

DECEMBER, 2016



IL ACTS  
NEWSLETTER





## IL ACTS ERP NEWSLETTER

Program Update, Volume 10, December, 2016

### *Did you know?*

*SAP customers include 87% of the Global Fortune 2000 companies*

*-SAP Corporate Fact Sheet*

## Pilot Agencies **GOLIVE!**



ERP Project team during Go Live weekend and Halloween

On Saturday, October 1, the IL ACTS ERP Program launched SAP in our 4 pilot agencies (IDES, EPA, DVA, and IOC) after months of tireless work from agency and State staff members to make it successful. We are proud to have achieved this milestone in our ERP program and want to thank every person who has contributed to the success so far for the dedication and commitment shown. This is a huge step forward for technology at the State and we want to congratulate everyone on this achievement.

### **What has happened over the past few weeks?**

We've made tremendous progress over the past nine weeks - so far, roughly 180 users have logged in to SAP, over 2,000 payment vouchers have been accepted by SAMS resulting in over \$100 million in disbursements, and close to \$50 million in state assets are being tracked in SAP. As the IL ACTS Program continues we will deploy SAP to other agencies in the State and the benefits will continue to multiply.

During this time, many of the State and Deloitte ERP Program team members were available to support each of the pilot agencies. Often on-site with the agencies, these team members provided significant technical (and at times emotional) support to agency users new to SAP. As issues arose, the teams assisted users and guided them to additional training materials available on the ERP website. Working closely with the agencies during this time has also enabled the ERP Program team to identify future enhancements to the system.

### **What happened over the Go Live weekend?**

On Saturday October 1, our ERP Program team members met the agency staff at their respective locations and began processing transactions in SAP. Any issues experienced were called in or sent in online to the DoIT Help Desk. The Help Desk assigned all issues to the ERP Command Center and a team of State and Deloitte staff worked to resolved them. A big shout out to Liz McComb, IT Service Desk Manager and the entire Help Desk team for providing excellent customer service during the entire post go live timeframe.

Like any major system implementation, this project has brought its own unique blend of challenges and opportunities. As a market leader in Enterprise Solutions, SAP will enable the State of Illinois to adopt best practices in all areas of financial and human capital management. The value of an ERP solution lies in its enterprise-wide integration – this helps achieve a greater focus on analytics, better decision making, robust and accurate business information, and improved financial reporting. This will become more visible as we progress past go live.

We will continue to work with all the agencies to ensure their users can continue to successfully use the system. Please reach out to us with any thoughts or comments and sincere thanks to everyone's hard work!

**We'd love your input! See Page 6 of the Newsletter!**

# Cluster 1A, BIOC/DOR/IEMA now in Development

We're now preparing for Cluster 1A to go live with ERP on April 1, 2017! The following agencies are part of Cluster 1A - Office of the Governor (GOV), Lt. Governor's Office (LTG), Capital Development Board (CDB), Governor's Office of Management and Budget (GOMB), Procurement Policy Board (PPB), Civil Services Commission (CSC), Historic Preservation Agency (HPA), and Inspector General's Office (OIG).

The Illinois Office of the Comptroller (BIOC), Illinois Emergency Management Agency (IEMA), and the Department of Revenue (DOR) are preparing to go-live with ERP on July 1, 2017.

Over the next few weeks and months, users in these agencies will interact with several groups within the ERP program team to help them get ready for the launch. Based on feedback received from the Pilot implementation, the team has modified change management activities and approach to training for future clusters. Below is a general overview of activities, both from a change management perspective and a development perspective.

	Awareness	Understanding	Preparation	Training
<b>Major ERP milestones</b>	<ul style="list-style-type: none"> <li>SAP and Legacy system configuration</li> </ul>	<ul style="list-style-type: none"> <li>Complete the Change Impact Assessment</li> <li>SAP and Legacy system configuration</li> </ul>	<ul style="list-style-type: none"> <li>SAP testing and support</li> </ul>	<ul style="list-style-type: none"> <li>UAT</li> <li>Training</li> </ul>
<b>Change management activities</b>	<ul style="list-style-type: none"> <li>ERP Roadshow – see and interact with the system</li> <li>Change Champion meetings</li> </ul>	<ul style="list-style-type: none"> <li>ERP Brown bag lunches – learn about system functionality</li> <li>Change Impact meetings and discussions</li> <li>Change Champion meetings</li> </ul>	<ul style="list-style-type: none"> <li>ERP Brown bag lunches – learn about system functionality</li> <li>ERP Open houses</li> <li>Super User training</li> <li>Change Champion meetings</li> </ul>	<ul style="list-style-type: none"> <li>Front end user trainings</li> <li>ERP Roadshow – see and interact with the system</li> <li>Admin training</li> <li>Change Champion meetings</li> </ul>

With the start of the new rollout, we encourage those of you in Cluster 1A to become familiar with the training portal, to access training materials, and learn more about system functionality through videos, course hand-outs, and job-aids. Click on the icon on the right to access the portal

