I/3 Project Presentation to

Administration and Regulation Appropriations Subcommittee

February 3, 2004

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What is I/3?
(Integrated Information for Iowa)

- I/3 replaces antiquated administrative systems that no longer meet our needs

- Budget, Finance, eProcurement, Human Resouces, Payroll all work together

- Integration provides opportunities to eliminate redundancies, streamline processes, and make overall improvements to government operations

I/3 Implementation Big Picture

	Qtr 4 02	Qtr 1 03	Qtr 2 03	Qtr 3 03	Qtr 4 03	Qtr 1 04	Qtr 2 04	Qtr 3 04	Qtr 4 04	Qtr 1 05	Qtr 2 05

Phase I
Budget
Data Warehouse

Parallel December 2003!

Department entry spring 2004

Phase II
Finance
eProcurement
Data Warehouse

Live April 2004!

Additional functionality Summer 2004

Phase III
Human Resources
Payroll
Data Warehouse

Live Spring 2005!

I/3 was funded to

- Make it easier to get information about state government

- Ensure information is accurate and complete

- Increase state government's accountability

- More effectively manage available resources
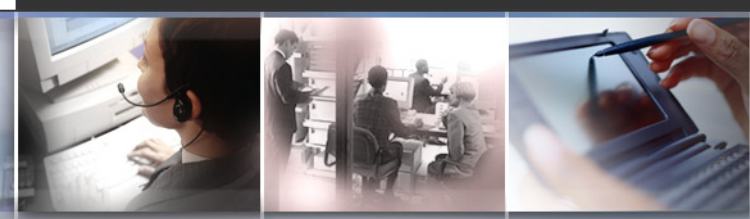
- Streamline and improve business processes

- Budget (Live – Spring 2004)

  Delivers the elements needed for budget formulation, performance measurement, analysis, and reporting

- Finance (Live - 04/04)

  Addresses a wide range of government financial management functions, including general accounting, budget control, accounts receivable, accounts payable, cost accounting, and fixed assets

- Electronic Purchasing (Live - 04/04)

    Seamlessly manages the entire procurement cycle with an electronic, simplified process

- Data Warehouse (Live – Spring 2004)

    Centralized storage and retrieval of State administrative data

- Human Resources/Payroll (Live – Spring 2005)

    Provides the important business functions in recruiting, managing, and paying employees

- Web based application

- Timely information

- Supports "paperless" processes

- Consolidated administrative functions (Accounting, Budget, Payroll)

I/3 Budget

```
BFIN 04001297J42          TB1      R                              CONT.
BU/F NAME: AGING PROGRAMS                 ORG NAME:
PERF MEASURE PERCENTS   1) XXX XXX XXXX 000.0% 2) XXX XXX XXXX 000.0%   MORE X


                        TYPE      ACCT-REF       DEPT FY 05
        RESOURCES
          APPROP        05    J42 A              2,699,770
          FED SUPP      20    201               18,311,521
          INTRA STATE   20    204                7,987,306
          FEES, LIC     20    401                   34,000
          REF & REIM    20    501                   73,800
            TOTAL RES                            29,106,397
        DISPOSITION
          (FTE POS.)                           (    26.75)
          PERS SERV     66    101                1,734,399
          PERS TRV IN   66    202                  139,092
          PERS TRV OUT  66    205                   32,468
          OFF SUPPLY    66    301                  120,168
          OTHER SUPPLY  66    308                      235

BU RECAP DATA


PF1=HELP  PF2=MENU  PF3=ADD   PF4=BFIN  PF5=BPER  PF6=BFED
PF7=BPTY  PF8=BMOV  PF9=BDES  PF10=BCAT PF11=NEXT PF12=MEMORY CLEAR=END PF __
```

![Integrated Information for Iowa logo]

Instance Code: 2856000 > Budget Lines

Edit Budget Instance

Budget Lines

Document Attachments

ℹ Please enter budget details and then click on Update. After all lines are updated, click on Budget Instance to Save all the lines.

