

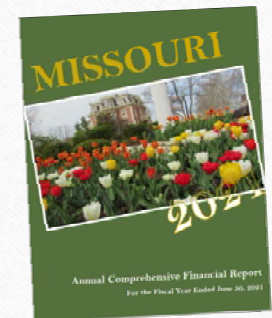
# OA-Accounting Updates

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FMAC Meeting  
August 10, 2022

# ACFR

- FY22 ACFR survey responses due to OA/DOA by **August 15, 2022**.
  - Please submit the information timely to ensure the ACFR is completed on-time!
  - Preparing the ACFR for entities across the State takes a significant amount of time.
  - Plus the SAO has to audit the ACFR prior to the report being issued.
  - Receiving the information on-time, complete and accurate from your Agency is critical.
- ACFR Questions: contact Krista Porter
  - Jessi will be transitioning to support ERP



# SCHEDULE OF FEDERAL EXPENDITURES (SEFA)

- SEFA schedules are due August 31, 2022
- Please email completed SEFA's to [OA.SEFA@oa.mo.gov](mailto:OA.SEFA@oa.mo.gov)

## SEFA (cont.)

- Subrecipient reporting requirements for the Schedule of Federal Expenditures (SEFA) and the Treasury's Portal for the Coronavirus State and Local Fiscal Recovery Funds' (ARPA) Project and Expenditures Report contain differences.
- As OA will be reporting the ARPA expenditures on our SEFA, we are requesting each agency to track and report to us the subrecipient expenditures for the programs your agency administers using the ARPA moneys (Assistance Listing # 21.027) at the end of each fiscal year, beginning in fiscal year 2023.
- A survey will be sent in addition to the SEFA letters requesting this information from your agency.

# ERP Status

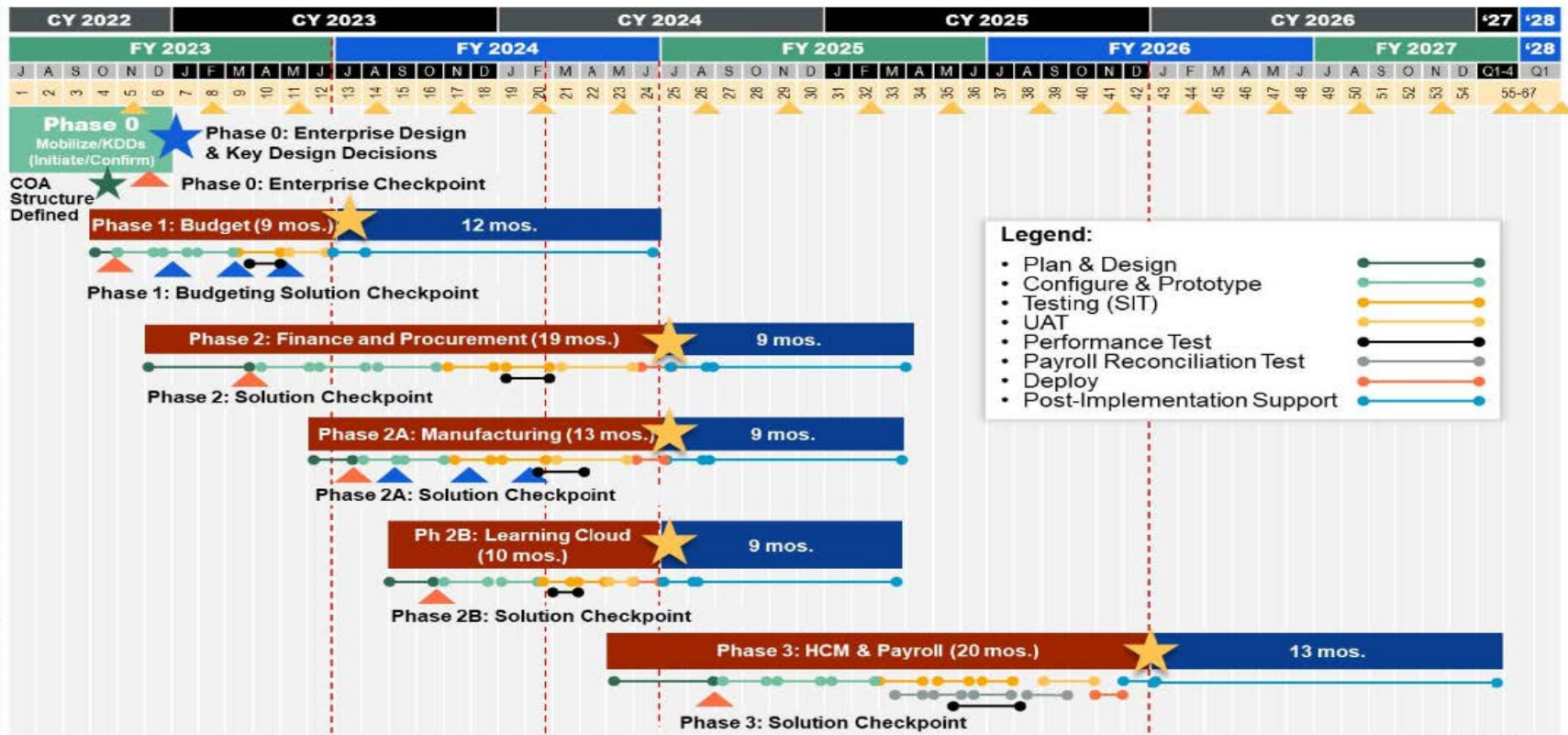
- Software RFP has been awarded to Mythics, Inc. - Oracle Fusion Cloud
  - Free learning opportunities for Oracle products - <https://education.oracle.com/learning-explorer>
    - Only select the free training videos
  - Additional information at <https://docs.oracle.com/en/>
- Service Integrator RFP was awarded to Accenture on 8/2; Protest period ends on 8/16
- Oracle product demonstrations currently ongoing. Links will be provided for others to view, as appropriate.

