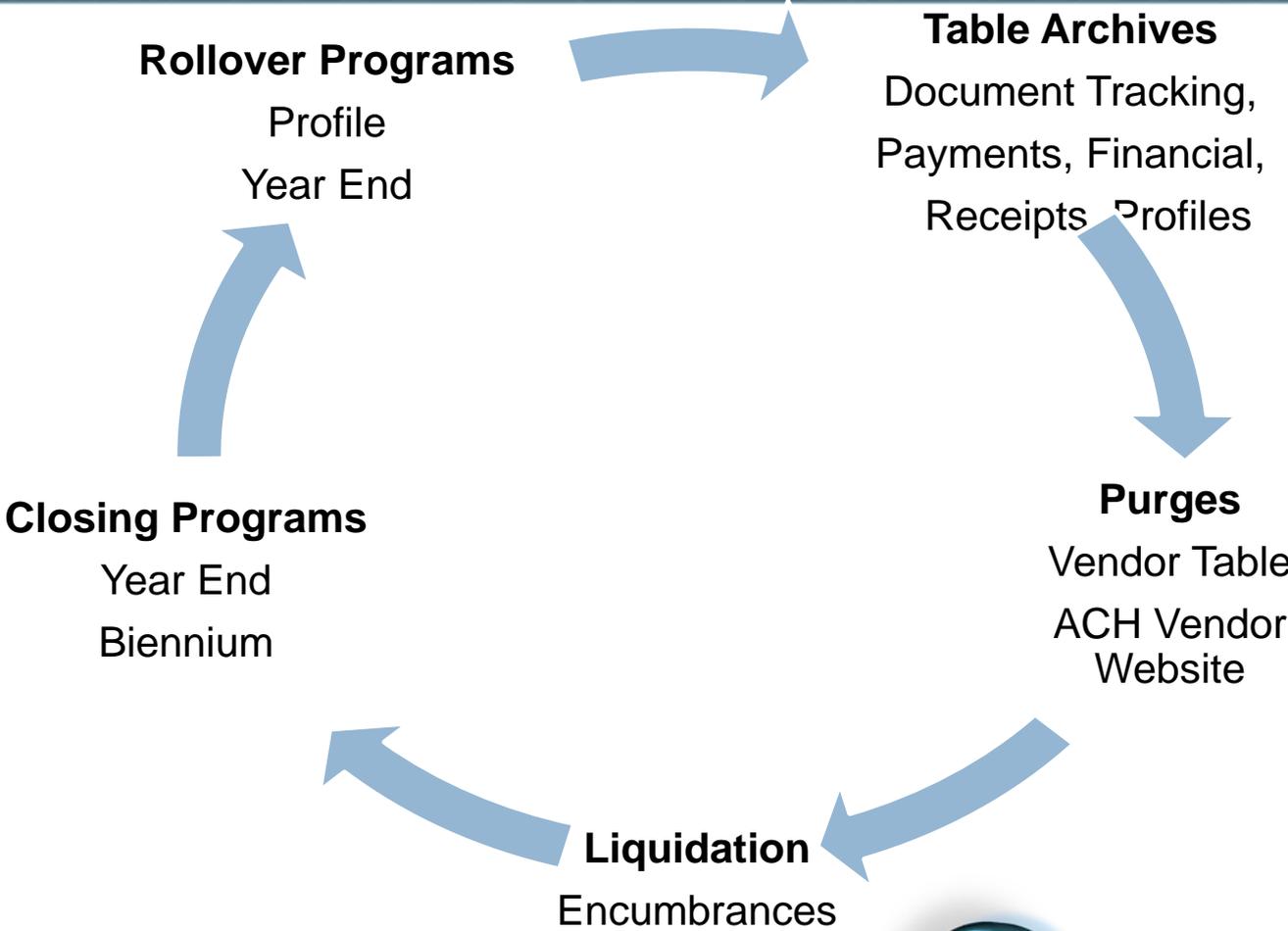


# SFMS User Group Meeting

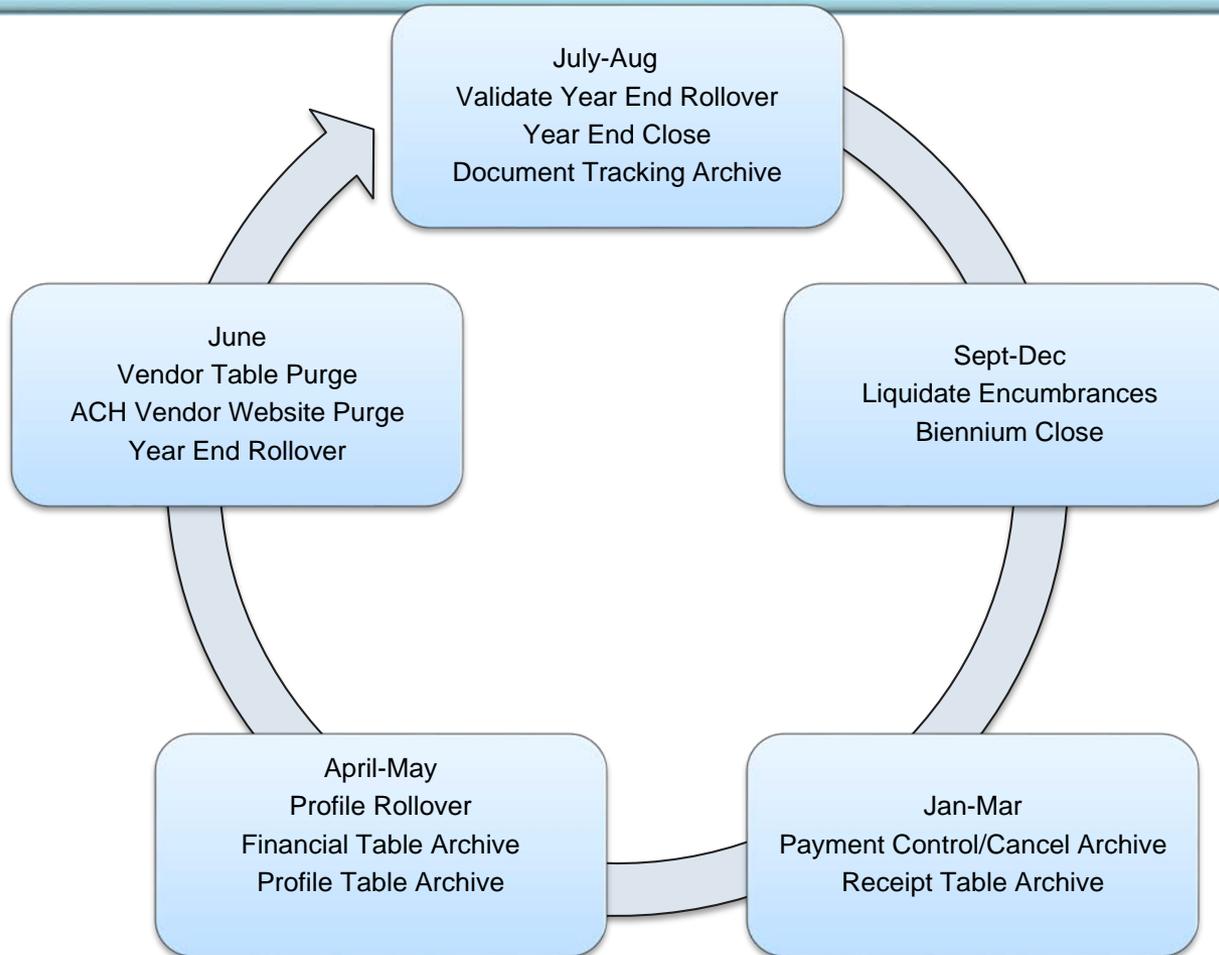
June 5, 2018



# SFMA Terms

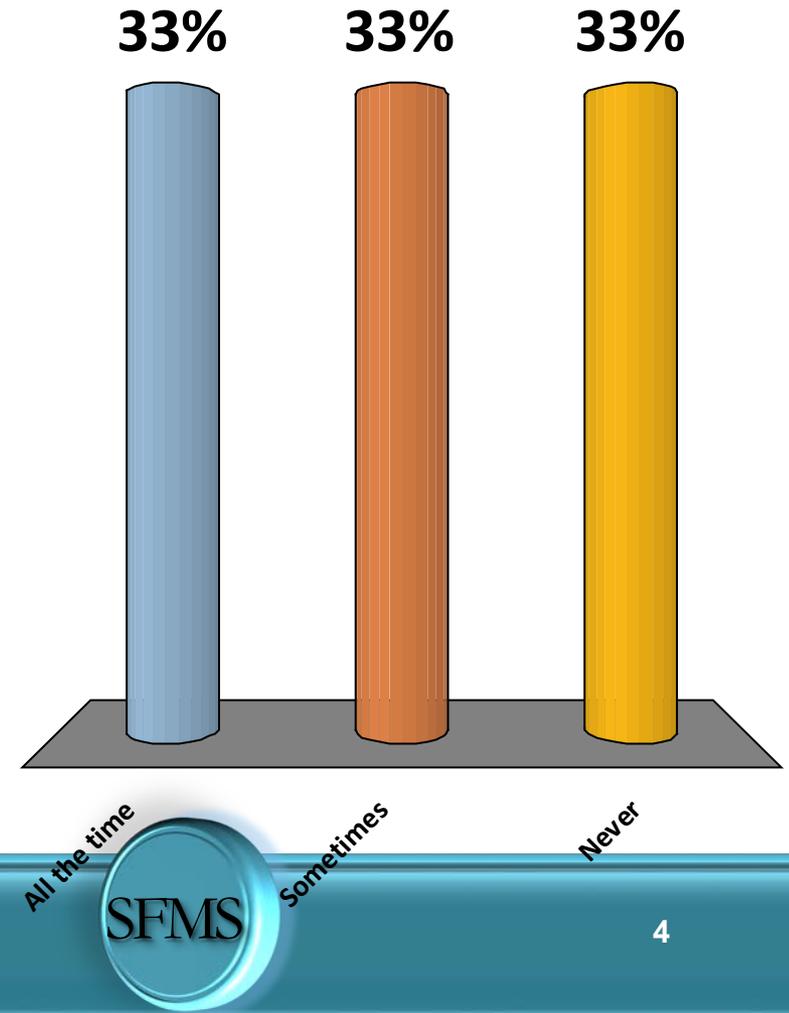


# SFMS Calendar



# In the last 6 months how often have you read our 90 News screen?

- A. All the time
- B. Sometimes
- C. Never



# SMFA Print Batch Utility

S090 UC: 10

STATE OF OREGON

05/24/18 01:23 PM

LINK TO:

NEWS/HELP TABLE

PROD

KEYWORD: NEWS PAGE: 01

WELCOME TO R\*STARS - OREGON PRODUCTION REGION

HOURS: MON-SAT 6:00 AM-6:00 PM

MONTH-END CLOSES AT 5:30 PM

VENDOR DESK: 503-373-0256

WARRANT PICKUP: EXPEDITES 3:30 PM

SFMS FAX : 503-378-8940

RELEASE EXPEDITES: BY NOON

VENDOR ACTIVATION/CHANGE REQUESTS RECEIVED BY:

9:00 AM WILL BE PROCESSED BY 12:00 PM

2:00 PM WILL BE PROCESSED BY 5:00 PM

ANALYST=PG05

REPORTS URL: HTTPS://

FACELIFT URL: HTTPS://

PRINT BATCH UTILITY URL: HTTPS://

SFMS WEBSITE: HTTP://WWW.OREGON.GOV/DAS/FINANCIAL/ACCTGSYS/PAGES/INDEX.ASPX

\*\*\* \*\* DAILY NEWS \*\*\* \*\*