Static Fields

Layout Code: BASE   Layout Type: Generic   Instance Code: 2856000   Stage: 02

💾 Update   🔄 Refresh   📊 Zero Out

📄 New   📋 Copy   🗑 Delete   📑 Itemize   Display All ▾ Items   View as CSV

☐	Line	Fund	Ag/Org	Approp	Federal Catalog Number	Budget Object		Job Class	Y1BSDEPT1	YEAR 1	Y1BSLEGBUD	Justificati Text
☐	1	0001	2856000	0I78	0	FTE	S	95002	1		1	
☐	2	0001	2856000	0I78	0	101	E	99001	-107,169		-107,169	
☐	3	0001	2856000	0I78	0	101	E	99025	2,500		2,500	
☐	4	0001	2856000	0I78	0	101	E	99053	25,621		25,621	
☐	5	0001	2856000	0I78	0	101	E	00306	38,817		38,817	
☐	6	0001	2856000	0I78	0	FTE	S	00306	1		1	
☐	7	0001	2856000	0I78	0	101	E	00311	57,118		57,118	
☐	8	0001	2856000	0I78	0	FTE	S	00311	1		1	
☐	9	0001	2856000	0I78	0	101	E	00772	58,124		58,124	
☐	10	0001	2856000	0I78	0	FTE	S	00772	1		1	

- ## Traditional Budget Data with Descriptions and Statute references.

Advantage Budget Managment > Reference Data > Dimensions > Fund Maintenance > Edit Fund

Edit Fund

This page allows you to edit the current Dimension's information. Click 'Save' when you are ready to

[Save] [Copy]

Expand All Collapse All

▽*Dimension Information*

*Code:	0631	Active:	☑
Name:	LIQUOR CONTROL ACT	Postable:	☑
*Security Organization:	212	*Usage:	Either
Short Name:	LIQUOR CONT	Fund Display:	
*Description:	(Ch 123.53 of the Iowa Code) Direct receipts generated from the sale of beverages,	Responsible Agency:	212 - Commerce: ABD
Fund Justification:		*Function 2:	DEFAULT
		*Function 3:	DEFAULT

Report Id:	SCHEDULE 1		STATE OF IOWA		Page: 1 of 1
System:	I/3 BUDGET		RANKING SCHEDULE		Run Date: 2/3/2004
					Run Time: 11:28:38 AM

Special Department: 460SD   HUMAN SERVICES, DEPARTMENT OF
Fund: 0001   GENERAL FUND
Department: 404   HUMAN SERVICES - TOLEDO JUVENILE HOME
Appropriation: 0M20   TOLEDO JUVENILE HOME

Gov Rank	Budget Form	Description	FY 2005 Department Request Expenditure FTE	General Fund Other Fund	FY 2005 Governors Recommended Expenditure FTE	General Fund Other Fund
Base		To provide a full range of residential treatment services for 58 youth in four cottages.	5,554,307	4,448,698	5,554,307	4,448,698
			97.91		97.91	
Packages						
1	RESTORATION	To provide restoration package.	1,489,516	1,489,516	1,489,516	1,489,516
			32.63		32.63	
2	RESTORATION	To provide funding for Bull systems.	110,000	110,000		
3	RESTORATION	Restore funding for FY 04 salary adjustment equal to the current level.			103,052	103,052
Total Expenditures / General Fund Appropriation:			7,153,823	6,068,214	7,146,875	6,061,266
Total FTE / Other Fund Appropriation:			130.54		130.54	

Estimated FY 2003-2004		
Expenditures / General Fund Appropriation:	7,094,040	6,061,266
FTE / Other Fund Appropriation:	130.50	

Page 1

Performance Measures

- Ability to search for performance measures on activities in State gov't

Advantage Budget Managment > Reference Data > Performance Budgeting > Performance Measures

Performance Measures Maintenance

[i] A Performance Measure can be used during the budget cycle to capture long term strategic plan.

Code: [   ]   Name: [*health*   ]   🌐 Search

[🗋 New]   [📄 Edit]   [🗑 Delete]   [💾 Save]   Display [50 ▼] Items   View as CSV

☐	Code	Name
☐	005_67111_001	Percent of counties covered under at least 1 health plan
☐	216_61300_001	Senior Health Insurnace
☐	379_13_502	Rating of Iowa on quality health care and housing
☐	379_13_902	% safe, healthy, successful youth
☐	427_07403_002	Moneys received for health care facility residents
☐	427_61403_002	Moneys Received for Health Care Facility Residents
☐	427_61_591	Health care facilities with second visits
☐	429_61_820	Racing animals inspected for health and fitness
☐	542_61112_001	Public DrinkingWater Systems Meeting Health-Based Standards
☐	588_10100_003	HOPES-HFI health care coverage

Core Function:	55 - Public Broadcast and Telecommunications
Core Function Definition:	Provides public television and other media services and integrates private and public telecommunications capabilities to produce cost effective finished services to support education, medical, judicial and government and enrich people's lives. Activities may include programming; video creation; digital educational opportunities; network management, data management, and asset management.
Agency:	285 - Education, Iowa Public TV

