

State Controller's Division

Accomplishments 2009

ADMINISTRATION & SPECIAL PROGRAMS (ASP)

ADMINISTRATION

- Awarded Certificate of Achievement in Citizen-Centric Reporting for FY 2008
- Achieved overall excellent Customer Services score of 87% for the division
- 76% of SCD employees satisfied with job
- Successful in maintaining 100% timely employee evaluations for the eighth consecutive year
- Finalized contract with temporary employment placement agencies
- Successfully transitioned clerical duties to other sections due to abolished Admin positions
- Combined two small remaining sections to create ASP, provided new web site

STATEWIDE INTERNAL CONTROLS PROGRAM

Training Provided - 954 hours (hours x attendees = total training hours)

- Hosted 6 webcast/audio conference training sessions - all provided at no cost for attendees
- Coordinated and hosted day long AGA Grants Management training
- Worked with National AGA to coordinate and facilitate an ARRA Dialogue event in Portland - event was free for government employees
- Created and made presentation on internal controls and fraud at the annual Oregon State Fiscal Association (OSFA) conference

Publications

- Established monthly fraud newsletter "First Friday Fraud Facts" - currently distributed to 220 government employees in Oregon, also distributed nationally through the National Association of State Auditors, Controllers, and Treasurers (NASACT)
- Advisory Controls & Best Practices for A-87 Compliance
- Internal Controls & Best Practices for Federal Grant Management & Monitoring
- Fraud Watch Pamphlet
- Internal Control Toolkit for ARRA webpage
- Self-Assessment Tool for the American Recovery & Reinvestment Act
- FY 09 Citizen Centric Report
- ARRA Internal Controls Survey of State Controllers - survey and summary report

Meetings

- Initiated and coordinated meeting for a government training consortium
- Attended NASACT Multi-State Consortium on Internal Controls
- Attended NASACT ARRA Controller Discussion Group

Agency Reviews

- Department of Education
- Oregon Health Licensing Agency
- Department of Energy

Legislative Coordination

- Reviewed 3,506 bills, 468 bills assigned to SCD Manager for tracking
- Prepared 108 fiscal impact statements
- Prepared 2 Blue sheets

Current & Future Projects

- Policy Updates - Managing a Safe, Cash handling, as well as outlining a plan to review and/or update all internal control OAM's
- Coordinating several upcoming training events
- Working with the IIA to bring a full day of Internal Control training
- Preparing for potential participation in the 2010 AGA Internal Control & Fraud Conference
- Partnering with Management Concepts company to provide agencies an Internal Control assessment tool

STATEWIDE ACCOUNTS RECEIVABLE MANAGEMENT

Publications

- A/R Strategic Plan - <http://egov.oregon.gov/DAS/SCD/SRS/docs/ARCCStrategicPlan2008.pdf>
- A/R Business Plan - http://egov.oregon.gov/DAS/SCD/docs/SCD_BusinessPlan.pdf
- SCD Strike Plan - (Confidential)
- SCD Business Continuity Plans - 10 plans in total relating to sections and recovery functions

Training Provided

- Service member Civil Relief Act - February 2009
- Collection Techniques for a Recession Webinar - June 2009
- LFO reporting 2009 - August 2009
- Skip Tracing 101 and the New Statewide Price Agreement - August 2009

Meetings Facilitated

- Accounts Receivable Core Committee (ARCC) - Eight meetings between January and October
- State Debt Collection-*Breaking Down the Barriers*
- Skip Tracing RFP and Evaluations - 27 different meetings
- Collection Effectiveness Committee
- Cost of Collection Committee

Committee Participation

- Statewide and DAS BCP Coordinators - 45 meetings
- DHS Integrated Collections Management RFP - 11 meetings
- State Procurement Office VCAF language workgroup - 13 meetings

Projects Completed

- Legislation Coordination - Four A/R concepts proposed, two carried by DAS - 11 different meetings
- Skip Tracing contract finalized, including first amendment to add services
- Coordinated annual LFO reporting, second straight year that ALL required agencies reported
- Developed methodology for calculating the cost of collection for agency use. Coordinated with the ARCC subcommittee and published in FY2008 Strategic Plan
- Monitored 31 various bills for potential impacts to statewide accounts receivable programs
- Developed division pandemic plan
- Accounts Receivable and Collections presentation to Oregon Health Licensing Agency
- Development of a business case for purchase of a new DAS invoicing and collection software

