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# **FMS Pre-Implementation**

## **Vendor File Review, Analysis and Recommendations**

**Contract #09530**

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**April 2008**

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## 1.0 Introduction

As part of FMS pre-implementation, the Department of Administration, Division of Accounts and Reports, contracted with Salvaggio, Teal and Associates to review the vendor files currently used in STARS and Procurement Manager Plus (PMP). Also, some agencies have systems that initiate voucher processes and bypass STARS edits, and these agencies may have additional vendor files. In addition, other agencies have accounting systems or accounting functionality in programmatic systems that have been identified as candidates for replacement by the new Financial Management System (FMS). These systems may also have additional vendor files. During the FMS implementation, these different data files will need to be merged into a single vendor file with common data elements and a common format and loaded into the new FMS. This single vendor file will be the vendor file of the new FMS.

The deliverable for this task is this written report documenting the results of the review and analysis, with findings, observations, and recommendations, as appropriate. The intent of this report is to provide a summary of the issues in order to expedite data conversion of vendor data from around the State into the new FMS, which will be required for configuring and testing procurement processes, including accounts payable transactions.

Key components of this deliverable include:

1. Description of STARS and PMP vendor files (common and dissimilar data elements), issues and concerns;
2. Identification of agencies which may have their own purchasing systems and vendor files which are used in STARS Satellite which bypasses system edits (see STA's Analysis of Agency Systems deliverable);
3. Assessment of what type of data clean-up will be required as part of conversion.
4. Description of the "as-is" processes (in narrative form and flowcharts, if appropriate) currently used to update both STARS and PMP vendor files; and
5. Recommendations for the approach to any data cleansing where identified.

The following activities were conducted in support of the production of this deliverable:

1. Review STARS and PMP data files;
2. Review and identify agencies bypassing STARS edits;
3. Determine data clean up efforts including systems that bypass STARS edits (depth and breadth);

4. Document “as is” processes to update STARS, PMP, and agency system vendor files;
5. Develop recommendations for conversions; and
6. Draft report.

The document is organized as follows:

- 1.0 Introduction
- 2.0 STARS and Procurement Manager Plus (PMP) Vendor Files
- 3.0 Vendor File Bypass Payments
- 4.0 Agency Systems’ Vendor Files
- 5.0 Summary of Major Findings and Recommendations

## **2.0 STARS and Procurement Manager Plus (PMP) Vendor Files**

Following is a discussion of the STARS Vendor Edit Table and the PMP vendor files.

### **2.1 STARS Vendor File**

This section consists of the following:

1. A brief narrative description of the STARS system;
2. A brief narrative description of the STARS vendor file; and
3. The STARS vendor file layout.

#### **2.1.1 Narrative Description of STARS**

Kansas Statute Annotated 75-3728 directs the Director of Accounts and Reports (Department of Administration) to formulate a system of central accounting and maintain centralized accounting records. These records include the general and controlling accounts of the State, and are coordinated with the accounting records maintained by state agencies, prescribing uniform classifications for receipts and expenditures for all state agencies in accordance with accepted governmental accounting practices.

The **ST**atewide **A**ccounting and **R**eporting **S**ystem (STARS) was developed in the 1980's, implemented for the State of Kansas in 1990, and is currently utilized for controlling appropriations, processing payables, and general accounting purposes. STARS provides records showing at all times funds, accounts, and other pertinent classifications, the amounts appropriated, estimated revenues, actual revenues or receipts, amounts available for expenditure, total expenditures, unliquidated obligations, actual balances on hand, and the unencumbered balances of allotments or appropriations for each state agency.

Because STARS is the accounting system of record, all agencies must use STARS, although many also utilize other stand-alone systems as well. Twenty-three (23) State agencies electronically interface with STARS, while the remaining agencies enter required information manually.

#### **2.1.2 Narrative Description of STARS Vendor File**

The STARS Vendor File (aka "STARS Vendor Edit Table") is the primary source table for valid State of Kansas vendors used in STARS transaction processing and in financial

and tax reporting. At any given point in time, there are approximately two hundred thousand (200,000) to three hundred thousand (300,000) vendor records in the STARS Vendor Edit Table, depending on how long it has been since the last vendor purge. The most recent purge occurred on April 15, 2008. After this purge, the STARS Vendor Edit Table had two hundred seven thousand seven hundred forty (207,740) vendor records.

Payment, encumbrance, and warrant related transactions processed in STARS generally require, with some exceptions, the use of a vendor number, identifying a valid State of Kansas vendor. The vendor number consists of a nine character vendor number and a two character vendor number suffix. The vendor number is the taxpayer identification number, which is either the social security account number (SSAN) of an individual or the employer identification number (FEIN) of a partnership, corporation, or sole proprietorship. The vendor number suffix is used to identify a specific mailing address for a vendor. By using the vendor number and suffix in combination, STARS can accommodate multiple mailing addresses for a specific vendor.

Vendors with multiple partners, members, or locations are established with the entity's official name as the "00" suffix using the main office address. Additional suffixes are used for payments to the various individuals or addresses associated with the entity. This allows 1099 reporting information, if any, to be accumulated in the "00" suffix for proper completion and issuance of IRS Form 1099. All payments to a vendor number, under all suffixes, are accumulated as one amount for IRS tax purposes. The IRS Form 1099 is sent to the lowest numbers vendor suffix address, which is usually the address in suffix "00."

The STARS Vendor Edit Table is used to record the vendor number, suffix, address, and other information for each vendor. Before transactions can be processed in STARS for a vendor, an active record for that vendor must exist in the STARS Vendor Edit Table. Each agency is responsible for ensuring that the STARS Vendor Edit Table contains the appropriate vendor record prior to processing transactions that require the use of a vendor number.

### 2.1.3 STARS Vendor File Layout

The STARS vendor file layout follows:

<b>STARS VENDOR TABLE</b>			
<b>Prepared by Don Anderson</b>		<b>January 28, 2004</b>	
<b>Data Element</b>	<b>Format</b>	<b>Position</b>	<b>Content Rules or Values</b>
VE-GROUP-CODE	X(2)	1-2	'VE'
VE-ENTITY	X(1)	3	'1'
VE-VENDOR-NO	X(9)	4-12	SSAN for individual, FEIN for business, Vendor Number for State Agency.

<b>STARS VENDOR TABLE</b>			
<b>Prepared by Don Anderson</b>		<b>January 28, 2004</b>	
<b>Data Element</b>	<b>Format</b>	<b>Position</b>	<b>Content Rules or Values</b>
FILLER	X(1)	13	
VE-VENDOR-SUFFIX	X(2)	14-15	Use '00' for most common name/address for vendor number. Increment by 1 for each subsequent name/address for vendor number (if a suffix greater than 99 is required, alpha characters may be entered).
VE-VENDOR-TYPE	X(1)	16	One digit VENDOR TYPE or leave blank: '1' – Employee '2' – Federal Agency '3' – State Agency '4' – Local Government '5' – Vendor-Business '6' – Vendor-Individual '7' – Other '8' – '9' – Non-resident Alien
VE-WOMENS-BUS-IND	X(1)	17	One character WOMEN'S BUSINESS indicator or leave blank: 'Y' – Women's Business 'N' – Not Women's Business
VE-1099-IND	X(1)	18	'Y' – If vendor's payments should be reported to IRS for certain sub-objects. 'N' – If vendor's payments should not be reported to IRS regardless of the sub-object code.
VE-DISADVANTAGED-BUS-IND	X(1)	19	One character DISADVANTAGED BUSINESS indicator or leave blank: 'A' – Asian 'I' – Asian-Indian 'H' – Hispanic 'B' – Black 'N' – Native American
VE-MINORITY-BUS-IND	X(1)	20	One character MINORITY BUSINESS indicator or leave blank: 'A' – Asian 'I' – Asian-Indian 'H' – Hispanic 'B' – Black 'N' – Native American
VE-SMALL-BUS-IND	X(1)	21	One character SMALL BUSINESS indicator or leave blank: 'Y' – Small Business 'N' – Not Small Business
VE-VENDOR-NAME	X(40)	22-61	Name.
VE-VENDOR-BUSINESS-NAME	X(40)	62-101	If Name exceeds 40 spaces or as a second name line. May also be used as first line of address if needed.

<b>STARS VENDOR TABLE</b>			
<b>Prepared by Don Anderson</b>		<b>January 28, 2004</b>	
<b>Data Element</b>	<b>Format</b>	<b>Position</b>	<b>Content Rules or Values</b>
VE-VENDOR-ADDRESS	X(40)	102-141	Address.
VE-VENDOR-CITY	X(29)	142-170	If foreign address is entered, city and country in this field. An address is considered foreign if the state code used is not included in the list of allowable values for VE-VENDOR-STATE.
VE-VENDOR-STATE	X(2)	171-172	Valid state abbreviation or '*' for state code if foreign address is entered and/or abbreviation is not included in list of allowable values for VE-VENDOR-STATE.
<p>Note: Allowable values for VE-VENDOR-STATE are the generally accepted two digit abbreviations for the fifty (50) states plus the following: AS-American Samoa, CZ-Canal Zone, DC-Washington DC, GU-Guam, PR-Puerto Rico, and VI-Virgin Islands.</p>			
VE-VENDOR-ZIP-1-5	X(5)	173-177	If VE-VENDOR-STATE is '*' this field is not edited. This field may be alphanumeric if VE-VENDOR-STATE is not '*'.
VE-VENDOR-ZIP-6-9	X(4)	178-181	Optional field.
VE-CONTACT-NAME	X(40)	182-221	Optional field.
VE-PHONE-AREA-CODE	X(3)	222-224	Optional field.
VE-PHONE-PREFIX	X(3)	225-227	Optional field.
VE-PHONE-NUMBER	X(4)	228-231	Optional field.
VE-VENDOR-STATUS	X(1)	232	One digit VENDOR STATUS code: '0' – Active record '1' – inactive record '2' – inactive due to address error
VE-SORT-SEQ	X(10)	233-242	File sort field.
<p>Note: The 2A screen (alphabetically sorted) in the STARS vendor file is sorted by the sort sequence field, not by the vendor name. These are the guidelines:</p> <p>a). Individuals (Vend.Type 1 or 6) - LASTNAME,FIRSTNAME (ex. John Smith - SMITH,JOHN or George Smith - SMITH,GEOR) – do not add a space in between the comma and the first name since the field is limited to 10 spaces and we need as much information as we can get in there. The comma is used to distinguish the last name from the first since it is difficult to tell in some cases.</p> <p>b). Businesses – Type the first 10 digits of the vendor name except:                      1. names that have 8 or 9 digits in the first word, delete the separating space,                      2. "Cities of" - just use the name of the city                      3. Acceptable abbreviations are Amer=American, Intl=International, KC = Kansas City, Natl=National, NE=Northeast, NW=Northwest, SE=Southeast, SW=Southwest, Univ=University, US=United States</p>			
FILLER	X(10)	243-252	
VE-SS-FID-NO	X(5)	253-257	Three digit Agency Number plus two digit Division Number.
FILLER	X(9)	258-266	

<b>STARS VENDOR TABLE</b>			
<b>Prepared by Don Anderson</b>		<b>January 28, 2004</b>	
<b>Data Element</b>	<b>Format</b>	<b>Position</b>	<b>Content Rules or Values</b>
VE-LAST-PROC-DATE	X(8)	267-274	yyyymmdd.
VE-EFF-START-DATE	X(8)	275-282	yyyymmdd.
VE-EFF-END-DATE	X(8)	283-290	yyyymmdd.
VE-DUE-DATE-DAY	X(2)	291-292	Not used.
VE-ABA-NUMBER	X(9)	293-301	Nine digit American Banking Association (ABA) bank number.
VE-BANK-ACCT-NO	X(17)	302-318	Vendor's bank account number (left justify with trailing blanks).
VE-ACCT-TYPE	X(1)	319	One digit code to denote if checking or savings account. Allowable values are: 'C' – Checking 'S' – Savings
VE-BANK-NAME	X(31)	320-350	Bank Name.
VE-PRENOTE-IND	X(1)	351	Values are: 'Y' – Prenoted or 'E' –error on bank information.
VE-PRENOTE-DATE	X(8)	352-359	yyyymmdd.
VE-ABC-SEQ-NO	X(2)	360-361	For address verification only.
VE-ABC-CHECK-DIGIT	X(1)	362	For address verification only.
FILLER	X(100)	363-462	

## **2.2 PMP Vendor Files**

This section consists of the following:

1. A brief narrative description of the Procurement Manager Plus (PMP) system;
2. A brief narrative description of the PMP vendor files; and
3. The PMP vendor file layouts.