SFMA PROFILE ARCHIVE-MAY 31, 2018. PROFILES MUST BE SET BY 12:00 PM ON THURS

MAY 31 AND SHOULD NOT BE CHANGED UNTIL VERIFICATION IS COMPLETE FRI JUNE 1.

STATUS CODE: A

EFF START DATE: 04092010 EFF END DATE:

LAST PROC DATE: 05212018

Z06 RECORD SUCCESSFULLY RECALLED

F3-DELETE

F5-NEXT RECORD

F8-NEXT ERROR

F9-INTERRUPT

F10-SAVE

F11-SAVE/CLEAR

ENTER-INQUIRE

CLEAR-EXIT



# *SFMA Print Batch Utility*

## *(Continued)*

- **Q:** What is the Print Batch Utility?

A: A web-based tool designed to help agencies review batches on the 530 screen before being released.

- **Q:** Is this tool only for batches entered on-line?

A: This is for ANY batch on the 530 screen, regardless of how the batch was created (hand-entered, entered via macro or entered via interface).

- **Q:** Is my agency required to use this to review batches?

A: No. This is optional if you find the tool to be useful.



# Year End Closing

# The “Yellow Pages”

Guidelines to  
Facilitate  
Year End  
Closing  
Transactions

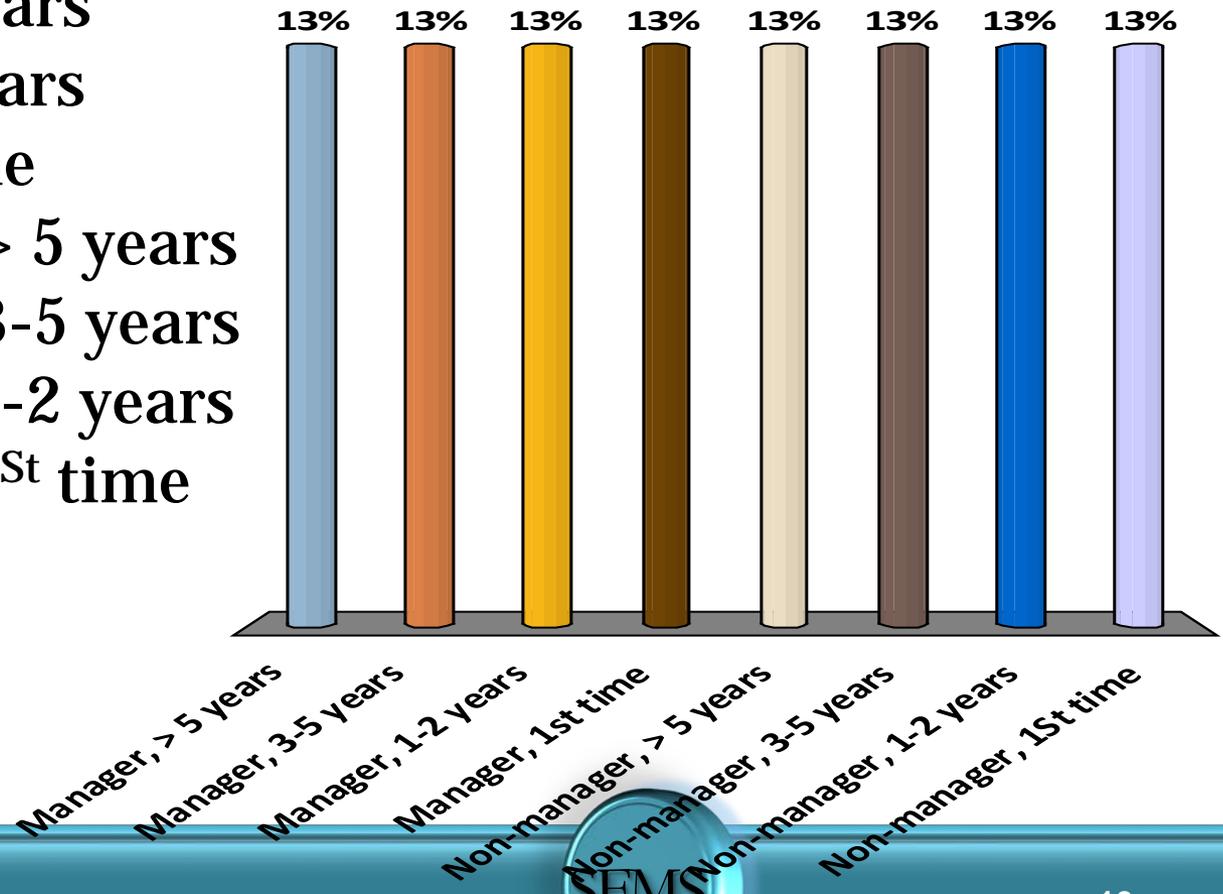
# Why?

