

# **SFMS User Group Meeting**

May 18, 2004  
Veteran's Auditorium

## **1. New Staff Introductions**

### **Analysis and Development Unit**

Senior Financial Analyst

Jim Jordan

503-373-1044, ext 261

## **2. COBOL Conversion to OS390**

John Mencl explained the scope and duration of this project. All SFMA programs are written in Cobol II, which is obsolete, and has been replaced with OS/390 COBOL. It will be necessary to modify, compile and test all SFMA programs. The project is considered to be low risk because there will be no functional modifications. The project begins in May and is expected to be completed by December 31, 2004.

Testing will require all of A & D staff and may include Operations staff as well.

*Handout - #2 – OS\_390 COBOL Conversion.doc*

## **3. IT Changes to Comptroller Objects ( D10's)**

Sean McSpaden from IRMD presented a slide show and explained why new D10's are needed. Here is an excerpt from the handout:

### **Situation**

- Critical government services depend on information technology (IT) infrastructure and systems
- Hundreds of millions of dollars are spent to develop, operate, manage, maintain and support IT infrastructure and systems each biennium
- Increased scrutiny is being placed on state's ability to manage this area of operations
- To manage IT infrastructure and operations well, accurate, detailed, and timely IT-related information is required (e.g. asset inventory, project portfolio, performance data, expenditure information, etc.)

### **Problem**

Current budget, accounting, and state payroll systems are:

- not designed to capture aggregate IT expenditure information across state government at a detailed level.
- designed to control and report budget and cost information by organization and budget authority.
- Current systems and chart of accounts do not enable IT expenditure accounting / reporting at summary and detailed level.
- Verifiable enterprise view of IT Budgeting/Expenditures at a sufficient level of detail is not currently possible.

### **Objective**

Produce regular, consistent, verifiable, and auditable IT expenditure data at a level necessary for enterprise management decision support purposes.

IRMD is working with larger agencies at this time, but will involve smaller agencies as the project continues. Agency instructions and training are on the list of “Next Steps”.

[http://www.das.state.or.us/DAS/IRMD/CIO/pln\\_index.shtml](http://www.das.state.or.us/DAS/IRMD/CIO/pln_index.shtml)

direct link to the presentation:

[http://www.das.state.or.us/DAS/IRMD/CIO/docs/ENT\\_REPORTING\\_IT\\_EXPV9.pdf](http://www.das.state.or.us/DAS/IRMD/CIO/docs/ENT_REPORTING_IT_EXPV9.pdf)

*Handout: #3 – IRMD Changes to Comptroller Objects.doc*

#### **4. Profile Archive – May 21<sup>st</sup>**

Lin Rigutto reminded us of the Profile Archive scheduled for May 21<sup>st</sup>. Agencies have been asked to refrain from making profile changes/additions during the week of May 17 through the 21<sup>st</sup>, and on Monday the 24<sup>th</sup> until we have finished the verification process. An integral part of all of our archive verification is a row count before and after. A & D and Operations staff will be printing the “before” screenprints the week of the 17<sup>th</sup>. Changes to profiles after screenprints are taken cause time consuming review during the verification process.

The handout lists the three groups of financial profiles and how they archive.

*Handout: #4 – Financial Profiles Archive.doc*

#### **5. Month-End Reports for Fiscal Year End**

Terry Polston presented this topic. An Excerpt:

“Because there are multiple fiscal months open during this time frame, please follow the guidelines below when ordering reports for each month-end. Please read this carefully to avoid reports that do not contain all of the month’s information.”

Please see that this information is distributed to any staff who order reports.

*Handout: #5 – FY04 year end report requests.doc*

#### **6. DAFM353/356 Year End Rollover Program**

##### **Excerpt:**

Each year, on the last working day of June, DAFM353/356 programs are run after batch cycle to **roll financial table balances forward** to the new fiscal year. This year the program will run on Wed., June 30<sup>th</sup>. The following day, July 1<sup>st</sup>, the IT file (530 screen) will remain closed until SFMS Operations verifies that the program ran successfully. Once verified, the IT file will be opened and agencies can start posting transactions with July effective dates. Agencies can also continue to post transactions with June effective dates.

**Every year**, at the change of the FY, the following financial tables are rolled forward for one fiscal year.

##### **FY TABLES**

GP	Grant	66 screen
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PJ	Project	80 screen
CF	Contract	68 screen
CC	Cash Control	63 screen
DF	Document Financial	64 screen

*Handout: #6 – DAFM353-User Group May 2004.doc*

## **7. Year End Closing**

The challenge we face when two fiscal years are open, is to properly account for all accounting transactions. Keep in mind that our state accounting is modified accrual. Expenditures and Revenue are accrued – cash is not. The effective date on transactions determines which fiscal year is affected.

Topics covered in the handout include:

- Suspense Account Activity
- Payroll
- Deferred Revenue
- Deposits
- Transfers
- Expenditures
- 530 Screen
- Mass Batch Change
- 25 Profile
- Cost Allocation

*Handout - #7 – YEGuidelines 2004.doc*

## **8. Converting Employee Vendor Number on SFMA**

Vendor profiles (52 & 51 screens) on SFMA for state employees include the employee's social security number. Effective June 1, 2004, we will inactivate these SSN controlled profiles, and create identical ones using the HRSD Employee Identification Number. The inactivated SSN profiles will contain the employee ID number in the ALT VENDOR/FID field.

The 3A profile can still be used to find the correct vendor number – both active and inactive profiles will be displayed.

Please read the handout for information concerning -

- Employees who also receive 1099 reportable payments for other services
- Interfaces which include vendor number - they may need to be modified, depending on how the vendor number is determined.

Contact your analyst or Trudy Vidal if you have questions.

*Handout - #8 – Employee Vendor Number on SFMA*

## **9. Due Diligence for Expiring Warrants**

The attached handout is a copy of the memo sent on May 18, 2004, to Agency Fiscal Officers. Please read it carefully – it outlines **due diligence expectations**, and how to handle various scenarios concerning the warrants on the DAFR314 outstanding list.

## 10. Requirements of OFAC/FTO for Vendor Payments

Office of Foreign Assets Control (OFAC) and Foreign Terrorists Organizations (FTO) Lists

These two lists are published by the US Government and relate to individuals and organizations that engage in terrorist activities.

Governments are restricted from making payments to persons and organizations on these lists.

SFMA process for monitoring these is manual and very time consuming at this time, but will be automated and you will be notified as soon as we have a permanent process in place.

Agencies who make payments through subsystems need to be aware of these constraints, because the rules apply to all payments from government agencies.

Here are the websites for these two lists regarding Foreign Terrorists

OFAC: <http://www.treas.gov/offices/eotffc/ofac/>

FTO: <http://www.state.gov/r/pa/prs/ps/2001/5265.htm>

 **There are penalties and jail time associated with violating these payment rules.**

Handout: #10 – Office of Foreign Assets Control.doc

### Notes:

- **New Microfiche Contractor – Anacomp Inc** – DAS pays for all microfiche. The fancy envelopes in which you receive your microfiche from the new contractor are not a cost factor to DAS. They are a choice of the contractor and do not add to the cost.
- If an agency gets a microfiche copy of reports, then DAS will also. If the agency does not get a microfiche copy, then neither will DAS. Agencies need to retain based on archive requirements of the Secretary of State, Archives Division.
- **Report Training** – Those present were asked if they would like to see some report training. Several people expressed an interest. An email will be sent to all agencies giving them the option of a training session in July or October.

Next Meeting: Tuesday, August 17, 2004, 8:30 – 10:00  
Location: Veteran's Department Auditorium  
700 Summer St NE