Business User Group

MAY 8, 2014

Pre-audit

- *Submit claims within 60 days of when expense was incurred*
- *Include Start and Stop times for travel events on Expense Reimbursement Request*
- *Must have detailed, not summary credit card, receipts*

Want to reduce cost? Easy as1-2-3 & A B C

1. *Beware of how a vendor is paid(warrant vs ACH)*
2. *Analyze how many payments a vendor has received*
3. *When more than 3 warrants/yr. – consider for direct deposit*

*A=**ACH**, less handling cost, reduces fraud/waste risk*
*B=**Be proactive** – obtain/update vendor banking data*
*C=**Convenient**, quick online set up at State of Nebraska AS Accounting Division - Blank Forms:*

State of Nebraska Substitute Form W-9 & ACH Enrollment Form

Replacement Warrants

- *§77-2215 revised*
- *Duplicate replace by 'Replacement'*
- *Reissued warrants will no longer be marked as duplicate or replacement*
- *Revised form to be added to State Accounting web site - forms*

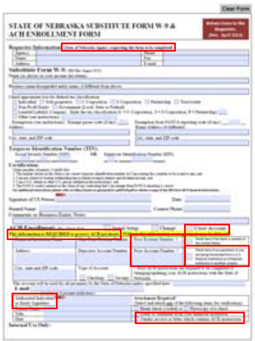
Treasurer April 2, 2014 Letter

- End of Fiscal year transfers to Treasurer's office by June 13, 2014. Including E1/NIS business unit data and statutory or LB reference.
- 2014-2015 transfers – submit request two weeks before transfer date. Again E1/NIS and statutory or LB reference.
- Additional activity – please refer to letter – attached as support documents to presentation.

Address Book

- **AB Enhancements Implemented**
  - Go Live Date: December 16th, 2013
  - On time & on budget! ☺
- **Revised combined W-9/ACH Enrollment form**
  - 1 Change to the Requester Information portion
    - Requester Information clarified
      - The Requester is the State of Nebraska Agency requesting the form to be completed.
  - No Changes to the W-9 portion
  - 6 Changes to the ACH portion
    - Close Account checkbox
      - Provides authorization to remove ACH information from a record currently set up with ACH.
    - ACH Requirement statement clarified
      - This information is REQUIRED to process **ACH** payments.
    - Prior Routing/Account numbers
      - Are **required** to be provided with ACH change requests.
    - Updated and Shortened verbiage for the forwarding to foreign banks checkbox
      - FYI: anything marked in either foreign bank checkbox will not go as ACH, the Treasurer's Office will need to be contacted to have the funds wired instead.
    - Clarified "Vendor Signature" field
      - The field has been renamed to "Authorized Individual or Entity Signature"
    - Clarified the last attachment for ACH verification,
      - Vendor invoice or letter **which contains ACH instructions**

Address Book


STATE OF NEBRASKA SUBSTITUTE FORM W-9 & ACH ENROLLMENT FORM

Requester Information: State of Nebraska
Agency requesting this form to be completed

Close Account checkbox:
Provides authorization to remove ACH information from a record currently set up with ACH

ACH Requirement statement clarified:
This information is REQUIRED to process **ACH** payments

Prior Routing/Account numbers are required to be provided with ACH change requests

Shortened verbiage for the forwarding funds to foreign banks checkbox
FYI: anything marked in either foreign bank checkbox will not go as ACH, the Treasurer's Office will need to be contacted to have the funds wired instead

"Vendor Signature" has been renamed to "Authorized Individual or Entity Signature"

Clarified the last attachment for ACH verification to "Vendor invoice or letter **which contains ACH instructions**

Address Book

- **AB Training Sessions**
  - Planning 2 half day sessions, one morning, one afternoon
  - AB Training Session Survey Sheet
    - Which session would you be interested in?
    - Provide specific areas that you would like discussed at your session

AB Training Survey
I would be interested in attending a class for Address Book Training: ☐ Yes ☐ No

I would prefer a: ☐ Morning Session ☐ Afternoon Session

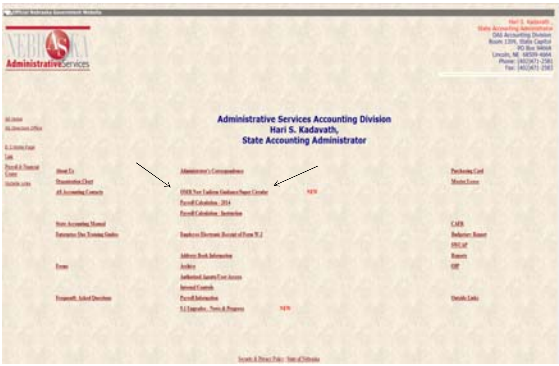
Topics/specific areas of concern or interest:

- **AB Enhancements: Agency Feedback**
  - Any questions/concerns?