To assist agencies  
with closing transaction information  
for Fiscal Year 2018

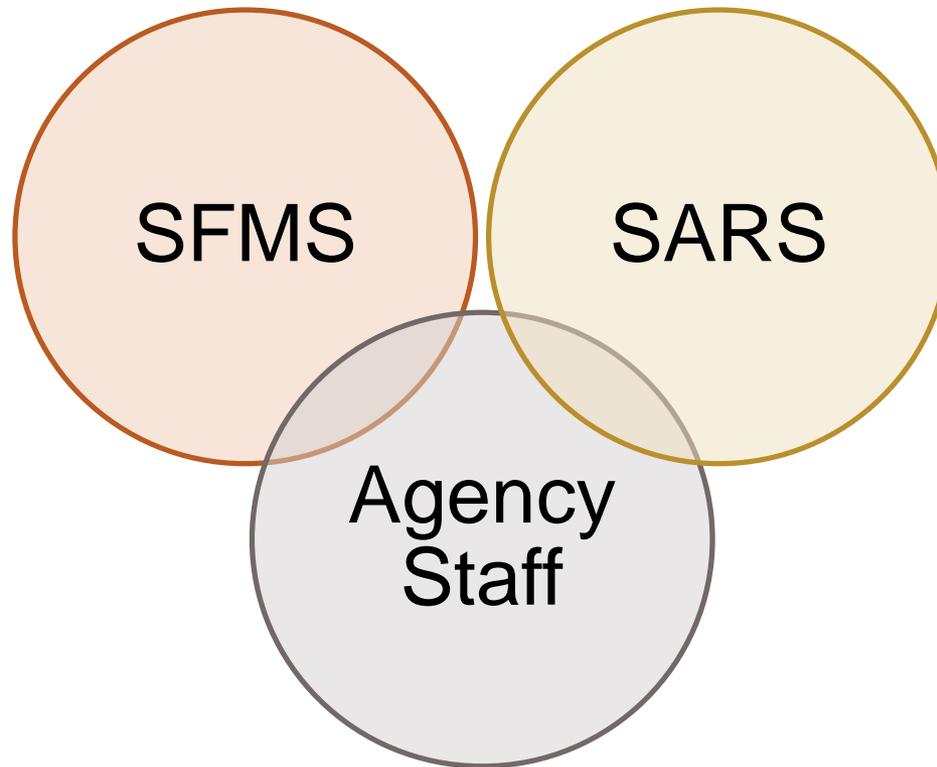
## FY18

# What is your experience with year-end closing?

- A. Manager, > 5 years
- B. Manager, 3-5 years
- C. Manager, 1-2 years
- D. Manager, 1<sup>st</sup> time
- E. Non-manager, > 5 years
- F. Non-manager, 3-5 years
- G. Non-manager, 1-2 years
- H. Non-manager, 1<sup>st</sup> time



# Who?



# What?

- Fiscal Month 12
- Fiscal Month 13



(The biennium is NOT closing this year)

# When?

- Fiscal Month 12, Fiscal Year 2018  
– **Closes Friday, 7/13/18**
- Fiscal Month 13, Fiscal Year 2018  
– **Closes Friday, 8/10/18**

# How?

## Grid Pattern

Category	FM12	FM13
<ul style="list-style-type: none"><li>• Various subjects</li></ul>	<ul style="list-style-type: none"><li>• Dates</li><li>• T-codes</li></ul>	<ul style="list-style-type: none"><li>• Dates</li><li>• T-codes</li></ul>

# How?

## Categories

530 screen

Cost  
Allocation

Deposits

Expenditures

Payroll

25 Profile

Suspense  
Accounts

Unearned  
Revenue

Balanced  
Transfers

Mass Batch  
Change

# How?

## Fiscal Month 12 - June

Dates to use: FM, FY

Tidbits of information

Accrual information

# How?

## Fiscal Month 13 – period 13

Dates to use: FM, FY, AY

Tidbits of information

Accrual information

# REMINDERS

## Page 1

- F2 to “VIEW” transactions on 530 screen
- Correcting tracked documents

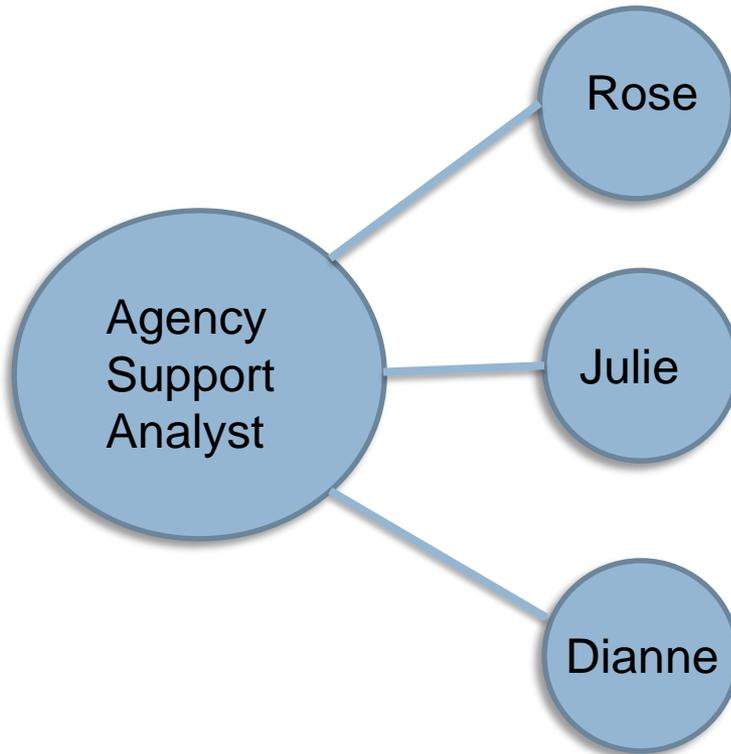
## Page 2

- Do not back date
- BT contact list

## Page 6

- Mass Batch Change instructions
- FY19 cost allocation runs

# SFMS assistance:



503-373-0770

Rosalyn.M.Mattix@oregon.gov

503-373-0263

Julie.Tacchini@oregon.gov

503-373-0267

Dianne.Lay@oregon.gov

To find out who your agency analyst is:

