

Calendar of Events September 2005

September 2, 2005

SFMS will be running DAFM351 on Friday, September 2, 2005. DAFM351 will create transactions to close nominal account balances into equity for Fiscal Year 2005. Transactions will be processed with a batch agency of 999 and an effective date of 6/31/05. DAFM351 will create an Interface (IN) file containing these transactions that will interface during normal batch processing Friday evening. Set the Last Month Closed Indicator to '12' for FY05 on the 25 Agency Control Profile. This will enable the transactions created by DAFM351 to post in the prior fiscal year with a 6/31 effective date. SFMS will be available on Saturday, September 3, 2005 for normal processing from 7:00am until 3:30pm.

September 9, 2005

SFMS Agency Support Analysts will work closely with agencies to ensure that all transactions that erred as a result of DAFM351 will be cleared before Friday, September 9, 2005. The Last Month Closed Indicator on the Fiscal Year 05 25 profile should be set to '13' by Friday, September 9, 2005.

Friday, September 9, 2005 SFMS will close July 2005. Edit mode 3 transactions relating to July 2005 must be processed or should have the effective date changed by Friday, September 9, 2005. Edit Mode 2 transactions relating to July 2005 should be released on Friday, September 9, 2005. You may order month-end reports for July 2005 with the following criteria:

91 REPORT REQUEST PROFILE

AY	Period	FY	Frequency Control
07	CC		A**
07	CC		S
07	01	06	A**
07	01	06	S

Do not order July month end reports with a period of 'PM'. Since July is closed in September, a report period of 'PM' would select reports for August, 2005.

**Reports ordered with a frequency control of 'A' must have the 25 Agency Control Profile report flag set to 'Y' on FY 06 and the last month closed indicator on FY 06 set to '01' prior to 5:00 p.m. Friday, September 9, 2005.

September 16, 2005

Friday, September 16, 2005, SFMS will run the program, which creates the DAFR7940 Agency 1099-MISC Vendor Worksheet Report. These reports will be distributed to agencies the following week. SFMS will distribute these reports once a month between September and January in preparation for filing the 2005 1099-MISC forms.

September 23, 2005

Friday, September 23, 2005 SFMS will close August 2005. Edit mode 3 transactions relating to August 2005 must be processed or should have the effective date changed by Friday, September 23, 2005. Edit Mode 2 transactions relating to August 2005 should be released on Friday, September 23, 2005. The Last Month Closed Indicator on the 25 profile for fiscal year 2006 should be set to 02 by 5:00pm.

TIPS & TECHNIQUES

A SFMS Desk Manual

R*STARS: CENT.5
Revised: 08/12/05

DAFM351 GENERAL LEDGER CLOSE

Overview

The purpose of the DAFM351 General Ledger Close program is to close the nominal general ledger account balances to the appropriate equity accounts. This program runs each fiscal year on a date following Month 13 close. SFMS will be running DAFM351 for FY05 on Friday, **September 2, 2005**. The program generates transactions and creates an interface (IN) file that is processed with the nightly batch cycle. These transactions will zero out the nominal general ledger account balances for the prior fiscal year.

DAFM351 uses the following criteria for selecting records:

- If the Year End Close Indicator on the D31 Comptroller General Ledger Account profile equals '0' (Memo Account) or '1' (Real Account), no further action is performed.
- If the Year End Close Indicator on the D31 profile equals '2' (Nominal Account) and the selected General Ledger account balance is less than or greater than \$0.00, the General Ledger account balance is closed to the appropriate equity account.

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SD31 VER 2.0                STATE OF OREGON                08/12/05 11:20 AM
LINK TO:                    COMPTROLLER GENERAL LEDGER ACCOUNT PROFILE          PROD

COMP GL ACCOUNT: 3100      TITLE: REVENUE CONTROL - CASH
  GAAP GL CLASS: 310      (MUST BE IN D14)
NACUBO GL CLASS: 99       (MUST BE IN D46)
NORMAL BALANCE: C        (D=DEBIT, C=CREDIT)
YEAR END CLOSE: 2        (0=MEMO,1=REAL NOT CLOSED,2=NOMINAL CLOSED)
INVESTMENT TYPE: 99      G/L EDIT TYPE: S   OBJECT IND: R
GASB 9 CASH FLOW CAT: 99 STMT OF CHANGES CATEGORY: 99

INDICATORS IDENTIFY VALID BALANCE TYPES (BT, FROM D05 BALANCE TYPE PROFILE)
IN EACH FINANCIAL TABLE TO BE POSTED FOR THE GL ACCOUNT:
  APPROPRIATION: 12 (BT, NP=NO POST, AA=ANY)
  AGENCY BUDGET: 12 (BT, NP=NO POST, AA=ANY)
  CASH CONTROL: NP (BT, NP=NO POST, AA=ANY)  DOCMNT: NP (BT, NP=NO POST, AA=ANY)
  GRANT: 12 (BT, NP=NO POST, AA=ANY)        PROJ: 12 (BT, NP=NO POST, AA=ANY)

