



State of Alabama Accounting and Resource System (STAARS) Quarterly Outreach

Presented To: STAARS Stakeholders

Presented By: Michael Jones, State Purchasing Director
Thomas Nola, STAARS Director
Candace Moore, Agency Implementation Manager
Lisa Varden, Business Intelligence

Presented on: February 12, 2015

Agenda

- Opening Comments – Michael Jones
- STAARS Financials Demonstration
- STAARS Reporting Demonstration
- User Acceptance Testing (UAT)
- Questions

STAARS Demonstration

Processing GAX Document

STAARS
FINANCIALS



STAARS Financials

General Accounting Expenditure (GAX) Document

The GAX document is a non-commodity Payment Request. It can be used to purchase goods in which you do not need to track commodity detail.



Document Catalog Screen

CGI Advantage - Internet Explorer
http://cgi-advnp.state.al/webapp/fintest/Advantage;jsessionid=000070mH84frNmyxCiDZwCvgBGB;-1

CGI Advantage Jump to: Go Home Personalize Accessibility App Help About

Welcome, Candace Moore Procurement Budgeting Accounts Receivable Accounts Payable

STAARS Financial - Contingent IST

- Message Center
- Search
 - Page Search
- Document Catalog**
 - Report Search
 - infoAdvantage
- History
- Favorites
- Administration

Document Catalog

[Create](#)

Document Identifier

Code : Unit :
Dept. : ID :

User Information

Create User ID : Create Date :

Document State

Function : Status :
Phase :

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#) [Action Menu](#)

Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
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First Prev Next Last

[Menu](#)

105%

2:12 PM 2/9/2015

Document Catalog Screen

The screenshot shows a web browser window titled "CGI Advantage - Internet Explorer" with the URL <http://cgi-advnp.state.al/webapp/fintest/Advantage.jsessionid=000070mH84frNmyxCiDZwCvgBGB:-1>. The page header includes the "CGI Advantage" logo, a "Jump to:" field, and navigation links for Home, Personalize, Accessibility, App Help, and About. A navigation bar below the header contains links for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The main content area is titled "Document Catalog" and features a search interface. The search section includes a "Document Identifier" dropdown menu and input fields for Code (GAX), Unit, Dept. (062), and ID. Below this is an "Other Options" section with checkboxes for "Auto Numbering" (checked) and "Create Template" (unchecked). At the bottom of the search area are links for "Create" and "Menu". A left-hand navigation menu is visible, containing links for Message Center, Search, Document Catalog (highlighted), Report Search, infoAdvantage, History, Favorites, and Administration. The Windows taskbar at the bottom shows the system tray with the time 2:15 PM and date 2/9/2015, along with various application icons.

GAX – Vendor Section

CGI Advantage - Internet Explorer
http://cgi-advnp.state.al/webapp/fintest/Advantage.jsessionid=000070mH84frNmyxCiDZwCvgBGB:-1

CGI Advantage Jump to: Go Home Personalize Accessibility App Help About

Welcome, Candace Moore Procurement Budgeting Accounts Receivable Accounts Payable

General Accounting Expense(GAX) Dept: 062 ID: 1500000149 Ver.: 1 Function: New Phase: Draft Modified by candace.moore, 02/03/2015

Document Navigator

- Header
- Vendor**
- Accounting
- Posting

Vendor Vendor Line: 1 Vendor Customer: VC000001693 Legal Name: ROYAL OFFICE EQUIPMENT

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	VC000001693	ROYAL OFFICE EQUIPMENT	\$0.00

From 1 to 1 Total: 1 First Previous Next Last Go to line: Go

List View

General Information Disbursement Options Discount Terms

Vendor Customer: VC000001693 Vendor Contact ID:

Legal Name: ROYAL OFFICE EQUIPMENT Vendor Contact Name:

Alias/DBA: Vendor Contact Phone:

Address Code: AD001 Vendor Contact Phone Ext.:

Address Line 1: 11325 Random Hills Rd Vendor Contact Email:

Address Line 2: Fax:

City: MONTGOMERY Fax Extension:

State: Web Address http://:

Save Undo Insert New Line Insert Copied Line Edit with Grid

Copy Validate Submit Discard Print Processing Workflow File Close

105%

Windows Taskbar: 2:27 PM 2/9/2015

GAX-Accounting Section

The screenshot displays the CGI Advantage web application interface. The browser title is "CGI Advantage - Internet Explorer" and the address bar shows the URL: <http://cgi-advnp.state.al/webapp/fintest/Advantage;jsessionid=000070mH84frNmyxCiDZwCvgBGB:-1>. The application header includes the "CGI Advantage" logo and navigation links for Home, Personalize, Accessibility, App Help, and About. Below the header, a navigation bar shows "Welcome, Candace Moore" and menu options for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The main content area is titled "General Accounting Expense(GAX)" and displays the following information: Dept: 062, ID: 150000149, Ver.: 1, Function: New, Phase: Draft, and Modified by candace.moore, 02/03/2015. A "Document Navigator" on the left lists Header, Vendor, Accounting (selected), and Posting. The main form is titled "Accounting" and shows "Total Lines: 1", "Accounting Line: 0", "Line Amount: \$0.00", and "Line Open Amount:". The form is divided into tabs: General Information, Reference, Fund Accounting, Detail Accounting, Service Dates, and Additional Amounts. The "General Information" tab is active, showing fields for Event Type (AP01), Accounting Template, Line Description (Office Supplies), Line Amount (300.00), Line Closed Amount, Line Closed Date, Line Open Amount, Referenced Line Amount, Interest Ineligible (checkbox), Budget FY, Fiscal Year, Period, Bank (01), Vendor Invoice Number (ROE001), Vendor Invoice Line (001), Vendor Invoice Date (2/2/2015), Tracking Date, and Check Description. At the bottom of the form, there are buttons for Save, Undo, Insert New Line, Insert Copied Line, Edit with Grid, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close. The Windows taskbar at the bottom shows the time as 2:36 PM on 2/9/2015.