Uniform Guidance of Federal Financial Assistance

Amy Wilson

http://das.nebraska.gov/accounting/



State Budget Process

Gerry Oligmueller

State of Nebraska

9.1 JD Edwards EnterpriseOne Upgrade

13

State of Nebraska Background

- 2003 Implementation of JD Edwards ERP system replaced 25-year-old legacy system statewide financial system, payroll system and assimilated Purchasing and Statewide Inventory System
- System user base spans geographically across the State of Nebraska
- Implemented Distribution and Manufacturing in 2007
- Volume = Over 50,000 POs annually
- 18,000+ employees are paid via 120 different payroll IDs (monthly and biweekly)
- Financial Transaction F0911 table = 200+ Million Records

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State of Nebraska Background

- Current Application release: EnterpriseOne 9.0 since 03/23/2010
- Tools release: 8.98.2.0
- Upgrade to 9.0 resulted in the following:
  - Migrated from Middleware for Address Book record requests to Customized Address Book records requests within E1
  - Implemented Personal Data Security and eliminated customized Address Book Application
  - Migrated from Formscape to BI Publisher
  - Developed Purchasing Document Powerform
- Upgrade History:
  - Xe implementation – 2003
  - Xe to 8.10 – 2006
  - 8.10 to 9.0 – 2010
  - 9.0 to 9.1 - 2014
- Database: AS/400 system i, v6r1

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State of Nebraska Background

State of Nebraska

- Security:
  - Production Business Unit Roles – 217
    - Agencies are not allowed to see each others data
  - Total Production Roles (including BU roles) – 490
  - Security Rows – 70,000
  - State of Nebraska uses SSL and makes available to the Internet. We cover the entire State of Nebraska and need to make accessible to all State Employees.
  - Statistics:
    - New User ID Creations per month – 275
    - User IDs Terminated per month – 300
    - User ID role changes per month (outside of creation/terminations) – 700
    - User ID password resets per month – 1,850

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State of Nebraska Architecture

State of Nebraska

- **Custom Objects: 3831**
- **Modified Objects: 362**
- **Copied Modified Objects: 452**
- **Interfaces:**
  - **Kronos**
  - **Agency Mainframe Applications**
  - **Workday**
  - **3M**

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State of Nebraska 3rd Party

State of Nebraska

- dcLink – Barcode Scanning – Synchronous and Asynchronous
- Vertex – used for Payroll
- UPK – Training Guides
- JAWS – accessibility for Blind and Visually Impaired
- Radview – Stress Testing
- Cornerstone – Learning Management System
- NeoGov – Applicant Tracking System
- Workday – HR System

18

State of Nebraska System Users

State of Nebraska

- All users are Internal
- Named Users 18,400
- Consists of:
  - 14,000 Self Service
  - 4,350 Power Users (multiple functions within system)
  - 50 Second Level Help Desk Users (Business Owners)
  - 1400 Max Concurrent Users
- Types of Users (outside of standard application)
  - Blind & Visually Impaired – JAWS Application
  - Barcode Scanner Only – dcLink
- Supporting
  - 83 Agencies across the State of Nebraska
  - Centralized and Decentralized Business Processes
  - All Payments for State Government including University of Nebraska and State Colleges

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State of Nebraska Milestones

State of Nebraska

Title	Description	Target Completion Date	Actual / Forecast Completion Date	Status
Project Kick-Off	Kick-off Presentation, Preliminary Project Plan	16-Oct-13	16-Oct-13	**Completed**
Net Change Workshop	Net Change Documentation	1-Nov-13	1-Nov-13	**Completed**
Fit Gap Analysis Completion	Fit Gap Analysis Documentation	6-Dec-13	6-Dec-13	**Completed**
CNC Work	Design Prep, H/w configuration, Install Pristine, Mock #1, Install Dev	13-Dec-13	14-Feb-14	**Completed**
Modification Disposition – Part 1	Retro-fitted 33% OMW projects complete and Unit Tested	10-Jan-14	28-Feb-14	**Completed**
Modification Disposition – Part 2	Retro-fitted 66% OMW projects complete and Unit Tested	14-Feb-14	4-Apr-14	**Completed**

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State of Nebraska Milestones

State of Nebraska

Title	Description	Target Completion Date	Actual / Forecast Completion Date	Status
Modification Disposition – Part 3	Retro-fitted 100% OMW projects complete and Unit Tested	11-Apr-14	9-May-14	
Configuration and Testing Completion	Configuration 90% complete and validated by Customer core team. Menus – Test all applications and UBE's associated with State of Nebraska menu	20-Jun-14	31-May-14 (Finance Only) 18-July-14 Remaining Modules	
Performance Testing Completion	State's acceptance of Performance Testing and Team Peridot's submittal of Performance Findings and Recommendations Report	11-Jul-14	30-Jul-14	
User Acceptance Testing Completion	All Medium and High Priority issues resolved except those which are dependent upon a response from Oracle or State	8-Aug-14	18-Jul-14	

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State of Nebraska Milestones

Title	Description	Target Completion Date	Actual / Forecast Completion Date	Status
G0-Live	GO/NO GO meeting minutes, customer stakeholder signoff for GO. Team Peridot provides training documentation. Cut over plan	Sep-2-14	Sep-2-14	
Production Support Ends	Support as needed, list of change requests, Project Exit Criteria and signoff, PCSAT for the project	3-Oct-14	3-Oct-14	
Expense Management Implementation for DHHS	Implementation of Expense Management module at DHHS agency.	Go Live, Sep-2-14	Go Live, Sep-2-14	

