

PAYMENT CONTROL AND CANCEL ARCHIVE PROJECT:

I. Why do we do it?

The cost to maintain records in the on line database file is expensive.
Data not maintained in SFMA is stored in the datamart warehouse.

Other reasons to archive are cost, operating speed, and efficiency.

Removing this data

- a) improves system response times,
- b) reduces wait time for on screen refreshes, and
- c) increases available access for the number of users on line using the system and data.

This archive practice results in improved access speeds and efficiency in job processing by saving time and cost for daily on line activities and for nightly job and process runtimes by decreasing the volume of data records manipulated during these processes.

Payment Archive:

Data that is 2 years plus the current year is not archived:

- Current Year (CY) = FY06 7-01-05 to 6-30-06
- First Prior Year (PY) = FY05 7-01-04 to 6-30-05
- Second Prior Year (PPY) = FY04 7-01-03 to 6-30-04

Items that will be affected:

- Warrants
- DHS-AFS - Checks.
- ACH-payments (direct deposits)

'P' PAID, 'C' CANCEL and 'R' REWRITE records will be archived for period prior to FY 7-01-03.

'E' EXPIRED - records will be archived with an expiration transaction generated date of December 2005 and prior and reported to the Department of State Land.

'T' ISSUED WILL NOT BE AFFECTED.

"Any record that does not match a "'P', 'C', 'R', or 'E' will remain in the tables and in the system." All archived records will be moved to the DataMart.

II. R-STARS System:

A. When:

1. Test in ACPT Jan.30, 2006
2. Execute in PROD on Mar. 03rd, 2006

B. Screens:

- 44 Single payment Cancellation
- 45 Inquiry-Document Payment Range
- 46 Rewrite-Duplicate Payment
- 47 Payment Control Table Status Maintenance

C. Reports:

'I' Issued will not be affected.

These will still show on the reports for:

- DAFM314 - Outstanding Warrant Report for Treasury Fund and
- DAFR8161- Outstanding Warrants Report

III. Reconcile PROD DB:

A. We will not close Prod Region while verification process is performed.

1. On March 4th (Sat) the PROD Region will be open for use.
2. The system should be available as usual on Monday March 6th.

2006 Archive Project

Our objective for this year's financial archive project is to archive financial data, up to and including June 31, 2002. We will be retaining appropriate capital construction consistent with the logic described under the **Capital Construction**. Our logic has been to maintain required information on SFMA, and provide historical data on the DataMart.

We are making no changes to the archive program other than to archive one additional year of information.

We will be running the archive program the weekend of March 24th. There is the possibility SFMA will not be available through Tuesday, March 28th. Please plan ahead. No warrants or SFMA ACHs will be produced during this time. Therefore, if you have forward dated a warrant to be produced during the days SFMA is not available, these warrants will not be produced until a batch is run in SFMA. We are expecting to run our first batch after the archive on Wednesday, March 29th. However, if we don't experience any challenges, we may be in a position to run a batch on Tuesday, March 28th. The only way to send funds out of a receipted SFMA account is to wire funds. AT a later date, we will be sending additional information to agencies about wires. SFMS will be glad to pay for any emergency wires. If an emergency payment needs to go out, please e-mail Sandy Ridderbusch. SFMA ACHs generated up to March 24th will be delivered on the standard schedule.

We are hopeful that agencies will not send in interface files. However, if we receive any, we will not process any transactions. We will hold all files until the reconciliation of the archive process is complete. We will also not process any Treasury redemption, post and account files.

No transactions will post until the financial archiving has been verified. The IT file will be inactivated.

We will be monitoring the progress and send out updates beginning Monday, March 27th. If we can bring the system up sooner than Wednesday, March 29th, we will send the notice out on SFMS News and through the Agency Support Analysts.

SFMA On-Line Screens

The following screens will be altered to read "NO RECORD FOUND OR FINANCIAL DATA ARCHIVED AS OF 6/30/02"

- 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

SFMA Reports

No reports, other than Capital Construction, are available for the archived period. Therefore, SFMA reports are not affected by the archive project.

The Financial Tables are listed below with the requirements.

Capital Construction

We will be archiving capital construction data consistent with last year's archive. We have set-up a profile for each agency that has capital construction or other appropriation anomalies that are longer than two years, which we refer to as like capital construction. Because capital construction with a closed AY as of 2001 includes financial data through December 2001, it can be removed. Please keep in mind only one profile was set-up for each Capital Construction agency. The profile indicates the agency number, the first AY to maintain and the first FY to maintain. All subsequent capital construction data will be maintained. We will send out an update on SFMS-News identifying the agencies with capital construction and the respective timeframe to be maintained.