Accounting Section Fund Accounting Tab

CGI Advantage - Internet Explorer
 http://cgi-advnp.state.al/webapp/fintest/Advantage;jsessionid=000070mH84frNmyxCiDZwCvgBGB;-1

CGI Advantage | Welcome, Candace Moore | Procurement | Budgeting | Accounts Receivable | Accounts Payable

General Accounting Expense(GAX) | Dept: 062 | ID: 1500000149 | Ver.: 1 | Function: New | Phase: Draft | Modified by candace.moore, 02/03/2015

Document Navigator
 Header
 Vendor
Accounting
 Posting

Accounting | Total Lines: 1 | Accounting Line: 1 | Line Amount: \$300.00 | Line Open Amount: \$300.00

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type
1	\$300.00	\$0.00	\$300.00	\$0.00	AP01

From 1 to 1 Total: 1 | First | Previous | Next | Last | Go to line: Go

List View

General Information | Reference | **Fund Accounting** | Detail Accounting | Service Dates | Additional Amounts

Fund:	0349	Object:	1102	OBSA:	
Sub Fund:	STAT	Sub Object:		Sub OBSA:	
Department:	062	Revenue:		Dept Object:	
Unit:	BNFT	Sub Revenue:		Dept Revenue:	
Sub Unit:		BSA:			
Appr Unit:	0205	Sub BSA:			

Save | Undo | Insert New Line | Insert Copied Line | Edit with Grid

Copy | Validate | Submit | Discard | Print | Processing | Workflow | File | Close

105%

Accounting Section

Detail Accounting

CGI Advantage - Internet Explorer
 http://cgi-advnp.state.al/webapp/fintest/Advantage;jsessionid=000070mH84frNmyxCiDZwCvgBGB:-1

CGI Advantage Jump to: Home Personalize Accessibility App Help About

Welcome, Candace Moore Procurement Budgeting Accounts Receivable Accounts Payable

General Accounting Expense(GAX) Dept: 062 ID: 1500000149 Ver.: 1 Function: New Phase: Draft Modified by candace.moore, 02/03/2015

Document Navigator Accounting

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$300.00 Line Open Amount: \$300.00

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type
1	\$300.00	\$0.00	\$300.00	\$0.00	AP01

From 1 to 1 Total: 1 Go to line:

General Information Reference Fund Accounting **Detail Accounting** Service Dates Additional Amounts

Location: Reporting: Major Program:
 Sub Location: Sub Reporting: Program:
 Activity: Task: Phase:
 Sub Activity: Sub Task: Program Period:
 Function: 0205 Task Order:
 Sub Function:

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Validated GAX Document

CGI Advantage - Internet Explorer
http://cgi-advnp.state.al/webapp/fintest/Advantage;jsessionid=000070mH84frNmyxCiDZwCvgBGB:-1

CGI Advantage
Welcome, Candace Moore
Procurement | Budgeting | Accounts Receivable | Accounts Payable

View All 1 of 1 | Document validated successfully

General Accounting Expense(GAX) Dept: 062 ID: 150000149 Ver.: 1 Function: New Phase: Draft Modified by candace.moore, 02/03/2015

Document Navigator
Header
Vendor
Accounting
Posting

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$300.00 Line Open Amount: \$300.00

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type
1	\$300.00	\$0.00	\$300.00	\$0.00	AP01

From 1 to 1 Total: 1

General Information Reference Fund Accounting Detail Accounting Service Dates Additional Amounts

Event Type: AP01
Accounting Template:
Line Description: Office Supplies
Line Amount: \$300.00
Line Closed Amount: \$0.00
Line Closed Date:

Budget FY:
Fiscal Year:
Period:
Bank: 01
Vendor Invoice Number: ROE001
Vendor Invoice Line: 1
Vendor Invoice Date: 02/02/2015
Tracking Date:

Save Undo Insert New Line Insert Copied Line Edit with Grid
Copy Validate Submit Discard Print Processing Workflow File Close

105%

2:50 PM 2/9/2015

GAX Pending Phase

CGI Advantage - Internet Explorer
 http://cgi-advnp.state.al/webapp/fintest/Advantage;jsessionid=000070mH84frNmyxCiDZwCvgBGB:-1

CGI Advantage | Welcome, Candace Moore | Procurement | Budgeting | Accounts Receivable | Accounts Payable

View All 1 of 1 | Document submitted successfully - Pending Approval

General Accounting Expense(GAX) Dept: 062 ID: 1500000149 Ver.: 1 Function: New Phase: Pending Modified by candace.moore , 02/03/2015

Document Navigator
 Header
 Vendor
Accounting
 Posting

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$300.00 Line Open Amount: \$300.00

Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type
1	\$300.00	\$0.00	\$300.00	\$0.00	AP01

From 1 to 1 Total: 1 [First] [Previous] [Next] [Last] Go to line: [] [Go]

[List View]

General Information | Reference | Fund Accounting | Detail Accounting | Service Dates | Additional Amounts