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State of Nebraska Communication

Weekly Communication about the Upgrade

http://das.nebraska.gov/accounting/nis/9.1_updates.htm

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State of Nebraska Tips and Tricks 9.1

- Navigation (Menus) are no longer down the left side of the screen
  - Bread crumbs have been added
- Icon no longer have words (find/delete cancel)
- Several modules have hyperlinks to other applications
- Favorites is now more easily configured
  - Drag and drop
  - Create folders
  - Rename
- Filter capability allows you to work with grids more easily
  - Save and store filters
  - Customize filters for easy inquiry

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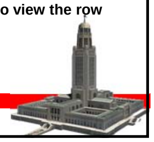
State of Nebraska
Tips and Tricks 9.1

- Grids are more easily customized
  - Column sequence
  - Column width
  - Freeze columns
- Work with Submitted Jobs now displays report and version names
  - Icons appear to open reports
  - Icon appears to print reports
  - Green in the upper right corner indicates a successful run
- Ability to “right” click in a grid row or on a form to view the row and form exit options



25

Expense Management Project

May 8, 2014

AS STATE ACCOUNTING

HARI KADAVATH, AS STATE ACCOUNTING ADMINISTRATOR

JULIE PEREZ, EXPENSE MANAGEMENT FUNCTIONAL LEAD

Project Scope

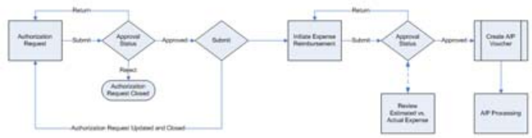
27

- Purpose
- Authorization Application
  - Travel – Individual
  - Tuition
  - Reimbursable Expenses
  - Group Event
- Expense Reimbursement Application
- Authorization vs. Actual Expenses Application

May 9, 2014

Expense Management Process

Friday, February 28, 2014



May 9, 2014 28

Authorization Request

29

- Development Phase
  - End User will request authorization which will route through approval process
  - Approval routing has not yet been defined
- Attachments on Header
- Workflow provide notification status
- Screens are not final and desired functionality is still being determined.

May 9, 2014

View Authorization Request

30

- Authorization Request Numbers are generated automatically to track all Authorization Requests.
- Authorization Request will have statuses and route for approval using workflow.
- "Approved" Authorization Requests cannot be modified.

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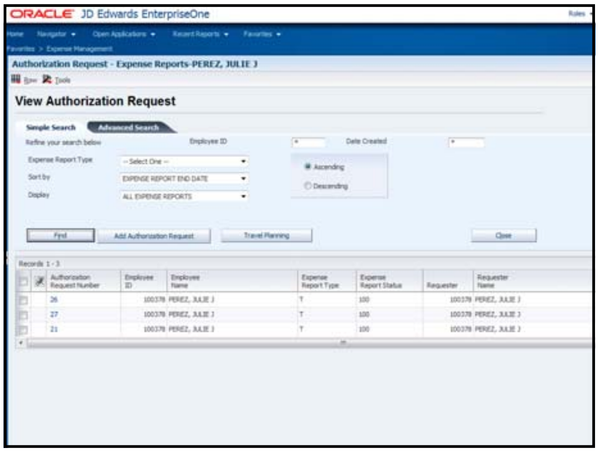

Add Authorization Request

32

- The Expense Payee defaults to the Address Book number tied to the User ID.
- An Employee can be designated to create an Authorization Request on behalf of another individual (e.g. supervisor, board member, etc.)
- Contact information appears for reference only on this screen.

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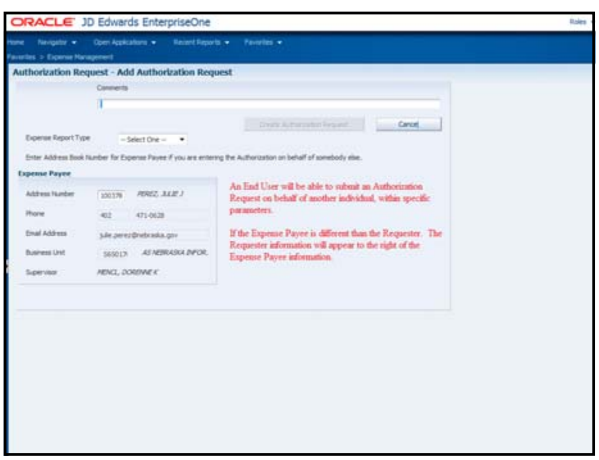

Authorization Request Types

34

- Individual Travel
- Tuition Reimbursement
- Reimbursable Expenses
- Group Event

May 9, 2014

Individual Travel

35

- Travel Request is for estimated expenses
- This must be approved prior to committing any funds against the desired Travel.

