

Who?

What?

When?

Where?

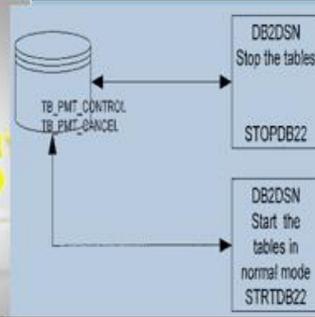
Why?

How?



February 2020

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28



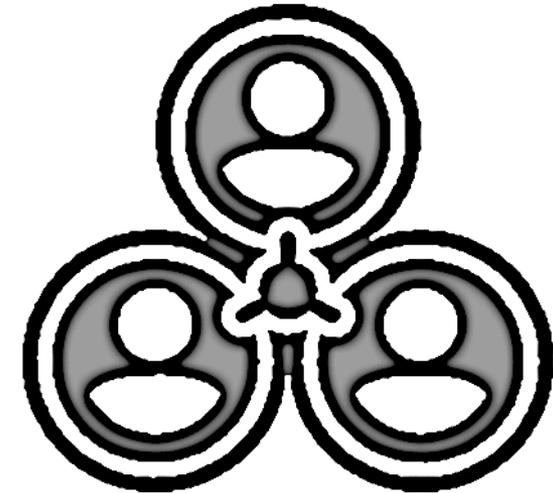
Payment Control / Cancel Archive



Who?



- Statewide Financial Management Services
- DAS - IT
- Data Center Services
- No agency responsibility



What?



Payment archive

- All expired.
- Canceled and stopped before July 1, 2017.
- Paid status redeemed before July 1, 2017.
- All issued status remain.
- No system downtime.

When?

February 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

February 27 is the ...

- 58th day of the year.
- 9th Thursday of 2020.
- 68th day of Winter. There are 22 days left till Spring.
- There are then 308 days left in 2020.
- Birthstone for this day: Amethyst.

Where?

- SFMA system tables
- 44 & 47 screens



44 Screen

```

S044 UC: 10 STATE OF OREGON 02/04/20 10:25 AM
LINK TO: SINGLE PAYMENT CANCELLATION PROD

PAYMENT NO: 124752391 CANCEL REASON CODE: DOCUMENT NO:
VENDOR NO/MC: 1930199995 003 BANK MICROFILM NUMBER: 000008652798999
VENDOR NAME: GENERAL SUPPLY
ISSUE DATE: 06/19/17 CLEARANCE DATE: 06/28/17 PAYMENT STATUS: P
COUNT: 00003 PAYMENT AMT: 635.00 DOCUMENT AMT: 635.00

DOC NO SFX AGY TC INDEX PCA APP FND AY COBJ AOBJ PDT W R AMT
VP123456 001 101 222 10000 99997 81999 8100 17 4500 4500 MA 1 175.00
VP123456 002 101 222 20000 99998 81999 8100 17 4500 4500 MA 1 230.00
VP123456 003 101 222 30000 99999 81999 8100 17 4500 4500 MA 1 230.00

Z06 RECORD SUCCESSFULLY RECALLED
*NO MORE PAYMENT CANCELLATIONS*
F1-HELP F8-NEXT F9-INTERRUPT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
    
```

47 Screen

```

S047 UC: 10 STATE OF OREGON 02/04/20 10:25 AM
LINK TO: PAYMENT CONTROL TABLE STATUS MAINTENANCE PROD

WARRANT INFORMATION:

WARRANT NUMBER: 124752391 STATUS MAINTENANCE:
CLEARANCE DATE: 06282017 (MMDDYYYY)

CLEARANCE FISCAL: 1217
CURRENT STATUS: P
STOP DATE:
WARRANT ISSUE DATE: 06192017
WARRANT EXPIRATION DATE: 06192019
VENDOR/MC: 1930199995 003
VENDOR NAME: GENERAL SUPPLY
FISCAL YR: 17
AMOUNT: 635.00

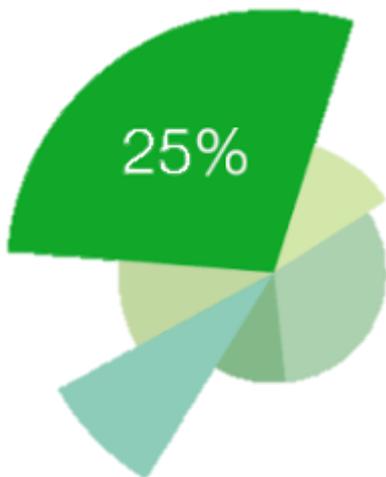
CROSS REFERENCE NUMBER: STATUS: REWRITE/DUPLICATE IND:
BANK MICROFILM NUMBER: 000008652798999 BANK TAPE NUMBER:

Z07 NEXT RECORD SUCCESSFULLY READ

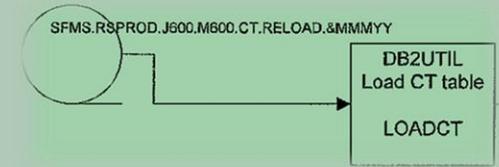
F1-HELP F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
    
```

