

STAARS Business Process Sessions for Managers of Track 3 Agencies

August 23, 2016, 8:30 – 4:15

Schedule of presentations (please note that times are approximate)

Time (APPROXIMATE)	Topic	Presenter	Support	Details
8:30	Internal Controls	Trey Miller	N/A	Agency security admin: understanding roles and responsibilities for maintaining users, roles, and decentralized data in STAARS
8:45				Authority: signature authority implications, users authorized to request certain WF changes
9:00				Researching security role information, security access, existing workflow rules, workflow roles and conditions
9:15				Demo: STAARS administration
9:30				Thinking about your data flow: from satellite offices to central, scanned item storage, internal requests for data, security updates
9:45				Q&A
9:55-10:00				5 Minute Break
10:00	Procurement	Jonathan Cramer	State Purchasing	Understanding new procurement documents and concepts like RQN vs. RQS vs. RQM, RQSSM1 & POSM1, MAOP1, and Procurement Types
10:15				Planning for Procurement in STAARS: document flow and COA needed at RQ, payments against agreements, printing
10:30				Policy updates: Commodity-Object agreement, purchases under \$1000.00
10:45	AP	Lilli Agel	Comptroller's Office	Understanding the AP documents and when to use each; and AP concepts like disbursement categories, DISCIV table, policy updates, and testing tips
11:00	GA	Lilli Agel	Comptroller's Office	Understanding new general accounting documents like JV types, ITI/ITA, common event types and posting codes; and new concepts like closing accounting periods and fiscal years
11:25-11:30	5 Minute Break			
11:30	Professional Services	Rani Ramahi	Comptroller's Office	Understanding professional services documents like RFP, SR, EV/EVT, MAP1 (and clones), DOP1 (and clones), ISA/ISE
11:45				Security and approval roles, document attachment, assembly and posting to VSS/RFP database
12:00	BREAK			

Time (APPROXIMATE)	Topic	Presenter	Support	Details
1:00-1:55	Internal Controls	Trey Miller	N/A	Agency security admin: understanding roles and responsibilities for maintaining users, roles, and decentralized data in STAARS
				Authority: signature authority implications, users authorized to request certain WF changes
				Researching security role information, security access, existing workflow rules, workflow roles and conditions
				Demo: STAARS administration
				Thinking about your data flow: from satellite offices to central, scanned item storage, internal requests for data, security updates
				Q&A
1:55-2:00	5 Minute Break			
2:15-2:45	Procurement	Jonathan Cramer	State Purchasing	Understanding new procurement documents and concepts like RQN vs. RQS vs. RQM, RQSSM1 & POSM1, MAOP1, and Procurement Types
				Planning for Procurement in STAARS: document flow and COA needed at RQ, payments against agreements, printing
				Policy updates: Commodity-Object agreement, purchases under \$1000.00
3:00	AP	Lilli Agel	Comptroller's Office	Understanding the AP documents and when to use each; and AP concepts like disbursement categories, DISCIV table, policy updates, and testing tips
3:15	GA	Lilli Agel	Comptroller's Office	Understanding new general accounting documents like JV types, ITI/ITA, common event types and posting codes; and new concepts like closing accounting periods and fiscal years
3:40-3:45	5 Minute Break			
3:45	Professional Services	Rani Ramahi	Comptroller's Office	Understanding professional services documents like RFP, SR, EV/EVT, MAP1 (and clones), DOP1 (and clones), ISA/ISE
				Security and approval roles, document attachment, assembly and posting to VSS/RFP database
4:15	PROGRAM ENDS			