

2003 1099-MISC UPDATE

1/26/04 6,623 forms printed
2/12/04 213 corrected forms printed

396 corrections received (this includes address change corrections)

If you have additional 1099-misc corrections, please send the correction forms to me by February 25.

Corrected 1099-misc forms will be printed:

2/26/04
4/6/04

A final correction file will be sent to the IRS 4/13/04.


1099-MISC training will be scheduled later in the year. If you have questions or suggestions that you would like addressed, send them to me, I am tracking important items for training.

2004 DAFR7940 report will be generated at Sept month-end close on Oct 15, 2004.

Profile Archive - List of SFMA Tables and Datamart Tables

The AY and FY tables do not require agency intervention before the archive. They are archived based on the AY or FY. If there is a Datamart Name, the information will still be available in an archive table of the same name.

Type	Screen	SFMA Title	Datamart Name
AY	20	Appropriation Number Profile	Appn No
AY	22	Cost Allocation Profile	-
AY	24	Index Code Profile	Index No
AY	21	Index/Pca Relationship Profile	PCA Index Rel
AY	26	Program Cost Account Profile	PCA
AY	D03	Organization Code Profile	Org Code
AY	D04	Program Code Profile	Program Code
AY	D11	Agency Object Profile	Agy Obj
FY	54	Agy Receivable Doc Exemption Profile	-
FY	D23	Fund Profile	Fund D23
FY	D73	Cash Fund Profile	Cash Fund
FY	25	Agency Control	-

 This category - Effective End Date - lists the profiles that require the agency to review then enter the appropriate effective end date, which will determine if the profile is archived or not.

Type	Screen	SFMA Title	Datamart Name
EED	27	Project Control Profile	Project Phase
EED	29	Grant Control Profile	Grant Phase
EED	30	Contract Profile	Contract
EED	31	Subgrantee Control Profile	Sub Grantee
EED	34	Agency Vendor Profile	-
EED	D25	Agency Object Group Profile	Agy Obj Grp
EED	D26	Agency Code 1 Profile	Agency Code 1
EED	D27	Agency Code 2 Profile	Agency Code 2
EED	D28	Grantor Profile	-
EED	D32	Agcy General Ledger Account Profile	Agy GL
EED	D36	Agency Code 3 Profile	Agency Code 3
EED	D42	Project Number Profile	Project No
EED	D47	Grant Number Profile	Grant No
EED	D48	Grant Object Profile	Grant Obj
EED	550	Recurring Transaction Profile	-

Please call your agency analyst if you have any questions.

SFMA PROFILE ARCHIVE PROJECT

Archive jobs will be run in
the nightly batch cycle of
APRIL 30, 2004

Three logical groups of profiles

- **Appropriation Year** (no agency action required)
 - 8 Agency level profiles
 - 2 Statewide level profiles
- **Fiscal Year** (no agency action required)
- **Effective End Date** (agency action required)

Project Vision

- Old financial data should be archived unless it's retained by rule or in use.
 - SOS: Data must be retained for 6 years
 - Some later-dated capital construction appn's open
- Once financial data is archived, the associated profiles are not needed.

Archival Cut-off Dates* (on D30 screen)

- **Appropriation Year** - AY 1999 and older
- **Fiscal Year** - FY 2000 and older
- **Effective End Date** - 2000-06-31 and older

Unless protected by a capital construction shield

* For jobs run on 4/30/2004

Appropriation Year Profiles

Screen	R*STARS Name	Datamart Name
20	APPROPRIATION NUMBER PROFILE	Appn No
22	COST ALLOCATION PROFILE	-
24	INDEX CODE PROFILE	Index No
21	INDEX/PCA RELATIONSHIP PROFILE	PCA Index Rel
26	PROGRAM COST ACCOUNT PROFILE	PCA
D03	ORGANIZATION CODE PROFILE	Org Code
D04	PROGRAM CODE PROFILE	Program Code
D11	AGENCY OBJECT PROFILE	Agy Obj