Current Projects

- Flat Rate Collection Fee Pilot - Partnering with Dept. of Revenue, ongoing meetings
- Developing a training presentation on the collection of Civil Penalties (February 2010)
- Development of division Phase II Business Continuity Plan (June 2010)
- Provide FY 2009 A/R Strategic Plan (February 2010)

- Provide Collection contract renewal, development of contract requirements; solicit input from agencies and vendors. Coordinate procurement process with State Procurement Office. (June 2011)
- Request an AG Opinion regarding state agency warrant and civil penalties status as judgments and the implication on ability to use credit reports for collection based on Pintos court decision.

OREGON STATEWIDE PAYROLL SERVICES (OSPS)

System

- Managed and maintained OSPA for the use of agencies to prepare their payrolls. Maintained the system through system changes, fixes, data clean-ups and table maintenance.
- Created code sets and system structures to manage furlough according to business rules for executive, management service and represented employees. Provided reporting through the OSPA leave accrual system. Modified paycheck and direct deposit statements to provide balance and use reporting to employees.
- Implemented all requirements of PEBB Plan Year 2009 including new PEBB - paid life insurance tier.
- Implemented inbound interface for Charitable Fund Drive to post deduction transactions to employee screens. Eliminated manual input, paper handling and storage for agency payroll offices.
- Finalized project to change payroll jobs from ROSCOE to TSO.

Operational

- Created and published OSPS Secured Access policy and procedure.
- Transitioned to new microfiche vendor.
- Incorporated the use of GovSpace for OSPS team collaboration and communication.
- Converted paper reports to PDF format. All centrally-used payroll reports are now paperless.
- Audits Division review of OSPS resulted in no findings.
- Tested with Department of Revenue in advance of 2009 mandatory electronic W-2 reporting.
- Participated in the quarterly National Association of State Comptrollers (NASC) state government payroll group conference calls and the annual phone conference.

Agency Support

- Issued 600,000 production and 12,000 off-cycle payroll payments.
- Implemented true stop pay procedure as provided by Oregon Treasury.
- Provided 650 hours of training and published 12 training newsletters for agency payroll. Provided remote access to payroll forums and year-end training.
- Made weekly modifications and updates to the OSPS Online Resource Center.
- Provided a comprehensive menu of online resources for agencies to manage the payroll year end.
- Redesigned Request for Corrected W-2 form.
- Published new Recommended Payroll Practice on the review of new collective bargaining agreements.
- Assisted DAS HRSD in the re-implementation of the military donated leave program.
- Produced and issued 45,580 W-2 forms and 50 1099 forms.
- Implemented the use of the iLearn Oregon system for OSPS training classes, course catalog, materials and feedback.
- Timely filed annual report and surrender of payroll related unclaimed property. Assisted agencies in managing this process and provided them with training and reference materials. Met all deadlines for the reporting and surrender of funds.

SHARED CLIENT SERVICES (SCS)

All 28 Client Agencies and all 3 SCS Accountants received the annual Gold Star certificate. The Gold Star is awarded to the Client Agencies and SCS Accountants for providing accurate and complete fiscal year-end information in a timely manner.

Successfully established and maintained an allotment plan for all client agencies. This assists the Client Agencies with their cash flow and budgetary restraints.