SPA / Performance Measure	Fund	Funding Source	Actuals FY 03 ($)	Act. Target	Est FY 04 ($)	Est. Target	Dept Req FY 05 ($)	Dept. Target	Gov Rec FY 05 ($)	Gov. Target
Programming & Production										
Distinct number of viewers that use IPTV's broadcast service a week.	0001	GF Apps.	$899,277	930,000	$922,687	980,000	$1,022,687	1,000,000		
		Other Funds	$3,741,531		$3,950,000		$4,000,000			
		Receipts	$506,238		$404,298		$450,000			
		Activity Total:	$5,147,046	930,000	$5,276,985	980,000	$5,472,687	1,000,000		
		FTE:	34.50		39.00		39.00			
Content Distribution, Delivery & Support										
Percentage of time transmitters are on air.	0001	GF Apps.	$3,143,274	99.17%	$3,310,471	99.20%	$3,611,336	99.50%		
		Receipts	$232,289		$277,500		$275,000			
		Activity Total:	$3,375,563	99.17%	$3,587,971	99.20%	$3,886,336	99.50%		
		FTE:	22.50		23.00		25.00			
Agency 285 Total:										
		GF Apps.	$4,042,551		$4,233,158		$4,634,023			
		Other Funds	$3,741,531		$3,950,000		$4,000,000			
		Receipts	$738,527		$681,798		$725,000			
		Activity Total:	$8,522,609		$8,864,956		$9,359,023			
		FTE:	57.00		62.00		64.00			
Core Function 55 Total:										
		GF Apps.	$4,042,551		$4,233,158		$4,634,023			
		Other Funds	$3,741,531		$3,950,000		$4,000,000			
		Receipts	$738,527		$681,798		$725,000			
		Activity Total:	$8,522,609		$8,864,956		$9,359,023			
		FTE:	57.00		62.00		64.00			

I/3 eProcurement

Current Process

Paper, paper, paper

Re-enter and redo

Manual tracking

Lack of feedback

I/3 Process

Virtual filing folder of electronic forms and attachments

Carry-forward

Automated electronic routing and approval

Milestones and alerts

Performance management

Real-time information

Entire history on system

Ad hoc electronic reporting

Request to purchase

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AMS ADVANTAGE - Microsoft Internet Explorer provided by AMS

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AMSADVANTAGE

Personalize | Home | Help | Logout

Welcome, Gary Wang

Application Administration | Approval Administration | Security Administration | Procure DGS Admin | Procure Agency Admin | Procure Manager ▶

ADV31 I3 Main Env

▶ Message Center

▼ Search

  Page Search

  Document Catalog

  Report Search

▶ History

▶ Favorites

▶ Administration

I3FINDB - Main Prototype DB

Expense Budget

Quick Search

BFY	Fund	Department	Unit	Appr Unit	Obj Class	Name
2003 0198	285		IDTV	I73	501	2003-0198-285-IDTV-I73-501

First Prev Next Last

Search

▼ **Budget Actuals**

Purchase Reservations	$0.00	Uncommitted	$782,997.00
Pre-Encumbered	$0.00	Unobligated	$782,997.00
Encumbered	$6,001.00	Unexpended Cash	$788,998.00
Accrued Expenses	$0.00	Unexpended Accrued	$788,998.00
Cash Expenses	$11,002.00		
Actual Expenses	$11,002.00		

▶ **Budget Amounts**

▶ **General Information**

Top

Modified Budget Line Controls   Expense Summary Level

Purchase order encumbers funds in expense budget

🌐 Internet

Document View
- ✓ Header
  - General Information
  - Payee
  - Extended Description
  - Document Information
  - Vendor
  - Accounting Distribution
  - Commodity
  - Accounting
  - Posting
- **Document History**
- **Document Reference**
- **Future Triggering**

PRC - 285 -

1 - New Pending

Action Menu

▼ *General Information*

Document Name :

Record Date :

Budget FY : 2004

Fiscal Year :

Period :

Bank Account :

P-Card Payment : ☐

P-Card Administrator :

Document Description : Payment for transmitter

Actual Amount : $6,001.00
Retainage Amount (-) : $0.00
Discount Amount (-) : $0.00
Penalty/Interest Amount (+) : $0.00
Withheld Amount (-) : $0.00
Intercept Amount (-) : $0.00
Use Tax Withheld (-) : $0.00
Payment Amount (=) : $6,001.00
Outstanding Amount : $6,001.00
Closed Amount : $0.00
Closed Date :

