



Sunflower Project Business Process Workshop

Deposits and Interfund



Welcome

Deposits and Interfund Business Process Workshop Agenda



- Welcome**
- BPW Purpose and Objectives**
- Context for Deposit & Interfund**
- 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

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 Billing and Accounts Receivable

Billing & Accounts Receivable Overview



- Billing is the process of notifying a customer of amounts due for the selling of goods/products/services.
- Accounts Receivable (AR) is the record of what customers owe. This is where you manage open items, maintain customer receivable balances, and apply payments.
- The benefits of using Billing and Accounts Receivable in SMART are:
 - Real-time receivable and billing visibility, tracking and control for reporting and financial data
 - Streamlined approach that enables you to bill your customers
 - Reduction of duplicate entries and manual processing due to complete integration with other SMART modules

Billing & Accounts Receivable

Key Terms & Definitions



- **Aging** – The process of allowing a user to view the time that has passed since customers were billed or a pending item was established.
- **Bill Type** – A category of activity that should be grouped together on a particular bill.
- **Customer** – 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.
- **Deposits** – The SMART fields that record cash, checks, money orders, electronic receipts of money into the State's bank account to be reflected in an agency fund.

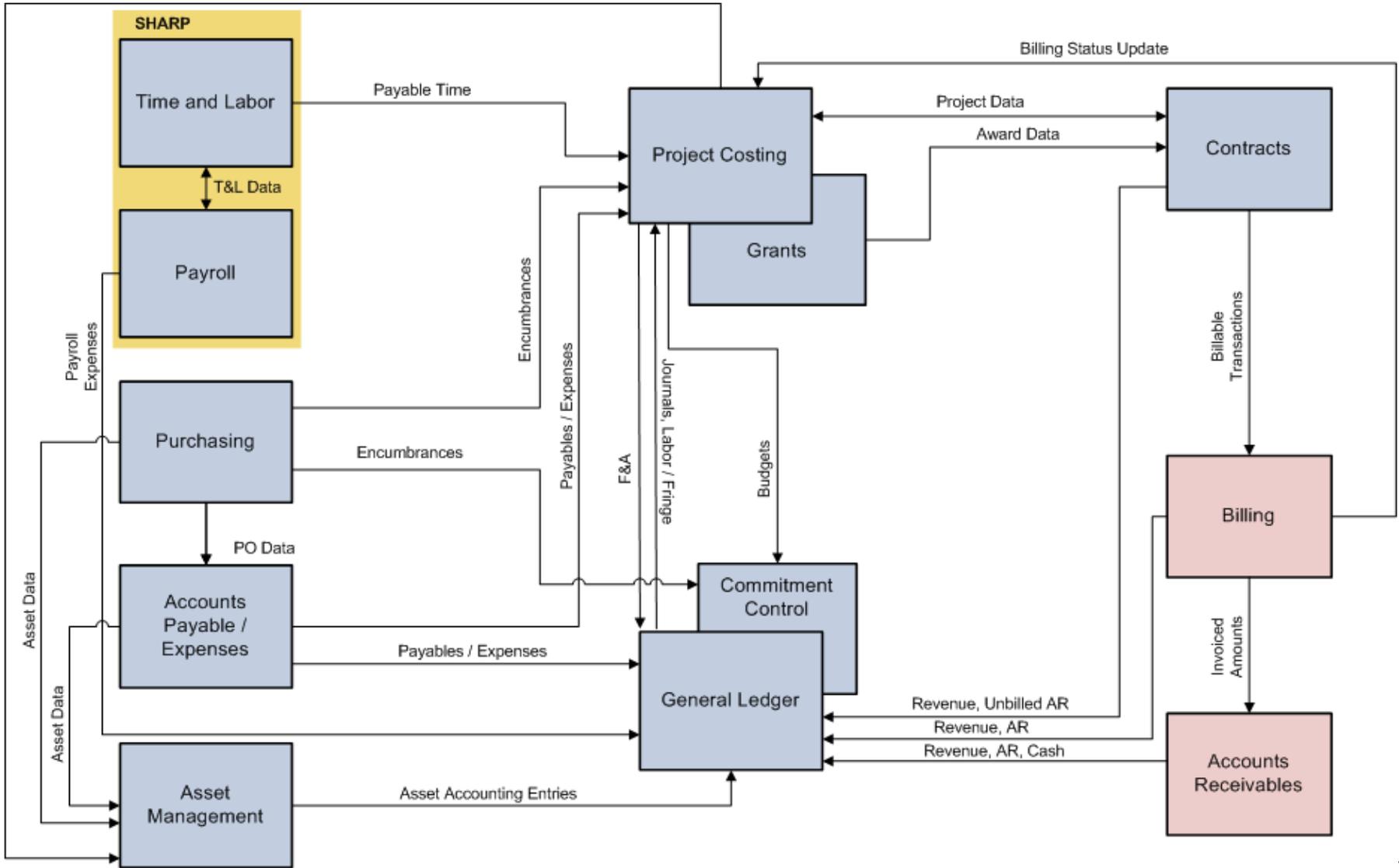
Billing & Accounts Receivable

Key Terms & Definitions (continued)

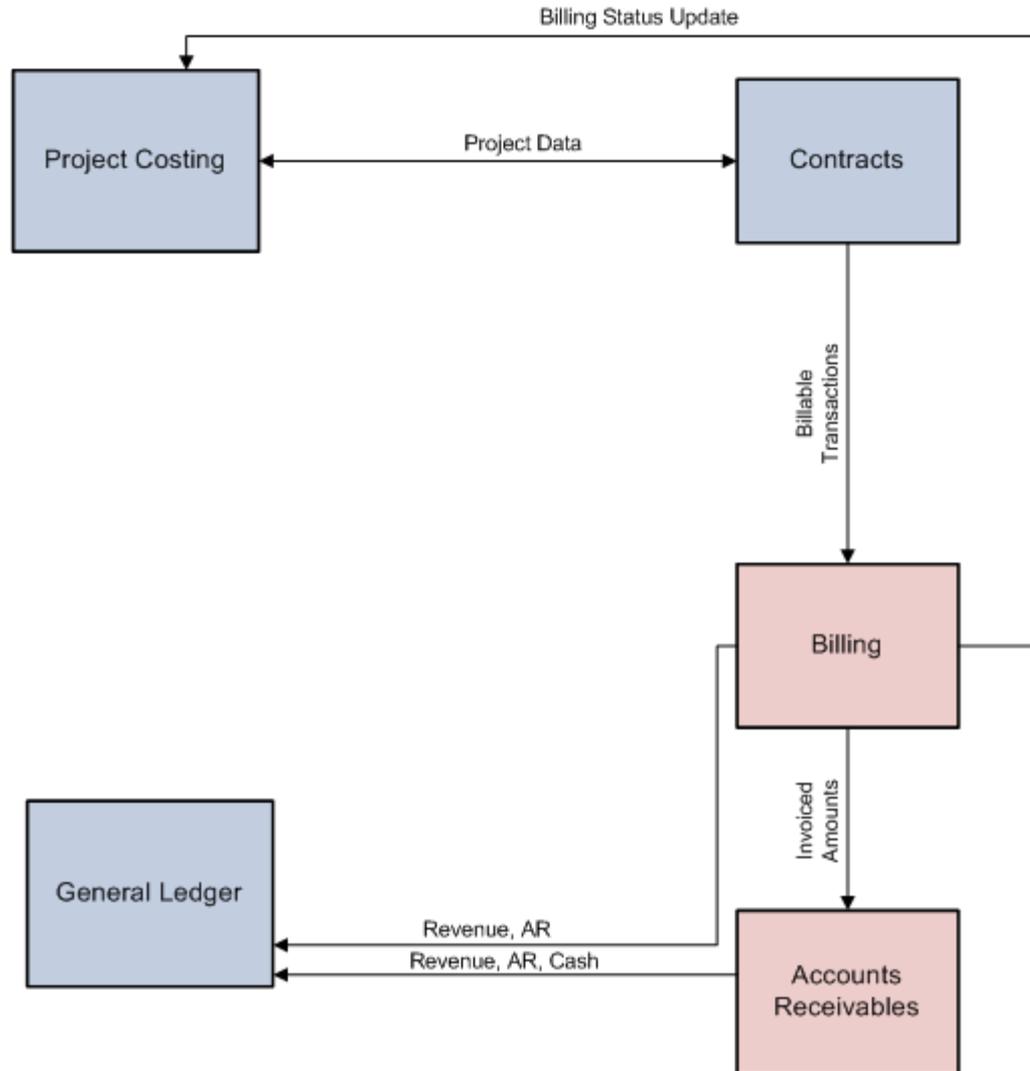


- **Dunning** – The process of methodically communicating with customers to ensure the collection of accounts receivable.
- **Invoice** – An itemized bill for goods sold or services provided, containing individual prices, the total charge, and the terms.
- **Open Items** – Amounts that are billed to a customer but not yet paid (also refer to Pending Items).
- **Pro Formas** – Preview of Billing invoice that can still be modified.
- **Receivables** – An expectation to receive payment for goods or services sold.