Training

Click Here

# Activities for Cluster 1B, 2, and 3

10/1/2018	4/1/2017	7/1/2017	1/1/2018	7/1/2018	1/1/2019
Pilot	Cluster 1A	BIOC/DOR/IEMA	Cluster 1B	Cluster 2	Cluster 3
EPA	GOV CSC	BIOC	HFS	CMS	DOT
DVA	CDB PPB	DOR	DHS	LOT	DOC
IDES	HFA INSG	IEMA	DCFS	DCEO	ISP
LIOC	GOMB		AGE ITT	DPH	SPMB GAA
	LTG		EEC CDD	DNR	SFM VRA
				DFPR	MA DCC
				AGR IPA	LET CHIP
				DOL DOI	DJJ DHH
				ICC PTAB	CJA PRB
				WCC GAM	HRC HRA
				IRB DoIT	
				IAC ELB	
				LRB	

## Overview of cluster distribution

Agencies included in future releases can focus on preparing for the data conversion process, i.e., preparing, collecting, cleaning and knowing their data for the conversion process.

Data cleansing (also known as data cleaning or data scrubbing) is the process of detecting and correcting (and / or removing) inaccurate records from a record set, database table or business file. The process refers to identifying incomplete, incorrect, inaccurate, irrelevant, etc. parts of the data and then replacing, modifying, or deleting "bad data" to ensure that your agency's master file data as well as transactional data is "clean". This process is used in database systems, file management systems and excel-based data storage solutions.

It's important to identify the correct data and business subject matter experts within your agency to own and work closely with the ERP team around data cleansing. This is a key success factor to the overall success of the conversion process as well as to the ERP implementation. Keep this in mind as well; people are the key!

## Early data cleansing allows your team to:



You should be focused on this

- Re-examine existing data and business processes
  - Very beneficial to the agency team since it allows you to remember decisions made years ago around legislative policy and business fulfillment
- Identify and fix or remove "bad data" from your existing systems
  - Improving data early allows the conversion process to operate more efficiently
- Improve the overall quality of your data
  - Having "clean" data will reduce errors that occur during the conversion process and reduce any re-work



# What's new on our website

The September - November time frame has been an extremely busy time as we went live with our Pilot agencies. We've issued weekly bulletins; the interactive newsletter; video blogs and podcast interviews; training posters and of course the Go Live! poster series.

The IL ACTS ERP program team also led the development of expert led training courses and online media, all available to the user at the click of a button.

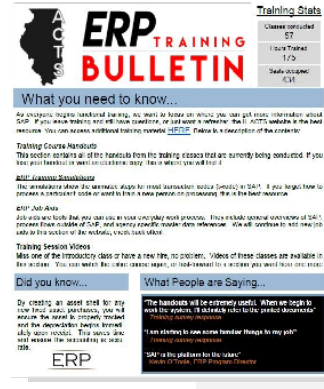
Our latest video is by Tara Kessler. The video runs 15 minutes and features IOC Master Data and Chart of Accounts training.

We're continuously developing more podcasts and videos to share additional information with all the agencies involved in the ERP program.

Users can also read the PDF version of the newsletter or login into IL.gov website to access the interactive newsletter online anytime!

## Coming soon!

New informational podcasts and videos with leaders from Cluster 1A agencies that will be available both online and via the monthly IL ACTS ERP Newsletter!



Click here for Tara Kessler's Master Data and Chart of Accounts program



Click above for the Newsletter Archive

## ERP BENEFITS

- ✓ Improved taxpayer and investor satisfaction due to automation
- ✓ Timely delivery of financial statements and increased compliance with grants requirements
- ✓ Improved financial and procurement process effectiveness due to increased transparency
- ✓ Greater productivity and efficiency by consolidating - 300 legacy IT systems and 120 + redundant processes
- ✓ Easier system maintenance and improved employee morale

Brought to you by the State of Illinois,  
Department of Innovation and Technology, I&T Office  
For more information, visit our website at  
<https://enterpriseweb.illinois.gov/ERP/Program/Default.aspx>  
or send an email to [Statewide.ERP@illinois.gov](mailto:Statewide.ERP@illinois.gov)

**CLICK HERE TO ORDER YOUR  
NEW ERP ACTS POSTERS**



# IL ACTS NEWSLETTER

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## We'd love to hear from you!

- ★ Has someone done something particularly great or helpful recently? Give them a shout-out!

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  - ★ Is someone really taking over SAP and using it well? Nominate them to be the ERP Super User of the Month!

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  - ★ Have you figured out something very helpful within SAP? Share it with the rest of your colleagues!

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  - ★ Let us know about these or any other thing on your mind by emailing us at [Statewide.ERP@Illinois.gov](mailto:Statewide.ERP@Illinois.gov)
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STATE WIDE ERP PROGRAM WEBSITE ACCESS:

[Website](#)