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SFMS USER GROUP MEETING

NOVEMBER 6, 2018

The slide features a dark teal background with several light teal circles of varying sizes. A red tab with the number '1' is located in the top right corner.



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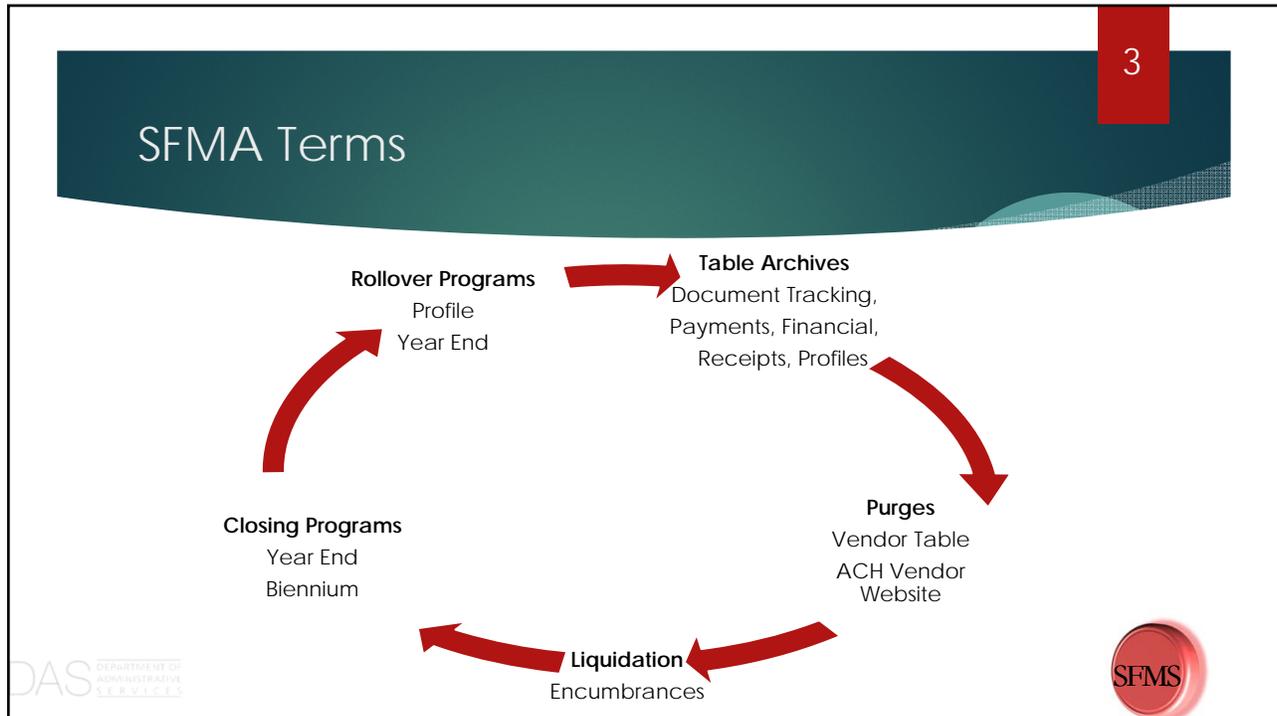
Agenda

- ▶ SFMS Welcome Letter
- ▶ SFMS Calendar 2019
- ▶ TLS 1.2 Emulators
- ▶ Authorized Vendor List and Vendor Form
- ▶ 1042's Foreign Vendor
- ▶ Interface Information
- ▶ 1099 Schedule of Events
- ▶ Month-end Procedures
- ▶ EO 17-09 Status
- ▶ Collection Fees and Establishing A/Rs

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The slide features a dark teal header with a red tab containing the number '2'. The main content is on a white background. The logo at the bottom right is a red circular seal with 'SFMS' written inside.



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JULIE TACCHINI

SFMS WELCOME LETTER, SFMS CALENDAR, AND TLS 1.2

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Getting to know you...

How long have you worked at your current agency?

- ▶ A. Less than a year
- ▶ B. 1 - 2 years
- ▶ C. 2 - 5 years
- ▶ D. More than 5 years



(Perhaps it feels like too long?)

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SFMS Welcome Letter

- ▶ What does it do for you?
 - ▶ Lists available resource materials
 - ▶ Provides direct links to materials
 - ▶ Provides contact information at SFMS
- ▶ What would we like you to do for us?
 - ▶ Email your SFMS Analyst when you have a new hire.

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SFMS CALENDAR FOR 2019

- ▶ It is currently available at the SFMS Website under Accounting



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SFMS Calendar For 2019

- ▶ The SFMS Calendar provides you with:
 - ▶ Dates of Monthly Close
 - ▶ Pertinent Payroll Dates
 - ▶ Dates when SFMA Jobs will be run, such as archives, rolls and purges.
 - ▶ Holidays!

Check it out!