- Successfully supported all 28 client entities with excellent accounting and budgeting services. We keep the Client Agencies informed of changes to policies and data requirement to help make their operations successful.
- Have successfully transitioned and informed 10 new directors and fiscal managers in regards to our SCS system. We provide the information and communication links to the new staff for their operations, in addition to the resources on the SCS website.
- Processed client agencies accounts payable transactions within a 2 day turnaround rate. We make accurate and timely payments for the Client Agencies to record in the correct fiscal period.
- Tracked 183 legislative bills pertinent to our Client Agencies as well as those affecting the SCS section and the SCD. By monitoring Legislative discussions, we are able to quickly provide information to the Client Agencies, DAS BAM and LFO.
- Assisted all our Client Agencies in achieving compliance to the LFO/SCD 'liquidated and delinquent' accounts receivable reporting. We assist the Client Agencies with information and schedule requirements so they will successfully meet the deadlines.
- Updated the Shared Client Services business plan and accomplished all our section Performance Measures with an outstanding rating. This provides information about what we have planned and what we are doing. It also shows how successful we are in making our Client Agencies operations successful.
- Received some outstanding comments on the SCS Customer Survey and a 100% satisfaction rating from our customers. We receive performance ratings and comments on our services to the Client Agencies from our SCS survey as well as the DAS surveys.
- Provided fiscal data to Client Agencies and requests from BAM/LFO/Legislature. Since we perform accounting and budgeting services for our Client Agencies, we receive data requests for these listed groups.

STATEWIDE ACCOUNTING & REPORTING SERVICES (SARS)

Single Overriding Performance Objective

- Completed the FY 2008 CAFR with an unqualified audit opinion and was awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting for the 17th year in a row!

Earning the GFOA certificate is the SCD's legislatively mandated performance measure.

Accounting Policy

- Successfully implemented the following new accounting standards:
 - ✓ GASB Statement No. 45 (Other Postemployment Benefits Other than Pensions)
 - ✓ GASB Statement No. 47 (Accounting for Termination Benefits)
 - ✓ GASB Statement No. 48 (Sales and Pledges of Receivables and Future Revenues)
 - ✓ GASB Statement No. 49 (Pollution Remediation Obligations)
 - ✓ GASB Statement No. 50 (Pension Disclosures)
 - ✓ GASB Statement No. 52 (Real Estate Held as Investments by Endowments)
- Began or continued planning for implementation of accounting standards that become effective in the near future.
 - ✓ GASB Statement No. 51 (Intangible Assets)
 - ✓ GASB Statement No. 53 (Derivative Instruments)
 - ✓ GASB Statement No. 54 (Fund Balance Reporting)

- Updated Oregon Accounting Manual (OAM) to reflect new accounting standards

To ensure the state obtains an unqualified opinion and earns the GFOA Certificate of Achievement, new accounting standards must be implemented by their effective dates.

Agency Support

- Provided agency fiscal staff with professional consultation and guidance as necessary or requested.
- Developed and presented training to agency fiscal staff on GASB 49 and 51 and the year-end closing process.
- Coordinated with agencies in revising the statewide travel policy.
- Provided monitoring and follow-up for the statewide Travel Card Program and Central Travel Services Program.
- Worked with BAM, DAS Operations Accounting, and SFMS on issues pertaining to the Governor's stimulus package and provided guidance on appropriate accounting for the associated COPs.
- Worked with SFMS on a project to ensure agencies properly account for commitments.

To ensure the state obtains an unqualified audit opinion and earns the GFOA Certificate of Achievement, agency accounting personnel must be knowledgeable about governmental accounting standards, understand how the standards impact their agency, and be able to put them into practice at the agency level.

Year End Closing and CAFR Preparation

- Updated processes and procedures for the FY 2009 CAFR compilation to address audit comments, GFOA comments and changes in generally accepted accounting principles (GAAP).
- Worked with DAS Enterprise Application Services to test data import process and performed account maintenance in Fundware, the CAFR compilation application.

- Worked with agencies on post-closing adjustments to ensure that beginning fund equity in the FY 2009 CAFR (as reported in SFMA) agrees to ending fund balance reported in the FY 2008 CAFR.
- Consulted with Audits Division, Treasury, and the GASB regarding the correct presentation of Securities Lending collateral balances.
- Streamlined the process for compiling the Deposits and Investments footnote.

To ensure the year-end process flows smoothly and deadlines are met, SARS must do adequate preparation.