SMART



Billing & Accounts Receivable Integration



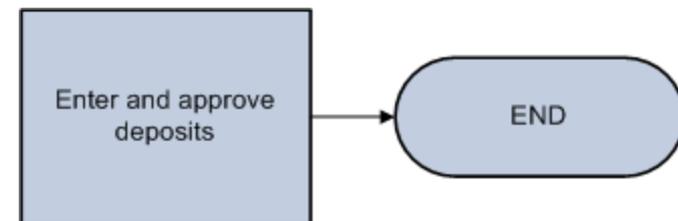
Processes



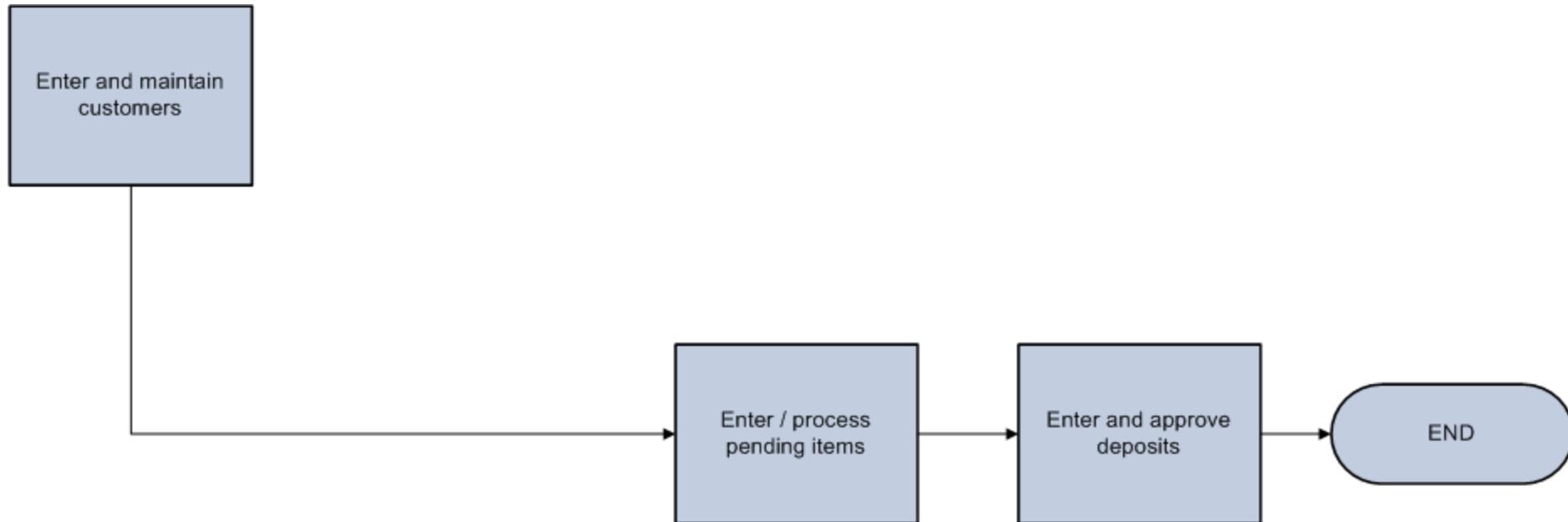
This Business Process Workshop includes the following processes:

- Entering a customer
- Generating an invoice
- Entering and processing pending items
- Entering and approving a deposit
- Processing Interfunds

Accounts Receivable Process Deposits

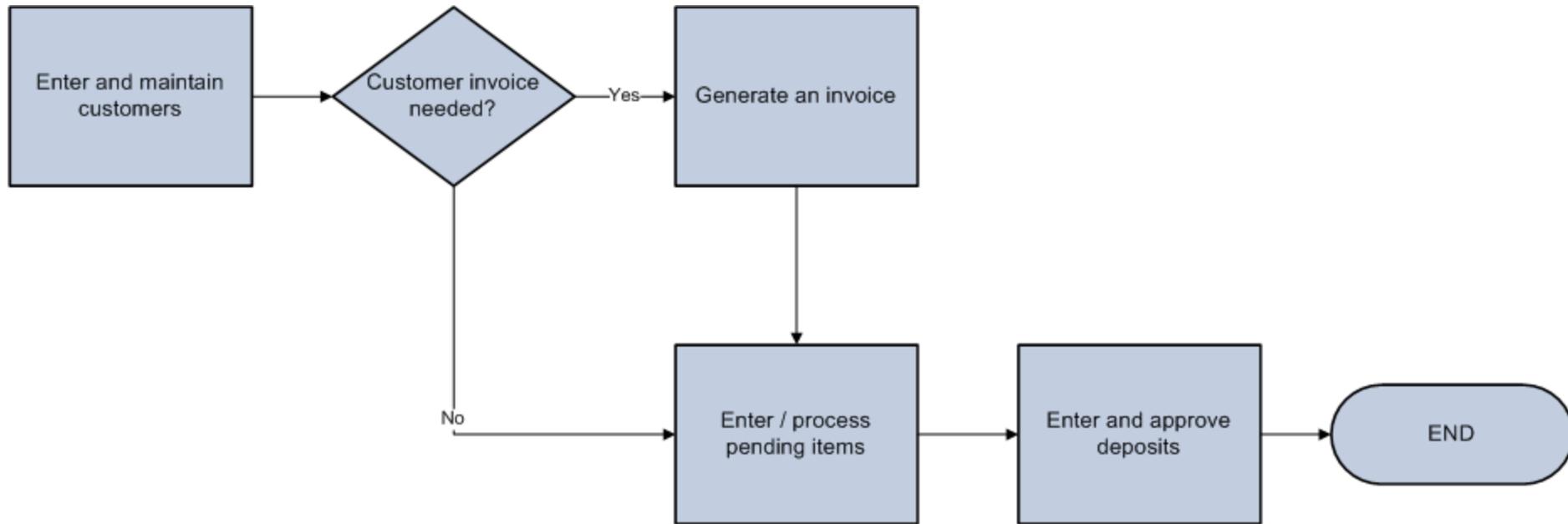


Accounts Receivable Process Pending Items and Deposits



Billing and Accounts Receivable Process

Billing, Pending Items, and Deposits



Billing & Accounts Receivable Roles & Responsibilities



| User Role | Responsibilities |
|------------------------------|---|
| Agency Customer Creator | This role will be responsible for creating and updating customers and customer information. |
| Agency Billing Processor | This role will be responsible for creating new invoices and pro formas, setting up and modifying installment schedules, creating new consolidated invoices, and printing invoices. |
| Billing Maintainer | This role will be responsible for reviewing and maintaining billing information. |
| Billing Viewer | This role will be responsible for viewing Billing information only. |
| Agency Billing Administrator | This role will be responsible for setting bills to "ready" status and running the process to finalize invoices, as needed. This role will also maintain agency-configured values in the Billing module. |
| Agency AR Administrator | This role will be responsible for approving agency deposits in addition to creating and updating customers and customer information. |

Billing & Accounts Receivable Roles & Responsibilities (continued)



| User Role | Responsibilities |
|-------------------------------|---|
| Agency AR Maintainer | This role will be responsible for reviewing and maintaining Accounts Receivable information, including customer, contact, deposit, item, and payment information. |
| Agency Deposit Processor | This role will be responsible for entering deposits and viewing customer, payment, and deposit information. |
| Agency Pending Item Processor | This role will be responsible for creating pending items, credit, and debit memos. This role will also view customer, payment, and deposit information. |
| AR Viewer | This role will be responsible for viewing Accounts Receivable information only. |

