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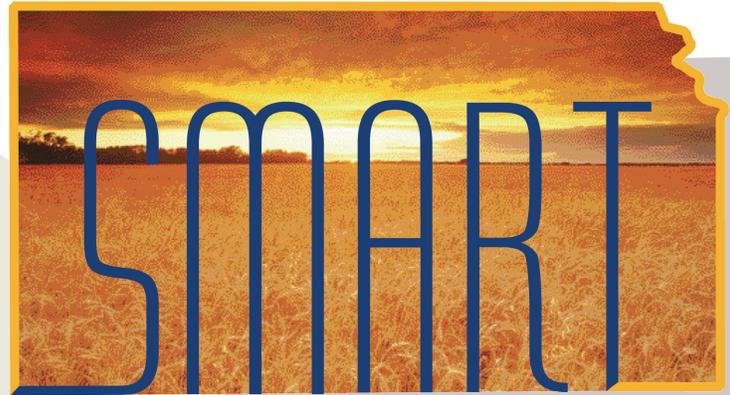


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IMPROVING EFFICIENCY,
MANAGEMENT DECISION-
MAKING, TRANSPAR-
ENCY, AND CUSTOMER
SERVICE FOR THE
STATE OF KANSAS



STATEWIDE MANAGEMENT, ACCOUNTING AND REPORTING TOOL

FEE STRUCTURE ANNOUNCED

SMART Development Fee Structure Will Be Based on STARS Usage



SMART development fees for FY2010 and 2011 are determined from STARS usage for 2010.

Once the Statewide Management, Accounting and Reporting Tool (SMART) goes live on July 1, 2010, agencies will continue to contribute to the support of the new system in the

form of fees. Those fees have been set for fiscal years 2010 and 2011. The Division of the Budget (DOB) published them in its Budget Instructions booklet (available online at <http://budget.ks.gov/files/FY2011/>

[FY2011 Budget Instructions.pdf](#)).

The FMS (SMART) development fee structure for FY2010 is based on agency usage of STARS in FY2009, the most recent year for which complete information is available. In FY2011, it will be based on FY2010 agency usage of STARS. According to DOB’s Budget Instructions, the FY2010 and 2011 rate will be \$0.67/transaction for State agencies and \$0.18/transaction for Regents Institutions. In years beyond FY2011, FMS development fees will continue to be based on STARS transactions in FY2010.

The Division of Information Systems & Communications (DISC) charges the Enterprise Application Rate (EAR), a separate fee, to recover its costs for the support of STARS, SHARP, and IBARS. The current rate

for FY2010 and 2011 is \$3.75 for State customers and \$2.00 for Regents Institutions. The Department of Health and Human Services approved the methodology for calculating the EAR, making the assessment allowable for reimbursement by the federal government to those agencies receiving grants.

The data for this federally allowable rate comes from SHARP payroll transactions. According to Morey Sullivan from DISC, the Division will recompute the EAR in April 2010 and revise the rate to account for profit or loss plus changes in operating costs, if necessary. Updated FY2012 DISC rates will be included in both the Division of Budget cost indices and on the DISC web site under the Services tab.

(cont. on p. 7)

TRAINING DEPLOYMENT PLANNED

Training Team Describes SMART Training Development and Deployment

Training Leads Gina Vinyard (State of Kansas) and Emilie Kroner (Accenture) recently spoke about training activities planned by the Sunflower Project.

“Since the last newsletter article about us [see the June newsletter], the Training Team has been working on two major efforts. ‘Training Build’ consists of the development and test of all training

The Sunflower Project will offer almost 590 Instructor-Led classes to SMART users.

and performance support materials required for the SMART training program. We are building over 400 training units to support 43 end user training courses,” says Vinyard. Training units are comprised of Web-Based Training (WBT), Instructor-Led Training (ILT) materials, and activity guides.



(cont. on p. 4)

GARY'S GAZETTE

A Message From the Sunflower Project Implementation Manager

Just one year ago last September the Sunflower project officially kicked-off. The project's pace has gradually accelerated from a crawl to a walk to a run. What was once a 23-month marathon is now a ten-month sprint to the finish line in July. For Sunflower project team members who have not worked on these type of projects, this has been the fastest year of their professional lives, while for many agency folks it's more like "is this ever going to end?"