Event Type: AP01 Budget FY: []
 Accounting Template: [] Fiscal Year: []
 Line Description: Office Supplies Period: []
 Bank: 01 Vendor Invoice Number: ROE001
 Line Amount: \$300.00 Vendor Invoice Line: 1
 Line Closed Amount: \$0.00 Vendor Invoice Date: 02/02/2015
 Line Closed Date: [] Tracking Date: []
 Line Open Amount: \$300.00 Check Description: []

[Copy] [Discard] [Approve] [Reject] [Print] [Processing] [Workflow] [File] [Close]

105%

2:54 PM 2/9/2015

Posting Lines

CGI Advantage - Internet Explorer
http://cgi-advnp.state.al/webapp/fintest/Advantage;jsessionid=000070mH84frNmyxCiDZwCvgBGB:-1

CGI Advantage Welcome, Candace Moore
Procurement | Budgeting | Accounts Receivable | Accounts Payable

View All 1 of 1 | Document submitted successfully - Pending Approval

General Accounting Expense(GAX) Dept: 062 ID: 1500000149 Ver.: 1 Function: New Phase: Pending Modified by candace.moore , 02/03/2015

Document Navigator
Header
Vendor
Accounting
Posting

Posting Total Lines: 1 Posting Line: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	D011 D001	External AE Disb Payable	\$300.00	\$300.00

From 1 to 1 Total: 1

First Previous Next Last Go to line: Go

Copy Discard Approve Reject Print Processing Workflow File Close

105%

3:00 PM 2/9/2015

STAARS Workflow

CGI Advantage - Internet Explorer
http://cgi-advnp.state.al/webapp/fintest/Advantage;jsessionid=000070mH84frNmyxCiDZwCvgBGB:-1

CGI Advantage
Welcome, Candace Moore
Jump to: Go Home Personalize Accessibility App Help About

Procurement Budgeting Accounts Receivable Accounts Payable

STAARS Financial - Contingent IST

Message Center
Inbox
Alerts
Broadcasts
Worklist
Forms

Search
Page Search
Document Catalog
Report Search
infoAdvantage

History
Favorites
Administration

Worklist Action Menu

Select Worklist: Candace Moore [Change Worklist Role Order](#)
Level:
Code:
Dept:
ID:
Submitter ID:
Escalated Item:
[Browse](#) [Clear](#)

Level	Code	Dept	ID	Priority	Escalated Item	Comments	Creator ID	Submitter ID	Date	Reason	Message	Priority Reason
First	Prev	Next	Last	Approve	Reject	Take Task	Return Task	Change Priority	Refresh			

[Menu](#) [Recall](#) [Worklist Details](#)

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3:02 PM 2/9/2015

GAX Final Phase

CGI Advantage - Internet Explorer
 http://cgi-advnp.state.al/webapp/fintest/Advantage;jsessionid=000070mH84frNmyxCiDZwCvgBGB:-1

CGI Advantage Jump to: Home Personalize Accessibility App Help About

Welcome, Candace Moore Procurement Budgeting Accounts Receivable Accounts Payable

STAARS Financial - Contingent IST

- Message Center
 - Inbox
 - Alerts
 - Broadcasts
 - Worklist
 - Forms
- Search
 - Page Search
 - Document Catalog**
 - Report Search
 - infoAdvantage
- History
- Favorites
- Administration

Document Catalog

[Create](#)

Document Identifier

Code : Unit :
 Dept. : ID : 1500000149

User Information

Create User ID : Create Date :

Document State

Function : Status :
 Phase :

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#) [Action Menu](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAX	062		1500000149	No	1	New	Final	Submitted	2/3/15	candace.moore	\$300.00	Yes

First Prev Next Last

[Menu](#)

105%

3:10 PM 2/9/2015

GAX Final Phase

The screenshot displays the CGI Advantage web application interface. The browser title is "CGI Advantage - Internet Explorer" and the address bar shows the URL: <http://cgi-advnp.state.al/webapp/fintest/Advantage;jsessionid=000070mH84frNmyxCiDZwCvgBGB:-1>. The application header includes the CGI Advantage logo, a "Jump to:" field, and navigation links for Home, Personalize, Accessibility, App Help, and About. The user is logged in as Candace Moore. The main navigation menu includes Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The current page is titled "General Accounting Expense(GAX)" with details: Dept: 062, ID: 1500000149, Ver.: 1, Function: New, Phase: Final, and Modified by candace.moore, 02/03/2015. A "Document Navigator" on the left lists Header, Vendor, Accounting, and Posting. The main content area is titled "Header" and contains a "General Information" tab. The form fields include: Document Name (dropdown), Record Date: 02/03/2015, Budget FY: 2015, Fiscal Year: 2015, Period: 5, Document Description (dropdown), Pre-Processing Allowed (checkbox), Bank Account (dropdown), Replacement (checkbox), Contract Withholding Exempt (checkbox), Cited Authority (dropdown), Actual Amount: \$300.00, Closed Amount: \$0.00, Closed Date, Open Amount: \$300.00, and Referenced Amount: \$0.00. At the bottom of the form, there are buttons for Edit, Copy, Copy Forward, Discard, Print, Processing, Workflow, File, and Close. The Windows taskbar at the bottom shows the system time as 3:10 PM on 2/9/2015.

