

System Integration Testing 3 (SIT 3) Agency Kickoff





AGENDA

- SIT3 Testing Overview
- Roles and Responsibilities
- Preparing for Scenario Testing
- How to Test
- How to Get Help
- How to Log a Testing Defect
- Testing Schedule
- Questions

SIT3 Testing Overview

Objectives and Scope

Objective:

- Confirms that business processes work as designed across all modules, FRICE-W components, and 3rd party integrated applications.
- Testing with role and data security configuration in place.

Scope:

- Testing of all end-to-end business processes identified by the Luma functional teams.
- Execution of completed forms, reports, interfaces, data conversions and workflows.
- Simulation of a production business environment.

Phase 1 Luma Project Calendar

Project Parts	Jan '22	Feb '22	Mar '22	Apr '22	May '22	Jun '22	Jul '22	Aug '22	Sep '22	Oct '22	Nov '22	Dec '22	Jan '23	Feb - Jun '23
Phase 1	Validate					Deploy		Support					Support	
Testing	SIT 3													
Testing			User Acceptance Testing (UAT)											
Training	Training Development			End Users Trained										
Go Live					Cutover Tasks THEN Go Live			Deloitte (D) Support					State Operations	

We Are Here!

SIT 3		
	Start Date	End Date
Planning	10/4/2021	12/31/2021
Setup	11/8/2021	1/3/2022
Execution and Remediation	1/3/2022	3/11/2022
Scenario Testing	1/24/2022	3/11/2022

Breakdown of SIT 3 Execution

FRICE-W Testing

First 3 weeks: (Jan 3 – Jan 21)

- FRICE-W: Conversion/Inbound interfaces

Last 7 weeks: (Jan 24 – Mar 11)

- FRICE-W: Workflows/approvals

Last 2 weeks: (Feb 28 – Mar 11)

- FRICE-W: Outbound/Reports

Functional/Other Testing

First 3 weeks: (Jan 3 – Jan 21)

- End to End Scenario Dry Runs and Script Validation
- Completion of agency data sheets

3rd week: (Jan 18 – Jan 21)

- Agency Tester Security Access Pre-Validation

Last 7 weeks: (Jan 24 – Mar 11)

- 32 End-to-end Scenarios
- Additional Security Testing
 - Security will be tested throughout the entirety of SIT3 not just the last two weeks. The last two weeks will focus on any additional agency specific or negative security testing.

Goals and Success Factors

Goals:

- Project team and agencies confident that Luma will enable the State of Idaho to support business operations.
- Project team confident that Luma is working as designed and configured.
- Agencies understand SIT purpose and agree to expectations.

Success Factors:

- Any outstanding critical or high defects will have a mitigation plan in place.
- Go-live required FRICE-W tested successfully.
- Roles and permissions tested and support the business operation requirements.
- Core business processes required for go-live be tested.
- Timely execution of the testing schedule.

Terminology

SIT3 – System Integration Testing #3. This is the 3rd test of the Luma system. Testing is not training.

Scenario – A Scenario is a combination of scripts that make-up a business process. For example, Chart of Account Maintenance, Fix Assets Procure to Pay, Accounts Receivable Credit Monitoring.

Script – A Script is step-by-steps instructions containing information to complete a system transaction, the expected results, and values that need to be entered during the steps.

Testing Packet – A Testing Packet contains a high level view of a scenario with all the scripts included and a template to be used to submit results.

A hand holding a lightbulb against a blue and orange gradient background. The lightbulb is held in the center, with the hand visible from the bottom. The background transitions from a dark blue at the top to a bright orange at the bottom.

Roles and Responsibilities

Your Role as An Agency Testers

- Execute test scripts on your own, per the SIT3 schedules.
 - The full schedule for your agency will be available Jan 18th.
- Review actual results against expected results.
 - The script your are working through will indicate the expected results.
- Report the testing results.
 - You will be provided an email template, email results to LumaSIT3testresults@sco.idaho.gov.
- Communicate to the next testers in the scenario that they can proceed with their scripts.
- Log defects as needed.
 - Defects will be logged through the SCO Service Desk.
- Retest failed tests to resolve defects.

SIT 3 Functional Scenario Coordinator

- There will be a Scenario Coordinator assigned to each scenario.
- Main Responsibilities:
 - Ensure you have the Scripts prior to execution.
 - Help testers with any data handoffs/communication between scripts.
 - Follow up with testers to make sure we do not fall behind schedule.
- Scenario Coordinators will be made up of Luma Functional Team Members
- You will receive your Scenario Coordinator when you receive your testing packets for the week.

Preparing for Scenario Testing

Data Conversions and Interface Validation

Why are Data Validations important?

- Data Validation provides key feedback during data conversion and interfacing. It helps identify issues with data mapping or improper extraction/loading into Luma.

Data Validations are Required in SIT 3

- Agencies are required to complete a Data Validations for each of their own FRICE-W object in SIT 3
- The validation process for each FRICE-W object needs to be a repeatable process so it can be used again in UAT and at Go-live.

What is the Timeline for data validation?

- We are asking agencies to provide data validation within 24 hours of completion of Conversion/Interface.
- There will be a dedicated meeting invite for FRICE-W Conversion and Interfaces between the FRICE-W lead and the agency contact sent out by the Agency Advocate.

Complete Basic Luma Training

Course	Description	Type	Luma Role
Welcome to Luma	Web-based training with a walk through explaining the topics: What is Luma?, Why?, and the Benefits of Luma.	Web-based Training	All Users
Basic Navigation	Web-based training with the steps for getting around in Luma to include setting up dashboards, drill around, and all basic navigation	Web-based Training	All Users
Reports Overview	Web-based training with an overview of how reports work and what kinds of reports are available.	Web-based Training	All Users
Accounting Overview	Web-based training with high-level overview of the new COA, FEG, Accounts, Ledgers, Transaction Processing, and Allocations.	Web-based Training	All Finance Users

How To Access the Luma Test Environment

Step 1:
**Log into the Enterprise
Dashboard**

Step 2:
**Locate the DEM Luma
Test Environment**

Step 3:
**Trouble Shooting and
Getting Help**

How To Access the Luma Test Environment

Step 1: Log into the Enterprise Dashboard

There are two steps that need to be completed before you can log into the Enterprise Dashboard:

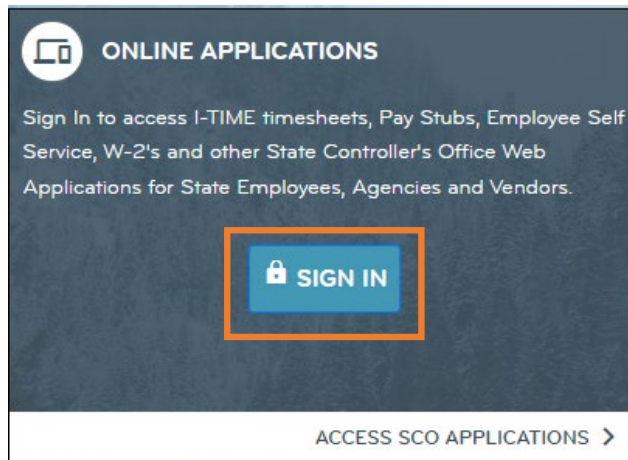
1. Register for your State ID: <https://www.sco.idaho.gov/LivePages/enterprise-dashboard-registration-access-and-password-management.aspx>
2. Setup DUO Multi-factor authentication: <https://www.sco.idaho.gov/LivePages/introducing-mfa-for-sco-enterprise-dashboard.aspx>

How To Access the Luma Test Environment

Step 1: Log into the Enterprise Dashboard

1. Register for your State ID:

The applications on the SCO Enterprise Dashboard are supported for full-functionality when using Microsoft Edge(Chromium) or Google Chrome web browsers only. Using any other browser for these applications will not provide full-functionality and may result in unsatisfactory performance.