Go to 90 HELP screen in RSTARS, enter keyword NEWS and page 05

# Any Questions?



# The end

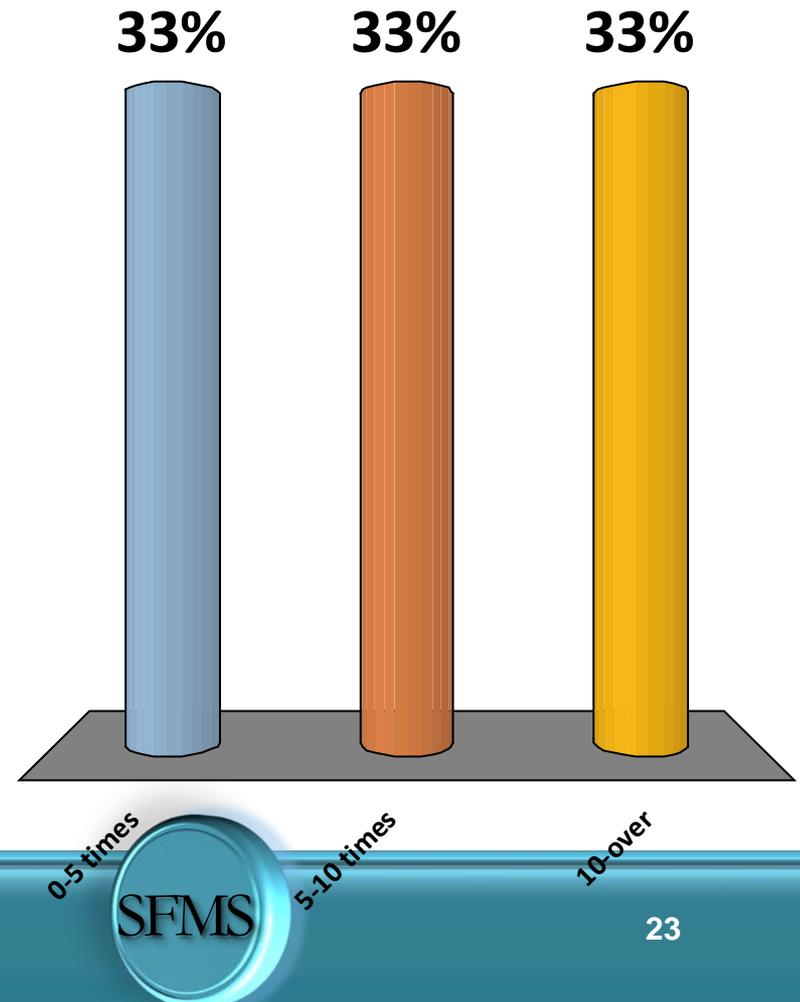
THANK YOU  
FOR BEING  
HERE



# Requesting Year End Reports

# In the last year have you requested any reports on the 91 screen?

- A. 0-5 times
- B. 5-10 times
- C. 10-over



# Important Dates

**June 18 Close – July 13, 2018**  
**Month 13 Close – August 10, 2018**  
**July 18 Close – August 31, 2018**

# Pitfall #1

## MULTIPLE FISCAL MONTHS & YEARS OPEN!

**FY18/FY19**

**Mo 12**

**Mo 13**

**Mo 01**

# General rule

Reports ordered with the following frequencies on the 91:

Weekly

Monthly

Quarterly

Yearly

# Additional Frequency requests

**CC = Current Closed Fiscal Month**

**CM = Current Month**

**PM = Prior Month**

# Frequency Control

## 2 Choices

**A = Looks to the 25 screen for Reporting Indicators**

**S = Looks to the 91 screen itself for the Frequency**

# June 18 Close (Month 12)

## 91 Report Request Profile

<b>AY</b>	<b>Period</b>	<b>FY</b>	<b>Frequency</b>	<b>Control</b>
19	CC			A
19	CC			S
19	PM			A
19	PM			S
19	12	18		A
19	12	18		S



# 25 – Agency Control Profile **DAS** DEPARTMENT OF ADMINISTRATIVE SERVICES

**Fiscal Year = 18**

**Last Month Closed = 12**

**Fiscal Year = 19**

**Reporting Indicators = All set to “Y”**

**Last Month Closed = 00**

LINK TO: \_\_\_\_\_

AGENCY CONTROL PROFILE

PROD

AGENCY: 107

FISCAL YEAR: 18

COST RUN IND: \_\_\_\_\_ RUN TYPE: \_\_\_\_\_ NO STEPS: \_\_\_\_\_ LAST STEP: \_\_\_\_\_

ALLOCATION- CA BY IDX: \_\_\_\_\_ CA BY PROJ: \_\_\_\_\_ CA BY GRANT: \_\_\_\_\_ CA POST: \_\_\_\_\_

CA RANGE FROM: \_\_\_\_\_ TO: \_\_\_\_\_ CA TYPES: \_\_\_\_\_

BILLING DEF- IDX: \_\_\_\_\_ PCA: \_\_\_\_\_ EXP COMP/AGY OBJ: \_\_\_\_\_

DEFAULT- IDX: \_\_\_\_\_ PCA: \_\_\_\_\_ REV COMP/AGY OBJ: \_\_\_\_\_

REPORTING INDS- WEEK: N MONTH: N QUARTER: N YEAR: N

DOCUMENT MATCH LEVEL INDICATORS - PRE ENC: 1 ENC: 1 NON-ENC: 1

REDUCE AGENCY BUDGET INDICATORS - PRE-ENC: N ENC: Y (Y OR N)

COMP OBJ REQD ON D11: Y

FIXED ASSET - IND: N THRESHOLDS - CAP: \_\_\_\_\_ INV: \_\_\_\_\_ CAPTURE: \_\_\_\_\_

AGENCY OBJECT IND: B (R=REV, E=EXP, B=BOTH, N=NONE)

LAST MONTH CLOSED: 12 AGY BUD BY ORG IND: N (Y OR N)

AE LAST MONTH/YEAR PURGED: \_\_\_\_\_ AGY BUD BY PGM IND: Y (Y OR N)

REPORTING MONTH/YR: 01 18 LABOR RUN IND: N (Y,N OR A)

INTEREST CALC RUN/MONTH: N COLLECTION TRANSFER RUN: N (Y OR N)

GRANT/PROJ BILLING RUN: N SGL ORG LVL IND: 1 STATUS CODE: A

EFF START DATE: 07012017 EFF END DATE: \_\_\_\_\_ LAST PROC DATE: 04042017

Z07 NEXT RECORD SUCCESSFULLY READ



LINK TO: \_\_\_\_\_

AGENCY CONTROL PROFILE

PROD

AGENCY: 107

**FISCAL YEAR: 19**

COST RUN IND: \_\_\_\_\_ RUN TYPE: \_\_\_\_\_ NO STEPS: \_\_\_\_\_ LAST STEP: \_\_\_\_\_

ALLOCATION- CA BY IDX: \_\_\_\_\_ CA BY PROJ: \_\_\_\_\_ CA BY GRANT: \_\_\_\_\_ CA POST: \_\_\_\_\_

CA RANGE FROM: \_\_\_\_\_ TO: \_\_\_\_\_ CA TYPES: \_\_\_\_\_

BILLING DEF- IDX: \_\_\_\_\_ PCA: \_\_\_\_\_ EXP COMP/AGY OBJ: \_\_\_\_\_

DEFAULT- IDX: \_\_\_\_\_ PCA: \_\_\_\_\_ REV COMP/AGY OBJ: \_\_\_\_\_

**REPORTING INDS- WEEK: Y MONTH: Y QUARTER: Y YEAR: Y**

DOCUMENT MATCH LEVEL INDICATORS - PRE ENC: 1 ENC: 1 NON-ENC: 1

REDUCE AGENCY BUDGET INDICATORS - PRE-ENC: N ENC: Y (Y OR N)

COMP OBJ REQD ON D11: Y

FIXED ASSET - IND: N THRESHOLDS - CAP: \_\_\_\_\_ INV: \_\_\_\_\_ CAPTURE: \_\_\_\_\_

AGENCY OBJECT IND: B (R=REV, E=EXP, B=BOTH, N=NONE)

**LAST MONTH CLOSED: 00**

AGY BUD BY ORG IND: N (Y OR N)

AE LAST MONTH/YEAR PURGED: \_\_\_\_\_ AGY BUD BY PGM IND: Y (Y OR N)

REPORTING MONTH/YR: 01 18 LABOR RUN IND: N (Y,N OR A)

INTEREST CALC RUN/MONTH: N COLLECTION TRANSFER RUN: N (Y OR N)

GRANT/PROJ BILLING RUN: N SGL ORG LVL IND: 1 STATUS CODE: A

EFF START DATE: 07012017 EFF END DATE: \_\_\_\_\_ LAST PROC DATE: 04042017

Z07 NEXT RECORD SUCCESSFULLY READ

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT



# Additional Information

**INAE Flag Set  
July 13, 2018**

**DAFR6520  
PM or 12/18**

# Month 13 Close

## 91 Report Request Profile

<b>AY</b>	<b>Period</b>	<b>FY</b>	<b>Frequency Control</b>
19	CC		A
19	CC		S
19	13	18	A
19	13	18	S



# 25 Agency Control Profile

**Fiscal Year = 18**

**Reporting Indicators = All set to “N”**

**Last Month Closed = 13**

**Fiscal Year = 19**

**Reporting Indicators = All set to “Y”**

**Last Month Closed = 00**

# Pitfall #2

**Reports for Month 13  
DO NOT USE “PM” as a Frequency**

# July Month End Close

## 91 Report Request Profile

<b>AY</b>	<b>Period</b>	<b>FY</b>	<b>Frequency Control</b>
19	CC		A
19	CC		S
19	01	19	A
19	01	19	S



# 25 Agency Control Profile

**Fiscal Year = 19**

**Reporting Indicators = All set to “Y”**

**Last Month Closed = 00**

# Pitfall #3

**Reports for July Close  
Since July closes on 8/31/18  
you can use “PM” as a Frequency**

# CONTACT

If you have questions or concerns when ordering your reports please let me know!

