

TO: Fiscal Officers of All State Agencies

FROM: Steven L. Valasek, Director of State Accounting

DATE: September 30, 1999

SUBJECT: Y2K Testing for Agencies

NUMBER: 84

The Office of the Comptroller (IOC) has been addressing Y2K issues over the last year. As stated in Accounting Bulletin 83, the IOC has successfully tested all of our vendor-supplied applications, all of our in-house applications, and all of our external interfaces for Y2K compliance. Since that bulletin, we have received a series of inquiries from agencies asking to test their Y2K agency output through our Y2K test environment.

In order to respond to these requests, the IOC is designating the week of October 25<sup>th</sup> through October 29<sup>th</sup> for the testing of agency supplied test tapes through our Y2K test environment. Agencies are requested to have their test tapes to the IOC by October 22<sup>nd</sup> to qualify for the testing. No tapes will be accepted after October 22<sup>nd</sup>. Tapes should be clearly marked as Y2K test tapes and be delivered directly to Peggy Blackburn of our System Administration group.

It is important to note that the IOC has already tested our external interfaces. We have tested these interfaces with tapes that contained data fixes to represent Y2K data. **Therefore, during this test period, we are asking agencies only to submit tapes that have been produced through their agency's test Y2K environments.**

In order to facilitate this testing, the IOC has scheduled a meeting for agencies' questions and issues on October 8<sup>th</sup>. This will be held at 9:00AM at our TTI facility, located on the first floor at 325 W. Adams. We will have representatives from our Information Technology staff and our System Administration staff on hand to answer any technical questions. If you are interested in attending, please contact Linda Fletcher at

(217) 782-5258.

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**As a reminder, we have reprinted some important issues discussed in the previous Accounting Bulletin. Please review and make sure your agency has responded where applicable.**

- *Agencies that plan to change their processing schedules or to accelerate payments must request permission from the IOC prior to 12/01/99. Requests should be forwarded to Don Templeman, Assistant Comptroller for Operations for approval.*
- *In the event of any agency level Y2K difficulties, agencies are requested to notify the IOC. Notification should be forwarded to Don Templeman, Assistant Comptroller for Operations.*
- *In the event of any Y2K difficulties at the Statewide level, agencies should be prepared to prioritize payment types and submit payment requests accordingly. If payments are in process, agencies should communicate the order of priority of in-house payments to the IOC. Notification should be forwarded to Don Templeman, Assistant Comptroller for Operations for approval.*

Agencies have also inquired on the subject of the IOC notifying agencies during the first week in January in the case of any Y2K related problems that we identify. During the first week in January, the IOC will contact the appropriate agencies in the following manner.

1. If the problem is agency specific, IOC will attempt to contact the agency's fiscal officer.
2. If the problem is more global, the IOC will use the following methods of communication.
  - A. Message on SAMS Help Desk (217) 782-4113
  - B. Message on Record Center (800) 877-8078
  - C. Message on IOC Web site [www.ioc.state.il.us](http://www.ioc.state.il.us)
  - D. Message on CMS network
  - E. If phone lines and systems are down, agencies can send a representative to 325 W. Adams.

If your agency encounters any questions or issues that we can assist in, please have your Y2K coordinator contact our office. Please contact John Davidson, Acting Director of Information Technology at (217) 782-5681 for system-related issues, Peggy Blackburn, System Administrator at (217) 524-5317 for Y2K testing issues, and myself at (217) 782-7078 for processing-related issues.