### **2.2.1 Narrative Description of PMP**

Procurement Manager Plus (aka “PMP,” “ProcMan,” and “PacMan”) is an application written by Decision Technologies, Inc., purchased and implemented by the State of Kansas in 1999. DTI supported the PMP product, with little technical involvement on the part of State of Kansas staff. When DTI moved PMP to a new version some years back, they wanted the State to upgrade to the newer version, but the State declined because the existing version met the needs of the State. As time went on, DTI didn’t want to maintain the older version of PMP, and the State could not get support. Eventually, the DTI employee who supported the State left DTI, and then the State could not get DTI to

answer their telephone. It is surmised that DTI went out of business. Efforts were made to find the DTI employee who supported PMP for the State, but these were unsuccessful.

The State does NOT have the source code for PMP. It is both undocumented and unsupported by the vendor. Thus, there is very little institutional knowledge of the PMP system today. The State has managed to reconstruct some of the basic administrative processes needed to make the system operate.

PMP provides limited purchase requisition functionality for purchases that are processed through the Division of Purchases. PMP contains vendors and addresses to which the State sends bid solicitations and places purchase orders. PMP does not interface with STARS.

Every agency is required to submit purchase requisitions to the Division of Purchases if an acquisition will exceed the agency's local purchasing delegation. Local delegated purchasing authority is noted in the table below. Agencies issue purchase orders directly to vendors for goods and services within their local delegated purchasing authority, for goods and services covered under a contract issued by Division of Purchases, or when granted Prior Authorization authority (sole source) from the Division of Purchases.

Currently there are twenty-two (22) agencies that utilize the electronic functions of Procurement Manager Plus to submit purchase requisitions to the Division of Purchases. All other agencies submit their requisitions in a hard copy format. Those requisitions are then entered into Procurement Manager Plus by Division of Purchases staff.

**DELEGATED PURCHASING AUTHORITY GRANTED TO AGENCIES**

**Per K.S.A. 75-3739(e)**

<b>AGENCY</b>	<b>DELEGATED AUTHORITY (\$)</b>
Adjutant General's Department	5,000
Administration	5,000
Administration, Division of Printing	10,000
Aging	5,000
Agriculture	5,000
Corporation Commission	10,000 (well plugging) 5,000 (well remediation)
Corrections, and affiliated institutions	5,000
El Dorado Correctional Facility	5,000
Ellsworth Correctional Facility	5,000
Hutchinson Correctional Facility	5,000
Norton Correctional Facility	5,000
Topeka Correctional Facility	5,000
Emporia State University	5,000
Fort Hays State University	5,000
Health and Environment	5,000

**DELEGATED PURCHASING AUTHORITY GRANTED TO AGENCIES**

Per K.S.A. 75-3739(e)

<b>AGENCY</b>	<b>DELEGATED AUTHORITY (\$)</b>
Juvenile Justice Authority, and affiliated institutions	10,000
Atchison Juvenile Correctional Facility	5,000
Beloit Juvenile Correctional Facility	5,000
Kansas Juvenile Correctional Complex	5,000
Kansas Correctional Industries	25,000
Kansas Highway Patrol	5,000
Kansas Lottery	5,000 (10,000 – promotional items)
Kansas Neurological Institute	5,000
Kansas State Fair	5,000
Kansas State University	25,000
Labor	5,000
Larned State Hospital	5,000
Osawatomie State Hospital	5,000
Parsons State Hospital	5,000
Pittsburg State University	25,000
Revenue	5,000
School for the Blind	5,000 7,000 (adaptive technology only)
Social & Rehabilitation Services, and its institutions	5,000
Transportation	25,000
University of Kansas	25,000
University of Kansas Medical Center	25,000 (per K.S.A. 76-399)
Water Office	5,000
Wichita State University	25,000
Wildlife and Parks	10,000
All Other Agencies	2,000

**2.2.2 Narrative Description of PMP Vendor Files.**

PMP contains two (2) tables with vendor information: the PMP Vendor Table and the PMP Supplier Table. It's not known how these tables interact. From a user standpoint, one (1) screen is used for input of vendor related data. The PMP Vendor Table has approximately fifteen thousand (15,000) records; and the PMP Supplier Table has approximately twenty-seven thousand (27,000) records. There are vendors listed in the PMP Vendor Table that are not in the PMP Supplier Table, and there are vendors listed in the PMP Supplier Table that are not in the PMP Vendor Table. There are also some vendors listed in both tables. A PMP vendor from which an actual purchase and payment has occurred since the last STARS vendor file purge will also be in STARS. Also, many PMP vendors will not be in STARS.

### 2.2.3 Layout of PMP Vendor Files.

The layouts for the PMP Vendor Table and the PMP Supplier Table follow. Descriptions provided are “best guesses” based on inspecting actual data in the files.

PMP Vendor Table				
March 2008				
Column Name	Data Type	Length	Allows Nulls	Description (If Known)
FEIN	Char	9	Y	FEIN or SSAN.
FEINS	Char	2	Y	FEIN suffix.
NAME	Char	40	Y	
SSNID	Char	1	Y	“Y” or “N” is this an SSAN?
ALTNO	Char	9	Y	Unknown – no values.
ALTSFX	Char	1	Y	Unknown – no values.
ADDR1	Char	41	Y	
ADDR2	Char	40	y	
CITY	Char	25	y	
STATE	Char	2	y	
ZIP	Char	5	y	5 digit zip.
ZIP1	Char	4	y	Zip plus 4.
AREAC	Char	3	y	
PHONE	Char	7	y	
EXT	Char	4	y	
FAXAR	Char	3	y	Fax area code.
FAXNO	Char	7	y	Fax number.
FAXEX	Char	4	y	Fax extension.
COMMENT	Char	102	y	Contains various comments.
STATUS	Int	4	y	Unknown – contains various values.
CRDATE	Char	10	y	Create Date? Some blank values.
UPDATED	Char	10	y	
SOLICIT	Char	80	y	Unknown – value is either blank or zero.
CONTACT	Char	80	y	
crdate_date	Datetime	8	y	
updated_date	datetime	8	y	

PMP Supplier Table				
March 2008				
Column Name	Data Type	Length	Allows Nulls	Description (If Known)
ZIP_CODE	Char	16	1	Zip plus 4.
CHAINCODE	Int	4	1	Unknown – contains values of “2,” “9,” or blank.
DATE_REGISTERED	datetime	8	1	

PMP Supplier Table				
March 2008				
Column Name	Data Type	Length	Allows Nulls	Description (If Known)
FEDERAL_ID	Char	9	1	Input screen shows field as "Additional," does NOT contain accurate FEINs.
LAST_UPDATED	datetime	8	1	
REGISTRATION_NO	Char	30	1	FEIN.
SUPSTATUS	Int	4	1	Unknown – contains values of "0," "1000," or blank.
WEB_ADDRESS	char	80	1	
BLACKLISTED	char	1	1	Kansas doesn't use.
BRANCH	int	4	1	Kansas doesn't use.
SUPPCODE	int	4	0	Appears to be sequential numbering.
NAME	char	64	1	
BUSTYPE	char	1	1	Business Type – values are 1 through 8: 1 – Small Business 2 – Minority Business 3 – Non-Profit 4 – Large Business 5 – Unknown 6 – Woman Owned 7 – Handicapped 8 – Large-Minority
SHORTNAME	char	16	1	Appears to be FEIN, but it is not reliable data.
GROSSPROFIT	float	8	1	Kansas doesn't use.
NUMEMPLOYEES	int	4	1	Kansas doesn't use.
ADDRESS1	char	64	1	
ADDRESS2	char	64	1	
ADDRESS3	char	64	1	Usually contains city, state.
COUNTRY	char	64	1	
CONTACT	char	64	1	
INETADDR1	char	64	1	Email address.
INETADDR2	char	128	1	Second email address.
PHONE1	char	32	-1	
PHONE2	char	32	1	
FAX1	char	32	1	Fax number.
FAX2	char	32	1	Second fax number.
[LANGUAGE]	int	4	1	Kansas doesn't use. All values are zero.
CURRENCYCODE	int	4	1	Values are "151," "152," or "302." Do not know what the values mean.
CONFIDENCE	int	4	1	Used to determine who will show as eligible to receive bids. "100" is required.
MEDIUMCODE	int	4	1	Unknown – value is either "1" or "2."

<b>PMP Supplier Table</b>				
March 2008				
<b>Column Name</b>	<b>Data Type</b>	<b>Length</b>	<b>Allows Nulls</b>	<b>Description (If Known)</b>
ISO9000	char	1	1	Kansas doesn't use.
PAID	char	1	1	Noted if registration fee is paid.
NOTESFILE	char	255	1	Unknown – contains various values.
DUNS	char	16	1	Kansas doesn't use.
OUTSOURCE	char	1	1	Kansas doesn't use.
EXPIRATION	datetime	8	1	Kansas doesn't use.
SSN	char	1	1	"Y" or "N" is this an SSAN?
STATE	char	2	1	
CERTIFIED	char	1	1	Kansas doesn't use.
CONTACT_TITLE	char	16	1	
DATE_REGISTERED_DATE	datetime	8	1	
LAST_UPDATED_DATE	datetime	8	1	
City	char	80	1	Usually contains same as Address 3.
btype_code	int	4	1	Unknown – value is either "5" or blank.
NOTES	MEMO (text)	16	1	Contains no values.
STATUS_CODE	int	4	1	Unknown – value is either "0" or "1."
REGISTERED_BY	char	64	-1	Person who registered vendor.
	char	10	0	

### 2.3 STARS and PMP Vendor Files Data Element Comparison

To compare the STARS vendor file to the PMP vendor files, a Microsoft Office Excel 2003 workbook was created. This workbook is available at V:\FMS\_Project\PreImplementation\Vendor File Consolidation\Vendor File Layouts.xls. The workbook has the following worksheets:

- STARS – this worksheet is the STARS vendor file layout.
- ProcMan Supplier Tbl – this worksheet is the PMP Supplier Table layout.
- ProcMan Vendor Tbl – this worksheet is the PMP Vendor Table layout.

- Comparison – this worksheet contains a chart with the various data elements from the three (3) vendor files in the other worksheets aligned horizontally with similar or like data elements on the same line. The chart is arranged in the order of the STARS vendor file data elements.
- Issues-Concerns – this worksheet contains work paper items of various vendor file issues and concerns.

The results from the Comparison worksheet follow.

### **2.3.1 Common Data Elements between STARS and PMP.**

Listed here are several similarities between the STARS vendor file and the two (2) PMP vendor files. The best way to observe these similarities is to view the Comparison worksheet found in workbook V:\FMS\_Project\PreImplementation\Vendor File Consolidation\Vendor File Layouts.xls.

1. FEIN or SSAN is used as the vendor number.
2. There is a vendor suffix concept for multiple vendor addresses.
3. There is a business type concept to indicate small businesses, minority businesses, woman-owned businesses, etc. These do not map one for one. Also, STARS has a VE-VENDOR-TYPE field to break vendors into additional categories (employees, federal agency, state agency, local government, non-resident alien, vendor-business, vendor-individual, other).
4. Vendor name.
5. Vendor address (street, city, state, zip).
6. Vendor contact.
7. Vendor telephone.
8. STARS includes a VENDOR-STATUS field to indicate active or inactive vendors. In PMP, where there is no such field, it is handled procedurally by putting the character asterisk "\*" at the beginning of the vendor name field for inactive vendors.
9. STARS and PMP contain various dating fields, i.e., process date, create date, update date, etc. However, we cannot confirm a clear correlation of dates between STARS and PMP, although there are several that have very similar names. The same comment holds for any correlation between the PMP Vendor Table and the PMP Supplier Table.