STAARS Demonstration

infoAdvantage Demonstration

STAARS
REPORTING

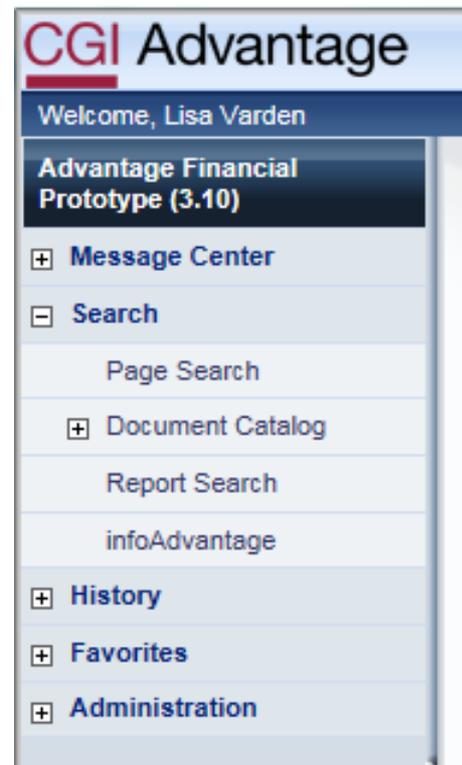


What is infoAdvantage?

- Reporting solution provided with Advantage
- During a nightly process, data is:
 - Extracted from Advantage
 - Transformed and formatted
 - Loaded into infoAdvantage data warehouse
- Uses SAP Business Objects so users can access the data via:
 - Pre-developed reports: Agency created, Statewide (BICC created), or Advantage baseline
 - Ad Hoc reporting: end users create as they need

Signing On

- infoAdvantage is configured so that users can sign-on directly from Advantage application (single sign-on)



Launch Pad

The screenshot shows the SAP Launch Pad interface for user Train16. The top navigation bar includes the SAP logo, the user name 'Train16', and menu items for 'Applications', 'Preferences', 'Help menu', and 'Log off'. Below the navigation bar, there are two tabs: 'Home' and 'Documents'. The main content area is divided into several sections:

- My Recently Viewed Documents:** A list of documents including 'AFIN-AP-001-A657', 'FIN-CA-0001 Task Order Available Balance_XX', 'CostActg BC#2', and several 'Business Case' documents.
- My Recently Run Documents:** A section indicating 'No recently run documents'.
- 4 unread messages in My Inbox:** A list of messages with IDs: 'GenActg2_MH : 15700', 'GenActg_MH : 15694', 'GenActg4_MH : 15686', and 'GenActg3_MH : 15682'. A 'See more...' link is present at the bottom right.
- 0 Unread Alerts:** A section indicating 'No unread alerts'. A 'See more...' link is present at the bottom right.
- My Applications:** A vertical sidebar on the right containing several application icons, including a document icon, a cube icon, a gear icon, a diamond icon, and a sphere icon.

Documents Tab

Home Documents

View New Organize Send More Actions Details

My Documents

- My Favorites
 - ~WebIntelligence
 - Training_console
- Inbox
- My Alerts
- Subscribed Alerts
- Personal Categories

Title ^	Type	Last Run	Instances
~WebIntelligence	Folder		
Training_console	Folder		
FIN-BA-1001 Revenues vs. Budget_XX	Web Intelligence		0
Shortcut to FIN-AR-0002 Bank Deposits	Shortcut		0
Shortcut to FIN-BA-1001 Revenues vs. Budget	Shortcut		0
Shortcut to FIN-BS-0001 Trial Balance Summary	Shortcut		0
Shortcut to OFIN-DCAT-0001 Document Catalog	Shortcut		0
Shortcut to Warrant/EFT w/Bank (A657) no CP	Shortcut		0

Home Documents

View New Organize Send More Actions Details

My Documents

Folders

- Public Folders
- Agency Reports
- Auditing
- BICC Team
- Data Federation
- LCM
- Medicaid Reports
- Platform Search Scheduling
- Probes
- R31001 Financial Framework Reports
- R31001 Financial Reports
- R31001 PB Reports
- Report Conversion Tool
- Statewide Reports
- System Configuration Wizard
- Training

Categories

Search

Title ^	Type	Last Run	Instances
ABC	Folder		
ADECA	Folder		
ADEM	Folder		
ALEA	Folder		
DCNR	Folder		
DHR	Folder		
DOC	Folder		
DOT	Folder		
Education	Folder		
EMA	Folder		
Finance	Folder		
Forensic Science	Folder		
Labor	Folder		
Medicaid	Folder		
Mental Health	Folder		
Public Health	Folder		
Rehab	Folder		
Revenue	Folder		
RSA	Folder		
SMD	Folder		

Documents Tab (cont.)

The screenshot displays a document management system interface. At the top, there are tabs for 'Home' and 'Documents', and a 'Details' view. Below the tabs is a navigation bar with options like 'View', 'New', 'Organize', 'Send', and 'More Actions'. On the left side, there is a sidebar with sections for 'My Documents', 'Folders', 'Search', and 'Refine search results by:'. The search bar contains the text 'check listing'. Under 'Refine search results by:', there are filters for 'type' (web intelligence (92)), 'location' (staars infoadvantage training (59), medicaid reports (33)), 'Refresh Time' (All (92), Last Year (91), Last 6 Months (86), Last Quarter (19), Last Month (9), More...), and 'author' (administrator (28), train8 (8), rjackson (4), sa (4), train10 (2), More...). The main area shows 'Search Results' with a list of documents. The first document is 'FIN-AP-0001 Check Listing' with a sub-path 'STAARS infoAdvantage Training/Advantage Financial Reports/Accounts Payable'. Other documents include 'FIN-AP-0007 Paid Check Listing', 'FIN-DA-0006 Budget Journal Data Assurance (Incremental Check)', and several 'Detailed Transaction Listing' documents, some with sub-paths like 'Medicaid Reports/Medicaid Reports' and 'Medicaid Reports/Medicaid Reports (1)/Medicaid Reports'. At the bottom right, it says 'Total: 92 items'.

