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SECTION ONE: FRMS OVERVIEW

I.   OBJECTIVE

A.   Our objective is to establish, maintain, and enhance communication channels within Financial Resource Management Systems, with management, and with clients.

B.   We also strive to provide functional support to Financial Resource Management Systems and its clients to ensure effective and efficient client usage of Financial Resource Management Systems. Functional support deals with the actual input and processing of information through the components of the FRMS systems as well as the training of clients for using the systems.

C.   Technical support is also provided to ensure effective and efficient usage of the Financial Resource Management Systems. Actual program, report and other system software complications will be handled at a technical level of assistance.

SECTION TWO: COMPONENTS OF FRMS

I.   ADVANTAGE FINANCIAL EXTENDED (CAS)

    A.   Comptroller's System – State level accounting

    B.   Used for Statewide budgetary control and financial reporting

    C.   Produces the Comprehensive Annual Financial Report (CAFR)

    D.   Professional Services Contract Subsystem

        ♦ Professional contracts are set up for individuals who render services for the state.

    E.   Indigent Defense

    F.   Other Warrants

II. STATEWIDE NETWORK OF AUTOMATED PROCUREMENT (SNAP)

    A.   Procurement/Purchasing System

    B.   Used to obtain inventory and supplies for the operation of the State.

        1.   Contracts (Purchase Orders) are issued for individual items at the request of the agency through the buyer. A set quantity and dollar amount is established.

        2.   Annual agreement orders are used for items to be purchased at any time through the terms of the agreement. There is no set quantity amount but a maximum dollar amount is established.

        3.   During the bid process, vendors are selected. The bid references the specifications necessary for the item.

        4.   Open End purchase orders are for a set amount.

    C.   Sends accounting data (i.e. RQ's, PO's) to AFNS.

III. GOVERNMENTAL HUMAN RESOURCES SYSTEM (GHRS)

A.   State-wide Payroll/Personnel System

B.   This database is shared by the State Personnel Department and the State Comptroller's Office. The information is used to process and record all salary payments to state employees.

C.   Used to pay all employees regardless of whether positive pay (pay based on time) or exception pay (straight salary).

♦ Positive pay hours must be entered every pay period before the employee is paid.

♦ Exception pay does not have to be entered by the payroll clerk for the employee to get paid.

IV. ADVANTAGE FINANCIAL STANDARD (AFNS)

A.   STAND ALONE AGENCIES/APPLICATIONS

♦ Largest users of AFNS

♦ Needed separate application to maintain information

♦ Examples

1.   Administrative Office of Court

2.   Alcoholic Beverage Control Board

3.   Conservation and Natural Resources

4.   Correctional Industries

5.   Department of Corrections

6.   Department of Human Resources

7.   Department of Human Resources – Local Funds

8.   Finance

9.   Forestry Commission

10. Mental Health

11. Public Health

12. Public Safety

13. Rehabilitation Services

14. Revenue

B.   GENERIC AGENCIES/APPLICATIONS

♦ Small to Medium AFNS users

♦ Majority of State Agencies use the Generic AFNS Applications

♦ Also known as Applications 'B' and 'G'

♦ Examples:
    1.   Agriculture and Industries
    2.   Ethics Commission
    3.   Homeland Security
    4.   Military
    5.   Treasury

C.   AFNS 'E' APPLICATION (BUDGET/COMPTROLLER)

♦ Control agency which requires special processing

♦ Several agencies within the Finance Department are handled through the Budget/Comptroller's System.

♦ Examples:
    1.   Board of Adjustments
    2.   Building Commission
    3.   Building Renovation Financial Authority
    4.   General Fund Direct Disbursements
    5.   SETF – Direct Disbursements

D.   MANUAL AGENCIES

♦ May or may not have On-line inquiry access to CAS.

♦ All payment vouchers are created manually by the agency, and then sent to Accounts Payable to be entered into the CAS system.

♦ Accounts Payable Section is considered to be eyes to the system for manual users.

♦ Examples:
    1.   Credit Union Administration
    2.   Health Planning & Development
    3.   High School of Math & Science
    4.   Indian Affairs Commission
    5.   Legislative Reference Service

E.   NON-AMS AGENCIES

♦ Do not use AFNS as the accounting system

♦ Manage their own department accounting system that is converted to CAS during nightly cycle

♦ Examples:

1. Department of Labor

2. Department of Transportation

3. Economic and Community Affairs

4. Education Department

5. Environmental Management

6. Medicaid Agency

7. Retirement Systems

SECTION THREE: INTERACTION BETWEEN COMPONENTS

I.   INTEGRATION

      A. Integration is the moving of data electronically from one area to another.

      B. CAS, SNAP, GHRS, and AFNS are integrated to produce accurate financial reports and other pertinent information related to the accounting process.

      C. The chart below will help explain the integration process.

```
┌──────────┐   ┌──────────────┐        ┌──────────┐
│  SNAP    │   │     CAS      │        │   GHRS   │
│          │   │  CONTRACT    │        │          │
│          │   │  SUBSYSTEM   │        │          │
└──────────┘   └──────────────┘        └──────────┘

        RQs and POs          Payroll JVs are Loaded
        During the           2 Business Days after
          Night                  Gross to Net

                                                      Payroll
                                                      JVs and PVs
                    ┌────────────────┐                Load
                    │    AGENCY      │                1 Business Day
  SNAP PO Flag      │   ACCOUNTING   │                after
  During Same Night │                │                Gross to Net
                    │    AFNS &      │
                    │   NON AMS      │
                    └────────────────┘

       RQs and POs              Interfund CR/PV
     During Same Night              Warrants
        IN to IFSH                    and
       PVs and JVs             Warrant Cancellation

                    ┌──────────────┐
                    │              │
                    │     CAS      │
      Contract Subsystem          │
         PO Flag During │          │
           Same Night   └──────────┘
```

II. NIGHTLY CYCLE

- Runs Monday through Friday nights (except for Holidays)

- Allows the different components to integrate

- The following is a schedule of nightly cycle processing.

Time	System	Description
4:55pm	GHRS -	*'Comes Down' and runs backup.*
6:00pm	SNAP -	*'Comes Down' and runs backup.*
6:15pm	AFNS -	*'Comes Down' and runs backup.*
7:00pm	CAS -	*'Comes Down' and runs backup.*
7:30pm	SNAP -	*Nightly cycle to create RQs and POs. Contract Subsystem runs at same time.*
	INTG -	*Integration to pass RQs and POs to AFNS.*
8:30pm - 11:45pm	AFNS -	*AFNS Nightly Cycle.*
	INTG -	*Integration to pass AFNS data to CAS.*
12:15am - 6:00am	CAS -	*CAS Nightly Cycle.*
	INTG -	*Integration to pass encumbered PO data to SNAP and CAS Contract Subsystem.*
6:00am - 7:00am	SNAP -	*SNAP prints POs.*
6:15am - 7:00am	AFNS -	*AFNS brings up each application.*
7:00am		*CAS, SNAP, and GHRS 'Come up'.*
8:00am	AFNS -	*Manual Warrant Interface and Warrant Cancellation*

Note 1: Non-AMS users must have their payment voucher file ready by 11:00pm.

Note 2: On days that Gross to Net is run, GHRS is not available from 2:45pm until 7:00am the next business day, GHRS processes payroll PVs and JVs.

Note 3: Certain data integration processes run between major system 'windows'.