### **2.3.2 Dissimilar Data Elements between STARS and PMP.**

STARS contains the following data elements that are not included in PMP:

- VE-GROUP-CODE (specific to STARS)
- VE-ENTITY (specific to STARS)
- VE-VENDOR-TYPE (Employee, Fed Agency, State Agency, etc)
- VE-1099-IND (indicates whether or not vendor's payments should be reported to the IRS for certain object codes)
- VE-SORT-SEQ (specific to STARS)
- VE-SS-FID-NO (Three digit Agency Number plus two digit Division Number)
- VE-ABA-NUMBER (Nine digit American Banking Association (ABA) bank number.)
- VE-BANK-ACCT-NO (Vendor's bank account number)
- VE-ACCT-TYPE (One digit code to denote if vendor's bank account is a checking or savings account.)
- VE-BANK-NAME
- VE-PRENOTE-IND (Values are: Y-Prenoted or E-error on bank information.)
- VE-PRENOTE-DATE
- VE-ABC-SEQ-NO
- VE-ABC-CHECK-DIGIT

The PMP Vendor Table contains the following fields that are not included in STARS:

- ALTNO (Unknown – no values)
- ALTSFX (Unknown – no values)
- FAXAR (Fax area code)

- FAXNO (Fax number)
- FAXEX (Fax extension)
- COMMENT (Contains various comments)
- STATUS (Unknown – contains various values)
- SOLICIT (Unknown – value is either blank or zero)

The PMP Supplier Table contains the following fields that are not included in STARS:

- CONTACT\_TITLE
- WEB\_ADDRESS
- CHAINCODE (Unknown – contains values of “2,” “9,” or blank)
- SUPSTATUS (Unknown – contains values of “0,” “1000,” or blank)
- BLACKLISTED (Kansas doesn’t use)
- BRANCH (Kansas doesn’t use)
- SUPPCODE (Appears to be sequential numbering)
- GROSSPROFIT (Kansas doesn’t use)
- NUMEMPLOYEES (Kansas doesn’t use)
- INETADDR1 (Email address)
- INETADDR2 (Second email address)
- FAX1 (Fax number)
- FAX2 (Second fax number)
- [LANGUAGE] (Kansas doesn’t use – all values are zero)
- CURRENCYCODE (Values are “151,” “152,” or “302” – do not know what the values mean)

- CONFIDENCE (Used to determine who will show as eligible to receive bids – value of “100” is required)
- MEDIUMCODE (Unknown -- value is either “1” or “2”)
- ISO9000 (Kansas doesn’t use)
- PAID (Noted if registration fee is paid)
- NOTESFILE (Unknown – contains various values)
- DUNS (Kansas doesn’t use)
- OUTSOURCE (Kansas doesn’t use)
- CERTIFIED (Kansas doesn’t use)
- btype\_code (Unknown – value is either “5” or blank)
- NOTES (Contains no values)
- STATUS\_CODE (Unknown – value is either “0” or “1”)
- REGISTERED\_BY (Person who registered vendor)

## **2.4 STARS and PMP Vendor Files “as is” Update Process**

A discussion of the STARS and PMP vendor files update processes follows.

### **2.4.1 Description of “as is” Update Process for STARS**

STARS is a mature system, with good documentation readily available online. The following procedure is an extract from the Division of Accounts and Reports Policy and Procedure Manual, Filing Number 11,749, “Vendor Number.” This document is available at <http://da.ks.gov/ar/ppm/ppm11749.htm>.

### ***Obtaining Vendor Numbers***

<i>Responsibility</i>	<i>Action</i>
State Agency	<ol style="list-style-type: none"><li>1. Determine if an active record with the appropriate vendor number and suffix exists in the Vendor Edit Table. If a record exists, the vendor number and suffix may be used as needed.<ol style="list-style-type: none"><li>a. Agencies with on-line access can use screen 2A or 2N to make this determination.</li><li>b. Agencies without on-line access can contact the Central Accounting Services Section at 785-296-7917 for help.</li></ol></li><li>2. Contact the vendor and request the vendor's taxpayer identification number and mailing address. If the vendor does not provide the requested information, make a follow-up contact. Document and file each request made. If the follow-up contact fails to obtain the requested information, go to step 4.</li><li>3. When requested information is received from the vendor, add the vendor to the Vendor Edit Table.<ol style="list-style-type: none"><li>a. Agencies with on-line access should enter the vendor record directly to the Vendor Edit Table through screen 21 and then file the documentation received from the vendor. If the address cannot be added, according to the zip+4 program attached to STARS, the address can be confirmed for correctness through the post office data base on the Internet at <a href="http://www.usps.gov/ncsc">http://www.usps.gov/ncsc</a> for those agencies with Internet access. For all other agencies, call the Central Accounting Services Section for help and/or call the vendor for a more accurate address.</li><li>b. Agencies without on-line access, complete form TM-21 and send to the Central Accounting Services Section. They will add the vendor to the Vendor Edit Table and return the TM-21 to the agency where it should be filed.</li></ol></li><li>4. If the vendor does not provide a taxpayer identification number, complete form DA-85 and send to the Central Accounting Services Section.</li></ol>

<i>Responsibility</i>	<i>Action</i>
Central Accounting Services Section	5. Assigns a vendor number for STARS processing purposes, adds a record to the Vendor Edit Table, and notifies the agency of the vendor number to be used, and files the DA-85.

***Correcting the Vendor Table***

<i>Responsibility</i>	<i>Action</i>
State Agency	<ol style="list-style-type: none"><li>1. Upon determining that a vendor address or taxpayer identification number is incorrect, contacts the vendor to obtain and document the correct information.<ol style="list-style-type: none"><li>a. Documentation to support an address change can be either written correspondence (i.e. letter, vendor invoice, form W-9) or the telephone number and name of the person contacted in the vendor's company if information is obtained by telephone.</li><li>b. Documentation for a vendor number change must be a completed W-9 form.</li></ol></li><li>2. Completes form TM-21 for the change in vendor address or taxpayer identification number.</li><li>3. Submits a copy of the completed TM-21 and documentation supporting the change to the Central Accounting Services Section. Files copy of TM-21 and supporting documentation.</li></ol>
Central Accounting Services Section	<ol style="list-style-type: none"><li>4. Updates the Vendor Edit Table as required. Files TM-21 and supporting documentation.</li><li>5. If a vendor number is changed, reviews transactions that posted to the incorrect vendor number. If reportable payments had been made to the vendor, prepares a Journal Voucher to post the payments to the correct vendor.</li></ol>

Also, there are additional detailed guidelines in a document called "Guidelines for Adding / Changing to the Vendor File," which is available at <http://da.ks.gov/ar/genacct/Audit/VendorFileGuidelines.htm>.

### **2.4.2 Description of “as is” Update Process for PMP**

Vendor information is added to PMP as vendors submit Vendor Registration Applications (not mandatory to do business). Registration is valid for two (2) years, requiring vendor to update information to renew. It should be noted that vendor data is not removed from PMP after the two (2) year timeframe if a vendor fails to renew.

Since registration is not mandatory, other vendors are added to PMP if they are successful in an award (contract or purchase order voucher). Information added at this point is derived from the bid response.

Vendor information is updated in PMP based on a written request from the vendor. If a different address for a vendor than that which is in PMP is presented on a bid form, the address is clarified with the vendor to either be a new address or a change of address. If considered a new address, a new record is entered for the vendor with a different suffix.

Vendors are added or updated under the Vendor Menu/Supplier Registration Profile in PMP. Only Division of Purchases staff enter or change vendor information in PMP.

## **2.5 STARS and PMP Vendor Files Issues and Concerns**

Following is a list of various STARS and PMP vendor file issues and concerns:

1. The Procurement Management Plus (PMP) system is both undocumented and unsupported by the vendor. The State does NOT have the source code for PMP, and it is very difficult to discern what the system does. Thus, there is very little institutional knowledge of the PMP system today. The State has managed to reconstruct some of the basic administrative processes needed to make the system operate.
2. PMP contains two (2) vendor tables, the PMP Vendor Table and the PMP Supplier Table. It is not known how these tables interact. From a user standpoint, only one (1) screen is used for input of data. The PMP Vendor Table has approximately 15,000 records and the PMP Supplier Table has approximately 27,000 records. There are vendors listed in the PMP Vendor Table that are not in the PMP Supplier Table; and there are vendors listed in the PMP Supplier Table that are not in the PMP Vendor Table, and there are some vendors listed in both tables.
3. STARS contains vendors and addresses to which the State makes payments. PMP contains vendors and addresses to which the State sends bid solicitations and places purchase orders. These addresses are not always the same. Thus, PMP contains some of the same vendors as STARS, but different addresses. Also, PMP contains vendor information that is not in STARS. Likewise, STARS contains vendor information that is not in PMP.

4. Vendors in STARS are purged every year after the 1099 process, usually in late March, deleting any record with no activity in the previous eighteen (18) months. The intent of this procedure is to retain all vendors who were active (received a payment) in the previous calendar year or the previous fiscal year. Vendors in PMP have not been purged since implementation in 1999. Further, vendor information from the previous system was all converted during the 1999 implementation. Generally, this data is not deleted from PMP due to the need to maintain association with vendor information to contracts.
5. Since the State doesn't delete old PMP vendor records, an alternate method to identify out-dated or incorrect address information is used. On such vendor records in PMP, the vendor name is altered to include an asterisk character "\*" at the beginning of the name. There are approximately four-hundred forty (440) of these records. Additionally, there are approximately seventy (70) invalid records where the vendor name is "Name." There are also three (3) "dummy" records.
6. In the PMP Supplier Table, there are several fields that appear to contain the FEIN (FEDERAL\_ID, REGISTRATION\_NO, SHORTNAME), although all of these fields have data that doesn't appear to represent an FEIN. An FEIN suffix sometimes appears in REGISTRATION\_NO and SHORTNAME. In the PMP Vendor Table, there appears to be one field for FEIN (FEIN) and the suffix (FEINS). PMP contains fields (Y/N) identifying whether this number is an SSAN (Vendor – SSNID; Supplier – SSN). STARS does not differentiate between an SSAN or an FEIN in this manner.
7. STARS has several structured anomalies in the VE-VENDOR-NO field. These are designed to handle entities that do not provide a TIN for the VE-VENDOR-NO field. This would include foreign vendors, cities who do not provide a TIN, federal agencies for which a TIN cannot be obtained, Firefighters Relief Fund, small libraries without a TIN, non-profit organizations without a TIN, or rural water districts without a TIN. These are all documented in a manual titled "Vendor File Procedures," which can be obtained from Jo Ann Remp.
8. For business type, STARS captures four (4) different types in different fields. PMP captures eight (8) types in one field with coding assigned.
9. In the STARS vendor file, the VE-VENDOR-BUSINESS-NAME field is used as either the second line of a vendor name or the first line of an address if two (2) address lines are required. PMP has a separate field for a second address line.
10. The ADDRESS3 and City fields in the PMP Supplier Table appear to contain the same data. This data usually contains city AND state. The STATE field in the PMP Supplier Table contains many null values. The STATE field in the PMP Vendor Table contains some null values.

11. The PMP Supplier Table contains a COUNTRY field, but the PMP Vendor Table and the STARS vendor file do not. The STARS procedures provides a rule to enter asterisk characters “\*\*” in the VE-VENDOR-STATE field as a code for foreign countries.
12. The STARS vendor file and the PMP Vendor Table contain separate fields for the 5-digit zip code and the zip+4 portion of the zip code. The PMP Supplier Table contains one (1) field for the full 9-digit zip code.
13. The STARS VE-CONTACT-NAME field contains vendor contact names. It is also used as a free form comment field. There is some apparent structure to the comments.
14. The STARS vendor file handles telephone number with three (3) separate fields (VE-PHONE-AREA-CODE [three {3} characters], VE-PHONE-PREFIX [three {3} characters], and VE-PHONE-NUMBER [four {4} characters]). The PMP Vendor Table handles telephone number with three (3) separate fields (AREAC [three {3} characters], PHONE [seven {7} characters], and EXT {four {4} characters}). The PMP Supplier Table handles telephone number with two (2) separate fields (PHONE1 [thirty-two {32} characters] , PHONE2 [thirty-two {32} characters]).
15. STARS and PMP contain various dating fields, i.e., process date, create date, update date, etc. However, we cannot confirm a clear correlation of dates between STARS and PMP, although there are several that have very similar names. The same comment holds for any correlation between the PMP Vendor Table and the PMP Supplier Table.

## **2.6 Vendor File Conversion and Data Clean-up**

A discussion of vendor file conversion and data clean-up for both STARS and PMP follows.

### **2.6.1 STARS Vendor File Conversion and Data Clean-up**

STARS has a regular vendor file purge process. Vendors in STARS are purged every year after the 1099 process, usually in late March, deleting any record with no activity in the previous eighteen (18) months. The intent of this procedure is to retain all vendors which were active (received a payment) in the previous calendar year or the previous fiscal year (note that the timing doesn't quite meet the intent).

All agencies can add vendor records to support the payment process. This creates a large volume of back-end clean-up activity that is normally accomplished the next business day using the STARS “Table Maintenance Report.” The STARS “Table Maintenance

Report” has a vendor table segment which is usually quite large every day. Thus, the Division of Accounts and Reports has a full-time individual whose responsibility is to keep the STARS vendor file clean. This primarily involves running new addresses through address checking software (First Logic). Vendor record address exceptions that cannot be fixed are inactivated and sent back to the originating agency to coordinate directly with the vendor to get a postal correct address. Another area of regular vendor file maintenance is to check that the 1099 reporting flag is set properly.

