

# Updates

---

FMAC Meeting  
December 7, 2022

# ACFR Reminders

## Capital Assets - Perform Annual Physical Inventory

The State Auditor prescribes state regulations that govern proper accounting for capital assets as required by Section 34.125, RSMo. The statute directs each state agency to keep an inventory of non-expendable property in its possession in the form prescribed by the State Auditor. This section states:

“Each state department, including each of the agencies therein, shall identify each non-expendable property item in its possession worth at least the amount prescribed by the state auditor by make, model, serial number and acquisition cost, and by affixing a numbered tag or similar marking to it. The head of each department shall be responsible for the proper use and retention of this property. Each department shall keep current an inventory of all this property in the form which shall be prescribed for such an inventory by the state auditor.”

- CSR: [15c40-2—State Auditor \(mo.gov\)](#)

# ERP Name - MOVERS



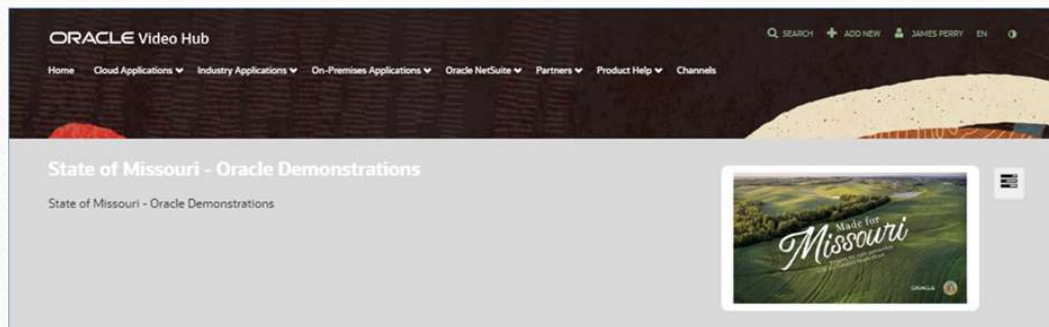
- Missouri
- Vital
- Enterprise
- Resource
- System

ORACLE



# Reminder: MOVERS Demos

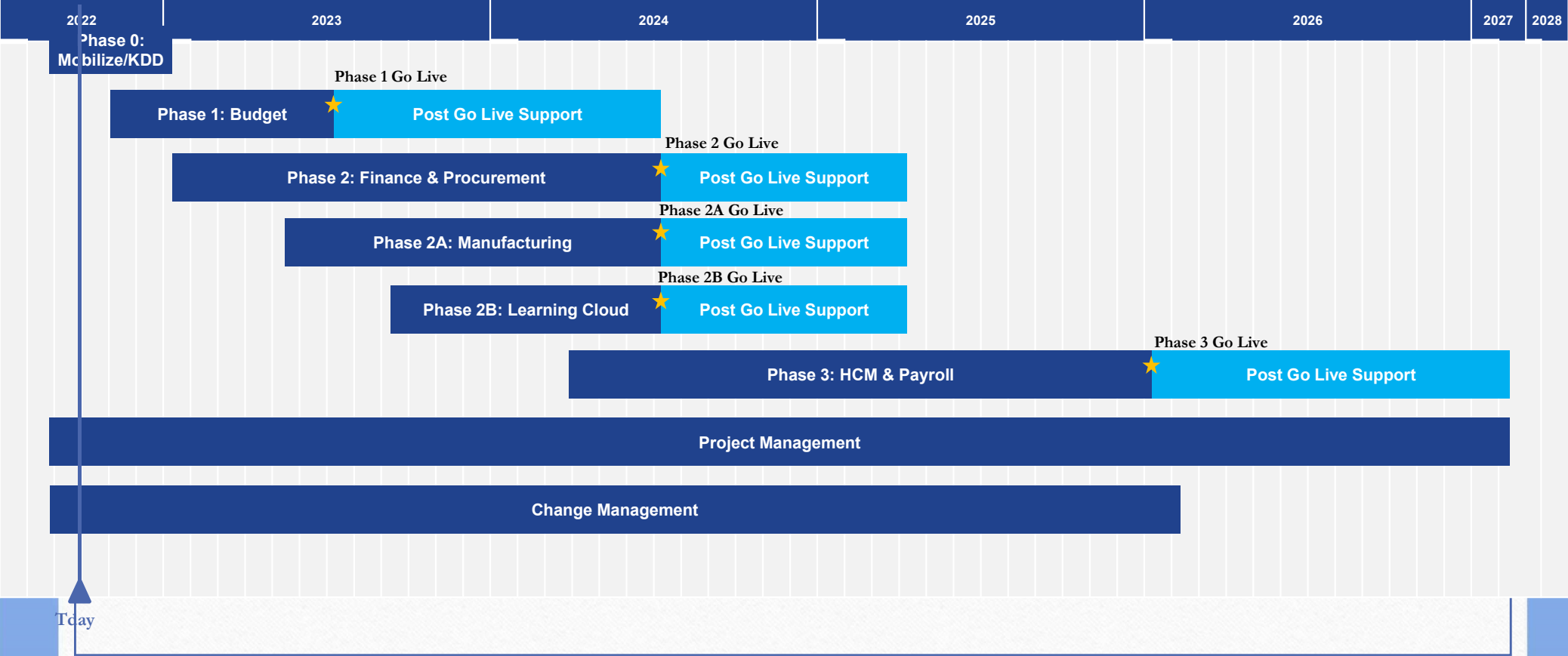
- Oracle demos specific to the State (and only for State employees) are available. To view the videos, go to <https://login.oracle.com/mysso/signon.jsp>, create an account, and click on the video you'd like to play. Then click the play icon in the resulting window.



