

Administrative Circular

Commonwealth of Pennsylvania
Governor's Office

14-07
Number

Subject:

Reminder of Upcoming Changes Resulting from the Treasury Department Information Technology System Conversion

Date:

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By Direction of:


Kelly Powell Logan, Secretary of Administration


Charles B. Zogby, Secretary of the Budget

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Use of SAP Accounting Codes on File Interfaces and Crosswalk Requirements for Agencies.

[Administrative Circular 12-14, Conversion of Financial Interface Files to/from the Pennsylvania Treasury Department and the Integrated Enterprise System \(IES\) to SAP Accounting Code](#) notified agencies of the Pennsylvania Treasury Department (Treasury) plan to convert its accounting code structure from Integrated Central System (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. Please be reminded that by **July 1, 2014**, agencies must transmit financial interface files to the SAP system and Treasury using an acceptable SAP format. Treasury will be unable to accept interface files that do not reflect SAP accounting code after **July 1, 2014**.

Agencies can modify their systems to include SAP accounting code or convert, or "crosswalk," the financial interface files generated by agency systems to an SAP format before transmitting the files to the SAP system and/or Treasury. 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. 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**. Agencies must also be aware that the tables IES provides for validating SAP accounting code formats will change as of **July 1, 2014** as a result of the implementation of budget period values (see Transition to Fiscal Year 2014 SAP Funds and Budget Period Values below for additional details).

Elimination of Paper Voucher Transmittals.

Effective July 1, 2014, agencies will no longer submit hardcopies of Form STD-125, Voucher Transmittal (Form STD-125) or any Word- or Excel-created reproductions of Form STD-125 to the Office of the Budget, Office of Comptroller Operations. Instead, agency personnel must park the appropriate accounting transaction in the SAP system using transaction code FV50. This change does **not** affect voucher transmittal file interfaces to the SAP system. The Office of the Budget, Office of Comptroller Operations will provide additional information regarding the SAP system roles that must be assigned to agency personnel in order to park accounting transactions, along with details regarding available training, by May 30, 2014.

Billing and Payments between SAP Agencies and Non-SAP Agencies.

Effective July 1, 2014, all revenue transactions must originate from the SAP system. As a result, SAP agencies that bill non-SAP agencies through the SAP accounts receivable module and receive payments via transfer vouchers must now bill non-SAP agencies through the SAP cost allocation process. Cost allocations, which can be transmitted through electronic files to Treasury and non-SAP agencies as needed, post applicable revenue and expenses to SAP simultaneously. Cost allocation procedures and additional details about the purpose and appropriate use of cost allocations are available at www.comptrolleroperations.state.pa.us. To access the information, select the "Log In" option from the menu on the left side of the home page, then select "Agency Resources" and "Cost Allocations."

Transition to Fiscal Year 2014 SAP Funds and Budget Period Values.

[Administrative Circular 13-15, SAP Accounting Code Changes: Creation of Budget Period and Removal of Fiscal Year from SAP Funds](#) detailed additional accounting code changes schedule to occur July 1, 2014. Agencies are reminded that IES will work with the Office of the Budget to ensure a smooth transition by converting SAP funds and populating budget period values on human resources and asset master data records, open procurement documents, open accounts receivable records, and open contingent commitments at June 30, 2014. For example, a commitment established during the month of April 2014 in a contingent year "14" SAP fund will be converted and assigned a 2014 budget period value during fiscal year closing activities.

Please direct questions and concerns regarding the content of this circular to Josh Naylor (jnaylor@pa.gov), of the Office of Comptroller Operations, Bureau of Quality Assurance, at 717.425.6883 or Andy Cameron (acameron@pa.gov), of Office of Comptroller Operations, Bureau of Accounting and Financial Management, at 717.265.7285.