▶ *Payee*
▶ *Extended Description*
▶ *Document Information*

Top

⚠ 1/1 : Apply approval for level 2

Worklist

Review and approval worklist

Select Worklist : [INSTRUCTOR ▼]

Level : [▼]

Code : [_____] ▶

Dept. : [_____]

ID : [_____]

Browse Clear

Approval actions

Action
Approve
Unapprove
Reject
Reject All
Reassign
Take Task
Return Task
Manual Route
Bypass Approvals
Track Work In Progress

	Level	Code	Dept.	ID	Date	Reason	Comment
☐	2	GAX	ERP	TERRY01	2/2/2004 2:39:07 PM	Apply approval	Requires approval. Please review & approve or reject
☐	2	GAX	ERP	DEIRDRE01	2/2/2004 2:41:08 PM	Apply approval	Requires approval. Please review & approve or reject
☐	2	GAX	444	020204000000000059	2/2/2004 2:42:16 PM	Apply approval	Requires approval. Please review & approve or reject
☐	2	GAX	ERP	SHIRLEYRECTOR01	2/2/2004 2:43:32 PM	Apply approval	Requires approval. Please review & approve or reject
☐	2	GAX	ERP	RITA01	2/2/2004 2:43:40 PM	Apply approval	Requires approval. Please review & approve or reject
☐	2	GAX	ERP	LISA012	2/2/2004 2:43:44 PM	Apply approval	Requires approval. Please review & approve or reject
☐	2	GAX	ERP	<MARY COSTANZO>01	2/2/2004 2:44:08 PM	Apply approval	Requires approval. Please review & approve or reject
☐	2	GAX	ERP	JIM	2/2/2004 2:44:21 PM	Apply approval	Requires approval. Please review & approve or reject
☐	2	GAX	ERP	MIKE01	2/2/2004 2:44:21 PM	Apply approval	Requires approval. Please review & approve or reject
☐	2	GAX	ERP	DON GILSON	2/2/2004 2:44:35 PM	Apply approval	Requires approval. Please review & approve or reject

First Prev Next Last   Approve Reject Take Task Return Task   Refresh

Links to open documents

I/3 Finance

Drill down to Encumbered

Select a document

I/3 Data Warehouse

State accounting staff spend 1 day per month sorting and distributing monthly reports

I/3 "Stack" of Reports

AMS ADVANTAGE

Upload   ☑ Delete   Search for: [   ]   Refresh List   Expand

Home
Shared Documents
Personal Documents
Inbox Documents
Create Documents
Search
Options
Logout

Categories: [All categories ▼]   **11** available documents This list was last refreshed: **Sep 10 2003 14:30:21**

Type	Name	From	Date	Size
	292 - Operational CR List	Administrator	Jul 10 2003 16:46:20	14 K
	300 - Appropriation Balances by Department	mramelb	Jul 11 2003 12:14:12	17 K
	300 - Cash Balances by Department	mramelb	Jul 11 2003 12:27:14	69 K
	56 - Cash Balances by Fund, Fund Type	Administrator	Jul 10 2003 14:17:44	48 K
	Financial Status Report 96 Appr Final	Administrator	Sep 10 2003 14:29:09	148 K
	Financial Status Report 96 Unit Final	Administrator	Sep 10 2003 14:29:09	157 K
	Financial Status Report Detail Appr	Administrator	Sep 10 2003 14:29:09	168 K
	Financial Status Report Detail Unit	Administrator	Sep 10 2003 14:29:09	164 K
	KSx - Appropriation Balances by Department	Administrator	Jun 12 2003 11:11:25	17 K
	KSx - Cash Balances by Department	Administrator	Jun 12 2003 11:14:14	14 K
	x - Event Type and Event Requirements Matrix (2)	mramelb	Jun 27 2003 09:23:44	88 K

User Selects Desired Report

I/3 Electronic "Standard" Report

Report Id:	XXXXX
System:	XXXXX

STATE OF IOWA
FINANCIAL STATUS REPORT
BUDGET FISCAL YEAR: 2003
FISCAL MONTH: 12 (JUNE)

Fund Name:	0001	General Fund
Department Name:	285	EDUCATION, IOWA PUBLIC TV
Appropriation Name:	I78	Iowa Public Television