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New Version of Transport Layer Security

- ▶ By the end of December 2018, secure connection protocols must meet the threshold of TLS version 1.2.
- ▶ We have been informed that every personal computer should meet two basic factors:
 1. Windows version 7 or later
 2. Emulator (Nexus, Passport, Hummingbird, etc) with a TLS ver 1.2 option available in the session configuration
- ▶ Contact your agency IT staff to verify that you won't lose connection
- ▶ Emails from Michael Lacy sent to SFMS News on 7/18/18 and 10/2/18, and to Datamart News on 10/8/18.

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A graphic featuring a dark teal background with a light teal circle on the left side. The name "TAMMY LYONS" is written in white, uppercase letters across the center of the circle.

TAMMY LYONS

VENDOR SIGNATURE
AUTHORITY FORM AND SFMA
VENDOR CHANGE REQUEST
FORM

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Vendor Signature Authority Form

- What is it?
- Who needs it?
- How often should it be updated?
- How do I get it?

DAS/EGS/FBS/SFMS Operations
 Vendor Desk
 155 Cottage ST NE
 Salem, OR 97301

Date: _____

SIGNATURE AUTHORITY FOR SFMA VENDOR REQUESTS

The individuals below are authorized by our agency to request vendor information emailed* or faxed as well as keyed into SFMA for new additions, re-activations and changes to R*STARS and ADPICS 51, 52, 5200 and 5150 screens. The following signatures will be verified against all emails and faxes requesting changes to vendor information:

Name: _____

Signature: _____



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SFMA Vendor Change Request Form

- What is it?
- Who needs it?
- How do I get it?



DAS - SFMS
 155 Cottage St NE
 Salem, OR 97301
SFMS.1.Vendor@oregon.gov
 Fax: 503-378-8940
 503-373-0256

Clear Vendor Data

SFMA Vendor Change Request Form

Date

* Required fields on all requests.

* Agency Number * Agency Name
 * Agency Contact Name * Agency Contact Number

Agency Contact Signature

I have verified these requested changes with the vendor.
 Note: Signature not required if form is emailed by an approved requestor.



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KARLENE
HANCOCK

FOREIGN VENDORS & 1042
REPORTING

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Foreign Vendor – W8's

Question – Does anyone know what a W8 is?

Answer – W8 is a form requested of all foreign vendors, not unlike a “domestic vendor” W9. It establishes a person’s or entities status for domestic information, reporting and backup withholding purposes.

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Foreign Vendor – W8's

Question – How many types W8 forms are there?

- a. 1 – Just like W9
- b. 2 – Possible
- c. 3 – More likely
- d. 4 – Too many
- e. 5 – Why!!!!

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Foreign Vendor – W8's

Answer – 5 Forms! All are directed at different types of entities.

- ❖ W8-BEN : For Individuals Only
- ❖ W8-BENE: Businesses & Non-Profit
- ❖ W8-ECI: Businesses with a presence in the US
- ❖ W8-IMY: Foreign Intermediary/Foreign Flow-Through
- ❖ W8-EXP: Foreign Government

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Foreign Vendor – W8's

Question – Why are Foreign Vendors always inactive in the system?

Answer –Foreign Vendors are not reported to the IRS through the 1099-MISC information returns.

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Foreign Vendor – W8's

Question – How does an agency request activation if they need to make a payment or use the vendor?

Answer – SFMS has a form for that. It is a fillable PDF Form that needs to be completed and sent to my desk, not the Vendor Desk.

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Foreign Vendor form

Question: Why does SFMS need to know:

- ❖ Who
- ❖ What
- ❖ Why
- ❖ Where



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Foreign Vendor form

Answer: Because just like 1099-MISC Forms, SFMS is responsible for completing the information returns for Foreign Vendors. Only foreign vendors that have crossed US borders (Land/Sea/Air) are eligible for being reported.



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Foreign Vendor 1042-S

All Services performed in the US are reportable –
Always

Supplies are not reportable.

Is the vendor delivering the supplies personally, not
using professional third party delivery service?

They have now crossed the border and all mileage
from the border is now subject to reporting.

This was a new change by the IRS starting in 2017.



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Foreign Vendor 1042S

1042S Information Returns due to the
eligible vendors and the IRS by
March 15



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Foreign Vendor 1042S

SFMS Process for Filing:

- ❖ All Forms and emails requests (submitted between 1/1/18 – 12/31/18) are reviewed
- ❖ If the agency indicated that the vendor came to the US to Deliver Goods or Perform a Service are separated from the vendors that performed services globally.
- ❖ Payments to the Vendors are then researched, confirmed and collated.
- ❖ The information is then reviewed by my manager



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Foreign Vendor 1042S

SFMS Process for Filing (cont):

- ❖ 1042S Information Returns completed manually as well as the 1042 cover sheet for the IRS
- ❖ Second review is completed by my manager
- ❖ The 1042S mailed to the eligible vendors for receipt by 3/15
- ❖ The 1042S Forms and 1042 Cover Form sent to the IRS



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Foreign Vendor 1042S

SFMS Process for Filing (cont):

- ❖ SFMS retains 1042S Forms and 1042 Cover Form submitted to the IRS and eligible vendors, as well as ALL backup documentation including un-eligible vendor activation requests.



