



Sunflower Project Business Process Workshop

Asset Management



Welcome

Asset Management BPW Agenda



- Welcome**
- BPW Purpose and Objectives**
- Context for Asset Management**
- 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
 - Mona Waltmire, Agency Readiness Liaison

Ground Rules



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



BPW Purpose and Objectives

BPW 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 Asset Management

Asset Management Overview



Asset Management is designed to help maintain control over organizational assets, perform financial accounting related to assets, calculate and maintain lease information, and provide a central repository for asset information.

- Asset Management is tightly integrated with many other Financials modules
- Provides a central place for storing asset information
- Reduces duplication of effort in entry and maintaining asset data
- Provides searching and reporting capabilities at the agency and state level

Asset Management

Key Terms & Definitions



- **Adjustment** – The process of completing a change to fields that have financial impacts, such as changes to an asset's cost.
- **Asset** – A tangible or intangible item that has value (e.g., software) and is purchased or held by the state through a purchase, lease, donation, construction, grant, or sub grant. Assets are used in state operations, have an estimated life of one year or more, and are not consumed or expended when in use.
- **Asset Category** – Groupings that classify assets by type for accounting entry and financial reporting purposes.
- **Asset Details** – Asset information that includes the asset tag number, cost type, cost of the asset, and line and schedule details.
- **Asset Profile** – A profile in SMART that stores standard depreciation attributes for a type of asset and the corresponding asset books in the form of a template.

Asset Management

Key Terms & Definitions (continued)



- **Book** – A record that contains cost, retirement information, and depreciation rules for assets.
- **Book Value** – The recorded value of a capital asset less accumulated depreciation/amortization.
- **Capitalized Asset** – Assets that have associated cost and depreciation.
- **Consolidate** – The process of combining two or more receipt or voucher lines into a single asset.
- **Depreciation** – The systematic and rational distribution of cost of a tangible capital asset (less salvage value) over its estimated useful life.
- **Non-Capitalized Asset** – Assets that are tracked for stewardship or accountability purposes and are not depreciated.

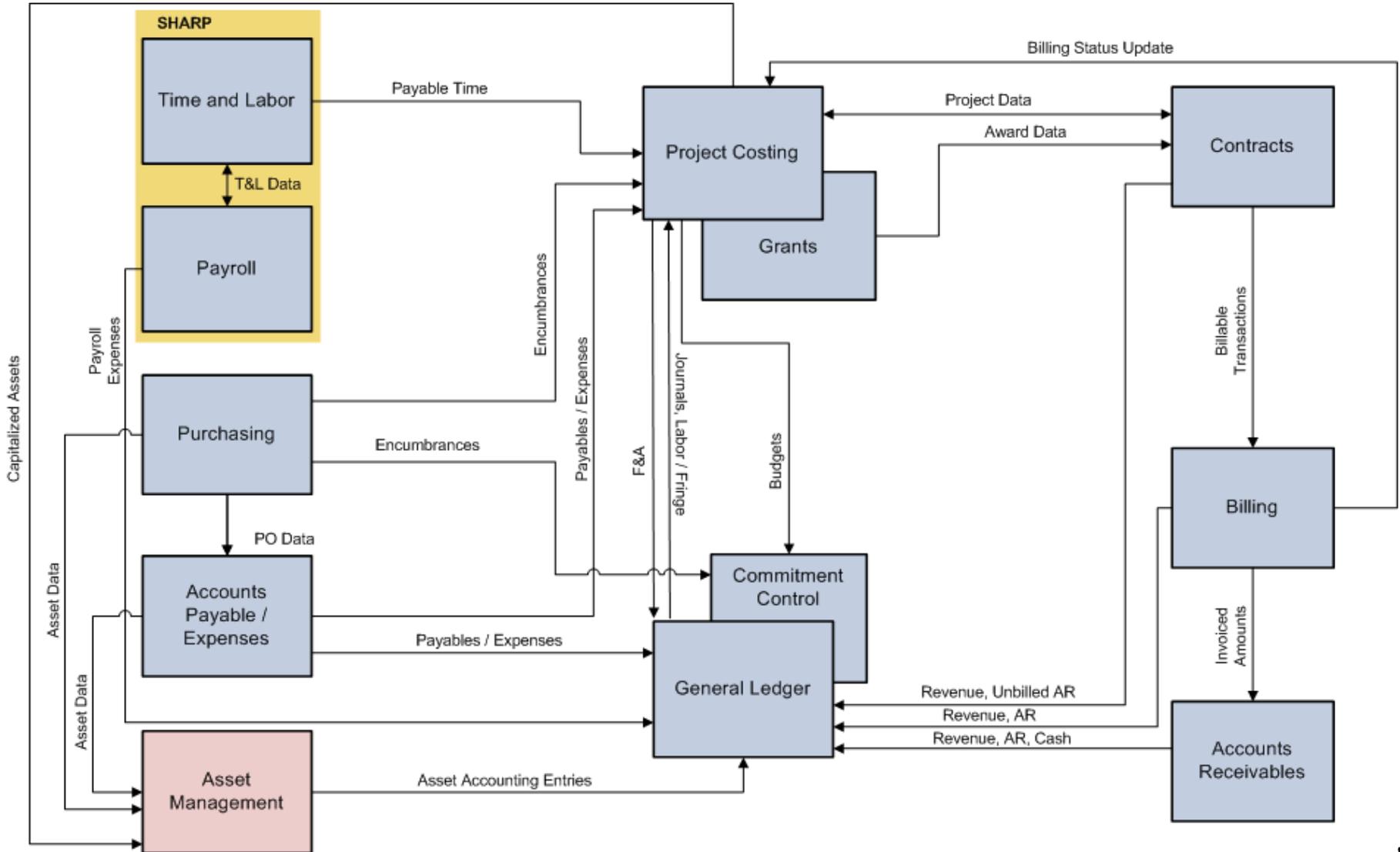
Asset Management

Key Terms & Definitions (continued)

