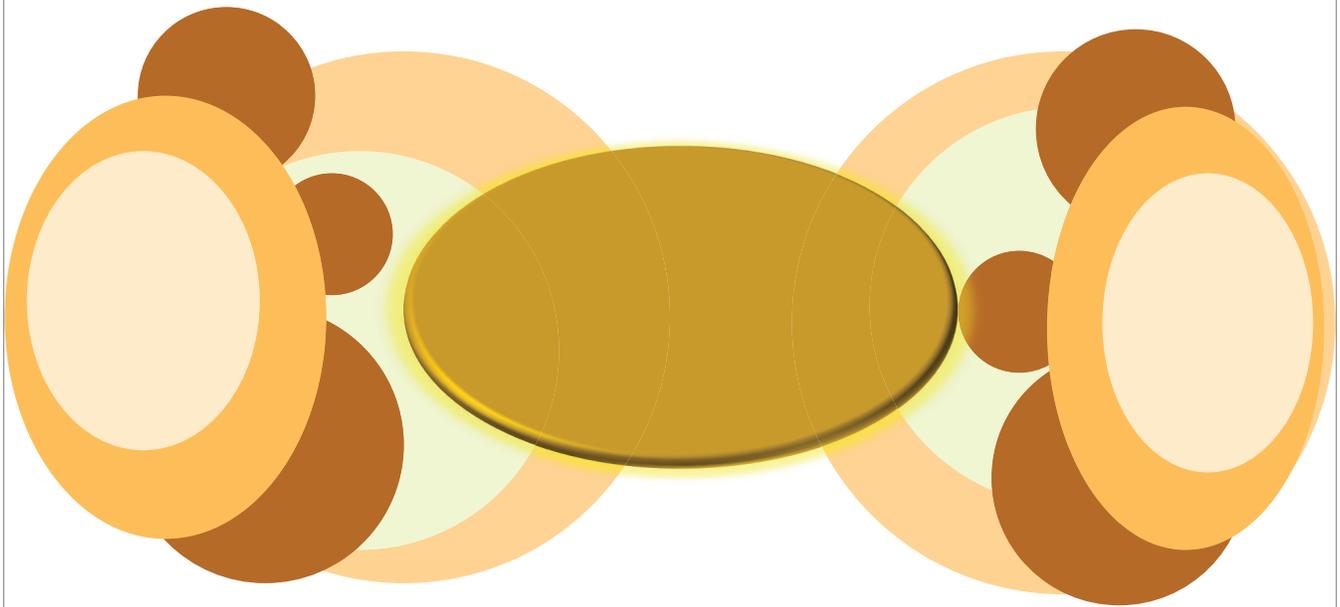


# Welcome and Introductions



November 5, 2019



DAS DEPARTMENT OF ADMINISTRATIVE SERVICES

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## SFMS User Group Meeting

### The agenda is as follows:

- |  |                   |
|--|-------------------|
| — Welcome and Introductions                                    | Fabiola Flores    |
| — OregonBuys Update  | Nicole Brazeal    |
| — Treasury EFT- Business System Renewal update                 | Angel Bringelson  |
| — SFMS Calendar 2020   | Karlene Hancock   |
| — ACH process  | Juan Maraver      |
| — Biennium close_ Clearing AY19 Document Supported GL Accounts | Elizabeth Schultz |
| — DAFM348 – Liquidate Pre-Encumbrances and Encumbrances        | Alan Park         |
| — Biennium close_ DAFJ1651                                     | Judy Wilder       |
| — GASB 84 Reminders  | Elizabeth Schultz |
| — Other Reminders  | Rose Mattix       |

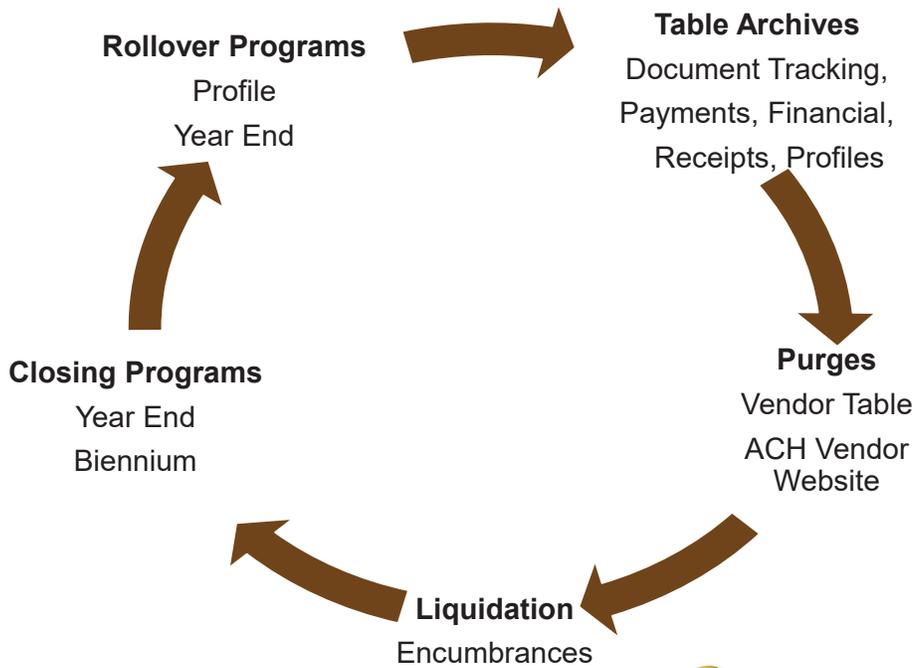
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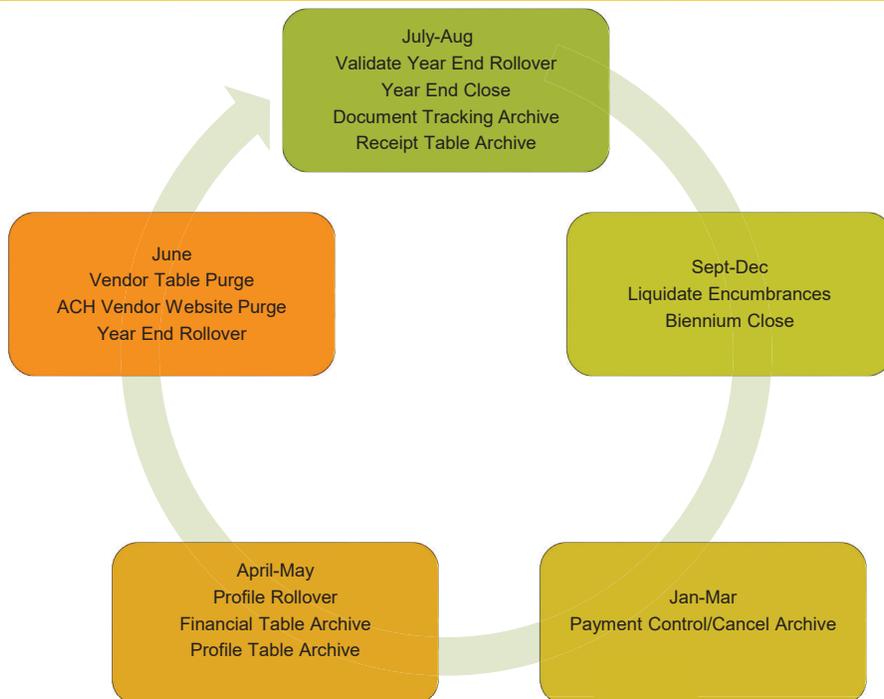
2

# SFMS Team



November 5, 2019

# SFMS Calendar



November 5, 2019

# Oregon Buys

Nicole Brazeal

November 5, 2019



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## AGENDA

- OregonBuys overview
- Project priorities and objectives
- Project scope and timeline
- Current status
- Questions and feedback



# OregonBuys enterprise project overview



## DEFINITION

OregonBuys is a procure-to-pay eProcurement solution that automates procurement processes using web-based applications.

It is a technology-enabled solution that allows the state to procure goods and services at the best value.



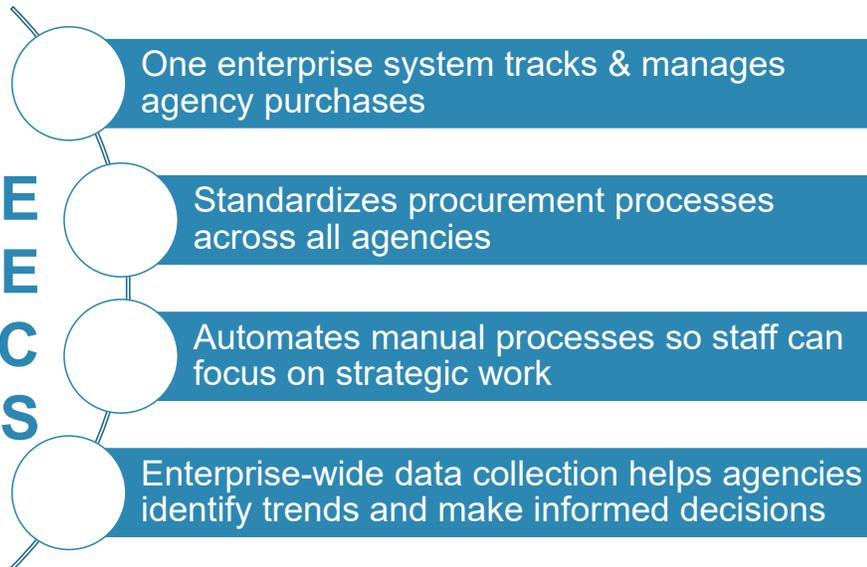
## Why OregonBuys?



- The state has unified procurement rules, but lacks a modern IT system to standardize and track procurements
- Procurement processes vary by agency, are manual in nature, and are labor intensive
- Manual processes limit the state's ability to track and manage spend
- Procurement makes up nearly 10% of Oregon's all funds budget and represents \$8 billion in biennial spending.

# Alignment with Strategic Priorities

## OPTIMIZE STATE RESOURC ES

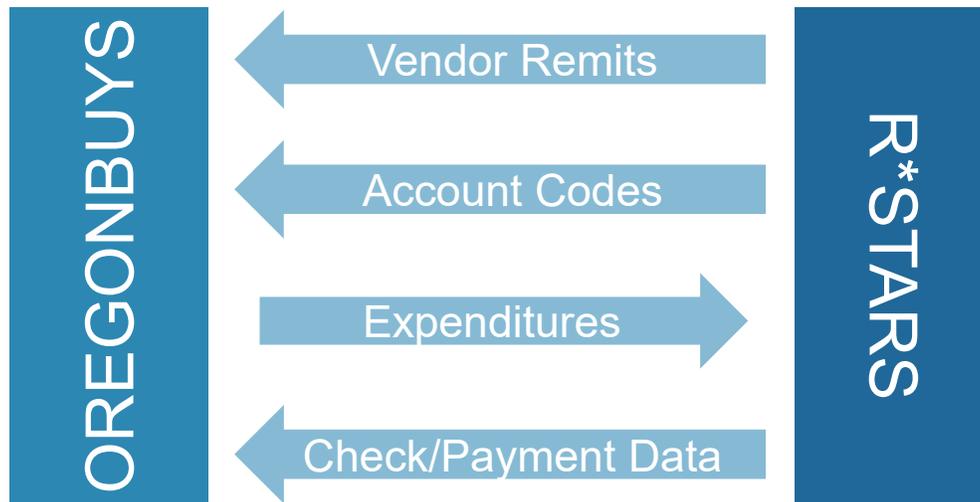


## Progress to Date



- 10 agencies collaborated to procure the Software as a Service (SaaS) eProcurement solution provided by Periscope Holdings
- Partnered with Periscope on OregonBuys Instance project initiated January 2018; Go-live February 2019
- Currently in use at Secretary of State and Department of Forestry
- OregonBuys batch interfaces with R\*STARS and COBID

# 4 points of integration



## Project Scope



- Replace ORPIN with OregonBuys as the eProcurement solution of record for all state agencies
- Integrate with R\*STARS, TEAMS, NIC-USA payment portal, COBID; future planned integration to identity management and enterprise data warehouse
- Adopt the OregonBuys procure-to-pay process across all state agencies

# High level project timeline



## Phase 1 Priority – Replace ORPIN

- Enhance existing OregonBuys configurations, if need be
- Develop training materials
- Conduct vendor and ORCPP Outreach
- Upload price agreements into OregonBuys
- Replace ORPIN
- Communicate throughout the project

## Phase 2 Priority – Onboard State Agencies

- Each on-boarding wave is six months long
  - Each wave contains multiple phases
  - Plan, configure, test, train, go-live
  - 3 deployment waves planned for agencies
  - Each wave contains a combination of large and small agencies

1  
3

# Current status

- Business process analysis – ORPIN replacement
  - Step 1: Business process inventory (completed)
  - Step 2: Business process design & prototyping/scenarios (completed)
  - Step 3: Hands-on walk through of business prototypes/scenarios (in progress)
- Developing a process waves and agency placement
- Baselineing the timeline (November)
- Spreading the word
  - Presentations (DPO Council, ABSD, FLC, CIO Council)
  - Monthly Newsletter
  - Monthly forums (topic, demo, Q&A)
  - Expanding communication to accounts payable & IT

Sign up for the  
Accounts  
Payable Forum  
on November  
13!