Why?

- Removes information no longer needed.
- Improves system speed and processing efficiency.



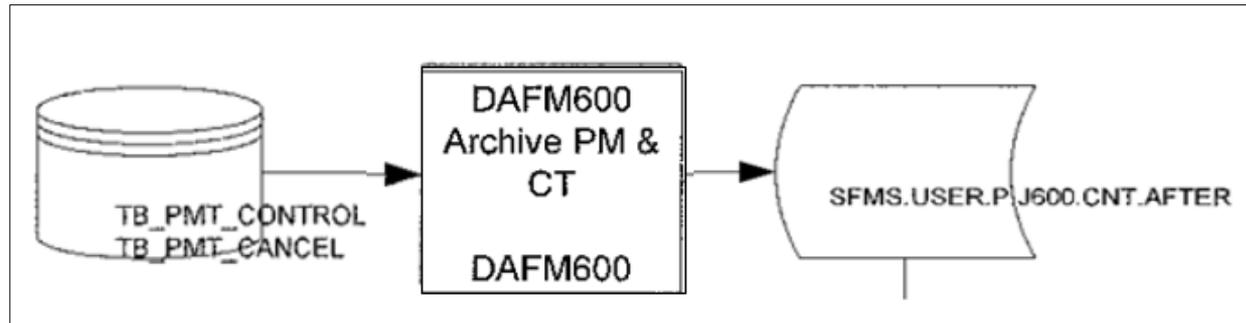
How?



- Create D30 retention dates.

```
SD30 UC: 10 STATE OF OREGON 02/04/20 10:25 AM  
LINK TO: PURGE CRITERIA PROFILE PROD  
  
TABLE ID: PM (SUCH AS AP, RR, ETC...)  
TYPE: C  
DESC: DAFM600: ARCHIVE CANCELS  
RETENTION: 0617 (NUMBER OF YEARS OR DAYS)
```

- Run DAFM600 archive job.



SFMA Financial Archive

February 4, 2020



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SERVICES



2020 Financial Archive – 4/3/20

- Archiving financial data through Fiscal Year 2016 except for protected Capital Construction (CC) records.
- Affected Tables/R*STARS Screens:

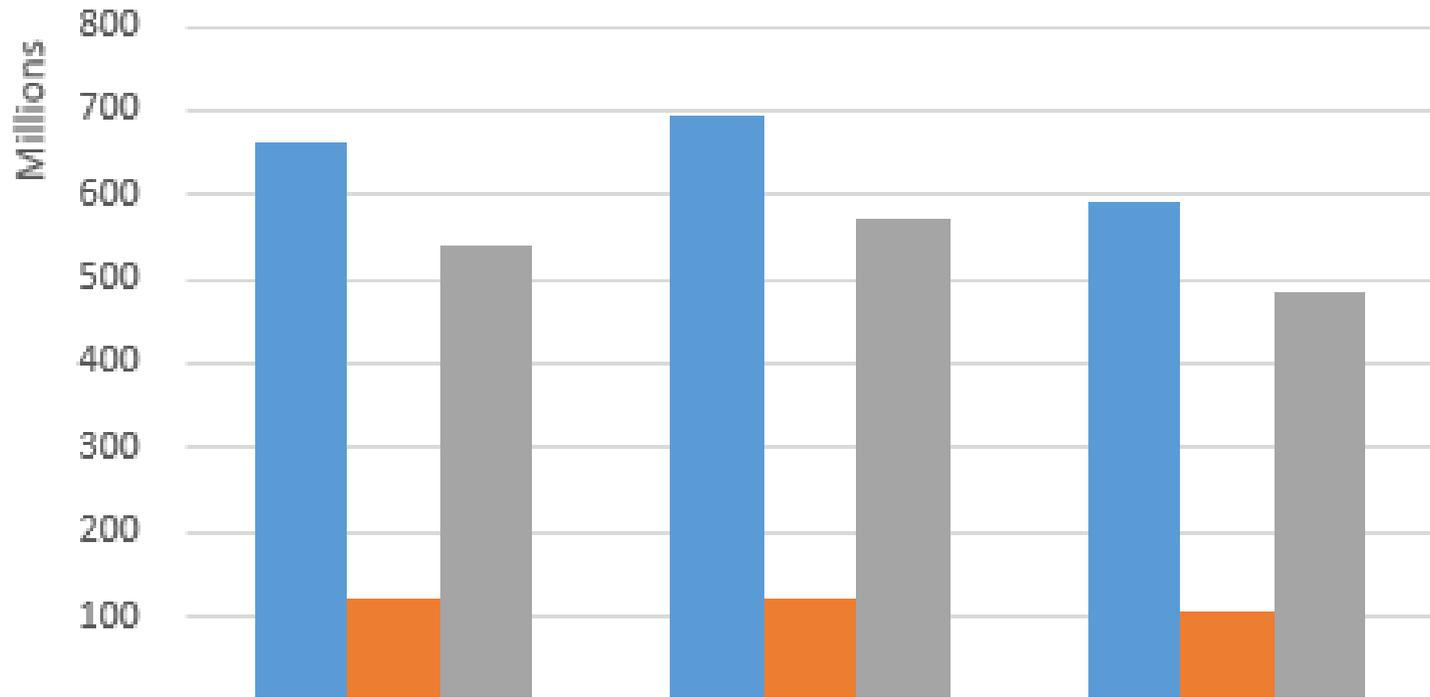
Table	Screen	CC?	Table	Screen	CC?
Document Summary	11	Yes	Contract	68	No
Allotment (Agency Budget)	61	Yes	Agency/Fund	69	No
Appropriation	62	Yes	Project	80	No
Cash Control	63	No	Summary GL Document	83	Yes
Document Financial	64	Yes	Inactive Accounting Event	84	Yes
General Ledger	65	Yes	Summary General Ledger	89	Yes
Grant	66	No			

2020 Financial Archive – 4/3/20

- Archived records from the following tables are loaded to the Datamart:

R*STARS tables	Datamart table names (begin with SFMSARCH)
Document Financial	Arch Doc Financial
General Ledger	Arch GI Detail
Grant	Arch Grant Financial
Contract	Arch Contract Financial
Project	Arch Project Financial
Inactive Accounting Event	Arch All Acct Event
Summary General Ledger	Arch GI Summary

Financial Archive Record Counts



	2019	2018	2017
■ Before	662,926,125	692,115,756	591,855,437
■ Archived	123,553,058	119,764,893	107,183,374
■ After	539,373,067	572,350,863	484,672,063

R*STARS System Downtime 4/4/20

- No Agency responsibility
- System Availability:
 - Friday, April 3 – SFMA is available as usual. Financial Archive jobs will begin after the normal nightly batch cycle.
 - Saturday, April 4 – R*STARS 530 screen will have a message that reads “EAI - IT FILE CLOSED.”



R*STARS System Downtime 4/6/20

- System Availability (Continued):
 - Monday, April 6 – Expedite cycle will NOT occur.
 - R*STARS 530 screen will have a message that reads “EAI - IT FILE CLOSED” for most of the day (possibly all day) while SFMS staff validate the archive.
 - SFMS plans to run a batch cycle Monday night (4/6). We will communicate the status of our verification on Monday and open up the IT file as soon as possible.

R*STARS System Downtime

- R*STARS System Functionality:
 - When the 530 screen displays the message “EAI - IT FILE CLOSED”, agencies:
 - CAN view/update profile screens, use financial inquiry and drilldown screens
 - CANNOT create, edit or release batches.