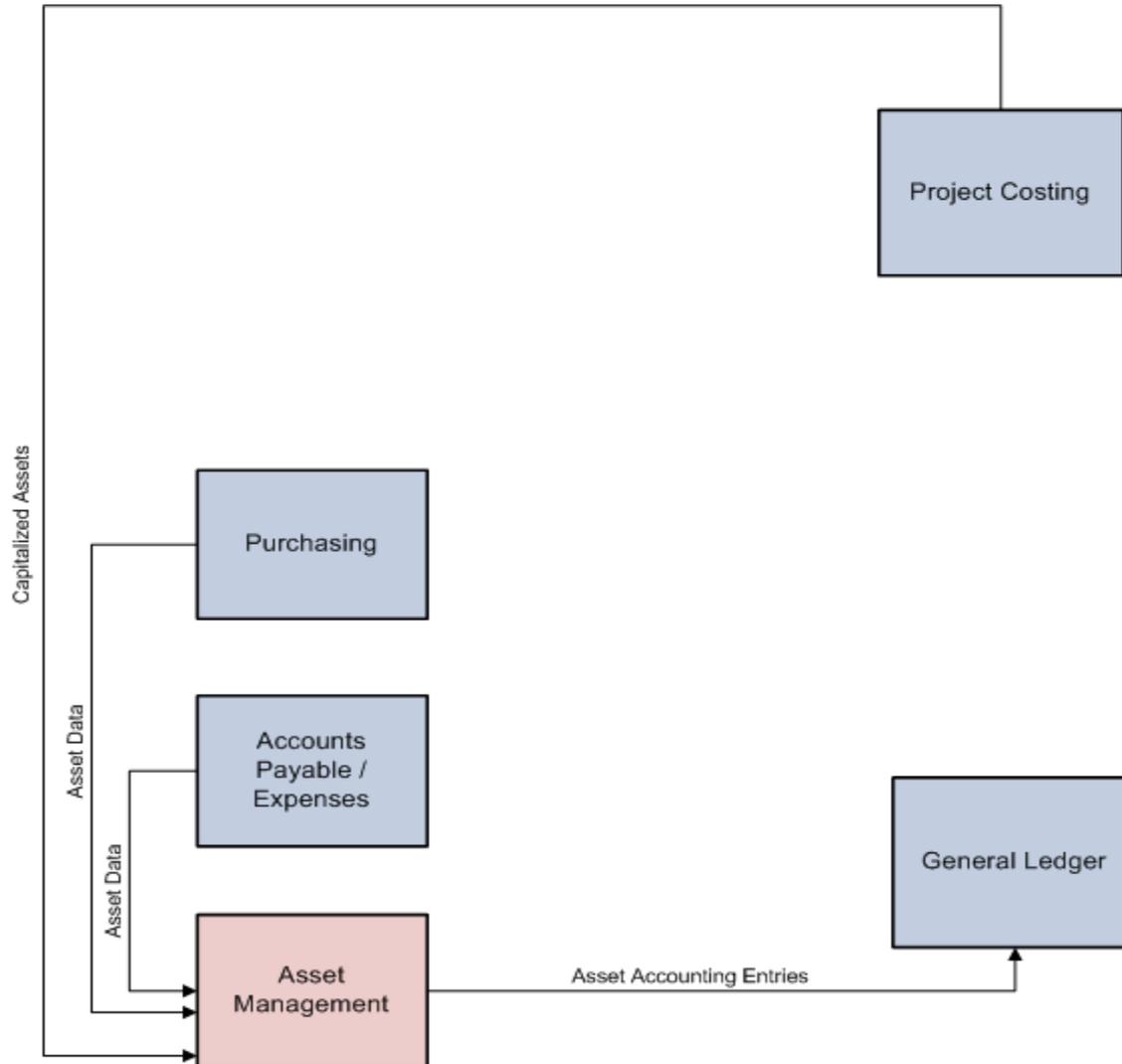


- **Parent/Child Relationship** -A designation that connects two or more assets for the purpose of processing and reporting.
- **Recategorization** – The process of changing an asset category which may be due to incorrect entry or addition of a new category.
- **Reinstatement** – The process of restoring an asset to service from retirement.
- **Retirement** – The disposal or removal of an asset from use.
- **Transfer** – The process of moving of an asset to a different area within a business unit or to another business unit.
- **Unitize** – The process of dividing one receipt or voucher line into more than one asset.

SMART



SMART Asset Management Integration



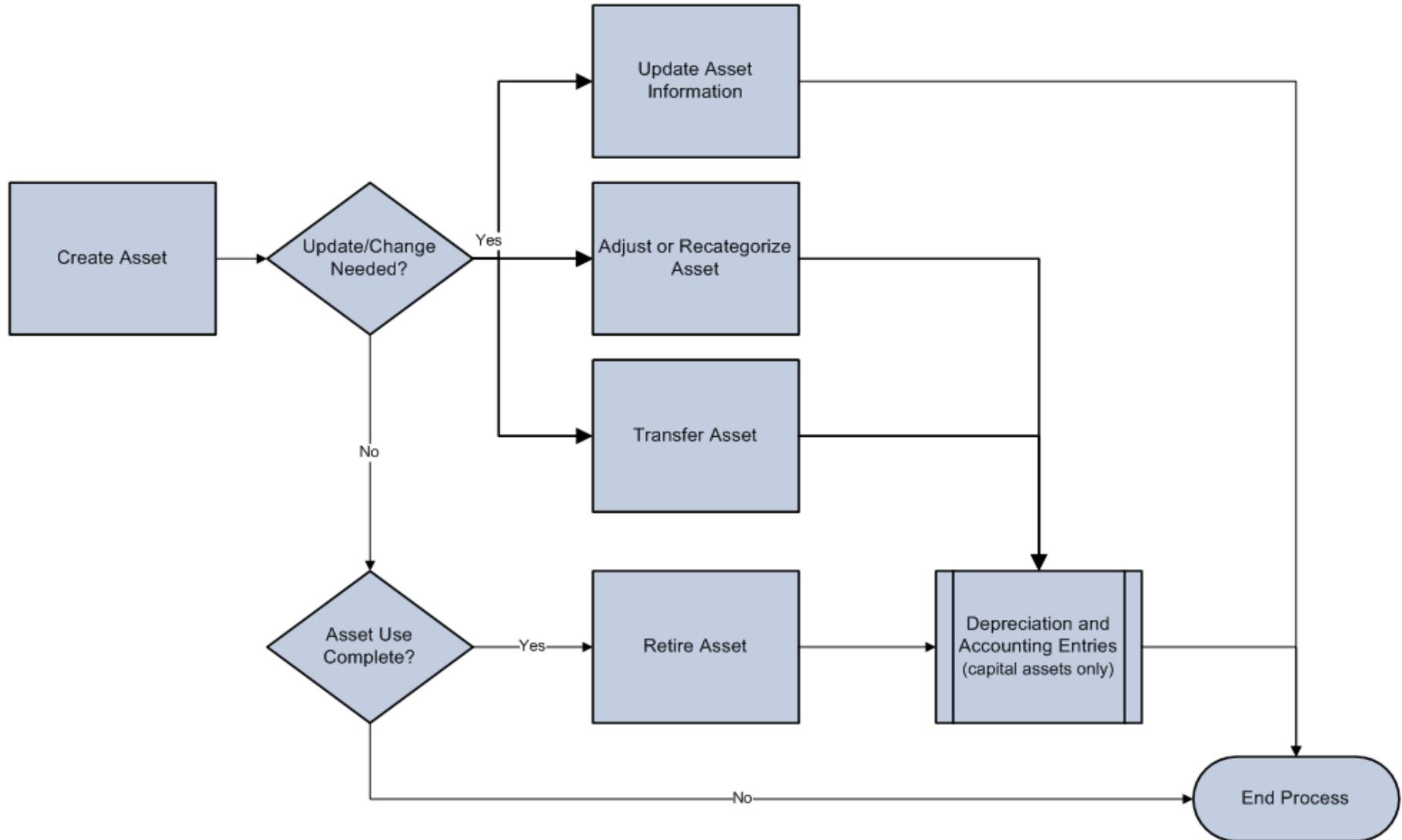
Asset Management Processes



This Business Process Workshop includes the following processes:

- Creating an Asset
- Updating an Asset
- Depreciating an Asset
- Adjusting and Recategorizing an Asset
- Transferring an Asset
- Retiring an Asset

SMART Asset Management End-to-End Process



SMART Asset Management Roles & Responsibilities



User Role	Responsibilities
Agency Asset Processor	Enters and reviews asset information, executes interface processing from subsystems, and establishes parent/child relationships. This role also manages asset insurance, maintenance, warranties, and repairs.
Agency Adjuster, Transfer, and Retirement Processor	Handles recategorizations, adjustments, transfers, and retirements. This role handles higher-level activities than the Asset Processor.
Kansas Assets Viewer	Views Asset Management information only, including leases.
Agency Configuration Maintainer	Responsible for updating and maintaining agency configuration values, related to maintenance and warranty.
Agency Depreciation Processor	Runs depreciation processes and reviews depreciation results. Although depreciation is primarily a Central function, this role is designed for agencies that will be executing their own depreciation on agency specific books.

