



# State Controller's Division

## Statewide Financial Management Services

### Quarterly Update

Period Ending December 31, 2009

#### Did you know?

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- There are 508 “active” DAS statewide contracts in ADPICS. This is 94 less than last year. One hundred twenty-seven contracts expired during 2009.
- Sixty percent of the dollars paid to vendors thru SFMA were paid via direct deposit. This is a 4% increase from last year.
- We tested and migrated 19 system changes last quarter.
- We performed 16 data clean-ups last quarter and did so without taking SFMA down.
- We support 81 file transfers from agencies to SFMA and 65 file transfers from SFMA to agencies.

#### Notable Projects

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##### House Bill 2500

By the end of December we tracked 78 agency HB 2500 expenditure files. Sixty-two files were returned “as is”; seven files were returned amended; two files needed additional information and seven files were not returned. Today all files are returned. Because all involved have a better understanding of the process and outcomes, we plan to have a more efficient process in place next time. House Bill 2500 requires we update the fiscal year expenditure information yearly.

##### Cumulative Payment Table Purge

On December 1<sup>st</sup> we purged 4,757,088 transaction year 2005 records from the Cumulative Payment table. This represents approximately 17.1% of the data in this table.

##### Interfaces

For our standard interface process we worked with six agency interface files as follows:

- Forestry Purchasing interface
- DEQ change in process interface testing
- DAS/SPO/ORPIN change to the ORPIN subsystem
- OYA payment file with a programming language change was tested and is now in production.
- Education tested additional t-codes. The new file is now in production.
- DAS Utility Bills interface was just getting started.

### **Encryption Requirement**

We tested interfaces with 12 agencies to assure there would be no interface encryption challenges the beginning of January. The majority of the SFMS staff made the change from the 3270 emulator to the encrypted X3270E emulator. A few staff had duties that did not work well with the free emulator and they are using Passport. For the most part, the encryption requirement went well. Hats off to all of those who made this happen seamlessly.

### **Replacing the Social Security Number (SSN) as the Vendor Number in SFMA.**

We are continuing to work through the many changes associated with switching from using the SSN as the vendor number. We cannot continue with the logic that the majority of the profiled vendors will begin with a "1". After the change has been migrated to Production, only current Federal Employer Identification Number (FEIN) vendors and employee ID numbers (1OR) will use the leading "1". Otherwise there is the very real possibility that a generated SSN vendor number will be identical to a future FEIN number. SFMA will generate a new vendor number for the SSN, as follows:

- The first digit will be a 3.
- The second through fifth digits will be the last four digits of the SSN.
- The remaining digits will be a system generated algorithm.

The "9" vendors create a consistent challenge. Some "9" vendors are profiled and could be SSN or FEIN. Other "9" vendors are one time non-profiled vendors. A leading 4 has been designated as the current profiled "9" vendor with a SSN. The remaining digits will use the above logic. The Analysis and Development Section is testing the new numbering schemes as well as the screen change algorithms for the 52, 3A, 3N, 43M, 84 and 504/505 screens.

### **Expires**

The expires program ran on October 5<sup>th</sup>. We expired 4,165 stale dated warrants and sent \$198,925 to the Common School Fund at State Lands and \$183,078 remained in the General Fund. The use of macros made the clearing of batches with appropriation errors a very efficient process.

### **DAS Mainframe Application Upgrades**

SFMS partnered with the State Data Center and Information Systems and Services to user test many of the DAS mainframe applications. These applications (TSO, ROSCOE, EasyTrieve, etc.) required version upgrades prior to the February Operating System upgrade to version 1.9 in order to remain compatible and be able to communicate with the mainframe.

### **Agency Trainings**

We provided the following agency trainings during the quarter ended December 31<sup>st</sup>.

- Five R\*Stars/ADPICS Trainings – three were remote and two were classroom. We cancelled two trainings, one remote and one classroom, because registrations were minimal.
- 1099 training on October 29<sup>th</sup>
- Macro training on October 1<sup>st</sup>
- SPOTS training in Portland on October 6<sup>th</sup> and Salem on November 19<sup>th</sup>
- SFMS User Group training on biennium end on November 17<sup>th</sup>.

**Biennium End Assistance**

We provided agencies assistance in several ways to help clear AY09 documents by the December 31, 2009 cutoff:

- We trained agencies at the November 2009 SFMS User Group Meeting giving guidance on tools to use for researching documents with balances for AY09.
- We developed a query and provided agencies information regarding AY09 deposit liability and accounts receivable documents with balances that needed to be moved forward.
- We successfully ran DAFM348, the biennium end encumbrance/pre-encumbrance closing program Monday, December 21<sup>st</sup>. All agencies' batches cleared prior to December 31<sup>st</sup>.
- We ran the appropriation close program December 31<sup>st</sup>.

**Cost Saving Measures**

SFMS stopped running the jobs that produced a daily control report that was only used when there was an out-of-balance condition. This report is now only run weekly. This change reduced the requestable reports computer time by \$6,000 to \$8,000 monthly. We also reduced our storage needs by over 4,000 tapes and 6,100 data sets. We re-sorted the "DAFR3140 Outstanding Warrants Report for Treasury Fund" by agency to substantially decrease the sorting time required of SFMS staff to distribute this report to agencies. Like you, we continue to look for ways to be more efficient and reduce our costs.

**Statewide Financial Management Services (SFMS)**

Department of Administrative Services

State Controller's Division

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