The Oracle logo, consisting of the word "ORACLE" in a bold, red, sans-serif font, is positioned in the bottom right corner of the slide. It is set against a dark rectangular background.

# ERP Staffing

- TAFP Budget for FY23 includes 43 FTEs across Finance, Budget, Procurement, IT, Organizational change management (OCM) and Communications
  - PS TO EE FLEXIBILITY REQUESTED
- **Current team:**
  - Project Team: Lynn Cannon, Tracy Farris, Chris Surface, Mark Swartz, Suzette Kempker
  - Project Steering Committee: Ken Zellers (OA), Dan Haug (OA), Stacy Neal (OA), Casey Osterkamp (OA), Karen Boeger (OA), Jeff Wann/Paula Peters (OA), Dru Buntin (DNR), Anna Hui (DoLIR), and Val Huhn (DMH)
  - Business Steering Committee: Will be re-confirming participants
- **Upcoming Additions:**
  - Communication staff member
  - Hired Program Manager awarded to BerryDunn (7 additional members)

# DRAFT: Preliminary ERP Implementation Timeline



TEMPER 2014

# ERP Readiness

- **Department's Special Reporting Needs:**

- Copy of Special reports requested – several received but not all? **Please send by August 26<sup>th</sup>.**
  - Received from DESE, DMH, DNR, DOLIR, DSS and MDC
  - No special reports required for your department, please just send an email to let us know so we know your department has been accounted for appropriately
  - Email copy(s) of reports and/or report criteria to [ERPCommunications@oa.mo.gov](mailto:ERPCommunications@oa.mo.gov) and cc: [Lynn.Cannon@oa.mo.gov](mailto:Lynn.Cannon@oa.mo.gov)