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Any Questions?



CONTACT

If you have questions or concerns about Foreign Vendor Activation or 1042S Filing please let me know.

Ph 503-373-0714

Email karlene.hancock@oregon.gov



SFMS INTERFACES
AND EXTRACTS

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What is an Interface?

- ▶ **Noun:**
 - A point where two systems, subjects, organizations, etc. meet and interact
 - A device or program enabling a user to communicate with a computer.

- ▶ **Verb:**
 - Interact with (another system, person, organization, etc.).
 - Connect with (another computer or piece of equipment) by an interface

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What is an Extract?

- ❖ **Noun:**
 - Data going out.
 - Data extraction is the act or process of retrieving data out of data sources for further data processing or data.

- ❖ **Verb:**
 - To get, pull, or draw out.
 - To take out a file downloaded in bulk.

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How does this relate to the State Accounting System, R*STARS?

- ▶ In R*STARS, Interfaces are used to streamline the entry of data and transactions into the accounting system.
- ▶ Types of interfaces (data coming in)
 - ▶ Contract data, Treasury data, transactional data, other.



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How does this relate to the State Accounting System, R*STARS?

- In R*STARS, Extracts are used to provide transaction and profile information to agencies or vendors for use in another system or to be stored as research or data warehouse application.
- Types of extracts (data going out)
 - Accounting event, GL table, R*STARS profiles, Vendor, etc.
 - Treasury and Banking data



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Overview

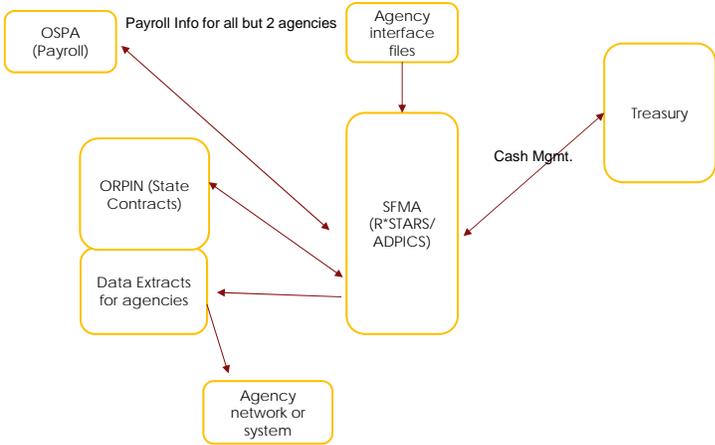
- ▶ Currently there are 78 Interfaces sending information into SFMA for 33 different agencies.
- ▶ 18 agencies are picking up Extracts providing profile and transaction information.
- ▶ **Types of interfaces (data coming in)**
 - ▶ Contract data, Treasury data, transactional data
- ▶ **Types of extracts (data going out)**
 - ▶ Accounting event, GL table, R*STARS profiles, Vendor, etc.
 - ▶ Treasury data, banking data






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R*STARS Agency Interfaces



```

graph TD
    SFMA[SFMA (R*STARS/ADPICS)]
    OSPA[OSPA (Payroll)]
    ORPIN[ORPIN (State Contracts)]
    Data[Data Extracts for agencies]
    Agency[Agency network or system]
    Files[Agency interface files]
    Treasury[Treasury]
    Cash[Cash Mgmt.]

    Files --> SFMA
    SFMA --> OSPA
    SFMA --> ORPIN
    SFMA --> Data
    Data --> Agency
    Cash --> Treasury
    
```





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Transactional data interfacing into R*STARS

- ▶ Topic areas
 - ▶ To Interface or Not to Interface
 - ▶ Technical Specifications
 - ▶ Development Process
 - ▶ Common Production Problems



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Technical Specifications

- ▶ File Format (ASCII, header and detail records, 750 characters long)
- ▶ Interface dataset (file) naming convention
 - ▶ SFMS.XXXXXX.XXX.INTRFACE.AXXX.* (prod – 7 days of backup)
 - ▶ SFMS.XXXX.X.XXX.INTRFACE.AXXX.* (acpt – 3 days of backup)
- ▶ FTPS protocol or mainframe to mainframe
- ▶ Interface operator ID

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Development Process

- ▶ Stages of Development
 - ▶ Request
 - ▶ Security
 - ▶ Testing Requirements
 - ▶ Reconciliation
 - ▶ Control Procedure
 - ▶ Movement to Production



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Dev: Request

- ▶ Interface Request Forms
 - ▶ Interface_Request_Form.doc
 - ▶ Security_Set_Up_Agy_xxx.xls
 - ▶ Sample_Detail_Design_Document.xls
 - ▶ Interface_Test_Plan_Outline.xls

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Dev: Security

- ▶ 4 parts to interface security
 - ▶ Interface operator ID (INTXXXNN)
 - ▶ File transfer security (FTPXXXXX)
 - ▶ End-user security
 - ▶ State firewall (IP address)
- ▶ Once an interface is approved to move into production, this security also needs to be established in production.

