

# NJCFS/MACS-E REPORT

INFORMATION FOR THE FUTURE USERS OF THE NJCFS/MACS-E SYSTEM

August 17, 1992

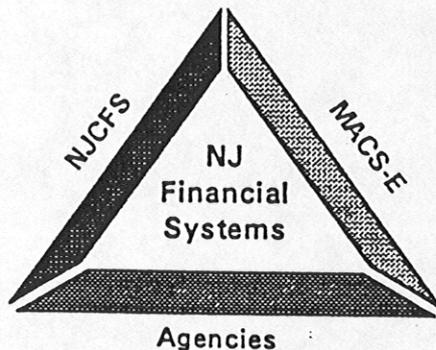
Issue 1 - Overview

## Overview

The New Jersey automated financial system integrates the New Jersey Comprehensive Financial System (NJCFS) and the Management Acquisition and Control System - Enhanced (MACS-E). It is an all-inclusive accounting, purchasing, and financial reporting system which will automate all of the State of New Jersey's financial transactions.

## The NJCFS/MACS-E Report

The purpose of this monthly report is to provide the future users of NJCFS/MACS-E with a continuous flow of information about the new system. Future issues will include more detailed information about the features and functions of the system.



## An NJCFS/MACS-E Logo

The NJCFS/MACS-E logo has been designed to illustrate the concept of one integrated system, that performs three major functions - Accounting, Purchasing, and Reporting, which are represented by the three sides of the triangle. This logo will become the symbol of the State of New Jersey's new financial system. △

## A Closer Look

### What does it do?

NJCFS/MACS-E is a comprehensive purchasing, accounting, and financial reporting system for the state government of New Jersey.

NJCFS/MACS-E provides many functions including:

- On-Line PO and Requisition Entry
- Electronic Approvals
- On-Line General Ledger
- Budgeting
- Expenditure Accounting
- Revenue Accounting
- Project Accounting
- Grant Accounting
- Financial Reporting
- Accounts Receivable
- Accounts Payable
- Small Dollar (Non-PO) Ordering

NJCFS/MACS-E is designed to be a single, integrated system, rather than a set of many different systems.

The implementation of the system will enable state agencies to enter their own financial information and handle their internal budgeting and accounting on-line, independent of the State's General Ledger.

With NJCFS/MACS-E, users across New Jersey will have the same view of the system and will operate from the same base of information, ensuring the consistency and accuracy of financial information.

### Why do we need it?

NJCFS/MACS-E supports OMB's goal to provide all state agencies with a "fully integrated family of financial systems" that will include:

- Purchasing
- Accounting
- Budget
- Payroll

The NJCFS component of the system covers the accounting and budget functions. NJCFS does not include any purchasing functionality; all purchasing transactions must begin in MACS-E. Payroll is scheduled to be incorporated into NJCFS/MACS-E in 1994.

## Benefits to Agencies

NJCFS/MACS-E presents many benefits to state agencies and their employees. Following are some of the most visible benefits:

- Improved document management can require less paper and improve turnaround time on transactions.
- On-line approvals can reduce the turnaround time by allowing sign-off to occur on-line.
- The ability to consolidate purchasing can translate to savings in time and money.
- Warehousing of payments can save time with the system executing payments on specified dates. △



### IMPORTANT DATES

Future issues of the Report will list key NJCFE/MACS-E dates on this calendar. Please refer to it when you receive each issue and update your own personal calendars.

## Effect on State Agencies

NJCFE/MACS-E has been developed to monitor and service the purchasing and fiscal activity of the agencies of the State of New Jersey.

The basic foundation of fiscal control in state government is the individual accounting records of each agency. These records of transactions are coded, consolidated, and summarized by the system. However, each agency exercises a considerable degree of internal control over its fiscal affairs, within the constraints imposed by the agency's approved budget, a statutory and regulatory authority.

Therefore, each agency must constantly monitor the accuracy and integrity of the materials used to document the conduct of a fiscal activity. New policies are being developed to support the processing of NJCFE/MACS-E transactions. Information describing how processing may change within each agency is currently being created and will be delivered to agency personnel when completed.

On the purchasing side, MACS-E provides controls for both Direct Purchasing Authority (DPA) and contract purchases.

A useful feature of MACS-E is its ability to process third-party contracts. Contracts may either be created on-line or created off-line and entered into a contract database.

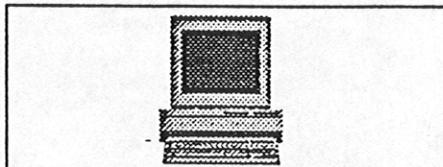
In addition, a sophisticated set of electronic approvals maintains an audit trail of payment voucher approvals. However, ultimate control and accountability still remains with agency personnel through the exercise of good judgment.

The agency contributes to sound fiscal control in state government by:

- Adhering as strictly as possible to the NJCFE/MACS-E policies and procedures in the manual.
- Preparing accurate and complete source documents for capture.
- Maintaining proper internal control procedures within the agency organization.
- Complying with Generally Accepted Accounting Principles (GAAP).

### How does it operate?

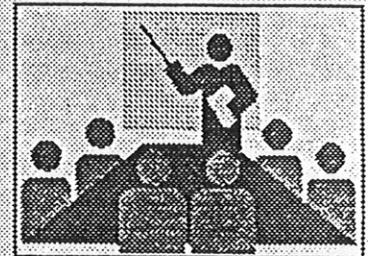
NJCFE/MACS-E will be used on an IBM terminal, IBM equivalent terminal, or a personal computer. All users will need to be proficient in keyboarding skills. Further information on operating your terminal will follow in a later issue of this newsletter. △



### HELP!?!?

In order to support the hundreds of users of NJCFE/MACS-E, a variety of system support tools will be provided. Included are:

- Training Courses
- On-line Help
- Procedure Manuals
- Agency Assistance
- Help Desk



All user personnel will complete training before using the system. Once training is complete, users will have a variety of support tools available. Further information on system support will be provided as NJCFE/MACS-E nears completion. △

### ??????WHAT DO YOU THINK??????

Your comments, suggestions, and questions are welcome. Please contact Gib Johnson at 292-6285.