

SFMS User Group Meeting

August 17, 2004
Veteran's Auditorium

1. Calendar of Events for the end of August and the month of September

During the next six weeks we will close Month 13 (Friday, August 20th), close July (Friday, September 10th) and close August (Friday, September 24th).

The attached handout also explains the changes in report ordering during this time period.

Please see that all appropriate staff receive a copy of this calendar.

Handout 1) Calendar of Events.doc

2. Warrant Cancels

In May 2004 SFMS Operations made a change in one aspect of the warrant cancel process.

The Change: We no longer allow the practice of canceling warrants without the warrant in hand. We removed the cancellation of a warrant language from our AD39 Form 'Certification of Claimant'.

Affidavit Form AD40 is new, and allows the cancellation of 'lost' warrants that meet these criteria:

- Warrant is lost
- Funds are no longer owed to the vendor
- Warrant is two years past its issue date

No Change:

- AD36 – Statement of Claimant for payees who request replacement warrants
- AD39 – Certification of Claimant for agencies who request replacement warrants on behalf of payees.

Handout 2) Warrant Cancel Process.doc

3. DAFM351 Program to run September 3rd

DAFM351 is the program that closes 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 run DAFM351 on Friday, September 3, 2004. We ask agencies to follow the "Agency Guidelines".

Agency Guidelines

Friday, August 27

- Order DAFR8650 and DAFR8920 for M13, FY04 “before”
Friday, September 3
- 25 profile, FY 04 – Set last month closed to ‘12’
- Order DAFR8650 and DAFR8920 for M13, FY04 “afters”
Tuesday September 7th thru Friday September 10th
- Your analyst will work with you to clear any DAFM351 errors, which show up on the 530 screen for agency 999, in “Y” type batches. Typically these are profile errors – Inactive status, effective end date, etc.
- Error reports will be faxed to you.
- You can view the transactions using UC48 and the 530 screen for agency 999.
Friday, September 10th
- Order DAFR8650 and DAFR8920 for M13, FY04 “after error fixes”

Please read the attached handout for more information – the above is just an outline!

Handout 3) DAFM351 – Cent5.doc

4. A/P Managers Forum & A/P Administrative Measures

A/P Administrative Measures Goal Statement:

To optimize accounts payable services in the State of Oregon

Performance measures have been identified as follow:

Efficiency

- A/P units will be measuring the number of staff accounts payable hours compared to volume.

Customer Service

- Short questionnaire to all vendors paid in the last six months.

Accuracy

- Percentage of duplicate payments

Timeliness

- Percent of time payments are made timely according to statute, policy or contract.

The A/P Performance Measure group indicated an interest in starting an A/P Managers quarterly meeting. Joy Sebastian will be sending out invitations via the SFMS-News Group. The Performance Measure group suggested the first meeting be in early October.

The A/P Performance Measure group had a number of conflicts with meeting the 4th or last Tuesday in the month. The attendees agreed to the third Wednesday of each month from 10:30 – noon.

5. SFMA Training Program

SFMS was reduced by three staff as of July 1, 2003. One of the three was:

- Trainer for SFMA – we combined the report/manual update, tester position with the trainer position. The trainer position was shifted to OSPS, because it was not being utilized.

To accommodate agency needs that did not surface until after the position was provided to OSPS, we have been operating the training program at close to full-time for the last year. We cannot continue to offer Lance Johnson's services as a trainer at this level. The newly defined training position provides for 40% training and 60% manual update and testing.

- **Our plan is to reduce Lance's training days to 2 days per week (40%) beginning sometime during the month of October.**
- **We also plan to offer agencies the opportunity to train its own staff. We will provide the training modules and the training region.**
- **We plan to hold our first training session for trainers in October. Does this have any interest?**

6. IT Expenditures Comptroller Objects

2005-2007 Budget Instructions (Page 34 & 35)

- **ORBITS Chart of Accounts - (Expendable Property & Professional Services)**
 - Note: The chart of accounts available in ORBITS relating to Expendable Property and Professional Services has been expanded to distinguish between IT-related and Non-IT related budget items. Please contact your agency's budget analyst for any needed clarification regarding this change.
- **IT-related chart of accounts for 2005-2007 Expenditure reporting**
 - Further, IRMD and the State Controller's Division are working on an expanded IT-related chart of accounts for use during the expenditure reporting process in the 2005-07 biennium. The use of this expanded IT-related chart of accounts will be required to provide the detailed information necessary for quality, comprehensive, and state government-wide information resources management planning and coordination to occur.

For complete information:

http://www.das.state.or.us/DAS/IRMD/CIO/docs/ENT_REPORTING_IT_EXPV9.pdf

Handout 6) IT Expenditures Compt Obj.doc

7. COBOL OS390 Update

Testing in the new region (E21) will begin next week. All programs have been compiled and E21 is a mirror image of Acceptance (E25). Testing will mean entering duplicate transactions in each of the regions to keep them in sync.

This project is expected to run through the end of November, requiring 75% of the staff time in the Analysis and Development unit.

Handout 7) COBOL OS390 Update.doc

8. 1099-Misc Training

There will be a three hour training session in October, put on jointly by IRS staff and our own Terry Polston.

Date: Tuesday, October 19, 2004

Time: 9 am to 12 noon

Where: Veteran's Department Auditorium

Sign-ups are not required – we are encouraging each agency to send a representative.

More information will be disseminated as we get close to the date of the training.
there is no handout for this topic

9. SFMS Report Training

There will be a two hour report training session in December.

Date: Tuesday, December 7, 2004

Time: 10 am to 12 noon

Where: Veteran's Department Auditorium

More information will be disseminated as we get close to the date of the training.
there is no handout for this topic

Next Meeting: Tuesday, November 16, 2004, 8:30 – 10:00

Location: Veteran's Department Auditorium
700 Summer St NE