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Dev: Testing Requirements

- ▶ 3 successful tests for each new t-code
 - ▶ Remember, testing is for you. We want to minimize mistakes coming through this automated interface, so the end-users do not have to go in and manually correct them. The 3 successful tests are SFMS minimum standard. You can test as many times as you need to feel comfortable.
- ▶ One test per processing cycle
- ▶ Failure is when a transaction failed due to a programmatic or software configuration error (i.e., you sent blanks in for a SFMA required field)

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Dev: Reconciliation

- ▶ Once requirements for the successful interface tests have been met the agency will need to prepare reconciliation reports.
- ▶ Documentation should include a printout or report from your agency subsystem, R*STARS control reports related to the test files and the interface reconciliation form.

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Dev: Control Procedure

- ▶ A written description should be sent with the reconciliation that describes the control procedure that will be used each time a file is sent to SFMS.
- ▶ It is the agency's responsibility to ensure that all records posted in R*STARS are a correct and accurate reflection of the agency subsystem accounting activity.

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Dev: Movement to Prod

- ▶ Items that need to move together
 - ▶ Security
 - ▶ FTP RACFID, interface operator ID, user classes, etc...
 - ▶ R*STARS configuration changes
 - ▶ New t-codes, document types, new funds, system parameter profiles, etc...
 - ▶ Timing
 - ▶ When you plan to start using the interface in production.

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Common Interface Problems

- ▶ Duplicate batch key or document ID
- ▶ Missing information (operator ID, header, etc.)
- ▶ Extra information (this throws off all the fields after that)
- ▶ Bad information (invalid date, hex, space, etc.)
- ▶ File transfer error (binary vs. ASCII mode)

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Additional Information

New Interfaces or Problems with existing interfaces - who can help me?

Contact:

Rose Mattix 503 373-0770

Rosalyn.M.MATTIX@oregon.gov
SFMS.INTERFACEINFO@OREGON.GOV

New Data Extract or Problems with an existing extract – who can help me?

Contact:

Rose Mattix 503 373-0770

Rosalyn.M.MATTIX@oregon.gov

Link to SFMS Website:

<https://www.oregon.gov/DAS/Financial/Acctgsys/pages/index.aspx>

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Any Questions?



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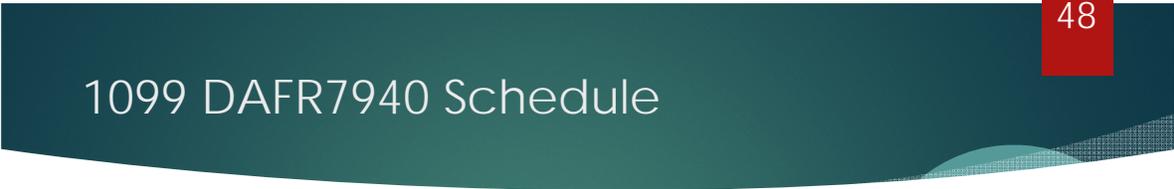
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KARLENE
HANCOCK

1099-MISC: A BRIEF
DISCUSSION

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1099 DAFR7940 Schedule

DAFR7940 1099-Misc Worksheet

- 10/12/18 (Past)
- 11/16/18
- 12/31/18
- 1/18/19 – Final, Print & Save

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1099 – EO99 Report

DAFRE099 Report – 1/22/2019

Reports Will be Distributed by SFMS

Brief Explanation:

- Employees with reportable COBJ (D10)
- Agency Responsibility to Review and Verify
 - Potential W-2 Reportable Payments - if identified please work with your payroll shop
 - If Payments were for reportable, non-employee related expenses for >\$600, then submit 1099-MISC Change Form for (3Vendor) not OR

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1099 Correction Schedule

1099-Misc Corrections – Specific to DAFR7940 Review

- October 1, 2018 - January 18, 2019
 - Effective Dates < January 1, 2019
 - Use TC415/416 to effect 1099-MISC corrections
- After January 18, 2019
 - Submit a 1099-Misc Change Request Form
 - Use only the information on your agencies DAFR7940 report not the 43M

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1099 Correction Schedule

1099-Misc Change Request Forms - Key Dates

- 1/22/2019- First Date Change form accepted
- 1/24/2019 - Last Date to submit 1099-MISC Change Request Form for January production
- 4/24/2019 – Last Date to submit 1099-MISC Change Request Form for scheduled production

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1099-MISC Production Schedule

Dates Forms Printed & Mailed

Initial Information Returns: 1/28/2019
Feb Corrected Forms: 2/7/2019 & 2/21/19
Mar Corrected Forms: 3/14/2019 & 3/28/2019
April Corrected Forms: 4/11/2019 & 4/26/2019

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1099 Electronic File Schedule

Dates Forms Submitted to IRS & DOR

Initial Information Returns: 1/30/2019

Feb Corrected Forms: 3/1/2019

Mar Corrected Forms: 4/1/2019

April Corrected Forms: 5/1/2019 (if needed)

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Any Questions?