Federal Compliance

- Completed and submitted applicable federally mandated reports and documents.
 - ✓ Proposed FY 2010 statewide cost allocation plan (SWCAP) to DHHS
 - ✓ Negotiated final FY 2009 SWCAP (required by OMB Circular A-87)
 - ✓ FY 2008 Schedule of Expenditures of Federal Awards (required by OMB Circular A-133)
 - ✓ FY 2008 Federal Reporting Package (required by OMB Circular A-133)
 - ✓ Cash Management Improvement Act (CMIA) Treasury-State Agreement for FY 2010
 - ✓ FY 2008 CMIA Annual Report (required by 31 CFR 205 Final Rule)
 - ✓ FY 2008 US Census reporting (required by the US Dept. of Commerce, Bureau of the Census)
 - ✓ FY 2009 agency certifications of compliance with federal arbitrage rebate regulations (compiled by SARS and submitted to Debt Management Division of the Office of the State Treasurer)

To receive federal funding, statewide federal reporting requirements must be met.

Systems Access

- Streamlined and standardized processes for requesting security access to the statewide financial systems
- Established a process for managing Datamart information classified as either “Restricted” or “Critical”
- Developed a plan to segment the Datamart so users have access to only the information needed to perform their job duties
- Coordinated the semi-annual agency security reviews

To ensure the integrity of the data used to compile the CAFR, systems access must be appropriately limited.

Datamart Management

- Completed Datamart server migration to new hardware with 6 processors and 64-bit platform (triple the memory and enhanced performance).
- Began planning the migration from the current Datamart query tool model (multiple individual desktop licenses distributed across state agencies) to a centralized CPU model.
- Developed detailed Datamart user profiles (based on responses to a users survey) to help SARS better understand agencies reporting needs and query tool preferences.

To improve the tools used to analyze and compile the CAFR, periodic upgrades and maintenance are required.

Other Reporting

- Prepared annual Statewide Property Tax Levy Certification per ORS 291.445.
- Provided financial data and charts for the FY 2008 DAS Citizen Centric Report.
- Prepared quarterly financial statements for the General Fund and provided copies to the General Fund Cash Flow Committee.

To satisfy statutory requirements, a minimum amount of other reporting is required.

STATEWIDE FINANCIAL MANAGEMENT SERVICES (SFMS)

SFMS Administration

Leadership and Direction

- Met with SFMS Managers weekly and all SFMS staff monthly. A written document was updated and shared with all SFMS staff consistent with the meeting schedule.
- Initiated customer service discussions during SCD Manager Meetings to help improve performance.
- Continued management of the SFMA Facelift, introducing a web-enabled environment for transaction entry to extend system perception and lifespan.
- Effected communication between SFMS and EAS for effective and efficient use of resources.
- Managed State of Oregon's credit recovery request for proposal (RFP). There were no successful vendors; therefore, the credit recovery process did not move forward.
- At agencies' request, performed 36 agency visits.
- Participated in the Statewide Financial Management Application and SPOTS audits.
- Created and disseminated SFMS Quarterly Updates.
- Continued to administer the statewide Small Purchase Order Transaction System (SPOTS). Requests to update the monthly spending limit were approved within 24 hours after a meeting of the minds regarding the request.
- Created the Business Continuity Plan in the event SMA is not available.
- Created a list of projects with timelines to accommodate the coordination of all SFMA projects.

System Security and Internal Controls

- Worked with SARS to appropriately secure SFMA information without negatively affecting agencies' requirements, efficiencies and effectiveness. A new user class (UC 78) was created.
- Worked with agencies to create a plan to properly secure social security number information without negatively affecting agencies' interfaces, requirements, efficiency and effectiveness. The Replacing the Social Security Number as the Vendor Number Workgroup met and determined the logic for the new vendor number.
- Performed quality assurance on 30 system changes and 15 re-occurring items to help ensure objectives were met and testing was appropriate.
- Worked with EAS to standardize testing processes and verification of results prior to SFMS testing.
- Worked with EAS to help ensure successful migration processes from the Acceptance to Production regions.

Consulting

- Worked with Employment Department to design agency requested structure changes to be implemented in the future.
- Created an interface statistics screen to place more automated controls on interfaces.
- Provided SFMA and SPOTS information availability and draft procedures to accommodate House Bill 2500 on Transparency Information Sharing.