Go to - <http://sco.idaho.gov>
Click the Blue SIGN IN button

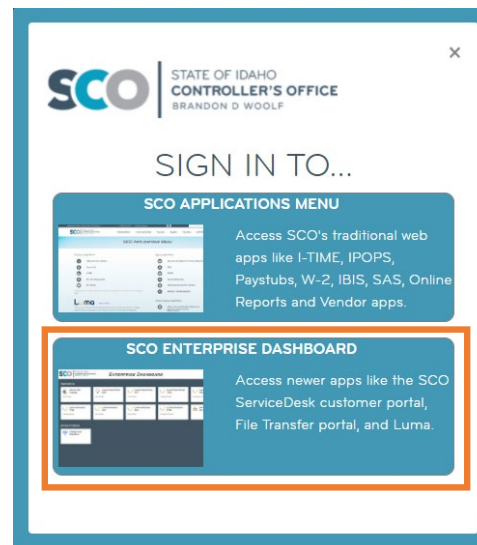
How To Access the Luma Test Environment

Step 1: Log into the Enterprise Dashboard

1. Register for your State ID:

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Click the Enterprise Dashboard Tile



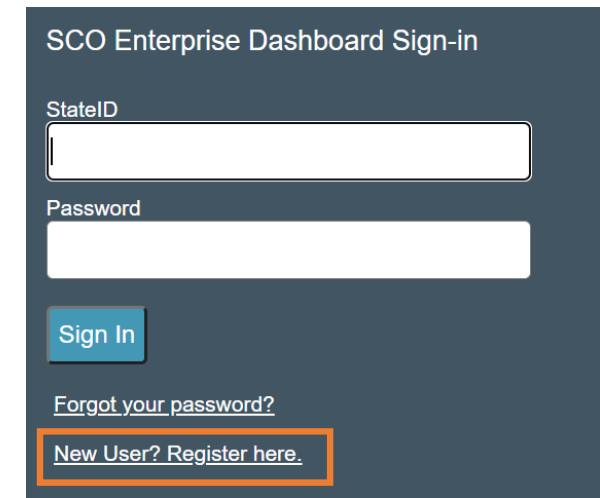
How To Access the Luma Test Environment

Step 1: Log into the Enterprise Dashboard

1. Register for your State ID:

The applications on the SCO Enterprise Dashboard are supported for full-functionality when using Microsoft Edge(Chromium) or Google Chrome web browsers only. Using any other browser for these applications will not provide full-functionality and may result in unsatisfactory performance.

Click “New User? Register here. Or Login with your State ID if you already have one.



SCO Enterprise Dashboard Sign-in

StateID

Password

Sign In

[Forgot your password?](#)

[New User? Register here.](#)

How To Access the Luma Test Environment

Step 1: Log into the Enterprise Dashboard

2. Setup DUO Multi-factor authentication:

Upon successful sign-in with your StateID and strong password, which is your first factor of authentication, you will see a new screen with a prompt asking you to START SETUP.



Click Start setup and follow all prompted instructions. A step by step guide can be found here:

<https://www.sco.idaho.gov/LivePages/duo-initial-device-registration.aspx>

How To Access the Luma Test Environment

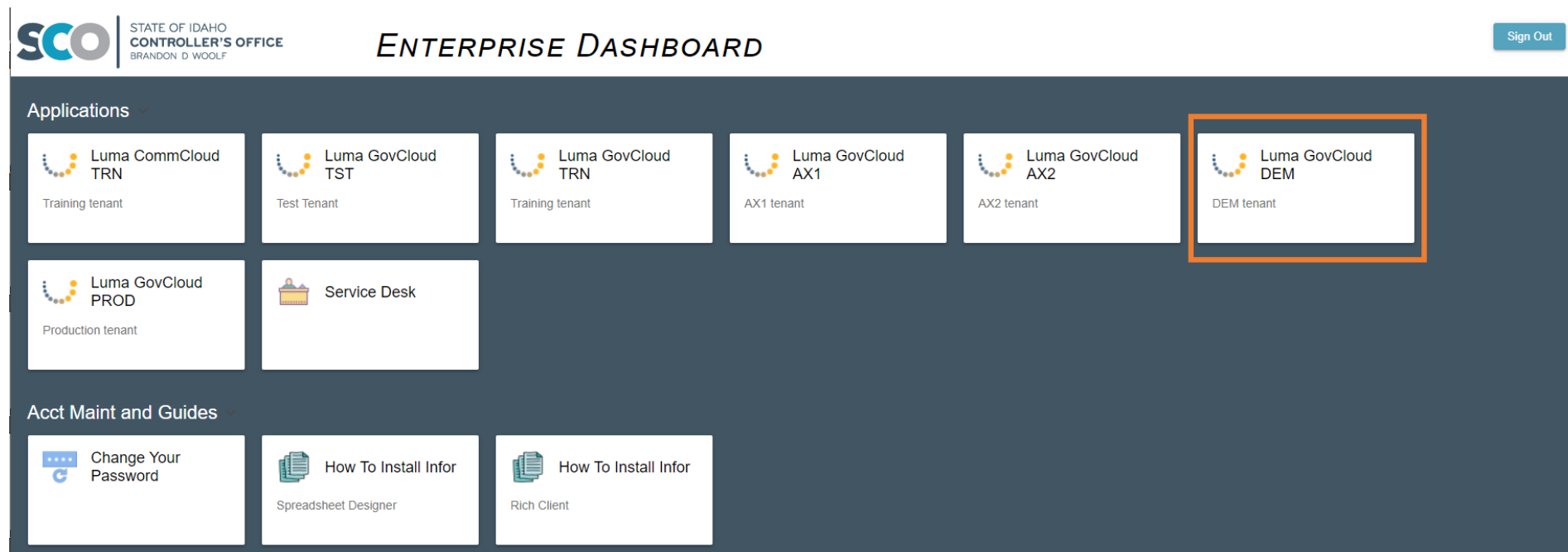
Step 1:
**Log into the Enterprise
Dashboard**

Step 2:
**Locate the DEM Luma
Test Environment**

Step 3:
**Trouble Shooting and
Getting Help**

How To Access the Luma Test Environment

Step 2: Locate the DEM Luma Test Environment



Access to the DEM Luma test environment is available 1/11/2022 at 12:00pm. You can click into the Environment and check your roles, look around, but please do not enter any data or information into the system before you receive your test scripts.

How To Access the Luma Test Environment

Step 1:
**Log into the Enterprise
Dashboard**

Step 2:
**Locate the DEM Luma
Test Environment**

Step 3:
**Trouble Shooting and
Getting Help**

How To Access the Luma Test Environment

Step 3: Trouble Shooting and Getting Help

- What if I have a State ID, but I can't remember what it is?
 - Contact the SCO ServiceDesk and ask for assistance with self registration.
- What if I don't have the DEM Luma Environment in my Enterprise Dashboard?
 - There are still a number of Security Request Forms Agency Security Request Administrators need to complete or be signed off by Agency Directors.
- If you are having any trouble with the Enterprise Dashboard or accessing the DEM environment, please join our SIT 3 support hotline at:
<https://idahosco.webex.com/idahosco/j.php?MTID=mcf3553570159f1c7565e25e050b711b6>



How to Test

How to read a script and execute a test

- Testing will take place Monday – Friday Weekly
 - There will be no weekend testing unless planned with functional and technical support teams to provide coverage.
- Testing Packets for the week will be sent out no later than EOD Friday prior to the start of each new testing week.