- **Business Processes:**

- Submit all documented business processes for financial (grants, projects, AP, AR, cost allocation, etc.), human resources, payroll, budget, procurement and any other process that can be supported by the new ERP – **Requested by July 31st**
- Critical business processes not documented need to get documented and sent also – **Requested by July 31st**
- Email business processes to [ERPCommunications@oa.mo.gov](mailto:ERPCommunications@oa.mo.gov) and cc: [Lynn.Cannon@oa.mo.gov](mailto:Lynn.Cannon@oa.mo.gov)

- **Chart of accounts:**

- Survey was sent to Departments last week to confirm what fields are being used and how – it is ok to say not using a field



# ERP Readiness – Purchase Orders Outstanding and Progress Made

Calendar Year	Transaction Count as of August 8, 2022	Outstanding Amount as of August 8, 2022	Change in # of Transactions since June 6, 2022	\$ Value Change since June 6, 2022
2011	2	\$311,324.48	0	0
2015	8	75,330.77	0	(\$5,945.42)
2016	7	121,759.46	0	(\$1,230.13)
2017	19	722,547.88	(1)	(250,619.32)
2018	39	842,780.89	(5)	(111,196.28)
2019	132	3,664,334.11	(23)	(2,696,307.61)
2020	321	15,034,348.78	(130)	(12,841,491.19)
2021	352	11,930,060.29	(197)	(64,388,070.69)



# ERP Readiness – Purchase Orders Outstanding by Agency

AGENCY	August 8, 2022 NUMBER OF TRANSACTIONS	August 8, 2022 AMOUNT OUTSTANDING
100	11	\$22,905.64
221	1	100.00
231	8	95,974.01
272	5	699.05
300	89	1,094,071.56
375	7	68,189.60
400	1	1,000.00
555	4	4,359.26
580	60	4,977,606.29
605	303	23,456,555.85
625	19	3,747.10
780	58	2,017,528.69
812	311	585,524.51
886	2	20,375.10
931	1	80,850.00
<b>Total</b>	<b>880</b>	<b>32,702,486.66</b>

# ERP Readiness - Fixed Assets

- Sizable task still remains to reconcile Fixed Assets
  - As of June 1, 2021:
    - Funds out of balance: 90
    - Amount out of balance: \$31,029,379.17
    - Department range from 0.00% to 8.59% out of balance
  - As of August 1, 2022:
    - **Funds out of balance: 91**
    - **Amount out of balance: \$33,223,347**
    - **Department range from 0.00% to 21.63% out of balance**



# ERP Readiness – Fixed Asset Dispositions

- Ensure fixed asset disposition documents are completed timely in SAM II for all types of assets (including software). This is most efficient after your annual inventory is completed.

Fiscal Year	Number of Transactions	Asset Amount
2016	9,767	(\$101,083,118.40)
2017	9,613	(92,632,818.52)
2018	7,112	(78,508,004.25)
2019	9,336	(109,317,568.19)
2020	7,989	(72,562,176.82)
2021	7,313	(72,137,153.02)
2022	8,541	(\$73,511,838.20)

# ERP Readiness – Next Steps Underway

- Continue to identify and clean up all these erroneous codes and bad data in SAM II and Legacy systems – This needs to be done **now** not later
- Maintain reconciled fixed assets monthly
  - Ensure documents are processed asap
  - Need Help contact OA - Accounting
- Reconcile summary receivables
- Chart of accounts:
  - Survey was sent last week to Departments to confirm what fields are being used. **Responses are due by COB on August 15<sup>th</sup>**

# American Rescue Plan Act (ARPA) Update

- ARPA website: <https://moarpa.mo.gov/>
- Portal going live soon
  - Payroll using ARPA funding must have Project Codes
  - Capital Expenditures over \$10 million require labor certifications
- ARPA procedures letter: [https://samii.mo.gov/sites/samii/files/SAM-II-Tracking-of-Receipts-and-Expenditures-Agency-Memo\\_1.pdf](https://samii.mo.gov/sites/samii/files/SAM-II-Tracking-of-Receipts-and-Expenditures-Agency-Memo_1.pdf)