Fiscal Year Profiles

Screen	R*STARS Name	Datamart Name
54	AGENCY RECEIVABLE DOCUMENT EXEMPTION PROFILE	-
D23	FUND PROFILE	Fund D23
D73	CASH FUND PROFILE	Cash Fund
25	AGENCY CONTROL PROFILE	-

Effective End Date (EED) Profiles

Screen	R*STARS Name	Datamart Name
27	PROJECT CONTROL PROFILE	Project Phase
29	GRANT CONTROL PROFILE	Grant Phase
30	CONTRACT PROFILE	Contract
31	SUBGRANTEE CONTROL PROFILE	Sub Grantee
34	AGENCY VENDOR PROFILE	-
D25	AGENCY OBJECT GROUP PROFILE	Agy Obj Grp
D26	AGENCY CODE 1 PROFILE	Agency Code 1
D27	AGENCY CODE 2 PROFILE	Agency Code 2
D28	GRANTOR PROFILE	-
D32	AGENCY GENERAL LEDGER ACCOUNT PROFILE	Agy GL
D36	AGENCY CODE 3 PROFILE	Agency Code 3
D42	PROJECT NUMBER PROFILE	Project No
D47	GRANT NUMBER PROFILE	Grant No.
D48	GRANT OBJECT PROFILE	Grant Obj
550	RECURRING TRANSACTION PROFILE	-

Profiles with a blank EED will be retained

S550 VER 2.0 STATE OF OREGON 02/24/04 10:02 AM
LINK TO: RECURRING TRANSACTION PROFILE PROD

AGENCY: 107 TRANS NO: 000001 RTI: SDCOP1 RTI TYPE: R
USER ID: DASBC34 DESCRIPTION: AMORT ISSUE COST
GENERATE SCHEDULE (MMDD) - 1: 2: 3: 4:
BATCH - AGY: 107 TYPE: 5 DOC DATE: SERV DATE:
CUR DOC/SFX: JV REF DOC/SFX: FINANCIAL AGY: 107
TRANS CODE: 520

INDEX:
PCA: 12000
COMP/AGY OBJ: 7465
AMOUNT: 00000003225.85 RVS: DISCOUNT: FUND OVRD:

DOC AMT: 00000015428.82 DOC AGY: 107
% ALLOCATED: 0.00000 PDT: MOD: APPN YEAR: APPN NO:

FUND: GL ACCT/AGY: 0603
GRANT NO/PH: SUBGRANTEE: PROJ NO/PH:
MPCD: AGY CD - 1: 2: 3:
VEND/MC: STATUS CODE: I
EFF START DATE: 09181995 EFF END DATE: LAST PROC DATE: 02202004

Z26 RECORD NOT FOUND - NEXT RECORD RECALLED

F1-HELP F3-DELETE F4-EDIT F5-NEXT TRANS NO F8-NEXT FOR RTI F9-INTERRUPT
F10-SAVE F11-SAVE/CLEAR F12-RTI COMPLETE ENTER-INQUIRE CLEAR-EXIT

Agency Responsibilities

- Manage effective end dates on the EED profiles so the appropriate profiles will be retained.
- Ensure that EED profiles used for capital construction and appropriations 'like-cc' have valid EED dates.
- Agencies are encouraged to print the AY, FY, and EED profile reports now. (e.g. DAFQ0340)
- Review the listing of archived EED profiles provided by the Agency Support Analysts for each table.
- Please advise your Agency Support Analyst of any discrepancies.

SFMS Responsibilities

- Set up the capital construction and like-capital construction parameters (shields).
- Set up the archive date profiles.
- Verify the results of the Profile Archive Programs for all agencies.
- Communicate with agencies.

