

# FISCAL MANAGEMENT NEWS

August 2003

(A Newsletter Published by the Fiscal Management Division of OMB)

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### National Payroll Week September 2-5, 2003

The State of North Dakota is joining in the salute to the American worker and payroll professionals by participating in National Payroll Week, September 2-5, 2003.

There are 9,233 people employed at the State of North Dakota who expect and demand that paychecks be accurate and on time. National Payroll Week is a public awareness campaign that pays tribute to payroll professionals and the more than 130 million people who work in the United States. National Payroll Week highlights the payroll professionals who support the American system by not only processing wages, but also reporting earnings and withholding employment taxes that keep America running smoothly.

*Take a minute to thank your payroll clerk for getting your payroll check or direct deposit to you.*

**THANK YOU**

### New Employees in Fiscal Management

There are five new faces in Fiscal Management since the last newsletter.

Kirstin Gibson replaced Shirley Teply at the front desk when Shirley left for health reasons.

Implementation of the ConnectND project and the transferring of employees to the Northbrook Mall resulted in the hiring of Ardyce Bergeson from DPI. Also, Lori Berger came from Game and Fish to assist with payroll.

New budget analysts are Lori Laschkewitsch and Joe Morrissette. Lori came from the Dept. of Financial Institutions, replacing Arvy Smith. Joe came from Legislative Council, replacing Dave Krabbenhoft.

Nice to have you with us!!



Kirstin, Lori, Ardyce



Joe and Lori

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# SIBR NEWS

## Time for a New Acronym . . .

It is time to add a new acronym to your vocabulary...and that acronym is BARS, short for the Budget Analysis Reporting System. BARS is the new and improved version of SIBR, the State Integrated Budget and Reporting system. BARS is a new budgeting and reporting application developed by Affinity Global Solutions.

Because BARS is a newer generation of the original SIBR, you will find many similarities to the system you have become familiar with during the past seven years. However, many refinements have been made by Affinity since SIBR was first implemented and despite your familiarity with SIBR you will find that in many ways BARS is a new application. Due to budget restraints and future ease of administration and support, BARS will be implemented primarily "off the shelf" with few programming changes. However, some system changes will be required to continue to provide budget users with the same level of detail they have become accustomed to with SIBR. The budget office is currently in the process of working with Affinity to identify and test those critical changes.

In the near future, we will be asking some of you to help in defining the reports and testing BARS. We look forward to getting your input as we prepare for the 2005-07 biennium budget cycle with a new budgeting and reporting tool for the state of North Dakota.

## Free Lunch Hidden in SIBR Manual



Sheila Peterson and Sandy Paulson took Jet Collins from the Agriculture Department to lunch. It was her reward for going through the SIBR Manual so thoroughly.

Kathy Roll from the Attorney General's Office and Caroline Becker from NDSU also called Sheila, but not quite quick enough to get the lunch. Great job callers, and thanks for reading the budget instructions.

Congratulations Jet!!

## Fiscal and Administrative Policy Manual Updated

The Fiscal and Administrative Policy Manual was updated and is on the Fiscal web site at <http://www.state.nd.us/fiscal>. Hard copies have been mailed to each agency. The policies that were updated are listed in the "Preface" section (right after the cover page). Please review all policy changes.



### Budget

As part of the ConnectND project, the state is implementing the PeopleSoft budget module. To assist in the implementation of these systems, a business process review (BPR) of the budgeting processes was completed in August. Agency reports used to track budget information are also being reviewed. Responses to the BPR and sample reports are being analyzed to determine how the PeopleSoft system will provide the budget information needed by state agencies.

The preliminary review indicated that agency involvement includes the building of the executive budget (through the OMB budget system), biennial budget to actual tracking (on SAMIS), and annual budgets (mainly for higher education). There have been numerous inquiries on the roles of the systems in the future. As implementation proceeds, the roles will become more clearly defined.

The PeopleSoft system will not be fully implemented until the 2005-07 biennium. For the 2005-07 budget cycle (which will start in early 2004), a combination of information from SAMIS, PeopleSoft Payroll, and data input will be necessary to complete agency budgets in the BARS system. As full implementation of the PeopleSoft system proceeds, additional information will be available for interface, reducing the amount of data that will need to be prepared manually.

### Financials

On April 1, 2003 we successfully implemented PeopleSoft General Ledger, Accounts Payable, Projects and Purchasing to the state/university system pilot agencies/campuses. Even though phase one has been completed, there are still improvements to be made and we are currently working to get these done.

The next phase is the statewide rollout of the modules mentioned on the previous page, plus Accounts Receivable, Billing, Asset Management, Inventory, Budgeting and Strategic Sourcing. Our target date for the statewide rollout is the 3<sup>d</sup> quarter of 2004. In general, the following steps will be used to rollout the system statewide - we will begin by conducting Business Process Analysis sessions (many of these have already been completed) followed by Fit sessions then configuration, testing and training.

A team, consisting of a module lead and personnel from various agencies, has been created for each module. Each team will be responsible for gathering system requirements and identifying gaps; system testing; initiating business process changes and training. If you would like to serve on a team and have not yet been contacted, please contact Chuck Lang, 8-6550 or 8-4931 or clang@state.nd.us.

