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**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**FROM:** OASIS/Executive Office  
**SUBJECT:** OASIS Progress Report

**SUBMITTAL DATE:** November 24, 2003

**RECOMMENDED MOTION:** That the Board of Supervisors receive and file the attached report.

**BACKGROUND:** The 2003 accounting year-end has been finalized in the OASIS Financials system. System access and reliability, reporting and invoice processing times have remained stable and within performance benchmarks.

In November, the State has suspended the County's Gas Tax payments – of approximately \$2 million per month –but will resume payments and restore suspended amounts when the Annual Road report is submitted by TLMA to the State. The State requires that the OASIS Financials cost allocation process be completed for TLMA Transportation in order to finalize the Road Report. This was not completed prior to the Gas Tax suspension deadline. The Road Report is expected to be submitted to the State by January 15<sup>th</sup>, 2004.

Manual processing of Deposit Based Fees refunds was reinstated in October. The completion of an automated refund finalization process in OASIS is expected in the next three months.

Michael Dearman  
OASIS Director

**FINANCIAL DATA:** N/A

**CURRENT YEAR COST:**

**ANNUAL COST:**

N/A

**NET COUNTY COST:**

**IN CURRENT YEAR BUDGET:**

N/A

**BUDGET ADJUSTMENT:**

N/A

**SOURCE OF FUNDS:**

**C.E.O. RECOMMENDATION:** APPROVE.

County Executive Office Signature

Policy

Consent

Department Recommendation:

Policy

Consent

Per Executive Office:

Progress Report on  
OASIS System Issues



December 2, 2003

## **Executive Summary**

In November, the 2003 accounting year-end was finalized in the OASIS Financials system - system access and reliability, reporting and invoice processing times remained stable and within performance benchmarks.

The State has suspended Gas Tax payments – of approximately \$2 million per month – to the County, but will resume payments and restore suspended amounts when the Annual Road report is submitted by TLMA to the State. The State requires that the OASIS Financials cost allocation process be completed for TLMA Transportation in order to finalize the Road Report. This was not completed prior to the Gas Tax suspension deadline. The Road Report is expected to be submitted to the State by January 15<sup>th</sup>, 2004.

Manual processing of Deposit Based Fees refunds was reinstated in October. The completion of an automated refund finalization process in OASIS is expected in the next three months.

OASIS HRMS remained stable while additional capabilities were added.

## **Background**

The OASIS PeopleSoft system consists of two major system components: Financials and Human Resources Management System (HRMS). The OASIS HRMS “went live” in July 2001 followed by Financials in July 2002. This was followed by a major upgrade to HRMS, which went live on August 20<sup>th</sup>, 2003.

The Board has received update reports on the status of the OASIS PeopleSoft system since October 29<sup>th</sup>, 2002. The last report was presented to the Board on October 7<sup>th</sup>, 2003 as part of the OASIS Reorganization and Progress Report (3.55 of 9/23/03). The current status of the OASIS PeopleSoft system is included in this report.

## **Financial System Issues**

### **System Performance**

System access and reliability, vendor payment processing and reporting have remained stable.

As expected, no major system outages occurred. Average invoice processing for October was 28 days, which is again better than the established 30-day

performance benchmark, and all interim and final 2003 year-end reports and monthly reports for September and October were delivered.

### **Accounting Year-end**

The 2003 accounting year-end general fund balance was finalized in mid-October and final departmental account balances were finalized the first week in November. The year-end finalization is approximately two months late compared with previous years. However, this is the first close processed in OASIS. Consequently, significant effort went into the development, testing and execution of system and accounting procedures as well as closing and reconciling account balances in the new system. Valuable knowledge and experience has been gained by OASIS and department users, which have been applied towards modifications to the Financials system. These modifications have already resulted in improved system performance and will result in further improvements to the 2004 accounting year-end close performance. It is expected that next year's close will be on time.

### **Project Costing**

TLMA and Flood Control require the OASIS project-costing module for tracking detailed project accounting. The project costing information is required to identify costs that can be applied to numerous projects and fund sources, including State and federal agencies, for projects undertaken and managed by TLMA and Flood Control. Of particular concern is the Annual Road Report, which is prepared by TLMA and requires accounting information from project costing. The Annual Road Report is a State required report, which is used to secure Gas Tax Subventions of up to \$25 million annually to the County.

The Annual Road Report is statutorily mandated to be prepared and submitted to the State Controller annually by October 1<sup>st</sup>. TLMA obtained from the State an extension through November 10<sup>th</sup> for submitting the FY 2002/03 Annual Road Report. As of November 7<sup>th</sup>, the Road Report specifications (as required by the State Road Auditor) have been provided by TLMA and have been programmed and tested in OASIS PeopleSoft. However, prior to compiling the report, it is required that all related accounting transactions be properly accounted for and allocated prior to the General Ledger and Project Costing Ledger being reconciled and then output to the Annual Road Report. TLMA and OASIS have been actively engaged for many months in developing, testing and executing the project costing allocations process in order to finalize the Annual Road Report prior to the November 10<sup>th</sup> extended submission deadline. As of November 20<sup>th</sup>, approximately 75 percent of the outstanding transactions, representing 3 out the 5 allocation groups, have been properly allocated using OASIS project costing. Also, certain necessary data adjustments were undertaken, which were needed

to bring the two ledgers into sync. The remaining allocations require additional modifications in project costing before they can be properly allocated and reconciled. This work is currently underway but the allocation processing is not expected to be completed until December 5<sup>th</sup>, thus missing the report's deadline. As a result, the County has incurred a suspension of its monthly Gas Tax subventions from the State. The suspension will remain in effect until the Annual Road Report is prepared and submitted to the State. The Annual Road Report is expected to be submitted to the State by January 15<sup>th</sup>, 2004.

In the interim, TLMA will continue to fund operations from its cash reserve. General fund reserves are available, if necessary, for TLMA to fund its operations. Once the Gas Tax suspension is removed, the State will reimburse the County for all current and past due subventions.

### **Deposit Based Fees**

The Deposit Based Fees (DBF) module was developed for TLMA to track project costs related to fees levied by the county on development projects. The fees are deposited in an account from which departments can draw to cover the costs of activities related to development projects. Any refunds owed to developers after a project is completed must be repaid within 45 days after completion.

Processing of DBF refunds was suspended in August, pending the "go-live" of the OASIS PeopleSoft HRMS upgrade. DBF requires time and labor data from HRMS to process TLMA employee and equipment costs related to development projects. After HRMS go-live, OASIS and TLMA discovered that time and labor data was not processing properly in DBF because of HRMS system changes related to the upgrade. As a result, processing of DBF refunds was halted by TLMA until OASIS was able to correct the system errors in DBF and HRMS. Manual DBF refund processing was reinstated by TLMA.

Additional improvements to DBF, such as automation of the refund finalization process, are scheduled to be completed within the next three months. During that time, TLMA will continue to manually process refunds for "critical" customers.

### **HRMS System Issues**

No significantly negative system performance issues have occurred with the OASIS HRMS environment.

Notable events included the completion of the 2004 Benefits Open Enrollment processing in October; the finalization of modifications in HRMS to support TLMA DBF processing in Financials, and the completion of a system modification to support prior period adjustment of equipment in HRMS Time and Labor.