LKCC and RTCC shields (on D54 screen)

TABLE ID:	RTCC	RTCC	RTCC	RTCC	RTCC	RTCC	RTCC
KEY 1:	107	109	156	248	259	291	415
KEY 2:	1991	1997	2003	1995	2003	1995	1997
KEY 3:	1995-2009	2001-2009	2002-2007	1995-2009	2002-2007	1996-2007	1996-2008

TABLE ID:	RTCC	RTCC	RTCC	RTCC	RTCC	RTCC	RTCC
KEY 1:	459	471	622	629	635	691	730
KEY 2:	1997	2001	2001	1999	1997	1999	1995
KEY 3:	1996-2001	2000-2005	2000-2007	1998-2008	1996-2007	1998-2009	1997-2009

TABLE ID:	LKCC	LKCC
KEY 1:	291-3430	691-8000
KEY 2:	2003	2001
KEY 3:	2002-2007	2000-2008

To do list:

1. Print the AY, FY, and EED profile reports for your agency.
2. Review the EED profiles to ensure that the EED profiles have valid EED dates and will be retained or archived, as needed.
3. Review the 'before' and 'after' reports provided to you for the various profile tables, and advise your Agency Support Analyst of any discrepancies or concerns.



Financial Archive Project

Statewide Financial Management
Systems



Financial Archive Project

- Objective

To have an effective, efficient, and affordable system, while allowing agency needs to be met.



Financial Archive Project

What's Changed?

- Scope – Archive Financial and appropriate Capital Construction Data
- Archive Financial Data prior to and including June 31, 2000. (Period 13)
- 14 Agencies with Capital Construction.
- Capital Construction will be archived only if the appropriation is closed prior to, and including June 31, 2000.



Financial Archive Project

- Testing has been completed in the “Acceptance Region” on a few agencies to verify appropriate archival and retention.
- After numerous tests in the Acceptance region with a few agencies, tests are being conducted in a “Big Test Region” that includes all agency production data.



Financial Archive Project

- Financial Archive Jobs Schedule
 - Batch Cycle of March 19, 2004
 - SFMA may be down through March 24th.
 - Daily updates
 - Early System Restoration



Financial Archive Project

- Plan Ahead!
- No Warrants or SFMS ACHs will be produced.
- No Interface files will be processed.
- No transactions will post. (IT file inactivated)
- Treasury redemption will not be processed.



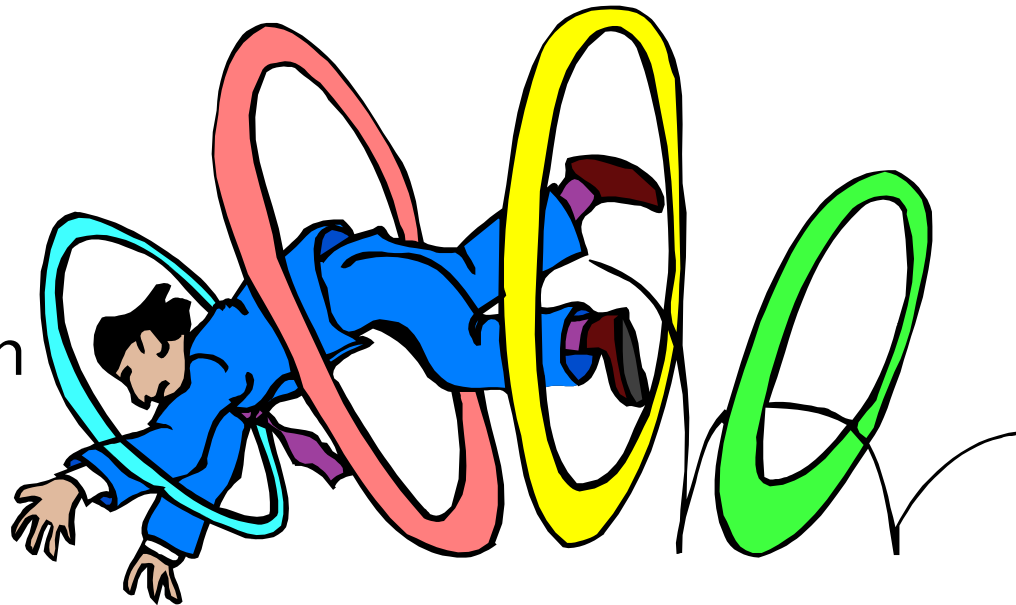
Financial Archive Project

■ Forward Dated Warrants

- Support Analysts will help identify.
- Warrants will run when SFMA comes up.

