

SFMS User Group Meeting

February 23, 2004
Veteran's Auditorium

1. New Staff Introductions

SFMS Operations

New SFMS Agency Support Analysts

Kathy Widby 503-373-1044, ext 233

Silvar Rys 503-373-1044, ext 224

Analysis and Development Unit

Manager

John Mencl 503-373-1044, ext 242

Senior Financial Analyst

Lin Rigutto 503-373-1044, ext 269

Financial Analyst

Maria Young 503-373-1044, ext 251

2. ORBITS Phase 2 – ORBITS / SFMA Structures

Pat Payne - 503.378.8483 - patricia.a.payne@state.or.us

ORegon Budget Information Tracking System

The strategy to develop a new budget system (ORBITS) has been around since the beginning of the SFMA Master Plan. The plan is to bring budget and accounting structures in-synch, which will allow access to detail information. To make this possible there has to be conformity in structures between SFMA and ORBITS.

Over half the agencies' structures match the budget structure. ORBITS staff will work with SCD and agencies to align structures. The plan is to identify all necessary changes by February 2005, and have them in place for the 05/07 biennium.

The intent is to make no major systems changes. ORBITS will look to the various interface options for solutions. E-Gov tools are being evaluated for "middleware" software which could be used by ORBITS.

An integration work group has been formed to begin formulating standards, policies, and system integration.

The next release of ORBITS is scheduled for March 2004. It will be used to prepare the 2005-07 budget. New modules include monthly revenues and expenditures summarized to budgetary level and narrative/publications.

There is no handout for this topic.



3. DMP Update

Profile Archive scheduled for ~~4/30/2004~~ 05/21/2004*


* Staffing changes necessitated a re-arrangement of the archive schedule for this spring.

Jeff's slideshow/narrative is attached as a powerpoint file. If you were not at the User Group Meeting, you will want to print out this file. It contains important information about the pending Profile Archive and the agency role.

A synopsis of what is included:

- Profiles are separated into three logical groups
 - 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
- Once the financial data is archived, the associated profiles are not needed.
- Archival Cut-off Dates (on 30 screen)
 - Appropriation Year - AY 1999 and prior
 - Fiscal Year - FY 2000 and prior
 -  Effective End Date - 06312000 and prior

Please distribute the handout information to all staff who may be affected by it. Any questions should be directed to your agency analyst.

 **If there is currently a profile table in the DataMart, there will be an archived profile table.**

Handout 3a) Profile Archive Update.ppt

Financial Archive Project - March 19, 2004

This is the second year the Financial Archive program will run. The difference this year is that appropriate Capital Construction data will be archived.

It is scheduled to run on:

March 19th and may run through March 24th.

If things go well, we may bring up SFMA early. We will keep you informed.

Plan on March 25th until you hear otherwise.

PLAN AHEAD!! SFMA will not be available until the financial archive has been verified - Will be March 19th through the 24th, unless you hear otherwise.

- No warrants or SMFA ACHs will be produced.
- ACH with a due date of March 18th or earlier will process on the standard schedule.
- No interface files will be processed. If submitted, they will be kept and run after SFMA is brought back up.
- No transactions will post. (IT file inactivated)
- Treasury redemption will not be interfaced to SFMA.
- Forward dated warrants will not be produced when SFMA is not available. They will run when SFMA comes up.

- **Emergency Wires** will be the only way to send funds out of a receipted SFMA account. If an emergency payment needs to be made, e-mail John Mencl (rhymes with pencil!) at john.mencl@state.or.us. Treasury will do this for agencies - SFMS will pay for any emergency wires.

Handout 3b) Financial Archive Update.ppt

~~Header Archive Project~~ ——— ~~May 21, 2004~~ [Postponed*](#)

* Staffing changes necessitated a re-arrangement of the archive schedule for this spring.

Headers are utilized for document tracking purposes, and once the financial data has been archived, the header tables serve no purpose. Archiving the Vendor and Document headers will improve the efficiency of system operation by removing valueless information.

Handout 3c) Header Archive Process.ppt

4. 1099 MISC Update

1/26/04 6,623 1099-MISC forms were printed
2/12/04 213 corrected forms were printed

396 corrections received.

Corrected 1099-MISC forms will be printed

02/26/04

04/06/04

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

1099-MISC training will be scheduled later in the year. Questions and/or suggestions are welcome as Terry Polston develops the training agenda. Please contact her - terry.s.polston@state.or.us.

Handout 4) 1099-MISC Update 022404.doc

5. 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, most records move from the Active to the Inactive table. The exceptions are listed on the handout. When the archive program runs, it only pulls documents from the Inactive table.

Since running the financial data archive program last spring, we continue to identify transactions from FY99 and prior which remain on the Active Accounting Event Table. They fall into two major categories:

- Warrant Not Written - we are planning to perform a mass cleanup on these transactions to populate specific fields on the AE 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.

- Document Financial Table has no 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.

If you come across any old transactions (FY00 or earlier) that remain on the Active AE, please provide your agency analyst with the document number of the transactions. The SFMS Agency Support Analyst will contact agencies as appropriate to work on clearing old items.

Handout 5) Old AE Items.doc

Notes:

- **ACH Focus Group** - This is planned for April. We invite agencies to volunteer to participate. An email will be sent soon announcing a date, time and place.
- **Vendor Cleanup** - Work will begin to clean up [Oregon University System \(OUS\)](#) vendors and the hundreds of mail codes. Agency input will be solicited and updates on progress will be given.

Next Meeting: May 18, 2004, 8:30 - 10:00
Location: Veteran's Department Auditorium
700 Summer St NE