

# **SFMS User Group Meeting Minutes**

November 16, 2004  
Veteran's Auditorium

## **Meeting started at 8:30am**

Opening introduction comments were made by Trudy Vidal regarding the handouts as outlined in the information below.

### **1. SFMA Processing Calendar**

A calendar of the 2005 (FM07/FY05 – FM07/FY06) SFMA closing schedules was handed out. A note was made about the incorrect holiday date in February.

The attached Document is the new updated calendar with the corrections.

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

*Handout 1) 2005 Calendar.doc*

### **2. LGIP With Treasury**

An introduction of Debbe Moore LGIP / EFT Coordinator and Judy Whaley-Fultz Banking Supervisor both representatives of the State Treasury were acknowledged and available for Treasury questions.

Trudy discussed LGIP Investments, T-codes, and balanced transactions. Mail codes when set up should start with 001. Open floor for general LGIP questions for Debbe Moore.

*Handout 2.a – 2.e) LGIP 203.820.doc*

*LGIP Cash Mgmt Manual Section XIII.doc*

*LGIP Doc Types.xls*

*LGIP in SFMA.doc*

### **3. Follow-up 1099-MISC Questions**

Discussion regarding how 1099's are processed in SFMA regarding FY and AY in relation to the calendar year. This is important if changes are made to the system and how it processes 1099's. IRS has given guidance differing from past guidance by SFMS. IRS preference mentioned on Reporting. No IRS penalty if the entire amount of payment is reported on 1099-MISC as long as the dollar amount is accurate.

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

*Handout 3) 1099MISC for svcs and materials per IRS.doc*

## **4. IT Expenditures Comptroller Objects**

Trudy Vidal is currently in meetings and serving on a committee that will potentially change the IT chart of accounts. Trudy is looking to see where new accounts would best fit and help add detail without confusion. Agencies were asked to pass this information on to the person who handles this at their agency. Suggestions should be sent to Trudy Vidal.

For complete information:

[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)

*See Handout – DAS IT Expenditure Project Draft.xls*

## **5. Electronic SFMA Reports**

The possibility of doing electronic reports for R\*Stars was presented. This is being looked at through the use of an e-mail notification. Dave Hays from SD&C is working on this project. Agencies voted to continue and voiced several comments on how this might benefit or create problems. Comments made had to do with more added work and the out dated technology if the data had to be stored for a long period of time (6 years is the requirement) Positive response overshadowed the negative with the ability to look at reports without paper distribution. One agency mentioned the use of Micro Fiche as a way to store the data required for the retention of records for 6 years. A group discussion was made to continue the progress in this area. Dave and Trudy mentioned late spring 2005 for the completion.

*Handout 5) E-Reporting.doc*

## **6. SFMA Intranet/User Group Minutes**

Agencies were reminded that the SFMA Intranet had the last 2 years handouts and minutes of the User group meetings.

*Handout 6) SFMS Intranet*

## **7. New ORPIN Interface**

A brief discussion was made regarding the ORPIN Interface.

## **8. 1099-Misc Timelines**

Terry Polston discussed 7940 Reports coming out every month (next date of reports is 11/26/04) until December month end closes on January 14<sup>th</sup> 2005. Discussion of the 43 screen was briefly addressed.

*Handout 8) Timeline for 1099-MISC.doc*

## **9. Reminders: From Agency Analysts**

### **Balanced Transactions**

**Reminder not to back date BT's** between agencies and between Treasury Funds. This causes reconciliation problems for the receiving agencies.

### **System Generated Transactions**

Batch Types W, R and 8 Batches (Reimbursed Batches).

We remind agencies not to try to change these batches. If you need to look at these batches please use VIEW ONLY. **Do not use the F4 key.** If you use the F4 Key it puts the last RACF ID whom entered the batch and causes these batches to error during batch cycle. This error requires the analyst's work to have to be redone the following day.

### **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*

### **The meeting adjourned on time at 10:03 am**

Next Meeting: Tuesday, February 15, 2004, 8:30 – 10:00

Location: Veteran's Department Auditorium  
700 Summer St NE