Business transformation initiatives such as the Sunflower project are extremely complex, risky and stressful. These projects have been likened to changing a flat on a bicycle tire while peddling. That's a good analogy. State agencies must maintain continuity of business operations but at the same time prepare to implement a new and complex system that affects agencies' people, (business) processes and technology. As a saving grace, most folks only experience this once in their professional careers.

According to industry insiders over fifty-percent of these projects "fail"—with failure defined by major cost overruns and schedule slippage. Causes for failure are many – from inadequate scope definition, to lack of strong sponsorship to high turnover of team members. So far, we've been very fortunate on the Sunflower Project. The State's investment in pre-

implementation activities that involved many agencies provided a springboard. The Sunflower Project has a strong team on the State side with a good mix of team members from programmatic agencies, central agencies and the private sector. Our Systems

Projects like this one have been likened to changing a flat bicycle tire...while peddling.

Integrator, Accenture has been a very good partner and brought their "A" team to the Sunflower project. Agencies have been very supportive of the project and have, for the most

part, completed their assignments on time and attended meetings as requested. The Project is on schedule and under budget. All of the stars are aligning to perhaps make the Sunflower Project the most successful implementation of a statewide financial system in terms of the number of modules implemented across the number of State agencies.

During the next month, the project will be transitioning from the *Build/Development* phase to the *Test* phase. There is still a lot of work to do by the Sunflower project team and agencies. Inter-dependencies between Sunflower project team members and agency personnel are becoming increasingly critical with progress dependent on cooperation and meeting deadlines. Although the pace is sometimes grueling, we cannot let up. Right now cutover to SMART seems like a distant horizon, but speaking as someone who has been

around this block before, July will arrive quickly and it will be hectic. We must use our remaining time judiciously. Everyone must work together to:

- Accomplish remaining project tasks diligently so as not to delay subsequent activities.
- Resolve issues and make decisions promptly.
- Learn as much as you can about SMART and how it will affect your job and your agency.

Over the next six months role mapping, end-user training and user acceptance testing get underway. Project activities will touch thousands more individuals across the State workforce who have not previously been involved. In advance, I'd like to be the first to welcome you to our team.

Since football season is kicking off, I'll end with a quote from the legendary Vince Lombardi, one of the greatest motivators of modern times, "Individual commitment to a group effort -- that is what makes a team work, a company work, a society work, a civilization work."

Thanks everyone for your past, present and future dedication and support.



Gary Schneider is the Sunflower Project Implementation Manager

INTERFACE MILESTONES

This chart shows the timelines for activity stages that interfacing agencies will complete to prepare for interfacing with SMART.

Activity/Milestone	Start Date	Finish Date
Stage 1: SMART Outbound Configuration Interfaces—Agencies receive inbound files	9/1/09	10/12/09
Stage 2: SMART Inbound Interfaces—Agencies provide inbound files	10/5/09	11/18/09
Stage 3: SMART Outbound Interfaces (Return Processing)—Agencies receive outbound files	10/26/09	11/25/09
Stage 4: Error Processing (Inbound)—Agencies provide inbound files	11/30/09	1/15/10
Stage 5: Additional Inbound Interface Test—Agencies provide inbound files	11/30/09	1/15/10
Stage 6: Agency-Use Interface Test using Agency conditions; spreadsheet upload testing; and regression testing (as needed)—Agencies receive and provide files as needed	1/15/10	3/15/10
Completion of Interface Test		3/15/10

SERVICE LOCATION or LOCATION: WHICH SHOULD I USE?

Differences between Service Location and Location Fields in SMART Explained

If you find the differences between the fields in the Statewide Management, Accounting and Reporting Tool (SMART) called "Service Location" and "Location" a bit confusing, you are not alone. Hopefully, the information in this article will help clarify the differences between these two fields.

Service Location is a Chartfield that may be coded on any financial transaction; *Location* is not.

Agencies define their own *Service Location* values, and each agency will have separate values that they will be responsible to

maintain post go-live.

Service Location exists in SMART as a 5-character alphanumeric field. Used to capture the concept of location (state, county, city, district, building, etc.), *Service Location* will allow agencies to track spending in relation to a geographic designation.

Location is a field multiple modules in SMART use. These include Asset Management, Accounts Payable, Accounts Receivable, Purchasing, and Project Costing. *Location* is stored on a shared statewide table. The assignment of the

Location code values will be centrally managed. SHARP also uses the *Location* table.