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



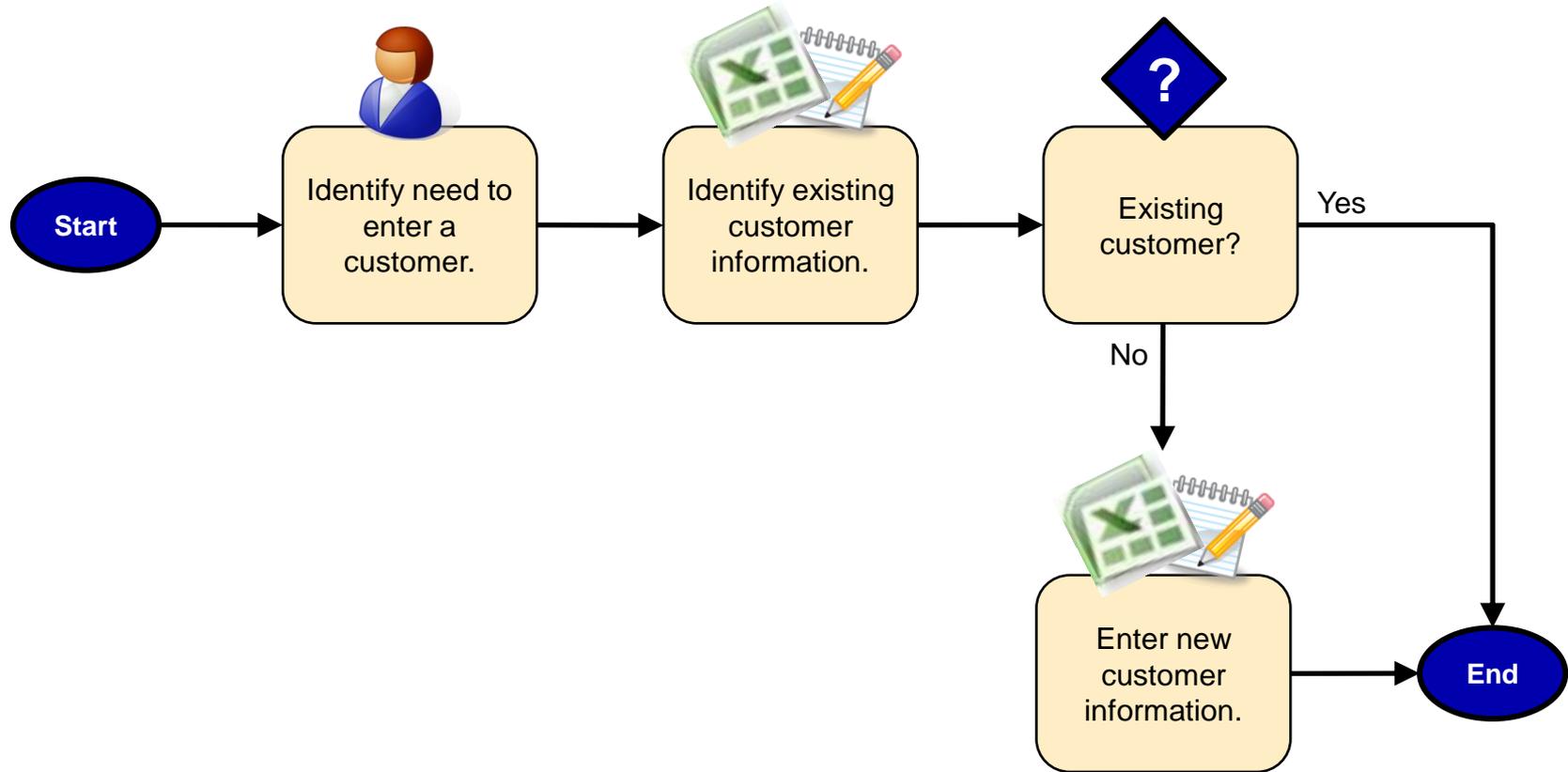
Entering a Customer

Process Definition: Entering a Customer

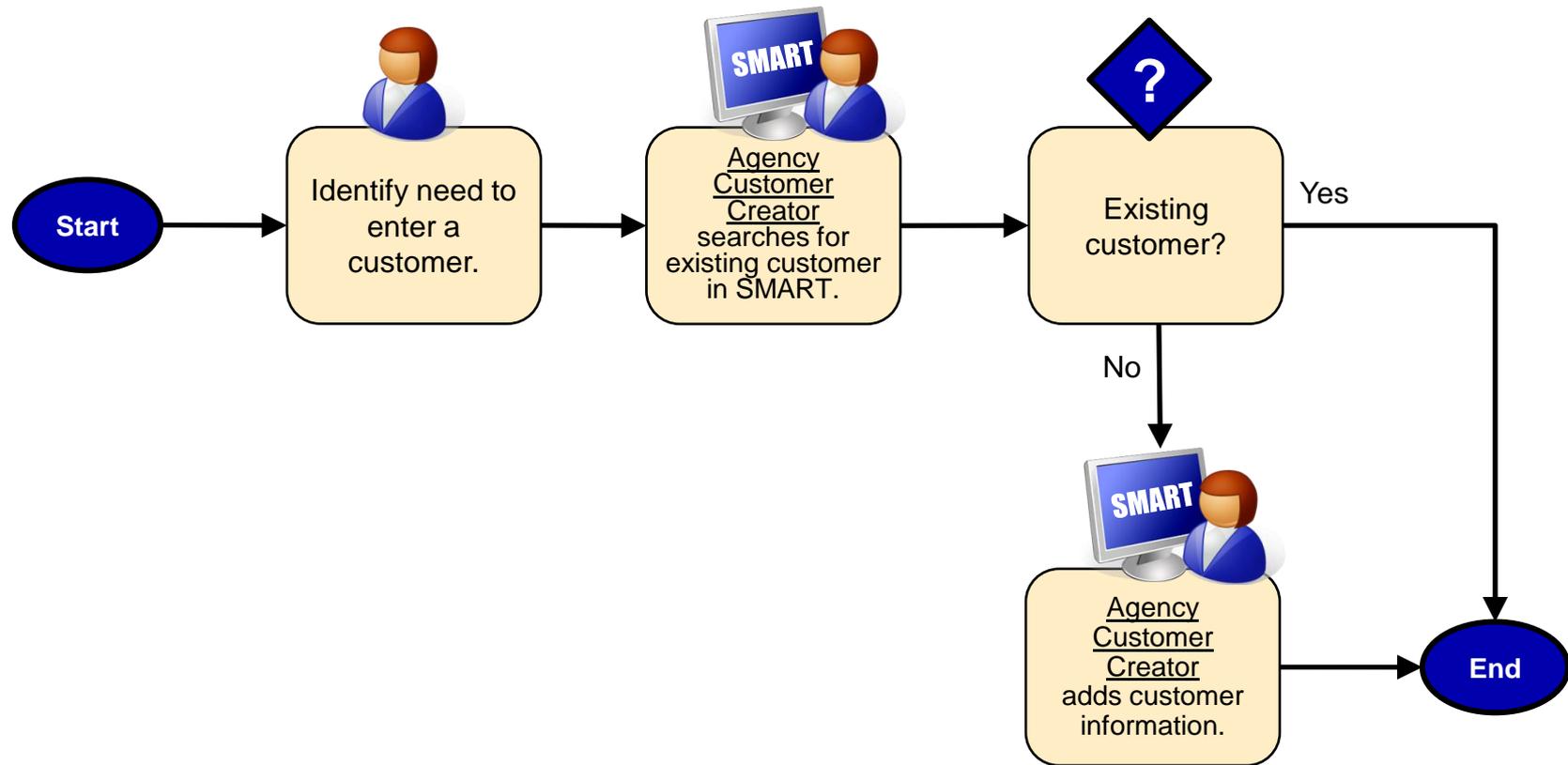


Entering a customer is defined as the process of entering customer information into SMART for the purpose of creating bills and tracking pending items.

As-Is Business Process Flow: Entering a Customer



To-Be Business Process Flow: Entering a Customer



Key Organizational Impacts for Entering a Customer



| | As-Is Process | To-Be Process |
|------|--|---|
| AR01 | Agencies today may use one combined vendor/customer table. | In SMART, agencies will have access to their own customers. Vendors will be set up on a separate, statewide vendor table. |

Agency Considerations for Entering a Customer



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

- In order to maintain security, it is not recommended to use SSN or FEIN as the customer number. How will this affect your agency?