ADPICS System Downtime

- ADPICS System Functionality:
 - When the R*STARS 530 screen displays the message “EAI - IT FILE CLOSED”, ADPICS agencies:
 - CAN create purchase orders, direct vouchers, etc.
 - CANNOT send transactions over to R*STARS. When the R*STARS IT FILE is closed, you will receive the message “R*STARS System Not Available. Document Not Posted.” Transactions will remain in Unposted Status in ADPICS and can be sent to R*STARS once the IT file is open.

SFMA Vendor Purge

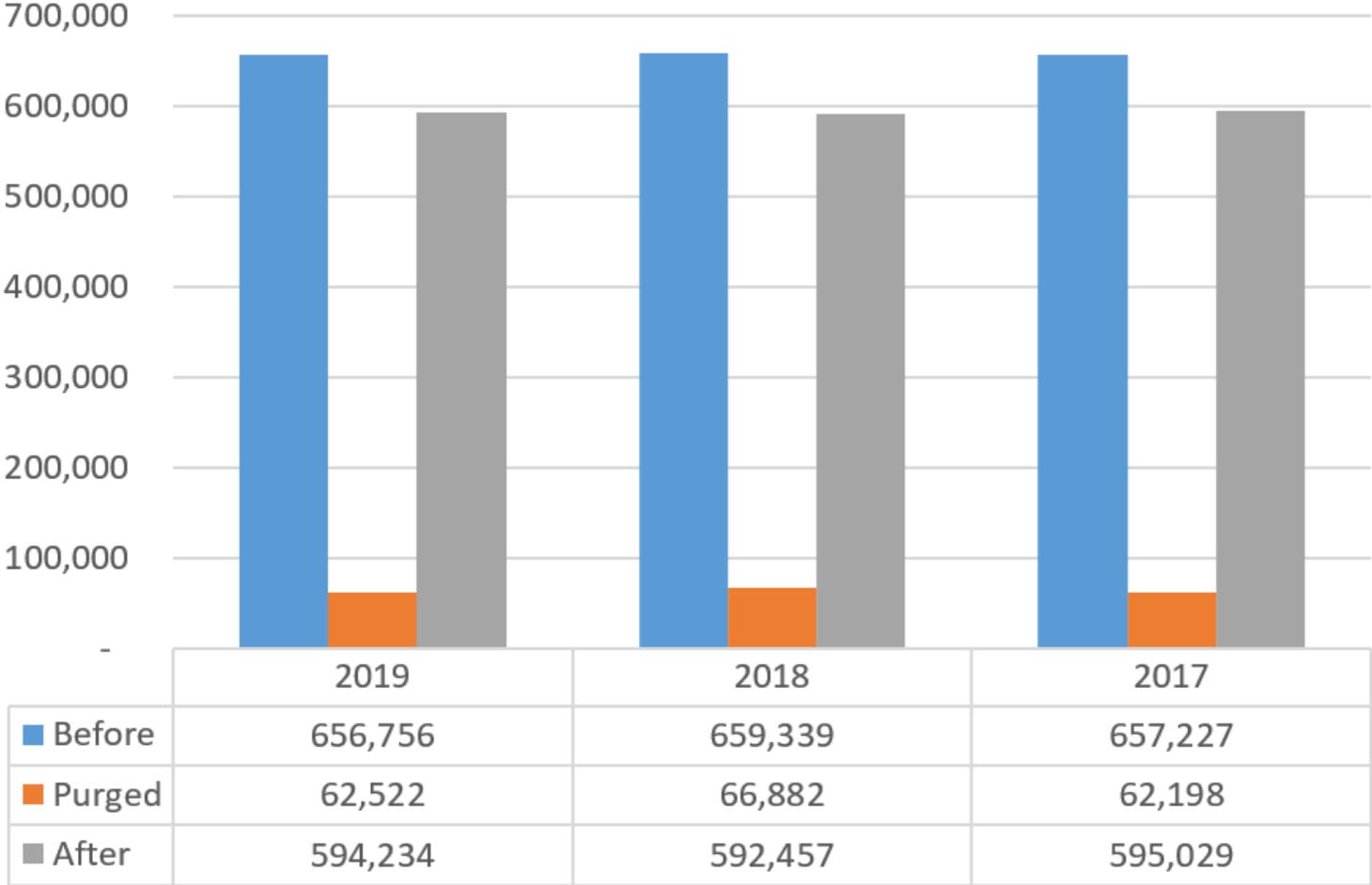


2020 Vendor Purge – 5/5/20

Responsibilities/Summary:

- No agency responsibilities.
- No anticipated system downtime – SFMA should be open at it's normal time on Wednesday, 5/6/20.