Steps:


1. If you are the first step in a scenario you may begin execution according to the Date and Time in Testing packet. If you are not on step 1, please wait for the step before you to complete their script and you have received communication to begin.
2. Execute assign script(s) using the testing script and data sheet that was provided to you.
3. Send Testing results via email to Test Management Team.
4. Communicate to the next tester they can begin their script. (Slack or Email works)

How to Read and Script and Execute a Test



Demo

Testing Sessions – SIT 3 Results Submission Email

 Send	From ▾	brbrennan@deloitte.com
	To	LumaSIT3testresults@sco.idaho.gov
	Cc	
	Bcc	
Subject		SIT 3 Agency Testing Results Submission

SIT 3 Agency Testing Result Submission:

Scenario: *Scenario name*

Test Step #: *Test Step #*

Agency Name and #: *Which Agency Tested*

Tester: *Name of Tester*

Testing Result: *Pass/Fail*

Transaction # or actual result: *Give transaction # or provide screenshot of Infor Screen of completed step.*

Please Attach any relevant screen shots or files to this email

Communicating to Next Tester

- Refer to Scenario Packet that you received:

SIT 3 Scenario - Acquire Fixed Asset to Retire							
Agency:							
SIT 3 Week - (dates)							
Sequence	Script ID	NEW SIT 3 ID	Luma Role (role switcher)	Tester Name	Tester Email Address/Username	Execution date	Window to Complete Script
1	Create Fixed Asset Requisition	11563	Requester	John S.		1/18/2022	8:45-9:30 AM
2	Approve Requisition	11564	Approver	Brian B.		1/18/2022	9:30-10AM
3	Identify Requisitions to send to Sourcing Event	11565	Buyer	Jason S.		1/18/2022	10-11AM
4	Create Sourcing Event RFQ	11566	Sourcing Manager	Eileen C.		1/18/2022	1-1:30PM
5	Approve Sourcing Event to Post	11567	Approver	Brian B.		1/18/2022	1:30-2PM
6	Enter A Manual response	11568	Sourcing Manager	Eileen C.		1/18/2022	2-2:30PM
7	Analyze and Award an Event to Contract	11569	Sourcing Manager	Eileen C.		1/18/2022	2:30-3PM
8	Sourcing Event Award Approval	11570	Approver	Brian B.		1/18/2022	3-3:30PM

- After completing your step in the scenario look at the next step and identify next tester. If you are also the next tester continue testing. If it is another person email next the person to begin their testing.

The background is a stylized illustration of a boat's hull, showing a transition from dark blue at the top to a warm orange and yellow at the bottom. A thick, light-colored rope is tied to a wooden post on the right side of the hull. The overall style is soft and painterly.

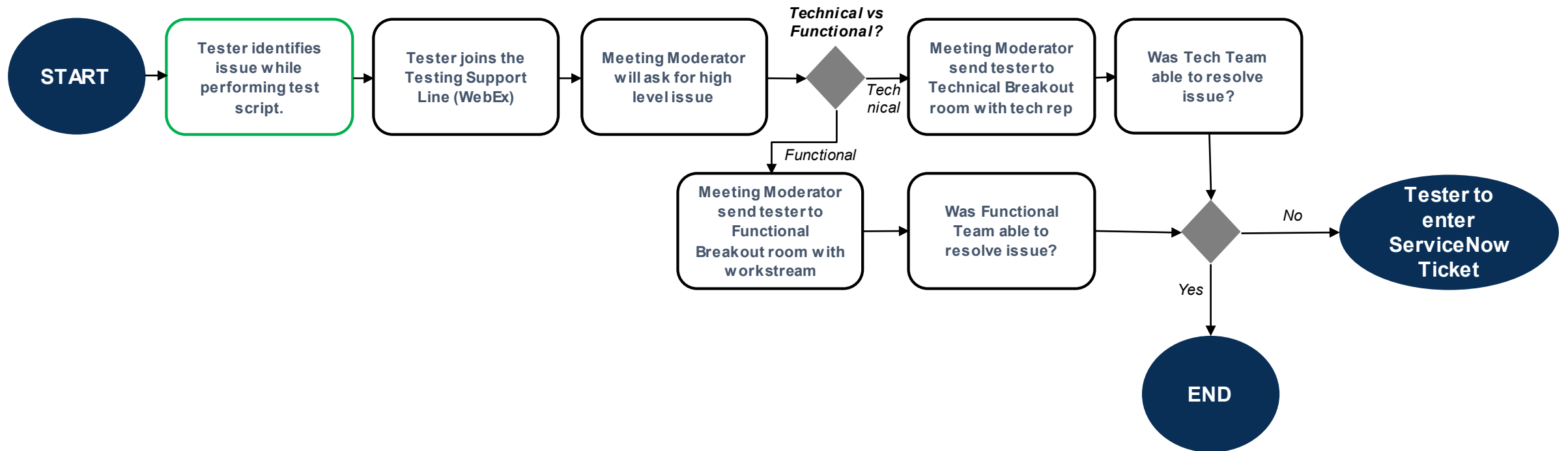
How to Get Help

Testing Support Hotline

- The Test Management Team will host an all-day SIT Testing Support Hotline (WebEx Meeting)
 - Attendance is optional for SIT testers and testers should only join if they have questions or issues regarding SIT Testing.
 - Testers will receive an invite on their calendar that includes the Webex link
- Schedule:
 - Monday – Thursday
 - 8:45 AM – 4:00 PM
 - Friday
 - 9AM – 11 AM

<https://idahosco.webex.com/idahosco/j.php?MTID=mcf3553570159f1c7565e25e050b711b6>

Testing Support Line Process Flow



The background of the slide features a close-up, slightly blurred image of interlocking puzzle pieces. The pieces are in shades of blue and yellow, creating a textured, geometric pattern. The lighting is soft, highlighting the edges and grooves of the puzzle pieces.

How to Submit a Testing Defect

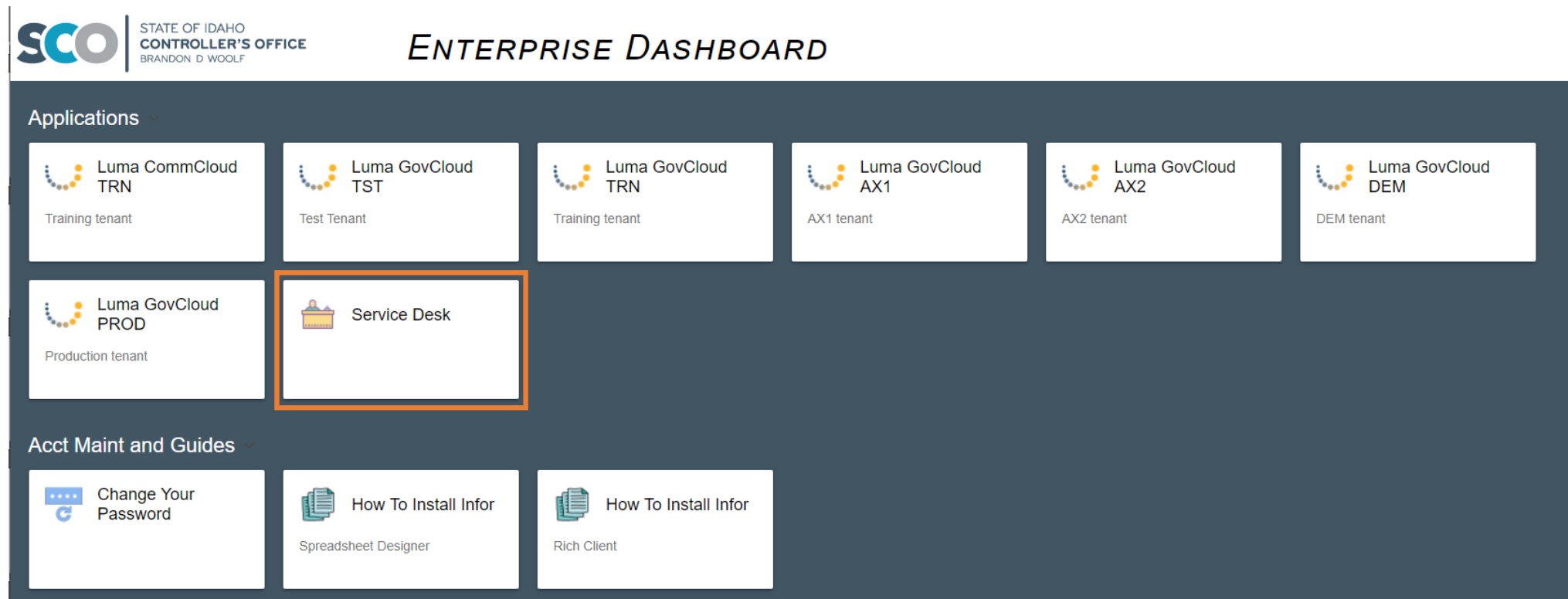
What is Defect management

- A Defect is a condition which does not meet a requirement or expected results.
- Defect resolution will move through the following stages:

Defect Status	Meaning
New	New defect detected.
Open	Defect assigned and actively being worked on.
Deferred	The action on the defect has been deferred to a future testing cycle.
Fixed	Defect is fixed and ready for retest.
Rejected	Determined to not be a “true” defect. Ready to retest.
Closed	Fix verified, and successful retest of script complete. Considered resolved.
Reopen	Defect not fixed or detected again.

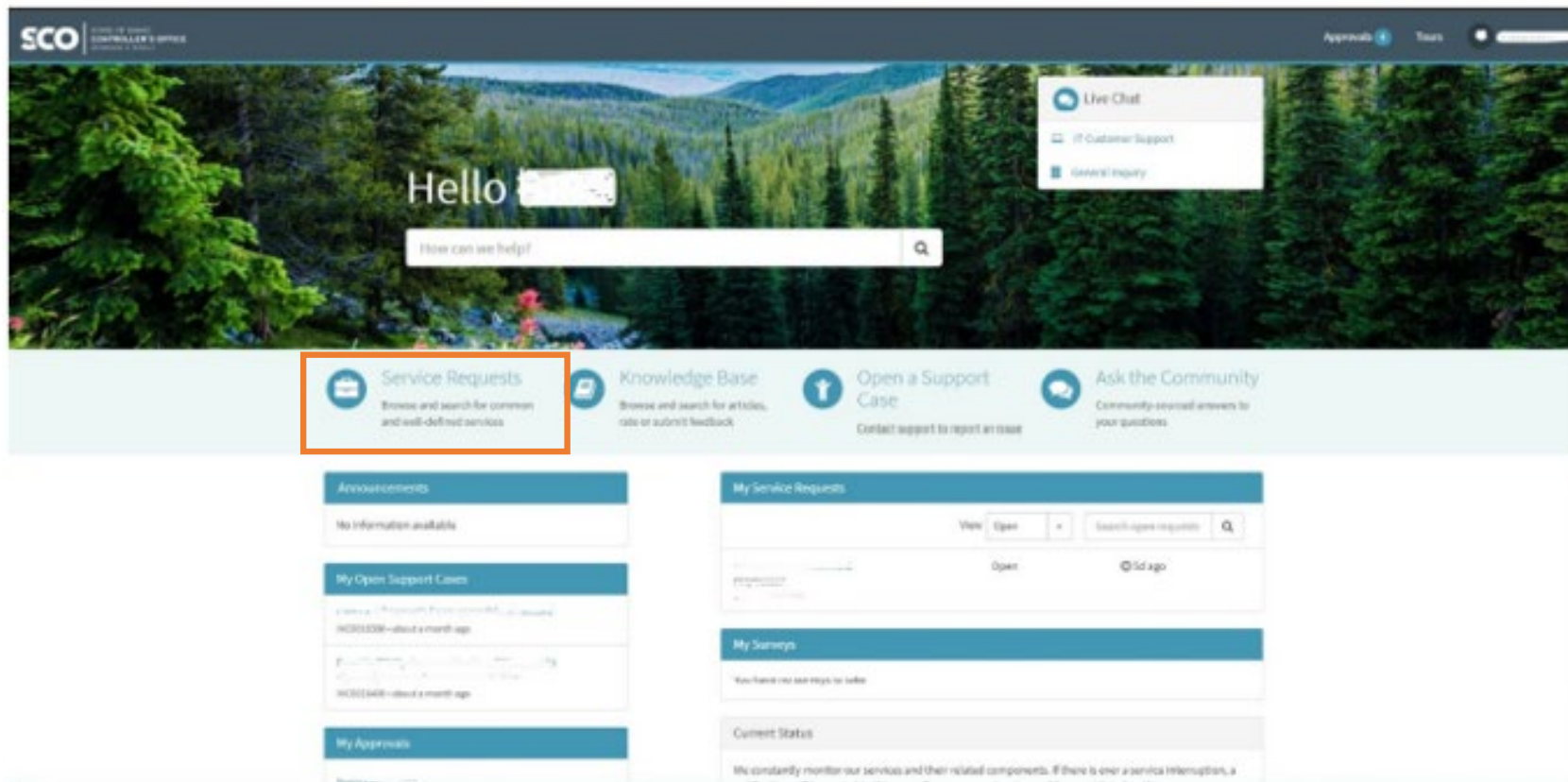
Locating the Service Portal and SIT3 Testing Service Request

- Log into the Enterprise Dashboard and select the Service Portal.



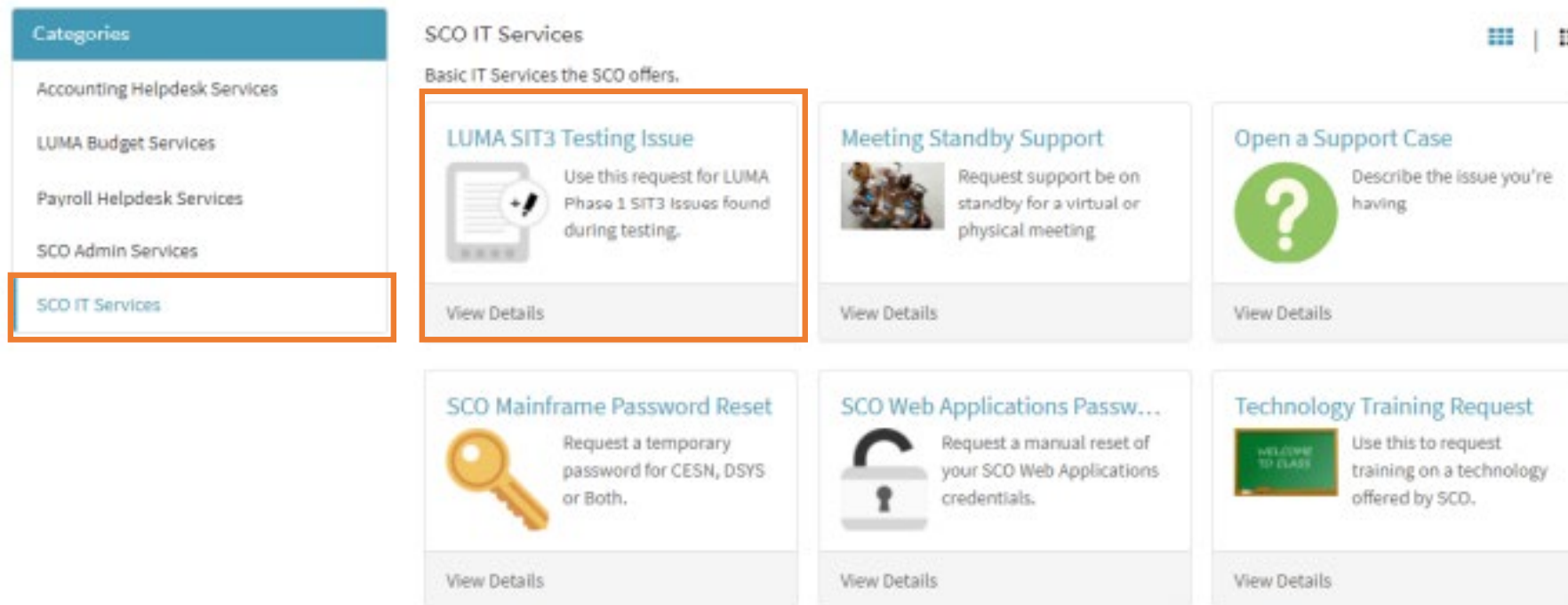
Locating the Service Portal and SIT3 Testing Service Request

- Click Service Requests to be taken to the service menu.