Home Documents

View New Organize Send More Actions Details

My Documents

Folders

Search

check listing

Refine search results by:

type

- web intelligence (92)

location

- staars infoadvantage training (59)
- medicaid reports (33)

Refresh Time

- All (92)
- Last Year (91)
- Last 6 Months (86)
- Last Quarter (19)
- Last Month (9)
- More...

author

- administrator (28)
- train8 (8)
- rjackson (4)
- sa (4)
- train10 (2)
- More...

Search Results

- FIN-AP-0001 **Check Listing**
STAARS infoAdvantage Training/Advantage Financial Reports/Accounts Payable
- FIN-AP-0007 Paid **Check Listing**
STAARS infoAdvantage Training/Advantage Financial Reports/Accounts Payable
- FIN-DA-0006 Budget Journal Data Assurance (**Incremental Check**)
STAARS infoAdvantage Training/Advantage Financial Reports/Data Assurance
- Detailed Transaction **Listing**
Medicaid Reports/Medicaid Reports
- Detailed Transaction **Listing**
Medicaid Reports/Medicaid Reports (1)/Medicaid Reports
- Detailed Transaction **Listing**
Medicaid Reports
- Detailed Transaction **Listing**
Medicaid Reports/Medicaid Reports (1)
- Detailed Transaction **Listing Michael Lamb**
Medicaid Reports
- Detailed Transaction **Listing Michael Lamb**
Medicaid Reports/Medicaid Reports
- Detailed Transaction **Listing Michael Lamb**

Total: 92 items

Viewing a Report

Home Documents

View New Organize Send More Actions Details

My Documents

Folders

- R31001 Financial Reports
 - Accounts Payable
 - Accounts Receivable
 - Budget Vs Actual
 - CAFR
 - Cost Accounting
 - Data Assurance

Title ^	Type
FIN-AP-0001 Check Listing	Web Intelligence
FIN-AP-0002 Disbursements by Vendor	Web Intelligence
FIN-AP-0003 Contract Payments by Fiscal Year	Web Intelligence
FIN-AP-0004 Open Items - Pre-Encumbrances	Web Intelligence
FIN-AP-0005 Open Items - Encumbrances	Web Intelligence
FIN-AP-0006 Open Items - Accounts Payable	Web Intelligence
FIN-AP-0007 Paid Check Listing	Web Intelligence
FIN-AP-0008 Open Items - Pre-Encumbrances	Web Intelligence

Home Documents **FIN-AP-0004 Open It...**

Web Intelligence

Track Drill Filter Bar Outline

Report ID : FIN-AP-0004
Run Date : 9/30/2013
Run Time : 12:51:35 AM

CGI Advantage
Open Items Report - Pre-Encumbrances
Fiscal Year , Accounting Period

Cover Page

Parameters and Prompts

- Accounting Period
- Fiscal Year
- Fund

Viewing a Report (cont.)

Prompts

Prompts Summary

- ✓ *Enter Fiscal Year : 2015
- ✓ *Enter Accounting Period : 5
- ✓ Enter Fund: **0100;0101;0102;0103;0104**

Enter Fund: (optional)

0100...FRK8

Fund	Fund Name
0100	General Fund
0101	Dept Of Corri
0102	Unified Judici
0103	Health-Gener
0104	Public Safety
0106	Medicaid - Ge
0110	Medicaid-GF F
0110	Medicaid-Gf P

0100
0101
0102
0103
0104

January 27, 2015 4:31:18 PM GMT-06:00

* Required prompts

OK Cancel

Viewing a Report - Results

Report ID : FIN-AP-0004

Run Date : 1/27/2015

Run Time : 4:29:34 PM

CGI Advantage

Open Items Report - Pre-Encumbrances

Fiscal Year 2015, Accounting Period 5

Cover Page

Parameters and Prompts

Accounting Period	5
Fiscal Year	2015
Fund	0100;0101;0102;0103;0104

Report Description

This Report is a detailed listing of open Pre-Encumbrance documents with a fiscal period cutoff.

Viewing a Report – Results (cont.)

Report ID : FIN-AP-0004		CGI Advantage								Page 5 of 15	
Run Date : 1/27/2015		Open Items Report - Pre-Encumbrances									
Run Time : 4:29:34 PM		Fiscal Year 2015, Accounting Period 5									
Fund	0100 - General Fund										
BSA	- NOT ENTERED										
Document	Document Reference	Document Date	BFY	CL	AL	Dept	Unit	Obj	Vendor Code	Vendor Name	Amount
RQS,009,150000000020		11/11/2014	2015	1	1	009	0000	0201			20,000.00
Total for Document RQS,009,150000000020											20,000.00
RQS,009,150000000023		12/12/2014	2015	1	1	009	0000	0201			1,000.00
Total for Document RQS,009,150000000023											1,000.00
RQS,009,150000000024		12/12/2014	2015	1	1	009	0000	0201			1,000.00
Total for Document RQS,009,150000000024											1,000.00
RQS,009,RR-TEST-1		12/12/2014	2015	1	1	009	0000	0201			1,000.00
Total for Document RQS,009,RR-TEST-1											1,000.00
RQS,013,150000000026		11/19/2014	2015	1	1	013	0001	0906			800.00
Total for Document RQS,013,150000000026											800.00
RQS,015,150000000006		10/27/2014	2015	1	1	015		0805			1,200.00
Total for Document RQS,015,150000000006											1,200.00
RQS,015,150000000007		10/27/2014	2015	1	1	015		0803			2,000.00
Total for Document RQS,015,150000000007											2,000.00
RQS,015,150000000008		10/27/2014	2015	1	1	015		0803			2,000.00

Creating a Report

CGI Advantage

Welcome, Lisa Varden

Procurement | Budgeting | Accounts Receivable | Accounts Payable

Jump to:

STAARS Financial - Contingent IST

- Message Center
- Search
 - Page Search
 - Document Catalog**
 - Report Search
 - infoAdvantage
- History
- Favorites
- Administration

Document Catalog

Create

▼ Document Identifier

Code: Unit:

Dept.: ID:

► User Information

► Document State

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAX	062		1500000068	No	1	New	Final	Submitted	1/30/15	candace.moore	\$500.00	Yes

First Prev Next Last

[Menu](#)

Creating a Report (cont.)