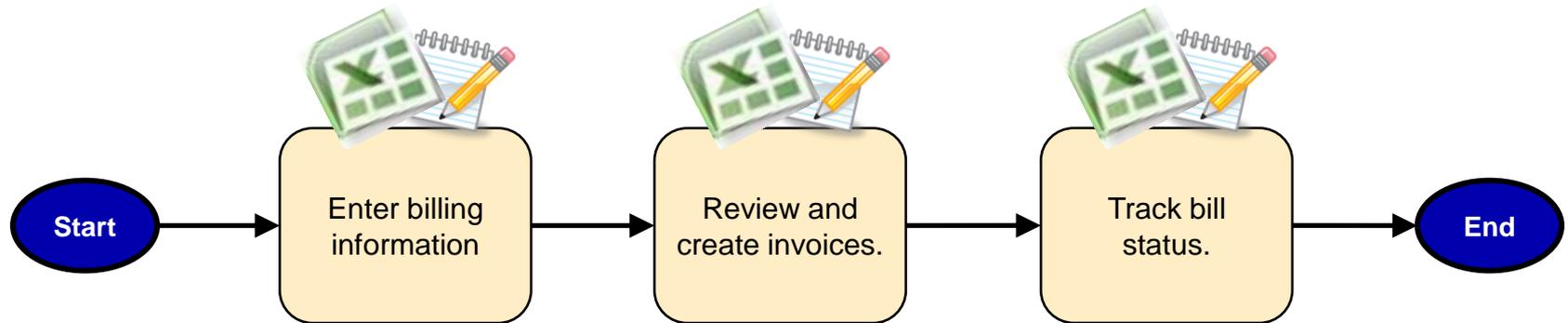
Generating an Invoice

Process Definition: Generating an Invoice

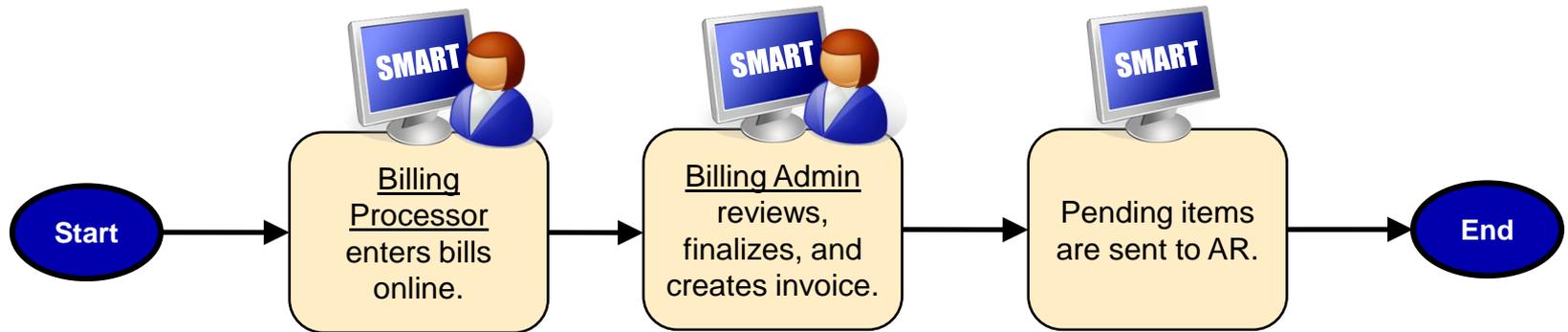


Generating an invoice is the process of entering a bill and sending an invoice to the customer.

As-Is Business Process Flow: Generating an Invoice



To-Be Business Process Flow: Generating an Invoice



Key Organizational Impacts for Generating an Invoice



| | As-Is Process | To-Be Process |
|------|---|---|
| AR02 | There is no centralized, integrated system for generating invoices today. | In SMART, agencies will be able to manage and process invoices in an integrated system minimizing or eliminating duplicate entry. |
| AR03 | Because there is no integrated tool today, agencies are unable to track items from the billing stage, to the invoice process, and finally to the deposit process in one central location. | With the integration in SMART, agencies will be able to track items from the billing stage, to the invoice process, and finally to the deposit process in one location. |

Agency Considerations for Generating an Invoice



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

- How will invoice processing change for your agency?



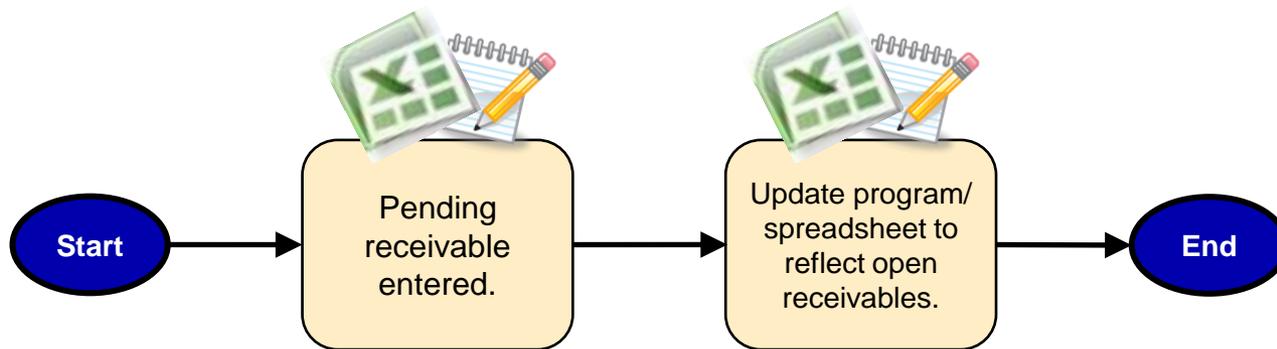
Entering & Processing Receivables

Process Definition: Entering & Processing Receivables

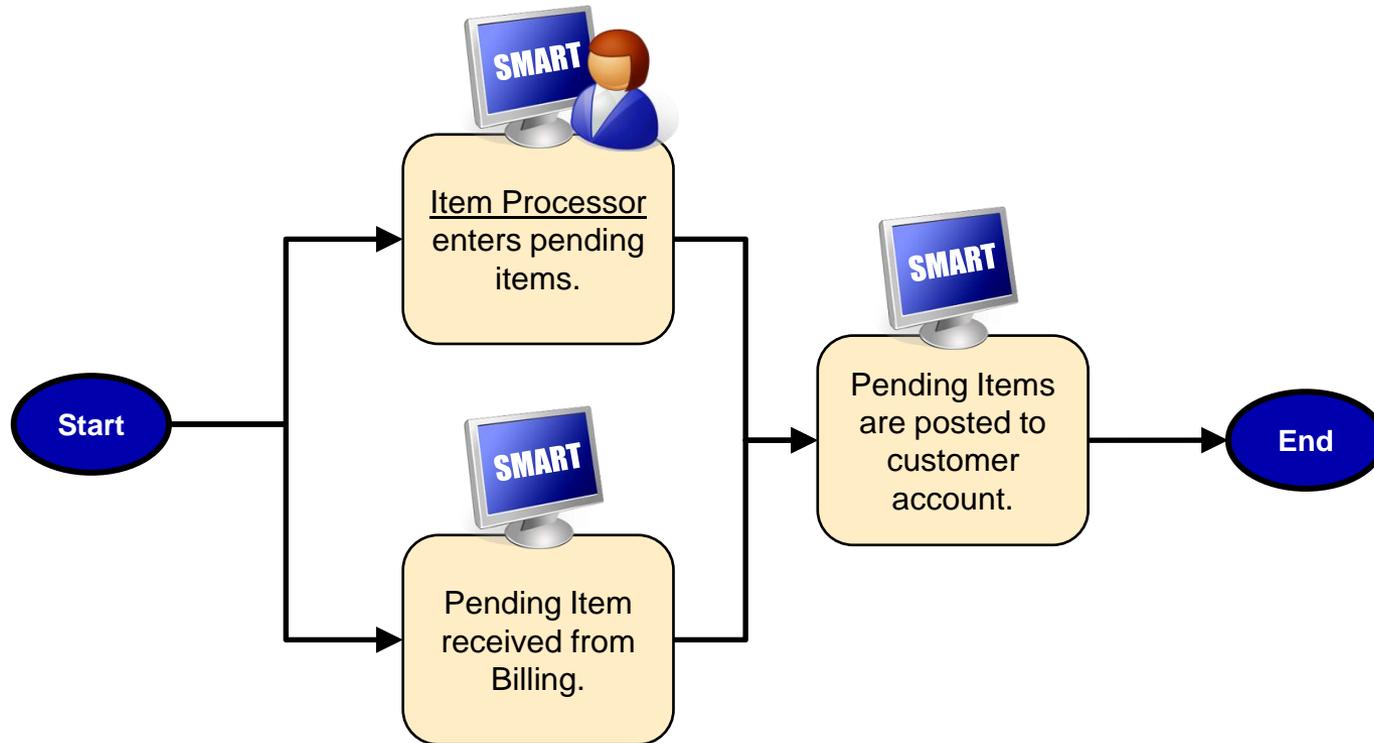


Processing pending items is defined as the method of posting a receivable item to a customer account.

As-Is Business Process Flow: Entering & Processing Receivables



To-Be Business Process Flow: Entering & Processing Receivables



Key Organizational Impacts for Entering & Processing Receivables



| | As-Is Process | To-Be Process |
|------|---|---|
| AR04 | Open receivable processing occurs in an agency's external systems/programs. | In SMART, open items will come from Billing or be directly entered into AR. |

Agency Considerations for Entering & Processing Receivables



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

- How could your agency benefit from tracking receivable/customer balances in SMART?