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



Creating an Asset

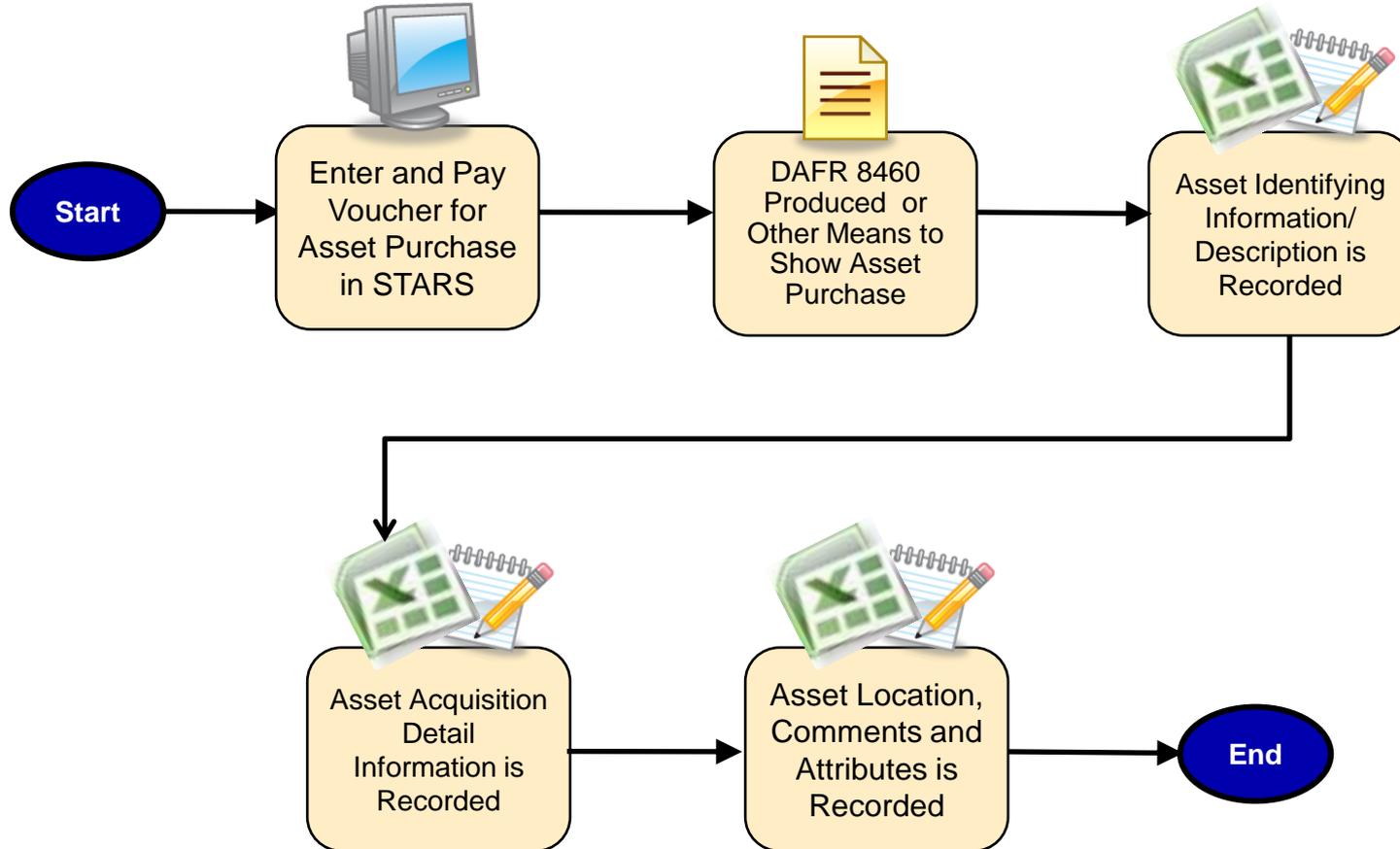
Process Definition: Creating an Asset



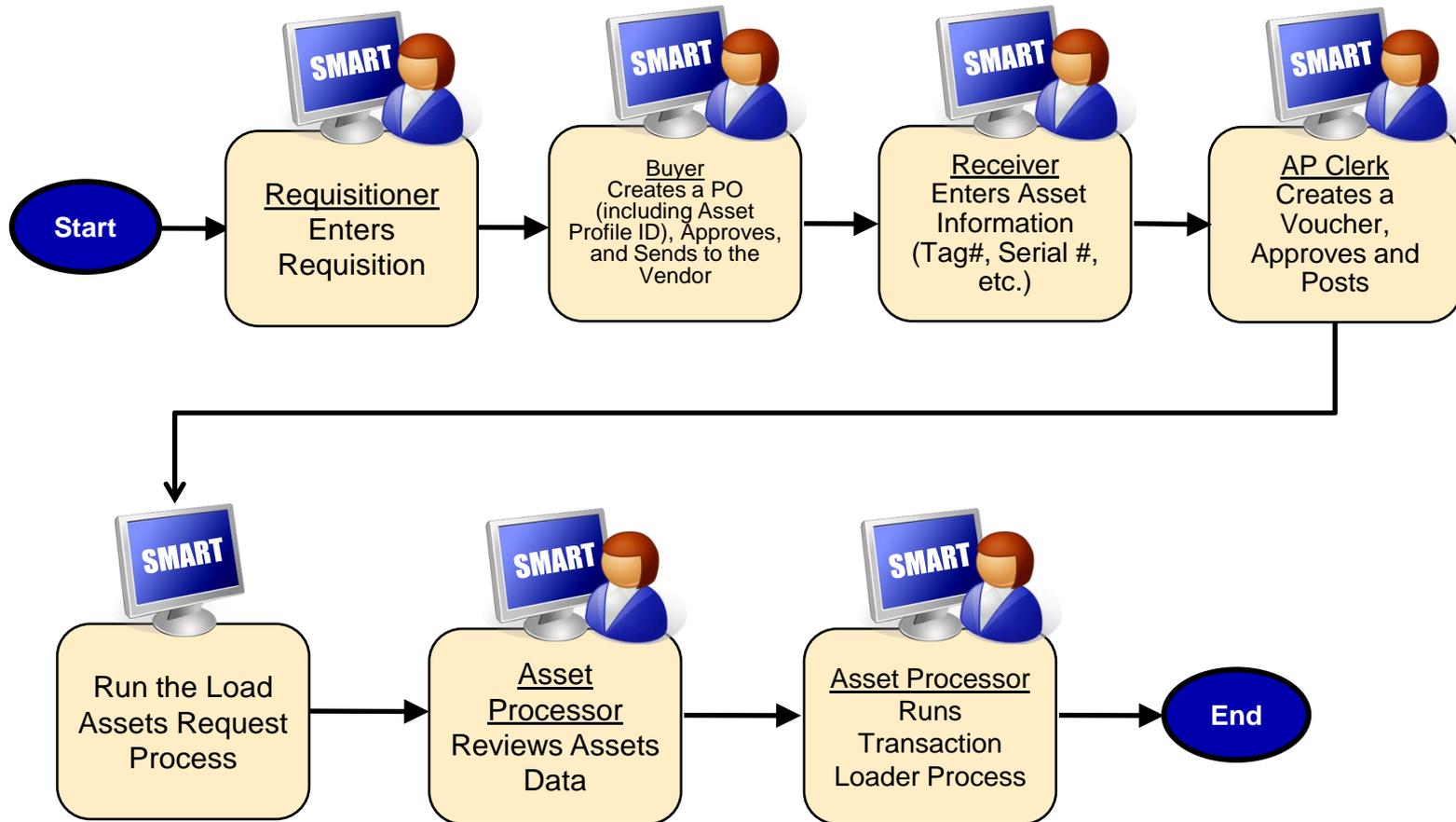
Creating assets is the process of asset information being integrated into the Asset Management module from another module (Purchasing, Accounts Payable, or Project Costing.)

- Purchasing sends physical asset information captured in the receiving process to Asset Management.
- Accounts Payable sends financial asset information stored in vouchers to Asset Management.
- Assets that are associated with projects originate in Project Costing. The cost information associated with construction/work in progress is accumulated in Project Costing and is sent to the Asset Management module.

