

SFMS User Group Meeting Minutes

August 23, 2005
Veteran's Auditorium

Meeting started at 8:30 am

1. Calendar of Events – September 2005

- September 2, 2005 SFMS will be running DAFM351, which creates transactions to close nominal account balances into equity for Fiscal Year 2005. Transactions that err will be on the 530 screen for agency 999 (UC48 can look at these). The agency support analysts will work with each agency to clear these transactions by Friday, September 9th.
- September 9, 2005 July month end close – see the attached hand-out for the report request criteria necessary to receive July's reports. 'PM' will give you August reports! 'CC' is the alternative.
- September 16, 2005 DAFR7940 Agency 1099-MISC Vendor Worksheet Report is created for the first time and will be distributed to the agencies.
- September 23, 2005 August month end close.

Handout) #1 – Calendar of Events.doc

2. DAFM351 Year End Close Program

Kathy Widby explained the DAFR351 process – the criteria for selecting records, the program details, and the agency guidelines.

Agency Guidelines

- **Friday, August 26, 2005** Order your “before 351” reports for M13, FY05 – DAFR8650 & DAFR8920.
- **Friday, September 2, 2005**
 - **BEFORE 4:30 PM** On the 25 profile for FY05 - Set the Last Month Closed Indicator' to 12 (00 thru 12 are acceptable).
 - Order your “after 351” reports for M13, FY05.
- **Tuesday, September 6, 2005**
 - If you have no errors on the 530 screen, on the 25 profile for FY05 – you can set the Last Month Closed Indicator' to 13. You are finished with this process!!
 - If you are notified of errors on the 530 screen, your analyst will provide you with a copy of the DAFR2151 Error Report for agency 999 relating to your agency.
- **Tuesday the 6th thru Thursday the 8th** Correct the profile errors
- As soon as all your errors have posted, on the 25 profile for FY05 – you can set the Last Month Closed Indicator' to 13.
- **Friday, September 9, 2005**

- If you had errors, request new “after 351” reports for M13, FY05 – DAFR8650 & DAFR8920.

Handout) #2 – DAFM351 Year End Close.doc

3. E-Reporting Update

Joy has almost completed the Business Case for this project. The estimated completion date is January 2006. It is anticipated that the break-even point will be within two years – the costs of implementing this change will be off set by savings received within two years of implementation. The comments included:

- How long will the reports be available on-line?
 - ANSWER: The plan right now is that they will be kept on-line for up to 11 days. It is anticipated that each agency will download the reports, perhaps onto a CD.
- How easy will the electronic reports be to disseminate to others in agency?
 - ANSWER: The 95 profile will be modified to include the E-Reporting choice. The requestor will be sent an email with a hot-link to the report(s). This hot-link can be forwarded as necessary.
- The question about whether or not FICHE will be replaced by E-Reporting is one without an answer at this time.
- Agencies will be able to request both paper and E-Reports, on Control Reports and Requestable Reports.

Handout) There is no handout for this topic.

4. Business Plan Objectives

The two page handout shows the 2005-2006 SFMS Business Plan Objectives. Many of these are based on direction from agencies. Please read through these. If you have any questions, contact your agency support analyst.

1. Change Deposit Reconciliation Process to post before expenditures – SMR 1204
 - a. Anticipated completion December 2005.
2. Work with SARS for daily update to the Financial DataMart
 - a. Anticipated completion May 2006.
3. Assess & analyze programming changes for 1099-MISC reporting.
 - a. Anticipated completion November 2005.
4. E-Reporting
 - a. Business Case will be completed by the end of August 2005.
 - b. Estimated project completion January 2006.
5. Develop seminar style SFMA training – training on some of the more sophisticated processes in SFMA. Being prepared for OSFA and may be offered again to the agencies.
6. Orpins vs ADPICS – compare and analyze with the State Purchasing Office (SPO) and SD&C. ORPINS is the lead and will determine the timeframe.
7. Last phase of the Data Management Project.
 - a. Anticipated beginning date November 2005

- b. Anticipated completion January 2006
- 8. Quarterly communication to SFMA users from all SFMS units.
 - a. First newsletter to go out December 2005
 - b. 📧 Any comments on what you would like this to look like are appreciated!
- 9. Resolve multiple system anomalies:
 - a. Warrants not generating
 - b. Balanced Transaction posting errors
 - c. Documents posting without approval dates
 - d. Cost Allocation not fully allocated
 - e. Change "C" modifier to force \$0 balance
- 10. Improve SFMS website – internet and intranet
 - a. Anticipated commencement April 2006
 - b. Anticipated completion June 2006
- 11. Assist agencies with clearing FY98 thru FY01 documents remaining on the Active Accounting Event and Document Financial tables
- 12. Coordinate with Oregon University System to clean up over 500 mail codes on vendor profiles.
 - a. Anticipated commencement October 2005
 - b. Anticipated completion December 2005
- 13. Establish ACH Forum Group or merge ACH information with the A/P Managers Forum.
- 14. SPOTS/Access on-line interface.
 - a. OYA's interface to be final in August 2005
 - b. DHS is the next agency to be 'hooked up'.
 - c. The plan is to begin DAS in October 2005.
- 15. Partner with ORBITS on data integration. This is an on-going project.

Handout) 4) SFMS Business Plan Objectives FY 06.doc

5. Reminders: 1099-MISC and Report Training

- 1099-MISC training is scheduled for
 - **November 9th Vets Auditorium 9 am to 11 am**
- Report Training will be scheduled for February or March, after E-Reporting has been implemented!

Handout) 5) 1099 Training 2005 – Draft Agenda.doc

6. Roundtable Discussion

Joy invited discussion from those present about how we in SFMA spend our resources – our time. Based on topic #4 – the SFMS Business Plan Objectives, and the overall objective of SFMS to serve the agencies, here are the scenarios.

1. An agency decides they don't need our help on a process, go ahead with their plan, and end up with a large mess. We would expect the fixing of this mess to be part of the assessment and the service SFMS provides.

2. What if we tell the agency in advance that we want to review the situation before they put it in production. Does this feel any different? Do you also consider this part of your assessment and the service SFMS provides? This feels a little different.
3. What if the agency asks us for direction and then doesn't follow it. Do all agencies want to pay for the agency or agencies that have received instructions from us in writing and chosen not to follow the direction provided?
 - a. We experienced a number of 'interesting' situations around this year end and want to know what agencies want.
 - b. We would like to discuss with you how to encourage an effective and efficient process from your point of view.
 - c. With lots of new staff in agencies, we would like to set up a direction and process for success.

Usual scenario:

- Direction provided and not followed.
- Consequence for agency
- SFMA requested to make consequence or problem a priority.
- SFMS resources pulled from different places to solve the problem.

The general consensus of the agencies represented at the meeting was that "rogue" agencies should be charged. All agencies do not want to pay for an agency that consistently requires SFMS resources that could have been avoided by following direction provided.

YOUR INPUT REQUESTED:

What could we do about this situation? If we have provided the direction in writing and it has not been followed, should we indicate to the agency that if they need the situation fixed immediately that SFMS staff can work overtime at their expense?

What direction would you like SFMS to follow for the assessment process? (We are starting to discuss our assessment for AY09!!)

The meeting was adjourned.

Next Meeting: Tuesday, November 15, 2005, 8:30 – 10:00
Location: Veteran's Department Auditorium
700 Summer St NE