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



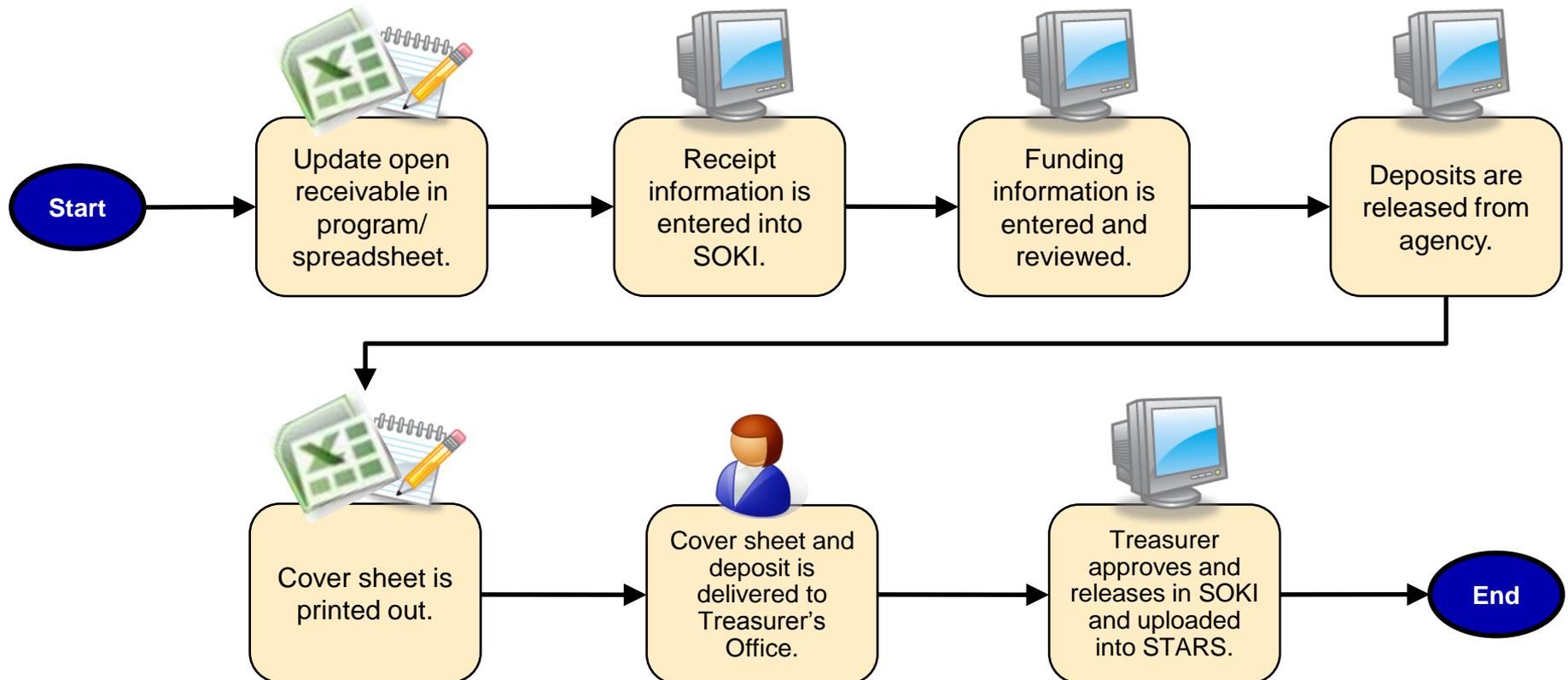
Entering & Approving a Deposit

Process Definition: Entering & Approving a Deposit

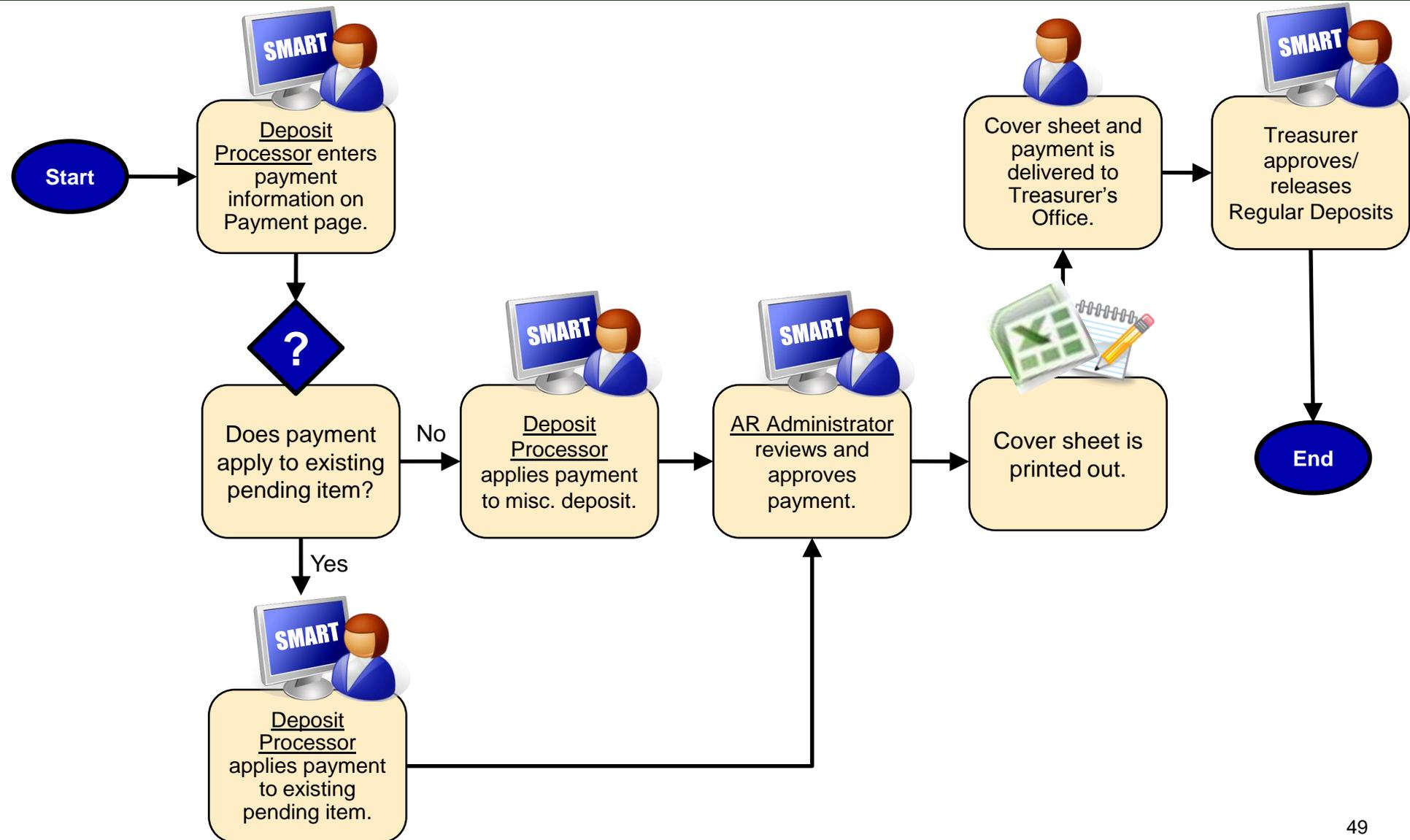


- Processing a deposit is defined as the process of recording deposit information in SMART.

As-Is Business Process Flow: Entering & Approving a Deposit



To-Be Business Process Flow: Entering & Approving a Deposit



Key Organizational Impacts for Entering & Approving a Deposit



| | As-Is Process | To-Be Process |
|------|--|--|
| AR05 | Agencies today must use SOKI to create a receipt voucher for the deposit and accounting details are interfaced to STARS. | The method of processing a payment and related accounting entries will all be done in SMART. |
| AR06 | Since there is no centralized Billing or AR system currently, an agency that sends out bills must either double key or interface deposit information to their external system/spreadsheet. | The integration with the modules provides a streamlined business process. |
| AR07 | Today, there is no customer information table for deposits in SOKI. | SMART will include a customer information table for deposits. Agencies will be able to add and edit their own customers. |

Agency Considerations for Entering & Approving a Deposit



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

- How can your agency eliminate any internal reports or agency systems that track deposits and related accounting transactions since all data will be stored in SMART?