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CONTACT

If you have questions or concerns about
1099-MISC Process/Reports/Forms please let me
know.

Ph 503-373-0714

Email karlene.hancock@oregon.gov



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LIZ SCHULTZ

MONTH-END PROCEDURES

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Month-End Procedures

Topics

- Preparing for Month End Close
- Week of Month End Close
- Closing the Fiscal Month
- Monday after Month End Close
- Batch Edit Mode & Batch Status
- Reviewing Batches on the 530 screen



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Preparing for Month End Close

- Review activity for your agency to ensure all transactions expected to be processed in the current month have been posted or will be posted prior to the month end close deadline.
- Even though transactions may be entered until that month is closed, it is recommended that they be entered as early as possible to allow time for review and, if necessary, error correction.

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Week of Month End Close

On Wednesday:

Review Month End Screen Reports

- ▶ Your SFMS Analyst will email a report of any batches for your agency that have transactions with an effective date in the fiscal month that is closing.
- ▶ Batches on these reports either need to be released or the effective date moved forward to the next fiscal month.
- ▶ You will not receive a report if you do not have any outstanding batches for the month that is closing.

Note: Batches may be reviewed on the 530 screen, but please note that the 530 screen shows the Batch ID Date and the Batch Effective Date, not the Transaction Effective Date. You must drill down from the 530 screen to get the transaction effective date.



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Week of Month End Close

On Thursday:

Continue to review Month End Screen Reports

- ▶ Your SFMS Analyst will send out an updated report listing any batches that either still need to be released or the effective date moved forward to the next fiscal month.
- #### Pay attention to batches with Edit Mode 0, 1, or 3
- ▶ These must be cleared during tonight's batch cycle to be included in the fiscal month that is being closed.
 - ▶ If batches are still on the 530 screen on Friday, you will need to move the effective date of the transactions forward to the next fiscal month.



Week of Month End Close

On Friday:

- Continue to review Month End Screen Reports**
 - ▶ Your SFMS Analyst will send out an updated report listing any batches that either still need to be released or the effective date moved forward to the next fiscal month.

- Move Edit Mode 0, 1, or 3 batches on 530 screen to next fiscal month**
 - ▶ Because these batch edit modes do not post until the nightly batch cycle, they will not be processed until after the month end cutoff.

- Release Edit Mode 2 batches or update effective date to next month**
 - ▶ Batch edit mode 2 posts immediately upon entry. Review and release these batches to have them included in the fiscal month being closed.

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Week of Month End Close

Closing the Fiscal Month:

- Close the Fiscal Month on the R*STARS 25 Agency Control Profile**
 - ▶ After all transactions for the month are posted, an agency should change the Last Month Closed field on the 25 profile to prevent further posting. Agencies may open, close, and re-open the month until R*STARS is closed on a system-wide basis.

- Month End closes on a system-wide basis at 5:30 PM**

```

S090 UC: 02 STATE OF OREGON 09/25/18 08:36 AM
LINK TO: NEWS/HELP TABLE PROD
ACTIVE
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
    
```

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Monday after Month End Close

On the following Monday:

- Review Month End Screen Reports**
 - ▶ Your SFMS Analyst will send out an updated report listing any batches that were not cleared by the fiscal month cutoff.
- Do not make changes or delete Edit Mode 2 batches**
 - ▶ Release Edit Mode 2 batches still on the 530 screen the Monday following month end close. The transactions have posted to the financial tables. Changing or deleting these batches will result in incorrect monthly reports for the month that closed.
- Move Edit Mode 0, 1, or 3 batches on 530 screen to next fiscal month**
 - ▶ These have not posted to the financial tables. Update effective date of these transactions to the current fiscal month and correct any errors to allow them to clear the 530 screen.

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Batch Edit Mode

The Batch Edit Mode determines whether R*STARS performs edits at the time the batch is entered or during the nightly batch cycle.

R*STARS performs two types of edits on entered transactions:

- Data Element Edits**
 - ▶ Compare coding fields on the transaction against profiles for valid data.
- Financial Edits**
 - ▶ Compare financial fields on the transaction against budgetary and cash constraints in the system.