# What does this mean to me?

## By the end of Phase 1

- State agencies and ORCPPs (local government co-op members) will use OregonBuys to post solicitations
- Statewide contract data will be loaded in OregonBuys Marketplace
- ORPIN will move to read-only status
- Statewide contract data will no longer be sent to ADPICS

## By the end of Phase 2

All state agencies will use OregonBuys to perform the following tasks:

- ✓ Submit requisitions for approval
- ✓ Issue purchase orders (electronically available to vendor in system)
- ✓ Receiving
- ✓ Invoices
- ✓ Release for payment (in R\*STARS or TEAMS)



## QUESTIONS & FEEDBACK

 [OREGONBUYS.INFO@OREGON.GOV](mailto:OREGONBUYS.INFO@OREGON.GOV)

 [HTTPS://OREGONBUYS.OREGON.GOV](https://oregonbuys.oregon.gov)



**THANK YOU!**

## Treasury EFT- Business System Renewal update

**Natalya Cudahey  
Angel Bringelson**

# SFMS Calendar 2020

**Karlene Hancock**

November 5, 2019



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# ACH Training

**Juan Maraver**

November 5, 2019



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# What does an agency need to do to initiate a direct deposit?

- Make sure the vendor or employee has been set up as a vendor in SFMS.
- Proper signatures from payroll or financial institution.
- Give vendors clear information on who to contact for invoice information.
  - Vendors need to contact the agency for questions related to payment information.
  - The ACH Coordinator can **only** answer questions related to banking information.

# Who is eligible for ACH Direct Deposit?

- Only vendors who's numbers begin with: 1, 3 or 4 are eligible.
- Status Code must be A (Active).

# Who is ineligible for ACH Direct Deposit?

- Any vendor on the DOR list.
- Any vendor number that begins with a 7. These vendors do not have tax ID numbers for safety reasons.
- Any vendor type (field) 8 or 9, until W-9 form is received.
- Foreign Vendors, if their **headquarters** are located outside of the United States. These vendor numbers will start with a 2.

# Vendors on DOR List

- ACH forms received by ACH coordinator will not be entered.
- Agencies are responsible for tracking vendors on the DOR list.

```
S052 UC: 04 STATE OF OREGON 01/02/19 02:13 PM
LINK TO: _____ SYSTEMWIDE VENDOR PROFILE PROD
VENDOR NO: 3 10009 NAME CONTROL: BU
VENDOR NAME: ANGIE BU
SEARCH NAMES: ANGIE BU
                BU ANGIE,
ALT VENDOR/FID: _____ 1099 IND: Y FEI/SSN IND: S REASON CODE: ADD
VENDOR TYPE: 7 OWNRSHP CD: I TIN MATCH: 6 TIN: _____
ADDRESS: 0 SW CANYON CREEK Z-203
                *PLEASE CONTACT DOR*
CITY: WILSONVILLE ST: OR ZIP: 97070 CNTRY: _____
VENDOR CONTACT: ADDR CHG/ACTIVATE 10R0154529 TAX OFFSET EXMPT: N
TELEPHONE: _____ EXT: _____ FAX: _____ HOLD RSN: _____
PDT: MA EMAIL: _____ PNI: _____
AGY: 100 CONTACT: CHERILYN CURTHS PHONE: 503 945 6872
```

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# ACH Form

- Bank representative's signature is required
- Payroll or bank representative signature is required for employees.
- Vendor form is available on web site:  
[https://www.oregon.gov/das/Financial/AcctgSys/Documents/ACH\\_Enrollment\\_Form.pdf](https://www.oregon.gov/das/Financial/AcctgSys/Documents/ACH_Enrollment_Form.pdf)
- Completed original forms are to be sent to the ACH Coordinator .
- Email address used for sending notices about payments and returned payments.
  - Encourage vendor to provide an email address.
  - Remind vendors that if the email address has changed, they need to submit a change request.

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# Statewide Form

- Original form must be submitted, **no faxed or emailed** copies are accepted.
- Name change requires TIN match.
- Must have **original** authorized signature or all account holders.
- Must have banking institution signature.
- Should be mailed to:

Department of Administrative Services  
**Attn: ACH Coordinator**  
**155 Cottage St NE**  
**Salem, OR 97301**

**State of Oregon**  
**Direct Deposit Authorization Form**  
 For Statewide Vendor/Employee Travel (not PERS/Payroll)



RECOMMENDATION: For accuracy, type information or print legibly.  
 Only forms with original signatures are accepted (No faxes or copies) - Retain a copy for your records

SECTION A - PAYEE INFORMATION Instructions are on Page 2

1. TYPE OF ACTION (Required) <input type="checkbox"/> NEW (Start) <input type="checkbox"/> CHANGE <input type="checkbox"/> CANCEL (Stop) 3. PAYEE NAME AND MAILING ADDRESS (Required)	2. SSN / FEIN / OR# (Social Security / Federal Employer Identification / Oregon Employee Number - Only one ID number Required)  4. PHONE NUMBER (Recommended)  5. EMAIL ADDRESS (for payment notification - Recommended)
---	--

SECTION B - AUTHORIZATION - IMPORTANT! Please read and sign before submitting.

This form is used to authorize direct deposit to a checking or savings account.  
 Cancel account - To cancel this authorization, fill out a new form and check the cancel (STOP) box, sign and date the form and mail as instructed on the back.  
 Change account - By selecting the "change" box and completing the form with new account information, or by selecting the "cancel" box, you hereby revoke your previous authorization for direct deposit.  
 International transaction certification - I certify that the entire amount of my direct deposit is NOT ultimately deposited into a financial institution outside the United States.

I certify that I have read and understand the information contained in this form. I acknowledge that the origination of transactions to the authorized account must comply with provisions of Oregon and U.S. law. I certify that I am authorized to enter into this agreement as the account holder.

1. <input checked="" type="checkbox"/> Signature of Account Holder (Required)	Print Name (Required)	Title (if company account) (Required)	Date (Required)
2. <input checked="" type="checkbox"/> Signature of Account Holder	Print Name	Title (if company account)	Date

SECTION C - FINANCIAL INSTITUTION INFORMATION (To be completed and signed by Financial Institution Representative or SFMS will accept Agency Payroll Office signature for State Employees travel reimbursements.)

1. ACCOUNT TYPE (1): a. <input type="checkbox"/> SAVINGS b. <input type="checkbox"/> CHECKING	ACCOUNT TYPE (2): c. <input type="checkbox"/> PERSONAL d. <input type="checkbox"/> COMMERCIAL		
2. ABA/BANK ROUTING NUMBER (Required)	3. DEPOSITOR ACCOUNT NUMBER (Required)		
Location of account numbers are on bottom of your check:	Memo (EXAMPLE) { 123456789 } { 2345678 } { 9876 } Routing number Account number Check #		
4. FINANCIAL INSTITUTION NAME (Required)	5. NAME(S) AS THEY APPEAR ON ACCOUNT (Required)		
6. FINANCIAL INSTITUTION ADDRESS (Required)			
(Number and Street) (City) (State) (Zip)			
I have verified the account number above. This Financial Institution is ACH capable and will comply with NACHA rules. (SFMS will accept Agency Payroll Office signature for State Employees travel reimbursements.)			
7. Financial Representative's Name (Printed or Typed - Required)	8. Signature of Financial Representative (Required)	9. Telephone Number (Required)	10. Date (Required)

SECTION D - FOR DAS/EGS/FBS/SFMS USE ONLY

1. Vendor No. and Mail Code	2. Pre-note Date	3. NACHA Format PPD+ CCD+	4. Notes
-----------------------------	------------------	------------------------------	----------

SFMS/ACH Forms: <http://www.oregon.gov/DAS/Financial/AccountSys/Pages/ach.aspx> Form SFMS ACH-1 (Rev 6/10/14)

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# OSPS Payroll Form

- Form can be found at:  
<https://www.oregon.gov/das/Financial/Payroll/Documents/OSPS.99.25.pdf>
- Only the top banking information will be entered, unless the top is stating that the old ACH is being cancelled.
- Only the Net Amount is allowed.

 **State of Oregon Employee Direct Deposit Form**

Employee ID #  Agency #

Name

Email Address  Work Phone #

Account information:  New  Cancel  Replace Net Pay Account  Replace Fixed Account and/or Amount

1. Bank Name/City/State:

Routing/Transit #  Account #

Checking  Savings  Non-AccelaPay Card  Travel Reimbursements Dep. Amt.: \$  or  Net amount

Account information:  New  Cancel  Replace Net Pay Account  Replace Fixed Account and/or Amount

2. Bank Name/City/State:

Routing/Transit #  Account #

Checking  Savings  Non-AccelaPay Card  Travel Reimbursements Dep. Amt.: \$  or  Net amount

**Employee Authorization - Important! Read and sign before submitting**  
 I authorize the State of Oregon to deposit payments and make overpayment adjusting debits to my account. I have read and understand the information contained in this form. I understand that direct deposit transactions must comply with U.S. and Oregon laws. I authorize the State of Oregon to suspend direct deposit participation when overpayments may occur or recur (Ref. OAM 45.37.00).

**International transaction certification** - I certify that the entire amount of my direct deposit is **NOT** ultimately deposited in a financial institution outside the United States.

**Electronic Deposit/ePaystub (OAR. 125-015-0200):**

I have elected net pay direct deposit of my wages and agree to access my paystub electronically.  
 I elect not to participate in net pay direct deposit of my wages and will receive a paper check and paper stub.  
 I meet one of the exception criteria listed in Oregon Administrative Rule 125-015-0200 and am choosing to receive my pay through direct deposit and not participate in ePaystub (this option requires payroll and/or \*human resources authorization).

\*HR verification:

Print Name  Signature   
 Exception Code:  Date:

Employee Signature:  Date:

FOR AGENCY USE:				
Entry Date (P070) "X"	XDNN (plan code)	Date Pre-note "P"	Date Verified "V"	Initials
ePaystub Enroll:	Date:		Initials:	
SFMS	Approval:		Date:	

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# Payment Center Login

## Payment Information Center

This online service is for payees who receive payments from the State of Oregon via Electronic Funds Transfer/Direct Deposit. This site displays the same detailed payment information that would be on the remittance advice provided with paper warrants or checks sent through the mail.

New processing requirements went into effect September 18, 2009, for electronic vendor payments that are being sent to a financial institution outside of the United States. These requirements are a recent amendment to the Electronic Payments Association (NACHA) ACH Operating Rules and referred to as the International ACH Transactions rules. If our payments to you are being forwarded from a U.S. financial institution to a financial institution in another country, please advise the ACH Coordinator.