■ Emergency Wires

- Wire Funds
- Emergency payment e-mail John Mencil





On Line Screens

“NO RECORD FOUND OR FINANCIAL DATA ARCHIVED AS OF 6/30/00”

- 61 Agency Budget Financial Inquiry
- 62 Appropriation Financial Inquiry
- 63 Cash Control Financial Inquiry
- 66 Grant Financial Inquiry
- 69 Agency/Fund Record Inquiry
- 80 Project Financial Inquiry
- 86 Document Transaction Inquiry



Financial Tables

- Accounting Event (AE)
- Inactive Accounting Event (IAE)
- Agency Fund
- Allotment (Agency Budget)
- Appropriation
- Cash Control
- General Ledger
- Summary General Ledger
- Document Financial
- Document Summary
- Grant, Project, and Contract



Financial Archive Project

■ Warrantee/Disclaimer

- SFMS staff is responsible for archiving the data.
- SFMS staff is responsible for archiving the data.
- We have done extensive testing and believe all requirements have been met.
- Some tables can only be viewed on-line to determine the accuracy of the archive.
- We are unable to specifically review the millions of on-line transactions and requestable reports.
- The majority of our work was done using a logical sample.
- Please let us know of any inconsistencies in your data.



HEADER ARCHIVE PROJECT

Statewide Financial Management
Services

WHAT ARE HEADERS?

WHY ARE THEY IMPORTANT?

- Headers are utilized for document tracking purposes.
- Two Types of Headers
 - Document Header
 - Vendor Header

WHY ARCHIVE HEADER INFORMATION?



- Increase space on the system
- Improve efficiency of system operation by removing valueless information
- Maintain relationship between financial data and header data



EFFECT ON AGENCIES

- Archive process to start May 21, 2004
 - System may be down for a short time on the Monday May 24, 2004
- We will keep you informed on anticipated processing time when we have more information

Researching Old Accounting Event Transactions

Data remains on the Active Accounting Event table for two closed months plus the current opened month. After that time, the records move from the Active to the Inactive table unless one or more of the following criteria are true:

1. Warrant-writing indicator is not blank and warrant has not been written
2. Fiscal Month is not closed on the System Management Profile (97 screen)
3. Any transaction from the same batch remains on the IT file (530 screen)
4. Batch is to be deactivated due to a duplicate AE-IAE Query
5. Any transaction from the same batch remains on the Posting Driver Table
6. The Current Document Number is on the Document Financial Table (64 screen) without a close date
7. The Reference Document Number is on the Document Financial Table (64 screen) without a close date

Since running the financial data archive program last spring, we have been identifying transactions from FY99 and prior which remain on the Active Accounting Event Table. A lot of these transactions fall under the Warrant Not Written criteria. We are planning to perform a mass cleanup on these transactions to populate specific fields on the Accounting Event Table to enable them to move to the IAE. We will only apply this cleanup to transactions that the agency has verified were revouchered or some other appropriate action was taken.

Other transactions relate to documents on the Document Financial Table (64 screen) that do not have a close date and have a balance. We will work with the agency to make appropriate entries to these documents to bring the balance to zero and close them.

Transactions in the early fiscal years (95, 96, etc.) are limited to a few agencies. As we get close to FY99 we see that most agencies have transactions remaining on the Active Accounting Event. If you come across any of these old transactions, please provide your agency analyst with the document number of these transactions. The SFMS Agency Support Analyst will contact agencies as appropriate to work on clearing old items.