

Advantage 4 Steering Committee Meeting
March 24, 2023 – 8:30 a.m.

Participants:

Kristi Racines, State Auditor
Deputy Auditor Trautwein
Kris Quick, Payroll & Fiscal Division Manager – Auditor's Office
Kat Jaber, Fiscal & Payroll Division Deputy – Auditor's Office
Jerry Rief, Technology Division Manager – Auditor's Office
Christian Dorr, Senior Computer Technology Analyst – Auditor's Office
Leesha McIntire, Principal Accountant – Auditor's Office
Carrie Stokes, Principal Accountant – Auditor's Office
Erin Williams, Administrator, HRD - Department of Administration & Information
Steve Alkire, Human Resource Manager, HRD – Department of Administration & Information
Jared Hanson, Human Resource Program Manager, HRD – Department of Administration & Information
Rory Horsley, Administrator – Accounting - Department of Administration & Information
Brenda Henson, Director – Department of Revenue
Lyndsay Orr, Accounting Manager – Wyoming Business Council
Rhonda Holt, Chief Financial Officer – Department of Family Services
Robin Cooley, Director – Department of Workforce Services
Claire Smith, Wyoming Supreme Court
Brenda Reedy, Wyoming Supreme Court
Shawna Enyeart, Wyoming Supreme Court
Don Richards, Budget & Fiscal Administrator – Legislative Service Office
Elizabeth Martineau, Senior Fiscal Analyst – Legislative Service Office
Timothy Sheehan, Enterprise Technology Services
Kirsten Anderson, Chief Financial Officer – Enterprise Technology Services
David Ray, Fiscal Manager – Water Development Office
Eric McVicker, Chief Financial Officer – Department of Health
Erica Legerski, Financial Advisor – Governor's Office
Robin Martin, Chief Financial Officer – Department of Workforce Services
Jess Ketcham, Budget Administration – State Budget Department

Auditor Racines welcomed the participants and thanked them for attending today's Steering Committee meeting. She indicated that hopefully, after today's meeting, there will only be one more Steering Committee meeting on the Advantage 4 upgrade. The last meeting was held on February 24th. If you missed it, or can't remember the discussion that took place, Eydie Trautwein sent out the minutes of that meeting on Tuesday, March 21st. They are also posted on the Auditor's website.

Eydie Trautwein provided a high-level update on the upgrade. She stated that everything is going well and all systems are ready for the cut-over. The Auditor's staff is feeling good. All issues have been resolved. Ms. Trautwein said there is a meeting scheduled for today with the vendor, CGI, to re-review the cut-over plan. Again, everything is a go for the cut-over next week.

Ms. Trautwein shared an internal document that walks through the eight days of the cut-over. As a reminder, Wednesday will be the last day that agencies will be able to enter information/payments/documents into WOLFS and HRM. On Wednesday, March 29th, in the evening, a monthly cycle will run. At that point, once the cycle is done, CGI will start cut-over activities. Thursday, March 30th, will be a heavy CGI day. They are going to take a full back-up of all the data in the system through March 30th in 3.11 and will copy it to the new Advantage 4 platform. Agency users will not be able to enter new information. The applications will come back up allowing read-only access for users. This was done very intentionally so if any agency needs to run any month-end reports in infoAdvantage, they still have access to the system. While the system is in lock-mode on March 30th and 31st, agencies will be able to run infoAdvantage reports. Friday is going to be another heavy CGI day.

Ms. Trautwein further stated that on Saturday, April 1st at 6:00 a.m., CGI will bring up FIN and HRM in Advantage 4 and the Auditor's Office will be able to perform testing. On April 1st, 3.11 officially dies. It will be taken down and no one will have access, not even read-only access. On Sunday, April 2nd, infoAdvantage comes up. At that point, CGI will run a data base reorganization and indexing in infoAdvantage. Some of those steps will make infoAdvantage faster when we go into 4.0. The Auditor's office website will also be updated on April 2nd. We are moving to a single log-in for HRM and FIN. There will be minor changes to the Auditor's website – one button for ESS and MSS instead of two.

On Monday, April 3rd, at approximately 12:00 p.m., CGI will turn over all applications. The Auditor's Office will be able to perform some additional testing. For those agencies that run interfaces, CGI will complete the switchover for the Relay Boxes. That evening, CGI will run a full data assurance report. This is a report that makes sure everything in the new 4.0 environment matches exactly what was in the 3.11 environment. It is just an extra data assurance check. On Wednesday, April 5th, all 4.0 applications come up at 6:00 a.m. Agencies will be able to get in the system. The evening of April 5th will be the first nightly 4.0 cycle run.

