



Mission: Empowering Florida's leaders with the financial information they need to make decisions that affect people's lives.

Message from the Project Director....



A lot has been accomplished since our last newsletter. Project Aspire has received funding for FY06-07, the design for Aspire is complete, and the Project's revised project plan has been finalized to include implementing the Aspire system in four waves beginning in July 2007. As we move forward, the Project's partnerships with stakeholders continues to be a vital component to ensuring Agency readiness for this transition.

Key activities taking place this month are Chart of Accounts (COA) mapping and the collection of Agency configuration data. Completion of these important activities is critical to ensure chartfield values meet Agency needs and that Agency-specific information can be included in system testing. Additionally, the remediation of Agency business systems is a primary focus. The majority of Agency systems will need to be remediated by December to be included in User Acceptance Testing (UAT) which will begin in January.

As the timeline for implementing Aspire fast approaches, I'd like to thank you for your continued support and participation. Collaboration between the Project team and Aspire stakeholders will undoubtedly continue to be a key factor for achieving success!

Herb

Draft Wave Rollout Schedule

The Aspire system will be rolled out to state Agencies across four waves occurring in: July '07, October '07, December '07, and March '08. A schedule depicting draft Agency wave assignments is currently being vetted with Agency representatives and will be finalized in June.

Steps taken to develop the draft schedule included:

- Reviewing the original "6 wave" rollout schedule
- Considering Agency dependencies from the previous schedule
- Validating training requirements
- Determining Project and Agency criteria
- Validating Agency criteria

Wave 1	Wave 2	Wave 3	Wave 4
07/02/07	10/01/07	12/01/07	03/01/08
DCA	Citrus	AHCA	DOH
DFS	DEP	APD	DOT
DJJ	DLA	AWI	
DMA	DOC	DACS	
DOAH	DVA	DBPR	
DOEA	FDLE	DCF	
DOL	FPC	DMS	
DOS	HSMV	DOE	
FSDB	LEG/AG	DOR	
FWC	PSC	EOG	
SBA		JAC	
SCS			

Feature Articles

Agency Business System Remediation

Agency business system remediation continues to be a hot topic and a critical activity for stakeholders. Project Aspire will conduct end-to-end testing for Agency business system interfaces during User Acceptance Testing (UAT) scheduled for January through March 2007. With less than eight months to go before UAT begins, diligent action is necessary to ensure Agency readiness in this area.

To support Agency efforts, Project Aspire has designated Agency Integration Manager Don Northam to be the primary resource and liaison between the Project and its stakeholders for remediation issues. Don is currently working with the Aspire Integration Management Council (IMC) to identify specific items that Agencies need from the Project to support their remediation efforts. Additionally, Don has plans underway to begin weekly meetings with Agency subject matter experts to continue to address Agency questions and information needs.

As Agencies continue dialogue and move forward with their remediation plans, they are encouraged to include Don Northam as their resource for information and liaison to the Project Aspire team. Don can be reached at 413-3552 or don.northam@fldfs.com.

Interface Operations Guides

Interface Operations Guides (IOGs) contain the “interface specific” information required for Agencies to integrate with the Aspire system. An IOG is created for each interface and communicates two types of information:

- **Programming/Remediation** - File/record layouts and field descriptions;
- **Operational** – Load errors descriptions, processing schedules, file names, points of contact.

IOGs are the official source for file/record layouts in lieu of Aspire functional specifications. However functional specifications can be referenced and analyzed along with the IOGs to provide an understanding of the data structure and how the associated data will be used in Aspire.

IOGs, including updated versions, are available in the Interface Developers Kit located [\[Here\]](#) on the Aspire website. If you have questions or feedback, please email the Project Aspire Team via the Aspire In-Box at Aspire_Inbox@fldfs.com.

Enterprise Policies and Procedures

The Department of Financial Services’ Division of Accounting and Auditing has published four new drafts of enterprise policies for review by agencies:

- [Pass Through Federal Financial Assistance in Aspire](#)
- [Pass Through Federal Financial Assistance During Transition](#)
- [Mandatory Direct Deposit for Employees](#)
- [Direct Deposit for Vendors](#)



These policies are scheduled to take affect when an Agency goes live on Aspire. Agencies that wish to provide feedback relating to these draft policies can submit a Policy Impact Statement to the Division of Accounting and Auditing via email at financialmanagement@fldfs.com or by fax to (850) 413-5547. The deadline for submitting impact statements is May 31st.

To view all draft policies, the process for approving the policies, and the Impact Statement form, please visit the Aspire website at http://aspire.dfs.state.fl.us/Draft_DFS_Enterprise_Policies_and_Procedures/.

Events

Configuration Workshops

Agency representatives and Project Aspire staff began meeting this month to collect Agency configuration data. This information will be used to determine how business units are configured in Aspire to meet Agency needs, as well as System and User Acceptance Testing (UAT). A workshop is being presented for each module: Projects & Grants, Record to Report, Procure to Pay, Asset Management, and Accounts Receivable. Topics covered include a high level overview of the Aspire module, an explanation of configuration, and the verification and completion of all Agency configuration data. Workshops will continue through mid June.



Chart of Accounts Mapping

Agency Advocates are working diligently with their Agencies to complete Chart of Accounts (COA) mapping. The purpose of this activity is to establish new Aspire chartfield values and to map FLAIR values to Aspire. This information will be used for the configuration of Aspire and in Conversion Testing. The mapping of the Account and Alternate Account chartfields is complete. Advocates have begun mapping values for the remaining chartfields including Organization, Project, Location, and Agency Specific Chartfields 1 and 2 which are scheduled for completion at the end of May. The COA structure is available on the Aspire website at http://aspire.dfs.state.fl.us/Project_Documentation/docs/Chart_of_Accounts_Spiderweb.pdf.

Salary Detail / Labor Redistribution Workshops (ADML 31)

These workshops will be held on June 13 and 14 in Room 148 of the Betty Easley Center.



Morning Session: Salary Detail Workshop

This workshop will provide a high level view of how Payroll will be processed in Aspire. This session will be beneficial for all those who are involved in payroll processing in any area related to budget, FLAIR or PeopleFirst. The functional specifications that will be referenced in this workshop include ADML 31, ADML 1764, ADML 1765, and ADML 33. Attendees are asked to have read ADML 31 prior to attending the workshop.

Afternoon Session: Labor Redistribution Workshop

This workshop will review the processes related to labor redistribution. ADML 151 and ADML 1728 will be referenced during this workshop.

If you feel these workshops are of interest to you, please contact your Agency Advocate.

Calendar at a Glance

- May – June:** Configuration Workshops
- June 12:** Executive Committee Meeting, Rm. 303, Forrest Building, 3:00pm – 4:30pm
- June 13 – 14:** Salary Detail Workshop, Rm. 148, Betty Easley Center, Morning Session (Time TBA)
- June 13 – 14:** Labor Redistribution Workshop, Rm. 148, Betty Easley Center, Afternoon Session (Time TBA)

Meeting agendas will be available on the [Aspire website](#).
 Additionally, meeting presentations are available one hour before each meeting.