- Participated in numerous American Reinvestment and Recovery Act (ARRA) trainings and meetings to learn how SFMA could be of value for the many reporting requirements.

Training

- Provided 1,649 training hours to help R*Stars and ADPICS users with more effective and efficient use of SFMA.
- Updated 130 pages of ADPICS training materials to help stay up-to-date with system changes.
- Provided high-level agency training for SFMA financial decision makers to help familiarize users with specific capabilities of SFMA changes in the deposit reconciliation process.
- Provided SFMA Structure Training.
- Worked with HRSD to learn what's necessary to register SFMA trainings using the HRSD eLMS training process in the future.
- Trained interested agency staff on the use of macros to help with the efficient use of SFMA.
- Trained interested agency staff on the efficient use of the ODBC (Open Data Base Connectivity) driver for real-time SFMA querying capabilities.
- Created a newcomers' SFMA dictionary to help familiarize new users to frequently used terms.

SPOTS

- Assisted the State Procurement Office with the new SPOTS card contract and provided input on possible improvements to the previous SPOTS card agreement.
- Facilitated an annual meeting with SPOTS Coordinators to communicate proposed changes to the SPOTS section of the OAM and changes with the VISA program.
- Provided guidance to agency SPOTS Coordinators regarding the appropriate use of the SPOTS card.
- Maintained the Business Continuity Plan for SPOTS card creation, increased limits and use in the event the need arises.

Administrative Services

- Put together a plan to scan 112,500 W-9s for effective, efficient and cost-beneficial storage and retrieval.
- Scanned 19,051 W-9s consistent with the new process.
- Worked with DAS Operations and SCD units as budget challenges and changes occurred to help generate needed reports and accurate information for the legislature.
- Worked with DAS Operations to discuss and assure all aspects of the SCD budget to actual were as expected.
- Reviewed all SCD invoices for appropriate documentation and accuracy prior to approving.
- In conjunction with Analysis and Development, analyzed monthly State Data Center costs to facilitate an understanding and better anticipate the cost of requested changes.
- Created a secure SFMS News archival environment requiring user identification and password.

SFMS Operations

System Management

- Reviewed daily control reports for proper batch cycle processing and balancing system.
- Maintained statewide profiles.
- Tested, ran, and verified annual and biennial programs that move data forward, close the fiscal year and expire stale dated warrants.
- Produced the yearly production calendar for scheduling daily, weekly, monthly and yearly processes and programs.
- Researched and resolved accounting and system functionality issues.
- Modified the sort order of batches to eliminate linking errors when two biennia are open at the same time. This allows the system to pay vouchers based on the old biennium first instead of document number. This change eliminates some challenges and allows agencies to better manage their payments.
- Researched and resolved the grant equity posting problem with the DAFM353/356 biennium roll. This ensures the consistent posting to equity for grants between the summary general ledger and detail general ledger tables.

Payment Processing

- Provided vendor maintenance for about 112,500 vendors, and ACH processing and training to agency staff.
- Distributed warrants to agencies and administered payment processing.
- Replaced, canceled, and placed stop payment on warrants and performed fraud and forgery control.
- Modified the W-9 jobs to print more often and inactivate vendors sooner.
- Synced up the vendor search name screen with the vendor profiles to accurately reflect vendors currently on SFMA.

Agency Support

- Provided system guidance through specified agency assignments.
- Resolved problems and provided guidance with report requests.
- Participated in five agency visits per quarter.
- Updated the online Data Entry Guide and Report Guide to provide high-quality, up-to-date online assistance on SFMA.
- Rewrote the Quick Reference Guide for website to accommodate new users.

Federal Compliance

- Administered backup withholding tax and 1099-MISC processing and training.
- Administered foreign vendor tax withholding and reporting.
- Added "Revised" to 1099-MISC form if printed after the original.
- Changed reason codes in 1099-MISC program to reduce printing.

- Split the DAFR7940 1099-MISC Worksheet report by agency to create a more efficient process by allowing agency reports to be delivered directly from the print plant to the agencies.
- Removed vendor numbers from selected reports.

R*Stars General Fund

- Performed all accounting services for Agency 999 including CAFR disclosures.