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)



Processing Interfunds

Processing Interfunds Overview



- The interfund process is the method of recording payment and receipt transactions in or between state agencies.
- The benefits of using the interfunds process in SMART are:
 - Integration with Accounts Payable and Accounts Receivable modules
 - Budget checking by the system
 - Eliminates the need for multiple sign-ons

Process Definition: Processing Interfunds



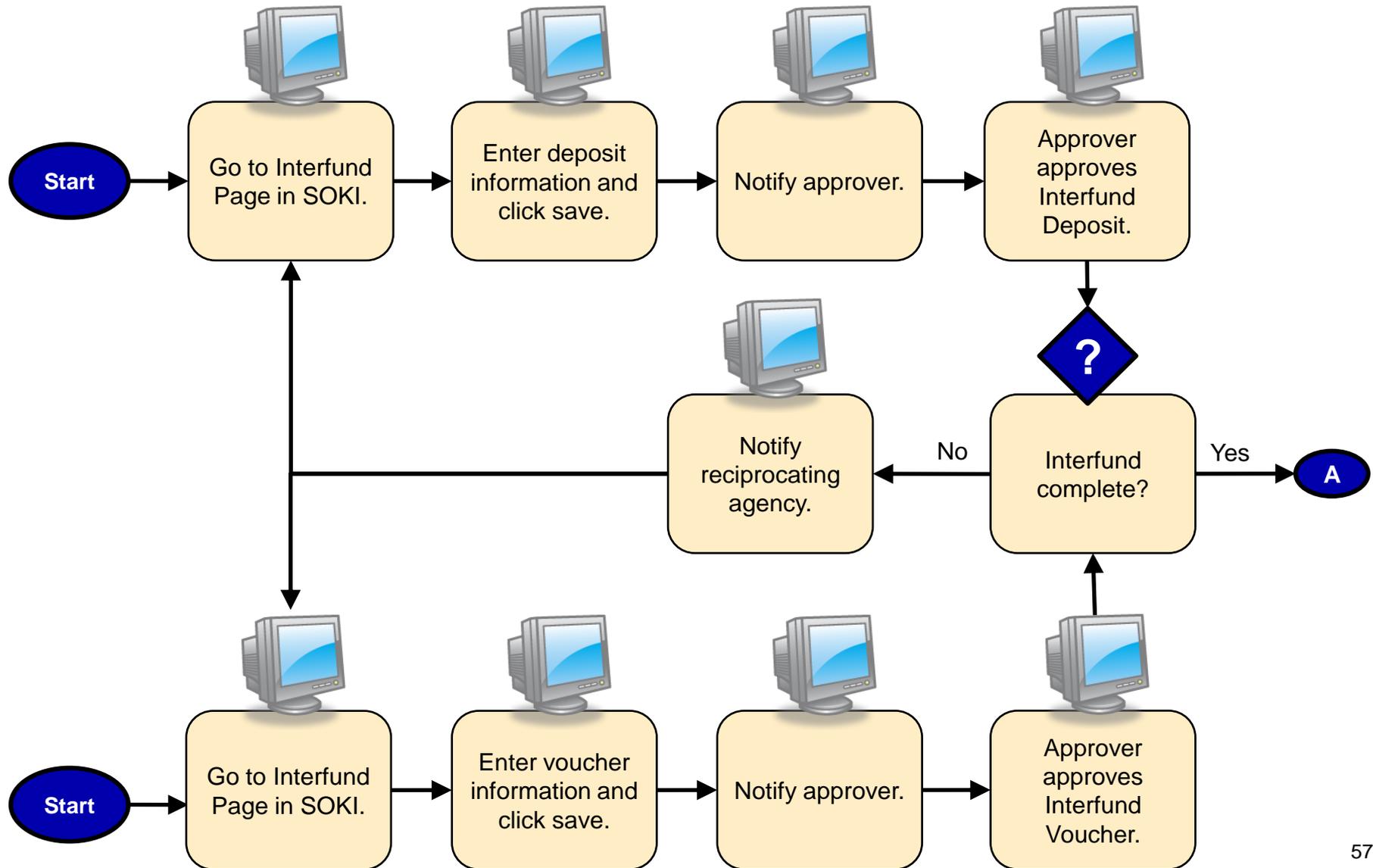
Processing interfunds is the systematic movement of funds for payment of goods/services within or between state agencies that have purchased from/provided to one another.

Interfund Roles & Responsibilities

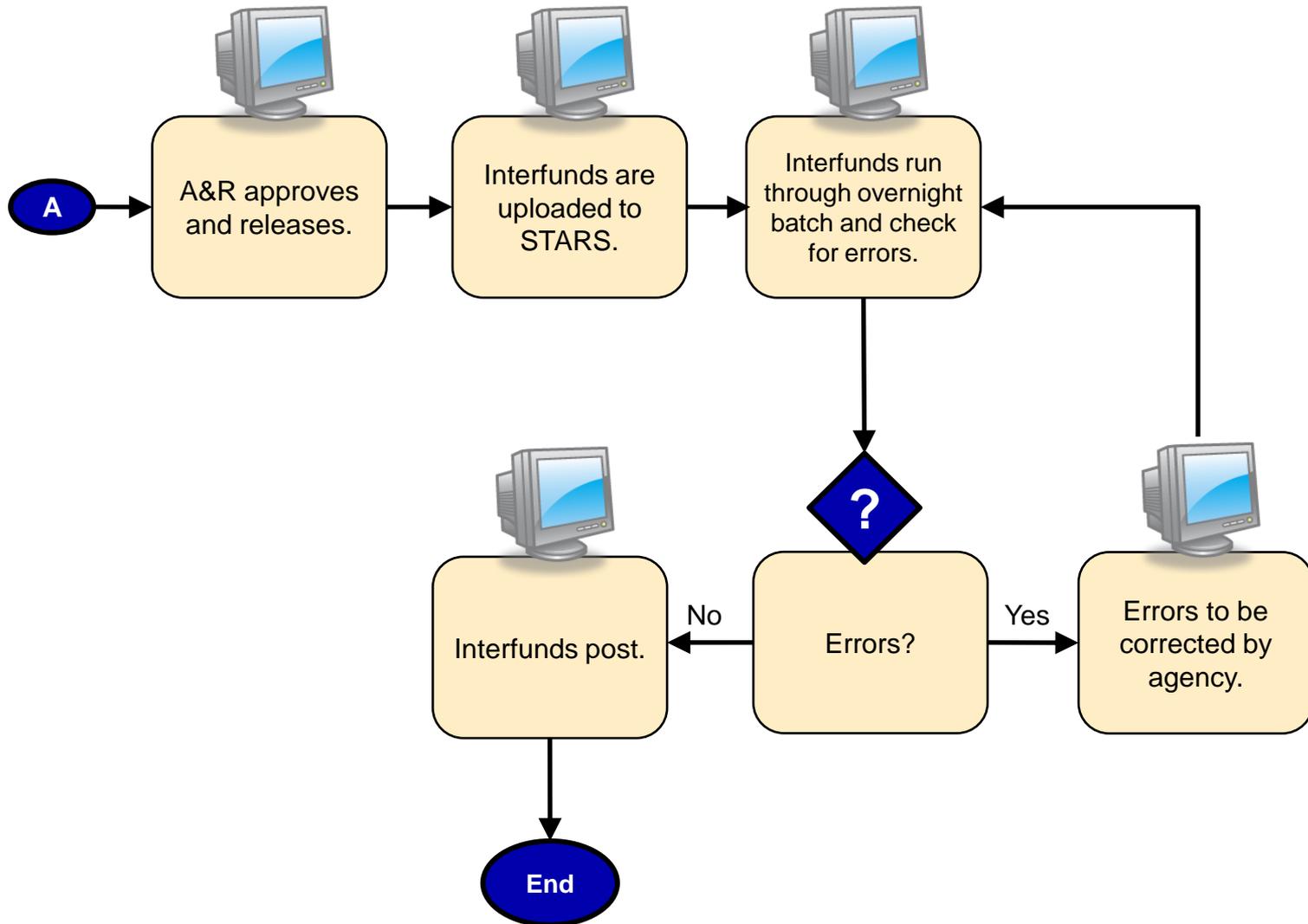


| User Role | Responsibilities |
|------------------------|--|
| Interfund AR Processor | This role will be responsible for entering interfund deposits and viewing interfund payment, and deposit information. |
| Interfund AR Approver | This role will be responsible for approving interfund deposits. |
| Interfund AP Processor | This role will be responsible for entering interfund vouchers, deleting interfund vouchers, and correcting interfund voucher errors. |
| Interfund AP Approver | This role will be responsible for approving interfund vouchers. |