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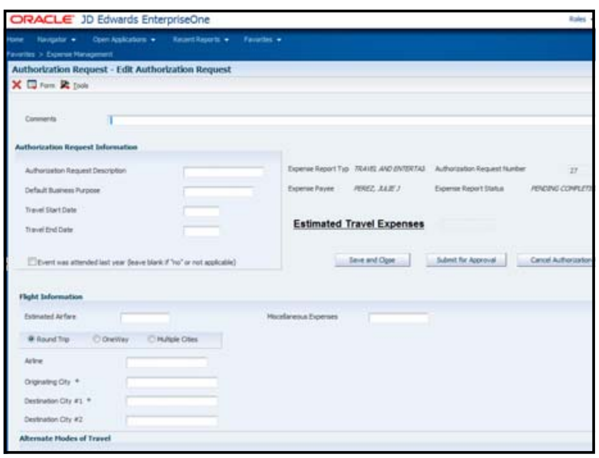
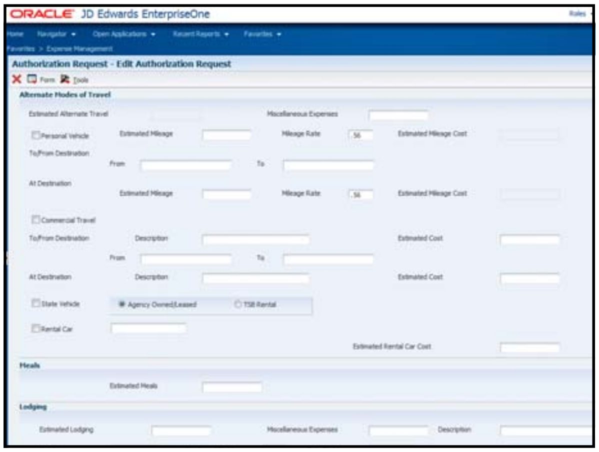
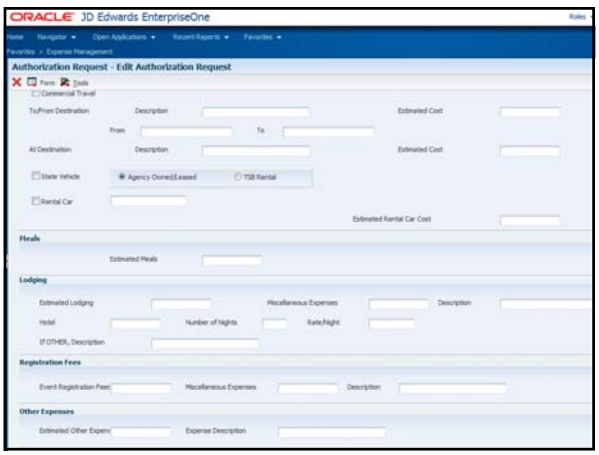




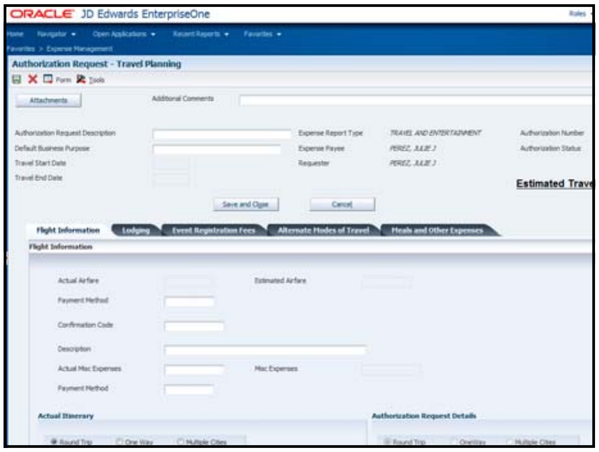


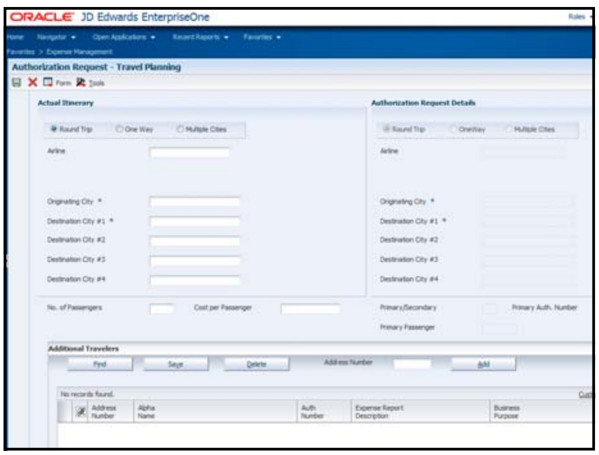
Travel Planning

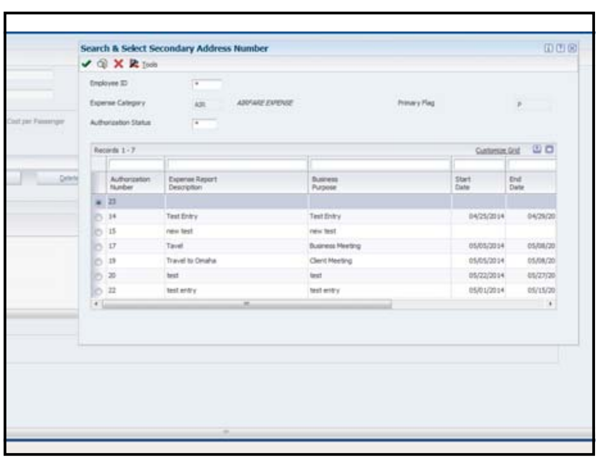
39

- Accessed after Travel Request is approved
- Includes Payment Methods
- Allows multiple travelers on a single itinerary or booking to be linked (see next screen)