- Remittance Website:  
<https://pmtinfo.das.state.or.us/>
- Vendor can access their remittance information with their User ID and password.

If this is your **FIRST TIME** logging in, ONLY enter your User ID and click on the Log In button below. When asked to create a password, leave the old password box BLANK. Enter your new password. You may change your password at any time.

**Please log in here.**

User ID:

Password:  [Forgot Password?](#)

First time users leave password box blank.

You are now logged off. Thank you for visiting.

If you would like assistance or additional information about this site, or to participate in this program, please [click here](#).

Send e-mail to: [ACH.Coordinator@oregon.gov](mailto:ACH.Coordinator@oregon.gov) with questions or comments about this website. This page best viewed with JavaScript enabled.

# Remittance Advice from Website

Vendors find the Invoice # and the Description the most important.

## Payment Information Center

**Vendor: OFFICE DEPOT INC**

Key in Vendor No:  SFX:

Limit to: Account No. 8474 Last 180 Days Sort By: Deposit Date Invoice Number

ACCOUNTS PAYABLE - DHS								(503) 945-6444
DEP. DATE	PAY NO.	INV. NO.	INV. DATE	DESCRIPTION	AMOUNT	DOC. NO.		
05/09/2019	1410526	294577311002	2019-03-27	ACCT# <input type="text"/> ID# <input type="text"/> BILL#11378793	\$79.55	VP223140		
	1410526	305334482001	2019-04-19	ACCT# <input type="text"/> ID# <input type="text"/> BILL#11378793	\$60.83	VP223140		
SUBTOTAL:					\$140.38			
05/07/2019	1408611	281574893001	2019-02-28	ACCT# <input type="text"/> ID# <input type="text"/> BILL#11152642	\$38.99	VP761133		
04/17/2019	1398007	270925589001	2019-02-06	ACCT# <input type="text"/> ID# <input type="text"/> BILL#10912657	\$110.08	VP759912		
	1398007	270931757001	2019-02-06	ACCT# <input type="text"/> ID# <input type="text"/> BILL#10912657	\$19.38	VP759912		
	1398007	274952890001	2019-02-14	CREDIT FOR INVOICE 265865304001	(\$178.46)	VP759912		

# How does the information get to the Remittance Advice on the website?

S084 UC: 04 STATE OF OREGON 08/23/19 02:23 PM  
 LINK TO: \_\_\_\_\_ ACCOUNTING EVENT RECORD INQUIRY PROD

BATCH: AGENCY 081 DATE 041519 TYPE 4 NO 351 SEQ NO 00024 REC TYPE: I STATUS: A

GL: DR1 3501 CR1 1211 DR2 CR2 DR3 CR3 DR4 CR4  
 DOC AGY: 081 DOC DATE: 041219 EFF DATE: 041519 DUE DATE: 041519  
 SERV DATE: 022819 CUR DOC/SFX/CLASS: VP759912 001 MOD:  
 REF DOC/SFX/CLASS: AGENCY: 100  
 TRANS CODE: 222 INDEX: 24173 PCA: 12956 AY: 19 COMP/AGY OBJ: 4200 4200  
 AMOUNT: 55.04 RVS: DISCOUNT: .00 FO: PDT: DA  
 CI: PROP #: 1000 INV NO: 270925589001 DT: 020619  
 VEND/MC: 1 [REDACTED] DESC: ACCT# [REDACTED] ID# [REDACTED] BILL#10912657  
 NAME: OFFICE DEPOT INC CONT NO:  
 CITY: PHOENIX ST: AZ ZIP: 85038 RTI: 1C500A  
 PMT-NO: 951398007 DT: 041519 AP NO: 64101 FUND: 6400 AGY GL:  
 GRANT NO/PH: 100100 19 SUB GRANTEE: PROJ NO/PH:  
 MPCD: AGY CD-1: 5071 2: 3: CASH FUND: 10401

G38-TRANSFER ACCOUNTS PAYABLE - DHS (503) 9-44  
 DISC-DT: DEP. DATE PAY NO. INV. NO. INV. DATE DESCRIPTION AMOUNT DOC. NO.  
 LAST PROC 05/07/2019 1408611 281574893001 2019-02-28 ACCT# [REDACTED] ID# [REDACTED] BILL#11152642 \$38.99 VP761133  
 Z06 RECORD 04/17/2019 1398007 270925589001 2019-02-06 ACCT# [REDACTED] ID# [REDACTED] BILL#10912657 \$110.08 VP759912  
 F1-HELP F 1398007 270931757001 2019-02-06 ACCT# [REDACTED] ID# [REDACTED] BILL#10912657 \$19.38 VP759912  
 e TLS 1398007 274952890001 2019-02-14 CREDIT FOR INVOICE 265865304001 (\$178.46) VP759912

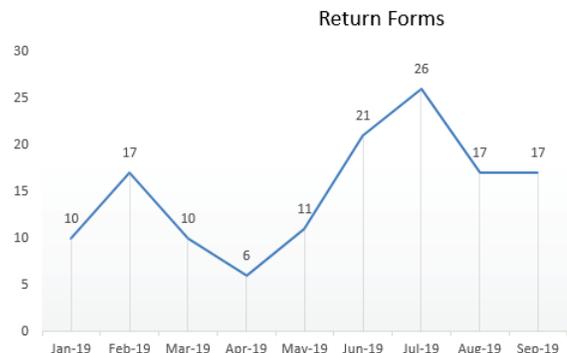
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## Issues that often arise

- Vendor/employee is not set-up in SFMS.
- Signature of accountholders are not the original.
- Accountholder signature does not match previous signature.
- No bank or payroll verification.
- Routing or account number is incorrect.
- W-9 has not been received by vendor desk.
- Name change does not match TIN search.
- Vendor/employee has 2 ID numbers.
- Emailed, copied, or faxed vendor form.  
(Does not apply for employee form.)

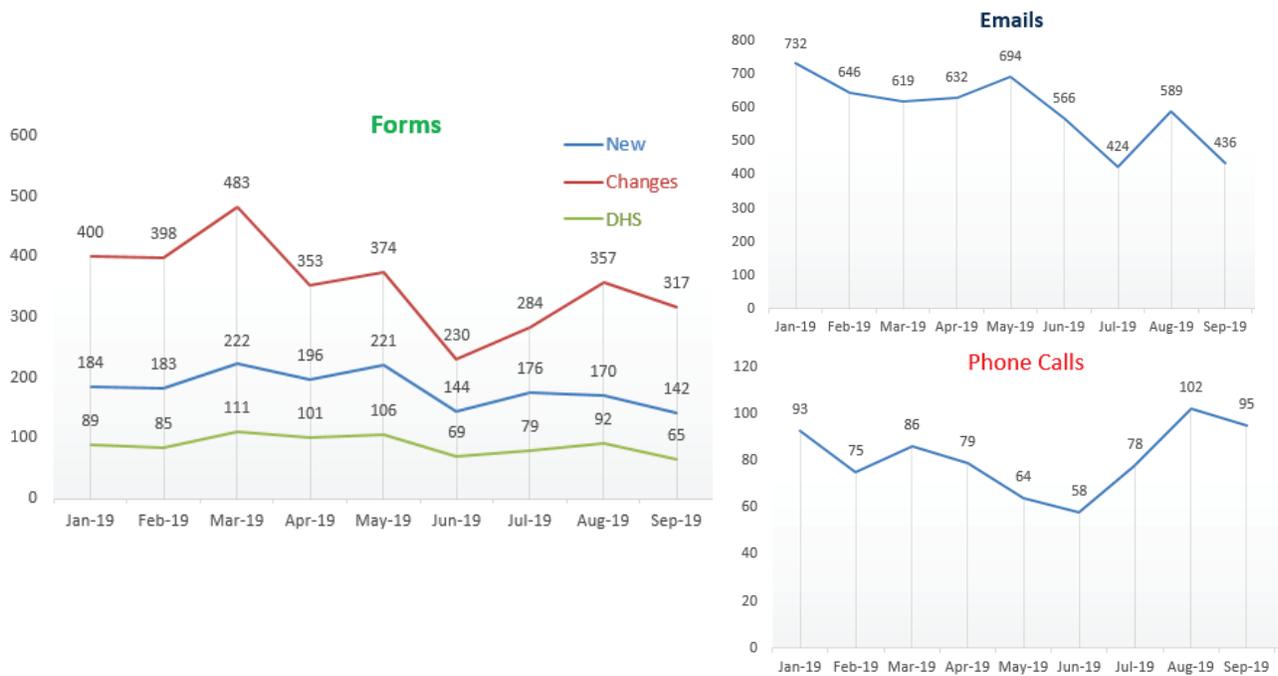
Issues	Highest %
Not in SFMS	31%
Not signed by Financial Institution	10%
Waiting on W-9	12%



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# Volume



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## What can agencies do to help with the ACH process?

- Check the vendor # in the 3A screen to make sure the correct # is being used, especially if the vendor has more than one number, or is an employee.
- Encourage vendor to provide an email address.
- Remind vendors that if the email address has changed, they need to submit a change request.

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# Confidentiality within State Agencies

- Any personal information should not be sent via email.
- Forms should not be sent in a non-confidential way.
- Forms should never be left unattended.

## Why? What Happens?

- Portland Public Schools \$3M Fraud Payment:  
<https://www.opb.org/news/article/portland-public-schools-fraud-3-million-construction-payment/>
- Information Asset Classification Policy:  
[https://dash.das.state.or.us/ETS/ets\\_gov\\_docs/Governance\\_Library/107-08-STD090%20Information%20Asset%20Classification%20Standards.pdf](https://dash.das.state.or.us/ETS/ets_gov_docs/Governance_Library/107-08-STD090%20Information%20Asset%20Classification%20Standards.pdf)
- If something is sent over in a non-confidential envelope information is added to a tracking log with: where the form came from, then is submitted to the SFMS manager, and tracked.

# Contact ACH & who does what

- ACH email at: [ACH.Coodinator@oregon.gov](mailto:ACH.Coodinator@oregon.gov) – preferred contact
- ACH Coordinator Juan Maraver
  - Enters changes, cancellations, answers emails and phone calls, sends letters for returned forms, reconciliations, monitors the pre-note process, backs up on new ACH entries, etc.
- New ACH entries Jodi Draper

# Biennium Close

**Elizabeth Schultz**

November 5, 2019



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# Biennium Close

Clearing AY19 Document Supported  
GL Accounts

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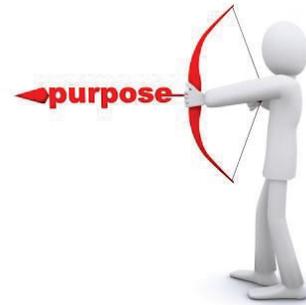
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# Purpose

- Agencies must review all document supported general ledger account balances before the end of each appropriation year.
- AY 19 ends on December 31, 2019
- See SFMS Desk Manual Reve.2 for detailed instructions:  
<https://www.oregon.gov/das/Financial/AcctgSys/Documents/reve2.pdf>



