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M E M O R A N D U M

TO: All State Agencies
Attn: Chief Financial Officers

FROM: D. Clark Partridge, State Comptroller

DATE: March 25, 2008

SUBJECT: Conversion of AFIS and HRIS report CDs to WebAccess for Control-D

In a continuing effort to streamline the Arizona Financial Information System (AFIS) financial reports and the Human Resources Information Solution (HRIS) payroll reports, the GAO is now utilizing a report solution called WebAccess for Control-D. Monthly AFIS reports and bi-weekly HRIS payroll reports that have been stored and distributed on CD will now be accessible to all agencies through the web.

The distribution of the AFIS monthly reports and the HRIS bi-weekly payroll reports will be phased out. **AFIS CD reports will no longer be distributed beginning with the July 2008 reports. The bi-weekly HRIS payroll reports are still being configured for Control-D, so the CDs will continue to be distributed to the agencies until further notice.**

WebAccess for Control-D will provide the following benefits:

- Report research will be streamlined by easy-to-use search features
- The ability to download files in text, PDF, and Excel format
- The capability of changing the layout of reports for more flexible research
- Cost savings to the State of Arizona

Please note that agencies requesting to continue receiving reports in CD format after the published deadlines may be charged a fee. It is therefore important for each agency to identify immediately any foreseen difficulties or issues with this new process and contact the General Accounting Office (GAO) to discuss alternatives.

The GAO will be offering training classes on how to access the reports using WebAccess for Control-D. It is strongly recommended that each agency attend one of the training sessions. Please visit the GAO website under “News or Updates” for information on the training sessions. The training will provide instruction on how to view and download the reports. Each agency will be responsible for the storage and retention of their payroll and monthly reports. Agencies are required to establish a secure method of maintaining a master copy.

We are confident that this new method of report distribution will greatly improve the quality and timeliness of AFIS and HRIS information dissemination to all users. If you have any questions or concerns, please contact your GAO liaison.

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