GAAP GL CATEGORY: 30      NACUBO GL CATEGORY: 99      STATUS CODE: A
EFF START DATE: 06011990  EFF END DATE:                LAST PROC DATE: 09152001
Z06 RECORD SUCCESSFULLY RECALLED
```

Program Details

DAFM351 selects records where the transaction year equals the current fiscal year minus one. Records are sorted and summarized using the criteria below. Any records that meet the same criteria for a given agency will be summarized into one amount.

- Agency
- Fiscal year
- D23 fund
- 'Normal balance' indicator on the D31 profile: Each general ledger account has a 'normal debit' or 'normal credit' balance as defined on the D31. E.g. Revenues have a normal credit balance; expenditures have a normal debit balance.
- Appropriation year
- Grant number/phase
- Project number/phase
- Organization - For those agencies with an SGL Org level greater than 1 on the 25 Agency Control Profile.

The program determines the appropriate equity account for each nominal account balance based on:

- Year End Close (YEC) indicator of '2' on the D31 Comptroller General Ledger Account Profile
- From the D23 fund for each agency / fiscal year, a lookup of the GAAP Fund
- From the D24 GAAP Fund, a lookup of the GAAP Fund Type
- From the D21 GAAP Fund Type, a lookup of the closing debit/credit t-codes

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SD21 VER 2.0                STATE OF OREGON                08/12/05 11:34 AM
LINK TO:                    GAAP FUND TYPE PROFILE          PROD

    GAAP FUND TYPE: 01
                          TITLE: GENERAL
GAAP FUND GROUP: 01      (MUST BE IN D20 FUND GAAP GROUP PROFILE)
CLOSE DEBIT TC: 350     (TRANS CODE FOR CLOSING DEBIT BALANCE,
                          NOMINAL ACCOUNTS TO FUND BALANCE, OR
                          RETAINED EARNINGS; MUST BE IN 28 TC PROFILE)
CLOSE CREDIT TC: 351   (TRANS CODE FOR CLOSING CREDIT BALANCE,
                          NOMINAL ACCOUNTS TO FUND BALANCE, OR
                          RETAINED EARNINGS; MUST BE IN 28 TC PROFILE)
FUND BALANCE GL: 3020   (GL ACCOUNT NUMBER FOR THE EQUITY
                          ACCOUNTS MUST BE IN D31)
CAFR FUND TYPE: GENERAL (GENERAL, SPECREV, DEBTSRV, CAPPROJ,
                          ENTPRSE, INTSER, FIDUCIR, PENSION)
CAFR OPER STAT: G      (G = GOVERNMENTAL, P = PROPRIETARY,
                          H = HIGHER EDUCATION, A = AGENCY)
                          STATUS CODE: A
EFF START DATE: 12151993  EFF END DATE:                    LAST PROC DATE: 09152001
Z06 RECORD SUCCESSFULLY RECALLED
    
```

Transaction codes 336-340 and 342-353 are used to close all nominal account balances to the appropriate equity account. All generated transactions will post with a batch agency of 999, a batch type of 'Y', a document type of 'YG', and a transaction effective date of 6/31/05. Any transactions that do not post because of errors will be on the 530 screen under agency 999.

GL account 2960 Revenue Expenditure Summary is used as the offset to the equity GL account on all transactions. After all generated transactions have posted, the total of GL2960 plus all the nominal GL balances will equal zero as of 6/31/05.

The balances in the memo accounts (YEC '0') and real accounts (YEC '1') will not change.

D21 GAAP Fund Type & Associated Equity General Ledger

GAAP Fund Type # /Name	Closing T-codes		GL Acct	GL Account Name
	DR Bal	CR Bal		
01 General	350	351	3020	Unresvd/Undesgntd Fund Bal
02 Special Revenue	350	351	3020	Unresvd/Undesgntd Fund Bal
03 Debt Service	343	344	3007	Reserved for Debt Service
04 Capital Projects	350	351	3020	Unresvd/Undesgntd Fund Bal
05 Enterprise	353	352	3025	Net Assets
06 Internal Service	353	352	3025	Net Assets
09 Agency	340	342	1575	Trust Funds Payable
10 Pension Trust	345	346	3008	Net Assets Held in Trust for Pension Benefits
14 Permanent	350	351	3020	Unresvd/Undesgntd Fund Bal
15 Investment Trust Fund *	349	349	2951	System Clearing GL Level Only
16 Private Purpose	338	339	3023	Net Assets Held in Trust
17 Govt-Wide Reporting Fund	353	352	3025	Net Assets
18 Deferred Comp	338	339	3023	Net Assets Held in Trust
19 Post-Employmt Health Care Benefit	336	337	3004	Net Assets Held in Trust – Post Employment Health Care
99 Default Oregon *	349	349	2951	System Clearing GL Level Only

*** Nominal general ledger account activity is not valid for these fund types. Agencies should review these funds to ensure nominal activity has not been posted.**

GL Account 2951 is used to ensure all erroneous transactions do not close to an equity account. Agencies are required to make correcting entries to any fund that has a balance in GL account 2951. Nominal general ledger account activity is not valid for GAAP fund types of 15 and 99. If DAFM351 finds any nominal activity in these fund types, it will close the erroneous transactions to GL account 2951.