Location exists as a 5- to 7-character alphanumeric field. Used to maintain an organization's physical addresses, *Location* identifies the physical locations of assets for Asset Management, Ship To and Bill To information for Purchasing, the physical location of a project for Project Costing, and identifies the address of the business unit (agency) for Accounts Payable and Accounts Receivable.

Examples of Fields Associated With Service Location –

Agency	Code	Description	Short Descr
17300	SHAWN	Shawnee	Shawnee
17300	TOPEK	Topeka	Topeka

Examples of Fields Associated With Location –

SETID	Code	Description	Address 1	Address 2	City	County	State	Postal Code	Prefix	Phone
SOKID	BA17300	Business Address—DofA	900 SW Jackson Street	Room 351-S	Topeka	Shawnee	KS	66612-1248	785	296-2311
SOKID	KFARH	Farlington Fish Hatchery	101 Hatchery Road		Farlington	Crawford	KS	66734		



PROJECT PROVIDES ACCOUNTING TRAINING

Washburn University and Sunflower Project Offer Introduction to Accounting Course

The Training Plan developed for implementation of the Statewide Management, Accounting and Reporting Tool, SMART assumes that participants know how to perform their agency job functions prior to attending system training and have a basic understanding of accounting principles. However, the training needs analysis survey conducted several months ago identified that some agency staff felt they did not have a good understanding of basic accounting fundamentals. To assist state agencies with addressing this gap prior to the start of SMART system training, the Sunflower Project Team recently announced the availability of an Introduction to Accounting course at no cost to State agencies.

The Sunflower Project team in cooperation with Washburn University in Topeka has developed a six-hour

one-day training course that will provide accounting fundamentals to state employees who have no formal training in accounting principles and who will be entering data in SMART. Two

Washburn University developed a six-hour, one-day training course to provide accounting fundamentals to State employees with no formal training.

sessions will be offered in Topeka on October 8 & 9 in Henderson Room 100 on the Washburn University Campus. An additional ses-

sion will be offered in Salina on November 13th at the Salina Bicentennial Center. Each session in Topeka will be limited to 250 participants and the session in Salina will be limited to 130 seats.

The Introduction to Accounting course will cover the following topics:

- Financial Statements 101
- Basic Transactions and Financial Statement Structure
- Intermediate Transactions and

- Financial Statement Structure
- Budgetary Accounting for Compliance and Control
- Fund Accounting
- Ethical Considerations for Government Accounting

The Sunflower Project leadership team felt that providing agencies with this course would help ensure a more successful transition to SMART. This course is designed to address a potential risk of employees attending SMART system training who do not understand accounting terminology and the impacts of entering financial data incorrectly in SMART. If you feel you should attend this course please contact your Agency's Primary Contact. A list of each agency's contacts is located on the Sunflower Project website at <http://www.da.ks.gov/smart/Documents/AgencyContactsList20090721.pdf>.

TRAINING DEPLOYMENT PLANNED, (cont. from p. 1)

"Our second major work effort has been the development and validation of the training deployment strategy for the SMART training program," adds Kroner. "In May, we sent out a Training Attendance Estimator to the Training Contact from each State agency. This estimator built on the estimates we gathered in December using the Skills Assessment. We now have a much clearer picture of the number of end users that will need to be trained for each course. We used this information to drive our Training Deployment Strategy."

The initial SMART course, which all users must take, is a WBT called "GN101: Introduction to SMART" according to Vinyard and Kroner. They expect to deliver that course to more than 1500 SMART users. "Our overall strategy includes 19 web-based courses and 24 instructor-led courses.

In total, we estimate that we will offer over 590 ILT sessions to meet the training needs," Vinyard says.

The pair points out that twenty percent of the population they need to train is stationed outside Topeka. "We will consolidate classes where needed, trying to get out into locations near our users," says Kroner. "We need at least ten people in a classroom to conduct a class."

SMART users will see the initial "Phase 1" training roll out as Level 1 and Level 2 WBT Courses in March 2010. (For more information on the three levels for SMART training, see the article in the February 2009 newsletter.) From April through June, the Sunflower Project will conduct Level 3 WBTs as well as instructor-led classes. Follow-up training will continue from go-live on July 1 through November 2010 as needed.