Accounting Event (AE)

No accounting event records will be archived.

Inactive Accounting Event (IAE)

We are archiving FY 02 and prior, maintaining Capital Construction data consistent with the capital construction logic described above. Capital Construction is determined by appropriated fund. (If the third digit of the Appropriated Fund is a "2" it is Capital Construction.)

Agency Fund

We are archiving FY 02 and prior. No Capital Construction data is retained. (This is not considered a critical financial table.)

Allotment (Agency Budget)

We are archiving FY 02 and prior, maintaining Capital Construction data consistent with the capital construction logic described above. Again, capital construction is identified by Appropriated Fund.

Appropriation

We are archiving FY 02 and prior, maintaining Capital Construction data, (identified by Appropriated Fund) consistent with the capital construction logic described above.

Cash Control

We are archiving FY 02 and prior. No Capital Construction is retained. (This is a critical table for the current transaction and loses its value as a historical record.)

General Ledger

We are archiving FY 02 and prior, maintaining Capital Construction data, (identified by D23 Fund) consistent with the capital construction logic described above.

Summary General Ledger

We are archiving FY 02 and prior, maintaining Capital Construction data, (identified by Appropriated Fund or D23 Fund) consistent with the capital construction logic described above.

Document Financial

Only closed document financial records, with a zero balance, will be archived, based on a close date of FY 02 and prior.

Capital Construction data will be maintained on the Document Financial. The identification of Capital Construction data via Appropriated Fund or D23 Fund is not available on the Document Financial Table. Therefore, we match the data on the AE and IAE to the identified fields on the Document Financial. Fields used for the match include Department, Document Number, including suffix; Current Document Number, including suffix; or Reference Document, including suffix.

Document Summary (used for drill down purposes)

We are archiving FY02 and prior, less Capital Construction data for the Document Summary appropriation and allotment tables. (Allotment – 61 screen, Appropriation – 62 screen) The Capital Construction data is generated using the same table created for the Document Financial.

Grant, Project and Contract

We are archiving FY02 and prior. No Capital Construction is retained. This information can be acquired by the AE or IAE record. Additionally, these tables are included in the DataMart.

SFMS staff is responsible for the archiving of data. We have done extensive testing and believe all requirements have been met. However, some of the tables can only be viewed on-line to determine the accuracy of the archive. Although we have spent a lot of time and effort on this project, 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 as soon as possible, if you find any inconsistencies in your data, after the archive is run.

It is our intention to have an effective, efficient and affordable system, while allowing agency needs to be met. We are hopeful we have met these goals from the agency's perspective.

DEPOSIT RECONCILIATION PROCESS CHANGE PROJECT

- The SFMS project to have the deposit reconciliation run before the expenditure process in the nightly batch cycle was rated #1 by Agencies for 2005-2006
- SFMA nightly batch cycle sequence does not currently allow cash deposits to be used to pay expenditures on the same day that the deposit transaction is posted.
- We've completed our testing in the Acceptance region with successful results.
- We are now conducting a more extensive testing process in our "Big" region, which is a copy of production, to ensure that our changes really work. So far, everything is going well and we anticipate being able to implement this new programming into the production region this spring.

NOTES:

- The new programming will move the processing sequence for the cash deposit reconciliation job (included in DAFJ331) in front of the payment processing jobs (DAFJ350R) in the nightly batch cycle. We currently run an 'A' and a 'B' cycle in the nightly batch processing. The programming change will create a new "cycle", if you will, that we are calling the 'D' cycle. -- 'D' for deposit, which actually occurs in the batch cycle prior to the 'B' programs processing.
- 11/05 Initial programming completed and migrated to Acceptance for review.
- 12/05 – 01/06 Review and testing completed in Acceptance region.
- 2/06 Compile and migration of new programming to Big Region for testing with full production data and environment.
- Spring 2006 Planned migration to Production Region.

Topics of Interest- Direct Deposit in SFMA

1. *Can a direct deposit vendor be overridden to send the payment as a warrant?*

Yes. Manually adding a PDT Indicator on the batch header will override the PDT on the vendor profile. Manually adding a PDT Indicator on the transaction input screen overrides both the default PDT on the vendor profile and any manually entered PDT on the batch header.

2. *Is there a workaround to expedite a warrant when the vendor is setup for direct deposit?*

No. The edits in the Expedite cycle do not allow a vendor who is setup with a PDT of “DA” on the vendor profile to have a warrant produced during Expedite cycle. Even though an agency can change the PDT on the transaction to an “MA” or “RA”, the expedite cycle goes back and edits against the vendor profile which has the “DA” in the PDT field. If a warrant is needed, the PDT can be overridden in the Regular cycle and the agency can receive a warrant the next day. Non-employee vendors frequently have more than one mail code with one of these mail codes setup with the PDT = MA. An agency can use one of these mail codes during the Expedite cycle to have a warrant produced and returned to the agency.