Agency Guidelines

- On **Friday, August 26, 2005** order the DAFR8650 and DAFR8920 reports for MO13, FY05. These are the “before” reports that will be needed to verify equity balances after DAFM351 runs on Friday, September 2, 2005.
- On **Friday, September 2, 2005 before 4:30 PM** set the Last Month Closed Indicator to ‘12’ for FY05 on the 25 Agency Control Profile. This will enable the transactions created by DAFM351 to post in the prior fiscal year with a 6/31 effective date.
- On **Friday, September 2, 2005** order the DAFR8650 and DAFR8920 reports for MO13, FY05. These are the “after” reports, since they will run after the DAFM351 interface file has posted that night. If there are no 530 screen errors for an agency, the equity balances on the “before” and “after” reports can be compared to ensure that the program ran correctly. If there are errors on the 530 screen, new 8650 and 8920 reports will have to be ordered after the remaining transactions clear.
 - All nominal account balances will still remain on the reports.
 - GL 2960 Revenue Expenditure Summary will carry a balance. This balance will be the opposite of the sum of all the nominal balances. The total of all the nominal balances plus the GL2960 balance will be zero.

- The appropriate equity GL accounts will reflect an increase/decrease equal to the total amount of the nominal balances.
- The SFMS Agency Support Analysts will work with their agencies to clear any DAFM351 transactions on the 530 screen. Analysts will use the DAFR8461 System Reconciliation Exceptions and the DAFR2151 Error Report to assist with the necessary corrections. Agencies can request a copy of the DAFR2151 Error Report for batch agency 999.
- Errors resulting from DAFM351 must be corrected by **Thursday, September 8, 2005**. Some typical errors include:
 - Inactive, deleted or changed profiles, e.g., agency code, index or pca, grant or project.
 - Profiles with an effective end date that prevents further activity, e.g. 20 Appropriation Number Profile or D23 Fund Profile.
- Agencies will use User Class 48 to view the errors on the 530 screen under Agency 999.
- DAFM351 produces control report DAFR3511. This report reflects the transactions that were created and will post during the batch cycle. DAFR3511 reports the summarized balances by GL account and fund for each agency. The SFMS agency support analysts will provide a copy of this report to each agency.
- The SFMS Agency Support Analysts will notify agencies when the 25 profile for FY05 may be reset to Last Month closed of 13. If there are 530 screen errors, the 25 profile will need to remain at last month closed of 12 to clear the transactions. To prevent accidental posting of June effective date transactions to FY05, the 25 profiles will be monitored by SFMS. Only agencies with DAFM351 transactions still on the 530 screen should have the last month closed set to 12 for FY05.
- After any DAFM351 errors have been corrected, agencies will request new DAFR8650 and DAFR8920 reports for MO13, FY05 on **Friday, September 9, 2005**. This set of reports should be used with reports ordered on August 26, 2005 to compare equity account balances.
 - All nominal account balances will still remain on the reports.
 - GL 2960 Revenue Expenditure Summary will carry a balance. This balance will be the opposite of the sum of all the nominal balances. The total of all the nominal balances plus the GL2960 balance will be zero.
 - The appropriate equity GL accounts will reflect an increase/decrease equal to the total amount of the nominal balances.
- Contact your SFMS Agency Support Analyst for assistance or to report any possible problems with DAFM351.

SFMS Business Plan Objectives

Our objectives also identify our expected results. These results often contain quantifiable numbers as a measure of success. These are targeted values representing what we would like to achieve and should not be considered as absolute deliverable results.