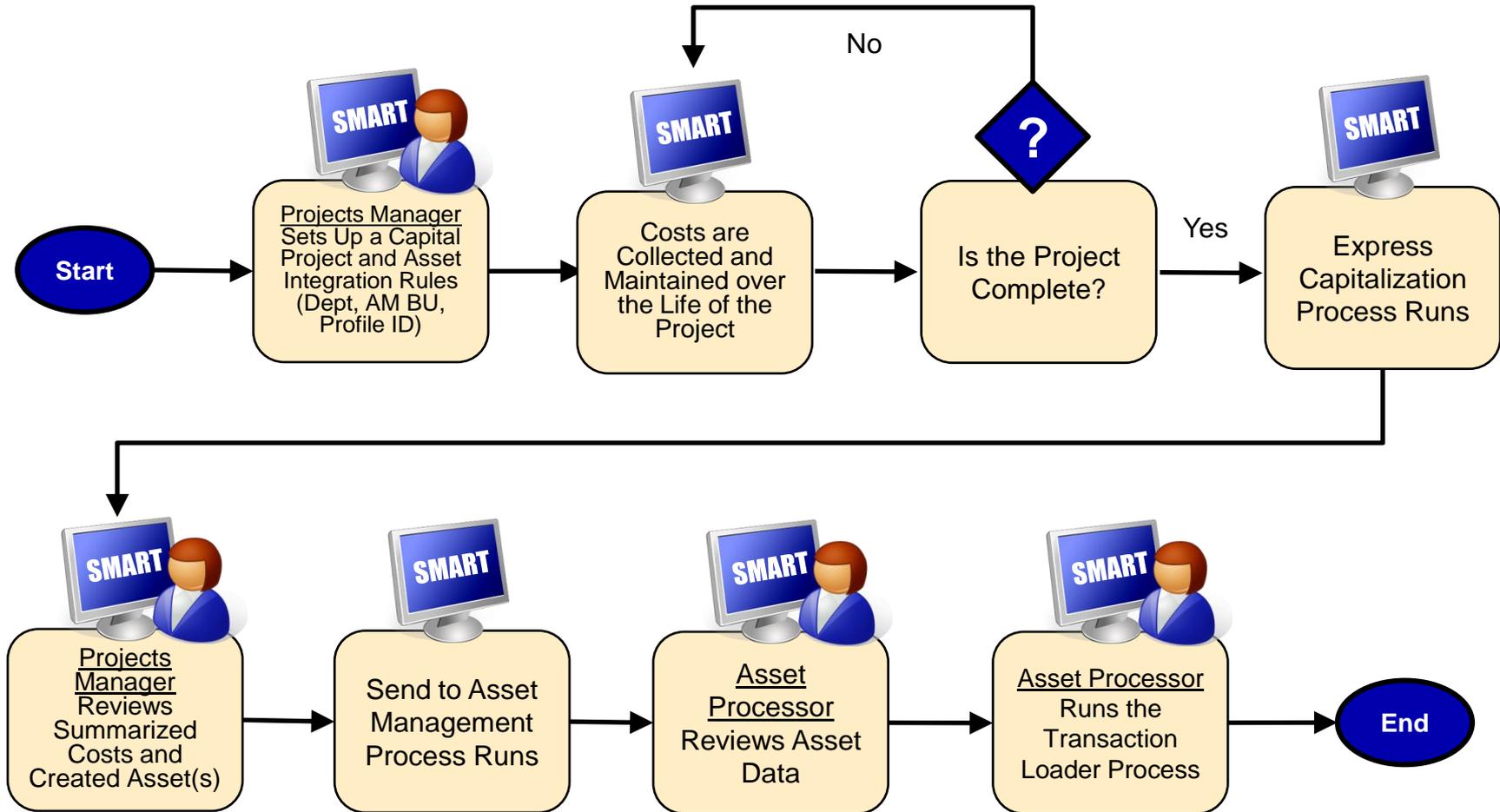
As-Is Business Process Flow: Creating an Asset



To-Be Business Process Flow: Creating an Asset (from PO/AP)



To-Be Business Process Flow: Creating an Asset (from PC)



Key Organizational Impacts for Creating an Asset



	As-Is Process	To-Be Process
AM01	Assets are created manually by documenting physical and financial information.	Assets can be created through integration with Purchasing, Accounts Payable or Project Costing.
AM02	Assets are tracked in databases separate from financial information.	Assets integrate with other SMART modules to share financial and physical information.
AM03	The Asset Manager role collects information on the asset after the purchase.	With SMART, the Asset Manager and will need to communicate with the purchasing, receiving areas or with project manager to ensure physical and financial information is accurately recorded.
AM04	There may not be a location code in the current asset tracking system to identify where the asset actually resides.	In SMART, location codes are used to track where assets are physically located.

Agency Considerations for Creating an Asset



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

- How will your asset manager communicate asset profile information to your purchasing/receiving and accounts payable teams?
- How will your asset manager communicate asset profile information to your project costing project managers?
- Now that asset costs and locations can be tracked in SMART, which asset tracking tools can you retire?
- Who at your agency will fill the Asset Manager role and how will their job duties change as a result?
- How will the responsibilities of your Property Management Officer change?

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



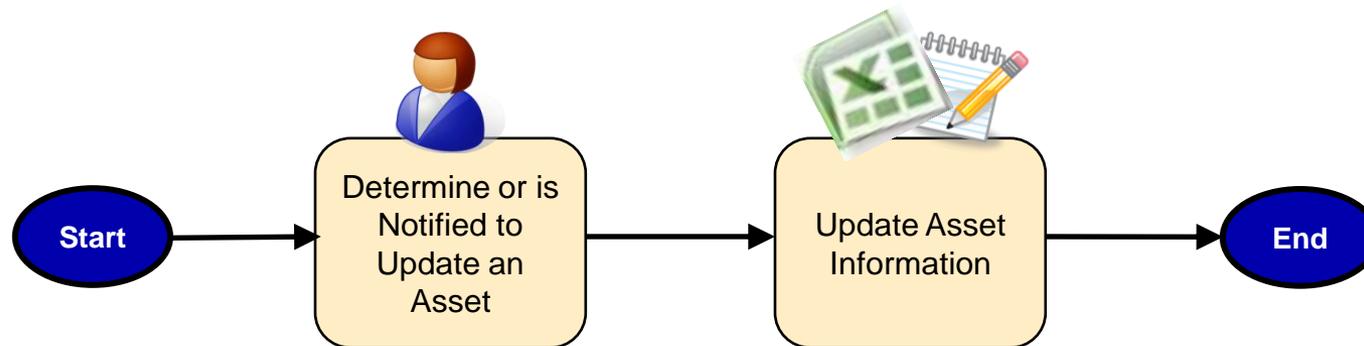
Updating an Asset

Process Definition: Updating an Asset

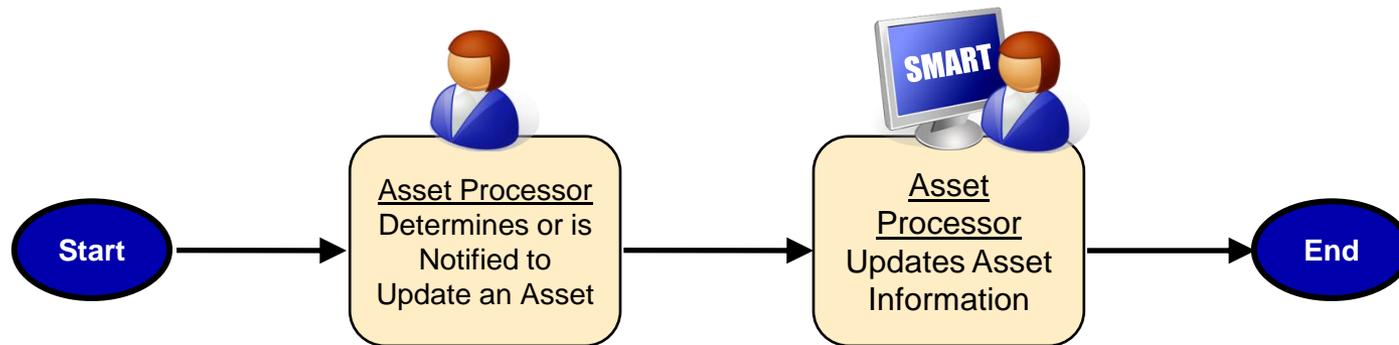


Updating an asset is the process of updating the physical attributes of an existing asset. Examples of physical attributes include: location of asset, license and warranty information, insurance information, entering maintenance activities and custodian of the asset.

As-Is Business Process Flow: Updating an Asset



To-Be Business Process Flow: Updating an Asset



Key Organizational Impacts for Updating an Asset



	As-Is Process	To-Be Process
AM05	Currently, assets may not be associated to specific people.	In SMART, assets can be assigned to specific people, called custodians.
AM06	Insurance, warranty and maintenance information for assets are tracked in separate databases or spreadsheets.	SMART tracks insurance, warranty and maintenance information associated with a specific asset.
AM07	To analyze costs associated with an asset data must be gathered from multiple sources.	All data associated with an asset's costs can be entered and maintained in SMART.

Agency Considerations for Updating an Asset



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

- How will tracking insurance, warranties, repairs and custodians in SMART change your current process?
- How will you use location codes to more easily identify the physical location of an asset during an audit?