## Accounts Receivable Documents GL 0501, 0543, 0547 and 0574



# Ordering the DAFR9750 Report

```

S091 UC: 10
LINK TO:
STATE OF OREGON
REPORT REQUEST PROFILE

AGENCY: AY19 QUARTER: Current month REQUEST NO: 01 REPORT ID: DAFR9750
APPN YEAR: 19 PERIOD: CM FY: FREQUENCY: 11082019 FREQ CONTROL: S
RANGE - FROM DATE: THRU DATE:
LEVEL - ORG: 0 PROGRAM: 0 OBJECT: FUND: 0 NACUBO FUND: GL ACCT:

SPECIAL SELECTS -
AGENCY: 101 OR AGENCY GROUP: ORG CODE:
PROGRAM CODE: NACUBO FUND:
APPROP FUND: FUND:
COMP OBJECT: AGY OBJECT:
GL ACCT: AGY GL ACCT:
SPEC SEL 1: SPEC SEL 2:

STATUS CODE: A
EFF START DATE: 10162017 EFF END DATE: LAST PROC DATE: 11052019
Z06 RECORD SUCCESSFULLY RECALLED

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

## Separate A/R Documents into Categories

#	A/R Category	Created by T-Code
1	Transfer-in A/R	174 or 179
2	Reduction-of-expense A/R	135
3	Negative A/R	196 or 180
4	Deposit Liability A/R	120 or 123
5	Other Receivables	101 – 103 121, 188 or 193 197 – 199

# 1. Transfer In A/R Documents

By December 31, 2019, all non-GF document supported accounts receivable documents with balances must be:

1. Collected with TC173
- OR -
2. Adjusted to zero with TC171R; **THEN** established in AY21 with TC109 or 174
- OR -
3. Written off following OAM guidelines

# 1. Transfer In A/R Documents Example

Here is the 84 screen showing the original entry:

```
S084 UC: 19 STATE OF OREGON
LINK TO: ACCOUNTING EVENT RECORD INQUIRY
BATCH: AGENCY 101 DATE 042618 TYPE 2 NO 101 SEQ NO 00001 REC TYPE: A STATUS: A
GL: DR1 0501 CR1 3150 DR2 CR2 DR3 CR3 DR4 CR4
DOC AGY: 101 DOC DATE: EFF DATE: 042618 DUE DATE: 052618
SERV DATE: CUR DOC/SFX/CLASS: AR002961 001 001 MOD:
REF DOC/SFX/CLASS: AGENCY: 101
TRANS CODE: 109 INDEX: 99323 PCA: 39016 AY: 19 COMP/AGY OBJ: 1288 1888
AMOUNT: 240000.00 RVS: DISCOUNT: .00 FO: PDT:
CI: PROP #: 1099: 6 INV-NO: DT:
```

# 1. Transfer In A/R Documents Example

Here is the 64 screen showing the A/R document balance:

```
S064 UC: 19 STATE OF OREGON
LINK TO: DOCUMENT RECORD INQUIRY

AGY: 101 DOC NO/SFX/CLASS: AR002961 001 001

CREATE DATE: 042618 CLOSE DATE:
INO TYPE: MC (MA, YA, MY, YY, MC, YC)
INQ YEAR: 20 INQ MONTH: 06 DOC BALANCE: 240,000.00

BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG AMOUNT 240,000.00

F1-HELP F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT
```

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# 1. Transfer In A/R Documents Example

Agency enters TC 171R to adjust A/R to zero in AY19:

```
S504 UC: 19 STATE OF OREGON
LINK TO: S D: REVENUE/RECEIPTS TRANSACTION ENTRY NOTE: N
BATCH: AGENCY 101 DATE 120219 TYPE 2 NO 109 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: EFF DATE: 120219 DUE DATE: 120219 SERV DATE:
CUR DOC/SFX: AR002962 001 REF DOC/SFX: AR002961 001 MOD: AGENCY: 101
TRANS CODE: 171 ADJ ACCOUNTS RECV TRANSFER IN - BILLED

INDEX:
PCA: 99323 OHRP - HRC - OF AY: 19
COMP/AGY OBJ: 1288 1888 TRANSFER IN FROM DHS AGENCY 101
AMOUNT: 00000240000.00 RVS: R DESC:
DOC COUNT: 00001 DOC AMT: -0000240000.00 DOC AGY: 101 FUND OVRD:
VEND/MC: 0000101610 000 NM: DHS HS
PMT TYPE: INT: ADD1: MEDICAL ASSISTANCE PROGRAMS
BANK: ADD2: 500 SUMMER ST NE E49
DISC DT: TM: ADD3:
PEN DT: TM: CITY: SALEM ST: OR ZIP: 97301 1019
PEN AMT: CHECK #: DEPOSIT #:
G38: 10164000 APPN NO: 31501 FUND: 4781 GL ACCT/AGY:
GRANT NO/PH: SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 2: 3: 15000 RTI:
F1-HELP F2-INVOICE F3-RTI F4-EDIT F5-NEXT RTI TRANS F6-BALANCING F7-DETAILS
```

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# 1. Transfer In A/R Documents Example

Now the A/R document is adjusted to zero for AY19:

```
S064 UC: 19 STATE OF OREGON
LINK TO: DOCUMENT RECORD INQUIRY

AGY: 101 DOC NO/SFX/CLASS: AR002961 001 001 AY 19

CREATE DATE: 042618 CLOSE DATE:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)
INQ YEAR: 20 INQ MONTH: 06 DOC BALANCE: .00

BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG AMOUNT 240,000.00
02 ADJUSTMENT 240,000.00-
```

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# 1. Transfer In A/R Documents Example

This receivable is still valid so agency establishes in AY21.

```
S504 UC: 19 STATE OF OREGON
LINK TO: REVENUE/RECEIPTS TRANSACTION ENTRY NOTE: N
BATCH: AGENCY 101 DATE 120219 TYPE 2 NO 109 SEQ NO 00002 MODE EDIT AND POST
DOC DATE: EFF DATE: 120219 DUE DATE: 052613 SERV DATE:
CUR DOC/SFX: AR002963 001 REF DOC/SFX: AR002961 001 MOD: AGENCY: 101
TRANS CODE: 109
INDEX:
PCA: 99323 AY: 21
COMP/AGY OBJ: 1288 1888
AMOUNT: 00000240000.00 RVS: DESC:
DOC COUNT: 00001 DOC AMT: 0000240000.00 DOC AGY: 101 F OVRD:
PEN DT: TM: CITY: SALEM ST: OR 97301 1019
PEN AMT: CHECK #: DEPOSIT #:
G38: 10164000 APPN NO: 31501 FUND: 4781 GL ACCT/
GRANT NO/PH: SUB GRANTEE:
MPCD: AGY CD-1: 2: 3: 15000

F1-HELP F5-NEXT F7-DETAILS F12-HEADERS CLEAR-EXIT
```

Use same due date as original A/R to ensure proper aging.

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# 1. Transfer In A/R Documents Example

Here is the 64 screen for the new AY21 A/R document:

S064 UC: 19	STATE OF OREGON
LINK TO:	DOCUMENT RECORD INQUIRY
AGY: 101 DOC NO/SFX/CLASS: AR002963 001 001	<b>AY 21</b>
CREATE DATE: 120219 CLOSE DATE:	
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)	
INQ YEAR: 20 INQ MONTH: 06	DOC BALANCE: 240,000.00
BT TITLE AMOUNT BT TITLE AMOUNT	
01 ORIG AMOUNT 240,000.00	

Note that new document is used. There is no link between the A/R number used in the prior AY on the 64 screen.

# 2. Reduction of Expense A/R

By December 31, 2019, all non-GF document supported accounts receivable documents with balances must be:

1. Collected with TC137
- OR -
2. Adjusted to zero with TC136R; **THEN** established in AY21 with TC199
- OR -
3. Written off following OAM guidelines

Need to record as revenue in the new AY. See OAM 20.40.00 (105)

## 3. Negative Accounts Receivable

By December 31, 2019, all non-GF document supported accounts receivable documents with balances must be:

1. Collected with TC176R if A/R created with TC196  
Collected with TC178R if A/R created with TC180  
**- OR -**
2. Adjusted to zero with TC107 if created with TC196  
Adjusted to zero with TC110 if created with TC180  
**- THEN -**
3. Return funds with expenditure TC in AY21

## 4. Deposit Liability A/R

By December 31, 2019, all non-GF document supported accounts receivable documents with balances must be:

1. Collected with TC160  
**- OR -**
2. Adjusted to zero with TC123R; **THEN** established in AY21 with TC120

## 5. Other Receivables

By December 31, 2019, all non-GF document supported accounts receivable documents with balances must be:

1. Collected with TC176, TC178, TC179 or TC147  
**- OR -**
2. Adjusted to zero with TC 118 (or regular adjustment TC); **THEN** reclassify to AY21
3. Use TC 213 to reclassify in the new AY to keep a document supported connection between the AYs

## 5. Other Receivables Example

Here is the 84 screen showing the original entry:

```
S084 UC: 19 STATE OF OREGON
LINK TO: ACCOUNTING EVENT RECORD INQUIRY

BATCH: AGENCY 588 DATE 022718 TYPE 2 NO 002 SEQ NO 00001 REC TYPE: A STATUS: A

GL: DR1 0501 CR1 3101 DR2 CR2 DR3 CR3 DR4 CR4
DOC AGY: 588 DOC DATE: EFF DATE: 022718 DUE DATE: 092718
SERV DATE: CUR DOC/SFX/CLASS: AR014255 001 001 MOD:
REF DOC/SFX/CLASS: AGENCY: 588
TRANS CODE: 199 INDEX: 11104 PCA: 16502 AY: 19 COMP/AGY OBJ: 1105 2715
AMOUNT: 1581.75 RVS: DISCOUNT: .00 FO: PDT:
CI: PROP #: 1099: INV-NO: DT:
VEND/MC: 1936001869 000 DESC:
NAME: OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM CONT NO:
CITY: PORTLAND ST: OR ZIP: 97208 2127 RTI:
PMT-NO: DT: AP NO: 34201 FUND: 3400 AGY GL:
GRANT NO/PH: 411200 07 SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 0003 2: 3: CASH FUND: 10401
G38-TRANSFER: PMT TYPE: INT TM: 0.000 BANK:
DISC-DT: TM: PEN-DT: TM: PEN AMT: .00
```

## 5. Other Receivables Example

Here is the 64 screen showing the A/R document balance:

```
S064 UC: 19 STATE OF OREGON
LINK TO: DOCUMENT RECORD INQUIRY

AGY: 588 DOC NO/SFX/CLASS: AR014255 001 001

CREATE DATE: 022718 CLOSE DATE:
  INQ TYPE: MC (MA, YA, MY, YY, MC, YC)
  INQ YEAR: 20 INQ MONTH: 06 DOC BALANCE: 1,581.75

BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG AMOUNT 1,581.75

F1-HELP F5-NEXT F9-INTERRUPT ENTER-INQUIRE CLEAR-EXIT
```

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## 5. Other Receivables Example

Agency enters TC 107R to adjust A/R to zero in AY21:

```
S504 UC: 19 STATE OF OREGON
LINK TO: REVENUE/RECEIPTS TRANSACTION ENTRY
BATCH: AGENCY 588 DATE 120219 TYPE 2 NO 002 SEQ NO 00001 MODE EDIT AND POST
DOC DATE: EFF DATE: 120219 DUE DATE: 120219 SERV DATE:
CUR DOC/SFX: AR014270 001 REF DOC/SFX: AR014255 001 MOD: AGENCY: 588
TRANS CODE: 107
INDEX: 11104
PCA: 16502 AY: 19
COMP/AGY OBJ: 1105 2715
AMOUNT: 00000001581.75 RVS: R DESC: ZERO OUT
DOC COUNT: 00002 DOC AMT: 0000000000.00 DOC AGY: 588 FUND OVRD:
VEND/MC: 1936001869 000 NM: OREGON PUBLIC EMPLOYEES RETIREMENT SYSTEM
PMT TYPE: INT: ADD1: PO BOX 2127
BANK: ADD2:
DISC DT: TM: ADD3:
PEN DT: TM: CITY: PORTLAND ST: OR ZIP: 97208 2127
PEN AMT: CHECK #: DEPOSIT #:
G38: APPN NO: 34201 FUND: 3400 GL ACCT/AGY:
GRANT NO/PH: 411200 07 SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 0003 2: 3: RTI:

F1-HELP F5-NEXT F7-DETAILS F12-HEADERS CLEAR-EXIT
```

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## 5. Other Receivables Example

Reclassify to new AY with TC 213. Use next sequential suffix for the Cur Doc & the Ref Doc.

Use same due date as original A/R to ensure proper aging.