Given this, the STARS vendor file will most likely be the primary source of converted vendors for FMS. Once the target vendor file format is identified, the STARS vendor file should convert fairly cleanly into the new FMS vendor table layout using automated conversion techniques developed by the FMS Contractor.

Some obvious clean-up activities that could be done against the STARS vendor file include:

1. Sort by FEIN/SSAN to check for duplicates (other than alternate addresses).
2. Sort by vendor name to look for possible duplicates.
3. Purge old, outdated, or inactive vendors in accordance with Department of Administration policy.
4. Use the “Table Maintenance Report” to clean up reported errors.
5. Use First Logic address validation software, or some other implementation vendor recommended software, to insure postal correct addresses.
6. Look for irregular or invalid data. Examples include:
  - Check for a valid VE-VENDOR-TYPE. Valid vendor types include employee, federal agency, state agency, local government, vendor-business, vendor-individual, non-resident alien, and other.
  - Ensure that VE-1099-IND is set properly. Set to “Y” if the vendor’s payments should be reported to the IRS for certain STARS sub-objects. Set to “N” if the vendor’s payments should not be reported to the IRS.
  - Standardize how the VE-VENDOR-NAME field is input. For example, for individuals, the input standard might be Last, First MI JR.
7. There is a very detailed manual titled “Vendor File Procedures” which contains information which could affect STARS vendor file clean-up plans and conversion strategies. This manual can be obtained from Jo Ann Remp.

Items such as those listed above (and others) could be accomplished using data cleansing programs or query tools. This activity should be included in the Data Conversion Plan deliverable to be produced by the FMS Contractor.

### **2.6.2 PMP Vendor File Conversion and Data Clean-up**

PMP vendor files will be very difficult to clean and convert due to very limited institutional knowledge of exactly how they are used and how they correlate to one another and to the STARS vendor file. This means that figuring out a map to a new FMS vendor file from the PMP vendor files will be a challenge. Also, the PMP vendor files have never been purged and maintained, increasing the volume of records in the domain of potential conversion candidates, further increasing the challenge.

The first step in a PMP data conversion and clean-up exercise would be to eliminate the four-hundred forty (440) inactivated PMP vendor records, the seventy (70) invalid records, and the three (3) dummy records. After this, it will most likely be a challenging process involving some automation and query tools with significant manual intervention. Since the source code is unavailable for inspection, one would have to use queries to look at the physical data in the PMP Vendor Table and the PMP Supplier Table and attempt to deduce what the system is doing. Selected and carefully executed testing against the production system might be done, and then perhaps one could decide on the next steps in the conversion and data clean-up process. Accomplishing this process is beyond the scope of this current activity and this report.

Here is one final thought on this topic. It may be possible to do some of this procedurally rather than through the use of an automated conversion program. For example, one could assume that if the vendor is already in STARS, then its STARS information is valid for Division of Purchases purposes. Queries could be used to identify how many of these vendors there are, then, using the assumption stated above, these vendors could be eliminated from the PMP conversion and clean-up effort. Now, it is already known that this assumption is not entirely true, so there would most likely be some delta of information that would have to be recovered over time by the Division of Purchases as they do their normal purchasing operations. An analysis of these alternatives might yield a possible course of action to follow.

This activity should be included in the Data Conversion Plan deliverable to be produced by the FMS Contractor.

### **3.0 Vendor File Bypass Payments**

There are payments processed by the State of Kansas that are not edited against the STARS vendor file for a valid payee. Usually these are one-time payments, unique payments that require special handling, or items for which it simply doesn't make sense to include the payee in the STARS vendor file. Most of these "bypass" payments are processed through what is called "satellite warrants." There are two (2) types of satellite warrants processing: one is called "Miscellaneous Satellite Warrants;" the other is called "STARS Satellite Warrants." The difference between the two (2) is that the STARS Satellite Warrants process uses STARS code and STARS jobs for processing, and the Miscellaneous Satellite Warrants process uses its own unique set of code and jobs for processing.

Of concern in relationship to future FMS vendor processing is to identify, review, and document any agencies currently by-passing STARS vendor file edits and determine if there are any vendor data clean-up or vendor data conversion issues.

The State of Kansas has six (6) different types of bypass payments:

1. Income Tax Refunds;
2. Treasurer Bond Payments;
3. KPERs Benefits Payments;
4. Unemployment Benefits Payments;
5. SRS KAECSES Payments; and
6. STARS Bypass Payments.

A discussion of each of these follows. Also included, at the end of this section, is a brief discussion concerning the Central Set-off program.

#### **3.1 Income Tax Refunds**

The Department of Revenue issues two (2) types of income tax refunds:

1. Income/Homestead Income Tax Refunds (aka "individual income tax refunds"); and
2. Corporate/Fiduciary/Privilege Income Tax Refunds (aka "corporate income tax refunds").

These payments are not really considered miscellaneous satellite warrants, but are classified as Tax Refunds (type 5). Paper warrants are, however, printed on the miscellaneous satellite warrant printer. The individual payees are not entered as vendors into the STARS vendor file, and the voucher totals are manually entered into STARS.

In the future, it is anticipated that income tax refunds will be handled via an automated batch interface to the new FMS. The agency anticipates continuing to bypass vendor file edits in FMS for these types of payments, because it really doesn't make sense to enter every Kansas taxpayer or taxpaying entity into the FMS vendor file.

There are no identified vendor data clean-up or conversion issues.

For FY2007, there were the following volumes:

1. Individual income tax refunds:
  - 630,260 paper warrants; and
  - 310,792 ACH payments.
2. Corporate income tax refunds:
  - 9,242 paper warrants; and
  - 1 ACH payment.

ACH payments for corporate income tax refunds is relatively new, and the Department is just now starting to see a few of these come through.

Source of information:

Nalita Wright, Department of Revenue Purchasing Officer  
[Nalita.Wright@kdor.state.ks.us](mailto:Nalita.Wright@kdor.state.ks.us)  
785-296-3799

### **3.2 Treasurer Bond Payments**

The State Treasurer is the paying agent for about ninety percent (90%) of the municipal bonds issued in the State of Kansas. The bonds pay interest every six (6) months. So, every six (6) months each bond issue pays interest to each bond holder. There are about thirty-two thousand (32,000) bond holders, and the total portfolio is valued at approximately \$13 billion. All payments are handled through the STARS satellite warrants process, and none of the payees are in the STARS vendor file.

One would expect that there would be about sixty-four thousand (64,000) payments if each bond pays interest every six (6) months. However, many of these payments have

gone to a book entry process, which means that payments are made to a depository trust corporation, which, in turn, deposits the correct funds into individual bond holder accounts. Thus, the number of payments are greatly reduced. Currently, there are about five-thousand seven-hundred (5,700) payments per year.

The agency does not anticipate changing this process under the new FMS, and there are no identified vendor data clean-up or conversion issues.

Source of information:

Peggy Hanna, Project Sunflower Deputy Director

[Peggy.Hanna@da.ks.gov](mailto:Peggy.Hanna@da.ks.gov)

785-296-4816

### **3.3 Kansas Public Employees Retirement System (KPERs) Benefits Payments**

The KPERs' Integrated Technology System (KITS) is the programmatic agency system that supports the administration of the State of Kansas pension program. KITS creates ACH direct deposits and paper warrants via the STARS satellite warrant process. Total disbursements are approximately \$65-70 million per month. There are two (2) major processing events:

1. Weekly Batch Run. The weekly batch run typically has between two hundred (200) and four hundred (400) payments, with about thirty percent (30%) typically handled via ACH, with the remainder through the STARS satellite warrants process for paper warrants. A recent typical weekly batch run in March 2008 had three-hundred eighty-nine (389) total payments: one-hundred seven (107) ACH payments; and two-hundred eighty-two (282) paper warrants. The following types of payments are made in the weekly batch run:
  - Retirement lump sum benefits;
  - Retirement exceptions and clean-up items;
  - Death benefits to beneficiaries after the retiree has died;
  - Disability benefits (there are very few of these); and
  - Withdrawals of contributions.
2. Monthly Batch Run. The monthly batch run is for normal retirement benefits payments. Typically, there are about ten thousand (10,000) paper warrants handled through the STARS satellite warrants process, and about fifty-five thousand (55,000) ACH payments.

In the future, it is anticipated that retirement benefits payments will be handled via an automated batch interface to the new FMS. The agency anticipates continuing to bypass vendor file edits in FMS for these types of payments.

There are no identified vendor data clean-up or conversion issues.

Source of information:

Leland Breedlove

[lbreedlove@kpers.org](mailto:lbreedlove@kpers.org)

785-296-1020

### **3.4 Unemployment Benefits Payments**

The Department of Labor processes unemployment insurance benefits payments through the satellite warrants process and through ACH for direct deposits. Unemployment beneficiary payees are not considered vendors, and they are not in the STARS vendor file.

Typical volume is around eighteen thousand (18,000) payments per week: approximately sixteen thousand (16,000) paper warrants; and about two thousand (2,000) ACH payments. The agency is planning to issue debit cards instead of writing paper warrants for unemployment insurance benefit payments. The planned implementation date for this new process is within the next few months of this writing. This would most likely put it in the summer of 2008 timeframe.

The agency does not anticipate changing this process under the new FMS, and there are no identified vendor data clean-up or conversion issues.

Source of information:

Debbie Evans, Accountant V

[Debbie.Evans@dol.ks.gov](mailto:Debbie.Evans@dol.ks.gov)

785-296-5211

### **3.5 SRS KAECSES Payments**

There are two (2) KAECSES systems at SRS (AE and CSE).

- KAECSES stands for Kansas Automated Eligibility and Child Support Enforcement System.
- AE stands for Automated Eligibility.
- CSE stands for Child Support Enforcement.

KAECSES-AE determines which SRS clients are eligible for SRS benefits on a program by program basis, calculates the benefit amount, and pays the client the benefit amount. This system was developed using COBOL for the batch routines, NATURAL for the online transactions, and ADABAS for the data base management system.

KAECSES-CSE was originally part of the KAECSES-AE system, but was later separated. This system identifies parents who should be providing child support and enforces their payments. This system was developed in COOL:GEN and COBOL using the DB2 data base management system.

### KAECSES-AE

For KAECSES-AE, two (2) types of payments are made, EBT (Electronic Benefits Transfer) and non-EBT.

#### EBT Payments:

- The daily KAECSES-AE jobs produce about one hundred to two hundred (100-200) EBT payments each business day.
- The monthly KAECSES-AE jobs send about five thousand (5,000) EBT payments each month.

#### Non-EBT Payments:

- On an average day there are about twenty (20) Field Issuance Warrants, but on some days it can go as high as sixty (60).
- There are also about twenty-five (25) to fifty (50) Foster Care warrants issued each month.
- Non-EBT payments are processed through the STARS satellite warrants process where warrants are cut.

### KAECSES-CSE

The CSE application sends a payment file to the Kansas Payment Center (KPC), and the KPC cuts the child support checks. At the beginning of the month, about four thousand to forty-five hundred (4,000 to 4,500) checks per business day are processed, and by the middle of the month, this is usually reduced to about twenty-five hundred to three thousand (2,500 to 3,000) checks per business day.

There are no identified vendor data clean-up or conversion issues.

Source of information:

Theresa Addington, CFO

[Theresa.addington@srs.ks.gov](mailto:Theresa.addington@srs.ks.gov)

785-368-6358

### 3.6 STARS Bypass Payments

STARS has the ability to bypass vendor file edits for certain payments via specific transaction codes. Also, a flag on the object code can be set as to whether or not any payment is 1099 reportable regardless of how the vendor file 1099 flag is set. It is expected that this functionality will be present in the new FMS. Here are some examples:

- Legislative pages are paid three dollars (\$3.00) per day. They are not employees and no 1099 is required. This is about one-thousand five-hundred (1,500) payments per year.
- Universities issue scholarships, stipends, or travel allowances to students. An example of this is ten to forty dollar (\$10-40) travel allowances. There were about three hundred (300) of these types of payments over a twelve (12) week period.
- The Kansas University Medical Center issues one-thousand dollar (\$1,000) stipends to students. There were about one-hundred (100) of these over a twelve (12) week period.
- The Wichita State University Upward Bound program for first generation college students issued about two-hundred (200) ten dollar (\$10) payments over a twelve (12) week period.
- There were approximately eighteen-thousand five-hundred (18,500) SRS FARMS assistance payments to and on behalf of SRS clients of varying small amounts over a twelve (12) week period.
- The Department of Wildlife and Parks processes approximately one-thousand seven-hundred (1,700) refunds annually for deer and big game permits to individuals. These are made to people who applied and paid for, but were not issued hunting permits for the upcoming season.