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
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- Manuals and Desk Instructions
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- Document Storage

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



Depreciating an Asset

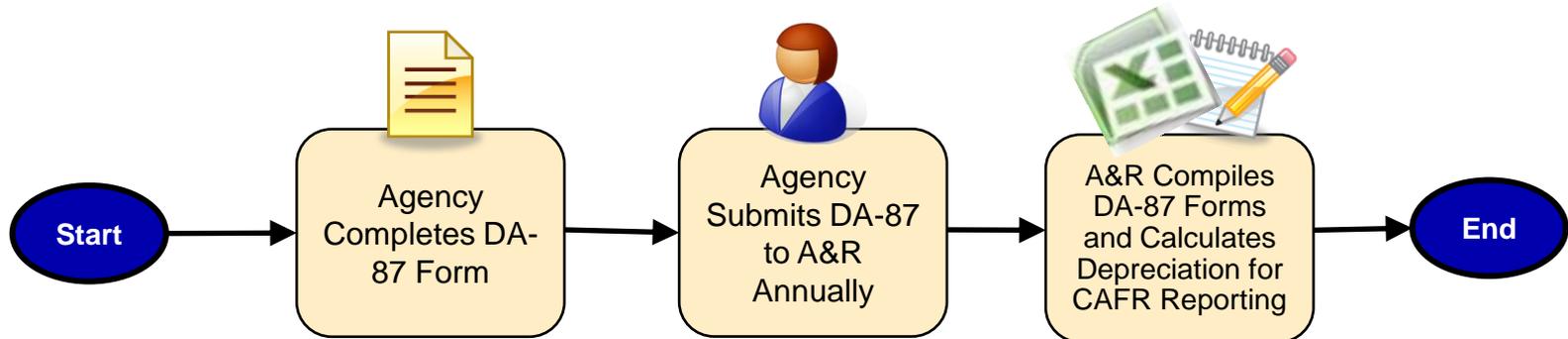
Process Definition: Depreciating an Asset



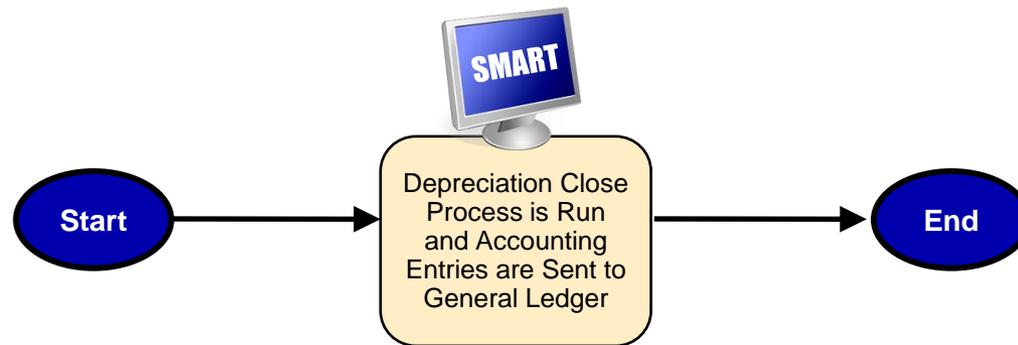
Depreciation creates a financial transaction to systematically expense the cost of an asset over its useful life.

Depreciation will be calculated based on the asset's Profile ID (which is associated with the asset's life and method of depreciation) along with the asset's depreciable cost basis, and placed-in-service date.

As-Is Business Process Flow: Depreciating an Asset



To-Be Business Process Flow: Depreciating an Asset



Key Organizational Impacts for Depreciating an Asset



	As-Is Process	To-Be Process
AM08	Depreciation is calculated manually once a year based upon assets reported under the 4xx0 object code series and subsequently reported on the annual DA-87.	In SMART, calculation of depreciation accounting entries is a monthly batch process and will be done as part of the month end processing.

Agency Considerations for Depreciating an Asset



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

- How will your agency ensure that the asset Profile ID is entered correctly in the procurement and projects process in order to generate the correct depreciation calculations?
- How will your agency's process change for depreciating assets?
- What forms 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)



Adjusting and Recategorizing an Asset

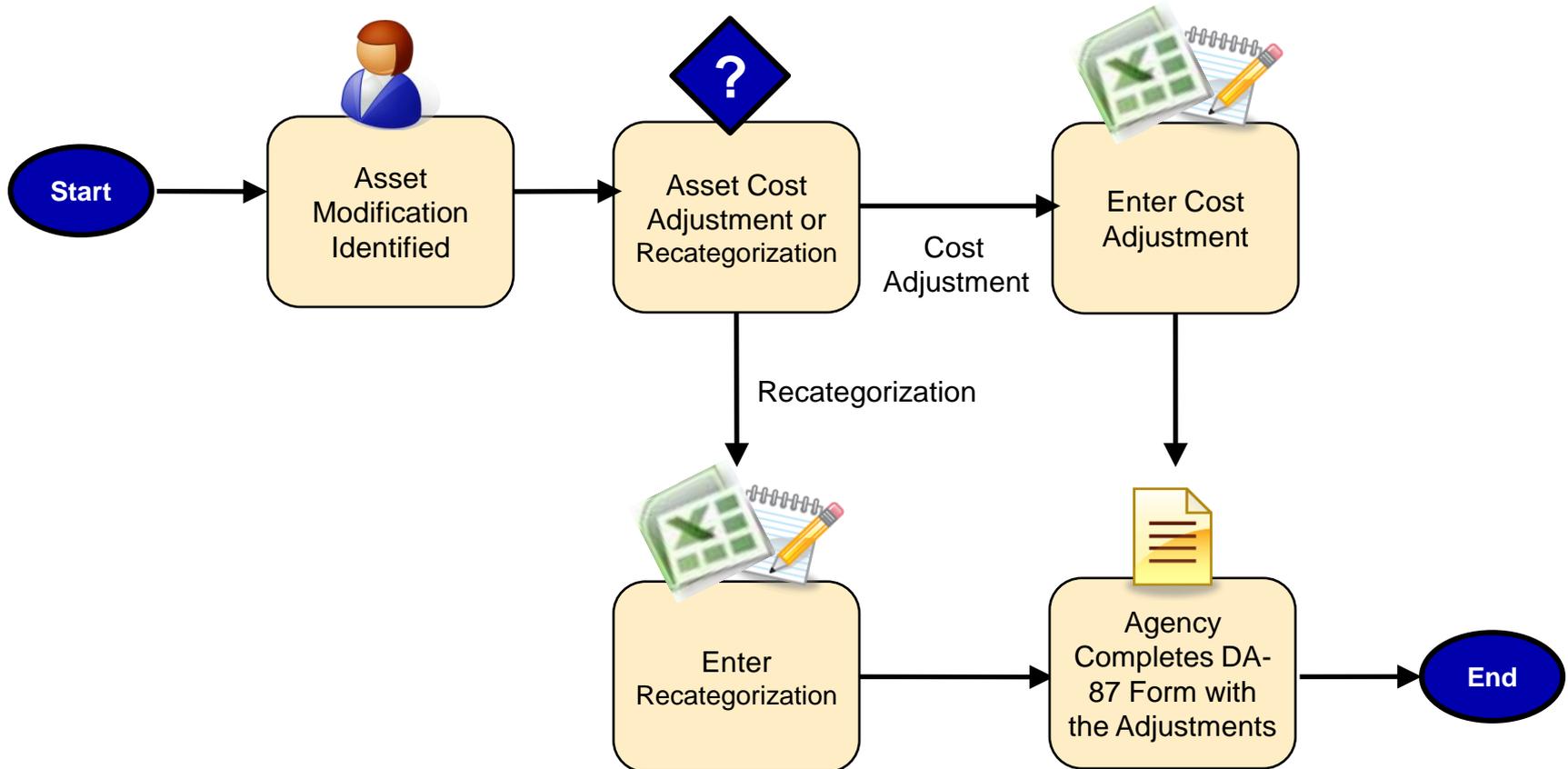
Process Definition: Adjusting and Recategorizing an Asset



