

# SFMS User Group Meeting Minutes

November 15, 2005  
Veteran's Auditorium

## Meeting started at 8:30 am

### 1. SFMS Processing Calendar for calendar 2006

A sample of what is included in this calendar:

- Cost Allocation run dates
- Payroll Cutoff and Post dates
- Cleanups (when the 530 screen is not available)
- Month – End Close dates
- 1099MISC deadlines
- User Group Meetings
- And more. . .

*Handout) 2006 SFMA Calendar.doc*

### 2. Electronic Reports - SFMA

The business case for E-Reporting was finished and the decision was made to go ahead with the project. Some of the programming is completed and stress tests have been applied. Significant limitations were found during the stress tests – the programmers have been asked to research and report to Trudy the week of November 14-18. Report training will be scheduled when this is resolved.

*No Handout)*

### 3. AY2005 Doc Supported GL Accounts

At the end of each biennium agencies are required to review all document supported GL accounts to decide what action is necessary. The handout lists, by GL, the necessary action(s). The categories and a brief description follow – **please use the handout for complete instructions:**

- Advances, Deposit Liability and Deferred Revenue (GL 0573, 1550 and 1604)
  - These procedures are for all fund types – General, Federal, Other, etc.
  - Agencies will be able to collect on, or liquidate these GL accounts through the end of AY2007, using AY07 on the transactions.
  - At the end of AY2007, if the advance, deposit liability or deferred revenue is still valid, it must be closed in AY07 and re-established in AY09.
  - The Tcodes and further information are included in the handout.
- Receivables (GL 0501, 0543, 0547, 0574)
  - These procedures are for all fund types except General Fund. General Fund receivables were to have been moved to AY07 on July 1, 2005.

- By December 31, 2005, agencies must collect, adjust to zero or write off these receivable balances:
  - Negative receivables
  - Reduction of expense receivables – if moved forward, must point to revenue object in new AY.
  - Transfers in receivables – make sure both agencies are in synch. Use the BT Contact List on the SFMS Operations website. Updates to this list should be forwarded to [silvar.rys@state.or.us](mailto:silvar.rys@state.or.us).
- After Calendar December 31, 2005, all remaining receivables should have a positive balance and use revenue objects only.
- Agencies must reclassify these positive balance, revenue object receivables to the new AY – AY 2007. They will have until March month-end close to effect these reclassifications.
- DO NOT collect on any of these open, AY05 receivables after calendar 123105. All collections must post to AY07.
- Agencies are being asked to look for and clear any remaining AY03 doc supported GL's by December 31, 2005.

*Handout) Doc Supported GL Accounts – 2005.doc  
AY close – Research Tools.doc*

#### **4. 1099-MISC Timelines**

Please make sure the appropriate staff person(s) receives this handout. Incorrectly reported taxable income is subject to fines and penalties. Refer to the handout from the 1099-MISC Training held on November 9, 2006 for agency responsibilities and guidelines.

*Handout) 1099MISC Timelines.doc*

#### **5. Clearing AY2005 Encumbrances**

In January we will run the DAFM348 program, which will create transactions to liquidate (zero out) any encumbrance or purchase order balances. We will run this program while December is open, thus eliminating the need for agency staff to modify their report requests or their 25 profiles. Please see the revised handout attached.

*Handout) DAFM348 AY05.doc*

#### **6. Revising Comptroller Objects**

**UPDATE Nov 18, 2005: SFMS has postponed the timing for implementation of the changes to the 1099-MISC reportable comptroller objects that were discussed at the SFMS User Group. We recognize that some agencies may need a little more time to review, comment, and possibly to make some modifications to subsystems in order to accommodate these changes. We will not implement these changes until calendar year 2007.**

**We also acknowledge that some additional research needs to be done on several comptroller objects and their reportability. SFMS will provide a new proposed list of changes for comment during the spring of 2006 and finalize the list by the end of May of 2006. The changes to the D10 profiles will be implemented the first working day of January 2007.**

The proposed comptroller object changes and the four additions on the handout are a direct result of the fines and penalties we are assessed each year by IRS, because of faulty reporting on the 1099MISC tapes we send. Now, so far we have not had to pay these penalties and fines, but have been informed that this leniency will not continue! Since agencies are responsible for the coding on their payments, we hope to make this process easier for all.

Instead of worrying about whether the vendor is 1099 reportable, or if the comptroller object is reportable, just pick the cobj by its title, and the system will take care of the rest. As a result of this impending change, we are adding a few comptroller objects, eliminating those that refer to taxable or 1099, and changing titles on others.

- Timeline – has been change to spring of 2006 – any comments you have at this time will be welcome. An updated list will be sent during the spring of 2006.

*Handout) Cobj Changes – Draft.xls*

## **7. Deposit Reconciliation Processing Changes**

You may remember that this change was your #1 requested change – to have deposit recon run before the expenditure part of the nightly cycle. Great progress has been made and the programming is complete. The program has been moved to the acceptance region for testing. Because of the impact of this change, it will not be migrated to production region until we have done extensive testing in the “Big” region in February. This “Big” region is a copy of production so we can be assured that our changes will really work. The risk, without this additional testing, is potentially huge. Anticipating successful tests, we hope to implement this in the spring of 2006.

*No Handout)*

## **8. Data Mart Daily Update Project**

Michael Makelacy has been involved in meetings about this since he joined SFMS in July. There are many issues yet to be resolved – at this time implementation is at least one year away. Out of all the meetings has come an idea which could help fund the daily update project – to eliminate the inactive accounting event and use the datamart instead. There is still much to be decided.

*No Handout)*

## **9. Roundtable**

⇒ QUESTION for ADPICS Users: Do you use the ADPICS commodity codes for any reason other than ADPICS requires them? The Orpin folks are looking into the commodity codes.

The meeting was adjourned.

Next Meeting: Tuesday, February 14, 2006, 8:30 – 10:00  
Location: Veteran's Department Auditorium  
700 Summer St NE