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Batch Edit Mode

| Batch Edit Mode | Data Element Edits | Financial Edits | Post to Financial Tables |
|--|--------------------|-----------------|------------------------------|
| Edit Mode 0 Data Entry Only | Nightly cycle | Nightly cycle | Nightly cycle (if no errors) |
| Edit Mode 1 Master Edit Only | Immediately | Nightly cycle | Nightly cycle (if no errors) |
| Edit Mode 2 Edit and Post | Immediately | Immediately | Immediately |

System-Generated Batch Edit Modes

| Batch Edit Mode | Description |
|---|--|
| Edit Mode 3 Batches with Errors | R*STARS assigns to batches with transaction errors after nightly batch cycle. Correct errors and re-release batch. |
| Edit Mode 4 Waiting Approval or Payment | R*STARS assigns when entered batch has not yet been approved or voucher payable has future due date. |

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Batch Status

The Batch Posting Status is used to determine if and how batches are processed in R*STARS. Valid values are:

- **H (Hold)** – Transactions within the batch are held. If Edit Mode 0 or 1, transactions have not posted. If Edit Mode 2, transactions have posted.
- **R (Release)** – Transactions within the batch are released for processing.
- **P (Posted)** – Transactions within the batch are released and approved.
- **D (Delete)** – In Edit Mode 2, transactions within the batch and the batch itself are immediately deleted from the system. In Edit Modes 0 and 1, the transactions and the batch are flagged for deletion.

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Review Batches on the 530 Screen

Here are some examples of what you might see on the 530 screen:

- If a batch has a status of 'H' and is Edit Mode of 0 or 1, the transactions are not posted to the financial tables.
- If a batch has a status of 'H' and is Edit Mode 2 or 4, all the transactions have already posted to the financial tables.
- If a batch has a status of 'H' and is Edit Mode 3, the batch has processed, but one or more transactions within the batch contain errors.
- If a batch has a status of 'P' and is Edit Mode 2 or 4, the transactions have posted to the financial tables.

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Please refer to the SFMS Error Correction Information handout for further examples.



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Additional Resources

- ▶ **R*STARS Data Entry Guide**
 - ▶ Chapter #12: Month & Year End Processing
 - ▶ https://www.oregon.gov/das/Financial/AcctgSys/Documents/Chapter_12_Month_Year_End_Processing.html
- ▶ **SFMS Desk Manual**
 - ▶ Other 1: Error Correction
 - ▶ <https://www.oregon.gov/das/Financial/AcctgSys/Documents/othe1.pdf>
- ▶ **Your SFMS Agency Support Analyst!**

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Any Questions?



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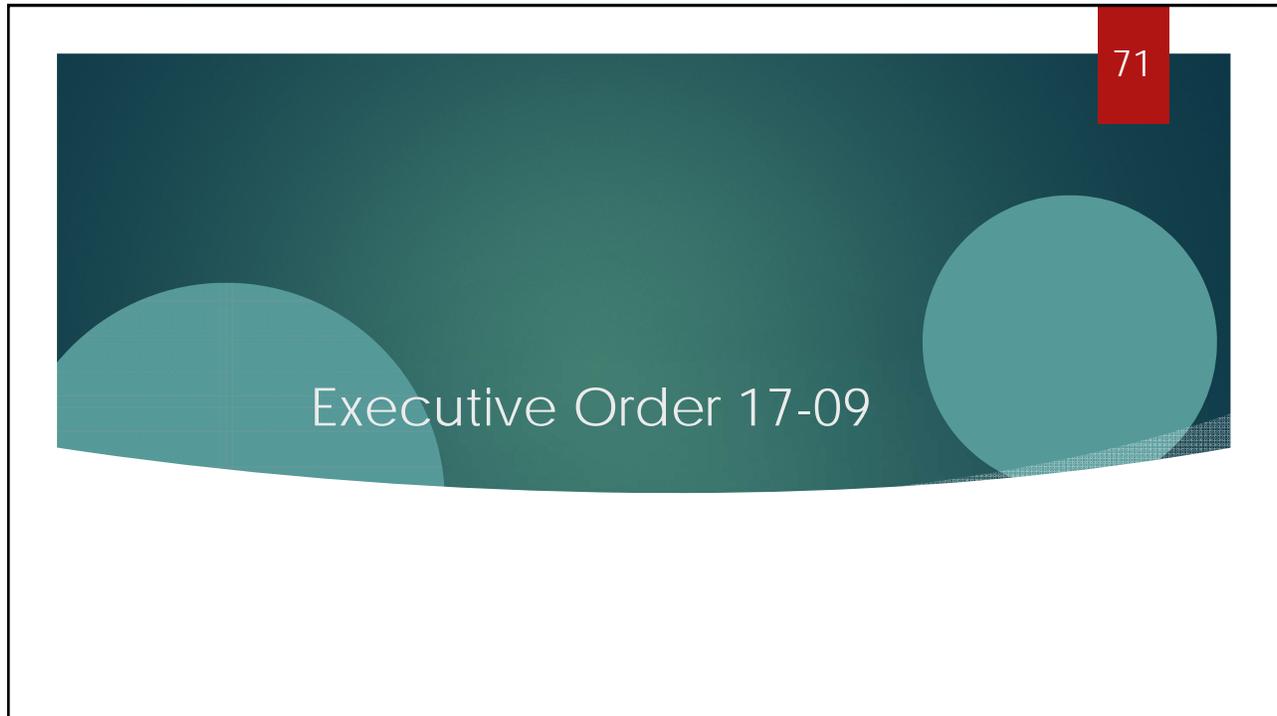