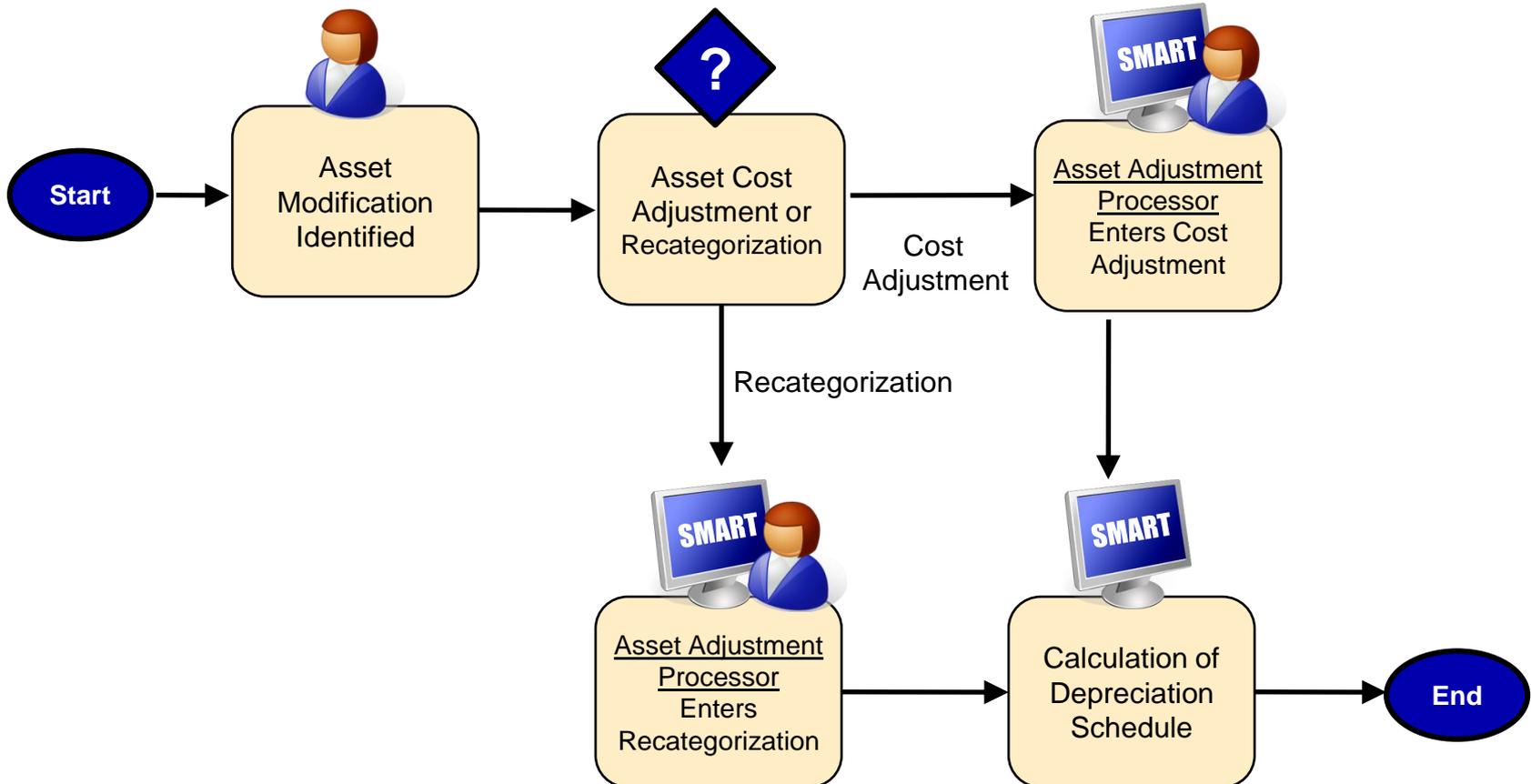
Adjusting an asset is the process of changing asset information including cost and quantity.

Recategorizing an asset is the process of changing the asset's financial reporting category.

As-Is Business Process Flow: Adjusting and Recategorizing an Asset



To-Be Business Process Flow: Adjusting and Recategorizing an Asset



Key Organizational Impacts for Adjusting and Recategorizing an Asset



	As-Is Process	To-Be Process
AM09	Today, adjusting and recategorizing assets is a paper process that differs among agencies.	In SMART, adjusting and recategorizing assets will be an online process.

Agency Considerations for Adjusting and Recategorizing an Asset



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

- Who will be responsible for adjusting and recategorizing assets?

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)



Transferring an Asset

Process Definition: Transferring an Asset

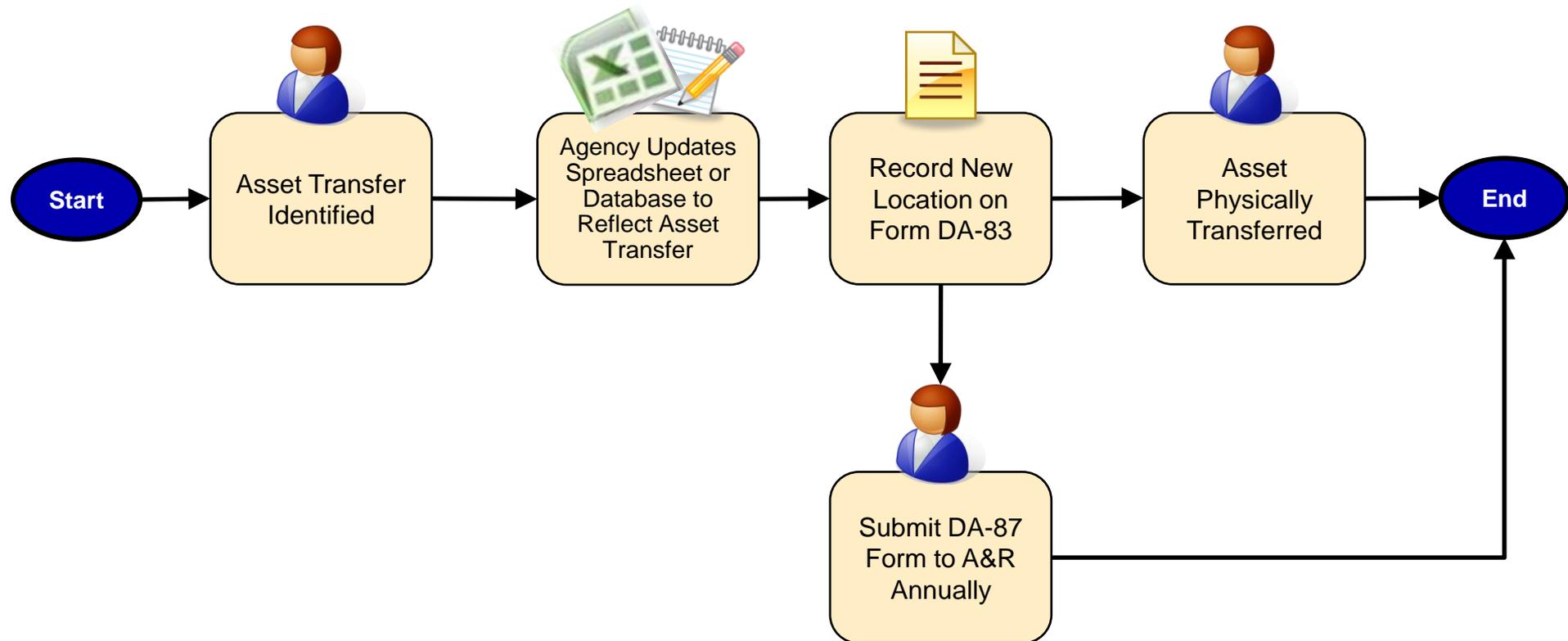


Transferring an asset is the process of changing ownership of assets within a business unit or from one business unit to another.

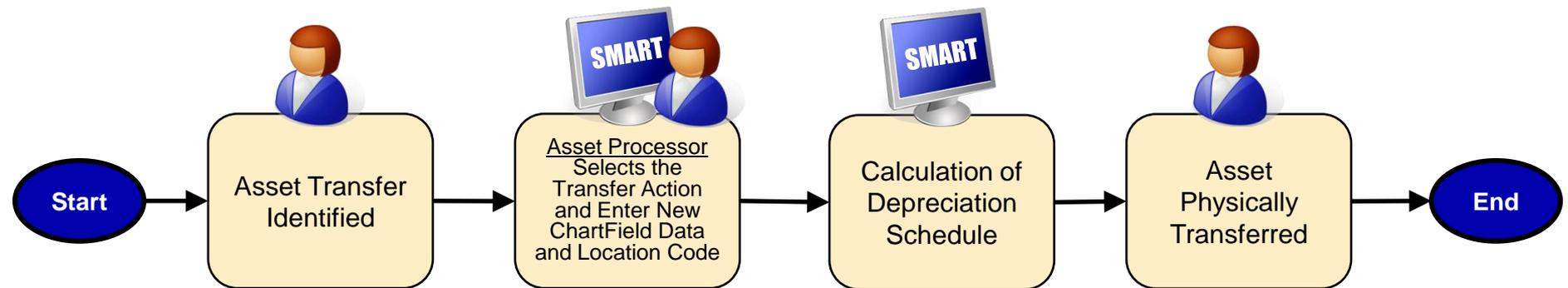
The intra-unit transfer involves transferring assets within a business unit.

