

Administrative Circular

Commonwealth of Pennsylvania Governor's Office

12-14
Number

Subject: Conversion of Financial Interface Files to/from the Pennsylvania Treasury Department and the Integrated Enterprise System (IES) to SAP Accounting Code	Date: October 11, 2012
By Direction of:  Kelly Powell Logan, Secretary of Administration  Charles B. Zogby, Secretary of the Budget	Expiration Date: October 11, 2013
Contact Agency: Office of the Budget, Office of Comptroller Operations, Bureau of Financial Management, Telephone 717.787.6496	

As part of its information technology (IT) modernization project, the Pennsylvania Treasury Department (Treasury) plans to convert its accounting code structure from Integrated Central System, or ICS, code to SAP accounting code, **effective July 1, 2014**. Coinciding with this change, the Office of Administration, Office for Information Technology, Bureau of Integrated Enterprise System (IES) will discontinue accepting and producing financial interface files in non-SAP code. These changes will affect every agency currently transmitting financial interface files from an agency system to the SAP system and/or Treasury in a non-SAP format. By July 1, 2014, affected agencies must transmit financial interface files to the SAP system and Treasury using an acceptable SAP format.

Agencies can accomplish this by modifying their systems to include SAP accounting code or by converting, or "crosswalking," the financial interface files generated by agency systems to an SAP format before transmitting the files to the SAP system and/or Treasury. Agency system or program modifications are the responsibility of each agency. Any agency opting to crosswalk financial interface files will be responsible for maintaining crosswalks in the agency system. Agencies responsible for vendor-generated financial interface files must work with their vendors to ensure such files are transmitted to the SAP system and/or Treasury in SAP format. Agencies are strongly encouraged to address systems modifications and crosswalk options as soon as possible to mitigate potential file transfer disruptions or other issues that may arise during the implementation of Treasury's new IT system and the discontinuance of support for ICS-to-SAP crosswalks in SAP.

Interface Files Transmitted to the SAP System.

If necessary, IES will assist agencies in identifying the financial interface files currently transmitted to the SAP system in non-SAP format and provide the required SAP format. SAP formats for financial interface files sent to IES can be substantially different from current non-SAP formats. IES will also provide the existing crosswalk data to agencies that opt to maintain their own crosswalks. The Office of the Budget, Office of Comptroller Operations will not maintain any crosswalks for financial interface files to the SAP system after September 30, 2014.

Interface Files Transmitted Directly to Treasury.

Crosswalks do not exist in the SAP system for financial interface files transmitted by agencies directly to Treasury. Agencies that elect not to modify interface files sent directly to Treasury to reflect SAP accounting code must develop and maintain in the agency system new crosswalks to Treasury's SAP format. IES can provide sample crosswalk data for agencies to use as a guide for developing agency-specific crosswalks. Treasury will be unable to accept interface files sent directly to it that do not reflect SAP accounting code after July 1, 2014.

Please direct questions and concerns regarding SAP file formats and crosswalks to Steve Engle of IES, at 717.705.9198 or (sengle@pa.gov). Questions or concerns regarding this circular may be directed to Mike Burns (mburns@pa.gov) or Andy Cameron (acameron@pa.gov), of the Office of the Budget, Office of Comptroller Operations, Bureau of Financial Management via email or the telephone number listed in the title block of this circular.