

SFMS User Group Meeting Minutes

May 17, 2005
Veteran's Auditorium

Meeting started at 8:30am

1. DAFM 353/356 Roll of Financial Table Rows

This project is scheduled to run on Thursday, June 30th. The IT file (530 screen) will be closed on July 1st while SFMS Operations staff verify the results. The program will roll AY tables forward for two fiscal years. FY tables are rolled forward for one fiscal year. Please read the handout for further information.

Handout) #1 - DAFM 353/356 Roll.doc

2. Fiscal Year End Report Requirements

Terry Polston explained the different rules for requesting reports while we have multiple months, fiscal years, and appropriation years open. Please make sure these rules are distributed or available for all staff who order reports.


Handout) #2 – FY05 close – report requirements.doc

3. Year End Guidelines 2005

As you know, Oregon has added a 13th month to accommodate GAAP reporting requirements. Month 13 closes August 19, 2005.

FY 2005 - Agencies have until August 19, 2005, to enter necessary accrual transactions for FY05. The effective date for these transactions is 06/31/2005.

AY 2005 – Agencies have until calendar December 31, 2005, to record AY05 transactions. These transactions have a current effective date, and AY05.

 **Big Change** – Effective July 1, 2005, General Fund monies received or transferred must be recognized in the Appropriation Year during which the cash is received/moved. The SARS training on April 27, 2005, introduced and explained this change in policy. Please read the attached handout carefully.

If you have any questions, please contact your agency support analyst.

Handout) #3 – YE guidelines 2005.doc (**we made a pen and ink change** on page 3d at the meeting – we changed the tcodes at the top of the page from ‘436 or 437’ to 920 or 921) The attached handout is correct.

4. Biennium Close Research / Verification

The handout is to inform users about reports and inquiry screen that are available to research outstanding biennium close documents and balances.

We made a pen and ink change on the first page of this handout at the meeting:
Balance Type 17 on the 6500 report should be zero by December 31st calendar date.

Handout) #4 – AY close – research tools.doc this handout is correct

5. Document Supported Accounts Receivable

The handout details the steps necessary to either reclassify or write off accounts receivable. Please make this available to the appropriate staff.

Handout) #5 – document supported ARs.doc

6. New IT Comptroller Objects

The handout includes the proposed IT-Related Chart of Accounts. It also includes definitions and examples to make this transition easier. Please review this in preparation of its implementation. These will be added to R*Stars in June. Agencies are not required to re-test their interfaces for these new Comp Objects.

Any questions can be directed to: WEBBER Catherine * DAS IRMD
https://intranet.egov.oregon.gov/sites/DAS/IRMD/special_projects/chart_accounts_index.jsp

Handout) #6 – DAS IT Comptroller Objects (draft).xls

7. Due Diligence / Warrant Expiration Process

The handout reviews the procedure for Due Diligence and the expiration process. Please make sure this is forwarded to the appropriate person in your agency

Handout) #7 – Complete Expire process – due diligence.doc

8. Roundtable Discussion.

There was some confusion about recording the movement of cash and general funds vs all other funds. We have attached a handout that will hopefully make this process a bit easier.

Handout) #3a - YE 2005 Appendix A .xls

Next Meeting: Tuesday, August 23, 2005, 8:30 – 10:00
Location: Veteran's Department Auditorium
700 Summer St NE