3. *How can an agency quickly determine if a vendor has been setup for direct deposit and which mail code should be used?*

Based on agency feedback, we are in the process of adding the PDT field to the 3A Vendor Alpha Inquiry and 3N Vendor Number Inquiry screens.

4. *Why are State employees required to have their bank sign the Direct Deposit Authorization form when this requirement does not exist to have a paycheck direct deposited?*

The employee is setup to receive payments in SFMA as a vendor and we use the same Direct Deposit Authorization form for both vendors and employees. This is a different form than the payroll direct deposit form. SFMS has agreed to allow the payroll officer at each agency sign the banking information section of the SFMA Direct Deposit form. Each agency’s payroll department will need to decide if they are comfortable doing this.

SFMS

Fiscal Year 2006

Project Ranking

<u>Project Ranking</u>	<u>Project and current status</u>
#1	<p><u>Change the Deposit Reconciliation Process</u> We have successfully performed testing in a small test region. We are currently testing in a production size testing region and, assuming we have the same level of success as the small test region, we will be migrating the programming to production in the spring.</p>
#2	<p><u>Daily Update to the DataMart</u> We were hoping to offset costs to a daily update by housing the inactive accounting event (INAE) table only on the DataMart. EAS identified a number of high risks with this aspect of the project and SFMS staff are unwilling to take these risks. SARS is planning to move forward with a business case on a daily update, realizing the project will probably not be cost neutral.</p>
#3	<p><u>Change the 1099-MISC program</u> No change was needed to the 1099-MISC program. SFMS staff are in the final stages of completing a draft change to comp objects for agency comment.</p>
#4	<p><u>E-Reporting for Requestable and Control Reports</u> We contracted with IRMD for this project and have learned there are too many constraints to continue. SFMS plans to pursue the capability with an outside vendor, commencing with a RFI.</p>
#5	<p><u>Develop Seminar type SFMS training</u> We have developed training on SFMA payment processing and will be presenting it at the OSFA conference. If requested, we will be glad to present it in a separate location.</p>
#6	<p><u>ORPINS/ADPICS functionality project</u> We are working with the State Procurement Office (SPO) for this project. We are hearing agencies would like to replace ADPICS with ORPINS and we support that idea. We will continue to work with SPO for details toward that end.</p>

SFMA PROFILE ARCHIVE PROJECT

Archive jobs will be run in
the nightly batch cycle of
APRIL 28, 2006

Three Logical Groups of Profiles

- Appropriation Year
- Fiscal Year
- Effective End Date

The Profile Archive Actions Mirror The Financial Archive

- Financial data is archived if it is old enough and its appropriation is closed.
- After financial data is archived, the associated profiles can also be archived.
- Less data means faster data processing.

Archival Cut-off Dates* (on D30 screen)

- Appropriation Year - AY 2001 and older
- Fiscal Year - FY 2002 and older
- Effective End Date - 2002-06-31 and older

(Unless protected by a capital construction shield)

* For jobs run on 4/28/2006

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
25	AGENCY CONTROL PROFILE	-
54	AGENCY RECEIVABLE DOCUMENT EXEMPTION PROFILE	-
D23	FUND PROFILE	Fund D23
D73	CASH FUND PROFILE	Cash Fund

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 or archived.
- Agencies are encouraged to print the AY, FY, and EED profile reports before April 28. (e.g. DAFQ034)

SFMS Responsibilities

- Update the capital construction and like-capital construction parameters (shields) on the D54 screen.
- Update the archive date profiles on the D30 screen.
- Verify the results of the profile archive programs
- Communicate with agencies about the process, the schedule, and the outcomes.

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:	1997	1997	2003	1995	2003	1997	1999
KEY 3:	1996-2011	2001-2011	2002-2007	1995-2011	2002-2007	1997-2009	1998-2008

TABLE ID:	RTCC	RTCC	RTCC	RTCC	RTCC	RTCC	RTCC
KEY 1:	471	586	622	629	635	691	730
KEY 2:	2001	2007	2001	1999	1999	1999	1995
KEY 3:	2000-2005	1996-2011	2000-2007	1998-2008	1998-2007	1998-2011	1997-2009

TABLE ID:	LKCC
KEY 1:	691-8000
KEY 2:	2001
KEY 3:	2000-2008

These profiles protect capital construction records from being archived.
 Capital construction that will be archived: 291 (1995) and 415 (1997).

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.