```

S504 UC: 19 STATE OF OREGON
LINK TO: REVENUE/RECEIPTS TRANSACTION ENTR
BATCH: AGENCY 588 DATE 120219 TYPE 2 NO 002 SEQ NO 00002
DOC DATE: EFF DATE: 120219 DUE DATE: 092718 SERV DATE:
CUR DOC/SFX: AR014270 002 REF DOC/SFX: AR014255 002 MOD: AGENCY: 588
TRANS CODE: 213
INDEX: 11104
PCA: 16502 AY: 21
COMP/AGY OBJ: 1105 2715
AMOUNT: 00000001581.75 RVS: DESC: ADD NEW SUFFIX
DOC COUNT: 00002 DOC AMT: 0000000000.00 DOC AGY: 588 FUND OVRD:
G38: APPN NO: 34201 FUND: 3400 GL ACCT/AGY: 0501
GRANT NO/PH: 411200 07 SUB GRANTEE: PROJ NO/PH:
MPCD: AGY CD-1: 0003 2: 3: RTI:

F1-HELP F5-NEXT F7-DETAILS F12-HEADERS CLEAR-EXIT
    
```

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## 5. Other Receivables Example

Now the A/R document is adjusted to zero for AY19:

```

S064 UC: 19 STATE OF OREGON
LINK TO: DOCUMENT RECORD INQUIRY
AGY: 588 DOC NO/SFX/CLASS: AR014255 001 001
CREATE DATE: 022718 CLOSE DATE:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)
INQ YEAR: 20 INQMONTH: 06
DOC BALANCE: .00
AY 19

BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG AMOUNT 1,581.75
02 ADJUSTMENT 1,581.75-
    
```

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## 5. Other Receivables Example

And here is the reclassification of the receivable to AY21:

S064 UC: 19	STATE OF OREGON				
LINK TO:	DOCUMENT RECORD INQUIRY				
AGY: 588	DOC NO/SFX/CLASS: AR014255 002 001	<b>AY 21</b>			
CREATE DATE: 120219	CLOSE DATE:				
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)	INQ				
YEAR: 20	INQ MONTH: 06	DOC BALANCE: 1,581.75			
BT	TITLE	AMOUNT	BT	TITLE	AMOUNT
01	ORIG AMOUNT	1,581.75			

## A note about TC 213

- Be careful when using a TC to add a suffix to an existing 'document-supported' document.
- Once saved, please do not delete or change a TC 213 transaction.
- Changing or deleting a TC 213 transaction can result in posting problems with later transactions that use that same reference document.
- If a TC 213 entry is incorrectly saved, SFMS recommends releasing it and posting another transaction to correct.

# Non-Receiveable Documents

## GL 0573, 1604 and 1550

## GL 0573 - Unreimbursed Advances

- **Entries by December 31, 2019:**
  - Advance was issued with TC 223, AY19.
  - Use TC 150 to liquidate/collect an Advance (money collected), AY 19.
  - Use TC 229 to liquidate an Advance (money not collected) & TC 230 to recognize the expenditure, AY 19.
  - Use TC 434 (AY 19) / 435 (AY 21) to liquidate and move forward to current biennium, TA document will become a BT document.

# GL 1604 – Unearned Revenue

- **Entries by December 31, 2019:**
  - Deposit was recorded with TC 170, AY 19.
  - Use TC 493 to record earned Revenue, AY 19.
  - Use TC 443 (AY 19) / 444 (AY 21) to liquidate and re-establish in current biennium. On TC 444 transaction, Ref Doc field, enter the Unearned Revenue document and the next sequential suffix.

# GL 1550 – Deposit Liabilities

- **Entries by December 31, 2019:**
  - Deposit was recorded with TC 165, AY 19.
  - Use TC 168R to adjust Deposit Liability, AY 19 and reclassify it to another GL using deposit reconciliation TC.
  - Use TC 398/399 to re-class Deposit Liability to Revenue, AY 19.

# GL 1550 – Deposit Liabilities

- **Entries by December 31, 2019:**
  - Deposit Liability was recorded with TC 165, AY 19.
  - Use TC 398/399 to re-class to Revenue, AY 19.
  - Use TC 290 to return money to Depositor, AY19.
  - Use TC 430 (AY 19) / 431 (AY 21) to liquidate and re-establish new DL in current biennium. On TC 431 transaction, Ref Doc field, enter the Deposit Liability document and the next sequential suffix.

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## Deposit Liabilities Example

Here is the 84 screen showing the original entry:

```
S084 UC: 10 STATE OF OREGON
LINK TO: ACCOUNTING EVENT RECORD INQUIRY

BATCH: AGENCY 101 DATE 070118 TYPE 2 NO 531 SEQ NO 00001 REC TYPE: A STATUS: A

GL: DR1 0065 CR1 1550 DR2 CR2 DR3 CR3 DR4 CR4
DOC AGY: 101 DOC DATE: 070118 EFF DATE: 070118 DUE DATE:
SERV DATE: CUR DOC/SFX/CLASS: DL100571 001 001 MOD:
REF DOC/SFX/CLASS: AGENCY: 101
TRANS CODE: 165 INDEX: PCA: 31000 AY: 19 COMP/AGY OBJ:
AMOUNT: 350.00 RVS: DISCOUNT: .00 FO: PDT:
CI: PROP #: 1099: INV-NO: DP03013 DT:
VEND/MC: DESC: CASE 2010-057
NAME: SETNIKER VS POLK CO CONT NO:
CITY: ST: ZIP: RTI:
PMT-NO: 26969 DT: AP NO: 76627 FUND: 0050 AGY GL:
```

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# Deposit Liabilities Example

TC 398/399 to reclass portion to revenue in AY19:

```
BATCH: AGENCY 101 DATE 070918 TYPE 2 NO 554 SEQ NO 00001 REC TYPE: A STATUS: A
GL: DR1 1550 CR1 0070 DR2      CR2      DR3      CR3      DR4      CR4
DOC AGY: 101  DOC DATE: 070918  EFF DATE: 070918  DUE DATE:
SERV DATE:      CUR DOC/SFX/CLASS: BT003746 001      MOD:
                REF DOC/SFX/CLASS: DL100571 001 001 AGENCY: 101
TRANS CODE: 398 INDEX:      PCA: 31000 AY: 19  COMP/AGY OBJ:
AMOUNT: 200.00  RVS:      DISCOUNT:      .00  FO:      PDT:
```

```
BATCH: AGENCY 101 DATE 070918 TYPE 2 NO 554 SEQ NO 00002 REC TYPE: A STATUS: A
GL: DR1 0070 CR1 3100 DR2      CR2      DR3      CR3      DR4      CR4
DOC AGY: 101  DOC DATE: 070918  EFF DATE: 070918  DUE DATE:
SERV DATE:      CUR DOC/SFX/CLASS: BT003746 002      MOD:
                REF DOC/SFX/CLASS: DL100571 001  AGENCY: 101
TRANS CODE: 399 INDEX:      PCA: 31000 AY: 19  COMP/AGY OBJ: 0228 0228
AMOUNT: 200.00  RVS:      DISCOUNT:      .00  FO:      PDT:
```

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# Deposit Liabilities Example

Here is the 64 screen for AY19 with the remaining balance:

```
S064 UC: 10 STATE OF OREGON
LINK TO: DOCUMENT RECORD INQUIRY
ACTIVE
AGY: 101 DOC NO/SFX/CLASS: DL100571 001 001 AY 19
CREATE DATE: 070118 CLOSE DATE:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)
INQ YEAR: 20 INQ MONTH: 06 DOC BALANCE: 150.00
BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG AMOUNT 350.00
03 LIQUIDATIONS 200.00
```

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# Deposit Liabilities Example

TC 430/431 to move outstanding balance from AY19 to AY21:

```
BATCH: AGENCY 101 DATE 120219 TYPE 2 NO 519 SEQ NO 00001 REC TYPE: A STATUS:
A GL: DR1 1550 CR1 0070 DR2      CR2      DR3      CR3      DR4      CR4
DOC AGY: 101  DOC DATE: 120219  EFF DATE: 120219  DUE DATE:
SERV DATE:      CUR DOC/SFX/CLASS: BT003957 001      MOD:
REF DOC/SFX/CLASS: DL100571 001 001 AGENCY: 101
TRANS CODE: 430 INDEX:      PCA: 31000 AY: 19 COMP/AGY OBJ:
AMOUNT:      150.00  RVS:  DISCOUNT:      .00  FO:
```

```
BATCH: AGENCY 101 DATE 120219 TYPE 2 NO 519 SEQ NO 00002 REC TYPE: A STATUS:
GL: DR1 0070 CR1 1550 DR2      CR2      DR3      CR3      DR4      CR4
DOC AGY: 101  DOC DATE: 120219  EFF DATE: 120219  DUE DATE:
SERV DATE:      CUR DOC/SFX/CLASS: BT003957 002      MOD:
REF DOC/SFX/CLASS: DL100571 002 001 AGENCY: 101
TRANS CODE: 431 INDEX:      PCA: 31000 AY: 21 COMP/AGY OBJ:
AMOUNT:      150.00  RVS:  DISCOUNT:      .00  FO:  PDT:
```

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# Deposit Liabilities Example

Now the DL document is adjusted to zero for AY19:

```
S064 UC: 10 STATE OF OREGON
LINK TO: DOCUMENT RECORD INQUIRY
ACTIVE
AGY: 101 DOC NO/SFX/CLASS: DL100571 001 001 AY 19
CREATE DATE: 070118 CLOSE DATE:
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)
INQ YEAR: 20 INQ MONTH: 06 DOC BALANCE: .00
BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG AMOUNT 350.00
03 LIQUIDATIONS 350.00
```

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# Deposit Liabilities Example

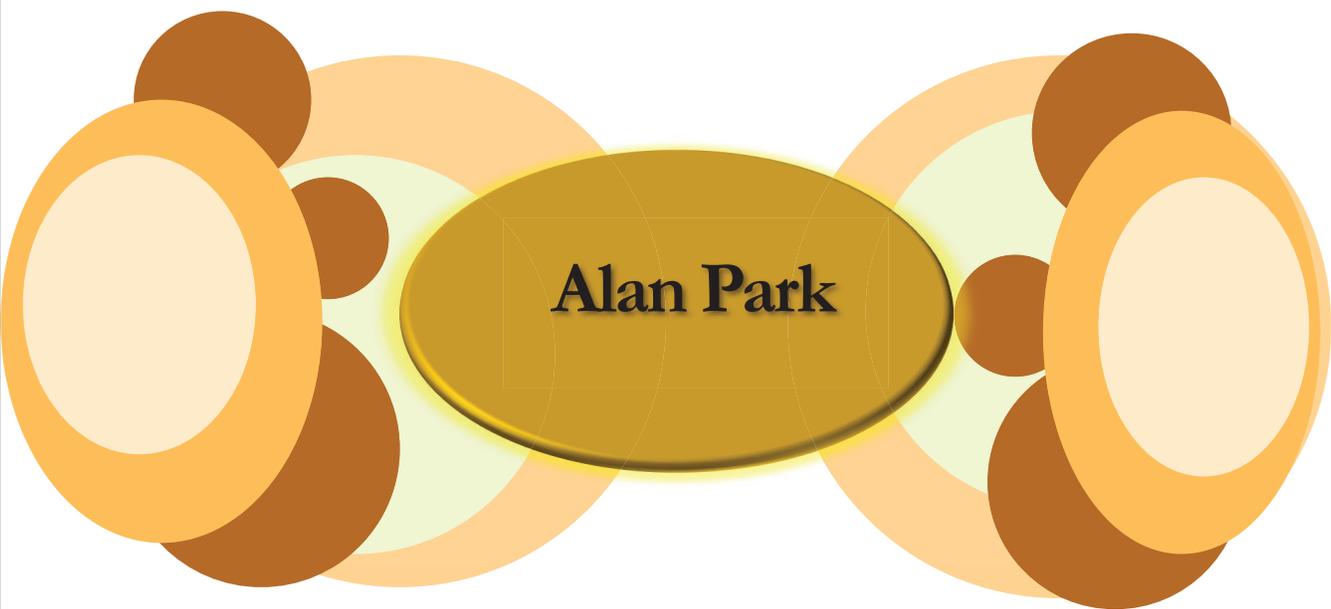
And here is the reclassification to AY21:

S064 UC: 10	STATE OF OREGON
LINK TO:	DOCUMENT RECORD INQUIRY
ACTIVE	
AGY: 101 DOC NO/SFX/CLASS: DL100571 002 001	<b>AY 21</b>
CREATE DATE: 120219 CLOSE DATE:	
INQ TYPE: MC (MA, YA, MY, YY, MC, YC)	
INQ YEAR: 20 INQ MONTH: 06	DOC BALANCE: 150.00
BT TITLE AMOUNT BT TITLE AMOUNT	
01 ORIG AMOUNT 150.00	

## Any questions



## DAFM348 – Liquidate Pre-Encumbrances and Encumbrances:



Alan Park

November 5, 2019



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## Objective

DAFM348 will liquidate pre-encumbrances and encumbrances in R\*STARS.

PCHB0348 cancels requisitions and purchase orders in ADPICS.

Both programs are referred to as DAFM348 in this presentation.

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# Scheduled Run Date

- Scheduled to run every 2 years before the closing of a biennium
- SFMA Calendar
  - Name: Liquidate Encumb/Pre-Encumb AY19
  - Date: December 16, 2019



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# Definitions

- OAM 20.20.00
  - A **pre-encumbrance** represents intent to purchase goods or services.
  - An **encumbrance** represents a formal commitment to purchase goods or services within the current biennium.



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# OAM 20.20.00

- OAM 20.20.00 ¶ 116 - To charge obligations against a prior biennial appropriation, the service must be performed or supplies received by calendar date June 30 and the vendor paid by December 31.
- OAM 20.20.00 ¶ 118 - If at the end of a biennium goods or services for an encumbered spending commitment have not been received by June 30, cancel the encumbrance (or balance of the encumbrance for partially fulfilled contracts), and re-establish it in the new biennium.

# Cancellation Criteria

- The D31 Comptroller GL on the transaction must be 2735 (encumbrances) or 2736 (pre-encumbrances).
- The appropriation number on the transaction must have an Effective End Date on the **20** Profile that is less than 1/1 of the current FY (FY 2020).
- The document/suffix must have a zero balance and no close date or a positive balance on the document financial table.

# Records Meeting Criteria

- When these criteria are met, interface records are created to liquidate the encumbrances or pre-encumbrances in R\*STARS. Any purchase orders or requisitions in ADPICS that interfaced to R\*STARS are also cancelled.
- The interface records will process with the nightly batch cycle on Monday, December 16.
- Any errors will hold on the 530 screen.



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## Agencies Responsibilities (1)

- 25 Agency Control profiles must remain open for December of the current FY beginning 12/16/2019 until all DAFM348 entries have posted.
- Agencies will be able to view the transactions posted by DAFM348 on their DAFR2251 and DAFR2261 control reports the next day.
  - DAFR2251 – Posted Transaction Detail
  - DAFR2261 – Daily History Detail



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## Agency Responsibilities (2)

- Make sure you have an active User Class 49 RACF ID to make corrections and release Y batches.
- Errors caused by Agency control profiles will need to be temporarily modified to clear the transactions.
- 20 Appropriation Number Profiles that have Effective End Date of less than **12/31/19** will reflect an error of 'E5B – INV EFF DT/20 DATE'. Contact your SFMS Agency Analyst.

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## Agency Responsibilities (3)

- Error messages involving 'Inactive Vendor' will be handled centrally. Please e-mail or fax any vendor activation requests to the Vendor desk using the normal vendor activation process.



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# Tuesday, December 17, 2019



- The IT file (530 screen) will be available Tuesday morning, **December 17, 2019.**

- Please do **NOT** go into the Y batches until SFMS completes program validation. We will send out an SFMS News e-mail once the validation is complete.

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## Who to contact if you have questions:

- Alan Park (503) 373-0262 – [Alan.Park@Oregon.gov](mailto:Alan.Park@Oregon.gov)
- SFMS Agency Analysts:
  - Maria Berglund (503) 373-0267 – [Maria.J.Berglund@Oregon.gov](mailto:Maria.J.Berglund@Oregon.gov)
  - Rose Mattix (503) 373-0770 – [Rosalyn.M.Mattix@Oregon.gov](mailto:Rosalyn.M.Mattix@Oregon.gov)
  - Tracy Skvarch (503) 373-0251 – [Tracy.Skvarch@Oregon.gov](mailto:Tracy.Skvarch@Oregon.gov)
  - Julie Tacchini (503) 373-0263 – [Julie.Tacchini@Oregon.gov](mailto:Julie.Tacchini@Oregon.gov)

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# Any questions?



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# Biennium Close:

Judy Wilder

November 5, 2019



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# BIENNIUM

## AY19 Biennium Close

DAFJ1651 runs December 31, 2019

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## DAFJ1651

AY19 appropriation profiles

20 screen

End effective date

Active → Inactive



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## ORS 293.190

### Reversion of appropriations to General Fund

- (1) On December 31 in each odd-numbered year, all General Fund appropriation balances as recorded on the records of the Oregon Department of Administrative Services for the prior biennium shall revert to the General Fund except for capital construction...
- (2) On December 31 in each odd-numbered year, all limitation balances on any separate fund or cash account in the State Treasury shall be canceled except for continuing contracts, contested claims or special limitations designated by legislative action.

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## ORS 293.190 (cont'd)

### Reversion of appropriations to General Fund

- (3) Notwithstanding subsections (1) and (2) of this section, under conditions which shall be described by the department by rule, upon request, an extension may be granted to allow an agency...



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# Vouchers

AY19 vouchers payable must clear the 530 screen by Tuesday, December 31, 2019.

Plan ahead to allow time to clear errors.



F10 DOC MOD NOT = A

EE4 INV GRANT #/PH DATE

E60 TC REQUIRES FUND

E81 VEND NOT IN 34 OR 51

EQ8 INV TC/USER CLS COMB

EAM CAN'T OVERRD GRT#/PH

EEA VENDR STATUS NOT "A"

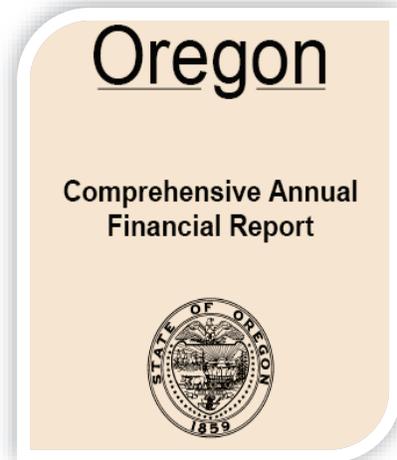
# Balanced Transfers

Complete AY19 balanced transfers by December 31, 2019.



# Financial Statement Adjustments

Complete all AY19 financial statement adjustments by December 31, 2019.



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## Clear Doc Supported Balances

AY19 doc supported balances must be zero by December 31, 2019.

Includes

- ☀ Accounts receivable documents
- ☀ Deposit liabilities
- ☀ Deferred revenue/unreimbursed advances

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# Balance Type 17 Accrued Expenditures

Zero out AY19 accrued expenditures on the 62 screen by December 31, 2019. Excludes capital construction appropriations.