Ph 503-373-0714

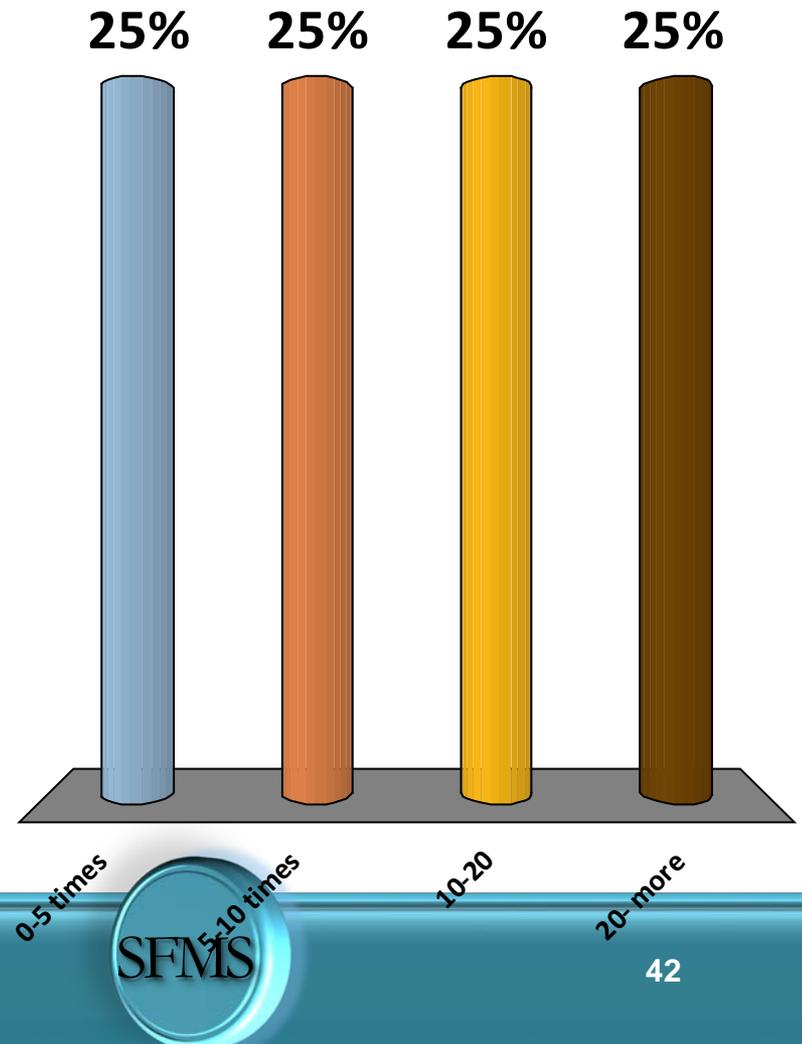
Email [karlene.hancock@oregon.gov](mailto:karlene.hancock@oregon.gov)



# **Year End Financial Roll**

# In your state government career, how many fiscal year-end have you been a part of?

- A. 0-5 times
- B. 5-10 times
- C. 10-20
- D. 20- more



# Fiscal Year-End Roll Process

- **Combination of 2 programs:**
  - ❖ **DAFM353**
  - ❖ **DAFM356**

# Structure

**DAFM353 – Extracts and Rolls Data**

DAFM356 – Merges Duplicate Rows

# Structure

DAFM353 – Extracts and Rolls Data

**DAFM356 – Merges Duplicate Rows**

# Responsibilities for FY roll

- Agencies – No responsibilities for an FY roll.
- SFMS:
  - Schedule the job to run on the last working day in June.
  - Request that the IT file be shut down the morning after the roll occurs.
  - Verify that the roll occurred as desired.
  - Request that the IT file be re-opened after verification is complete.

# ROLL Process

## Rolls Financial Balances.....

Even Years  
GP PJ CC DF CF



**GP – Grant Financial**

**66 screen**

**PJ – Project Financial**

**80 screen**

**CC – Cash Control Financial**

**63 screen**

**DF – Document Financial**

**64 screen**

**CF – Contract Financial**

**68 screen**

# FY roll process

- After the nightly batch cycle on the last working day of June (June 29, 2018), balances are rolled forward into each Fiscal Month of the next Fiscal Year.
- The process is the same for all 5 Fiscal Year Financial Inquiry tables.
- An illustration of the Financial Roll is demonstrated in the following slides for the 63 screen (Cash Control Financial Inquiry).

# FY roll process – Inquiry screen

S063 UC: 10 STATE OF OREGON 05/25/18 11:07 AM  
 LINK TO: CASH CONTROL FINANCIAL INQUIRY PROD

AGENCY: 107 APPR FUND: CASH FUND: FUND: 0440 GRANT NO/PH:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 17 INQ MONTH: 13 CASH BALANCE: 126,579.36

BT	TITLE	AMOUNT
12	CASH REVEN	178,271,864.54
13	PYMTS OUTS	19,586.08
15	CASH EXPEN	180,400,775.26
22	OTHER INCR	1,123,869.89
23	OTHER DECR	121,647.39
25	BEG BALANC	1,253,267.58
34	UNREC DEPO	.00

BT TITLE AMOUNT  
 SCREEN FORMULA FOR CASH BALANCE:

+ BALANCE TYPES 12, 20, 22, 25  
 - BALANCE TYPES 15, 21, 23, 34



# FY roll process – Inquiry screen (continued)

S063 UC: 10  
LINK TO:

STATE OF OREGON  
CASH CONTROL FINANCIAL INQUIRY

05/25/18 11:07 AM  
PROD

AGENCY: 107 APPR FUND: CASH FUND: FUND: 0440 GRANT NO/PH:

INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D

INQ YEAR: 17 INQ MONTH: 13 CASH BALANCE: 126.579.36

INQ YEAR: 18 INQ MONTH: 01

BT	TITLE	AMOUNT
12	CASH REVEN	178,271,864.54
13	PYMTS OUTS	19,586.08
15	CASH EXPEN	180,400,775.26
22	OTHER INCR	1,123,869.89
23	OTHER DECR	121,647.39
25	BEG BALANC	1,253,267.58
34	UNREC DEPO	.00

BT	TITLE	AMOUNT
12	CASH REVEN	178,931,439.15
13	PYMTS OUTS	.00
15	CASH EXPEN	180,400,775.26
22	OTHER INCR	1,123,869.89
23	OTHER DECR	121,647.39
25	BEG BALANC	1,253,267.58
34	UNREC DEPO	.00



# FY roll process – Inquiry screen (continued)

S063 UC: 10 STATE OF OREGON 05/25/18 11:07 AM  
 LINK TO: CASH CONTROL FINANCIAL INQUIRY PROD

AGENCY: 107 APPR FUND: CASH FUND: FUND: 0440 GRANT NO/PH:

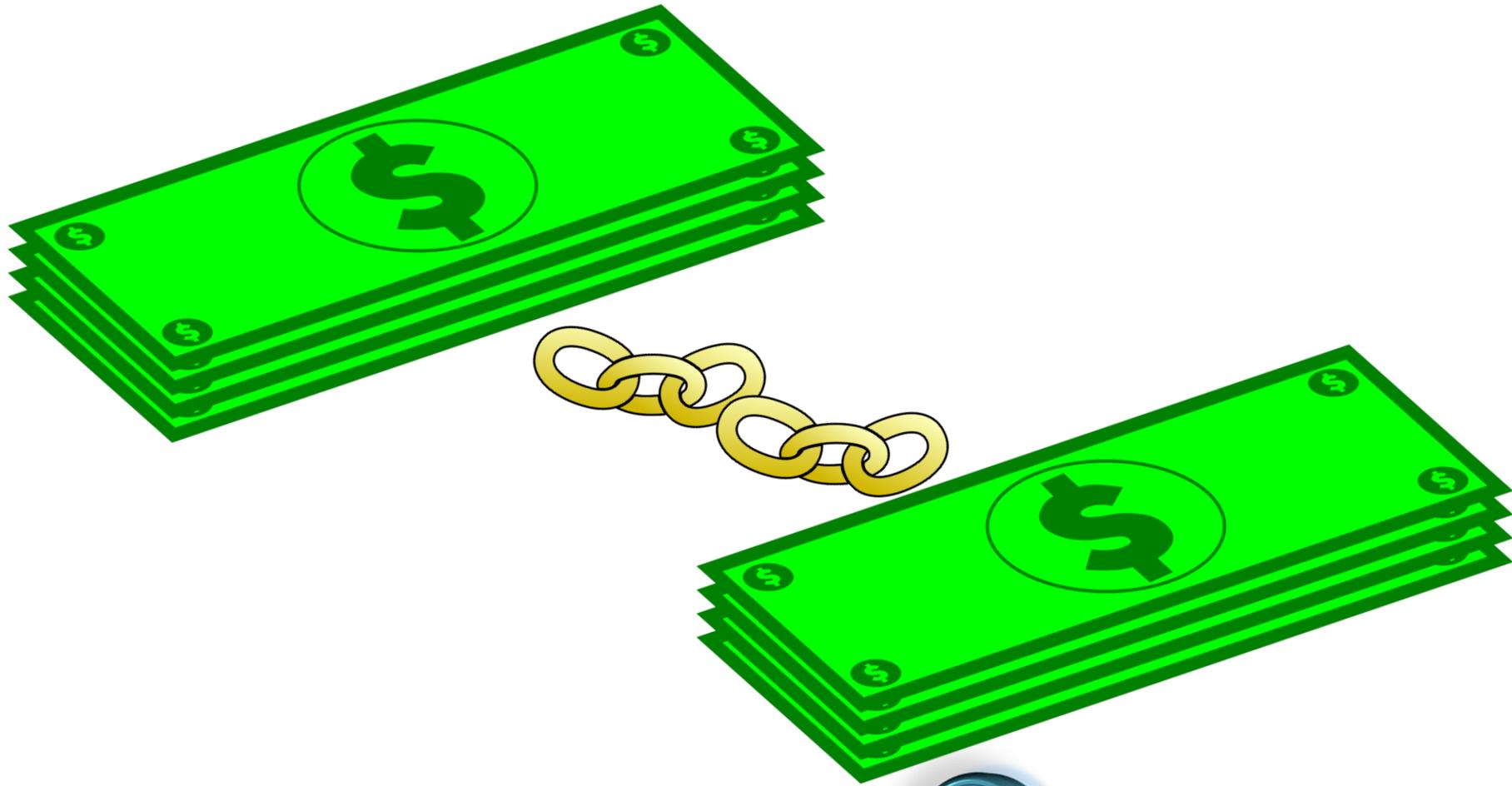
INQ TYPE: MC (MA, YA, MY, YY, MC, YC) DETAIL/SUMMARY: D  
 INQ YEAR: 17 INQ MONTH: 13 CASH BALANCE: 126,579.36  
 INQ YEAR: 18 INQ MONTH: 13

BT	TITLE	AMOUNT
12	CASH REVEN	178,271,864.54
13	PYMTS OUTS	19,586.08
15	CASH EXPEN	180,400,775.26
22	OTHER INCR	1,123,869.89
23	OTHER DECR	121,647.39
25	BEG BALANC	1,253,267.58
34	UNREC DEPO	.00

BT	TITLE	AMOUNT
12	CASH REVEN	186,027,663.19
13	PYMTS OUTS	.00
15	CASH EXPEN	187,314,461.85
22	OTHER INCR	1,123,869.89
23	OTHER DECR	121,647.39
25	BEG BALANC	1,253,267.58
34	UNREC DEPO	.00



# DAFMU22 - Linked cash roll



# DAFMU22 - Linked cash roll (Continued)

- After the Fiscal Year roll programs complete, the Linked Cash program is run to refresh balances on the SFMA 14 screen (Linked Cash/GF Appn Financial Inquiry).
- Most agencies do not have Linked Cash.
- Linked cash is set up on the D73 (Cash Fund Profile).

# Roll process - Resource



## DAFM353/356 FISCAL YEAR END ROLLOVER

### OVERVIEW

Each year, on the last working day of June, DAFM353/356 programs are run after batch cycle to roll account balances forward to the new fiscal year. The next working day following the rollover, the 530 screen (IT file) will remain closed until SFMS can verify that the program ran successfully. Once this is verified, the IT file is reopened and agencies can continue posting transactions with June effective dates.