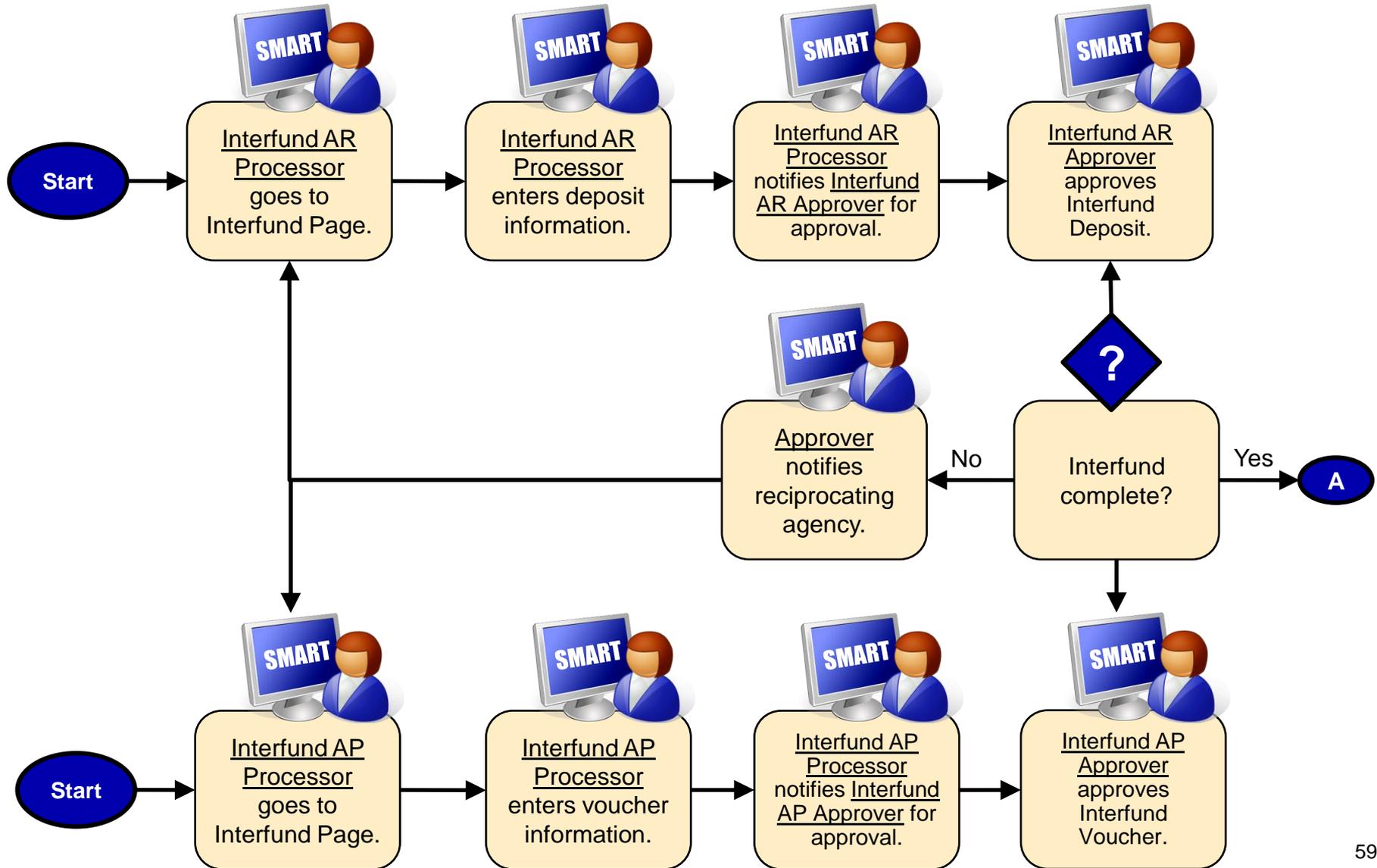
As-Is Business Process Flow: Processing Interfunds



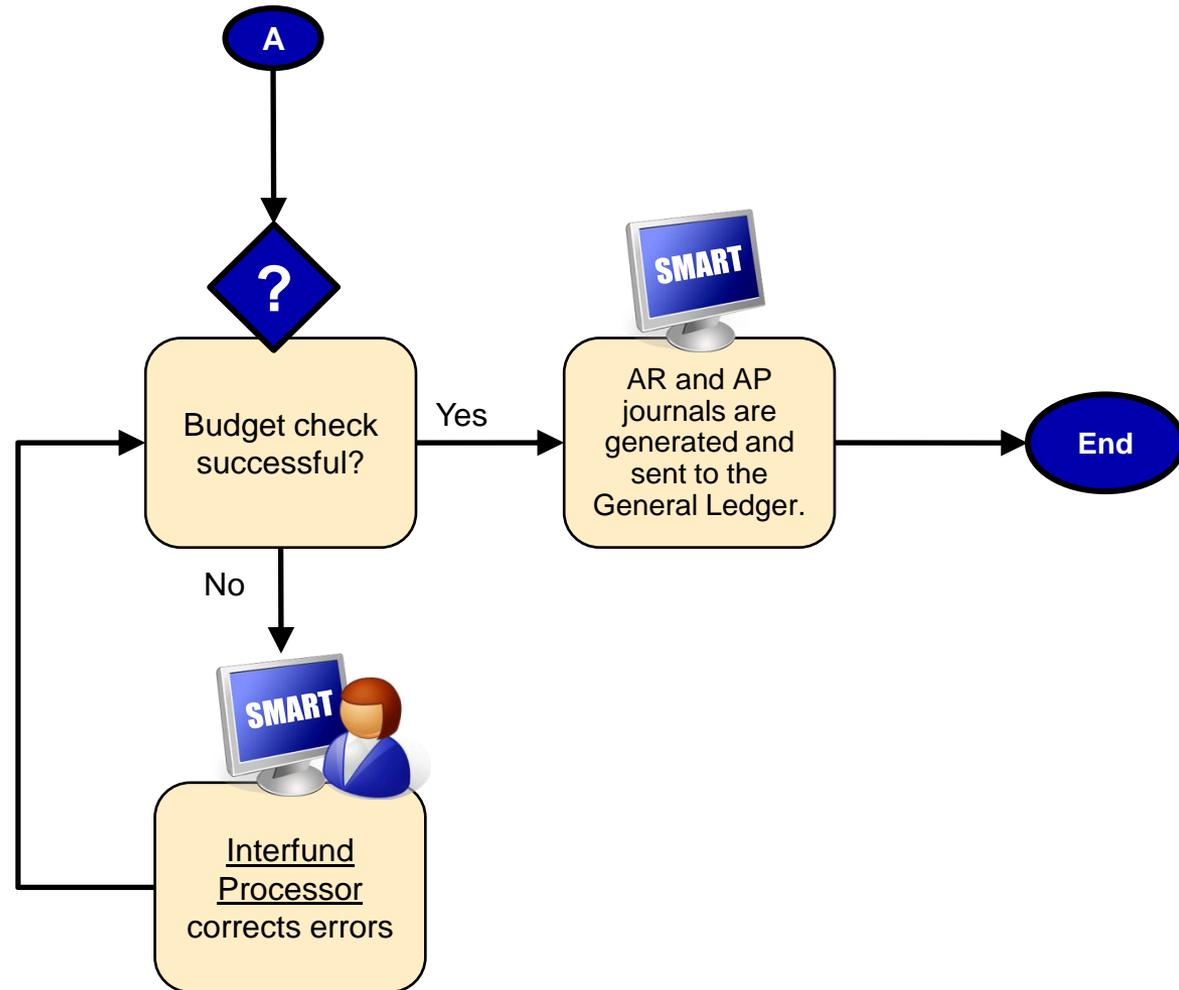
As-Is Business Process Flow: Processing Interfunds



To-Be Business Process Flow: Processing Interfunds



To-Be Business Process Flow: Processing Interfunds



Key Organizational Impacts for Processing Interfunds



| | As-Is Process | To-Be Process |
|------|---|---|
| AR08 | Agencies process interfunds in SOKI, which does not include other financial data. | Agencies will process interfunds in SMART which is integrated with other financial data. |
| AR09 | Agencies today have a separate sign-on for SOKI. | Agencies in SMART will have one, single sign-on. |
| AR10 | Budget checking for the interfund process today is done after the transaction is processed in SOKI. | Budget checking for the interfund process in SMART will be done before the transaction is processed. |
| AR11 | SOKI sends notifications to selected groups when interfunds are initiated. | SMART launches a pre-populated email with a notification message which can be sent to email addresses or distribution lists the user selects from Outlook or other email application. |

Agency Considerations for Processing Interfunds



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

- What shadow system/program that you track interfund transactions can be retired?

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 Deposit & Interfund

| | A | B | C | D | E | F | G |
|---|---|-----------------------|---|-------------------------------|------------------|------------------------------|------------------------------------|
| 1 | Impact Analysis for Deposits and Interfund | | | | | | |
| 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 |
| 3 | AR01 | Entering a Customer | <p>As-Is: Agencies today may use one combined vendor/customer table.</p> <p>To-Be: In SMART, agencies will have access to their own customers. Vendors will be set up on a separate, statewide vendor table.</p> | | | | |
| 4 | AR02 | Generating an Invoice | <p>As-Is: There is no centralized, integrated system for generating invoices today.</p> <p>To-Be: In SMART, agencies will be able to manage and process invoices in an integrated system minimizing or eliminating duplicate entry.</p> | | | | |
| 5 | AR03 | Generating an Invoice | <p>As-Is: Because there is no integrated tool today, agency are unable to track items from the billing stage, to the invoice process, and finally to the deposit step in one central location.</p> <p>To-Be: With the integration in SMART, agencies will be able to track items from the billing stage, to the invoice process, and finally to the deposit step in one location.</p> | | | | |
| | AR04 | Entering & Processing | <p>As-Is: Currently, open receivable processing occurs in agency's external systems/programs.</p> | | | | |

