

1210.32 Information Processing Report

Issued: March 1, 2001
Revised: June 21, 2012

PURPOSE

To provide the procedures for the classification and reporting of all information processing expenditures and related fund sources by the Department of Technology, Management and Budget, Financial Services.

APPLICATION

DTMB Financial Services, Executive Branch Agencies.

CONTACT AGENCY

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SUMMARY

The DTMB-900 Report shall be submitted by DTMB Financial Services no later than 120 calendar days after the end of each fiscal year. The report summarizes agency information technology (IT) expenditures by category and revenues received by DTMB by fund source (reference: Public Act 431 of 1984, s. 203(2).)

APPLICABLE FORMS

None.

PROCEDURES

- Following the issuance of Executive Order 2001-3, all IT expenditures for Executive Branch agencies are to be reflected in the Information Technology Internal Service Fund.
- Through MIDB queries, DTMB can accumulate IT costs by agency and category as well as how those costs are initially funded. Upon request, agencies can either confirm or correct the amount and fund sourcing of the expenditures before submission.

Expenditure Data are Accumulated as Follows

Payments to Other Agencies

- This expenditure category consists of Interface Billings made by DTMB Financial Services for IT services including Data Center Services, Technical Services and Telecom Services. By querying on Batch Agency

08M activity, one can obtain total Interface Billings by Agency and Financial Type.

IP Equipment and Software

- This expenditure category consists of direct agency charges to agencies that fall in the following agency objects: 6521, 6526 and 6237.

EUC Equipment and Software

- This expenditure category consists of direct agency charges to agencies that fall in the following agency objects: 6520, 6525 and 6235.

Contracted Services

- This expenditure category consists of direct agency charges to agencies that fall in the following agency objects: 6124, 6127, 6128, 6129, 6130, 6131, 6170 and 6171.

State Personnel Costs

- This expenditure category is calculated by applying the percentage of payroll costs including in programs related to the following invoice categories:
 - Agency Services Information Officer.
 - MPSCS.
 - DCO Scheduling and Data Entry Services.
 - Office of Technology Partnerships.
 - Strategic Policy and Planning.
 - Technical Services.
 - Enterprise Security.
 - Center for Shared Solutions.
 - Office Automation.
 - Department Administration.
 - DTMB-900 Fee.
 - E-Michigan.
 - Michigan Business One Stop.

All Other Expenditures

- This expenditure category consists of the following:
 - Direct Agency Charges not already included in above categories.
 - Invoiced amounts that are not included in State Personnel Costs.
 - Interdepartmental Grant (IDG) Direct Amounts (these are adjusted entries from the IDG Reconciliation process).

- Revenues are categorized by the following categories:
 - General Purpose Funds.
 - Restricted Funds.
 - Federal Funds.
 - Billings to Users.
 - Prior Year Funds.

Revenue Data Is Accumulated as Follows

Interface Billings

- By querying on Batch Agency 08M activity, one can obtain Interface Billing Funding by Agency and Finance Type.

Manual Invoices

- To collect data for fund sources used to pay IT manual invoices, it is necessary to run a query for all payment documents used by agencies to pay the IT Fund for manual invoices during the year.

IDG Direct Amounts

- These expenses are identified during the year-end IDG Reconciliation process. As these document numbers are known, one can query on these documents to obtain the fund sourcing used.

Report Completion

Confirmation with Agencies

- After total expenses are accumulated and classified by category and fund source, a summary sheet is sent to each agency Chief Accountant. Each agency may then confirm or correct the expenditure and/or funding totals provided.
- After each agency has had an opportunity to review their figures and respond, the report is complete and may be submitted.