Locating the Service Portal and SIT3 Testing Service Request

- Select the SCO IT Services category from the list on the left side of the page.
- Locate and select LUMA SIT3 Testing Issue from the options listed.

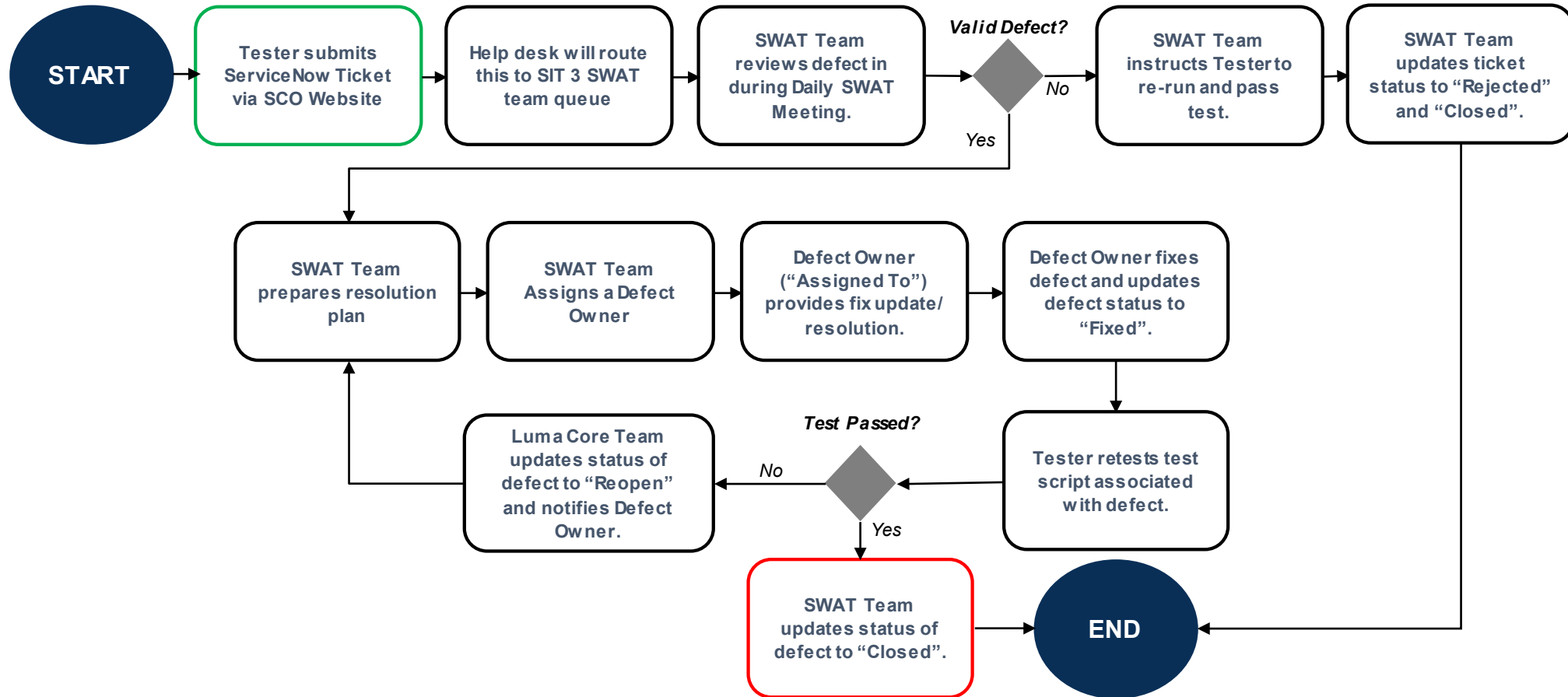


Submitting a ticket – Guide to filling out the form

The form is a vertical stack of input fields. It starts with a dropdown menu for 'Primary Contact', followed by a text box for 'Short Description', a larger text box for 'Description', a dropdown menu for 'Category' (showing '-- None --'), a text box for 'Scenario Name', a text box for 'ScriptID', and a text box for 'Add to Watch List'. At the bottom right, there is a button with a paperclip icon and the text 'Add attachments'.

1. Primary Contact – Who should SCO contact to work on this issue with?
2. Short Description – Think of this like an email subject line, or the title of your incident.
3. Description – This is where you can elaborate on your issue, including steps to recreate the issue and any other relevant details. Include as much information as you can.
4. Category – Does your issue happen with a particular Module or is it more technical in nature?
5. Scenario Name – Please enter the name of the testing scenario you're working on when the problem occurs.
6. ScriptID – Please enter the ScriptID of the testing script you're using when the problem occurs.
7. Add to Watch List – Select a user to add them to the Watch List for your incident.
8. Add attachments – Please include any screenshots which might be helpful. Once all fields have been filled out, click the Submit button at the upper right of the form to submit the ticket.

ServiceNow Ticket/Defect Process Flow



What to do if there is a system outage?

- Please join the Testing Support Hotline if you run into any issues with the system and notify the meeting moderator of issue.
- If there is a system outage the Luma Test Management Team will work the Communications team to notify all agency testers of the issue.
- An system outage noticed will also be posted to the SCO home page.
- Once the outage issues is resolved, the Luma team will instruct you on when and how to proceed with testing.



Testing Schedule

Testing Schedule

Scenario Testing Schedule

Your agency's full testing schedule will be posted and sent on January 18th.



Questions?

Appendix



SIT Roles and Responsibilities

	Responsibilities	Involvements	Resources
PMO	<ul style="list-style-type: none"> Manage escalations (e.g., Enhancement requests, change requests). Evaluate entry/exit criteria for advancement to next test stage. Obtain final sign-off for Testing cycles. 	<ul style="list-style-type: none"> Daily Standup SWAT Team Weekly SIT 3 Status Meeting 	Steven Detton Brent Stigler Joe Koehn
Test Management Team	<ul style="list-style-type: none"> Own test plan creation (templates, tools, schedule, etc.). Plan for and manage testing execution and defect resolution process. Track and report on testing progress and defect mitigation process. Serve as testers' first point of contact for tool issue resolution. 	<ul style="list-style-type: none"> Daily Standup SWAT Team Testing Support Line Weekly SIT 3 Status Meeting 	Shenna Coles Brian Brennan
Deloitte Integration Lead	<ul style="list-style-type: none"> Review testing strategy, templates, and tools. Lead integration coverage for test scenarios and scope. Review/update defect priorities, assign defects, manage overall integration defect process 	<ul style="list-style-type: none"> Daily Standup SWAT Team Testing Support Line Weekly SIT 3 Status Meeting 	Brian Brennan
State Integration Lead	<ul style="list-style-type: none"> Reporting on testing strategy, templates, and tools. Provide feedback to Deloitte Integration lead, functional teams, CSC, and PMO. Lead integration coverage for test scenarios, ensuring development items, e.g. connectivity and developed interfaces are tested and coordinated with functional teams. Review/update defect priorities and assign defects. Log and communicate with Agency Advocates who work with the relationship owner of third-party vendors (e.g. banks, Global Shop, and MCM) to ensure required files/necessary information is available on time for testing events. 	<ul style="list-style-type: none"> Daily Stand up SWAT Team Testing Support Line Weekly SIT 3 Status Meeting 	Mariea Benton