# SAM II FYE

- JV and JVR corrections past 5 years

FM	2018	2019	2020	2021	2022	Total
01	723	462	205	238	267	1,895
02	548	410	668	656	840	3,122
03	538	471	587	712	882	3,190
04	511	455	570	758	636	2,930
05	595	490	468	1,432	605	3,590
06	615	495	724	1,111	1,232	4,177
07	623	681	735	2,277	1,400	5,716
08	529	497	937	782	1,686	4,431
09	510	1,927	934	2,867	1,324	7,562
10	615	756	1,155	937	791	4,254
11	589	755	2,106	1,661	984	6,095
12	1,088	1,276	3,226	6,194	2,898	14,682
13	315	171	742	333	336	1,897

# Paper Checks > \$500,000

- Paper checks for payments larger than \$500,000 should be processed in SAM II Financial vs MissouriBUYS
- DOA unable to override payments larger than \$500,000 in MissouriBUYS
- Issue: DOA cannot override payment in MissouriBUYS, requires coordinated efforts of 3 individuals to process
  - Agency submits payment document
  - DOA applies override then selects approve and run
  - ITSD must catch response and send through once the payment is in ACCPT status



# Unclaimed Property

- Your assistance is needed to clean up these outstanding items
- Provide contact name in order to send data details
- Contact Matt Berkbuegler at [Matt.Berkbuegler@treasurer.mo.gov](mailto:Matt.Berkbuegler@treasurer.mo.gov) or at 573-751-0123 ext 1011

AGENCY	# OF ITEMS	AMOUNT
DCI	54	\$10 to over \$50
DESE	6	\$2 to over \$50
DHEWD	2	\$1 to over \$50
DHSS	10	\$10 to over \$50
DNR	100	\$1 to over \$50
DOC	3	\$1 to over \$50
DOLIR	5	\$4 to over \$50
DOR	204	\$1 to over \$50
DPS	23	\$2 to over \$50
DSS	302	\$0.30 to over 450
JUDICIAL	15	\$1 to over \$50
MDA	54	\$0.38 to over \$50
MDC	3	\$0.27 to over \$50
MODOT	4	over \$50
MOSERS	5	\$8.90 to over \$50
MVC	1	over \$50
OSCA	1	over \$50
SOS	1	\$26

# Policies/Helpful Guidance

- P-Card Policies: <https://oa.mo.gov/accounting/state-employees/purchasing-and-travel-cards/related-documents> **(Note: Updated P-Card Policy issued on 8/1/22)**
- Preapproval of Claims and Accounts Regulations: <https://s1.sos.mo.gov/cmsimages/adrules/csr/current/1csr/1c10-3.pdf>
- Statewide Policies: <https://oa.mo.gov/commissioners-office/policies/statewide>
- Travel Portal: <https://oa.mo.gov/travel-portal>
- Purchasing: <https://oa.mo.gov/purchasing>
- Fleet/Rental Cars/Wex Fuel Card: <https://oa.mo.gov/general-services>



# Distribution Lists

- Would you like to be added to a Distribution List?
  - SAM II Financial: <https://lists.mo.gov/mailman/listinfo/samii-fin>
  - SAM II HR/Payroll: <https://lists.mo.gov/mailman/listinfo/samii-hr>
  - MissouriBUYS: <https://lists.mo.gov/mailman/listinfo/missouribuys>
- SAM II Financial and HR/Payroll Bulletins: <https://samii.mo.gov/>

**Bulletin**  
and Announcements

# Meeting Wrap up

- **FMAC attendance:**
  - Participation – who, why and how
  - Contact [Felicia.Hubble@oa.mo.gov](mailto:Felicia.Hubble@oa.mo.gov)
- **Communication:**
  - Make sure it is happening
    - Top down
    - Bottom up
    - Back and forth (within and across departments)
- **Feedback:**
  - Critical to successful project
    - Give it
    - Ask the questions
- **FMAC Topics:**
  - If you have any questions/topics/issues you would like addressed on a future FMAC call, contact [Felicia.Hubble@oa.mo.gov](mailto:Felicia.Hubble@oa.mo.gov)