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| LOCAL COMMISSIONERS MEMORANDUM |
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DSS-4037EL (Rev. 9/89)

Transmittal No: 90 LCM-147

Date: September 13, 1990

Division: Information
Technology
Management

TO: Local District Commissioners

SUBJECT: Job Accounting Summary Sheets (Form & Instructions)

ATTACHMENTS: Job Accounting Summary (DSS-4152EL) - Available On-line
Job Accounting Summary Instructions - Available On-line

We have completed our first year of utilizing the Job Accounting Summary as part of the documentation required when submitting an annual Service Agreement for review and approval. This summary of charges for the various services performed by EDP service bureaus has been very useful, however, the diversity of charges, the individualized manner in which they were reported by local districts and the need to standardize the hard copy to match the on-line version has prompted us to revise the form to accommodate the needs of both the State and the local districts. The hard copy form is identical to the electronic form which can be accessed through ELIB (E-FORM/ITM) in OFIS Link.

For the most part, the fields are basically the same but they have been rearranged to flow more logically. Some fields have been enlarged to provide more space for longer entries. In addition, the Job Accounting Summary is now two pages and it will be necessary to make entries on both pages. All changes are described below.

1. The Processing Categories are now listed down the first column. (Previously, they were listed across the first row.) The number of blanks provided for county specific entries has been increased from five to ten.

2. The Program Areas are listed across the first row. (Previously, they were listed down the first column.) Page 1 includes PA, MA, FS and IV-D/SCU. Page 2 lists Services, HEAP, and Administration. LDF has been deleted from the list of chargeable program areas.
3. RATE/WORK UNIT is the field which combines the WORK UNIT TYPE with the WORK UNIT RATE found on the previous version. This field is located on the first page, second column.
4. TOTAL WORK UNITS PER MONTH is a new field which is located on the first page, third column.
5. PROGRAMMATIC MONTHLY TOTAL and PROGRAMMATIC ANNUAL TOTAL are new fields added to the end of the programmatic columns on pages 1 and 2.
6. PROCESSING CATEGORY TOTALS - MONTHLY TOTAL and ANNUAL TOTAL are new fields located on the last two columns of page 2.
7. MONTHLY GRAND TOTAL and ANNUAL GRAND TOTAL are two new fields located on the last two columns of the last two rows of page 2.

The following instructions will define each field and explain how to complete the revised Job Accounting Summary. Please be aware that the Service Agreement requirements and processes that were detailed in LCM #174 (released in the fall of 1989) still apply.

The Local District Manager's Guide will be updated to reflect the changes to the Job Accounting Summary. If you have any questions, please direct them to Sharon Richman, 800-342-3715, extension 4-9417.

Igor Koroluk
Director
Bureau of Systems Review
Office of Systems Assurance

DSS-4152EL JOB ACCOUNTING SUMMARY

INSTRUCTIONS

I. Description

The Job Accounting Summary sheet (Service Agreements) (DSS-4152EL) is part of the Rate Methodology section of Service Agreements drawn up by LDSSs per the NYS DSS Service Agreement Approval Process Standard (AC105). The Job Accounting Summary is a standard form for entering a summary of data processing charges for the various services performed by the EDP service bureau. It will be supplemented by the actual charge sheets as produced by the local district's automated job accounting system.

II. Process

The DSS-4152EL Job Accounting Summary is required to be submitted along with other Service Agreement documentation on or before October 1 of each year for the following year.

III. Using the Electronic Form

All applicable fields must be completed. Monetary amounts should be entered as whole dollars whenever possible. If there are not enough spaces to make your entry, eliminate the use of commas. Any rounding that is done for either RATE in RATE/WORK UNIT or TOTAL WORK UNITS PER MONTH should be explained on a separate sheet. PROCESSING CATEGORY entries can be abbreviated but they should be as logical as possible. The WORK UNIT portion of RATE/WORK UNIT can also be abbreviated (e.g. hour = hr, page = pg, track = trk, etc.).

Using Text Calculator

To have OFIS Link automatically add the columns and the rows in the form and put the result in the totals areas, display the form on the screen and enter the amounts in the corresponding rows and columns. Press the F2 (Special Function) key and choose Text Calculator. Place the cursor on the first number to be added and while holding down the "Shift" key press the "+" key. Be sure to use the "+" key on the regular keyboard, not the "+" (Skip Fwd) key on the numeric keyboard. Skip forward to the next number to be added and repeat pressing "Shift" and the "+" key until all numbers in that row or column have been entered and the cursor is at the total field. Press the "=" sign key and the result will automatically be placed in the totals field. To read more about Text Calculator, refer to the Quick Reference Guide in section #3, Text Functions and Printing.