```
S062 UC: 10 STATE OF OREGON 12/31/19 05:00 PM
LINK TO: APPROPRIATION FINANCIAL INQUIRY PROD
AGY: 101 APPN YEAR: 19 APPN #: 89901 GENERAL FUND APPROPRIATION
APPR FUND: 8000 FUND: COMP SRCE/GRP: OBJ/COMP OBJ:
PRG CD: 0010 LVL: 02 OPERATING BUDG ORG CD: LVL:
INQ TYPE: MC INQ YEAR: 19 INQ MONTH: 13 DETAIL/SUMMARY: D
CASH BASIS BUD: 39,129.29 ADJ BUD: 346,106.00
ACCR BASIS BUD: 39,129.29 REM APPN ALLOT: 39,129.29
ENC BASIS BUD: 39,129.29 ALLOT TO BUD % : 100.00
EXP TO BUD % : 88.60 UNSCHED TO BUD % : 0.00
BT TITLE AMOUNT BT TITLE AMOUNT
01 ORIG BUDGT 299,054.00
02 REVISIONS- 47,052.00
15 CASH EXPEN 306,976.71
17 ACCRD EXPE .00
23 ALLOTMENT- 346,106.00
30 UNITS ACCU 3,952.00
```

November 5, 2019

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## Payroll



Clear AY19 payroll transactions by December 31, 2019.

Complete payroll correctives by November run 2

**Nov 19 OSPA cutoff = Monday, December 9, 2019**

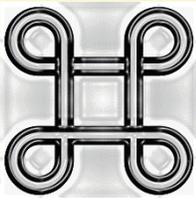
OSPA correctives entered after cutoff will post in January when AY19 is closed.

November 5, 2019

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# Deposit Reconciliations



Reconcile AY19 SPOTS rebate and other deposits by December 31, 2019.

S012	STATE OF OREGON	
LINK TO:	MANUAL DEPOSIT RELEASE	PROD
AGENCY: 101		
ACCOUNT NUMBER: 01000	RECONCILIATION DATE: 12/31/19	
DEPOSIT NUMBER: DP01052		
TREASURY FUND: 0401		

November 5, 2019

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**AY19**

## After 12/31/19

### CFO

Agencies must obtain authorization from their CFO analyst to have an AY19 appropriation activated to:

- ⌘ clear a payroll batch
- ⌘ record additional transactions

### SFMS

Agencies must contact their SFMS agency analyst to have an AY19 appropriation activated related to:

- ⌘ accrued revenue
- ⌘ deposit liability
- ⌘ deferred revenue
- ⌘ unreimbursed advances

November 5, 2019

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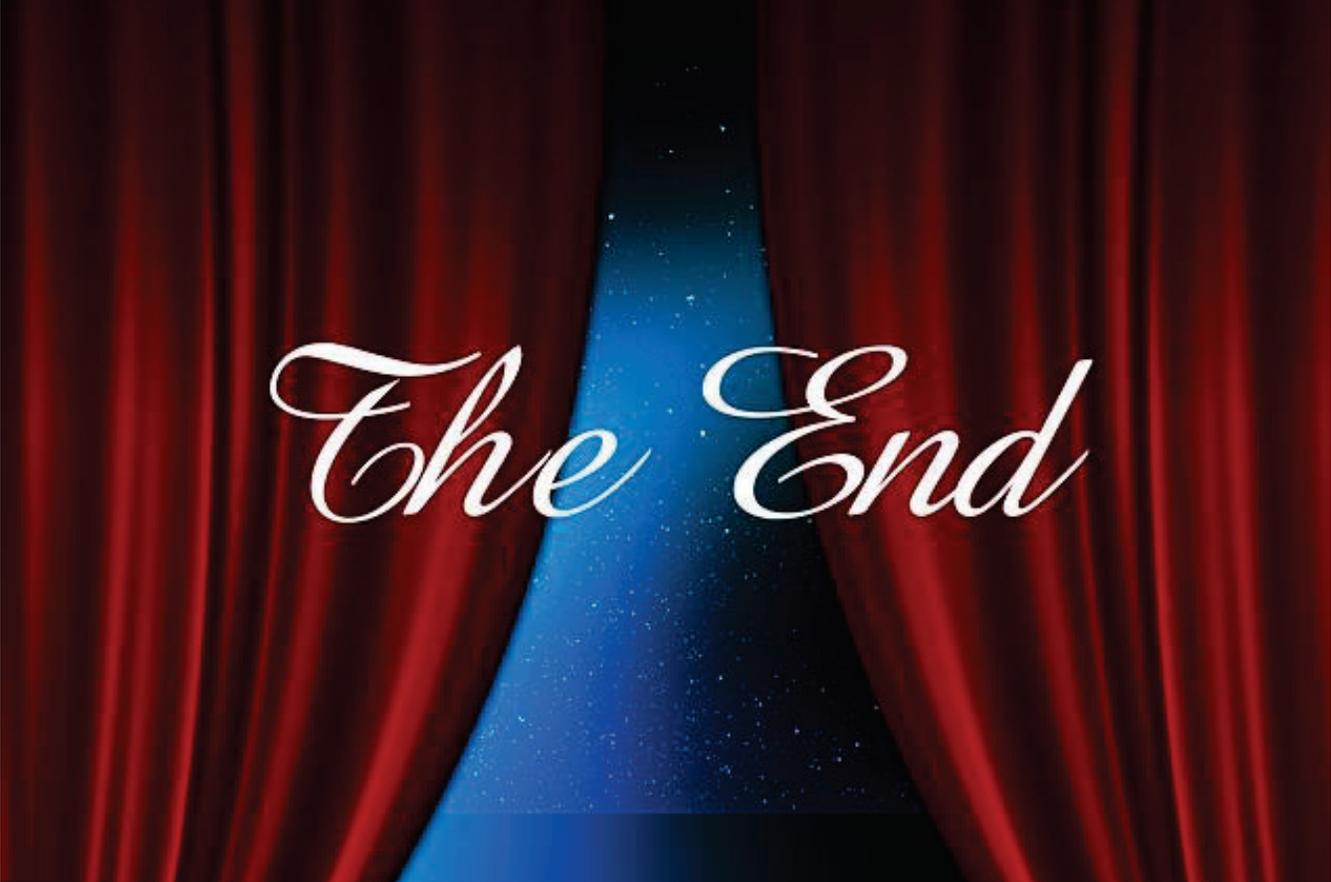
98

# Cost Allocation

December 2019 cost allocation runs in early January 2020.

- ☀ Proof Run 1: Tuesday, January 7
- ☀ Proof Run 2: Thursday, January 9
- ☀ Post Run: Friday, January 10

Agencies work with their SFMS agency analyst as needed to clear any AY19 cost allocation transactions.



*The End*

# GASB 84

Elizabeth Schutlz

November 5, 2019



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## GASB 84 Fiduciary Activities

- GASB 84 Fiduciary Activities is effective starting this FY.
- GASB 84 requires an Operating Statement (DAFR6610) for Custodial Funds.
- Do not delay in making any necessary reclassification entries in case questions arise that require research by SARS and SFMS.
- See SARS website for GASB 84 Training Materials:  
<https://www.oregon.gov/das/Financial/Acctng/Pages/Training.aspx>

November 5, 2019

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# Other Reminders

**Rose Mattix**

November 5, 2019



**DAS** DEPARTMENT OF ADMINISTRATIVE SERVICES

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**Profile Changes  
No Header Batches  
Warrant Cancels**

November 5, 2019



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# Profile Changes or Deletions

- Please do **NOT** modify existing profile data elements during the AY or FY once they have been used in a transaction.
- Why?
  - Changes to profile data during the FY or AY may cause mismatch errors when additional processing of the document occurs.
  - It could also cause issues with your general ledger drill down abilities and reporting roll up.

# Profile Changes or Deletions

- Changing or deleting profiles used will also cause errors when the transactions are generated to close out the general ledger accounts at the end of the fiscal year.



# No Header Errors

- Occasionally the batch header record will be deleted for a batch that has entries on the 530 screen.
- Timing Considerations-
  - When this occurs it will take time for your agency analyst to put together the documentation needed to correct this error.
  - Once the documentation has been gathered it will then take about 2 days for the programmers to test the correction and then to make that correction in the system.

November 5, 2019

# Warrant Cancellations

- Reminders:
  - Please send **only** the warrant cancel form and the original warrant. Do not send any additional documentation.
  - Forms need to be signed.
  - Original warrant should be stapled to the back of the warrant cancel form.
  - When you 'VOID' the warrant please do not write over the payee name or the amount.

November 5, 2019



# Any Questions?



November 5, 2019

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## For any Future Questions:

- SFMS Website:
  - <https://www.oregon.gov/das/Financial/AcctgSys/Pages/Index.aspx>
- SFMS E-News
  - <https://www.oregon.gov/das/Financial/AcctgSys/Pages/newslists.aspx>
- Who is your agency analyst?
  - <https://www.oregon.gov/das/Financial/AcctgSys/Pages/analysts.aspx>

November 5, 2019

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**State of Oregon**  
**Direct Deposit Authorization Form**  
**For Statewide Vendor/Employee Travel (not PERS/Payroll)**



**RECOMMENDATION:** For accuracy, type information or **print legibly**.  
*Only forms with original signatures are accepted (No faxes or copies) - Retain a copy for your records*

**SECTION A – PAYEE INFORMATION**

*Instructions are on Page 2*

<p>1. TYPE OF ACTION (Required)</p> <p><input type="checkbox"/> NEW (Start)   <input type="checkbox"/> CHANGE   <input type="checkbox"/> CANCEL (Stop)</p>	<p>2. <b>SSN / FEIN / OR#</b> (Social Security / Federal Employer Identification / Oregon Employee Number – <u>Only one ID number Required</u>)</p>
<p>3. PAYEE NAME AND MAILING ADDRESS (Required)</p>	<p>4. PHONE NUMBER (Recommended)</p>
	<p>5. EMAIL ADDRESS (for payment notification - Recommended)</p>

**SECTION B – AUTHORIZATION - IMPORTANT! Please read and sign before submitting.**

**This form is used to authorize direct deposit to a checking or savings account.**

**Cancel account** – To cancel this authorization, fill out a new form and check the cancel (STOP) box, sign and date the form and mail as instructed on the back.

**Change account** – By selecting the “change” box and completing the form with new account information, or by selecting the “cancel” box, you hereby revoke your previous authorization for direct deposit.

**International transaction certification** – I certify that the entire amount of my direct deposit is NOT ultimately deposited into a financial institution outside the United States.

**I certify that I have read and understand** the information contained in this form. I acknowledge that the origination of transactions to the authorized account must comply with provisions of Oregon and U.S. law. I certify that I am authorized to enter into this agreement as the account holder.

1. <u>  X  </u>			
	Signature of Account Holder (Required)	Print Name (Required)	Title (if company account) (Required)      Date (Required)
2. <u>  X  </u>			
	Signature of Account Holder	Print Name	Title (if company account)      Date

**SECTION C – FINANCIAL INSTITUTION INFORMATION (To be completed and signed by Financial Institution Representative or SFMS will accept Agency Payroll Office signature for State Employees travel reimbursements.)**

1. ACCOUNT TYPE (1): a. <input type="checkbox"/> SAVINGS b. <input type="checkbox"/> CHECKING	ACCOUNT TYPE (2): c. <input type="checkbox"/> PERSONAL d. <input type="checkbox"/> COMMERCIAL		
(Required)	(Required)		
2. ABA/BANK ROUTING NUMBER (Required)	3. DEPOSITOR ACCOUNT NUMBER (Required)		
<p><b>Location of account numbers are on bottom of your check:</b></p> <p style="text-align: center;">—————→</p>	<p>Memo <u>  [EXAMPLE]  </u></p> <p>{ 123456789 }    { 2345678 }    { 9876 }</p> <p style="text-align: center;">Routing number    Account number    Check #</p>		
4. FINANCIAL INSTITUTION NAME (Required)	5. NAME(S) AS THEY APPEAR ON ACCOUNT (Required)		
6. FINANCIAL INSTITUTION ADDRESS (Required)			
(Number and Street) (City) (State) (Zip)			
I have verified the account number above. This Financial Institution is ACH capable and will comply with NACHA rules. (SFMS will accept Agency Payroll Office signature for State Employees travel reimbursements.)			
7. Financial Representative's Name (Printed or Typed - Required)	8. Signature of Financial Representative (Required)	9. Telephone Number (Required)	10. Date (Required)

**SECTION D – FOR DAS/EGS/FBS/SFMS USE ONLY**

1. Vendor No. and Mail Code	2. Pre-note Date	3. NACHA Format	4. Notes
		PPD+    CCD+	

Department of Administrative Services  
EGS FBS SFMS / ACH Coordinator  
155 Cottage Street NE U60  
Salem, OR 97301-3963

**General Instructions**

- I. Complete sections A and B
- II. Have your Financial Institution complete and sign Section C.
- III. Mail the **original** completed form (no faxes or copies accepted) to address above.
- IV. Mark envelope CONFIDENTIAL

**Specific Instructions**

**Section A**

1. **Mark 1 Check Box for Type of Action:**

- **New (Start)** – New enrollment, or re-enrolling after a cancellation.
- **Change** – Adding to or changing any existing contact information. NOTE - Section C may be left blank if changing only the email address, telephone number, or mailing address. Section C must be completed if changing banking information.
- **Cancel** – To stop direct deposit payments. Future payments will be mailed to the address you provide on this form.

2. **Social Security Number (SSN) or Federal Employer's Identification Number (FEIN) or State of Oregon Employee ID (OR#) found on employee pay stub:** Disclosure of your SSN is voluntary pursuant to 42 USC 405(c)(2)(C). **However**, since the State of Oregon is required to file information returns with the Internal Revenue Service under certain conditions, if you choose not to provide your social security number you may be ineligible for this service.

3. **Name and Address:** Since there is a small possibility that a payment may have to be mailed to you, an address must be provided. For vendors and recipients, this is the mailing address where you receive payments against your invoices. For state employees, the address may be your home or work address.

4. **Phone Number:** Please provide a daytime phone number where you may be reached during business hours in case there are any challenges setting up this service or delivering a future payment to you.

5. **Email Address:** Provide an email address to receive payment notification, and other pertinent information as needed. You will be provided a UserID in order to view itemized payment detail on the State's website; <https://pmtinfo.das.state.or.us/>.

**Section B**

Read and sign the form to indicate your agreement with the terms and conditions specified on it. **Only original signatures will be accepted.**

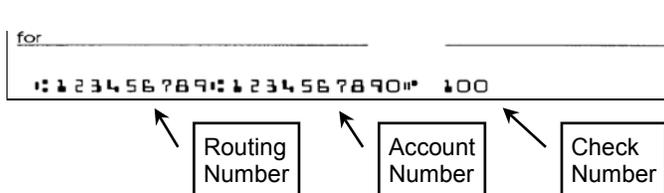
**Recovery of funds deposited in error.** In the event that an erroneous EFT payment occurs, creating an over-payment, the State reserves the right to debit (withdraw funds from) your account accordingly.

**International transactions** – In order to comply with the National Automated Clearing House Association (NACHA) Rules, the State is required to determine if Direct Deposit funds from the State are moving entirely outside the U.S. If this is determined to be the case, the State will not be able to remit funds electronically into your account.

**Section C - Financial Institution must complete and sign this section (Bank, Credit Union, etc.)**

For State employees travel reimbursements; SFMS will accept Agency Payroll Office signature.

1. **Type of Account:** Specify if Checking or Savings and if Personal or Commercial.
2. **ABA/Bank Routing Number:** This is always a nine-digit number. See the check numbering example below.
3. **Depositor Account Number:** This may have up to seventeen digits. See the example below.  
**Check Number:** This may be located between the routing number and the account number or after. (*Do not include*)



If you have any questions, please contact us at:  
[ACH.Coordinator@oregon.gov](mailto:ACH.Coordinator@oregon.gov)  
or  
(503) 373-0261

<http://www.oregon.gov/DAS/Financial/AcctgSys/Pages/ach.aspx>

Retain a copy for your records