SIT Roles and Responsibilities

	Responsibilities	Involvements	Resources
Deloitte Functional Leads	<ul style="list-style-type: none"> Validate testing strategy, templates, and tools. Provide input into SIT test scenarios scope and content. Review/update Luma functional defects, assign defects, manage overall functional configuration, and functional testing progress. 	<ul style="list-style-type: none"> Daily Standup SWAT Team Testing Support Line Weekly SIT 3 Status Meeting 	Eileen Caviness Tina Perez Cathy Jones
State Functional Leads	<ul style="list-style-type: none"> Validate testing strategy, templates and tools. Provide input into SIT test scenarios scope and content. Partner with Deloitte Functional Lead to manage testing process. 	<ul style="list-style-type: none"> Daily Standup SWAT Team Testing Support Line Weekly SIT 3 Status Meeting 	Brandon Purcell Jason Skelton Christopher Davis Amber Brown
Luma Functional Team	<ul style="list-style-type: none"> Support Agencies executing test scripts per SIT schedule. Execution of FRICE-W objects and Validation with Agencies. Review actual results against expected results. Track testing status and log defects as needed. 	<ul style="list-style-type: none"> Daily Standup Testing Support Line Weekly SIT 3 Status Meeting 	Finance Team Procurement Team Budget Team HCM/Payroll Team
SIT3 Testers (Agency and Luma Team)	<ul style="list-style-type: none"> Execute test scripts per SIT schedules. Review actual results against expected results. Log defects as needed. Retest failed tests to resolve defects. Launch integrations during test cycle per schedule. 	<ul style="list-style-type: none"> Testing Sessions 	Various

140 - Office of the State Controller

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Project 1.1 Project Setup and Maintenance	Week 5: 1/31 - 2/4
Project 1.2 Project Processing Master (P&G only)	Week 5: 1/31 - 2/4
AR Credit Monitoring	Week 6: 2/7 - 2/11
Service Contract Interagency Billing	Week 6: 2/7 - 2/11
Project 1.3 Close Master	Week 6: 2/7 - 2/11
Cash Ledger Payment	Week 7: 2/14 - 2/18
Interagency Billing to Settlement	Week 7: 2/14 - 2/18
Non-State Billing	Week 7: 2/14 - 2/18
Vendor Refunds	Week 7: 2/14 - 2/18
Project 1.4 Reports and Inquiry Master	Week 7: 2/14 - 2/18
Cash Management Deposit to Revenue	Week 8: 2/21 - 2/25
Global Ledger Entries and Analysis	Week 8: 2/21 - 2/25
Tax Refunds	Week 8: 2/21 - 2/25
Budget	Week 9: 2/28 - 3/4
Month End/Year End	Week 9: 2/28 - 3/4
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

150 - Treasurer

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Cash Ledger Payment	Week 7: 2/14 - 2/18
Vendor Refunds	Week 7: 2/14 - 2/18
Cash Management Deposit to Revenue	Week 8: 2/21 - 2/25
Custodial Accounts Setup	Week 8: 2/21 - 2/25
Tax Refunds	Week 8: 2/21 - 2/25
Custodial Accounts Transaction Processing	Week 9: 2/28 - 3/4
Month End/Year End	Week 9: 2/28 - 3/4
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

177 - Information Technology Services

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Fixed Asset Acquire to Retire	Week 5: 1/31 - 2/4
Statewide Contract Procure to Pay	Week 5: 1/31 - 2/4
AR Credit Monitoring	Week 6: 2/7 - 2/11
Asset Management Maintenance	Week 6: 2/7 - 2/11
Service Contract Interagency Billing	Week 6: 2/7 - 2/11
Interagency Billing to Settlement	Week 7: 2/14 - 2/18
Non-State Billing	Week 7: 2/14 - 2/18
Procure to Pay Vendor Management Voids	Week 7: 2/14 - 2/18
Punchout Request to Payment	Week 8: 2/21 - 2/25
Month End/Year End	Week 9: 2/28 - 3/4
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

180 - Division of Financial Management

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Statewide Contract Procure to Pay	Week 5: 1/31 - 2/4
Interagency Billing to Settlement	Week 7: 2/14 - 2/18
Procure to Pay Vendor Management Voids	Week 7: 2/14 - 2/18
Cash Management Deposit to Revenue	Week 8: 2/21 - 2/25
Punchout Request to Payment	Week 8: 2/21 - 2/25
Budget	Week 9: 2/28 - 3/4
Month End/Year End	Week 9: 2/28 - 3/4
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

190 - Military Division

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Fixed Asset Acquire to Retire	Week 5: 1/31 - 2/4
Project 1.1 Project Setup and Maintenance	Week 5: 1/31 - 2/4
Project 1.2 Project Processing Master (P&G only)	Week 5: 1/31 - 2/4
Project 1.3 Close Master	Week 6: 2/7 - 2/11
Interagency Billing to Settlement	Week 7: 2/14 - 2/18
Procure to Pay Vendor Management Voids	Week 7: 2/14 - 2/18
Project 1.4 Reports and Inquiry Master	Week 7: 2/14 - 2/18
Punchout Request to Payment	Week 8: 2/21 - 2/25
Allocations	Week 9: 2/28 - 3/4
Month End/Year End	Week 9: 2/28 - 3/4
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

195 - Office of Species Conservation

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Pcard End to End Process	Week 4: 1/24 - 1/28
XM Pcard NO Cash Advance	Week 4: 1/24 - 1/28
XM Pcard WITH Cash Advance	Week 4: 1/24 - 1/28
Statewide Contract Procure to Pay	Week 5: 1/31 - 2/4
Project 1.1 Project Setup and Maintanance	Week 5: 1/31 - 2/4
Project 1.2 Project Processing Master (P&G only)	Week 5: 1/31 - 2/4
Project 1.3 Close Master	Week 6: 2/7 - 2/11
Procure to Pay Vendor Management Voids	Week 7: 2/14 - 2/18
Vendor Refunds	Week 7: 2/14 - 2/18
Project 1.4 Reports and Inquiry Master	Week 7: 2/14 - 2/18
Cash Management Deposit to Revenue	Week 8: 2/21 - 2/25
Punchout Request to Payment	Week 8: 2/21 - 2/25
Month End/Year End	Week 9: 2/28 - 3/4
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

200 - Department of Administration

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Fixed Asset Acquire to Retire	Week 5: 1/31 - 2/4
Statewide Contract Procure to Pay	Week 5: 1/31 - 2/4
AR Credit Monitoring	Week 6: 2/7 - 2/11
Service Contract Interagency Billing	Week 6: 2/7 - 2/11
Cash Ledger Payment	Week 7: 2/14 - 2/18
Interagency Billing to Settlement	Week 7: 2/14 - 2/18
Non-State Billing	Week 7: 2/14 - 2/18
Procure to Pay Vendor Management Voids	Week 7: 2/14 - 2/18
Vendor Refunds	Week 7: 2/14 - 2/18
Cash Management Deposit to Revenue	Week 8: 2/21 - 2/25
Global Ledger Entries and Analysis	Week 8: 2/21 - 2/25
Punchout Request to Payment	Week 8: 2/21 - 2/25
Month End/Year End	Week 9: 2/28 - 3/4
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

