximately July 1 through September 30, the Finance Team business analysts will perform activities that include resolving help desk incidents, researching, testing, and updating configuration values, administering workflow, and coordinating security access to SMART and the Data Warehouse. In addition, the team will continue to design, develop, and test additional reports and queries.

> Following the transition period, we will continue to provide system support.
>
> ANNETTE WITT

Following the transition period, we will continue to provide system support for the functional areas we have implemented and will be integrated with the current Division of Accounts and Reports staff. We will also begin to review and prioritize the post-go-live list of potential enhancements, and begin the design, development, and build process for those approved items.

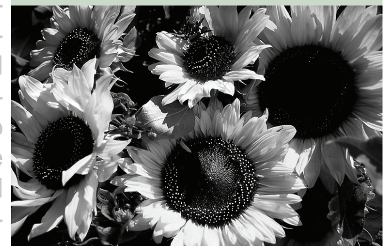
I want to thank all of the agencies and their staff for working along with the Sunflower Project Finance, Enterprise Readiness, and Technical teams by attending meetings and workshops, identifying needs, identifying solutions, providing information, completing tasks, helping with testing and re-testing, assisting with training delivery, and attending training. A lot of work by a lot of state staff (Project and Agency) along with our Accenture partners has occurred to bring us to the beginning of the next chapter for financial management and reporting for the State of Kansas.

Annette M. Witt
State Finance Team Manager

CHANGE AGENT NETWORK

The Sunflower Project website includes presentations from Change Agent Network and other meetings. Find it by pointing your browser to:

http://da.ks.gov/smart/



UPCOMING DATES:

Things that will happen soon

- June 21: Change Agent Network Meeting #14
- June 23: Time & Labor Go-Live!
- July 1: SMART Go-Live!

TOOLS FOR UPLOADING INFORMATION TO SMART RELEASED

The Sunflower Project recently provided new information regarding SMART's integration with Excel and Word. Specific details are available on the Statewide Management, Accounting and Reporting Tool (SMART) website regarding:

- Spreadsheet Journal Upload
- Spreadsheet Budget Journal Upload
- Spreadsheet Deposit Upload
- Spreadsheet Voucher Upload
- Supplier Contract Management Render and Compare

Although the Sunflower Project recommends entering deposits, vouchers, journals, and budget journals online, some agencies have identified efficiencies in using the uploads. Agencies can retrieve the Journal and Budget Journal Upload files from the SMART website after their end-users have attended instructor-led training. Agencies using the Spreadsheet Deposit and Voucher Uploads can request them from the SMART Help Desk and will reference job aids to learn how to use them. It is critical that users thoroughly understand how the uploads work before attempting to use them.

Additional setup is required to use the Supplier Contract Management — Render and Compare feature. Details on this required setup can be found on the SMART website.

More information for all of these files is available on the SMART website. Agency contacts who need assistance with any of these features can request help through the SMART Help Desk (accessible through the SMART homepage, www.da.ks.gov/smart/).

The previously published information regarding operating systems, browsers, and plug-ins has not changed. This information and more detail on the features described in this article can be found at the SMART website at http://www.da.ks.gov/smart/Training/FAQ/IsYourComputerReady.html

SMART FORMS TO BE RELEASED

This chart, first published as part of Change Agent Network #13, describes various SMART forms that will be published soon on the Division of Accounts and Reports website.

Area	Form Number	Form Name	Purpose
AM	AM_F001	InterUnit Asset Transfer	Transfer asset to other BU
AM	AM-F002	Asset Disposition	Document disposal of assets to Surplus Property
AM	AM-F006	Location Code additions/updates	Create or change Location Code values
AP	AP-F004	Vendor Table Maintenance	Change details of existing vendor
AP	TBD	SMART New AP Origin Code	Create new AP origin
ER	ER-F005	System Security Form	Add or update security for SMART user
GL	GL-F003	SMART/SHARP Chartfield Value Change Request—Department	Create or change Department ID values
GL	TBD	SMART New Program Request	Create or change Program values
GL	TBD	SMART New Fund and Budget Unit Request	Create or change Fund and/or Budget Unit val-
All	TBD	Agency Request Form	Request change to SMART functionality or configuration

CUTOVER IS NEAR FINISH LINE, *cont. from p. 1*

July will be equally busy as end-users begin using the system. "From a conversion perspective in July, we'll be converting STARS encumbrances and General Ledger balances during the weekend of July 16," Hanna points out. "Because STARS closes July 6, it is critical that agencies have their DA118 and DA107 encumbrances cleaned up prior to the July 6 close."

"Communication amongst agency staff is crucial right now," says Amy Kuck, Cutover Lead for Accenture. "Every agency fiscal staff member should be very aware of the effective dates of their transactions, the deposits and payments they are making during the shortened concurrent period." The concurrent period is the time when both existing systems, STARS for Fiscal Year (FY) 2010, and SMART for FY 2011, are functioning at the same time. Kuck also points out "Because FY 2010 transactions will be entered into SOKI and STARS and FY 2011 transactions will be entered into SMART, there will be no ability to move transactions between fiscal years."

Agencies should confirm that they are operating off their most recent set of chartfield values to ensure that cutover goes as smoothly as possible.

To ensure that cutover goes as smoothly as possible, Hanna and Kuck recommend that agencies confirm that they are operating off their most recent set of chartfield values for themselves and any other agencies for whom they do business. They point out that between now and go-live, adding vendors to STARS creates double-work since staff in the Division of Accounts and Reports have to key the vendors into SMART as well as STARS. This double-work creates opportunities for inaccuracies. They also remind agencies that the naming convention for interfaces has changed from what was used during the testing phase the leading "T" in the name is removed for cutover and production (i.e., TTOSMRT becomes TOSMRT, etc.).