2005-2006 OBJECTIVES	EXPECTED RESULTS
1. Change Deposit Reconciliation Process to post before expenditures, if appropriate per business case. Work began August 2005 SMR 1205 Anticipated completion date: 12/05 Program will need to be tested in the Big Test Region.	Daily deposits will post and reconcile prior to the daily expenditures being processed in the nightly batch cycle
2. Work with SARS for daily update to the Financial DataMart. Work began with a meeting on: 7/25 Anticipated completion date: 5/06	Use Financial DataMart for SFMA's Inactive Accounting Event records and incrementally update the Financial DataMart daily, if the business case warrants the project.
3. Assess and analyze programming changes for 1099-MISC reporting and implement, if appropriate per business case. Work began 7/22/05 Anticipated completion date: 11/05	Change to program methodology used for determining 1099-MISC reporting status for SFMA vendors.
4. Develop method to provide agencies requesting reports from SFMA to have the option to receive the requestable and control reports electronically, if the business case concludes this is appropriate. Work began last FY and is on hold until the Business Case is complete. BC expected completion date is 8/05.	Provide the agencies another option regarding SFMA reports and to reduce the number of paper copies of reports.
5. Develop seminar style SFMA training. This training will be prepared for OSFA in the fall of 2006 and may be offered again to agencies.	Provide training to agencies on some of the more sophisticated processes in SFMA.
6. Assist State Purchasing Office (SPO) in analysis for ORPINS in phase 2. ORPIN is the lead on this project.	Work with SPO and SD&C in analysis of program functionality and interface requirements comparing ORPINS to ADPICS.
7. Review, analysis and implement the last phase of the Data Management Project. Anticipated beginning date: 11/05 Anticipated completion date: 1/06	Tested and document process so Document Tracking Archive jobs can be implemented in the annual production schedule beginning with fiscal year 2006.
8. Quarterly communication to SFMA users from all SFMS Units. First newsletter to go out December 2005.	We will be organizing and executing a plan to communicate quarterly our successes and lessons learned for our users.

2005-2006 OBJECTIVES	2005-2006 OBJECTIVES
<p>9. Resolve multiple system anomalies:</p> <ul style="list-style-type: none"> • Warrants not generating To work on 4th quarter • Balanced Transaction posting errors To work on 2nd quarter • Documents posting without approval dates To work on 2nd quarter • Cost Allocation not fully allocated Work in progress SMR 1172 • Change "C" modifier to force \$0 balance Work in progress SMR 1166 	<p>Ensure system integrity. Greatly reduce agency and central staff workload taken to identify and resolve inaccuracies caused by these anomalies.</p>
<p>10. Improve SFMS website (Internet and Intranet). Anticipated commencement date: 4/05 Anticipated completion date: 6/30/05</p>	<p>Provide a more user friendly website via direct links that customers can use to find pertinent information.</p>
<p>11. Assist agencies with clearing FY98-01 documents remaining on the Active Accounting Event and Document Financial tables. On-going throughout the year.</p>	<p>Move approximately 150 items from the active accounting event table to the inactive accounting event table allowing items subject to archive criteria to be consistently removed from SFMA.</p>
<p>12. Coordinate with Oregon University System to clean up over 500 mail codes on vendor profiles. Anticipated beginning date: 10/05 Anticipated completion date:12/05</p>	<p>Reduce the number of active mail codes to streamline payment coding and enable ACH.</p>
<p>13. Establish ACH Forum Group or merge ACH information with the A/P Managers Forum, consisting of agency and central staff to meet periodically. Agenda item for October 2005 A/P Manager Forum.</p>	<p>Evaluate and recommend improvements to Automated Clearing House program and procedures in SFMA.</p>
<p>14. SPOTS/Access on-line interface. The SPOTS/Access on-line interface work is in progress. We expect OYA's interface to be final in August 2005. We will immediately begin the work with DHS. It depends on the resources DHS commits to this project when it will be completed. We will begin DAS in about October 2005.</p>	<p>Finalize the very first SPOTS/Access On-line interface for the Oregon Youth Authority and then work with other interested agencies for similar interfaces.</p>
<p>15. Partner with ORBITS on data integration. On-going as requested.</p>	<p>ORBITS is the new budget system that currently interfaces budget data to SFMA. This project will integrate ORBITS and SFMA data for more efficient and effective usage.</p>

**1099-MISC TRAINING
NOVEMBER 9, 2005
VETERAN'S AUDITORIUM
9:00 - 11:00 am
DRAFT AGENDA**

- I.** 1099-MISC timeline & DAFR7940 report distribution schedule
- II.** General Guidelines for 2005 filing of Form 1099-MISC
 - a. Which payments are reportable
 - b. Which vendors are reportable
 - c. Which box do payments get reported in
- III.** Reviewing the DAFR7940 report
 - a. How to use this report
 - b. How to make corrections
 - c. Employees as vendors
 - Reviewing the SFMSE099 report
- IV.** Responsibilities
- V.** Payments to Survivors
- VI.** Cancellations
 - a. Prior Year
 - b. Cross Year
- VII.** SPOTS card payments
- VIII.** Backup Withholding
 - a. LLC's, Sole Proprietors
 - b. Valid FEIN's
- IX.** Tips
- X.** 2005 Filing of 1099-MISC Checklist
- XI.** 1099-MISC change request forms
- XII.** D10 Reportable Comptroller Objects
- XIII.** Q & A