230 - Department of Correction

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Inventory Management Cycle	Week 4: 1/24 - 1/28
Fixed Asset Acquire to Retire	Week 5: 1/31 - 2/4
Statewide Contract Procure to Pay	Week 5: 1/31 - 2/4
Cash Ledger Payment	Week 7: 2/14 - 2/18
Procure to Pay Vendor Management Voids	Week 7: 2/14 - 2/18
Vendor Refunds	Week 7: 2/14 - 2/18
Cash Management Deposit to Revenue	Week 8: 2/21 - 2/25
Custodial Accounts Setup	Week 8: 2/21 - 2/25
Punchout Request to Payment	Week 8: 2/21 - 2/25
Custodial Accounts Transaction Processing	Week 9: 2/28 - 3/4
Month End/Year End	Week 9: 2/28 - 3/4
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

240 - Department of Labor

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Statewide Contract Procure to Pay	Week 5: 1/31 - 2/4
Project 1.1 Project Setup and Maintenance	Week 5: 1/31 - 2/4
Project 1.2 Project Processing Master (P&G only)	Week 5: 1/31 - 2/4
AR Credit Monitoring	Week 6: 2/7 - 2/11
Service Contract Interagency Billing	Week 6: 2/7 - 2/11
Project 1.3 Close Master	Week 6: 2/7 - 2/11
Cash Ledger Payment	Week 7: 2/14 - 2/18
Interagency Billing to Settlement	Week 7: 2/14 - 2/18
Non-State Billing	Week 7: 2/14 - 2/18
Procure to Pay Vendor Management Voids	Week 7: 2/14 - 2/18
Project 1.4 Reports and Inquiry Master	Week 7: 2/14 - 2/18
Custodial Accounts Setup	Week 8: 2/21 - 2/25
Global Ledger Entries and Analysis	Week 8: 2/21 - 2/25
Punchout Request to Payment	Week 8: 2/21 - 2/25
Budget	Week 9: 2/28 - 3/4
Custodial Accounts Transaction Processing	Week 9: 2/28 - 3/4
Month End/Year End	Week 9: 2/28 - 3/4
3rd Party Allocations	Week 10: 3/7 - 3/11
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

245 - Department of Environmental Quality

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Statewide Contract Procure to Pay	Week 5: 1/31 - 2/4
Project 1.1 Project Setup and Maintenance	Week 5: 1/31 - 2/4
Project 1.2 Project Processing Master (P&G only)	Week 5: 1/31 - 2/4
AR Credit Monitoring	Week 6: 2/7 - 2/11
Asset Management Maintenance	Week 6: 2/7 - 2/11
Service Contract Interagency Billing	Week 6: 2/7 - 2/11
Project 1.3 Close Master	Week 6: 2/7 - 2/11
Cash Ledger Payment	Week 7: 2/14 - 2/18
Non-State Billing	Week 7: 2/14 - 2/18
Procure to Pay Vendor Management Voids	Week 7: 2/14 - 2/18
Project 1.4 Reports and Inquiry Master	Week 7: 2/14 - 2/18
Cash Management Deposit to Revenue	Week 8: 2/21 - 2/25
Punchout Request to Payment	Week 8: 2/21 - 2/25
Allocations	Week 9: 2/28 - 3/4
Budget	Week 9: 2/28 - 3/4
Month End/Year End	Week 9: 2/28 - 3/4
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

260 - Department of Fish & Game

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Pcard End to End Process	Week 4: 1/24 - 1/28
XM Pcard NO Cash Advance	Week 4: 1/24 - 1/28
XM Pcard WITH Cash Advance	Week 4: 1/24 - 1/28
Fixed Asset Acquire to Retire	Week 5: 1/31 - 2/4
Statewide Contract Procure to Pay	Week 5: 1/31 - 2/4
Project 1.1 Project Setup and Maintenance	Week 5: 1/31 - 2/4
Project 1.2 Project Processing Master (P&G only)	Week 5: 1/31 - 2/4
Project 1.3 Close Master	Week 6: 2/7 - 2/11
Cash Ledger Payment	Week 7: 2/14 - 2/18
Procure to Pay Vendor Management Voids	Week 7: 2/14 - 2/18
Project 1.4 Reports and Inquiry Master	Week 7: 2/14 - 2/18
Custodial Accounts Setup	Week 8: 2/21 - 2/25
Punchout Request to Payment	Week 8: 2/21 - 2/25
Budget	Week 9: 2/28 - 3/4
Custodial Accounts Transaction Processing	Week 9: 2/28 - 3/4
Month End/Year End	Week 9: 2/28 - 3/4
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

270 - Department of Health and Welfare

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Fixed Asset Acquire to Retire	Week 5: 1/31 - 2/4
Statewide Contract Procure to Pay	Week 5: 1/31 - 2/4
Project 1.1 Project Setup and Maintenance	Week 5: 1/31 - 2/4
Project 1.2 Project Processing Master (P&G only)	Week 5: 1/31 - 2/4
AR Credit Monitoring	Week 6: 2/7 - 2/11
Asset Management Maintenance	Week 6: 2/7 - 2/11
Service Contract Interagency Billing	Week 6: 2/7 - 2/11
Project 1.3 Close Master	Week 6: 2/7 - 2/11
Cash Ledger Payment	Week 7: 2/14 - 2/18
Non-State Billing	Week 7: 2/14 - 2/18
Procure to Pay Vendor Management Voids	Week 7: 2/14 - 2/18
Project 1.4 Reports and Inquiry Master	Week 7: 2/14 - 2/18
Custodial Accounts Setup	Week 8: 2/21 - 2/25
Punchout Request to Payment	Week 8: 2/21 - 2/25
Budget	Week 9: 2/28 - 3/4
Custodial Accounts Transaction Processing	Week 9: 2/28 - 3/4
Month End/Year End	Week 9: 2/28 - 3/4
3rd Party Allocations	Week 10: 3/7 - 3/11
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

285 - Department of Juvenile Corrections

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Inventory Management Cycle	Week 4: 1/24 - 1/28
Statewide Contract Procure to Pay	Week 5: 1/31 - 2/4
Project 1.1 Project Setup and Maintenance	Week 5: 1/31 - 2/4
Project 1.2 Project Processing Master (P&G only)	Week 5: 1/31 - 2/4
Asset Management Maintenance	Week 6: 2/7 - 2/11
Project 1.3 Close Master	Week 6: 2/7 - 2/11
Cash Ledger Payment	Week 7: 2/14 - 2/18
Procure to Pay Vendor Management Voids	Week 7: 2/14 - 2/18
Project 1.4 Reports and Inquiry Master	Week 7: 2/14 - 2/18
Custodial Accounts Setup	Week 8: 2/21 - 2/25
Punchout Request to Payment	Week 8: 2/21 - 2/25
Custodial Accounts Transaction Processing	Week 9: 2/28 - 3/4
Month End/Year End	Week 9: 2/28 - 3/4
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

290 - Idaho Transportation Department

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
AR Credit Monitoring	Week 6: 2/7 - 2/11
Service Contract Interagency Billing	Week 6: 2/7 - 2/11
Non-State Billing	Week 7: 2/14 - 2/18
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

320 - Department of Lands

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Fixed Asset Acquire to Retire	Week 5: 1/31 - 2/4
Statewide Contract Procure to Pay	Week 5: 1/31 - 2/4
Project 1.1 Project Setup and Maintanance	Week 5: 1/31 - 2/4
Project 1.2 Project Processing Master (P&G only)	Week 5: 1/31 - 2/4
AR Credit Monitoring	Week 6: 2/7 - 2/11
Service Contract Interagency Billing	Week 6: 2/7 - 2/11
Project 1.3 Close Master	Week 6: 2/7 - 2/11
Cash Ledger Payment	Week 7: 2/14 - 2/18
Non-State Billing	Week 7: 2/14 - 2/18
Procure to Pay Vendor Management Voids	Week 7: 2/14 - 2/18
Project 1.4 Reports and Inquiry Master	Week 7: 2/14 - 2/18
Custodial Accounts Setup	Week 8: 2/21 - 2/25
Punchout Request to Payment	Week 8: 2/21 - 2/25
Custodial Accounts Transaction Processing	Week 9: 2/28 - 3/4
Month End/Year End	Week 9: 2/28 - 3/4
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

