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Transaction Catalog Mangagement – Remarking / Purge Policy

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Executive Summary

This policy defines the management of transactions in the Statewide Enterprise Accounting and Financial Reporting System ("the system"; "Mosaic") with respect to nightly re-marking transactions and the purging of rejected transactions.

Considerations

The Mosaic Document Catalog serves the dual purposes of providing a repository of historical transactions and access to transaction activity.

The following automated processes assist the management of the transaction catalog:

- **Purging Rejected Documents**
  Over a period of time, transactions that are rejected (or draft status in Labor Cost Distribution) in the system accumulate in the document catalog and could cause performance problems as well as making the management of the catalog more difficult for departments. Purging of certain rejected documents assists with this effort.
- **Remarking**
  The remarking process re-edits certain documents in reject status during the system nightly cycle and processes the documents to Final if errors have been addressed

Policy

Purging

Part of the standard production cycle is the monthly purge of **rejected transactions and Labor Cost Distribution (LCD) rejected AND draft transactions** over 75 days old. The purge is executed as part of the monthly accounting period close process. The purge schedule may be adjusted to accommodate annual Closing/Opening activities. Any changes to the purge schedule are announced in the CTR Weekly Update. Departments periodically should review rejected transactions in the Transaction Catalog. Departments that wish to retain any document that would qualify for the monthly purge action should place the transaction in a Held status prior to the scheduled purge.

The following transactions are **excluded** from the purge:

AD, AR, BNK, BNK2, CA, CD, CD1, CD2, CEC, EFT, ER, IE, IET, INVEARN, INVEARN2, INVEST, INVEST2, IT, ITA, ITI, OT, PRM, PRN, TD, TT, WR, WRADJ, PREXP, PRLDE, PRLIF, PRLNP, PRLVP, and PRRV.

Remarking

It is standard practice to execute jobs during thesystem nightly cycle that remarks certain transactions that are in a "Reject" status. This re-edits the transaction to determine if the original reason for the rejected status has been resolved and processes the transaction to final statues if all on-line edits passed. The transaction will go to a "Final" status, including transaction entered by staff that have a "user" level role (the user level role does **not** allow staff to process transaction to a "Final" status). A limited number of transactions are included in the re-marking process to support the controls necessary for the management of e-signature. Departments should instruct staff with "user" level roles who encounter reject errors on transactions to put the transactions on hold and notify the person with "administrator" access that they must take an action to complete the transactions.

The following transactions are eligible for nightly remarking: **CD, CD1, CD2, CR, RF1, WR, GXM, PRLIF, PRLDE, EMTL, PMTL and EICF**.

All other transactions in a rejected status are not remarked. Department personnel are responsible for reviewing and managing these rejected transactions.

Archiving

Over time, the size of the Transaction Catalog will require that aged transactions be archived. This policy document will be amended before archiving is implemented.

Internal Controls

Department Internal Control procedures should include a process to review the Transaction Catalog on a regular basis and manage rejected documents. Internal control procedures should include reviewing transactions that meet the criteria for purging and placing into a Hold Status those transactions that should be excluded from the monthly purge processing.

Information Sources

Legal Authority

- M.G.L. c. 7A: Office of the Comptroller
- M.G.L. c. 29: State Finance Law

Contacts

- CTR Solution Desk
- MAComptroller.org