The screenshot shows the SAP Web Intelligence interface. At the top, the SAP logo is on the left, and the user name 'Welcome: Lisa Varden' is on the right. Below the logo, the 'Web Intelligence' tab is active. The main toolbar includes icons for Home, Documents, and various report actions like Track, Drill, Filter Bar, Freeze, and Outline. A 'Universe' dialog box is open in the center, prompting the user to 'Select a universe for the query.' The dialog lists 'Available Universes' with columns for Name, Revision, and Folder. The 'OFIN - Financial Document Catalog' universe is selected. Below the list, there is a 'Help on selected universe:' section with a text area containing details about the OFIN universe. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

Universe

Select a universe for the query.

Available Universes: [Refresh universe list](#)

Name	Revision	Folder
FIN - Procurement Folder	229	@isd-cgiinfoadvnp.state.AL_6400R31001 Finan...
FIN - Procurement Matching Status	238	@isd-cgiinfoadvnp.state.AL_6400R31001 Finan...
FIN - Procurement Post Awards	378	@isd-cgiinfoadvnp.state.AL_6400R31001 Finan...
FIN - Procurement Requisitions	334	@isd-cgiinfoadvnp.state.AL_6400R31001 Finan...
FIN - Revenue Document Chain	265	@isd-cgiinfoadvnp.state.AL_6400R31001 Finan...
FIN - Treasury Accounting	70	@isd-cgiinfoadvnp.state.AL_6400R31001 Finan...
INADV - Execution Statistics	122	@isd-cgiinfoadvnp.state.AL_6400R31001 Finan...
OADM - Document Message	16	@isd-cgiinfoadvnp.state.AL_6400R31001 Finan...
OADM - Security and Workflow	58	@isd-cgiinfoadvnp.state.AL_6400R31001 Finan...
OFIN - Annual Close	10	@isd-cgiinfoadvnp.state.AL_6400R31001 Finan...
OFIN - Data Assurance	31	@isd-cgiinfoadvnp.state.AL_6400R31001 Finan...
OFIN - Financial Document Catalog	119	@isd-cgiinfoadvnp.state.AL_6400R31001 Finan...
OFIN - Roll Lapse Pre-Selection Table	114	@isd-cgiinfoadvnp.state.AL_6400R31001 Finan...
OFIN - VCC and VCM Documents	35	@isd-cgiinfoadvnp.state.AL_6400R31001 Finan...
OPARM - Reporting Parameters	368	@isd-cgiinfoadvnp.state.AL_6400R31001 PB Uni...
OPARM - Reporting Parameters	370	@isd-cgiinfoadvnp.state.AL_6400R31001 Finan...

Help on selected universe:

OFIN - Financial Document Catalog universe enables the reporting of header, vendor, commodity and accounting line objects that are common amongst the document types for all documents in the document catalog against the online application database. The universe is structured into classes for each of the

OK Cancel

Creating a Report (cont.)

The screenshot displays the 'Query Panel' interface with the following components:

- Universe outline:** A tree view on the left showing a 'Document catalog' with folders for 'Document Identification', 'Document Header', and 'Document Vendor'. Under 'Document Header', 'Doc Hdr Creation User ID' is selected.
- Result Objects:** A panel on the right containing buttons for 'Doc (Code,Dept,ID)', 'Fund', 'Object', 'Department', 'Doc Hdr Creation Date', 'Doc Hdr Creation User ID', 'Doc Hdr Actual Amt', 'Doc Vend Vendor Code', and 'Doc Vend Legal Name'.
- Query Filters:** A section with three filter rules:
 - Doc Code: In List, GAX
 - Doc Hdr Creation Date: Greater than or Equal to, Enter value(s) for Doc Hdr Cre
 - Doc Hdr Creation User ID: In List, candace.moore
- Data Preview:** A table at the bottom showing the results of the query.

Doc (Code,Dept,ID)	Fund	Object	Department	Doc Hdr Cre
GAX,062,1500000068	0349	1102	062	02/02/2
GAX,062,1500000070	0349	1102	062	02/02/2
GAX,062,1500000075				02/03/2
GAX,062,1500000076	0349	1102	062	02/03/2

Creating a Report (cont.)

The screenshot shows a 'Prompts' dialog box with a 'Prompts Summary' pane on the left and a date selection area on the right. The summary pane contains a single entry: a green checkmark followed by the text '*Enter value(s) for Doc Hdr Creation Date 2/2/2015 12:'. The right pane is titled 'Enter value(s) for Doc Hdr Creation Date' and features a text input field containing '2/2/2015 12:00:00 AM'. Below the input field is a calendar for February 2015. The calendar has a header row with days of the week (S, M, T, W, T, F, S) and a grid of dates from 1 to 28. The date '2' is highlighted with a blue selection box. A 'Today' button is located at the bottom of the calendar. At the bottom of the dialog box, there is a legend '* Required prompts' and two buttons: 'OK' and 'Cancel'.