May 9, 2014


ORACLE JD Edwards EnterpriseOne
Authorization Request - Travel Planning
Attachments
Additional Comments
Authorization Request Description
Default Business Purpose
Travel Start Date
Travel End Date
Expense Report Type
TRAVEL AND ENTERTAINMENT
Expense Payee
Requester
Authorization Number
Authorization Status
Estimated Trave
Save and Close
Cancel
Flight Information
Lodging
Event Registration Fees
Alternate Modes of Travel
Meals and Other Expenses
Actual Airfare
Estimated Airfare
Payment Method
Confirmation Code
Description
Actual Misc Expenses
Misc Expenses
Actual Itinerary
Authorization Request Details


ORACLE JD Edwards EnterpriseOne
Authorization Request - Travel Planning
Actual Itinerary
Authorization Request Details
Round Trip
One Way
Multiple Cities
Airline
Originating City
Destination City #1
Destination City #2
Destination City #3
Destination City #4
No. of Passengers
Cost per Passenger
Primary/Secondary
Primary Auth. Number
Primary Passenger
Additional Travelers
Find
Save
Delete
Address Number
Add
No records found.
Address Number
Alpha Name
Auth Number
Expense Report Description
Business Purpose

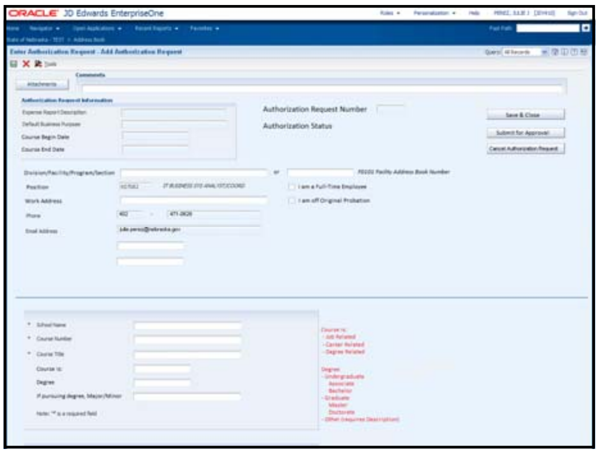

Search & Select Secondary Address Number
Employee ID
Expense Category
AIRFARE EXPENSE
Primary Flag
Authorization Status
Records 1 - 7
Customize Grid
Authorization Number
Expense Report Description
Business Purpose
Start Date
End Date
Test Entry
new test
Travel
Business Meeting
Travel to Omaha
Client Meeting
test
test entry

Tuition

43

- Key fields will be included as requirements for Tuition.
- Development through collaboration with DHHS and Department of Correctional Services.
- Approvals will route through “Tuition Coordinator”

May 9, 2014

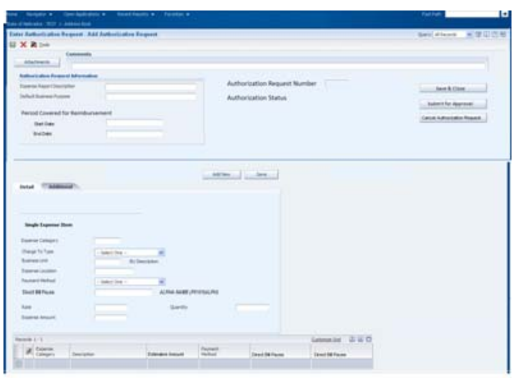


Reimbursable Expenses

46

- Approval for anticipated expenses that are not tied to Travel
- Reimbursable Expenses will have a corresponding Expense Reimbursement Request

May 9, 2014



May 9, 2014 47

Group Event

48

- Will be used to capture events where there are multiple attendees at a single event and a “roster” is required for attendees.
- Approval will not go through a supervisor for each attendee as defined in “Travel – Individual”
- Development through collaboration with Department of Correctional Services and Game & Parks Commission

May 9, 2014

Payment Methods

49

- Transfers to a Reimbursement Request
  - Reimbursable to Employee (will be on Expense Reimbursement Request)
- Available for A/P and Supervisor review
  - Direct Bill – Vendor's Address Book Number required
  - IBT – e.g. TSB Rental Car
  - Procurement Card
  - Reimbursement to another Employee
  - 3rd Party is reimbursing Employee directly

May 9, 2014

Initiate Expense Reimbursement

50

- Development Phase
- Authorization Request Status change to "Closed" – View Only
- Submit requires completion of Authorization Request required fields, e.g. TSB Trip Ticket #
- Some estimated costs transferred to Expense Reimbursement (if applicable); Expense Reimbursement details can be updated with actual expenses