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

| | A | B | C | D | E | F | G | H |
|---|--|-----------------------|---|-------------------------------|---------------------|------------------------------|------------------------------------|-------------|
| 1 | Impact Analysis for Deposits and Interfund | | | | | | | |
| 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 Impact |
| 3 | AR01 | Entering a Customer | <p>As-Is: Agencies today may use one combined vendor/customer tab</p> <p>To-Be: In SMART, agencies will have their own customers separate, statewide</p> | ID | Business Process | | | |
| 4 | AR02 | Generating an Invoice | <p>As-Is: There is no central process for generating invoices</p> <p>To-Be: In SMART, agencies will have a central process and process invoices minimizing or eliminating the need for agency-specific processes</p> | | | | | |
| | AR03 | Generating an Invoice | <p>As-Is: Because there are many agencies, some agencies are unable to track the invoice deposit step in one central system</p> <p>To-Be: With the integration, agencies will be able to track the invoice process, and finally to the deposit step</p> | AR01 | Entering a Customer | | | |

Organizational Impact



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

| | A | B | C | D | E | F | G | H |
|---|--|-----------------------|--|---|------------------|------------------------------|------------------------------------|-------------|
| 1 | Impact Analysis for Deposits and Interfund | | | | | | | |
| 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 Impact |
| 3 | AR01 | Entering a Customer | <p>As-Is: Agencies today may use one combined vendor/customer table.</p> <p>To-Be: In SMART, agencies will have access to their own customers. Vendors will be set up on a separate, statewide vendor table.</p> | <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Organizational Impact (As-is to To-be) ▼</p> <p>As-Is: Agencies today may use one combined vendor/customer table.</p> <p>To-Be: In SMART, agencies will have access to their own customers. Vendors will be set up on a separate, statewide vendor table.</p> </div> | | | | |
| 4 | AR02 | Generating an Invoice | <p>As-Is: There is no centralized, integrated system for generating invoices today.</p> <p>To-Be: In SMART, agencies will be able to manage and process invoices in an integrated system minimizing or eliminating duplicate entry.</p> | | | | | |
| | AR03 | Generating an Invoice | <p>As-Is: Because there is no integrated tool today, agency are unable to track items from the billing stage, to the invoice process, and finally to the deposit step in one central location.</p> <p>To-Be: With the integration in SMART, agencies will be able to track items from the billing stage, to the invoice process, and finally to the deposit step</p> | | | | | |

Role & Responsibility Impacts



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

| | A | B | C | D | E | F | G | H | |
|---|--|-----------------------|--|------|-------------------------------|---|-------------------|------------------------------------|--------------|
| 1 | Impact Analysis for Deposits and Interfund | | | | | | | | |
| 2 | IC | Business Process | Organizational Impact (As-is to To-be) | Role | Role & Responsibility Impacts | | Procedure Impacts | Manual and Desk Instruction Impact | Form Impacts |
| 3 | AR01 | Entering a Customer | <p>As-Is: Agencies today may use one combined vendor/customer table.</p> <p>To-Be: In SMART, agencies will have access to their own customers. Vendors will be set up on a separate, statewide vendor table.</p> | | | | | | |
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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
 - Deposit & Interfund user roles are listed in the “Context for Billing and Accounts Receivable” and “Processing Interfunds” sections 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 Deposits and Interfund | | | | | | | |
| 2 | IC | Business Process | Organizational Impact (As-is to To-be) | Role & Responsibility Impacts | Reporting Impact | Policy and Procedure | Manual and Desktop Impact | Form Impact |
| 3 | AR01 | Entering a Customer | <p>As-Is: Agencies today may use one combined vendor/customer table.</p> <p>To-Be: In SMART, agencies will have access to their own customers. Vendors will be set up on a separate, statewide vendor table.</p> | | Reporting Impacts | | | |
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| | AR03 | Generating an Invoice | <p>As-Is: Because there is no integrated tool today, agency are unable to track items from the billing stage, to the invoice process, and finally to the deposit step in one central location.</p> <p>To-Be: With the integration in SMART, agencies will be able to track items from the billing stage, to the invoice process, and finally to the deposit step</p> | | | | | |

Reporting Considerations



- Review the reports your agency currently receives or generates and uses regarding deposits and interfunds
- 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

| | A | B | C | D | E | F | G | H |
|---|---|-----------------------|--|-------------------------------|------------------|---|-----------------|--------------|
| 1 | Impact Analysis for Deposits and Interfund | | | | | | | |
| 2 | IC | Business Process | Organizational Impact (As-is to To-be) | Role & Responsibility Impacts | Reporting Impact | Policy and Procedure | Manual and Desk | Form Impacts |
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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

| | A | B | C | D | E | F | G | H | |
|---|--|-----------------------|---|--|---|------|---------------------------------|---------------------------------------|-----------|
| 1 | Impact Analysis for Deposits and Interfund | | | | | | | | |
| 2 | IC | Business Process | Organizational Impact (A | Manual and Desk Instruction Impacts | | act: | Policy and Procedure Impacts | Manual and Desk Instruction Impact | Form Impa |
| 3 | AR01 | Entering a Customer | As-Is: Agencies today may use vendor/customer table. To-Be: In SMART, agencies will their own customers. Vendors separate, statewide vendor tal | | | | | | |
| 4 | AR02 | Generating an Invoice | As-Is: There is no centralized, for generating invoices today. To-Be: In SMART, agencies will and process invoices in an inte minimizing or eliminating duplica | | | | | | |
| | AR03 | Generating an Invoice | As-Is: Because there is no inte agency are unable to track item stage, to the invoice process, & deposit step in one central loca To-Be: With the integration in S will be able to track items from the invoice process, and finally | | | | | | |

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

| | A | B | C | D | E | F | G | H |
|---|---|-----------------------|--|---------------------|---|---|------------------------------------|--------------|
| 1 | Impact Analysis for Deposits and Interfund | | | | | | | |
| 2 | IC | Business Process | Organizational Impact (As-is to To-be) | Form Impacts | | | Manual and Desk Instruction Impact | Form Impacts |
| 3 | AR01 | Entering a Customer | <p>As-Is: Agencies today may use one combined vendor/customer table.</p> <p>To-Be: In SMART, agencies will have access to their own customers. Vendors will be set up on a separate, statewide vendor table.</p> | | | | | |
| 4 | AR02 | Generating an Invoice | <p>As-Is: There is no centralized, integrated system for generating invoices today.</p> <p>To-Be: In SMART, agencies will be able to manage and process invoices in an integrated system minimizing or eliminating duplicate entry.</p> | | | | | |
| | AR03 | Generating an Invoice | <p>As-Is: Because there is no integrated tool today, agencies are unable to track items from the billing stage, to the invoice process, and finally to the deposit step in one central location.</p> <p>To-Be: With the integration in SMART, agencies will be able to track items from the billing stage, the invoice process, and finally to the deposit step.</p> | | | | | |

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)

| | A | B | C | D | E | F | G | H |
|---|--|-----------------------|--|-------------------------------|--|---|------------------------------------|-------------|
| 1 | Impact Analysis for Deposits and Interfund | | | | | | | |
| 2 | IC | Business Process | Organizational Impact (As-is to To-be) | Role & Responsibility Impacts | Document Storage Impacts | | Manual and Desktop Function Impact | Form Impact |
| 3 | AR01 | Entering a Customer | <p>As-Is: Agencies today may use one combined vendor/customer table.</p> <p>To-Be: In SMART, agencies will have access to their own customers. Vendors will be set up on a separate, statewide vendor table.</p> | | <div style="border: 1px solid black; background-color: #e0f0ff; padding: 5px; text-align: center;"> Document Storage Impacts </div> | | | |
| 4 | AR02 | Generating an Invoice | <p>As-Is: There is no centralized, integrated system for generating invoices today.</p> <p>To-Be: In SMART, agencies will be able to manage and process invoices in an integrated system minimizing or eliminating duplicate entry.</p> | | | | | |
| | AR03 | Generating an Invoice | <p>As-Is: Because there is no integrated tool today, agency are unable to track items from the billing stage, to the invoice process, and finally to the deposit step in one central location.</p> <p>To-Be: With the integration in SMART, agencies will be able to track items from the billing stage, to the invoice process, and finally to the deposit step</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

| | A | B | C | D | E | F | G | H |
|---|--|-----------------------|---|-------------------------------|---------------------------|------------------------------|------------------------------------|-------------|
| 1 | Impact Analysis for Deposits and Interfund | | | | | | | |
| 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 Impact |
| | AR01 | Entering a Customer | As-Is: Agencies today may use one vendor/customer table. To-Be: In SMART, agencies will have their own customers. Vendors will be separate, statewide vendor table. | Level of Impact | Impact Action Plan | Additional Notes | | |
| 3 | | | | | | | | |
| | AR02 | Generating an Invoice | As-Is: There is no centralized, integrated process for generating invoices today. To-Be: In SMART, agencies will be able to create, review, and process invoices in an integrated system, minimizing or eliminating duplicate entries. | | | | | |
| 4 | | | As-Is: Because there is no integrated system, agencies are unable to track items from the purchase order stage, to the invoice process, and finally to the deposit step in one central location. | | | | | |

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!**