Source of information:

Jo Ann Remp, Audit Services Team Lead, Division of Accounts and Reports

[joann.remp@da.ks.gov](mailto:joann.remp@da.ks.gov)

785-296-2277

### **3.7 A Note about Set-off**

The State has a Central Set-off system, also known as the Kansas Automated Debt Recovery System (KDRS). KDRS is a Focus system that matches payment sources such as payroll, tax refunds, retirement benefits, and direct payments to individuals or companies against a debtor file containing debts owned to state agencies, municipalities, or individuals (e.g., child support payments) on a daily basis. The system matches SSAN or EIN from the debtor file with payment files in STARS. When a match is found, payments are suspended and a report produced and reviewed to validate the withholding.

A reoccurring question is that if a transaction bypasses vendor file edits, does it also bypass set-off? All offsets are handled by comparing a file of debtors to any set of payments for which an organization wants to set-off debts. So, STARS is simply one of these organizations that use the set-off service, and is not special in any way. Any file of payments can be subject to set-off as long as they get the debtor file and do the comparison.

## **4.0 Agency Systems' Vendor Files**

Some agencies have accounting systems or accounting functionality in programmatic systems that have been identified as candidates for replacement by the new Financial Management System (FMS). These systems may have vendor files that need to be considered for data conversion and data clean-up efforts. The scope of this aspect of the vendor file study was defined by selecting agencies from the "Analysis of Agency Systems" deliverable with systems that were likely to meet this criteria. These agencies were surveyed for information concerning possible vendor file data conversion or clean-up requirements for the new FMS. The result of this survey activity is documented in this section by agency.

## 4.1 Agriculture

Survey Topic	Agency Response
<b>Agency</b>	Agriculture.
<b>Target System</b>	Fiscal FilePro Application – Accounting.
<b>System Description from Analysis of Agency Systems deliverable</b>	<p>The Department of Agriculture’s central administrative system is called FilePro. FilePro supports the management of GL, AP, receiving cash, purchasing, project accounting, asset management, inventory management, and cash management.</p> <p>Based on analysis of the financial management system functionality contained in FilePro and analysis of the unique agency requirements, it is recommended that FilePro be replaced by the FMS. The Agency supports this recommendation and, in fact, has been deferring the action to re-build FilePro pending this determination.</p>
<b>Is vendor information kept in system?</b>	Yes.
<b>If so, what are data elements?</b>	See below.
<b>How is vendor information updated and kept current?</b>	<p>Fiscal staff updates and edits the vendor file on a daily basis with the Assistant Fiscal Officer reviewing changes, additions, and deletions. KDA fiscal staff are the only staff allowed access to this area of FilePro.</p> <p>Dual data entry into STARS is performed for purchasing and AP.</p>
<b>Vendor data conversion or data clean-up issues?</b>	<p>In the future, KDA wants to do all of their accounting functions directly into FMS. They want all their vendors converted, because they have many vendors that they pay only once every two (2) or three (3) years. Often these vendors are purged from STARS before they are used again. KDA does not want to lose them.</p> <p>The KDA vendor file layout (see below) closely mirrors the STARS vendor file layout, with the exception of one field (VE-VM-FUNCTION – highlighted in gray). A straightforward mapping of vendor information from the KDA vendor file to the new FMS should be possible.</p>
<b>How many vendor records are there?</b>	6,095 vendor records as of 03/12/08.
<b>Additional Comments</b>	The agency is concerned about vendor history because STARS vendors are purged each year if inactive for over eighteen (18) months. Because of the issue noted above, this means that current policies concerning vendor purging will need to be revisited and possibly revised so that vendor history is kept in the data warehouse.
<b>Contact Information</b>	Stacey Woolington swoolington@kda.state.ks.us 785-296-3230

Kansas Department of Agriculture Vendor File for Fiscal FilePro Application		
Field Name	Length	FilePro Edit Type
VE-GROUP-CODE	2	ALLUP
VE-ENTITY	1	#
VE-VENDOR-NO	9	*
FILLER	3	
VE-VENDOR-SUFFIX	2	#
VE-VM-FUNCTION	1	ALLUP
VE-VENDOR-TYPE	1	#
VE-WOMENS-BUS-IND	1	YORN
VE-1099-IND	1	YORN
VE-DISADVANTAGED-BUS-IND	1	DISA
VE-MINORITY-BUS-IND	1	DISA
VE-SMALL-BUS-IND	1	YORN
VE-VENDOR-NAME	40	ALLUP
VE-VENDOR-NAME(CONTINUATION FOR ABOVE)	40	ALLUP
VE-VENDOR-ADDRESS	40	ALLUP
VE-VENDOR-CITY	29	ALLUP
VE-VENDOR-STATE	2	STATE
VE-VENDOR-ZIP-1-5	5	ZIP
VE-VENDOR-ZIP-6-9	4	#
VE-CONTACT-NAME	40	ALLUP
VE-PHONE-AREA-CODE	3	#
VE- PHONE-PREFIX	3	#
VE- PHONE-NUMBER	4	#
VE-VENDOR-STATUS	1	#
VE-SORT-SEQ	10	ALLUP
FILLER	10	
VE-SS-FID-NO	5	*
FILLER	42	

FilePro Edit Type	Description
ALLUP	Accepts words (usually names) in upper or lowercase, convert contents to uppercase.
#	Accepts only 0-9, periods, dashes, slashes and blanks; right-justify; (will not sort in numeric order).
*	Accepts any value.
YORN	User Edit: Accepts Y or N
DISA	User Edit: Accepts A or I or H or B or N

Complete FilePro info for Edit types is at:  
<http://www.fpotech.com/Products/Docs/fpmanhtm/start.htm>

## 4.2 Aging

Survey Topic	Agency Response																
<b>Agency</b>	Aging.																
<b>Target System</b>	The purchasing functionality of the Consumable Inventory Management System.																
<b>System Description from Analysis of Agency Systems deliverable</b>	Aging has a system for managing purchasing and inventory (Consumable Inventory Management). This system is a custom developed system that uses FilePro (the system was developed by Agriculture). The system produces purchase order documents and tracks consumable inventory. The purchasing functionality will be replaced by FMS. However, the inventory management functionality will not be replaced by FMS.																
<b>Is vendor information kept in system?</b>	Yes.																
<b>If so, what are data elements?</b>	<table border="0"> <tr> <td>Vendor Name</td> <td>City</td> </tr> <tr> <td>Vendor Type</td> <td>State</td> </tr> <tr> <td>Begin Date</td> <td>Zip</td> </tr> <tr> <td>Termination Date</td> <td>Phone</td> </tr> <tr> <td>Vendor ID Number</td> <td>Fax</td> </tr> <tr> <td>Address</td> <td>State Contract Number</td> </tr> <tr> <td>Address Effective Date</td> <td>Comments</td> </tr> <tr> <td>Address Line 1</td> <td></td> </tr> </table>	Vendor Name	City	Vendor Type	State	Begin Date	Zip	Termination Date	Phone	Vendor ID Number	Fax	Address	State Contract Number	Address Effective Date	Comments	Address Line 1	
Vendor Name	City																
Vendor Type	State																
Begin Date	Zip																
Termination Date	Phone																
Vendor ID Number	Fax																
Address	State Contract Number																
Address Effective Date	Comments																
Address Line 1																	
<b>How is vendor information updated and kept current?</b>	<p>Two (2) individuals have security rights to add, change, or delete vendor information in the Consumable Inventory Management system.</p> <p>Dual data entry into STARS is performed for payments. All vendors that exist in the Consumable Inventory Management system also exist in STARS (unless they have been purged).</p>																
<b>Vendor data conversion or data clean-up issues?</b>	There are only 85 vendor records. If they need to be converted, they can be manually keyed into FMS.																
<b>How many vendor records are there?</b>	85 vendor records as of 03/17/08.																
<b>Additional Comments</b>	The agency is concerned about vendor history because STARS vendors are purged each year if inactive for over eighteen (18) months. The agency will use the Consumable Inventory Management system for vendor and transaction history purposes when FMS comes up. Then, over time, FMS will build up its history in the data warehouse. Eventually, there will be no need for the history in the Consumable Inventory Management system. This means that current policies concerning vendor purging will need to be revisited and possibly revised so that vendor history is kept in the data warehouse.																
<b>Contact Information</b>	Kathleen Dudney <a href="mailto:kathleendudney@aging.state.ks.us">kathleendudney@aging.state.ks.us</a> 785-296-2917																

### 4.3 Kansas Bureau of Investigation (KBI)

Survey Topic	Agency Response
<b>Agency</b>	Kansas Bureau of Investigation (KBI).
<b>Target System</b>	Internal Accounting System.
<b>System Description from Analysis of Agency Systems deliverable</b>	<p>The Internal Accounting System is a custom developed system that runs on an AS/400. The system contains the following functionality:</p> <ul style="list-style-type: none"> <li>• GL;</li> <li>• AP;</li> <li>• Budget Tracking ; and</li> <li>• Purchasing.</li> </ul> <p>KBI will replace their Internal Accounting System with FMS.</p>
<b>Is vendor information kept in system?</b>	Yes.
<b>If so, what are data elements?</b>	<pre>TABLE [acct_vendor_code]       [vendor_number] [int] NOT NULL,       [vendor_name] [varchar](50) NOT NULL,       [vendor_address] [varchar](50) NULL,       [vendor_city] [varchar](20) NULL,       [vendor_state] [varchar](20) NULL,       [vendor_zip] [varchar](5) NULL,       [vendor_zip_two] [varchar](4) NULL,       [fein] [varchar](20) NULL</pre>
<b>How is vendor information updated and kept current?</b>	<p>The Business Office staff have a utility that allows them to add or update vendor records.</p> <p>Dual data entry into STARS is performed for vouchers.</p>
<b>Vendor data conversion or data clean-up issues?</b>	In the future, KBI wants to do their purchasing and payment functions directly in FMS. There are no identified vendor data conversion or data clean-up issues.
<b>How many vendor records are there?</b>	4,701 vendor records as of 03/10/08.
<b>Additional Comments</b>	None.
<b>Contact Information</b>	<p>Jack Steele  <a href="mailto:jack.steele@kbi.state.ks.us">jack.steele@kbi.state.ks.us</a>            785-296-8259</p>

### 4.4 Kansas Corporation Commission (KCC)

Survey Topic	Agency Response														
<b>Agency</b>	Kansas Corporation Commission (KCC).														
<b>Target System</b>	CARES – Accounting.														
<b>System Description from Analysis of Agency Systems deliverable</b>	CARES is the KCC central financial system serving as an uploading tool by taking feeds from other databases. CARES then interfaces to STARS. Based on analysis of the basic functionality of CARES and analysis of KCC requirements, it is recommended that CARES be replaced by the new FMS.														
<b>Is vendor information kept in system?</b>	Yes.														
<b>If so, what are data elements?</b>	<table border="0"> <tr> <td>Vendor Number</td> <td>Zip</td> </tr> <tr> <td>Vendor Suffix</td> <td>Phone Number</td> </tr> <tr> <td>Vendor Name</td> <td>Vendor Status</td> </tr> <tr> <td>Business Name</td> <td>ABA Number</td> </tr> <tr> <td>Address</td> <td>Bank Number</td> </tr> <tr> <td>City</td> <td>Account Type</td> </tr> <tr> <td>State</td> <td>Bank Name.</td> </tr> </table> <p>Note: The banking fields are not used.</p>	Vendor Number	Zip	Vendor Suffix	Phone Number	Vendor Name	Vendor Status	Business Name	ABA Number	Address	Bank Number	City	Account Type	State	Bank Name.
Vendor Number	Zip														
Vendor Suffix	Phone Number														
Vendor Name	Vendor Status														
Business Name	ABA Number														
Address	Bank Number														
City	Account Type														
State	Bank Name.														
<b>How is vendor information updated and kept current?</b>	Staff keys information into the CARES vendor table as updates are received. When CARES uploads into STARS, the FEIN or SSAN (Vendor Number) are matched, and then whatever is in STARS overrides whatever is in CARES. If there is no FEIN or SSAN (Vendor Number) match, then STARS kicks it back as an error.														
<b>Vendor data conversion or data clean-up issues?</b>	In the future, KCC wants to do all of their purchasing, AP, GL, and grant accounting directly in FMS. KCC sees no reason to maintain their own vendor table once FMS is up and running. There are no identified vendor data conversion or data clean-up issues.														
<b>How many vendor records are there?</b>	5,417 active vendors as of 03/10/08.														
<b>Additional Comments</b>	None.														
<b>Contact Information</b>	Jackie Montfoort Paige j.montfoort.paige@kcc.ks.gov 785-271-3295														