Vendor Purge Record Counts



2020 Vendor Purge Tables/Screens - 5/5/20

Approximate record counts before the Purge:

R*STARS

Screen Number	Screen Name	Approx. Count
S052	Systemwide Vendor Profile	103,000
S051	Vendor Mail Code Profile	116,000
S03A/S03N	Vendor Alpha/Vendor Number Inquiry Screen	384,000

ADPICS

Screen Number	Screen Name	Approx. Count
5200	Vendor Table Maintenance	8,000
5150	Vendor Address Table Maintenance	1,000
1200	Vendor Table Inquiry	21,500

R*STARS Vendor Purge Logic – 5/5/20

If the Vendor Number/Mail Code DOES NOT exist on an Accounting Event transaction AND:

- The Last Process Date is > 1 year (older than 5/5/19).
- The Last Process Date is < 1 year and the profile Status is Inactive.
- All search names related to the 51 profile that is being purged.
- The 52 profile and related search names if all mail codes are being purged.

R*STARS Vendor Retention Logic – 5/5/20

- If the Vendor Number/Mail Code DOES exist on an Accounting Event transaction.
- The Last Process Date is < 1 year and the profile Status is Active.
- Foreign vendors (Vendor Number begins with 2).
- Agency Vendor profiles (Vendor Number begins with 0).
- Mail Code 000, the 52 profile, and any related search names will be retained if any other mail codes for that vendor qualify to be retained.

ADPICS Vendor Purge Logic – 5/5/20

5200 screen – Vendor Table Maintenance

- Vendors on 5200 screen that are found on the R*STARS 52 screen purge file.

5150 screen – Vendor Address Table Maintenance

- Vendors/Mail Codes on the 5150 screen that are found on the R*STARS 51 screen purge file.

ADPICS Vendor Purge Logic – 5/5/20

Some records on the ADPICS 1200 screen (Vendor Table Inquiry) have a mail code and some only have a vendor number (see example below). Records with a mail code go through a different process than records without a mail code.

PCHL1200 V4.1		ADVANCED PURCHASING/INVENTORY	
LINK TO:		VENDOR TABLE INQUIRY	
VENDOR NAME	ID	M/C	
SIX D 97204	1010558371	501	
SIX D 97283	1010558371		
SIX DEGREES	1010558371	501	
SIX DEGREES CONSULTING	1010558371		
SIX DEGREES INC	1010558371		