Prompts

Prompts Summary

✓ *Enter value(s) for Doc Hdr Creation Date 2/2/2015 12:

Enter value(s) for Doc Hdr Creation Date

2/2/2015 12:00:00 AM

February 2015

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

Today

* Required prompts

OK Cancel

Creating a Report (cont.)

The screenshot displays a software interface for creating reports. The main window shows a report titled "GAX Documents created by candace.moore for week starting 2/2/2015 12:00:00 AM". The report contains a table with the following data:

Doc (Code,Dept,ID)	Fund	Object	Department	Creation Date	Actual Amt	Vendor Code	Vend Legal Name
GAX,062,1500000068	0349	1102	062	02/02/2015	\$500.00	VC000004990	WRIGHT EXPRESS FINANCIAL SERV
GAX,062,1500000070	0349	1102	062	02/02/2015	\$300.00	VC000001693	ROYAL OFFICE EQUIPMENT
GAX,062,1500000075				02/03/2015	\$0.00		
GAX,062,1500000076	0349	1102	062	02/03/2015	\$300.00	VC000001693	ROYAL OFFICE EQUIPMENT

The interface includes a menu bar with options like File, Properties, Report Elements, Formatting, Data Access, Analysis, and Page Setup. A toolbar below the menu bar contains icons for various report elements and tools. On the left, an "Available Objects" pane lists fields such as Department, Doc (Code,Dept,ID), Doc Hdr Creation Date, and Vendor Code. The main report area is currently in "Design" mode.

Printing a Report

The screenshot shows a report viewer interface with a menu bar (File, Properties, Report Elements, Formatting, Data Access, Analysis, Page Setup) and a toolbar. A red box highlights the 'Print (Ctrl+P)' button in the toolbar. Below the toolbar, the report content is displayed, including a title and a table of document data.

GAX Documents created by candace.moore for week starting 2/2/2015 12:00:00 AM

Doc (Code,Dept,ID)	Fund	Object	Department	Creation Date	Actual Amt	Vendor Code	Vend Legal Name
GAX,062,1500000068	0349	1102	062	02/02/2015	\$500.00	VC000004990	WRIGHT EXPRESS FINANCIAL SERV
GAX,062,1500000070	0349	1102	062	02/02/2015	\$300.00	VC000001693	ROYAL OFFICE EQUIPMENT
GAX,062,1500000075				02/03/2015	\$0.00		
GAX,062,1500000076	0349	1102	062	02/03/2015	\$300.00	VC000001693	ROYAL OFFICE EQUIPMENT

The screenshot shows a Firefox dialog box titled "Opening GAX_Documents_OFIN_v2.pdf". The dialog contains the following text:

You have chosen to open:
GAX_Documents_OFIN_v2.pdf
which is: Adobe Acrobat Document
from: <http://isd-cgiadvnp.state.al>

What should Firefox do with this file?

