



State Controller's Division

STATEWIDE FINANCIAL MANAGEMENT SERVICES

Quarterly Update

Period Ending June 30, 2010

Did You Know?

- *We issued 138,864 warrants and 17,396 direct deposit payments last quarter.*
- *During this past quarter we added 49 new D23 funds, changed 115 D23 funds and inactivated 27 D23 Funds.*
- *We made 14 system changes last quarter.*
- *We performed eight data clean-ups last quarter.*
- *We removed over 166 million records from SFMA through data archives and the purging of 14 obsolete agencies.*
- *We signed up approximately 200 vendors per quarter for direct deposit.*
- *Fifty-six percent of the dollars paid to vendors thru SFMA we paid via direct deposit.*
- *We support 94 incoming interfaces.*

NOTEABLE PROJECTS

Realignment of SFMS

During the fiscal year 2010, the SFMS Managers worked on a project to realign the SFMS Operations and SFMS Analysis and Development (A&D) units. The goals for this realignment included the following:

- Even out the workload between the SFMS Operations manager and Accountant 4 and the A&D Manager and Accountant 4, especially regarding critical timing.
- Take greater advantage of each unit's expertise.
- Create efficiencies for duplicating information in the Production, Acceptance and Training regions.
- Work toward a more even manager direct reporting environment.

To work toward accomplishing the goals listed above, SFMS made the following changes effective July 1, 2010.

- To better identify the role of Analysis and Development we have changed the unit name from Analysis and Development to Systems Management (SM). This unit is responsible for system changes, interface coordination, controlling SFMS costs through implementing efficiency measures, assisting agencies with data transmission, access challenges, and general fund cash reconciliation.
- The request for a change in the financial system known as a Service Maintenance Request (SMR) can originate either in Operations or SM. The technical document that accompanies the SMR, known as the SRUS, will be created by the SM unit. In the event the SMR originated in the Operations unit, there will be logical coordination to assure the programming change goal is reached.
- Two SFMS Operations Accountant 3 staff will report to the SM Manager. Most, but not all, of their workloads will move with them. The SFMS training function will continue to report to the Deputy State Controller.

We are excited about these changes and hope all SCD units are supportive and patient as we work through some of the unforeseen challenges.

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

We have finalized central testing and quality assurance of the S052 Vendor Profile new vendor number algorithm process and the transaction entry edits that are based on vendor number prefixes.

The first number for the SFMA Vendor number field will be adjusted as follows:

- 1 – vendor using FEIN (no change in vendor number)
- 3 – vendor using SSN – vendor number will be system generated starting with a 3 and using the last four digits of the SSN as the next digits. The remaining digits will be system generated using an algorithm.
- 4 – “9” profiled vendor using SSN – vendor number will be system generated starting with a 4 and using the last four digits of the SSN as the next digits. The remaining digits will be system generated using an algorithm.
- 7 – “9” profiled vendor using O for Other in the SSN/FEIN field (no change in vendor number). This will be used for agencies’ client and other type payments that are not using a SSN.
- 9 – “9” vendors using FEIN or other agency determined number (no change in vendor number) This prefix will be used for one time “non-profiled” vendors with no 1099-MISC reporting requirement and no ACH.

Our next process is to change and test the vendor number for the current prefix 3, 4, and 7 vendors. After this change is complete in our Acceptance testing region, we will ask agencies’ staff to test the new process and prepare for their respective needed interface changes. The last step in the process for us is to change all of the vendor numbers in the posted transactions. With this complete and the agencies’ nod for timing, we will shift to the full use of the non-sensitive number in Production. Plans are to invite agencies to test by the end of September.