ADPICS Vendor Purge Logic – 5/5/20

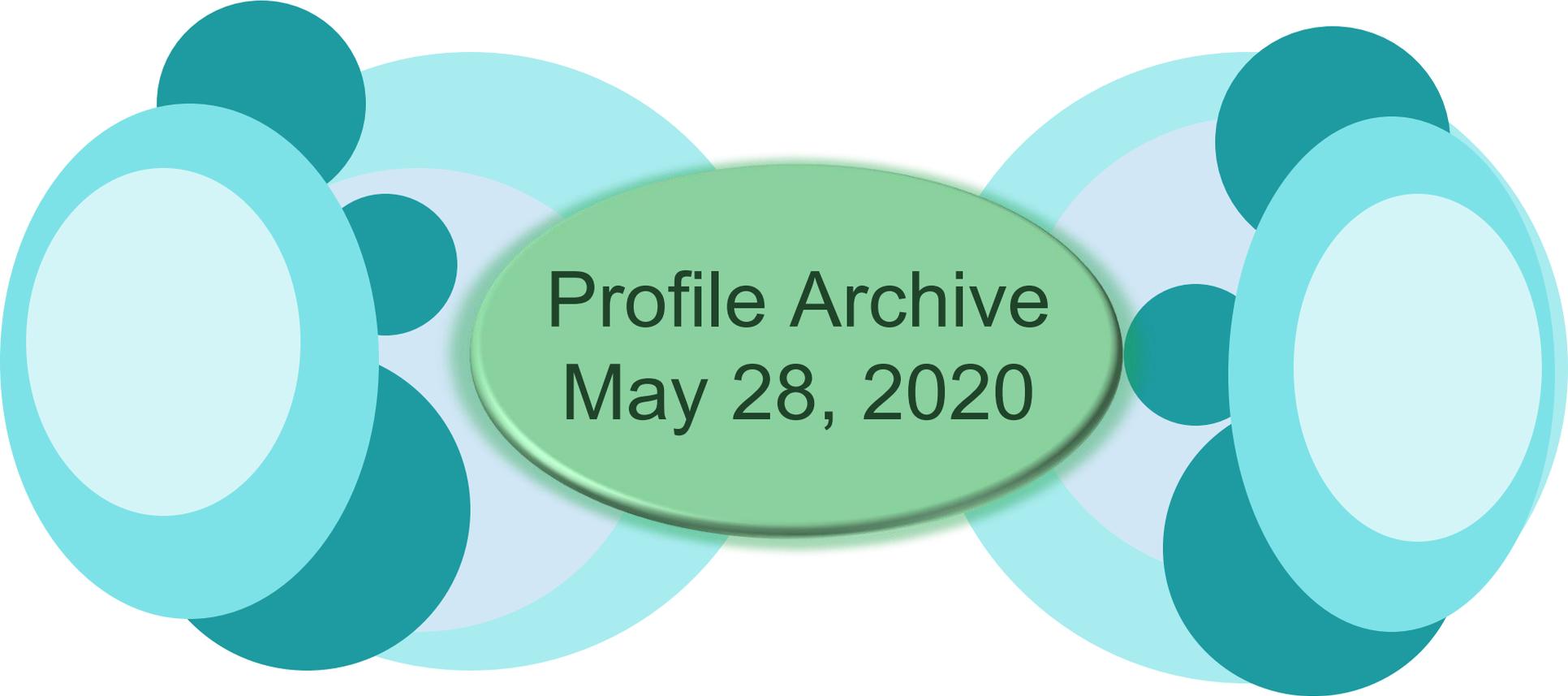
1200 screen – vendor profile with mail code.

- Compared with vendors/mail codes to be retained on the 5150 screen:
 - Records that match will be retained.
 - Records that do NOT match will be purged.

ADPICS Vendor Purge Logic – 5/5/20

1200 screen – vendor profile without mail code.

- Compared with vendors/mail codes to be retained on the 5200 screen:
 - Records that match will be retained.
 - Records that do NOT match will be purged.



Profile Archive May 28, 2020

February 4, 2020



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Profile Archive

What is the Profile Archive?

- It is a biennial job that cleans out unused and unnecessary profiles.



Profile Archive

How are profiles selected for archive?

Depends on the type of profile.



AY Profiles

- i.e. Appropriation (20) and PCA (26)



FY Profiles

- i.e. D23 Fund (23)



Effective End Date (EED) Profiles

- i.e. Project (27) and Grant (29)

Profile Archive

Profiles subject to archive are:



AY Profiles

- Appn Year < or = 2015



FY Profiles

- Fiscal Year < or = 2016



EED Profiles

- Eff End Date < or = 6/31/2016

Profile Archive

Profiles are archived regardless of profile status.



There's always an exception....

- For AY and FY profiles, if a period has retained capital construction records, all AY and FY profiles for that period will be retained.

Profile Archive

- Complete list of profiles subject to archive.

AY Profiles	FY Profiles	EED Profiles
20 – Appropriation Number	25 – Agency Control	27 – Project Control
21 – Index/PCA Relationship	D23 – Fund	29 – Grant Control
22 – Cost Allocation	D73 – Cash Fund	30 – Contract
24 – Index Code		31 – Subgrantee Control
26 – Program Cost Account		34 – Agency Vendor
D03 – Organization Code		550 – Recurring Transaction
D04 – Program Code		D25 – Agency Object Group
D09 – Comptroller Source/Group		D26 – Agency Code 1
D10 – Comptroller Object		D27 – Agency Code 2
D11 – Agency Object		D28 – Grantor
		D32 – Agency General Ledger Acct
		D36 – Agency code 3
		D42 – Project Number
		D47 – Grant Number
		D48 – Grant Object

Profile Archive

Agency Responsibilities before May 28, 2020:

1. Review the Eff End Dates of EED profiles and update as desired.
 - ❖ Profiles with blank fields will be retained.
2. Print your agency's AY, FY and EED profile reports for possible future verification.
 - ❖ e.g. DAFQ0340
3. Contact your Agency Support Analyst with any questions, issues or concerns.