IV. DSS-4152EL Information Required

Both pages of the Job Accounting Summary must be used, regardless of which fields have entries. The RATE/WORK UNIT and TOTAL WORK UNITS PER MONTH on Page 1 must be completed for all Processing Categories (preprinted and county specific) even if charges are only entered for a Program Area on Page 2. Monthly and Annual Processing Category Totals are entered on Page 2. All Grand Totals are entered on Page 2 and the row totals must equal the column totals.

COUNTY - Enter your county name on the top of the page.

YEAR - Enter the last two digits of the calendar year to which this Job Accounting Summary applies on the top of the page.

PROCESSING CATEGORY - the activity under which charges have been incurred and therefore requires entries in the RATE/WORK UNIT, TOTAL WORK UNITS PER MONTH and PROGRAM AREA headings. Six standardized processing categories (COMPUTER/CPU, SYSTEMS ANALYSIS, PROGRAMMING, DATA ENTRY, PRINT and DISK) have been preprinted on pages 1 and 2. Any Category that does not apply should be left blank. Ten blanks have been provided below the preprinted ones to enter Processing Categories that are unique to your local district (Example: TAPE, DEDICATED EQUIPMENT, EQUIP RENTAL, etc.). PROCESSING CATEGORY entries can be abbreviated but they should be as logical as possible. Those local district specific entries must be repeated on page 2 of the form so you can make required entries in the columns for Program Area and Monthly and Annual Totals.

RATE/WORK UNIT - the rate (amount of money) charged by the Data Processing Department for each WORK UNIT. These entries should be exactly the way in which the EDP chargebacks are actually calculated. The WORK UNIT portion of RATE/WORK UNIT can also be abbreviated (e.g. hour = hr, page = pg, track = trk, etc.). Any rounding that is done for either RATE in RATE/WORK UNIT or TOTAL WORK UNITS PER MONTH should be explained on a separate sheet.

- » COMPUTER - enter the rate per actual "CPU" time which is directly accessed from the internal CPU clock of the computer, or "Wall Clock Time" (e.g., \$250/hour, \$15.00/minute, etc.)
- » SYSTEMS ANALYSIS - enter the rate per hour, day or week (e.g., \$37.00/hour, \$220/week, etc.)
- » PROGRAMMING - enter the rate per hour, day or week (e.g., \$37.00/hour, \$220/week, etc.)
- » DATA ENTRY - enter the rate per count unit (keystrokes or records) or the rate per person unit (e.g., \$12/hour or \$32/day)

- » PRINT - enter the rate per print count (lines, pages) or the rate per time unit (seconds, minutes, hours)

- » DISK - enter the rate per storage unit (tracks, cylinders or drives) or the rate per time unit (seconds, minutes, hours)

Total Work Units Per Month - the total number of monthly units of work for each processing category (CPU, SYSTEMS ANALYSIS, PROGRAMMING, etc.).

Program Areas - PA, MA, FS, SCU/IV-D, SERVICES, HEAP and ADMIN are the only program areas that can be used for claiming purposes. No other program areas (training, etc.) will be accepted. Enter the monthly charges for the Processing Category in each applicable program area. Monetary amounts should be entered as whole dollars.

Processing Category Totals (Monthly Total) - the sum total of all charges in each Processing Category (row total) for all Program Areas. Monetary amounts should be entered as whole dollars.

Processing Category Totals (Annual Total) - the sum total of all charges in each Processing Category (row total) for all Program Areas multiplied by 12. Monetary amounts should be entered as whole dollars.

Programmatic Monthly Total - the sum total of charges by each Program Area (column total) for all Processing Categories. Monetary amounts should be entered as whole dollars.

Programmatic Annual Total - the sum total of charges by each Program Area (column total) for all Processing Categories multiplied by 12. Monetary amounts should be entered as whole dollars.

Monthly Grand Total - the sum of the Programmatic Monthly Totals (columns) should equal the sum of the Monthly Processing Category Totals (rows). Monetary amounts should be entered as whole dollars.

Annual Grand Total - the sum of the Programmatic Annual Totals (columns) should equal the sum of the Annual Processing Category Totals (rows). Monetary amounts should be entered as whole dollars.