May 9, 2014

Expense Reimbursement

51

- Expense Report Types
  - Predefined
  - Statuses
- Expense Categories
  - Assigned to Expense Report Types
  - Associated with an Object Account, e.g. AIR = 572100
- Employee Profile defines Business Unit
- Attachments on Header and Expense Lines
- Workflow provide notification status

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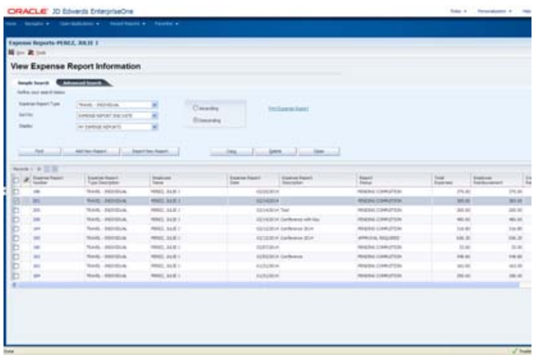
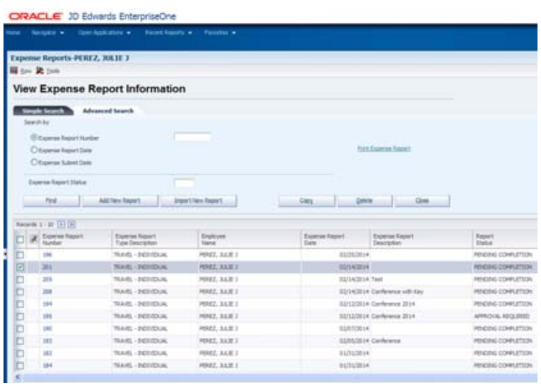
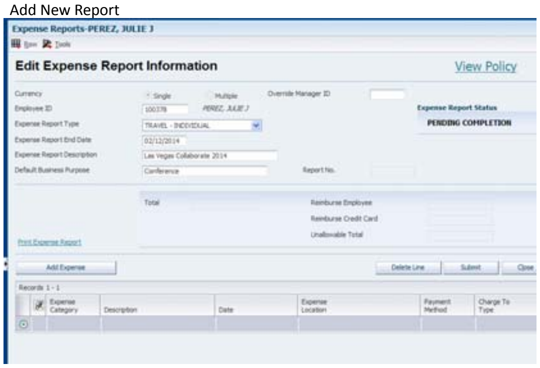
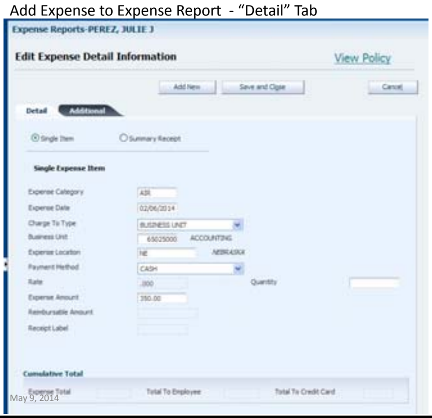




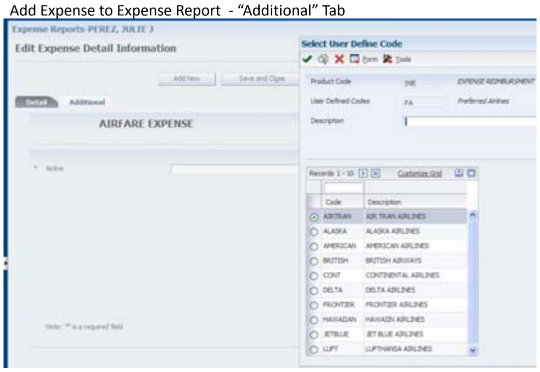
Add New Report



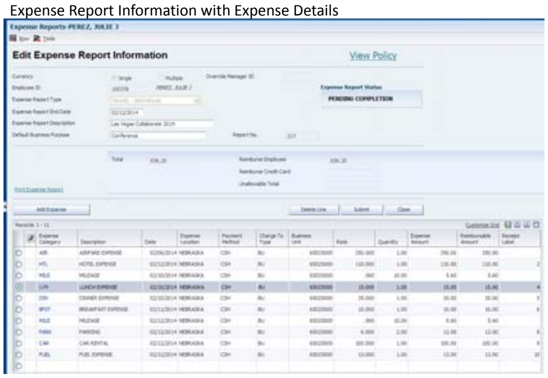
Add Expense to Expense Report - "Detail" Tab



