

EnterpriseOne Archive Project: Frequently Asked Questions:

General Archiving Questions:

Q. What date are you anticipating the archiving will be implemented?

A. We do not yet have a target date for the implementation. Agencies will be informed, as more information is available.

Q. Is there a way of archiving non-essential data and leaving essential data in production for agencies? Agencies were told that the information would be out there out forever.

A. The archive process will not be deleting data. You will be able to run all your reports, the same way you do now. If you need more detail on transactions which have been archived, you may submit a request, and the information will be provided for you.

Q. I think that our staff would be frequent users of the archived data.

A. When you need access to archived records, you may submit a request and the information will be provided for you.

Q. As you are working through the process of archiving the data and obtaining the archiving, could we have a person or two from our staff involved?

A. We will not need additional agency staff involvement at this time. Agencies have been invited to email us any questions and concerns.

Q. Could we be involved with the testing of the archived data?

A. We will not need additional agency staff involvement at this time.

Q. How will we access the archived data (hopefully, it will be a user-friendly method)?

A. For the immediate future, you will only need to submit a request to State Accounting for the archived data you need, and it will be provided for you. You will not have to learn a new access method.

Q. Is it possible for all of my agency's information to remain in the system? We have a need for a minimum of 10 years of financial and inventory information, and maintaining all time history records, for our reporting needs.

A. There is not an option to opt-out of the archive process. All agencies' financial transaction detail records will be archived. The transaction detail is not being deleted. It is just being moved to a new storage location. If you need more detail on records that have been archived, you may simply request the data and it will be provided for you. Inventory information is not being archived at this time.

Q. Will specific staff from all agencies have access to the archived data? We may need access to data immediately.

A. When you need information that has been archived, you may simply request the data and it will be provided for you.

Employee Information Questions:

Q. How will agencies search for employees' address book numbers of potential re-hires to the State between the dates 2003 - June 30, 2008?

A. The Address Book records will not be archived. You will search for employees' address book numbers, the same way you do now.

Q. Will employees' pay-stubs, W2 be archived or remain on the system?

A. Pay stub and W2 information is not being archived at this time.

Q. Which, if any, reports should we run for current employees, whose data will be archived?

A. It will not be necessary for you to run any reports prior to the archive. We are moving (not deleting) detail records. They will still be available on request.

Q. Will we be able to quickly and easily access archived data, specifically, Basic Compensation for payroll is often needed at short notice when considering a re-hire.

A. Time and payroll records are not being archived at this time. The archived transactional detail records will still be available, on request. They are not being deleted. The archive process will only move them to another storage location.

Q. Will we have access to the PDBAs to review or research benefit history, including garnishments?

A. Benefits and PDBA information is not being archived at this time.

Q. Will employees be able to access paystubs beyond five years, after the archive?

A. Paystubs are not being archived at this time.

Financial Information Questions:

Q. Does AP offset integrity involve object 211900, which is the AP offset object, and is the object for AE entries on voucher transactions?

A. Yes

Q. We have no old errors with the A/P to G/L Integrity by Offset Account (R047001A). Is this where I should be looking?

A. If you have no errors, you will still have no errors after the archive process.

Q. Will the software summarize data in the F0411 table to agree with the F0911 table so that the offset amounts will agree between all tables?

A. The F0902 records will not be changed by the archive process. The detail records from the F0911 will be archived, and summary records will be inserted in their place. This will maintain the AP by offset integrity.

Q. How will we be able to identify the summary records?

A. The summary records will have a doc type of BF.