"We are still looking for seven to ten good trainers with a solid understanding of the State's accounting practices and experience presenting, to train instructor-led courses," Vinyard said. "We appreciate the volunteers that have already signed up, and want to say 'Thank you' to all of them."

"We also need some volunteers to become SMART training 'drivers' for the courses," says Kroner. These persons would assist the trainers by managing classroom logistics, assisting trainees with questions, and driving the activities while the trainers provide course content to participants.

Trainers and drivers will attend pilot training, learning the SMART system earlier and in more detail than end-user training. Persons interested in becoming trainers or drivers should contact Gina Vinyard, Training Lead, at gina.vinyard@da.ks.gov.

MEET THE PURCHASING TEAM

Team Focuses on Ensuring Purchasing Module Functions Properly

The Sunflower Project's purchasing team has a diverse set of backgrounds...but when discussing the new Statewide Management, Accounting and Reporting Tool (SMART) with them, a common theme emerges: the State of Kansas will get a cutting-edge purchasing tool.

I knew the Sunflower Project would reshape the way Kansas does business.

KURT HAFNER

Clements, State Purchasing Team Member. "Although its potential was exciting, budget constraints left it on the shelf. I participated on teams to build Request For Proposal specifications for SMART. I saw first-hand the potential this modern system could provide the State."

Donnita Thomas, also a Purchasing Team Member, relates similar experiences while she was at the Kansas Department of Revenue. "I had the opportunity to explore ways to use technology and change processes to improve how things were done, either by increasing efficiencies, increasing reporting capabili-

ties, or both. I came to the project to be on a team that will implement a tool with great potential to improve purchasing processes across the State—work that is incredibly meaningful and personally rewarding."

State is being proactive in its approach to processing our financial transactions." The Purchasing Team's Accenture counterparts agree. Thomas Chen, Purchasing Module Team Lead, says he was attracted to the Sunflower Project as an "opportunity to help apply some of the newer Purchasing applications to Kansas." Accenture Purchasing Team Member Adam Cherevka notes the large scale and scope of the Sunflower Project as being important elements that will contribute to the benefits the State will see. Perhaps Accenture Purchasing Team Member Dave Yadron puts it most succinctly, though, when he says "It's great to be able to contribute to the success of a large financials implementation for Kansas."

TENURED TEAM

In addition to Clements' and Thomas' agency experiences at SRS and Revenue, respectively, the Purchasing Team brings experiences from a wide variety of organizations.

"I have worked both for the Kansas Highway Patrol and The Adjutant General's Department," says Hafner. "At KHP I managed the 1122 State Program that allowed government entities to purchase counter-drug enforcement equipment from Federal contracts. Then at The Adjutant General's Department I procured non-contract items, working very closely with the State's Division of Purchases during the bidding processes."

Hoobler came to the Sunflower Project from the Division of Purchases.

(cont. on p. 8)

AGENCY CHANGE AGENTS

The Sunflower Project website lists the Change Agents for each agency. Find it by pointing your browser to: <http://da.ks.gov/smart/>



UPCOMING DATES:

Things that will happen soon

- September 23: Monthly Conversion Meeting
- September 30: Change Agent Network Meeting #5
- October 6-October 14: Various Business Process Workshops Continue
- October 8-November 13: Introduction to Accounting Course
- October 13: Monthly Interface Meeting
- October 21: Monthly Conversion Meeting
- October 28: Change Agent Network Meeting #6
- November 3-November 17: Workflow Workshops
- November 10: Monthly Interface Meeting
- November 18: Monthly Conversion Meeting

IMPROVED PURCHASING PROCESSES

"I came to the project because I saw the important impact this system will have on the State's purchasing processes," says Angela Hoobler, State of Kansas Purchasing Module Team Lead. "We've needed a



The Sunflower Project Purchasing Team reviews agency configuration task results during a staff meeting.

standardized system for many years, and I want to be part of making that happen."

Several of Hoobler's team members have been involved in individual agency initiatives to improve purchasing processes. "A few years ago, SRS explored the possibility of an electronic requisition/purchase order system," reflects Jerry

ties, or both. I came to the project to be on a team that will implement a tool with great potential to improve purchasing processes across the State—work that is incredibly meaningful and personally rewarding."