Add Expense to Expense Report - "Additional" Tab



Expense Report Information with Expense Details

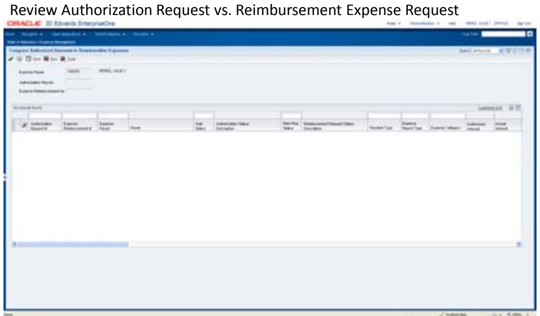


Review Estimated vs. Actual Expenses

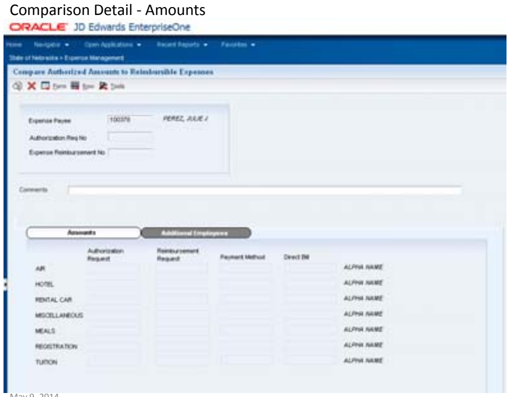
58

- Inquiry Only Application
- Search Filters – to be defined
- Hyperlink to Authorization Request or Expense Reimbursement Report
- Used by Requesters, Approvers and Accounts Payable
- Mock screens are not final and desired functionality is still being determined.

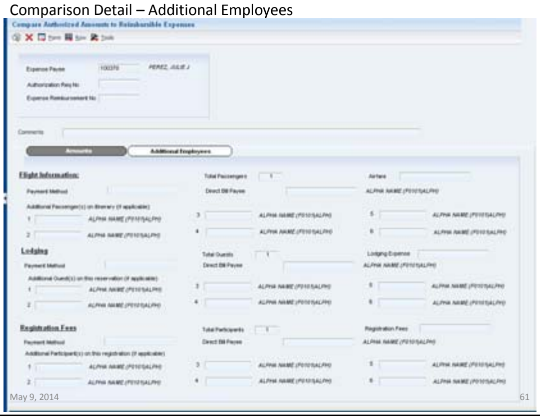
Review Authorization Request vs. Reimbursement Expense Request



Comparison Detail - Amounts



Comparison Detail – Additional Employees



May 9, 2014 61

Create A/P Voucher

62

- System ties Business Unit to Object Account based on Expense Category
- Business Unit – Object Account:
  - For each Expense Category (e.g. AIR), standard Expense Management functionality supports one Object Account (LOD 5)
  - Many Agencies use subsidiaries and Object Accounts (LOD 6 – LOD 9); we are analyzing available solutions for a one-to-many relationship for a Business Unit and Object Accounts

May 9, 2014

Timeline

63

- EnterpriseOne 9.1 Upgrade target “go live” date is September 2, 2014
- Initial roll out to DHHS; follow-up with agencies for their implementation
  - Set-up will be required for each agency and the employees who will use Expense Reimbursement
  - An Expense Management Role will be required for access to the module; roles are not yet defined

May 9, 2014

Comments/Questions

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May 9, 2014

Fiscal Year End Schedule

Bruce Snyder

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Accounting Year End Reminders

Accounts Payable

- Use the **Prior Year Voucher** Menus when paying for all goods or services received in the prior fiscal year.

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Accounting Year End Reminders

Year-End Checklist

- Review monthly checklist items.
- Review Balance Sheet account balances including Received Not Vouchered Payable (Object Code 211700) for all funds to ensure balances are correct.
  - Received Not Vouchered Report (R5509699)
- Review open Purchase Orders to ensure the order is valid. Open POs will be rolled over to July 1, 2014.
  - Allotment Status Encumbrance Detail Report (R5509730)
  - Open PO Detail by Branch/Plant (R43632)

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Accounting Year End Reminders

Year-End Checklist

- Review reports for any unusual account balances that need to be investigated and/or corrected before year end closing.
- Review the account used for the Treasurer's Credit Card Suspense transactions (usually object 486600) to determine the need for additional journal entries.

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Accounting Year End Reminders

Run Fixed Asset Reports

- Unposted Fixed Asset Transactions Report
  - Report has to be blank by June 25
- F/A No Cost Integrity
  - Blank by June 25 (except for assets that **are** going to be received)
- Auditor F/A Listing Report
  - Run several times before year-end

*Click each report title above for training guides on how to run the report.

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Closing the Books

Wednesday, June 25, 2014:

- **LAST DAY TO POST FISCAL YEAR END 6/30/14 TRANSACTIONS.**
- This includes purchase orders and purchase order receipts, fixed assets, voucher processing, journal entry activity, etc.

  Note: No purchasing activity by anyone in the State of Nebraska without authorization until July 1, 2014.
- Agencies who require access to the system for specific June 30 business transactions can phone **Wes Mohling at 471-0601.** State Accounting will determine the best way to coordinate the completion of your year-end work. State Accounting will be monitoring the queues.

70

Closing the Books

Thursday, June 26, 2014:

- Normal transaction processing for Cash Deposits and Receipts Through the Treasurer's Office
- State Accounting will process only volume voucher payments and emergency payments
- Disbursements **without a purchase order** created and approved for new Fiscal Year '14 (FY 14-15) – **NO POSTING**. (Remember to use prior year payable menu for voucher processing when appropriate.)

