

SFMS User Group Meeting Minutes

February 14, 2006
Veteran's Auditorium

Meeting started at 8:30 am

6. E-Reporting Update

I moved this topic to the beginning because we had a guest speaker – Mike Zanon – EAS Manager – to give us our update.

He explained that the application chosen and modified to give agencies the ability to obtain reports electronically wouldn't handle more than a few users at any one time without seriously affecting the processing time in other areas. After stress testing, it was determined that there was no way to scale the application to meet our needs. He apologized and said that he owned the problem and was very sorry that it wouldn't meet our needs. The option available, to start the process over with an RFI, is still on the table and may be pursued.

Handout) There is no handout for this topic

1. Payment Control/Cancel Archive

The handout included in the packets at the user group meeting on the 14th had some bad dates in it. Please remove from your packet and replace with the attached handout!!

The archive is scheduled to run in Production on March 3, 2006. Jim Jordan walked us through the need for archiving and how this archive is going to work. Why Archive: 1) Cost savings; 2) Efficiency; 3) Timely System Responses.

The archive process is set up to keep the current fiscal year and the two prior fiscal years. We are in FY 06. We will keep FY06, FY05, and FY04. Only warrants in "P", "C", or "R" status that meet these requirements will be archived. "E" expired warrants with an expiration transaction generated date of December 2005 and prior will be archived.

They will still be partially available in the Archived Payment Control Table. Please make this **REVISED** handout available to staff.

Handout) Pmt Control & Cncl Archive Update REVISED.doc

2. Financial Table Archive

Joy Sebastian reported that the financial table archive will run in Production region on Friday March 24th, after the Friday night cycle. SFMA will be totally unavailable on Saturday, as the archive program chugs along for many hours.

Monday morning SFMA will be up and running, with only the IT file (530 screen) unavailable.

We are asking agencies to plan on the 530 screen being unavailable until Wednesday morning. If all goes well, we hope to be able to bring the system up sometime Tuesday, but we can make no guarantees. Agencies should plan on Wednesday.

The archive will cover non-capital construction transactions with an effective date of June 31, 2002 and prior.

The handout explains which tables retain capital construction and which do not. Since this can impact inquiries, please make this document available to any staff who may have need of it.

Handout) 2006 Financial Archive.doc

3. Profile Table Archive

Jeff Whittaker was our guide for the Profile Table Archive process. The archive is scheduled to run in Production on April 28, 2006. Basically, it makes sense to archive the profiles that relate to the financial table archive. There are three groups of tables, which have different archival cut-off dates* (D30 screen).

- Appropriation Year – we will archive AY2001 and older
- Fiscal Year – we will archive FY2002 and older
- Effective End Date – 06312002 and older

*Unless protected by a capital construction shield.

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)

The handout contains details – please make available to staff.

As the archive date approaches, information will be presented through SFMS News.

Handout) Profile Archive 2006.ppt

4. Deposit Reconciliation Update

Good News! Sandy Ridderbusch told us that the programming is complete and testing has been successful in the acceptance region. The next step will be more intense testing in the 'BIG' region which is a mirror of production region.

Successful implementation of this project will make agency reconciled deposits available during the cycle in which they are reconciled, instead of having to wait for the next day.

Implementation is scheduled for April 2006.

Handout) Dep Recon Process Change Update 021406.doc

5. Direct Deposit Review/Update

FAQ's

- Can a direct deposit vendor be overridden to send the payment as a warrant? **Yes**
- Is there a workaround to expedite a warrant when a vendor is setup for direct deposit? **No – Unless you can use a different mail code which is not set up for direct deposit.**
How can an agency quickly determine if the vendor has been set up for direct deposit, and under which mail code? **Based on agency feedback we are in the process of adding the PDT field to the 3A and 3N inquiry screens**
- 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? **Trudy explained to all of us that because there is no face-to-face relationship between SFMS and any of our non-employee vendors, the bank signature requirement will continue. HOWEVER, SFMS has agreed to allow the payroll officer at each agency sign the banking information section of the SFMA Direct Deposit form for EMPLOYEES. Each agency's payroll department has the option to decide if they are comfortable doing this, or not.**

Handout) Direct Deposit in SFMA – Topics of Interest.doc
http://egov.oregon.gov/DAS/SCD/SFMS/desk_manual.shtml
*(Direct Deposit for R*Stars Vendors_ PAYM3.doc)*

7. Priorities Update

Joy presented a scorecard for our current projects which includes the ranking and the status. Here are the projects – please read the handout for details.

- Change the Deposit Recon Process
 - On schedule for April migration
- Daily Update to the DataMart – 2 parts
 - Moving the IAE to the datamart presented many high risks which SFMS staff is unwilling to accept. This part of the project is cancelled.
 - SARS staff is planning to move forward with a business case on a daily update, realizing the project will probably not be cost neutral. There would be a cost to agencies – at this time it is not seen as a significant cost.
- Change the 1099-MISC program
 - Change to program is not needed
 - SFMS staff is in the final stages of completing a draft change to comp objects for agency comment.
- E-Reporting for Requestable and Control Reports
 - As reported earlier, this project with the EAS staff is dead.

- Plans are to pursue the capability with an outside vendor, commencing with an RFI.
- Develop Seminar type SFMS training
 - 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.
- ORPINS/ADPICS functionality project
 - We are working with the State Procurement Office (SPO) for this project. We are hearing agencies say they would like to replace ADPICS with ORPINS and we support that idea. We will continue to work with SPO for details toward that end.

Handout) Fiscal Yr 2006 – Project Ranking Update.doc

8. Round Table

NOTE:

The Secretary of State (SOS) Auditors have notified us of their intent to perform a follow-up audit of our financial system. The focus will be on backup documentation kept by the agencies – OAM 10.15.00.PO Transaction Documentation Requirements

http://www.das.state.or.us/DAS/SCD/SARS/oam_toc.shtml

The meeting was adjourned.

Next Meeting: Tuesday, May 16, 2006, 8:30 – 10:00
 Location: Veteran's Department Auditorium
 700 Summer St NE