Obj/Rev Class	Obj/Rev Class Name	Prior Months (A)	Current Month (B)	Total Year To Date (C=A+B)	Annual Budget (D)	Percent of Budget (E=D/C)
Revenue Collected						
603	Rents & Leases	$0.00	$501.00	$501.00	$0.00	0.000000
Total Revenue Collected:		$0.00	$501.00	$501.00	$0.00	0.000000
Expenditures						
301	Office Supplies	$0.00	$566.95	$566.95	$100,000,000.00	0.000567
501	Equipment	$0.00	$5,999.00	$5,999.00	$100,000,000.00	0.005999
Total Expenditures:		$0.00	$6,565.95	$6,565.95	$200,000,000.00	0.003283
Encumbrances						
301	Office Supplies	$0.00	$216.95	$216.95		
501	Equipment	$0.00	$499.00	$499.00		
Total Encumbrances:		$0.00	$715.95	$715.95		
Pre-Encumbrances						
501	Equipment	$0.00	$0.00	$0.00		
Total Pre-Encumbrances:		$0.00	$0.00	$0.00		
Total Obligations (Exp+Enc):		$0.00	$7,281.90	$7,281.90	$200,000,000.00	0.003641
Total Commitments (Exp+Enc+Pre):		$0.00	$7,281.90	$7,281.90		
Remaining Authority (Rev-Obl):		$0.00	-$6,780.90	-$6,780.90	-$200,000,000.00	0.003390

- Acquired the software and the majority of the hardware needed for implementation

- Built and trained an implementation team

- Completed the Analysis Phase and prepared an implementation plan for Budget, Finance, eProcurement, and Data Warehouse

- Reviewed and redesigned processes

- Recommended Code changes

- Completed training manuals

- Completed training the trainers

- Completed policy changes

- In the process of training departments

- Beginning the HR/payroll/benefits portion of the project

- Complete the Implementation Analysis Phase to determine the functional and technical fit and prepare an implementation "roadmap" for Human Resources, Payroll and Benefits

- Review current administrative processes in this area and identify those that can be improved using the new system

- Analyze issues that must be addressed to make the improvements

- Recommend Code changes if needed

- Training and implementation activities associated with the implementation

FY05 - I/3 Ongoing Support Budget Request

- Implement portions of I/3 that were piloted to a small group: Accounts Receivable, Inventory, Fixed Assets

- Implement other capabilities of the system such as Vendor Self Service in Procurement

- Continue business process redesign centrally as well as assisting departments

- Identify and generate additional reports from the data warehouse

- Provide the staff support from the technical and business areas (subject matter experts)

- Provide funding for the maintenance on hardware, database and software

April 04 **July 04** **Jan 05** **July 05**

Parallel Budget

Imp Financial and Budget

Project
Project Staff
Equipment
AMS

Imp. HR/Payroll

Ongoing I/3

Ongoing
•I/3 Staff
•Equipment
•Software
maintenance

I/3 Budget

Fiscal Year	Project Implementation Budget	Ongoing I/3 Support Budget
FY03	$4,440,000	
FY04	$6,131,075	
FY05	$3,115,116	$2,934,168
FY06		*Note

*Note: I/3 will be considered a utility beginning in FY06. The customer council will begin studying costs and determining rates in March/April 2004 so that departments will be able to incorporate I/3 costs in their FY06 budgets

Expected Benefits

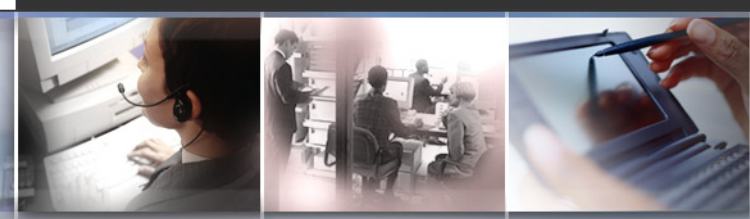**Benefit #1:** Enhanced accountability

Benefit #2: Eliminate redundant systems

Benefit #3: Maximize best practices

Benefit #4: Eliminate paper and save time

Benefit #5: Reduce maintenance and development time

Benefit #6: Reduce or eliminate interfaces

Review of Challenges/Strategies and Actions

- **Gaining agency participation**
  - Advisory group
  - Testing
  - Training
  - Focus groups

- **Improving processes – from a centralized and departmental perspective**
  - Workflow
  - Eliminating forms
  - Policy changes

Challenges/
Strategies and Actions (cont)

- **Provide ongoing support**
  - Staffing to support technical, administrative needs, and agencies
  - Process improvement

- **Elimination of duplicate systems/processes in departments/other authorities/other branches of government**

- **Follow up on "new"capabilities available in I/3 (e.g. Inventory, Accounts Receivable)**

- **Delivering on expected benefits**
  - Statewide use
  - Continued sponsorship by leadership that I/3 will be the "enterprise" state system to contain statewide data for budget, finance, human resources/payroll/benefits