That is just a high-level review of the eight day plan that will kick off next week. There are 100 plus steps that CGI, the vendor, runs for cut-over – including steps the Auditor's staff will run to make sure the cut-over happens. The vendor has been asked to notify the Auditor's Office when big steps are completed. For example, once the back-up of 3.11 is complete, it is the Auditor's Office expectation that CGI will email us "done". That's a big step. There are approximately seven steps that the Auditor's office would like the vendor to communicate.

That's the plan. The Auditor's office is getting very excited for this to happen. As a reminder, agencies will not be able to get in the system to enter information on March 30th, March 31st, April 3rd and April 4th.

Kris Quick provided an update on the Configuration and Training Subcommittee. He stated that all internal testing has been completed. Any issues that were identified, have been resolved. Virtual training will continue throughout the month. Next month, in-person training will begin. There have been over 600 registrations for training. Mr. Quick stated he appreciates everyone attending. There have been some large classes. Overall, the results have been positive. Feedback has been good. The Auditor's office also conducted a few separate trainings for some agencies over specific issues they have identified. If anyone has any issues, concerns or worries, please contact the Auditor's office and they will schedule a training for you.

Eydie Trautwein provided an update on the Communication and Outreach Subcommittee. She stated, per the plan, the Auditor's office has been blasting out weekly communications to users. Two important letters have been sent to all agencies. The most recent communication went out a few days ago that summarized all the previous communications regarding training, down times, etc. Some directors may not be getting those emails, so Ms. Trautwein shared the two emails that were sent out. Previous letters have been posted on the Auditor's website under the upgrade tab. One letter went out on February 6th. A reminder email was sent to all branches of government reiterating when the system will be down and different recommendations. At the last Steering Committee meeting, a recommendation was made to add some information about W2's so users know to get into ESS to access W2's before the system goes down. That was an addition to the reminder letter.

If anyone has any questions or concerns about the upgrade, please reach out to Eydie Trautwein. Ms. Trautwein also shared the most recent email that went out to all users. It was called the "Final Countdown Email". This email went to all Payroll and WOLFS users. It included a reminder of unavailability and also the most recent emails regarding training, document clean-up and also the ESS and MSS changes were attached. The letters that went out via email and mail to all branches and agencies were referenced and it was reiterated that when the new system goes live, the Auditor's office is here to help and provided contact information.

The plan is to send one more email reminder on Monday that the system will be going down. At that point, the communication won't be as frequent. The Auditor's office is optimistic that the transition will go really well. If any users have questions or need assistance, they can contact the helpdesks.

Ms. Trautwein also stated there has been testing done on the helpdesks. The staff has ran through various scenarios, trying to anticipate what type of calls will be coming through. The

staff has done very well and is prepared for the volume they will likely see next week and the week after.

Jerry Rief provided an update on the Technical Subcommittee. He stated they have completed more cycles in FIN and HRM and the results have been great. They have verified the warrants and ACH file format through Wells Fargo, and everything looks good. They have also completed the IP address audit of the IP addresses that are authorized to access the Relay Box. About half of the IP addresses authorized in 3.11 were removed. Mr. Rief stated for the timing of the upgrade, they are going to switch to the new Relay Box on Monday, April 3rd. The first time a user logs in to upload their files, they will need to accept the certificate. If there are any batch programs, they will have to manually log in the first time and then it should be good from then on. If your agency uses the Move It Server, those scripts will automatically run as those files are uploaded through ETS. Those scripts will be put on hold on Wednesday, March 30th, so that on Thursday morning after the WOLFS run at approximately 8:00 a.m., no files will be processed from the old Relay Box and those will be inactivated until the switch-over on Monday, April 3rd, at which point those files won't be picked up until the lock-in scripts in Advantage Connect are turned back on, which should be April 5th.

Mr. Rief also stated if there are any remote users that use Portal 2 to telework, those have been verified, so you should be able to connect through Portal 2. As a reminder, all COBOL programs will need to be converted by the end of March 2024. There are only a few left.

Eydie Trautwein stated that some of the technical information that Jerry Rief mentioned, such as the certificate that will have to be filled out, is being sent to the list he has for the WOLFS interface users. So, rest assured, agency technical staff have likely heard this information a couple of times. Ms. Trautwein did not want anyone to think they would have to take what Mr. Rief said and translate it to their technical staff.

Ms. Trautwein asked if there were any questions and if everyone was feeling good about the upgrade. Brenda Reedy and Jered Hanson stated they are feeling good about the new system.

Auditor Racines stated there will be no more Steering Committee meetings before we go live. The next meeting will be on April 28th – we can discuss what happened behind the scenes – hopefully there will be only good information to report. Auditor Racines also said it is going to be very important for each agency to provide feedback to her office.

The next Steering Committee meeting will be on Friday, April 28, 2023 at 8:30 a.m.