The inter-unit transfer involves transferring assets from one business unit to another.

As-Is Business Process Flow: Transferring an Asset



To-Be Business Process Flow: Transferring an Asset



Key Organizational Impacts for Transferring an Asset



	As-Is Process	To-Be Process
AM10	Currently, transferring an asset is a process by completing the DA-83 form and are only reported annually on the DA-87 form.	Transferring an asset will be recorded in SMART and the transfer will be reflected once it is entered.
AM11	Assets are transferred from agency to agency at original cost.	Assets will retain their acquisition costs and detailed history. The transfer process will transfer both the asset cost and accumulated depreciation to derive the net book value.

Agency Considerations for Transferring an Asset



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

- How will your agency process need to change for transferring assets?
- How will your agency approval process to transfer assets be affected?
- How will inter-unit transfer be communicated between agencies?
- What forms 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)



Retiring an Asset

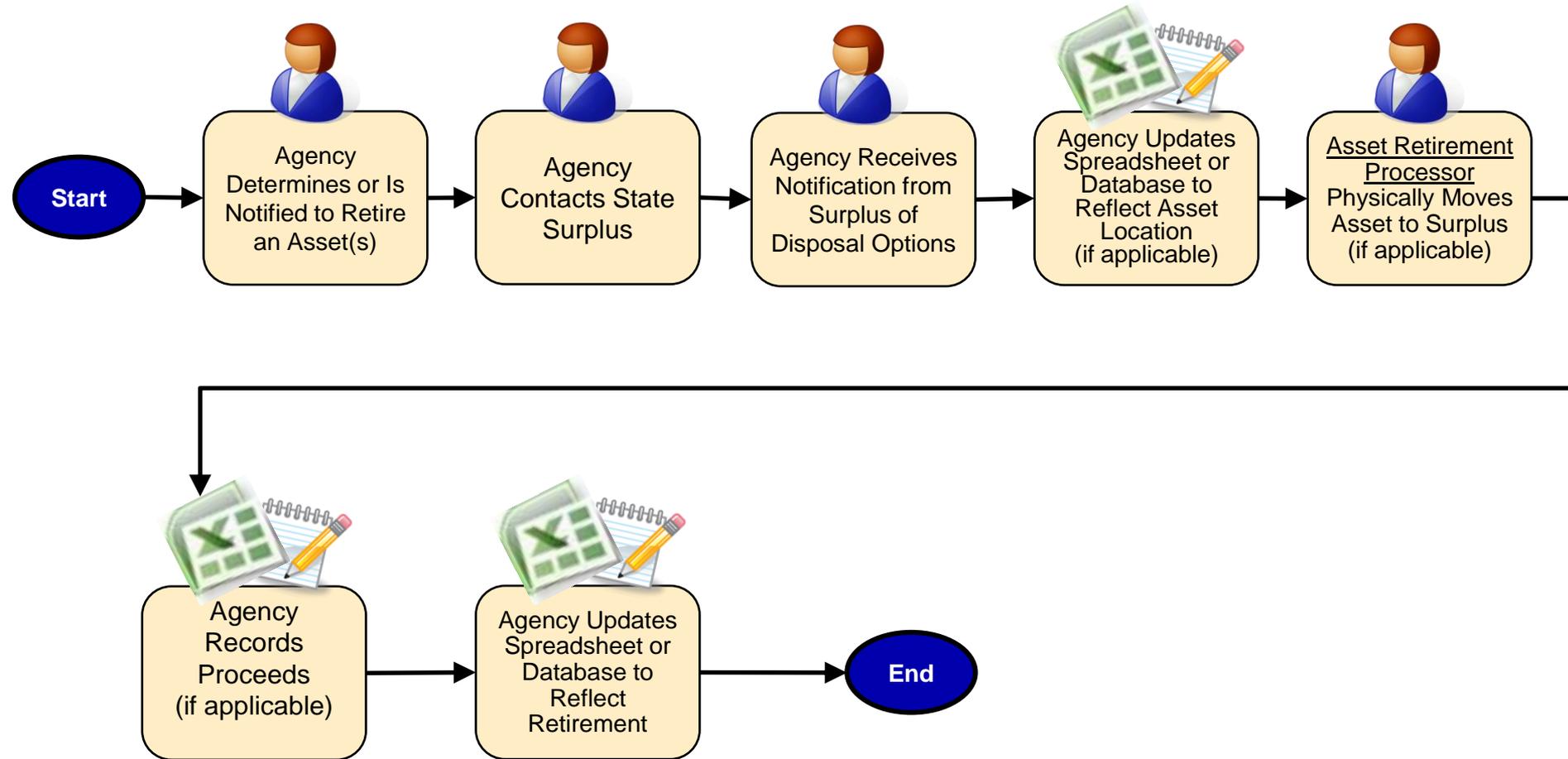
Process Definition: Retiring an Asset



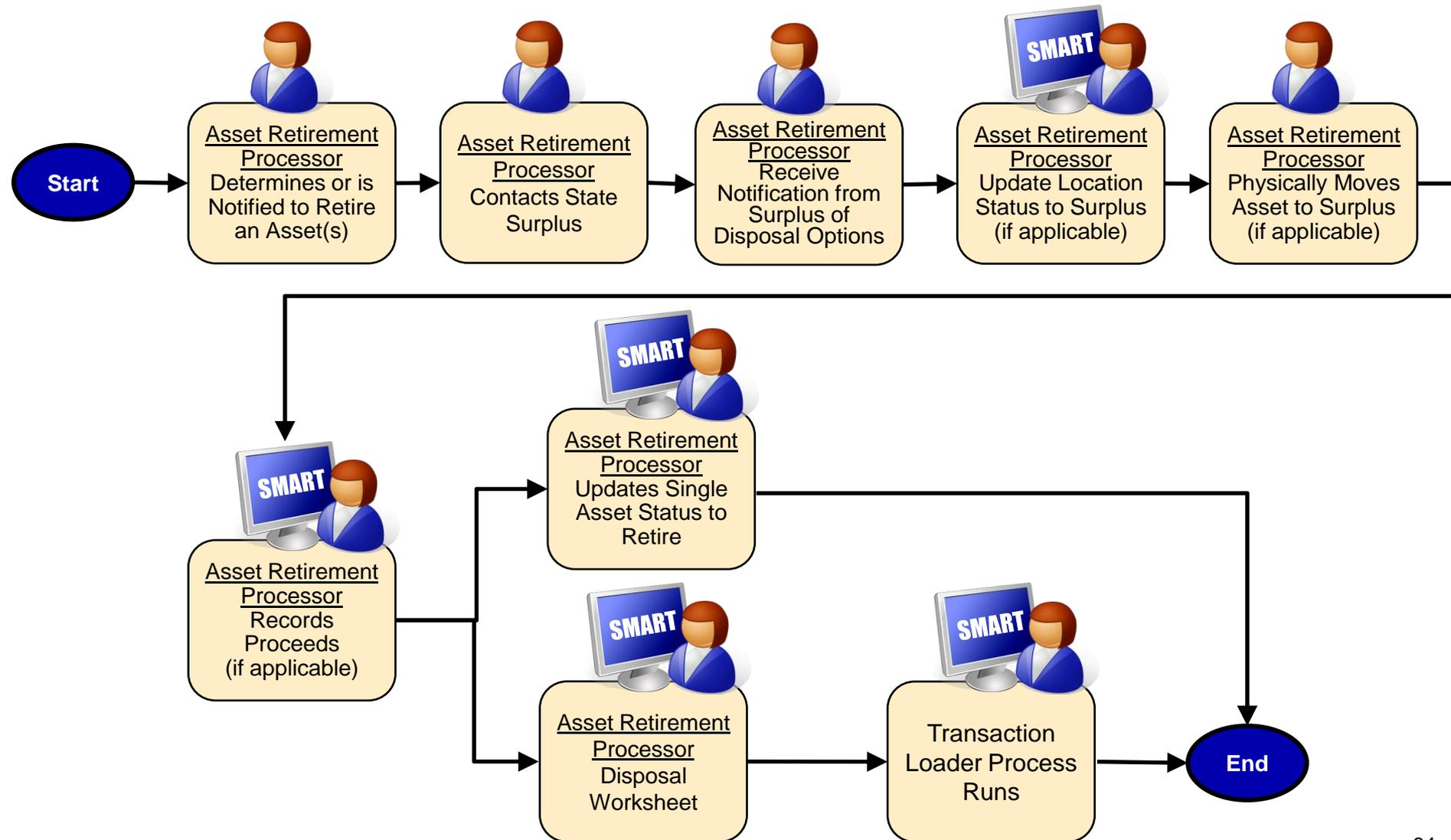
Retiring an asset is the process of closing an asset in SMART when the asset is disposed of or no longer in use. SMART calculates the amount of gains and losses and will record the associated accounting entries.