330 - Idaho State Police

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Inventory Management Cycle	Week 4: 1/24 - 1/28
Fixed Asset Acquire to Retire	Week 5: 1/31 - 2/4
Statewide Contract Procure to Pay	Week 5: 1/31 - 2/4
AR Credit Monitoring	Week 6: 2/7 - 2/11
Service Contract Interagency Billing	Week 6: 2/7 - 2/11
Cash Ledger Payment	Week 7: 2/14 - 2/18
Non-State Billing	Week 7: 2/14 - 2/18
Procure to Pay Vendor Management Voids	Week 7: 2/14 - 2/18
Custodial Accounts Setup	Week 8: 2/21 - 2/25
Punchout Request to Payment	Week 8: 2/21 - 2/25
Custodial Accounts Transaction Processing	Week 9: 2/28 - 3/4
Month End/Year End	Week 9: 2/28 - 3/4
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

340 - Department of Parks and Recreation

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Pcard End to End Process	Week 4: 1/24 - 1/28
XM Pcard NO Cash Advance	Week 4: 1/24 - 1/28
XM Pcard WITH Cash Advance	Week 4: 1/24 - 1/28
Fixed Asset Acquire to Retire	Week 5: 1/31 - 2/4
Statewide Contract Procure to Pay	Week 5: 1/31 - 2/4
Project 1.1 Project Setup and Maintanance	Week 5: 1/31 - 2/4
Project 1.2 Project Processing Master (P&G only)	Week 5: 1/31 - 2/4
Asset Management Maintenance	Week 6: 2/7 - 2/11
Project 1.3 Close Master	Week 6: 2/7 - 2/11
Procure to Pay Vendor Management Voids	Week 7: 2/14 - 2/18
Project 1.4 Reports and Inquiry Master	Week 7: 2/14 - 2/18
Punchout Request to Payment	Week 8: 2/21 - 2/25
Month End/Year End	Week 9: 2/28 - 3/4
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

352 - Tax Commission

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Pcard End to End Process	Week 4: 1/24 - 1/28
XM Pcard NO Cash Advance	Week 4: 1/24 - 1/28
XM Pcard WITH Cash Advance	Week 4: 1/24 - 1/28
Statewide Contract Procure to Pay	Week 5: 1/31 - 2/4
Cash Ledger Payment	Week 7: 2/14 - 2/18
Procure to Pay Vendor Management Voids	Week 7: 2/14 - 2/18
Cash Management Deposit to Revenue	Week 8: 2/21 - 2/25
Custodial Accounts Setup	Week 8: 2/21 - 2/25
Global Ledger Entries and Analysis	Week 8: 2/21 - 2/25
Punchout Request to Payment	Week 8: 2/21 - 2/25
Tax Refunds	Week 8: 2/21 - 2/25
Custodial Accounts Transaction Processing	Week 9: 2/28 - 3/4
Month End/Year End	Week 9: 2/28 - 3/4
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

444 - Division of Veterans Services

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Inventory Management Cycle	Week 4: 1/24 - 1/28
Pcard End to End Process	Week 4: 1/24 - 1/28
XM Pcard NO Cash Advance	Week 4: 1/24 - 1/28
XM Pcard WITH Cash Advance	Week 4: 1/24 - 1/28
Fixed Asset Acquire to Retire	Week 5: 1/31 - 2/4
Statewide Contract Procure to Pay	Week 5: 1/31 - 2/4
Asset Management Maintenance	Week 6: 2/7 - 2/11
Cash Ledger Payment	Week 7: 2/14 - 2/18
Procure to Pay Vendor Management Voids	Week 7: 2/14 - 2/18
Custodial Accounts Setup	Week 8: 2/21 - 2/25
Punchout Request to Payment	Week 8: 2/21 - 2/25
Custodial Accounts Transaction Processing	Week 9: 2/28 - 3/4
Month End/Year End	Week 9: 2/28 - 3/4
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

503 - Idaho Division of Career and Technical Education

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Pcard End to End Process	Week 4: 1/24 - 1/28
XM Pcard NO Cash Advance	Week 4: 1/24 - 1/28
XM Pcard WITH Cash Advance	Week 4: 1/24 - 1/28
Statewide Contract Procure to Pay	Week 5: 1/31 - 2/4
Project 1.1 Project Setup and Maintanance	Week 5: 1/31 - 2/4
Project 1.2 Project Processing Master (P&G only)	Week 5: 1/31 - 2/4
Project 1.3 Close Master	Week 6: 2/7 - 2/11
Procure to Pay Vendor Management Voids	Week 7: 2/14 - 2/18
Vendor Refunds	Week 7: 2/14 - 2/18
Project 1.4 Reports and Inquiry Master	Week 7: 2/14 - 2/18
Cash Management Deposit to Revenue	Week 8: 2/21 - 2/25
Punchout Request to Payment	Week 8: 2/21 - 2/25
Month End/Year End	Week 9: 2/28 - 3/4
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

520 - Public Television

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Pcard End to End Process	Week 4: 1/24 - 1/28
XM Pcard NO Cash Advance	Week 4: 1/24 - 1/28
XM Pcard WITH Cash Advance	Week 4: 1/24 - 1/28
Fixed Asset Acquire to Retire	Week 5: 1/31 - 2/4
Statewide Contract Procure to Pay	Week 5: 1/31 - 2/4
Project 1.1 Project Setup and Maintanance	Week 5: 1/31 - 2/4
Project 1.2 Project Processing Master (P&G only)	Week 5: 1/31 - 2/4
Asset Management Maintenance	Week 6: 2/7 - 2/11
Project 1.3 Close Master	Week 6: 2/7 - 2/11
Procure to Pay Vendor Management Voids	Week 7: 2/14 - 2/18
Project 1.4 Reports and Inquiry Master	Week 7: 2/14 - 2/18
Punchout Request to Payment	Week 8: 2/21 - 2/25
Month End/Year End	Week 9: 2/28 - 3/4
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

523 - Division of Vocational Rehabilitation

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Project 1.1 Project Setup and Maintenance	Week 5: 1/31 - 2/4
Project 1.2 Project Processing Master (P&G only)	Week 5: 1/31 - 2/4
Project 1.3 Close Master	Week 6: 2/7 - 2/11
Project 1.4 Reports and Inquiry Master	Week 7: 2/14 - 2/18
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11

955 - Health District 5 (SOUTH CENTRAL)

SIT 3 End to End Scenarios	SIT 3 Scheduled Week
Fixed Asset Acquire to Retire	Week 5: 1/31 - 2/4
Statewide Contract Procure to Pay	Week 5: 1/31 - 2/4
Project 1.1 Project Setup and Maintenance	Week 5: 1/31 - 2/4
Project 1.2 Project Processing Master (P&G only)	Week 5: 1/31 - 2/4
Project 1.3 Close Master	Week 6: 2/7 - 2/11
Cash Ledger Payment	Week 7: 2/14 - 2/18
Interagency Billing to Settlement	Week 7: 2/14 - 2/18
Procure to Pay Vendor Management Voids	Week 7: 2/14 - 2/18
Project 1.4 Reports and Inquiry Master	Week 7: 2/14 - 2/18
Punchout Request to Payment	Week 8: 2/21 - 2/25
Allocations	Week 9: 2/28 - 3/4
Month End/Year End	Week 9: 2/28 - 3/4
Chart of Accounts Maintenance	Week 10: 3/7 - 3/11