"I wanted to be part of this project because I knew it would reshape the way the State does business," adds State Purchasing Team Member Kurt Hafner. "The

AGENCIES PLAN NEW BUSINESS PROCESSES

BPWs Very Successful; Continuing Through October

Agency Change Agents have been attending Business Process Workshops (BPWs) for the last several weeks, and are telling the Sunflower Project that they appreciate them. “Some participants have commented that hearing about the integration of the various modules has provided a level of detail not seen in other meetings,” says Jennifer Dennon, State of Kansas Agency Readiness Lead. “Others have told us that discussing the Key Organizational Impacts with other agencies in the group activities has helped them better understand impacts within their own agencies they hadn’t yet considered.”

Bryan Loudermilk, Accenture Agency Readiness Lead, agrees with his colleague. “These workshops have been going well. Many participants have responded in their evaluations that they have gained a lot of valuable information and important thoughts to consider.”

Dennon and Loudermilk note that by presenting process-level information, agencies can plan how to prepare for the changes SMART will bring, and also how they can gain efficiencies when SMART goes live. “From an agency perspective, that’s the main benefit,” Dennon notes. “We’re getting lots of questions and participating in lots of discussions in the workshops.”

Loudermilk notes that the General Ledger (GL) BPW has a low rate of registration in comparison to other BPWs.



BPW Participants discuss process changes likely for their agencies.

It also discusses the Commitment Control process that affects most transactions entered online in SMART. We expect agencies to attend the GL BPW, so we encourage agencies not yet registered for this

workshop to do so.” GL BPWs will occur on October 6 in Hutchinson and October 12 in Topeka.

Dennon and Loudermilk have reviewed dozens of BPW evaluations completed by participants. “The comments, in general, are very positive,” says Loudermilk. In addition, some changes have been made to the workshops based on agency feedback. “Some participants said the activities were hard because discussion groups combined small and large agencies. The differences in their processes

The main benefit to agencies is the chance to plan how to gain efficiencies when SMART goes live.

JENNIFER DENNON



Bryan Loudermilk, Brett Bauer, and Ish Garcia discuss General Ledger processes with agency representatives at a Business Process Workshop.

made it hard to relate to each other. Since then we have started reserving seats in every workshop for small agencies to sit together in discussion groups,” says Dennon.

Loudermilk also pointed out that some participants had wanted a more detail-level scope from the workshops. “By design, the workshops focus on business processes,” he says. “Our purpose is different from training. We are helping participants think about how their agency processes will be affected rather than how to perform tasks.”

Some participants have reported concern regarding the effort necessary to complete the Agency Impact Task. “This task will help the agency prepare before go-live for the business process impacts SMART will bring,” says Dennon. “It will help them think through, plan, and tailor SMART implementation for their agency’s specific needs.”

GLOSSARY:

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



- **Aging:** The process of allowing a user to view the time that has passed since customers were billed or a pending item was established.
- **Budget Keys:** The ChartFields that are required for all budget journals and all transactions for a given budget structure.
- **Category:** The ChartField that further defines Source Types for more detailed reporting and analysis.
- **Customer:** An entity that receives or consumes products (goods or services) and has the ability to choose between different products and suppliers. Used in SMART Billing and Accounts Receivable.
- **Modified Accrual:** A governmental accounting method in which revenue is recognized when it becomes available and measurable and expenditures are typically recognized in the period in which the liability is incurred.

IMPREST/PETTY CASH CHANGES

Imprest/Petty Cash Processing in SMART

The Statewide Management, Accounting and Reporting Tool (SMART) will create a streamlined, automated process for state agency imprest and petty cash funds, according to State of Kansas Accounts Payable Lead Jo Ann Remp.

“The process in SMART will be more automated than agencies currently use,” she says. “Managers will also be able to see if there are reimbursements which should be processed for these funds. This becomes especially im-

These transaction processes will be much more visible than they currently are

JO ANN REMP

portant at fiscal year end to ensure that all prior year transactions are properly recorded. SMART’s cash advance process will make this category of transactions much more visible than it currently is. Fiscal managers will be able to ensure that advances are repaid in a timely manner.”

Remp describes imprest funds as “typically an agency’s local bank account. They can write checks against these accounts for items that require a more timely payment than can be made through the voucher process, or to correct a payroll error.” Current state policy requires that employee travel advances be made against an agency’s imprest funds.