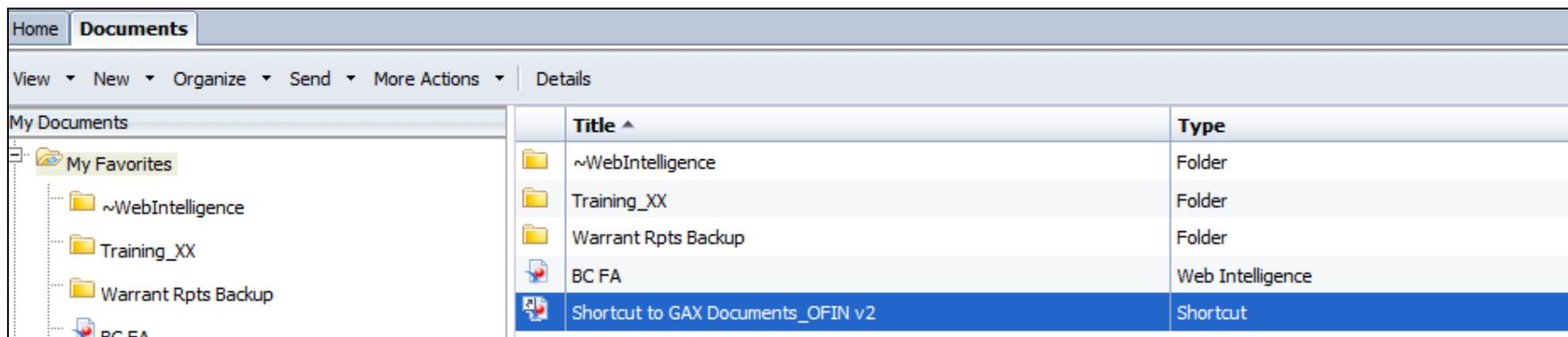
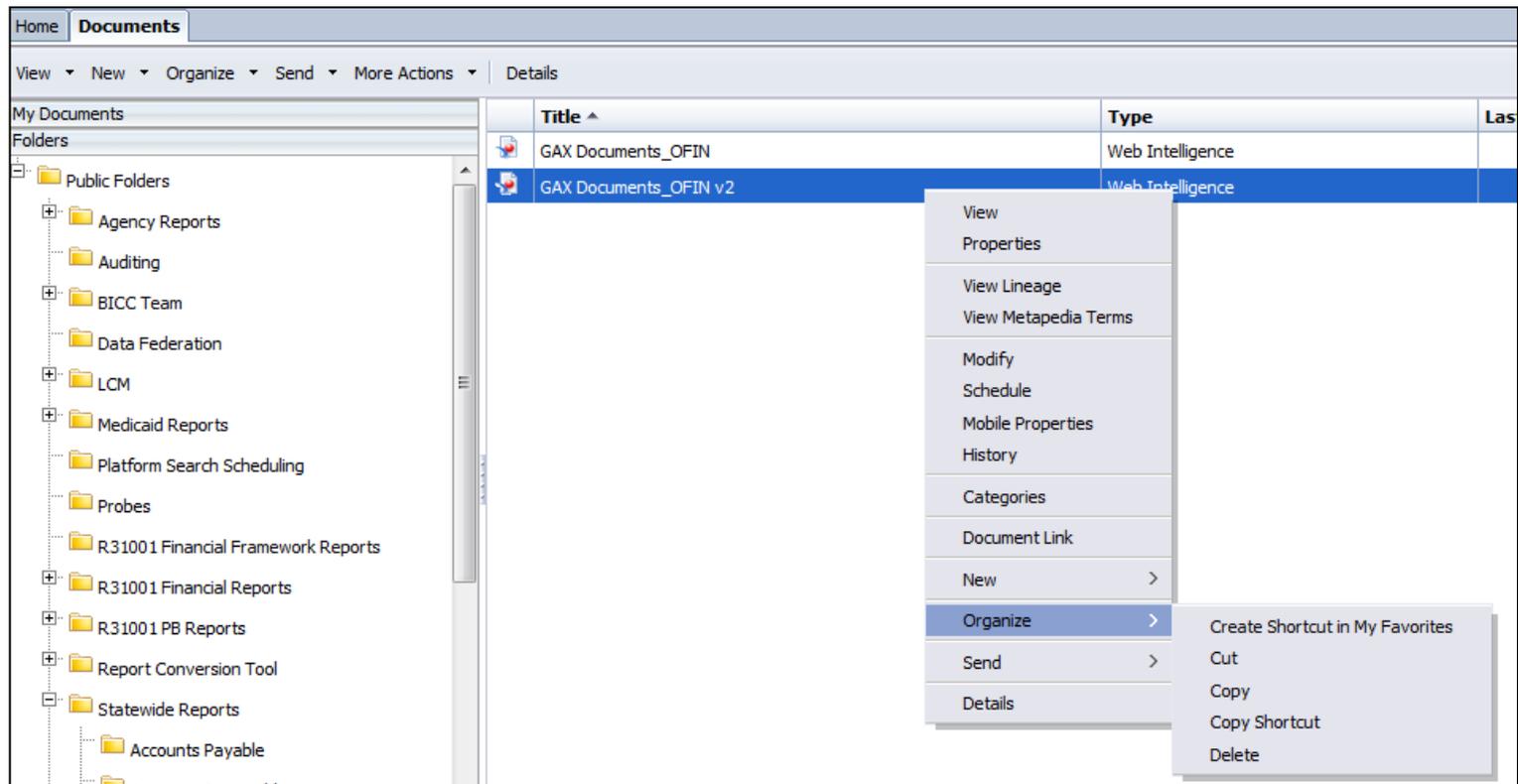
Open with: Adobe Reader (default) [dropdown arrow]

Save File

Do this automatically for files like this from now on.

Buttons: OK, Cancel

Creating a Shortcut



Agency Next Steps

- Track 1
 - Wrapping up last infoAdvantage universe training with advanced workshop TBD
 - Agencies to train their report teams
 - Develop reports in IST environment
 - Test reports during UAT
- Track 3 Agencies will be given access to Advantage so they can access infoAdvantage for statewide reports

User Acceptance Testing

STAARS



User Acceptance Testing

What is UAT?

- Testing Performed by Actual End Users
- Consists of Tests That Simulate How We Perform Our Jobs
- Testing of Entire Processes
 - Requisition -> PO -> Payment -> Warrant
 - Agency, Comptroller, Budget, State Purchasing
- Includes Nightly Processing, Interfaces, Reports, Forms, Roles

User Acceptance Testing

Who Participates?

- Only Testing Track 1 (Financials and Procurement) and Track 2 (Budget)
- Track 1: Applies to the 21 Agencies for Financials and Procurement
- Track 1: Agency Liaison Managers and Agency Test Leads Identify Agency Testers
- Track 2: Applies to EBO Selected Agencies

User Acceptance Testing

UAT Objectives/Benefits

- Validates the System to Ensure Readiness
 - Does the System Meet Our Requirements?
- First Priority is to Ensure it Meets Our Needs
 - How it Meets Our Needs is Secondary
- Ensures the System is Reliable and Stable
- Prepares End Users
 - Gives Users Experience with the New System
 - Serves as Training

User Acceptance Testing

UAT Responsibilities

- Agency Test Leads
 - Coordinate Agency Testing: Ensure all Areas Tested
 - Check List Provided by Project Team
 - Agency Unique Areas Should be Considered
 - Report Status of Completed Tests Using Check List
 - Report Issues Using Issue Reporting Tool
- Testers: Report Issues to Test Leads

User Acceptance Testing

Project Team Support

- UAT Team
 - Coordinate Statewide Testing
 - Manage Testing Facilities
 - Ensure Issues are Being Resolved
 - Communication
- UAT Support Team
 - Records Requests for Support / Questions
 - Ensures Prompt Response
- Project Team Subject Matter Experts
 - Support Agencies at Testing Facilities

User Acceptance Testing Recommendations

- Get Started Immediately
 - Testing Window: February Through June
- Reserve a Test Facility
 - Gets Testers Out of Work Place to Focus on Testing
 - Supports Coordination of Testing Processes
 - Support More Readily Available
- Report Issues Immediately

Questions