### ROLL PROCESS

<http://www.oregon.gov/das/Financial/AcctgSys/Documents/cent7.pdf>

# Any Questions?



# DAFM353/356 Financial Rollover

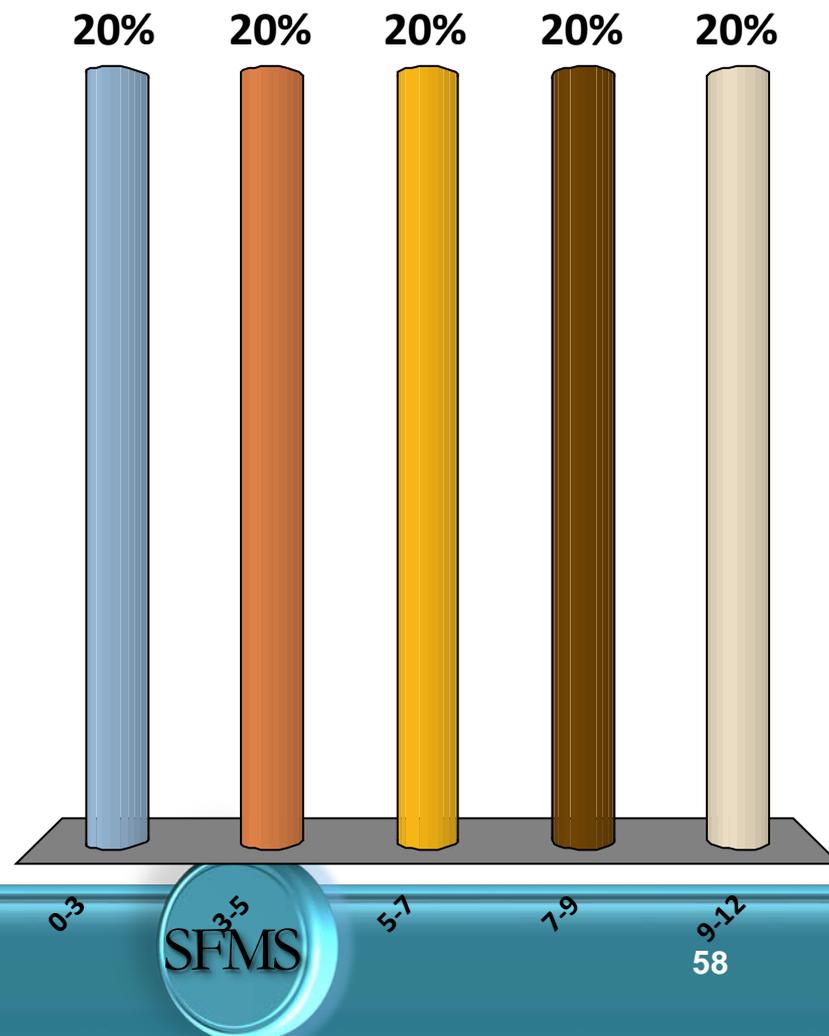
**THANK  
YOU**

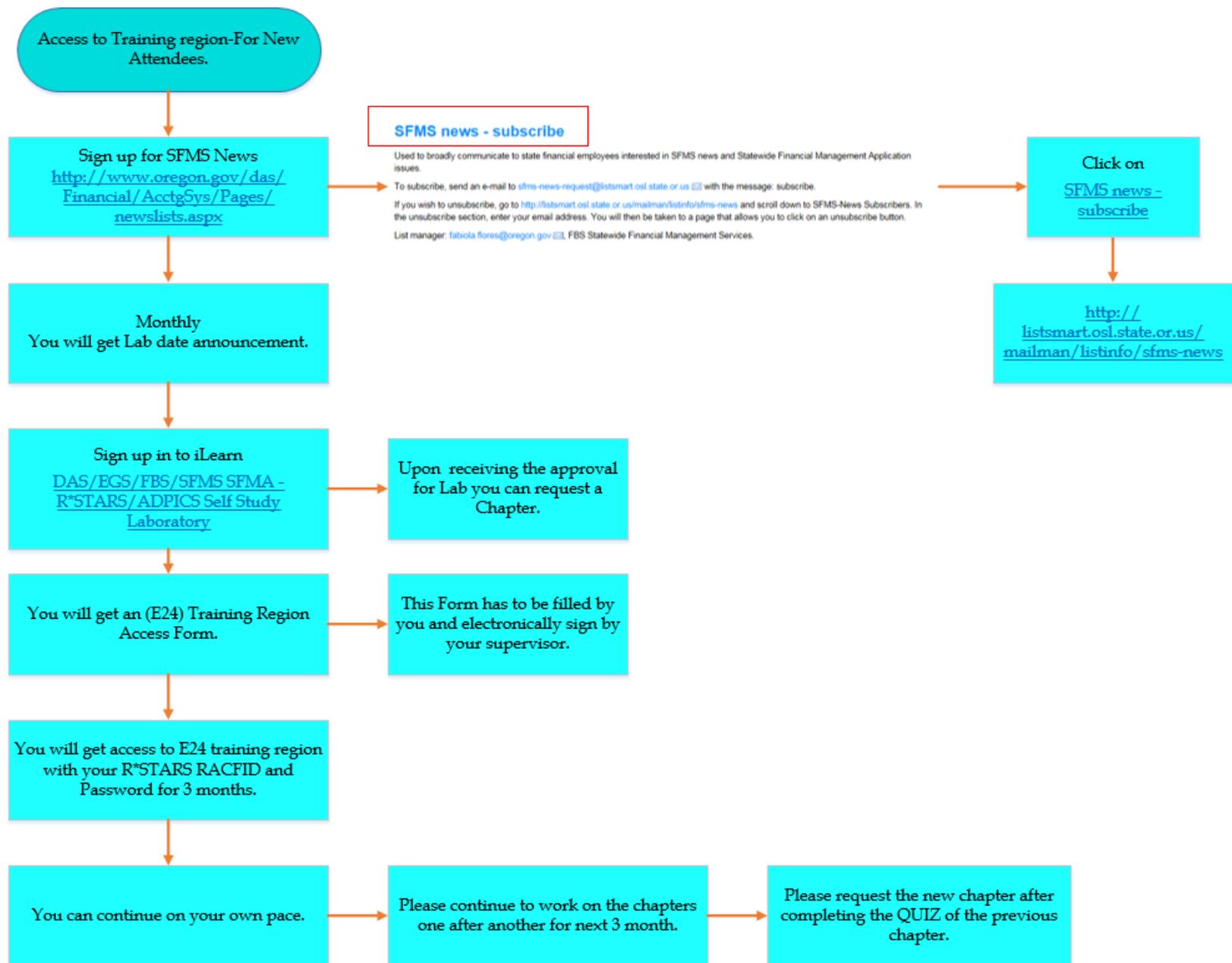


**R\*STARS/ADPICS**  
**Training process**  
**changes**

# Do you remember how many R\*STARS trainings you finished?

- A. 0-3
- B. 3-5
- C. 5-7
- D. 7-9
- E. 9-12





**Name:**

**Job Title:**

**Email Address:**

**Phone Number:**

**RACFID:**

**Agency Number:**

**Agency Name:**

**Supervisor's Name:**

**Supervisor's Title:**

**Supervisor's Email:**

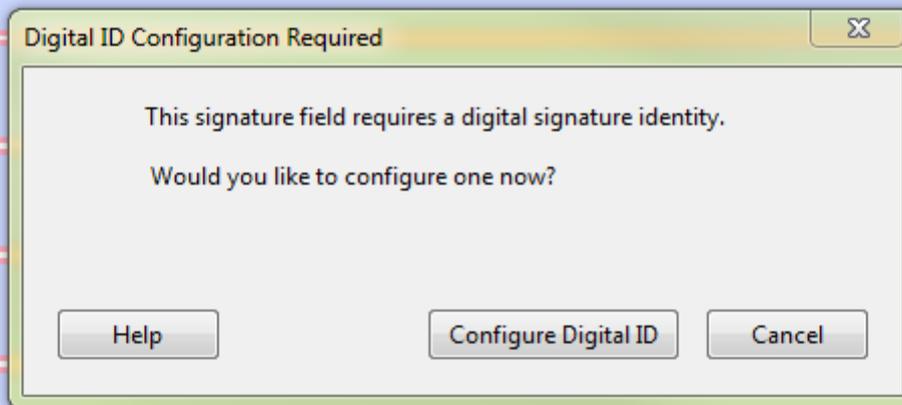
**Supervisor's Phone:**

**Attendant's Signature:**

**Supervisor Signature**

**Date**

**Date**



## Configure a Digital ID for signing



A Digital ID is required to create a digital signature. The most secure Digital IDs are issued by trusted Certificate authorities and are based on secure devices like smart card or token. Some are based on files.

You can also create a new Digital ID, but they provide a low level of identity assurance.

### Select the type of Digital ID:



#### Use a Signature Creation Device

Configure a smart card or token connected to your computer



#### Use a Digital ID from a file

Import an existing Digital ID that you have obtained as a file



#### Create a new Digital ID

Create your self-signed Digital ID



Cancel

Continue

## Select the destination of the new Digital ID



Digital IDs are typically issued by trusted providers that assure the validity of the identity. Self-signed Digital ID may not provide the same level of assurance and may not be accepted in some use cases.

Consult with your recipients if this is an acceptable form of authentication.



### Save to File

Save the Digital ID to a file in your computer



### Save to Windows Certificate Store

Save the Digital ID to Windows Certificate Store to be shared with other applications



Back

Continue

## Create a self-signed Digital ID



Enter the identity information to be used for creating the self-signed Digital ID.

Digital IDs that are self-signed by individuals do not provide the assurance that the identity information is valid. For this reason they may not be accepted in some use cases.

Name

*Enter Name...*

Organizational Unit

*Enter Organizational Unit...*

Organization Name

*Enter Organization Name...*

Email Address

*Enter Email...*

Country/Region

US - UNITED STATES



Key Algorithm

2048-bit RSA



Use Digital ID for

Digital Signatures



Back

Continue

## Sign with a Digital ID



Choose the Digital ID that you want to use for signing:

Refresh



**Maria** (Digital ID file)

Issued by: Maria, Expires: 2023.05.29

[View Details](#)



Configure New Digital ID

Cancel

Continue

Supervisor's Signature:

Supervisor Signature

**Sign as "Maria"** ×

Appearance Standard Text ▼ Create

# Maria

Digitally signed  
by Maria  
Date: 2018.05.29  
10:41:37 -07'00'

[View Certificate Details](#)

Review document content that may affect signing Review

---

Enter the Digital ID PIN or Password...

Back Sign

Participant will be able to use their RACAF ID and Password from any work station to E24 region.  
Participant must sign up for classes through i-Learn to have access to materials and quiz.