Assets being disposed of to State Surplus will be “retired” in SMART.

As-Is Business Process Flow: Retiring an Asset



To-Be Business Process Flow: Retiring an Asset



Key Organizational Impacts for Retiring an Asset



	As-Is Process	To-Be Process
AM12	Currently, retiring an asset is a non-standard process that differs among agencies.	Retiring an asset in SMART will be a standardized process.
AM13	Currently, agencies notify A&R on an annual basis regarding retirements.	Retirements of assets are recorded in SMART as they occur.

Agency Considerations for Retiring an Asset



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

- How will your agency process change for retiring assets?
- How will your agency coordinate the physical disposition of the asset with the retirement of the asset 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
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- 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 Asset Management

	A	B	C	D	E	F	G	H	I	J
1	Impact Analysis for Asset Management									
2	ID	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts	Reporting Impacts	Policy and Procedure Impacts	Manual and Desk Instruction Impacts	Form Impacts	Document Storage Impacts	Level of Impact
3	AM01	Creating an Asset	<p>As-Is: Assets are created manually by documenting physical and financial information.</p> <p>To-Be: Assets can be created through integration with Purchasing, Accounts Payable or Project Costing.</p>							
4	AM02	Creating an Asset	<p>As-Is: Assets are tracked in databases separate from financial information.</p> <p>To-Be: Assets integrate with other SMART modules to share financial and physical information.</p>							
5	AM03	Creating an Asset	<p>As-Is: The Asset Manager role collects information on the asset after the purchase.</p> <p>To-Be: With SMART, the Asset Manager and will need to communicate with the purchasing, receiving areas or with project manager to ensure physical and financial information is accurately recorded.</p>							
6	AM04	Creating an Asset	<p>As-Is: There may not be a location code in the current asset tracking system to identify where the asset actually resides.</p> <p>To-Be: In SMART, location codes are used to track where assets are physically located.</p>							
	AM05	Creating an Asset	<p>As-Is: Currently, assets may not be associated to specific people.</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

Impact Analysis for Asset Management									
ID	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts	Reporting Impacts	Policy and Procedure Impacts	Manual and Desk Instruction Impacts	Form Impacts	Document Storage Impacts	Level of Impact
AM01	Creating an Asset	As-is: Assets are created manually by documenting physical and financial							
AM02	Creating an Asset								
AM03	Creating an Asset								

ID	Business Process
AM01	Creating an Asset

Organizational Impact



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

Impact Analysis for Asset Management			Role & Responsibility Impacts	Reporting Impacts	Policy and Procedure Impacts	Manual and Desk Instruction Impacts	Form Impacts	Document Storage Impacts	Level of Impact
ID	Business Process	Organizational Impact (As-is to To-be)							
AM01	Creating an Asset	As-Is: Assets are created manually by documenting physical and financial information. To-Be: Assets can be created through integration with Purchasing, Accounts Payable or Project Costing.							
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Organizational Impact (As-is to To-be)
<p>As-Is: Assets are created manually by documenting physical and financial information.</p> <p>To-Be: Assets can be created through integration with Purchasing, Accounts Payable or Project Costing.</p>

Role & Responsibility Impacts



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

1	Impact Analysis for Asset Management			D	E	F	G	H	I	J
2	ID	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts	Reporting Impacts	Policy and Procedure Impacts	Manual and Desk Instruction Impacts	Form Impacts	Document Storage Impacts	Level of Impact
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Role & Responsibility Impacts

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
 - Asset Management user roles are listed in the “Context for Asset Management” section of this presentation
- Consider how your agency may be best organized post go-live to carry out business functions using SMART business processes and user roles
 - Refer to to-be business process flows in this presentation
- Consider how and when you will communicate these changes to affected staff

Comprehensive SMART user role mapping activities will occur in the winter

Reporting Impacts



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

1	Impact Analysis for Asset Management									
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	AM03	Creating an Asset	<p>As-Is: The Asset Manager role collects information on the asset after the purchase.</p> <p>To-Be: With SMART, the Asset Manager and will need to communicate with the purchasing, receiving areas or with</p>							

Reporting Impacts

Reporting Considerations



- Review the reports your agency currently receives or generates and uses regarding Asset Management
- 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

1	A	B	C	D	E	F	G	H	I	J
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Policy and Procedure Impacts

Policy and Procedure Considerations



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

Manual and Desk Instruction Impacts



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

1	Impact Analysis for Asset Management			D	E	F	G	H	I	J
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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

1	Impact Analysis for Asset Management			D	E	F	G	H	I	J
2	ID	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts	Reporting Impacts	Policy and Procedure Impacts	Manual and Desk Instruction Impacts	Form Impacts	Document Storage Impacts	Level of Impact
3	AM01	Creating an Asset	As-Is: Assets are created manually by documenting physical and financial information. To-Be: Assets can be created through integration with Purchasing, Accounts Payable or Project Costing.							
4	AM02	Creating an Asset	As-Is: Assets are tracked in databases separate from financial information. To-Be: Assets integrate with other SMART modules to share financial and physical information.							
	AM03	Creating an Asset	As-Is: The Asset Manager role collects information on the asset after the purchase. To-Be: With SMART, the Asset Manager and will need to communicate with the purchasing, receiving areas or with							

Form Impacts

Form Considerations



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

Document Storage Impacts



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

1	Impact Analysis for Asset Management			D	E	F	G	H	I	J
2	ID	Business Process	Organizational Impact (As-is to To-be)	Role & Responsibility Impacts	Reporting Impacts	Policy and Procedure Impacts	Manual and Desk Instruction Impacts	Form Impacts	Document Storage Impacts	Level of Impact
3	AM01	Creating an Asset	<p>As-Is: Assets are created manually by documenting physical and financial information.</p> <p>To-Be: Assets can be created through integration with Purchasing, Accounts Payable or Project Costing.</p>			Document Storage Impacts				
4	AM02	Creating an Asset	<p>As-Is: Assets are tracked in databases separate from financial information.</p> <p>To-Be: Assets integrate with other SMART modules to share financial and physical information.</p>							
5	AM03	Creating an Asset	<p>As-Is: The Asset Manager role collects information on the asset after the purchase.</p> <p>To-Be: With SMART, the Asset Manager and will need to communicate with the purchasing, receiving areas or with</p>							

Document Storage Considerations



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

Level of Impact, Impact Action Plan, and Additional Notes



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

Impact Analysis for Asset Management			Role & Responsibility Impacts	Reporting Impacts	Policy and Procedure Impacts	Manual and Desk Instruction Impacts	Form Impacts	Document Storage Impacts	Level of Impact
ID	Business Process	Organizational Impact (As-is to To-be)	Level of Impact			Impact Action Plan		Additional Notes	
AM01	Creating an Asset	<p>As-Is: Assets are created manually by documenting physical and financial information.</p> <p>To-Be: Assets can be created through integration with Purchasing, Accounts Payable or Project Costing.</p>							
AM02	Creating an Asset	<p>As-Is: Assets are tracked in databases separate from financial information.</p> <p>To-Be: Assets integrate with other SMART modules to share financial and physical information.</p>							
AM03	Creating an Asset	<p>As-Is: The Asset Manager role collects information on the asset after the purchase.</p> <p>To-Be: With SMART, the Asset Manager and will need to communicate with the purchasing, receiving areas or with</p>							

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!**