## 4.5 Corrections

Survey Topic	Agency Response
<b>Agency</b>	Corrections.
<b>Target System</b>	The accounting and budgeting functionality of the Offender Management Information System (OMIS).
<b>System Description from Analysis of Agency Systems deliverable</b>	<p>OMIS is an offender management system that also tracks encumbrances. Accounting is a small part of the system's functionality. Budget data is also keyed into OMIS. Staff may generate reports on prior accounting periods. The internal accounting program in OMIS allows staff to display or print reports that show the vouchers paid to any selected vendor for prior accounting periods.</p> <p>A New Year Startup process deletes one (1) fiscal year's internal accounting information from OMIS and generates a report showing the information deleted. OMIS maintains information for three (3) prior fiscal years plus the current fiscal year.</p>
<b>Is vendor information kept in system?</b>	Yes.
<b>If so, what are data elements?</b>	Not provided.
<b>How is vendor information updated and kept current?</b>	<p>Staff can add or change vendor name only in the internal accounting function of OMIS.</p> <p>The internal accounting function in OMIS does not interface with STARS. Dual data entry into STARS is performed for purchasing and AP.</p>
<b>Vendor data conversion or data clean-up issues?</b>	There are no identified vendor data conversion or data clean-up issues.
<b>How many vendor records are there?</b>	A vendor in the OMIS vendor file is tied to a transaction year and an agency. Nine (9) agencies under the Department of Corrections enter data into this file; thus, one vendor may have nine records in the file. Currently, the vendor file contains vendor records from 1997 to 2008, for a total of 74,432 vendors. When staff runs a New Year Startup, the vendors are automatically copied to the new fiscal year. Staff then deletes duplicate or unused vendors from the vendor file. As of 03/18/08, the vendor file contains 17,020 vendors with 2008 as the transaction year.
<b>Additional Comments</b>	If the agency is to maintain the ability to see three (3) fiscal years' worth of transactional data by vendor, then this means that current policies concerning vendor and transactional data purging will need to be revisited and possibly revised so that vendor and transaction history is kept in the data warehouse.
<b>Contact Information</b>	Judy Curtis, Accountant JudyC@doc.ks.gov 785-296-5347

## 4.6 Commerce

Survey Topic	Agency Response
<b>Agency</b>	Commerce.
<b>Target System</b>	A spreadsheet-based accounting system.
<b>System Description from Analysis of Agency Systems deliverable</b>	<p>This spreadsheet-based system is primarily an input mechanism for STARS. Commerce uses STARS for all their accounting needs, including vendors.</p> <p>Commerce is considering implementing a new Customer Relationship Management (CRM) system, which may have a vendor file in it. There is no projected date for the initiation or completion of such a project.</p>
<b>Is vendor information kept in system?</b>	Not applicable.
<b>If so, what are data elements?</b>	Not applicable.
<b>How is vendor information updated and kept current?</b>	Commerce uses STARS.
<b>Vendor data conversion or data clean-up issues?</b>	There are no identified vendor data conversion or data clean-up issues.
<b>How many vendor records are there?</b>	Not applicable.
<b>Additional Comments</b>	None.
<b>Contact Information</b>	<p>Laura Heflin, CFO  lheflin@kansascommerce.com  785-296-3481</p>

## 4.7 Education

Survey Topic	Agency Response														
<b>Agency</b>	Education.														
<b>Target System</b>	KIAS.														
<b>System Description from Analysis of Agency Systems deliverable</b>	<p>Implemented in 1996, the Agency's primary accounting system (KIAS, built in FoxPro) performs many administrative functions, including asset management, grant and project accounting, and time reporting. At this time it is unsure whether the FMS will have necessary functionality to enable Education to de-commission KIAS. There are two (2) major areas of concern: 1) the ability to allocate labor to the appropriate grants; and 2) the amount of work required to modify four programmatic systems to interface with the FMS. The Agency has expressed concern that KIAS is difficult to maintain due to the inability to acquire and retain programming staff to support it.</p> <p>KIAS takes payment requests from four Department of Education programmatic systems (KNCLAIM, Federal Aid, CNP2000, and State Aid) which interface with KIAS. KIAS then interfaces with STARS.</p>														
<b>Is vendor information kept in system?</b>	Yes.														
<b>If so, what are data elements?</b>	<table border="0"> <tr> <td>Vendor ID</td> <td>Vendor Address</td> </tr> <tr> <td>Added Date (KIAS)</td> <td>Vendor City</td> </tr> <tr> <td>New Vendor (Y or N)</td> <td>Vendor State</td> </tr> <tr> <td>ED Available (Electronic Deposit)</td> <td>Vendor Zip</td> </tr> <tr> <td>Sort Sequence</td> <td>Agency Use</td> </tr> <tr> <td>Vendor Name 1</td> <td>Vendor Suffix</td> </tr> <tr> <td>Vendor Name 2</td> <td>STARS Date</td> </tr> </table>	Vendor ID	Vendor Address	Added Date (KIAS)	Vendor City	New Vendor (Y or N)	Vendor State	ED Available (Electronic Deposit)	Vendor Zip	Sort Sequence	Agency Use	Vendor Name 1	Vendor Suffix	Vendor Name 2	STARS Date
Vendor ID	Vendor Address														
Added Date (KIAS)	Vendor City														
New Vendor (Y or N)	Vendor State														
ED Available (Electronic Deposit)	Vendor Zip														
Sort Sequence	Agency Use														
Vendor Name 1	Vendor Suffix														
Vendor Name 2	STARS Date														
<b>How is vendor information updated and kept current?</b>	The KIAS vendor table is updated daily through KIAS. There is also a program that downloads the STARS vendor table, compares it to the KIAS vendor table, and updates KIAS individual vendor records when changes have been made to STARS. A STARS update is run every two (2) to three (3) months.														
<b>Vendor data conversion or data clean-up issues?</b>	If Education decides to replace KIAS with FMS, there are no identified vendor data conversion or data clean-up issues, other than the history issue noted in the Additional Comments section below. A fairly straightforward mapping of vendor information from the KIAS vendor table to the new FMS should be possible.														
<b>How many vendor records are there?</b>	23,066 vendor records as of 03/12/08.														
<b>Additional Comments</b>	The agency has older vendors and transaction data that they need for their required reporting, such as Legislative requests. It is not uncommon for Education to need data that is several years old. This means that, if KIAS is replaced by the new FMS, then current policies concerning vendor and transactional data purging will need to be revisited and possibly revised so that vendor and transaction history is kept in the data warehouse.														
<b>Contact Information</b>	Ron Nitcher rnitcher@ksde.org 785-296-4962														

## 4.8 Kansas Department of Health and Environment

Survey Topic	Agency Response
<b>Agency</b>	Kansas Department of Health and Environment.
<b>Target System</b>	POVS – Purchasing.
<b>System Description from Analysis of Agency Systems deliverable</b>	POVS is a custom-developed, web-based purchase order system. POVS starts the voucher process. It generates header, funding line, and item detail. POVS generates POs, payments, and reports. The Agency would like to extend FMS functionality as far into the agency as possible so that the Agency can use IT resources to develop and maintain programmatic systems. If an FMS meet Agency administrative and management needs, then the Agency will de-commission these systems and consolidate processes around the new FMS.
<b>Is vendor information kept in system?</b>	Yes.
<b>If so, what are data elements?</b>	The POVS vendor file is theoretically identical to the STARS vendor file. Differences would be caused by data entry errors, differing purge processes, etc.
<b>How is vendor information updated and kept current?</b>	An extract of the STARS vendor file was provided to POVS in June 2005. Since then, all vendor changes have been handled through a dual data entry process into both STARS and POVS.
<b>Vendor data conversion or data clean-up issues?</b>	There are no identified vendor data conversion or data clean-up issues.
<b>How many vendor records are there?</b>	As of 03/19/08, there are 11,217 rows in the POVS vendor table. There are 7,416 actual FEINs. The rest are duplicate suffixes for multiple addresses.
<b>Additional Comments</b>	None.
<b>Contact Information</b>	William G. Mond, Business Management BMond@kdhe.state.ks.us 785-296-4049

## 4.9 Highway Patrol

Survey Topic	Agency Response
<b>Agency</b>	Highway Patrol.
<b>Target Systems</b>	HTE Procurement. Troop Purchase Order (Troop PO).
<b>Description of Systems from Analysis of Agency Systems deliverable</b>	<p>HTE Procurement is a commercial mainframe system that generates purchase orders and manages inventory. The system has approximately 70 end-users. The Agency has an extensive inventory at its central warehouse and the inventory management part of the system includes functionality that identifies low stock points for re-ordering. The system does not interface to STARS.</p> <p>Troop Purchase Order (Troop PO) is a web-based custom developed application (Windows, Oracle, PL/SQL) used by troopers to requisition goods and services and track the progress of purchase requests. The system is used by 73 personnel across the State.</p> <p>Troop PO is expected to be replaced by FMS. However, HTE performs inventory management functions which will not be part of the initial FMS implementation. The Agency is willing to retire HTE if there is a reasonable way to meet its business requirements. If this system is not replaced, then the Agency may have to enter receiving information into both systems, or possibly develop an interface from FMS to HTE inventory.</p>
<b>Is vendor information kept in the systems?</b>	Yes.
<b>If so, what are data elements?</b>	The Troop PO system includes vendor name only. HTE contains vendor name, address, office and fax telephone numbers, and contact name.
<b>How is vendor information updated and kept current?</b>	<p>In the Troop PO system, there is a retention of vendor names previously used. Vendor names can be added, edited, or deleted through a menu-driven data entry process.</p> <p>In HTE, there is no look up file, per say. When entering a PO, the user enters a vendor name and an alphabetical list displays from which to choose. New vendors can be added. Few, if any, have been deleted since the system was installed in 1994.</p> <p>Dual data entry into STARS is performed for purchasing and AP.</p>
<b>Vendor data conversion or data clean-up issues?</b>	There are no identified vendor data conversion or data clean-up issues.
<b>How many vendor records are there?</b>	As of 03/12/08, Troop PO has approximately 1,200 vendor names. As of 03/12/08, HTE has 2,603 vendor records.
<b>Additional Comments</b>	None.
<b>Contact Information</b>	Sheryl Weller, Chief Fiscal Officer <a href="mailto:sweller@khp.ks.gov">sweller@khp.ks.gov</a> 785-296-5966

## 4.10 Insurance

Survey Topic	Agency Response
Agency	Insurance.
Target System	Not Applicable.
System Description from Analysis of Agency Systems deliverable	Not Applicable.
Is vendor information kept in system?	Not Applicable.
If so, what are data elements?	Not Applicable.
How is vendor information updated and kept current?	Purchasing is done directly in STARS.
Vendor data conversion or data clean-up issues?	None.
How many vendor records are there?	None.
Additional Comments	None.
Contact Information	Sabrina Wells swells@ksinsurance.org 785.296.3191