Purchase Card

- Reviewed and monitored statewide use of the Small Purchase Order Transaction System (SPOTS) card.

Other Special Projects

- Modified Grant screens and T-codes for a new “commitments” balance type that provides an effective tracking mechanism for grants without creating an encumbrance.
- Modified the security on the 86 Document Transaction Inquiry screen to edit on financial agency instead of batch agency for drill down. This allows agencies to view their transactions on the 84 Accounting Event Record screen when another agency sends a balance transfer.
- Tested and implemented new vendor contract for printing of SFMA microfiche.

SFMS Analysis and Development

Application Maintenance

- Completed 31 System Data Integrity Event data cleanups in R*Stars.
- Tested and verified multiple mainframe and software application upgrades and changes (FileAid/TSO, z10 Mainframe upgrade and patches).
- Ran and verified the year-end data roll processing jobs in the non-production regions.
- Verified batch and system control reports to ensure data and system integrity of the accounting test and training regions of SFMA.
- Prepared the annual calendar for scheduling of the batch cycles and other special jobs in the non-production regions.
- Added, updated, and/or deleted more than 1,400 profiles in the non-production regions to mirror existing production profiles and maintain viable test and training environments.
- Changed the sort order of payments so all reconciled dollars can be applied to all expenditure transactions batched including warrants and balanced transactions during the nightly processing.
- Developed and implemented programming changes for Stop Payment functionality of warrant expenditures in R*Stars.

Application Enhancements

- Added the current doc number to the detail line on the Transaction Inquiry (86) screen (#4 R*Stars agency-rated project).
- Added the invoice number and date to the Vendor Purchase Order/Contract (1490) screen display (#1 ADPICS agency-rated project).

- Performed analysis and testing for the project to add functionality to select, drill down and view detail accounting transaction data from the Vendor Transaction Inquiry (85) screen (#1 R*Stars agency-rated project).
- Developed a new internet e-mail function to notify agencies of purchase orders awaiting their review and authorization (#2 ADPICS agency-rated project).
- Displayed the PCA title, Agency and/or Comp Object title, and Index title on the Revenue Transaction Entry (504) screen consistent with the display on the Pre-Enc/Enc/Expend Transaction Entry (505) screen (#2 R*Stars agency-rated project).
- Created a “back” button on the S505 screen when the user is in view mode to provide a more efficient method for review and authorization of agency expenditure records (#5 R*Stars agency-rated project).
- Synchronized vendor payment addresses between ADPICS and R*Stars to accommodate centralization of the SFMA vendor profile tables.
- Added a prior page option to the Vendor Transaction Inquiry (85) screen to provide a more efficient method for returning to previously viewed records (#6 R*Stars agency-rated project for FY 2008).
- Updated the Agency Budget Financial Inquiry screen (61) and table to include PCA as an optional data inquiry selection (#3 R*Stars agency-rated project).
- Added the profile status code field to the Index Selection screen (77).
- Added the profile status code field to the Program Cost Account Selection screen (78).
- Completed and migrated into production the new TIN field on the R*Stars Vendor Profile screen (S052) as Phase I of replacing the Social Security Number as the vendor number in SFMA.

Interface Coordination and Security

- Provided test and production migration services to agencies for 15 new and/or revised financial data interfaces in R*Stars.
- Developed central e-mail notification process to alert staff when an E-commerce interface file is rejected from processing due to invalid accounting data.
- Identified and corrected a logic error in the import job for the SPOTS card interfaces. The change will generate a notification alerting central staff when a file is rejected from processing into R*Stars.
- Provided subsystem and accounting data analysis on 76 occasions to identify and correct agency production interface anomalies.

System Data Archives and Purges

- Provided information and training to agency customers via the SFMS User Group meetings and SFMS-News e-mails on the four fiscal year 2009 scheduled data purges and archives.
- Tested and performed the Vendor Tables purge, Cumulative Payment Table purge, Receipt Tables archive, and the Payment Control and Cancel Tables archive removing more than 13 million records from SFMA.

Designed programming specifications, tested, and removed obsolete agency data from the ADPICS tables.