“Imprest funds differ from petty

cash funds in that petty cash is the typical ‘cash box’ with a small amount of cash to be used for very small expenses. For example when an employee needs to be reimbursed for parking or turnpike tolls, postal fees when mail is delivered postage due, that sort of thing,” she says. “Vouchers are then submitted once a month to charge the expenses to the agency budgetary funds, and obtain reimbursement to ‘make the fund whole’ once again.”

Remp says that with the new process, agency users will enter the expenses in SMART as they occur as manual payments, thus avoiding generation of ACH or check payment. Agencies will execute a consolidation process on a monthly basis, or more often if the agency prefers, by imprest or petty cash fund, and create a voucher that will reimburse the imprest/petty cash fund for the periodic expenses.

“That direct entry into SMART is probably the biggest difference in managing these two types of funds that agencies will see,” says Remp. “If this is done at the time of the purchase, agencies will be able to track

what has already been spent in these local funds by looking in SMART. This will require less manual effort completing reconciliation forms, etc.

“Agencies which currently have a need to maintain an imprest fund will continue to do so,” she continues. “That won’t change. However, if an agency is maintaining an imprest fund solely to make employee travel advances, they will no longer need to do so, because SMART’s Travel & Expense module will allow cash advances to be made through its functionality. Each agency will still determine whether an employee will be eligible for a cash advance for official state business. However, the process to record the cash advances and expense reports on which the reimbursement is recorded will all be within SMART.”

Remp adds that informational sessions are being planned in the late fall that will help agencies understand the purposes and use of imprest and petty cash funds in SMART. Precise dates and locations will be announced soon, and agencies should watch for invitations.



FEE STRUCTURE ANNOUNCED, (cont. from p. 1)

The portion of the EAR attributable to the support of STARS (a mature legacy system requiring little monetary support to maintain) will go away when SMART goes live. However, DISC will require funding to support and maintain SMART plus there will be future upgrades, just as there are with SHARP.

Agencies should find the increased functionality of SMART as a central system will help them create efficiencies. Decommissioning of

stand-alone agency-supported systems previously used to create functionality that SMART now offers, such as project costing/grants, will reduce the agency expense of maintenance and double-entry. Agencies may find additional efficiencies in reengineering their processes to take advantage of SMART’s capabilities.

These efficiencies and cost savings should result in a net savings for some agencies. Agencies using SMART as robustly as possible will

reap the greatest benefit to their day-to-day operations and from the reporting capacity SMART will provide.



BPCs GET SMART

Agencies Will See Differences in Procurement Card Processes With SMART

State employees who use Business Procurement Cards (BPCs) to purchase supplies, goods, or services for their agencies will see improvements in their abilities to manage their transactions when the Statewide Management, Accounting and Reporting System (SMART) goes live on July 1, 2010.

“SMART will replace the requirement for maintaining logs with an online reconciliation process,” says Angela Hoobler, State of Kansas Purchasing Lead for the Sunflower Project’s Finance Team. “Users will have access to transaction information from UMB, the BPC issuing bank, on a daily basis. Once transactions are approved, a process will run to send the payment through the vouchering process.”

SMART users will notice that PeopleSoft uses the terms “Procurement Card” or “P-Card,” Hoobler says. “P-Card transactions will be loaded into SMART daily. This will allow the cardholder or other authorized persons to review, reconcile, and approve those

transactions as they are posted. The user will have the ability to enter transaction descriptions, chartfields, asset information, and free-form comments. The user can even link a transaction to an applicable purchase order, if necessary—all within SMART.”



Agencies should find the ability to access cardholder transactions online useful. While UMB will continue to manage the card’s transaction limits, agencies will be able to quickly identify where individual transactions are within the P-Card process. Hoobler says agencies will also find the data elements populated for the users to be helpful. “Many data elements will be auto-populated, and some data elements can be edited. Level III data will be available to the agencies in SMART, if the merchant provides it. An example of this information would be traveler information on car rental and airline tickets.

SMART provides integration so that transaction detail will now be available on the voucher. If a purchase order is paid using a P-Card, the purchase order data will be integrated into the payment data. SMART will give agencies using the Project Costing and Grants module the ability to track project-related costs on each transaction, including those costs paid using P-Cards.”

Hoobler says a Legislative Post Audit report on P-Cards released in March 2009 provided some important considerations in how P-cards will be managed in SMART. “We looked at that audit to identify areas of concern.

Cardholders and other authorized persons will be able to review, reconcile, and approve Procurement Card transactions as they are posted.