## 4.11 Juvenile Justice Authority

Survey Topic	Agency Response																		
<b>Agency</b>	Juvenile Justice Authority.																		
<b>Target System</b>	POSSUM.																		
<b>System Description from Analysis of Agency Systems deliverable</b>	POSSUM stores case-related information, such as the number of days a juvenile has stayed with a service provider. POSSUM contains funding and payment information, and can aggregate all payments made on behalf of an individual. POSSUM also tracks youths' social security benefits. POSSUM is a candidate for replacement by the new FMS.																		
<b>Is vendor information kept in system?</b>	Yes.																		
<b>If so, what are data elements?</b>	<table border="0"> <tr> <td>SSN/FEIN</td> <td>Contact Phone</td> </tr> <tr> <td>Name</td> <td>Other Contact</td> </tr> <tr> <td>Mailing Address</td> <td>FAX</td> </tr> <tr> <td>Street Address</td> <td>Approval</td> </tr> <tr> <td>City</td> <td>Provider Type</td> </tr> <tr> <td>State</td> <td>1<sup>st</sup> % Split</td> </tr> <tr> <td>Zip</td> <td>2<sup>nd</sup> % Split</td> </tr> <tr> <td>Contact Name</td> <td>3<sup>rd</sup> % Split</td> </tr> <tr> <td>Contact Title</td> <td></td> </tr> </table> <p>There is a separate funding split table with the following data elements:</p> <p>Provider Type  State Fiscal Year  State General Fund (1<sup>st</sup> Split) by Fund Code, STARS Code, Index Code, and Payment % Split.  Detention Facility Fund ( 2<sup>nd</sup> Split) by Fund Code, STARS Code, Index Code, and Payment % Split.  Title IV-E Fund ( 3<sup>rd</sup> Split) by Fund Code, STARS Code, Index Code, and Payment % Split.</p>	SSN/FEIN	Contact Phone	Name	Other Contact	Mailing Address	FAX	Street Address	Approval	City	Provider Type	State	1 <sup>st</sup> % Split	Zip	2 <sup>nd</sup> % Split	Contact Name	3 <sup>rd</sup> % Split	Contact Title	
SSN/FEIN	Contact Phone																		
Name	Other Contact																		
Mailing Address	FAX																		
Street Address	Approval																		
City	Provider Type																		
State	1 <sup>st</sup> % Split																		
Zip	2 <sup>nd</sup> % Split																		
Contact Name	3 <sup>rd</sup> % Split																		
Contact Title																			
<b>How is vendor information updated and kept current?</b>	Dual data entry into both POSSUM and STARS is performed for vendor file information.																		
<b>Vendor data conversion or data clean-up issues?</b>	POSSUM vendor table information is similar to STARS vendor file information, with the exception of the funding splits functionality. There are no identified vendor data conversion or data clean-up issues. Note the very low volume.																		
<b>How many vendor records are there?</b>	153 vendor records as of 03/11/08.																		
<b>Additional Comments</b>	While there are no compelling issues with vendor data conversion or vendor data clean-up with POSSUM, the key for the Juvenile Justice Authority is the funding split functionality that is embedded in the POSSUM vendor file design This will have to be dealt with when the new FMS is implemented.																		
<b>Contact Information</b>	Janell Amon jaamon@ksjja.org 785-296-0621																		

## 4.12 Labor

Survey Topic	Agency Response
Agency	Labor.
Target System	Cost Accounting System (purchasing functionality).
System Description from Analysis of Agency Systems deliverable	The Employment Security Cost Accounting System (Cost Accounting) is the Agency's core financial system. This system is a fairly comprehensive and integrated mainframe application developed in COBOL. It includes GL, project and grant accounting, activity based costing, asset and inventory management, cash management, and budgeting. The Department of Labor has very extensive business requirements for cost collection and allocation. These requirements apply to both direct labor and administrative overhead. These requirements are met through the Agency's Employment Security Cost Accounting System. This system will most likely not be a candidate for replacement by the new FMS.
Is vendor information kept in system?	<p>No. There is no purchasing functionality in the Cost Accounting System. This is done in STARS.</p> <p>There is a property system to track assets. It does not have a vendor file.</p> <p>There is also a system to track receipt and disbursement of supplies in the supplies storeroom. It does not have a vendor file.</p> <p>Labor does use a daily data extract file from STARS to update a CICS vendor file that they build. This CICS file can be searched for payments by vendor. They also create and print a vendor report each month with this data from STARS. This information is independent from the Cost Accounting System.</p>
If so, what are data elements?	Not applicable.
How is vendor information updated and kept current?	Department of labor vendor information is maintained in STARS.
Vendor data conversion or data clean-up issues?	Not applicable.
How many vendor records are there?	Not applicable.
Additional Comments	None.
Contact Information	Debbie Evans Debbie.evans@dol.ks.gov 785-296-5211

### 4.13 Lottery

Survey Topic	Agency Response
<b>Agency</b>	Lottery.
<b>Target System</b>	Mac-Pac.
<b>System Description from Analysis of Agency Systems deliverable</b>	<p>The Kansas State Lottery has two primary business and administrative systems. ACCLAIMS is the programmatic system that manages the detailed transactions of the lottery. Mac-Pac is the primary accounting system that interfaces to ACCLAIMS and summarizes ACCLAIMS financial information. Mac-Pac manages GL, AP, and AR. Mac-Pac uses center codes and account codes. Lottery enters the same data in Mac-Pac as in STARS, e.g., vouchers.</p> <p>Based on analysis of the basic functionality of Mac-Pac, it is recommended that Mac-Pac be replaced by the FMS assuming FMS can meet Lottery's business requirements including accrual accounting, tracking AR, and segregating transactions by game. The Agency supports this recommendation and, in fact, would like to retire Mac-Pac. However, if AR/billing is not included in the new FMS, in all likelihood, Mac-Pac will have to be retained.</p>
<b>Is vendor information kept in system?</b>	Yes.
<b>If so, what are data elements?</b>	Immediately following is a screen shot of the Vendor Master Maintenance screen from Mac-Pac. Definitions of the data elements listed on the screen were not provided. The payment fields are not used because warrants are issued through STARS, not Mac-Pac.
<b>How is vendor information updated and kept current?</b>	Mac-Pac vendor maintenance is done as needed via the Vendor Master Maintenance screen. Dual data entry into both Mac-Pac and STARS is performed for purchasing and AP.
<b>Vendor data conversion or data clean-up issues?</b>	Any vendor that is in Mac-Pac is also in STARS. There are no identified vendor data conversion or data clean-up issues.
<b>How many vendor records are there?</b>	There are 2,730 vendor records as of 03/11/08. However, not all of them are active.
<b>Additional Comments</b>	None.
<b>Contact Information</b>	Carolyn Brock carolyn.brock@kslottery.net 785-296-5781

**Kansas Lottery  
Mac-Pac Vendor Master Maintenance Screen**

RICHTERMO KSLMOR Vendor 716 Search <u>NICOLAY</u> Vendor Name and Address <u>NICOLAY SERVICE</u> <u>130 N. QUINCY</u> <u>TOPEKA KS 66603</u>	COMMON FEATURES VENDOR MASTER MAINTENANCE Related Customer _____	3/10/08 REMITTANCE Vendor Status <b>ACTIVE</b>
Credit Terms <u>01</u> <u>00</u> % If Paid <u>IN</u> <u>0</u> Net <u>0</u> EOM Net <u>N</u> FDO <u>1</u> Delay <u>0</u>	VAT/Tax Code _____ VAT Declartn Pt _____ VAT Calc Method <u>N</u> One-Time Vendor <u>N</u> 1099 Code _____ Taxpayer ID _____ Turn Around Doc <u>N</u>	Vendor Group _____ Vendor Class <u>01</u> Payment Type <u>CK</u> Bank Code <u>B1</u> Std Distr _____ Lang Code _____ EOM Disc <u>N</u> A/P Code <u>AP</u> Vendor Hold Code _____ Always Take Disc <u>N</u> Vendor Bank No _____ Vendor Bank Account _____ Separate Pmt <u>N</u> Net Debit Memo <u>Y</u>
F2=Command F10=Function Select	F3=Exit F15=Rekey Data	F4=Prompt F9=Inquiry

### 4.14 Kansas Public Employees Retirement System (KPERS)

Survey Topic	Agency Response
<b>Agency</b>	Kansas Public Employees Retirement System (KPERS).
<b>Target System</b>	Lawson.
<b>System Description from Analysis of Agency Systems deliverable</b>	<p>KPERS uses Lawson's GL functionality primarily for reporting. Lawson has an internal report writer and a query tool. Lawson's "flex budget" functionality stores approximately 10 years of historic actuals for use in reporting and analysis. Lawson receives downloads from STARS (daily transactions, monthly transactions, etc.) to accomplish this.</p> <p>Based on analysis of the functionality of KPERS' Lawson system, it is recommended that the Lawson system be replaced by FMS</p>
<b>Is vendor information kept in system?</b>	No.
<b>If so, what are data elements?</b>	Not applicable.
<b>How is vendor information updated and kept current?</b>	KPERS uses STARS for all financial transactions, including vendor file updates.
<b>Vendor data conversion or data clean-up issues?</b>	Not applicable.
<b>How many vendor records are there?</b>	Not applicable.
<b>Additional Comments</b>	None.
<b>Contact Information</b>	Leland Breedlove, CFO lbreedlove@kpers.org 785-296-1020

## 4.15 Revenue

Survey Topic	Agency Response																
Agency	Revenue																
Target System	Purchasing Data Base																
System Description from Analysis of Agency Systems deliverable	<p>KDOR's Purchasing Data Base is a custom application developed using Lotus Notes to manage purchasing activities. The system records all activities in the purchasing process and includes role-based security features that define who can modify a purchasing document at each stage of the process. The system uses workflow and has most of the features of a Tier 1 ERP purchasing system. The system currently interfaces with STARS. The system has approximately 300 users.</p> <p>The Purchasing Data Base produces numerous reports used by management.</p> <p>The Purchasing Data Base is a very advanced and refined system that has been in use for over three years. Usability of the system is very high. However, it does not integrate at an enterprise level with other business processes such as budget checking against the GL for requisitions and POs, accounts payable for initiating payments, or asset management for managing assets. In this case, what is lost in terms of customization and usability should be gained in terms of enterprise-level integration. The KDOR Purchasing Data Base is a candidate for replacement by the new FMS.</p> <p>KDOR uses STARS as its internal accounting system and does not have a standalone accounting system.</p>																
Is vendor information kept in system?	Yes.																
If so, what are data elements?	<table border="0"> <tr> <td>Name</td> <td>Fax</td> </tr> <tr> <td>ATTN</td> <td>Contact Person</td> </tr> <tr> <td>Address</td> <td>Remittance Company</td> </tr> <tr> <td>City</td> <td>Remittance FEIN</td> </tr> <tr> <td>State</td> <td>Remittance Address</td> </tr> <tr> <td>Zip</td> <td>Remittance City</td> </tr> <tr> <td>Identifier</td> <td>Remittance State</td> </tr> <tr> <td>Telephone</td> <td>Remittance Zip</td> </tr> </table>	Name	Fax	ATTN	Contact Person	Address	Remittance Company	City	Remittance FEIN	State	Remittance Address	Zip	Remittance City	Identifier	Remittance State	Telephone	Remittance Zip
Name	Fax																
ATTN	Contact Person																
Address	Remittance Company																
City	Remittance FEIN																
State	Remittance Address																
Zip	Remittance City																
Identifier	Remittance State																
Telephone	Remittance Zip																
How is vendor information updated and kept current?	End-users provide new vendor information when submitting requisition requests. The Purchasing Data Base interfaces with STARS.																
Vendor data conversion or data clean-up issues?	Because the agency internal accounting system is STARS, any vendor in the KDOR Purchasing Data Base has to exist in STARS in order for a payment to be made. Given the data elements listed above, if any vendor conversions from the KDOR Purchasing Data Base are required, a straightforward mapping of vendor information from the KDOR Purchasing Data Base to the new FMS should be possible.																
How many vendor records are there?	Approximately 3,000 vendor records as of 03/10/08.																