71

Closing the Books

Monday, June 30, 2014:

- Treasurer cut off for deposits at 9:00 A.M. Deposits after this should have a 7/1/14 GL date
- E1 will be unavailable for all agencies at 4:00 P.M. except State Accounting.
- State Accounting will roll-over outstanding purchase orders at June 30, 2014 into the new fiscal year.

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Closing the Books

Tuesday, July 1, 2014:

- No posting until Flash Memo is received that year end close is complete – anticipated by 7:00 A.M.
- State Budget provides partial allotment of new appropriations.
- Agencies should use prior year voucher processing menus when appropriate
- July 1, 2014 Allotment Status Report, with new fiscal year data, will be available on MREPORT
- Review purchase orders to determine year end rollover is correct

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NEBRASKA Administrative Services

Closing the Books

Payroll Manual Encumbrance

- **State Accounting will prepare the manual encumbrance for the July 9 payroll and will adjust for June 30 on the July 23 payroll.**
- **State Accounting will liquidate payroll encumbrances following certification.**

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NEBRASKA Administrative Services

Closing the Books

Fiscal Year End (June 30, 2014) Closing Schedule Memo from State Accounting under Administrator's Correspondence at:
http://das.nebraska.gov/accounting/nis/admin_correspodence/FY14_ye_closing.pdf

75

NEBRASKA Administrative Services

Payroll

Presented by:

Syl Luhring

Open Enrollment & Payroll

- With the advent of Open Enrollment come changes to coverage and rates. The rates will be set into place as of July 1st. In an attempt to assure the rates are correct for both the B-13 and B-14 payrolls (ending June 15th and 29th respectively) there will be modifications to the schedules for each. Processing of payrolls for those periods will have changes in the schedules. NO payroll will be allowed to certify or be locked down until we give the "All Clear" to process payroll. More detail will be forthcoming.

Monthly New Hires

- For monthly agencies only to avoid creating the interim for new hires.
  - Submit the Name, Address Book Number and the original hire dates to Payroll the day before payroll is processed.
  - State Accounting will make the internal changes.
  - Enter this payroll as any other payroll for the month.
  - State Accounting will make changes back to original status.

PAYROLL CERTIFICATION

Do Not Reset Payroll!!!

Once the payroll certification is submitted to State Accounting. Contact us first to see where we are and if it is OK to reset the payroll.

Form W4

- IRS.gov ***
- Employee Withholding Allowance Certificate.
- Middle part to calculate exemptions.
- Exempt Status updated every year
- Use code 99 if the PFC – Employee Payroll Update

W4 Exempt Status

- Code status as a 99.
- Report available for agency processing to verify the status or to see which ones will need to be renewed for the upcoming year.
- W4 ATTESTATION: Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and this year I expect a refund of all federal income tax withheld because I expect to have no tax liability.
- Sign and date the form.
- Renew every year by February 15th or adjust the form accordingly. (by changing the number of exemptions). Failure to submit a new form by February 15th to either continue the exemption or change to a different status will result in a withholding at the higher rate until a new or revised form is submitted.

LB 1004

- 1.5% minimum withholding for State tax
- Lower % allowable if legitimate number of exemptions or are claiming exempt status
- New form to calculate %
- Use of form ****

Interim (emergency) Warrant Processing

- From State Accounting manual under Interim Payrolls. "State Accounting recognizes that emergency situations do occur which require an interim payroll payment. Because of the substantial manual effort involved for both the agency and the State Accounting Office, agencies are asked to request interim payments **only**, in those situations when payments absolutely **CANNOT** be made in a normal pay cycle. E1 is designed to allow maximum flexibility for adjusting employee income and deductions in the normal pay cycle."

- Volume went down for while now rising again.

Interim (emergency) Warrant Processing (Continued)

- When making a request for an interim payment, two Worksheets must be submitted to State Accounting:

- The current Pay Calculation Worksheet should be completed prior to completing the Interim Payroll Worksheet. This worksheet will help agencies in determining the amount to withhold for the employee. These amounts are then entered on the Interim Payroll Worksheet.

- The Interim Payroll Worksheet should be completed to provide a detailed explanation for the need for the Interim Payment. In the field for Detailed Reason for Interim, please provide enough information so that the person processing the Interim for you understands what is happening. The lack of a thorough explanation could delay the process. In addition, the request **must** have the proper authorization or processing could be delayed.

Interim Processing

- If it can be processed through payroll – DO IT!
  - Change the W4 exemptions on last pay to adjust the taxes if the employee requests it, otherwise pay as normal.
  - Include vacation and sick leave payouts in payroll after the change. Do not create interims for these.
- Use appropriate DBA codes when submitting form (not just the name of the account where you want it to go) Example: Retirement should show as 1110 or 1110 Retirement not just Retirement.

Direct Payments from Employee

- List the account numbers to which payments should be returned. Use the code to which the amount should be applied as well as the.01/-.01 method
- Enter DBA codes for amounts, not just the name.
- If the employee is refunding money for an overpayment, Gross up the amount on the worksheet to cover FIT, SIT, FICA, Medicare and Retirement paid and enter amounts as a negative (-).
- If employee is paying for insurances while off, enter the amounts as positive (+). Only the code 2000 should be negative (-) at that point.