SMART will be able to capture details on P-Card transactions, associating those transactions both to vendors and the P-Card issuer, UMB. Additionally, agencies will be able to utilize the P-Card as a payment method on a purchase order which also maintains the data needed for the purchase. With these enhancements, agencies will be able to increase their P-Card usage, resulting in additional rebates from UMB.”

MEET THE PO TEAM, (cont. from p. 5.)

“I managed contracts from the bid stage to the administration stage,” Hoobler explains. “Before that, I worked on some really big Medicaid and Food Stamp projects for SRS.”

Yadron’s previous assignment was with a PeopleSoft eProcurement implementation in Denver, Colorado, where he led training sessions, created functional designs, and coordinated the testing effort.

Cherevka also worked on PeopleSoft implementations in Denver, where he gained experience with the same modules the Sunflower Project is implementing for the State of Kansas. His work has included government contractors as well as both public and private sector experience.

Chen’s most recent work was as the functional team lead and testing lead for Order-to-Cash and Procure-to-

The entire Purchasing Team has gelled nicely. We are all rowing the boat in the same direction. JERRY CLEMENTS

Pay work streams for a hospitality industry project. Chen’s work on several global Supply Chain Management system implementations has had him traveling through the United States, Asia Pacific, the Netherlands, and the United Kingdom.

A COHESIVE UNIT

Asked what he most enjoying about the Sunflower Project, Chen says “Oh, it’s definitely working with these great team members from the State and Accenture to tackle the challenging issues in front of the Purchasing organization. Our team has really come together as a cohesive unit under An-

gela’s leadership.”

Cherevka agrees. “This is the best team I’ve every been on,” he notes.

“No two days are the same,” says Hafner. “It is fast-paced, and I get to learn every day. I basically have been in a State of Kansas Procurement Methodology/PeopleSoft Financials boot camp for the past 10 months.”

Thomas appreciates the openness of her team. “I like that in this environment, we can openly disagree and can talk out the issues to come to a resolution,” she says.

“The entire team has gelled nicely,” says Clements. We are all rowing the boat in the same direction. The Purchasing team contains hard-working members with diverse experience, bringing a wealth of knowledge about how SMART purchasing functions can be configured to best serve the State of Kansas.”

FREQUENTLY ASKED QUESTIONS



The Frequently Asked Questions section occurs regularly. It features questions asked about the Project. If you have specific questions to recommend for this section, please e-mail them to: Sunflowerfms@da.ks.gov

Q: Do all assets need to be converted or just the assets that cost over \$5K?

A: Agencies must convert those assets \$5,000 or over into SMART. Agencies are encouraged to convert those with a value under \$5,000 into SMART ensuring all assets are centrally located in a single system.

Q: When do assets have to be converted to SMART?

A: Assets \$5,000 and over must be converted prior to the SMART go-live.

Q: If the conversion cut-off date for assets is in June, what do I do about the FY10 assets that are paid for after that in June (or perhaps the assets paid for in early July) that should be tracked as FY10 asset acquisitions?"

A: Agencies should make an effort to complete their purchasing earlier in Fiscal Year 2010. However, assets purchased in STARS in late June 2010 after conversion but still in transaction year FY10 can be manually entered after go-live. Assets funded by FY10 resources but not paid until transaction year FY11 will be entered as assets when payment is processed in SMART.

Assets purchased after conversion but still in FY2010 can be manually entered into SMART.

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High-Level Project Timeline and Agency-Related Activities

Plan & Analyze Oct '08—Dec '08	Design Jan '09—Apr '09	Build May '09—Oct '09	Test & Deploy Nov '09—Jun '10	Support Jul '10—On
<ul style="list-style-type: none"> Host Project Kickoff Launch Website Identify Agency Contacts Conduct Conference Room Pilots Publish Project Charter Complete Agency Skills Assessment Launch Project Newsletter 	<ul style="list-style-type: none"> Conduct Agency Introduction Meetings Launch Change Agent Network Conduct Budget Structure Workshop Conduct Interface Workshops Distribute Initial Agency Readiness Assessment Design Agency Interface Create Agency Conversion Strategy Design Training Curriculum 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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 User Acceptance Testing Validate System Cutover to New System: July 1, 2010 	<ul style="list-style-type: none"> Support Production Respond to Agency Feedback Decommission Redundant Agency Systems