- **Accounts Payable, Accounts Receivable and Billing** – Jeff Larshus, OMB
- **Asset Management and Inventory** – Lynn Doll, DOT
- **Budgeting** – Celeste Kubasta, OMB
- **General Ledger and Projects** – Chuck Lang, OMB
- **Purchasing and Strategic Sourcing** – Renee Walery, OMB

*Very Important:*

*We need your help – we will not be able to rollout statewide without it. There are 10 Financial modules and 4 HR/Payroll modules being deployed in the 3<sup>d</sup> quarter of 2004.*

Both Functional and IT staff must get involved and keep abreast of what is happening. We encourage your agency to conduct regularly scheduled meetings between the two groups to keep one another informed. Module teams consist of mostly functional personnel, however, we encourage IT personnel to attend team meetings, especially the Fit sessions scheduled to begin in September. There may be some redundant information being passed along because IT coordinators are being contacted by the ConnectND IT staff, but this only illustrates the importance of communication between the IT and Functional groups. If you plan on having an IT staff person attend a module team meeting, please contact your module lead to let them know.

## Payroll

ConnectND successfully implemented phase one of the Connect ND project. Phase one consisted of rolling out Human Resources, Payroll, Base Benefits and Commitment Accounting statewide. There were 35 subject matter experts from 17 various

agencies that participated in system plan and development. About 110 different system users received initial PeopleSoft training in one or more of the following courses including Navigation, Payroll, Base Benefits, Human Resources, Commitment Accounting, and Time Entry. PeopleSoft payroll became the system of record April 1, 2003. The first payroll checks were issued in PeopleSoft May 1, 2003. We are currently working on production support, issue resolution, modifying reports, and making improvements.

We also are in the initial stages of phase two implementation of the ConnectND project. A team consisting of a module lead and personnel from various agencies has been created for each module. Business Process Analysis and Fit sessions will be (or in some cases have been) conducted for each module. These sessions are followed with system configuration, testing, and training. The modules and module leads for phase two are listed below:

- **Flexible Spending Administration** (FSA-Flexcomp) - Sharon Ellsworth and Sharon Schiermeister (NDPERS). This module is scheduled to rollout statewide January 1, 2004 with the new flexcomp year.
- **Time and Labor** - Mike Sandal (OMB)\*
- **Training Administration** - Judy Froseth (Dept of Transportation) and Lee Lundberg (OMB-HR Management Services)\*
- **Recruit Workforce** - Ken Purdy (OMB-HR Management Services)\*

*\*These modules are scheduled to rollout statewide 3rd quarter 2004.*

These modules are being implemented jointly with the University System.

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## CAFR Award

For the 11<sup>th</sup> consecutive year, the Fiscal Management Division of OMB has been awarded the Certificate of Achievement for Excellence in Financial Reporting for the FY2001 CAFR (Comprehensive Annual Financial Report) of the State.

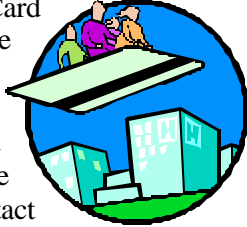
The prestigious award is presented by the Government Finance Officers Association of the United States and Canada. You may view our award-winning report at the following website:

<http://www.state.nd.us/fiscal/CAFR/CAFRIndex.htm>



## P-Card Program

The Purchasing Card program is going well. We have about 50 agencies using the program at this time. Our goal is to enroll all agencies. If you currently are not using the program and wish to do so, contact Sharon Franklin at 328-4904 or Kirstin Gibson at 328-2680.



Recently OMB received permission from ELAN to enter information into the database. As in the past, send your changes to Kirstin or Sharon by email. New setups should be completed on the forms from our web site and forwarded to OMB. When the changes or setup have been completed, agencies will be notified. Credit limit changes go into effect immediately. Other changes go into effect after midnight of the day the change was made.

Feel free to contact OMB if you have any questions.

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Web site: <http://www.state.nd.us/fiscal>

State site: <http://www.discovernd.com>

## Have a safe Labor Day weekend

If you have any questions or comments concerning this newsletter, please call 701-328-4904.

## IT Functional Consolidation

The IT Functional Consolidation Project resulting from HB 1505 requires agencies to consolidate specified IT services. OMB and ITD have been working on this project to address how the consolidation, migration and implementation will occur and to ensure that the process will create efficiencies, cost savings, and improved quality of service. The services being consolidated are e-mail, file and print server administration, database administration, storage, application server and hosting services.

There were two distinct groups of agencies identified in HB 1505. The first group, which included 15 agencies, had potential impact on FTE. The second group, which included 31 agencies, did not have FTE impact.

The Project Executive Committee has recommended that 9 FTEs be transferred to ITD on November 1. That is 15 fewer FTEs than specified in the bill. The bill provides that the consolidation is to result in accumulated net savings totaling \$1,400,000. Preliminary analysis indicates that for the initial 15 agencies, approximately \$1 million will be saved in the 2003-05 biennium if agency equipment can be fully reused. From other agencies an additional \$190,000 is estimated to be saved in the biennium if agency equipment can be fully reused. Object code 3001 and detail object code 2016 have been set up to track the expenditures relating to this consolidation.

Consolidation of these services will result in the migration of 199 servers, of which approximately 97 servers will be eliminated. Of the remaining servers, some will remain located within the agency due to unique requirements, however they will be administered by ITD.



The Final Recommendation Report will continue to be refined throughout the month of August through further discussions with the remaining 31 agencies. The final report will then be approved by the Executive Committee and submitted to the Governor for approval early in September.

A copy of this report will be available, once completed, on the ITD web site under "Current Initiatives" at <http://www.state.nd.us/itd/>.