**Name:**

**Job Title:**

**Email Address:**

**Phone Number:**

**RACFID:**

**Agency Number:**

**Agency Name:**

**Supervisor's Name:**

**Supervisor's Title:**

**Supervisor's Email:**

**Supervisor's Phone:**

**Attendant's Signature:**

**Maria**  
Digitally signed by Maria  
Date: 2018.05.29  
10:42:01 -07'00'

**Supervisor Signature**

**Date**

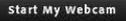
**Date**

Share



Share My Screen

Video



Start My Webcam

Attendees (1)

Active Speakers

Hosts (1)

- Maria Berglund

Presenters (0)

Participants (0)

Chat (Everyone)

Everyone



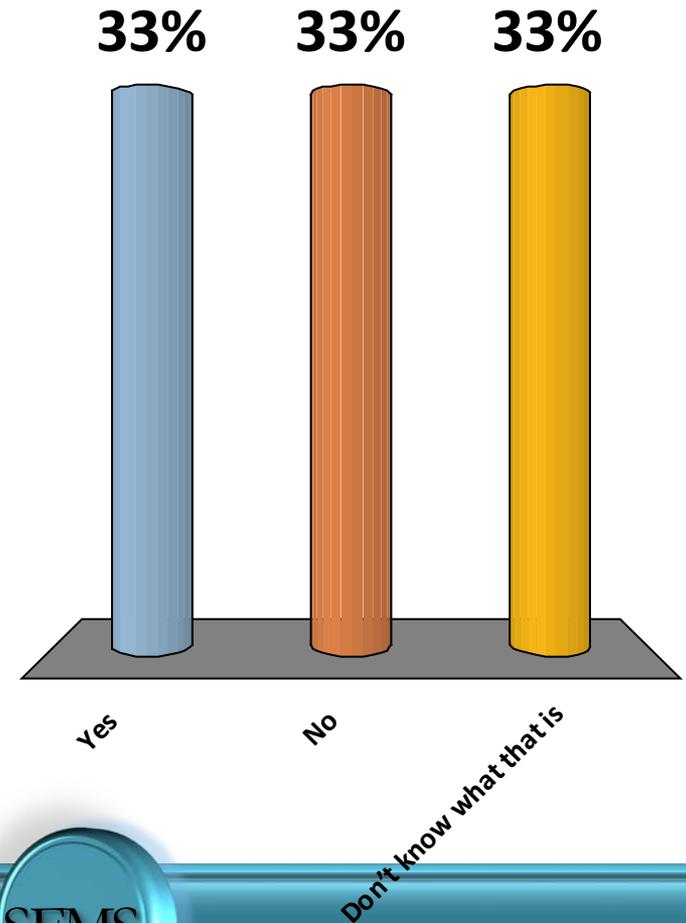


# **This, That and Other Topics**

# Due Diligence for Warrant Expires

# Are you involved in the Expired Warrants process?

- A. Yes
- B. No
- C. Don't know what that is



# Important Dates

**Distribution of DAFRXXR1 Report to Agencies –  
April 6, 2018 (Done)**

**Expire Warrant Job Run– July 16, 2018**

# Agency Due Diligence

**What does this mean?**

**Agency needs to review the report to determine if the monies outstanding are still owed to the payee or not**

# Agency Due Diligence

**If Monies are still owed:**

**>\$100 - Agency will make an effort to contact the payee**

- **Confirm they wish to receive the payment**
- **Confirm their Address**
- **Complete Stop Payment Request**
- **Reissue Warrant**

# Agency Due Diligence

**If monies still owed:**

**<\$100 - Agency does not need to contact the  
payee**

**These should be allowed to be reported to State  
Lands as unclaimed property.**

# Payment Due to Vendor

## Prior to July 16, 2018

- Complete a Stop Payment Request Form
- Reissue Warrant
- Agency can choose to allow the warrant to expire and be reported to DSL

# No Longer Due?

**Complete an AD40 and send it to SFMS Prior to  
July 16, 2018**

# Warrant Status

**After July 16, 2018 - Warrants on the 44 Screen will have Status “E”**

# After July 16

**Warrants that have been expired on July 16<sup>th</sup>:**

- **Please do not reissue payments**
- **Please do not send AD40 reports**
- **Please do not send Stop Payment Forms**

# CONTACT

If you have questions or concerns about expired warrants please let me know!

Ph 503-373-0714

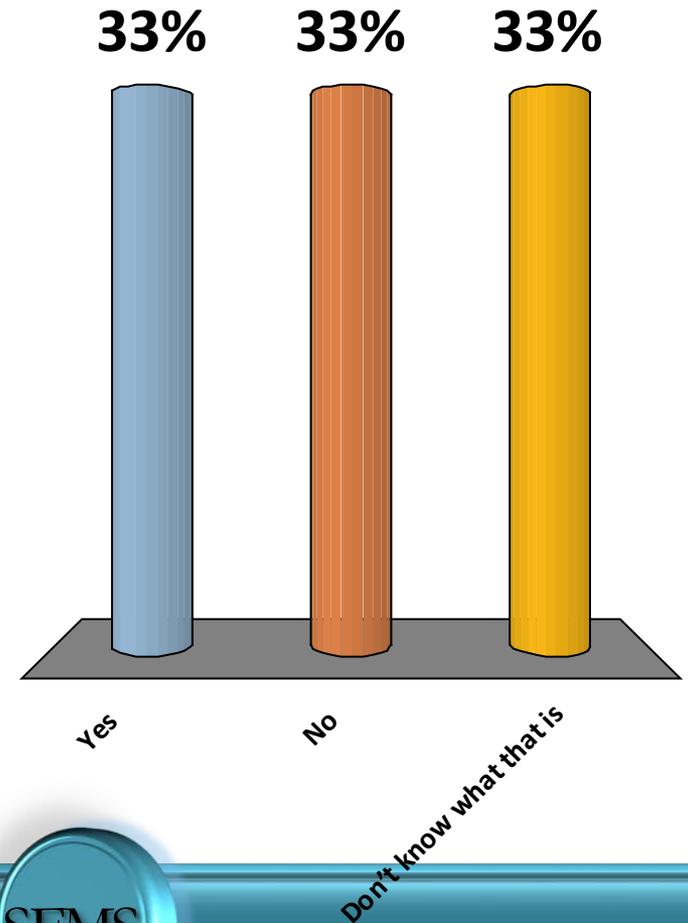
Email [karlene.hancock@oregon.gov](mailto:karlene.hancock@oregon.gov)

# Executive Order 17-09

## Follow up Questions and Answers

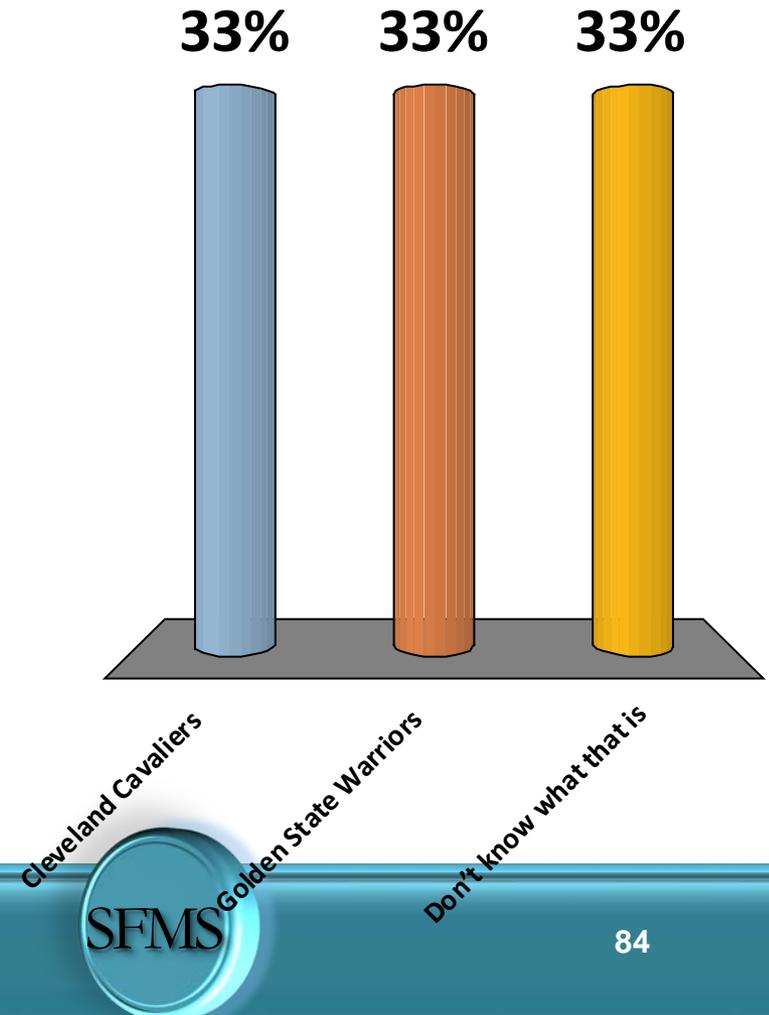
# Did you attend the Executive Order 17-09 Training on May 15, 2018?

- A. Yes
- B. No
- C. Don't know what that is



# Who is going to win the NBA Finals?

- A. Cleveland Cavaliers
- B. Golden State Warriors
- C. Don't know what that is





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