<b>Survey Topic</b>	<b>Agency Response</b>
<b>Additional Comments</b>	None.
<b>Contact Information</b>	Nalita Wright, Purchasing Officer Nalita_Wright@kdor.state.ks.us 785-296-3799

## 4.16 Secretary of State

Survey Topic	Agency Response																				
<b>Agency</b>	Secretary of State.																				
<b>Target System</b>	Accounts Payable and Purchasing modules of MUNIS.																				
<b>System Description from Analysis of Agency Systems deliverable</b>	<p>The Secretary of State has recently implemented a new financial system using Tyler's MUNIS -- an off-the-shelf public sector accounting software application. The system is called BRAIN. The Agency has made a significant investment in configuring BRAIN. This system will be retained and will interface with FMS. The system is modular and includes the following functionality:</p> <ul style="list-style-type: none"> <li>• GL;</li> <li>• Purchasing;</li> <li>• AP; and</li> <li>• Budget.</li> </ul> <p>BRAIN interfaces with STARS on a daily basis for payment vouchers.</p> <p>The only thing that Secretary of State is using the purchasing component of MUNIS for is to start the process of a payment by getting an encumbrance initiated. For this, they need a vendor number.</p>																				
<b>Is vendor information kept in system?</b>	Yes.																				
<b>If so, what are data elements?</b>	<table border="0"> <tr> <td>Vendor</td> <td>City</td> </tr> <tr> <td>Entity</td> <td>State</td> </tr> <tr> <td>Alpha</td> <td>County</td> </tr> <tr> <td>Type</td> <td>Foreign Entity</td> </tr> <tr> <td>Status</td> <td>1099 Vendor</td> </tr> <tr> <td>Reason</td> <td>1099 Retainage</td> </tr> <tr> <td>Name</td> <td>W-9 Sent</td> </tr> <tr> <td>DBA</td> <td>W-9 Received</td> </tr> <tr> <td>Address</td> <td>SSN</td> </tr> <tr> <td>Zip code</td> <td>FID</td> </tr> </table>	Vendor	City	Entity	State	Alpha	County	Type	Foreign Entity	Status	1099 Vendor	Reason	1099 Retainage	Name	W-9 Sent	DBA	W-9 Received	Address	SSN	Zip code	FID
Vendor	City																				
Entity	State																				
Alpha	County																				
Type	Foreign Entity																				
Status	1099 Vendor																				
Reason	1099 Retainage																				
Name	W-9 Sent																				
DBA	W-9 Received																				
Address	SSN																				
Zip code	FID																				
<b>How is vendor information updated and kept current?</b>	<p>In the spring of 2007, Secretary of State took a good look at all their active STARS vendors for the past two (2) years and manually loaded about three hundred (300) vendors into MUNIS. When a new vendor is needed, they key it into MUNIS, and also into STARS (dual entry). They have an exception report process for keeping vendors up-to-date. Whenever the STARS exception report notes a vendor error, that error is corrected in both MUNIS and STARS.</p>																				
<b>Vendor data conversion or data clean-up issues?</b>	Any vendor that is in MUNIS is also in STARS. There are no identified vendor data conversion or data clean-up issues.																				
<b>How many vendor records are there?</b>	337 vendor records as of 03/10/08.																				
<b>Additional Comments</b>	None.																				
<b>Contact Information</b>	<p>Alan Burt, Administrative Officer                      AlanB@kssos.org                      785-296-3827</p>																				

## 4.17 SRS

Survey Topic	Agency Response
<b>Agency</b>	Social and Rehabilitative Services (SRS)
<b>Target System</b>	FARMS
<b>System Description from Analysis of Agency Systems deliverable</b>	FARMS is a mainframe-based system that uses VSAM / COBOL / CICS / SAS) to manage GL, AP, and grant accounting. FARMS categorizes expenditures and balances funds. FARMS is a role-based system which limits the category of payments that can be entered as well as what functionality can be accessed. FARMS interfaces with STARS to update vendor information and to generate payment vouchers.
<b>Is vendor information kept in system?</b>	Yes.
<b>If so, what are data elements?</b>	See below.
<b>How is vendor information updated and kept current?</b>	The vendor file is updated through CICS screens. A user can update, add, delete, and inquire against the FARMS Vendor File, depending on their security level.
<b>Vendor data conversion or data clean-up issues?</b>	There are no identified vendor data conversion or data clean-up issues.
<b>How many vendor records are there?</b>	112,252 vendor records as of 03/12/08.
<b>Additional Comments</b>	SRS needs their old vendors on a routine basis for financial reporting and audits. The agency is concerned about vendor history because STARS vendors are purged each year if inactive for over eighteen (18) months. The agency will use the FARMS system for vendor and transaction history purposes when FMS comes up. Then, over time, FMS will build up its history in the data warehouse. Eventually, there will be no need for the history in the FARMS system. This means that current policies concerning data purging will need to be revisited and possibly revised so that vendor and transactional history is kept in the data warehouse.
<b>Contact Information</b>	Theresa Addington, CFO Theresa.addington@srs.ks.gov 785.368.6358

<b>FARMS Vendor File Layout</b>				
<b>Field Name</b>	<b>Description</b>	<b>Format</b>	<b>Length</b>	<b>Position</b>
VE-NAME-1	Primary vendor name	character	30	001-030
VE-KEY	Vendor record primary key	character	17	031-047
VE-ID-TYPE	Vendor record key type	numeric	1	031-031
VE-KEY-FEIN	Vendor record key FEIN/SSN	character	9	032-040
VE-KEY-ZIP	Vendor record key zip code	character	5	041-045
VE-KEY-SEQ	Vendor record key sequence number	character	2	046-047
VE-NAME-2	Vendor secondary name (e.g., DBA as - ....)	character	30	048-077
VE-ADDR	Vendor location street address	character	25	078-102
VE-CITY	Vendor location city	character	15	103-117
VE-STATE	Vendor location state	character	2	118-119
VE-ZIP	Vendor location zip code	character	5	120-124
VE-FEIN	Vendor Federal Tax ID Number	character	9	125-133
VE-SSN	Vendor Social Security Number	character	9	134-142
VE-EMP-CD	Vendor employee code	character	1	143-143
VE-COUNTY	Vendor location county code	numeric	3	144-146
VE-EMPL-ID	Vendor employee identification number	character	9	147-155
VE-CYTD-MILE	Vendor calendar year-to-date mileage	binary N5	3	156-158
VE-FYTD-MILE	Vendor fiscal year-to-date mileage	binary N5	3	159-161
VE-INST-TR-AMT	Vendor in state travel amount	binary N9.2	5	162-166
VE-OUTST-TR-AMT	Vendor out of state travel amount	binary N9.2	5	167-171
VE-LAST-TRAN-DT	Vendor last transaction date (YYMMDD)	numeric	6	172-177
VE-LT-NO	Vendor last transaction number	numeric	9	178-186
VE-LT-AMT	Vendor last transaction amount	binary N11.2	6	187-192
FILLER	Not used		25	193-217
VE-FACTS-FLAG	Vendor used by FACTS system flag	character	1	218-218
VE-STARS-DATE	Vendor added to STARS date (YYMMDD)	character	6	219-224
VE-STARS-FLAG	Vendor added to STARS flag	character	1	225-225

Record key type: 1 = corporation, 2 = individual, 3 = client

Record key FEIN: use FEIN if key type = 1, use SSN if key type = 2 or 3

Record key zip: required if key type = 1, not used if key type = 2 or 3

Record key sequence: numeric sequence from 00 – 99, required if key type = 1 or 2, not used if key type = 3

Location county code: numeric code for Kansas county, value: 001 – 105, 111 (Central Office)

Employee code: Indicates whether or not the vendor record is for an SRS employee. (Y/N, blank = N).

FACTS flag: Indicates whether or not the vendor record is used by the FACTS system. (Y/N, blank = N).

Calendar year-to-date mileage and Fiscal year-to-date mileage fields, although still defined, are no longer maintained and are not considered reliable. These fields are no longer used in reporting as other means of reporting that data are used if required.

## 4.18 Wildlife and Parks

Survey Topic	Agency Response
<b>Agency</b>	Wildlife and Parks
<b>Target System</b>	Cost Information System (CIS)
<b>System Description from Analysis of Agency Systems deliverable</b>	CIS is a custom developed GL that performs project / grant accounting (activity based costing). There are approximately fifty (50) users of CIS. CIS also supports Agency budget planning and execution. The agency budgets by program and project.
<b>Is vendor information kept in system?</b>	In CIS, the agency enters the vendor name, FEIN, and suffix at voucher entry. No vendor information is kept in CIS. It is all kept in STARS.
<b>If so, what are data elements?</b>	Not applicable.
<b>How is vendor information updated and kept current?</b>	This is all done in STARS.
<b>Vendor data conversion or data clean-up issues?</b>	There are no identified vendor data conversion or data clean-up issues.
<b>How many vendor records are there?</b>	Not applicable.
<b>Additional Comments</b>	None.
<b>Contact Information</b>	Cindy Livingston cindyl@wp.state.ks.us 620-672-0754

## 5.0 Summary of Major Findings and Recommendations

A list of the major findings and recommendations contained in this document follows.

1. The STARS vendor file will most likely be the primary source of converted vendors for FMS. Although there are several data clean-up and conversion issues with the STARS vendor file identified in this report, once the target vendor file format is identified, the STARS vendor file should convert fairly cleanly into the new FMS vendor table layout using automated conversion techniques developed by the FMS Contractor.
2. The Procurement Management Plus (PMP) system is both undocumented and unsupported by the vendor. The State does NOT have the source code for PMP, and it is very difficult to discern what the system does. Thus, there is very little institutional knowledge of the PMP system today. The State has managed to reconstruct some of the basic administrative processes needed to make the system operate.

The PMP system has two (2) vendor files: 1) the PMP Vendor Table; and 2) the PMP Supplier Table. It is not known how these tables interact. From a user standpoint, only one (1) screen is used for input of data. Table layouts exist, but the field descriptions are “best guesses” based on inspecting the data content of the actual tables.

The PMP vendor files will be very difficult to clean and convert due to very limited institutional knowledge of exactly how they are used and how they correlate to one another and to the STARS vendor file. This means that figuring out a map to a new FMS target vendor file will be a challenge. It may be necessary to convert the PMP vendor files using procedural or manual conversion techniques rather than automated conversion techniques.

3. Currently, FEIN or SSAN are used as the vendor number in STARS. Vendor number is a very important and very visible field in STARS. In the new FMS, the State wants a different vendor numbering scheme to avoid the privacy issues surrounding an individual’s SSAN.
4. Immediately set up, communicate, and enforce a STARS vendor file naming convention for the field VE-VENDOR-NAME. For example, for individuals, this might be Last, First MI JR.
5. As described elsewhere in this document, due to software limitations, new vendor address verification is currently done the next day through an exception report process. In the new FMS, this should be done online as the vendor address is entered by the user. This will insure postal correct addresses at the point of data entry.

6. There are vendor records set up for unclaimed property payees. These are generally one-time payees that need not be converted. These vendor records could be identified based on the sub-object code in the applicable transactions.
  
7. Several agencies are concerned about losing vendors resident in their legacy programmatic or accounting systems that are to be replaced by the new FMS because of the current STARS practice of purging all vendors once every year with no activity over the past eighteen (18) months. The policies concerning the way that STARS data is purged need to be revisited and perhaps changed to support the history requirements of those agencies whose accounting systems or accounting functionality in programmatic systems have been identified as candidates for replacement by the new Financial Management System. If these systems are replaced, then these agencies will need a way to access their transactional level financial history (including vendors and the vendor file).

Agency	Vendor History Issue
Agriculture	<p>In the future, KDA wants to do all of their accounting functions directly into FMS. They want all their vendors converted, because they have many vendors that they pay only once every two (2) or three (3) years. Often these vendors are purged from STARS before they are used again. KDA does not want to lose them.</p> <p>The agency is concerned about vendor history because STARS vendors are purged each year if inactive for over eighteen (18) months. Because of the issue noted above, this means that current policies concerning vendor purging will need to be revisited and possibly revised so that vendor history is kept in the data warehouse.</p>
Aging	<p>The agency is concerned about vendor history because STARS vendors are purged each year if inactive for over eighteen (18) months. The agency will use the Consumable Inventory Management system for vendor and transaction history purposes when FMS comes up. Then, over time, FMS will build up its history in the data warehouse. Eventually, there will be no need for the history in the Consumable Inventory Management system. This means that current policies concerning vendor purging will need to be revisited and possibly revised so that vendor history is kept in the data warehouse.</p>
Corrections	<p>A New Year Startup process deletes one (1) fiscal year's internal accounting information from the Offender Management Information System (OMIS) and generates a report showing the information deleted. OMIS maintains information for three (3) prior fiscal years plus the current fiscal year. If the agency is to maintain the ability to see three (3) fiscal years' worth of transactional data by vendor, then this means that current policies concerning vendor and transactional data purging will need to be revisited and possibly revised so that vendor and transaction history is kept in the data warehouse.</p>

Agency	Vendor History Issue
Education	The agency has older vendors and transaction data that they need for their required reporting, such as Legislative requests. It is not uncommon for them to need data that is several years old. This means that, if KIAS is replaced by the new FMS, then current policies concerning vendor and transactional data purging will need to be revisited and possibly revised so that vendor and transaction history is kept in the data warehouse.
SRS	SRS needs their old vendors on a routine basis for financial reporting and audits. The agency is concerned about vendor history because STARS vendors are purged each year if inactive for over eighteen (18) months. The agency will use the FARMS system for vendor and transaction history purposes when FMS comes up. Then, over time, FMS will build up its history in the data warehouse. Eventually, there will be no need for the history in the FARMS system. This means that current policies concerning data purging will need to be revisited and possibly revised so that vendor and transactional history is kept in the data warehouse.

8. The Juvenile Justice Authority has a system called POSSUM that stores case-related information, such as the number of days a juvenile has stayed with a service provider. POSSUM contains funding and payment information, and can aggregate all payments made on behalf of an individual. POSSUM also tracks youths' social security benefits. POSSUM is a candidate for replacement by the new FMS.

While there are no compelling issues with vendor data conversion or vendor data clean-up with POSSUM, the key for the Juvenile Justice Authority is the funding split functionality that is embedded in the POSSUM vendor file design. This will have to be dealt with when the new FMS is implemented.

Documentation concerning this funding split design is included in the Agency Vendor Information work paper file.