Interfaces

We partnered with the following agencies and successfully placed these interfaces and/or interface changes into Production during the last quarter:

- DAS/ORPIN Interface change testing for upgrades
- Secretary of State SPOTS interface
- DHS eXPRS
- Additional t-codes added to the Agriculture interface
- DAS-SPO VCAF invoicing

Agency Quarterly Trainings

We provided the following quarterly trainings during the quarter ended June 30th

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| April | R*Stars and ADPICS trainings 4/14 (remote); 4/22 (classroom)
SPOTS Coordinators 2010 Annual Meeting 4/8 |
| May | R*Stars and ADPICS trainings 5/6 (remote); and 5/20 (classroom)
SFMS Users Group Meeting 5/25
Macro training 5/13 |
| June | R*Stars and ADPICS trainings 6/3 (remote); and 6/24 (remote) June 24 th classroom was changed to remote, because there were only 10 students. |

Mail Codes for SPOTS Payments

The SPOTS card rebate program was recently audited. One of the recommendations was as follows: "On a trial basis, provide state agencies with significant purchase card spending with the option to use the mail code electronic payment method in the state accounting system and work with them to ensure accuracy of mail code selection". We are now piloting direct deposit SPOTS payments with seven agencies. Edits have been placed in SFMA with the US Bank vendor number to allow and limit each agency to use their own separate mail code. For most agencies, the direct deposit mail code will be the same as the agency number. The agency's managing account represents the banking information. For a number of the pilot agencies this process was available beginning with the April payment. If all goes well, we will plan to roll this option out to all SPOTS managing accounts in the fall of 2010.

Obsolete Agencies

In preparation for the financial archive we removed the following obsolete agencies from the SFMA files:

Agency #	Agency Title
112	COMMISSION ON ASIAN AFFAIRS
113	OREGON BOARD OF INVESTIGATORS
116	COMMISSION FOR WOMEN
117	COMMISSION ON BLACK AFFAIRS
118	COMMISSION ON HISPANIC AFFAIRS
130	OIL HEAT COMMISSION
193	PORTLAND METRO BOUNDARY COMMISSION
309	MENTAL HEALTH & DEV DISABILITY SERV DIV
333	HEALTH DIVISION
410	DEPARTMENT OF HUMAN SERVICES
411	SENIOR & DISABLED SERVICES DIVISION
412	ST OFF FOR SVCS TO CHILDREN & FAMILIES
461	ADULT & FAMILY SERVICES DIVISION
582	VOCATIONAL REHABILITATION DIVISION

R*Stars records purged equaled 17,573,015 and ADPICS records purged equaled 774,938

Vendor Purge

After the financial archive we are positioned to remove vendor records that are no longer used or associated with financial transactions. On Friday, June 11th we purged 186,528 (21%) of our vendor files. The statistics of the vendor purge are listed below:

Affected Screens	Before	After	Purged
R*STARS			
52 Systemwide Vendor Profile	147,260	113,759	33,501
51 Vendor Mail Code Profile	175,879	135,450	40,429
3A Vendor Alpha/3N Vendor Number Inquiry	508,835	409,668	99,167
ADPICS			
5200 Vendor Table Maintenance	14,774	11,638	3,136
5150 Vendor Address Table Maintenance	2,882	2,163	719
1200 Vendor Table Inquiry	43,824	34,248	9,576
Total Counts	893,454	706,926	186,528

Financial Archive

We performed the 2010 financial archive in record time. We completed the verification of the archive by 4:00 pm on Monday, May 3rd and brought the system back up Tuesday morning. We started the process with 479,937,243 records on the 12 appropriate archive tables and archived 147,792,579 (31%) of the records.

Control Reports on CD Rather Than Microfiche

We are piloting the process to create CDs for all central and requested agencies control reports. SFMS will maintain the CD for the required six years. For interested agencies, the goal is to remove the cost to generate and store microfiche. We will send out additional information as soon as we have completed piloting central control reports.

Business Plan

The 2011 SFMS Business Plan has been finalized. Plans are to post our Business Plan to our website within the next few weeks.

Joy Sebastian, MA

Deputy State Controller

State Controller's Division

Department of Administrative Services

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