# State of Oregon Employee Direct Deposit Form

Employee ID #

Agency #

Name

Email Address  Work Phone #

**Account information:**  New  Cancel  Replace Net Pay Account  Replace Fixed Account and/or Amount

1. Bank Name/City/State:

Routing/Transit #  Account #

Checking  Savings  Non-AccelaPay Card  Travel Reimbursements Dep. Amt.: \$  or  Net amount

**Account information:**  New  Cancel  Replace Net Pay Account  Replace Fixed Account and/or Amount

2. Bank Name/City/State:

Routing/Transit #  Account #

Checking  Savings  Non-AccelaPay Card  Travel Reimbursements Dep. Amt.: \$  or  Net amount

**Employee Authorization - Important! Read and sign before submitting**

I authorize the State of Oregon to deposit payments and make overpayment adjusting debits to my account. I have read and understand the information contained in this form. I understand that direct deposit transactions must comply with U.S. and Oregon laws. I authorize the State of Oregon to suspend direct deposit participation when overpayments may occur or recur (Ref. OAM 45.37.00).

**International transaction certification** – I certify that the entire amount of my direct deposit is **NOT** ultimately deposited in a financial institution outside the United States.

**Electronic Deposit/ePaystub (OAR. 125-015-0200):**

- I have elected net pay direct deposit of my wages and agree to access my paystub electronically.
- I elect not to participate in net pay direct deposit of my wages and will receive a paper check and paper stub.
- I meet one of the exception criteria listed in Oregon Administrative Rule 125-015-0200 and am choosing to receive my pay through direct deposit and not participate in ePaystub (this option requires payroll and/or \*human resources authorization).

\*HR verification:

*Print Name*  *Signature*   
*Exception Code:*  *Date:*

Employee Signature:  Date:

**FOR AGENCY USE:**

Entry Date (P070) "X"	XDNN (plan code)	Date Pre-note "P"	Date Verified "V"	Initials
ePaystub Enroll:	Date:		Initials:	
SFMS	Approval:		Date:	

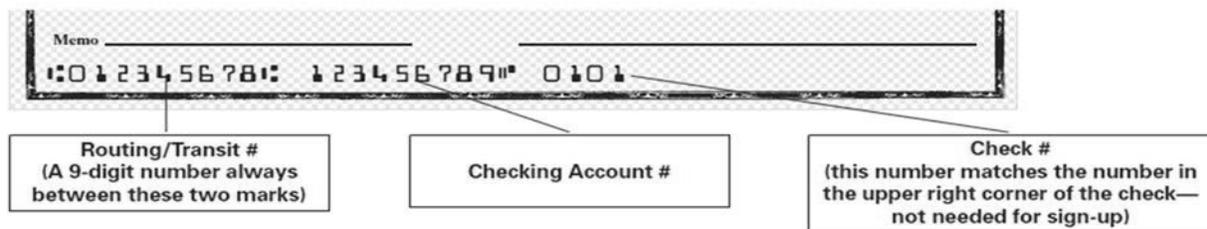
# Instructions for Employee Direct Deposit Form

Allow at least fourteen (14) business days for a new direct deposit set-up.

**If you are signing up for the US Bank Focus® Card DO NOT USE THIS FORM. Use the Pay Card Authorization form. OSPS.99.19** <http://oregon.gov/DAS/Financial/Payroll/Documents/OSPS.99.19.pdf>

Fill out this form completely and return to your **Agency Payroll Office**. Attach a void check for each checking account. If depositing to a savings account or pre-loaded bank card ask your bank to give you the Routing/Transit number for your account, this number isn't always the same as shown on the deposit slip. It is your responsibility to provide complete and accurate account information.

- **Employee Oregon ID #** - This is your 9 digit employee number as assigned in the personnel system. This OR# can be found on your pay statement or personnel action documents. Contact your agency payroll or human resource office for assistance. **DO NOT USE YOUR SOCIAL SECURITY NUMBER.**
- **Email Address** – the email address that you will use for your ePayroll account, a work or personal email address is acceptable.
- **New** – Select to add a brand new account for a fixed or net pay deposit.
- **Cancel \*** – Select to cancel an existing deposit. Please be sure to include the routing and account numbers on the form.
- **Replace\*** – Select to replace an existing or net pay account or to replace a fixed deposit account and/or amount.
- **Bank Name/City/State** – The name of the financial institution you are depositing to and location of the branch where you have your account (if known).
- **Routing/Transit #** - The 9 digit ABA number found on your check (see example below). Contact your bank for assistance.
- **Account #** - The account number where you wish to have the funds deposited.



- **Travel Reimbursements** – Indicate this box only if you expect to travel for your agency and be reimbursed through the accounting system (SFMA) (**choose only ONE account**).
- **Dep. Amount or Net amount** – Fixed dollar amount or remainder of check (net amount selection required for participation in ePaystub program).

Once a net pay deposit is established, you will receive your paystub electronically. (OAR. 125-015-0200 or applicable policy). Paystubs can be accessed at: <http://epayroll.oregon.gov>.

\*If you are canceling your net pay direct deposit, you may receive a paper check and paper stub on your next scheduled payday.

## **Electronic Deposit/ePaystub (OAR. 125-015-0200)**

Employees choosing to use one of the exception criteria to receive direct deposit but **not** participate in ePaystub, will be automatically enrolled in direct deposit and ePaystub until verification by payroll/human resources of the exception criteria is completed. Employees are responsible for getting the proper verification for meeting the exception criteria from their agency payroll or human resources staff.



## *The benefits of electronic payments*

- Eliminate mail and handling delays
- Immediate availability of funds
- Traceable payments
- Eliminate lost, stolen or misplaced checks
- Reduce possibility of fraud
- Single authorization form for multiple state agencies
- Reduce government operation costs
- Reduce paper consumption

## *Eligibility*

If you regularly receive payments from Oregon state government, you may be eligible to receive ACH electronic payments.

## *Getting started*

Do you want to get set up for electronic payments? Contact SFMS Operations to request an enrollment form, or visit us online.

**SFMS Operations**  
(503) 373-0261

<http://www.oregon.gov/das/Financial/AcctgSysPages/forms.aspx>



**DAS**  
DEPARTMENT OF  
ADMINISTRATIVE  
SERVICES

*The state of Oregon complies with the Americans with Disabilities Act. People who need an alternative format for this information may request it by TTY at (503) 378-4672.*

State of Oregon  
Automated Clearing House

# *Electronic payment program*



**DAS**  
DEPARTMENT OF  
ADMINISTRATIVE  
SERVICES

Enterprise Goods and Services  
Statewide Financial  
Management Services

## About electronic payments

Automated Clearing House (ACH) electronic payments are a secure, reliable, low-cost alternative to printing and mailing checks and warrants. These electronic payments are made through electronic funds transfer.

Oregon state government uses an authorized bank to process ACH payments to contractors, merchants, and other business partners for a wide range of goods and services. The state also uses ACH payments for state employees who regularly receive reimbursement for approved expenses while traveling on state business.



*The ACH electronic payments process is completely separate from state government's payroll system. Changes in one system do not affect the other in any way.*

## How it works

- 1 When an agency approves a payment to a contractor, merchant or employee, their staff enters payment instructions into the Statewide Financial Management Application (SFMA). SFMA then sends payment instructions to the state's bank. The bank forwards these instructions to the ACH operator which coordinates the transfer of funds to the appropriate financial institution.
- 2 The payee receives email notification that the payment order has been sent to the State Treasury. Payment order information is accessible online for 180 days at: <https://pmtinfo.das.state.or.us>
- 3 On the settlement day, the bank posts a credit to the account. Total transit time is two banking days.
- 4 If an account is closed or incorrectly identified, the funds return through ACH to the state's bank. If this happens, the state mails the payment.
- 5 The initial set up and routing verification takes nine banking days. In the meantime, if a payee is owed a payment, the state issues a warrant.

SFMS - Agency Biennium Close procedures – AY 2019

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**AY19 Ends December 31, 2019**

Consistent with Oregon State Law, SFMA will close the AY19 biennium on the last working day of calendar year 2019, which is **Tuesday, December 31, 2019**. Biennium Close DAFJ1651 changes the status on the appropriation profile (screen 20) from active to inactive if the effective end date is less than or equal to 12/31/2019.

What does this mean for agencies?

- All AY19 vouchers payable need to clear the 530 screen by December 31, 2019 to allow the liquidation batch to clear. Agencies should plan to have vouchers recorded a couple of days ahead of time to allow for possible 530 screen errors that may need to be corrected.
  - All AY19 balanced transfers need to be complete by December 31, 2019.
  - All AY19 financial statement adjustments need to be complete by December 31, 2019.
  - All AY19 doc supported balances including A/R, deposit liabilities and deferred revenue/unreimbursed advances must be zero by December 31, 2019. See Desk Manual Reve 2. <https://www.oregon.gov/das/Financial/AcctgSys/Documents/reve2.pdf>
  - All AY19 accrued expenditures (balance type = 17) need to be zero on the 62 screen for the appropriation by December 31, 2019. The exception is capital construction appropriations with effective end dates beyond December 31, 2019.
  - All AY19 payroll transactions need to clear the 530 screen by December 31, 2019. Please have all AY19 payroll correctives complete by run 2 of the November payroll (final cutoff: Monday, December 9, 2019). If there are any correctives done after that they will post in January, when AY19 is closed. Agencies will need to obtain permission from their CFO analyst to have the appropriation activated in order for batches to clear.
  - All AY19 SPOTS rebate and other deposits need to be reconciled by December 31, 2019 so that prior biennium appropriations do not need to be opened when the deposits reconcile.
  - SFMS will work with agencies that run cost allocation the first week of January 2020 to clear any AY19 transactions. Please send your SFMS analyst the appropriations that need to be activated for AY19.
  - Any prior biennium transactions that need to be recorded after December 31 need to go through a review and exception process. Any prior biennium transactions that have a budgetary impact must be approved by the agency CFO analyst.
-

## TIMELINE FOR 1099-MISC Production Tax Year 2019

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DAFR7940 report will generate at month end close in October, November and January. The December report will generate on the last business day of the year, December 31, 2019. This change was requested to assist agencies with verifying payments issued during the calendar year.

### **OCTOBER 2019 (Past)**

- 10/12/2019  
Generate agency report DAFR7940

### **NOVEMBER 2019**

- 11/15/2019  
Generate agency report DAFR7940

### **DECEMBER 2019**

- 12/5/2019  
1099-Misc Training
- 12/31/2019  
Generate agency report DAFR7940

### **JANUARY 2020**

- 1/17/2020  
Generate agency report DAFR7940  
Final day for agency on-line corrections
- 1/21/2020  
Run report of employee vendors with reportable payments (E099)  
Distributed to agencies, master retained at DAS  
43M Screen populated for agency viewing
- 1/21-23/2020  
Agencies submit corrections to SFMS for manual input  
Agencies submit changes for **cross-year** Cancel transactions
- 1/23/2020  
Last date to submit changes to 1099-MISC
- 1/24/2020  
1099-MISC forms generated/mailed to vendors from the Print Plant
- 1/30/2020 – 1099-Misc file submitted to the IRS & DOR

### **FEBRUARY 2020**

- 2/13/2020  
Corrected 1099-MISC forms generated/mailed to vendors from the Print Plant
- 2/27/2020  
Corrected 1099-MISC forms generated/mailed to vendors from the Print Plant

**MARCH 2020**

- 3/2/2020  
1099-MISC correction file submitted to the IRS & DOR
- 3/12/2020  
Corrected 1099-MISC forms mailed to vendors from the Print Plant
- 3/26/2020  
Corrected 1099-MISC forms mailed to vendors from the Print Plant

**APRIL 2020**

- 4/1/2020  
1099-MISC correction file submitted to the IRS & DOR
- 4/9/2020  
Corrected 1099-MISC forms mailed to vendors from the Print Plant
- 4/23/2020  
Final corrected 1099-MISC forms mailed to vendors from the Print Plant
- 5/1/2020  
Final correction file submitted to the IRS