Hanna and Kuck remind agencies that from July 7 through July 18, prior-year encumbrances will not be available in SMART and STARS will be closed.

ADJUTANT GENERAL EXPECTS EFFICIENCIES FROM SMART, *cont. from p. 1*

In addition to this, SMART will create efficiencies. "For the staff within our fiscal offices, the system will result in an elimination of duplicate data entry, balancing our internal system with STARS, and having to download and manipulate payroll information," Harper says. "We hope by eliminating some of the busy work we will have more time to evaluate accounts and provide better financial services to the agency."

"We look forward to taking advantage of having a fully integrated system," explains Harper. "We expect our reports to be easier to obtain and that these will contain all financial data. This will result in better service to the program managers and employees we serve. In addition, with a complete, up-to-date picture of all our encumbrances and expenditures, we will be able to better manage our agency budget."

"When we first agreed to do the Time and Labor portion, we were not exactly sure how we would use it," she continues. "As we learned more about it, we became very excited about the flexibility it will provide. The direct flow of payroll information into the Projects and Grants module will make our reporting much easier. We also hope to save time since the payroll costing will automatically be associated with our grants and cooperative agreements. We feel the versatility of the task profiles will be most helpful for applying payroll costs associated with the Federal Emergency Management grants, especially the disaster grants we receive."

Harper says that her team in the accounting office has stayed focused on the end results of this implementation and has remained positive. "I believe that the key to keeping agency staff up-to-date and ready for SMART is communication," she says. To that end, the Adjutant General's accounting team has always been available to agency staff that have questions about SMART.

Harper says the Adjutant General's Department will have about twenty end-users that interact daily in the system. Several other staff members will have view-only access.

"The relatively small number of employees within our agency that will be directly affected has made it easy for us to keep everyone informed and prepared," says Harper. "We pass along important information, especially from the Sunflower Project team, using email and meetings. We will have additional meetings in June so we can all discuss what we learned in training and how to apply that to our business procedures."

FREQUENTLY ASKED QUESTIONS

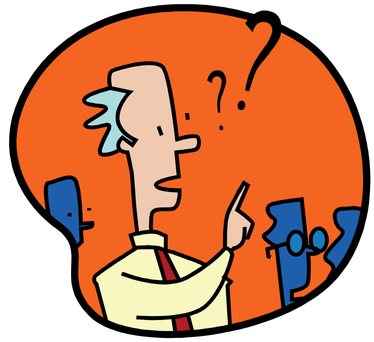
The Frequently Asked Questions section occurs regularly. It features questions asked about SMART.

Q: *How can my agency go about role mapping a new employee?*

A: Updates to SHARP roles can be submitted through the existing SHARP process, starting on June 23. SMART's post go-live security process will begin on July 1. The process and the SMART security request form will be published then, and agencies can begin submitting updates to SMART roles at that time. (See the article on p. 3)

Q: *What is the production schedule for SMART to run the various jobs?*

A: Almost all SMART interfaces are created during the nightly batch cycle. The nightly batch window is from 7 PM until 7 AM on business days. Three interfaces are created hourly outside the nightly batch cycle. They are INF44, which is created during the hourly Accounts Receivable (AR) cycle; INF09, created during the AR morning cycle; and INF39, created during the Purchasing Orders afternoon cycle.



Q: *How do I access SMART's User Productivity Kits (UPKs)?*

A: UPKs will be available to end-users in the environment on July 1. A document available on the SMART website training page explains how to view UPKs: http://www.da.ks.gov/smart/TrainingBackground/LocatingUPKsintheSMARTTrainingEnvironment.pdf

SUNFLOWER PROJECT

SMART

Statewide Management, Accounting and Reporting Tool

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High-Level Project Timeline and Agency-Related Activities

Plan and Analyze Oct '08—Dec '08	Design Jan '09—Apr '09	Build May '09—Oct '09	Test and Deploy Nov '09—Jun '10	Support Jul '10—On
• Host Project Kickoff • Launch Website • Identify Agency Contacts • Conduct Conference Room Pilot • Publish Project Charter • Complete Agency Skills Assessment • Launch Project Newsletter DONE!	• Conduct Agency Introduction Meetings • Launch Change Agent Network • Conduct Budget Structure Workshops • Conduct Interface Workshops • Distribute Initial Agency Readiness Assessment • Design Agency Interface • Create Agency Conversion Strategy • Design Training Curriculum DONE!!	• Conduct Change Agent Meetings • Conduct Configuration Workshops • Conduct Conversion Workshops • Conduct Interface Workshops • Conduct Business Process Workshops • Distribute Agency Readiness Assessments • Modify System • Adjust Agency Interfaces • Clean Up Data • Build Data Conversion Processes • Build Training Courses DONE!!!	• Conduct Change Agent Meetings • Conduct Role Mapping Workshops • Pilot Training Curriculum • Conduct Train-the-Trainer Programs • Train End-Users • Distribute Agency Readiness Assessments • Plan Cutover • Test Agency Interfaces • Test and Load Data for Conversions • Reconcile Data • Establish Help Desk • Perform End-User Testing • Validate System • Begin Cutover to SMART	• Complete Cutover to SMART • Support Production • Respond to Agency Feedback • Decommission Redundant Agency Systems