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STACEY CHASE

STATEWIDE
ACCOUNTS
RECEIVABLE
MANAGEMENT



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Executive Order 17-09 Update

- ▶ ODOT and SFMA vendor coordination implementation successful
 - ▶ Total process recoveries through 11/2/18 = **\$405,335**
- ▶ May 2018 recorded training available in iLearn
 - ▶ Course title: DAS – Executive Order 17-09
Coordination of Vendor Payments May 15, 2018
recorded training (includes audio)

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This slide features a dark teal background with a light teal grid pattern. The text 'Executive Order 17-09 Update' is centered in white. A red tab with the number '72' is located in the top right corner. The slide contains two main bullet points with sub-bullets. The first bullet point is '▶ ODOT and SFMA vendor coordination implementation successful', with a sub-bullet '▶ Total process recoveries through 11/2/18 = \$405,335'. The second bullet point is '▶ May 2018 recorded training available in iLearn', with a sub-bullet '▶ Course title: DAS – Executive Order 17-09 Coordination of Vendor Payments May 15, 2018 recorded training (includes audio)'. The slide includes the DAS logo in the bottom left and the SFMS logo in the bottom right.

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Executive Order 17-09 Update

- ▶ Frequently asked questions available on Executive Order 17-09 webpage
 - ▶ www.Oregon.gov/das/Financial/Acctng/Pages/Executive-Order-17-09.aspx
 - ▶ Section V – coordination of vendor payments and collection efforts
 - ▶ Review regularly to ensure agency required actions are completed
- ▶ Efforts continue to evaluate processes to increase potential recoveries
 - ▶ Suspend account transactions
 - ▶ SPOTS card transactions



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Executive Order 17-09 Update

- ▶ Who do I contact with questions about this process?
 - ▶ SFMA processing questions:
 - ▶ Fabiola Flores, 503-373-0734, Fabiola.Flores@Oregon.gov
 - ▶ Department of Revenue processing questions:
 - ▶ Email: StateVendor.Matching@Oregon.gov
 - ▶ Policy questions:
 - ▶ Stacey Chase, 503-947-8567, Stacey.A.Chase@Oregon.gov



A presentation slide with a dark teal background and a light teal circular graphic on the right. The title "Recording Collection Fees" is centered in white text. A red rectangular box in the top right corner contains the number "76".

- ▶ **Disclaimer:**
 - ▶ The following examples are provided for illustration purposes only.
 - ▶ The following examples refer to Tcodes 172, 176, and 199 in an effort to clearly describe one method for recording collection fees.
 - ▶ Tcode usage will vary by agency; please contact your agency's SFMS Analyst for guidance.

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Recording Collection Fees

- ▶ Recording collection fees varies based on who pays the fees
- ▶ Two comptroller objects (cobj):
 - ▶ Cobj 4720: collection fees - DOR
 - ▶ Cobj 4725: collection fees – private collection agent
- ▶ Verify which entity collected the account
 - ▶ Private collection firm (PCF)
 - ▶ PCF through Department of Revenue Other Agency Accounts (DOR-OAA)
 - ▶ DOR-OAA

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Recording Collection Fees

- ▶ Example 1:
 - ▶ A/R balance = \$1,000 (original A/R established with a t-code 199)
 - ▶ DOR-OAA collection = \$500
 - ▶ Collection fee = \$75
 - ▶ DOR-OAA remitted = \$425
- ▶ Agency pays the cost of collection
 - ▶ Deposit = \$425
 - ▶ Record the deposit as follows:
 - ▶ TC 176, Ref Doc (A/R number) = \$500
 - ▶ TC 172R, Cobj 4720 (DOR-OAA) = \$75
 - ▶ Net transaction = \$425

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Recording Collection Fees

- ▶ Example 2:
 - ▶ A/R balance = \$2,000 (original A/R established with a t-code 199)
 - ▶ PCF collection = \$250
 - ▶ Collection fee = \$65
 - ▶ PCF remitted = \$185

- ▶ Debtor pays the cost of collection
 - ▶ Deposit = \$185
 - ▶ Record the deposit as follows:
 - ▶ TC 176, Ref Doc (A/R number) = \$185
 - ▶ No collection fees recorded

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Recording Collection Fees

- ▶ Example 3:
 - ▶ A/R balance = \$3,000 (original A/R established with a t-code 199)
 - ▶ PCF collection (through DOR-OAA) = \$1000
 - ▶ Collection fee = \$260
 - ▶ DOR-OAA remitted = \$740

- ▶ Agency pays the cost of collection
 - ▶ Deposit = \$740
 - ▶ Record the deposit as follows:
 - ▶ TC 176, Ref Doc (A/R number) = \$1000
 - ▶ TC 172R, Cobj 4725 (PCF) = \$260
 - ▶ Net transaction = \$740

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Recording Collection Fees

- ▶ Sample DOR payment report:

| PrgmCode | Name | YRPL | BIN | TranDte | PayAmt | PrincipalAmt | PenaltyAmt | InterestAmt | CollFee | DistributionAmt | TypeCode | AgencyId | PayType | Month | Year | TransId |
|----------|------|-------|-----|-----------|--------|--------------|------------|-------------|---------|-----------------|----------|----------|---------|-------|------|------------|
| 782 | | 21541 | 0 | 7/31/2018 | 40 | 40 | 0 | 0 | 7.92 | 32.08 | P | ARZ09762 | CASH | 7 | 2018 | 1427848264 |

- ▶ PayAmt: total payment amount
- ▶ CollFee: collection fee assessed for the payment
- ▶ DistributionAmt: net amount distributed to your agency
- ▶ TypeCode:
 - ▶ P – payment received at DOR-OAA
 - ▶ B – payment received at agency
 - ▶ T – payment received at private collection firm

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Recording Collection Fees

- ▶ Additional resources associated with collection fees:
 - ▶ OAM 15.35.00 – Revenues and Receivables
 - ▶ <https://www.oregon.gov/das/Financial/Acctng/Documents/15.35.00.pdf>
 - ▶ OAM 35.40.20 – Collection Fees
 - ▶ <https://www.oregon.gov/das/Financial/Acctng/Documents/35.40.20.pdf>

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How to Maximize the Use of SFMA to Streamline A/R Management

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How to Maximize the Use of SFMA to Streamline A/R Management

▶ **Disclaimer:**

- ▶ The following information is provided to assist agencies in identifying opportunities to maximize the use of SFMA to streamline A/R management processes.
- ▶ The following information represents recommended data entry options, which may be modified to meet the specific needs of each agency.
- ▶ The following information does not override the R*STARS Data Entry Guide.
- ▶ The following information is not required to be used by agencies.

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How to Maximize the Use of SFMA to Streamline A/R Management

- ▶ Establish an A/R in SFMA
 - ▶ Use a document supported G/L account
 - ▶ *Due date* field - enter the actual due date of the receivable
 - ▶ If one A/R has multiple "original" due dates, establish a separate suffix for each due date
 - ▶ *Doc date* field - enter the date the receivable was issued (e.g. mailed)
- ▶ Record A/R collections in SFMA
 - ▶ *Due date* field - enter the original A/R due date
 - ▶ *Doc date* field - enter the date the payment was received by the agency
 - ▶ *Serv date* field - enter the date the receivable was issued
 - ▶ *MPCD* field - enter "PIF" if the collection represents the final payment on the account (PIF = paid in full)

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How to Maximize the Use of SFMA to Streamline A/R Management

- ▶ Track outstanding A/R using an IR Studio aging report
 - ▶ Monitor and manage outstanding A/R activity
 - ▶ Data used to report outstanding A/R balances (quarterly performance measure)
- ▶ Establish an IR Studio collections report
 - ▶ Data used to report total A/R collections (quarterly performance measure)
- ▶ Establish an IR Studio days to collect report
 - ▶ Data used to report number of days to collect using the issuance date and PIF date (annual performance measure)
- ▶ For assistance establishing the above IR Studio reports, send an email to: Stacey.A.Chase@Oregon.gov

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How to Maximize the Use of SFMA to Streamline A/R Management

- ▶ Year end reclassification from current to non-current G/L account
 - ▶ Refer to Agency Guide to Fiscal Year End Close
 - ▶ Governmental funds – TC 945 (auto-reverse)
 - ▶ Proprietary & fiduciary funds – TC 474/474R (manual reverse)
 - ▶ <https://www.oregon.gov/das/Financial/Acctng/Pages/Yr-end-cls.aspx>
- ▶ Biennium end roll-over
 - ▶ All A/Rs in document supported G/L accounts must be rolled over to the new biennium
 - ▶ Follow the same guidelines for establishing A/Rs when rolling to the new biennium
 - ▶ Enter original due date and original issuance date information
 - ▶ SFMS Desk
Manual: <https://www.oregon.gov/das/Financial/AcctgSys/Documents/reve2.pdf>



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How to Maximize the Use of SFMA to Streamline A/R Management

- ▶ Research continues to identify opportunities to maximize the use of SFMA to streamline A/R management and reporting
- ▶ Questions or comments?
 - ▶ Send email to: Stacey.A.Chase@Oregon.gov



**THANK
YOU**