- Other **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/>

ORACLE

# MOVERS Schedule



# MOVERS Current Focus

- **Chart of Accounts:**

- Finalizing information provided by Departments. Thank you for all the responses.

- **Budget**

- Development has started!

- **Business Processes:**

- Questions should go to [MOVERS@oa.mo.gov](mailto:MOVERS@oa.mo.gov)

**!!!Coming Soon!!!**

Financial module development. (Reminder to review data to clean up unnecessary codes)



# MOVERS Readiness – Purchase Orders Outstanding and Progress Made

Calendar Year	Transaction Count as of December 02, 2022	Outstanding Amount as of December 02, 2022	Change in # of Transactions since September 29, 2022	\$ Value Change since September 29, 2022
2011	2	294,246.85	-	(7,137.09)
2015	6	56,417.38	(1)	(1,644.32)
2016	5	108,019.52	(2)	(9,077.03)
2017	16	680,158.31	(2)	(38,212.96)
2018	34	811,598.47	(2)	(1,587.33)
2019	118	3,137,728.07	(10)	(75,180.48)
2020	279	8,138,616.29	(9)	(2,899,998.51)
2021	269	7,917,520.98	(36)	(1,980,746.38)



# MOVERS Readiness – Purchase Orders Outstanding by Agency

AGENCY	December 02, 2022 NUMBER OF TRANSACTIONS	December 02, 2022 AMOUNT OUTSTANDING
100	1	3,318.25
221	1	100.00
231	5	83,898.00
272	2	109.58
300	62	91,696.49
375	2	544.44
400	1	1,000.00
555	4	4,359.26
580	51	3,814,968.67
605	220	14,335,964.55
625	19	3,747.10
780	53	1,874,501.30
812	305	828,873.13
886	2	20,375.10
931	1	80,850.00
<b>Grand Total</b>	<b>729</b>	<b>21,144,305.87</b>



# MOVERS 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 November 1, 2022:
    - **Funds out of balance: 102**
    - **Amount out of balance: \$39,729,459.54**
    - **Department range from 0.00% to 11.75% out of balance**



# MOVERS 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
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)
2023	3,842	(53,603,745.49)

# MOVERS Readiness – Steps to Continue

- Maintain reconciled fixed assets monthly
  - Ensure documents are processed asap
  - Need Help contact OA - Accounting
- Reconcile summary receivables



# American Rescue Plan Act (ARPA) Update

- Bailey Allen has been hired as the supervisor for the ARPA Purchasing and Accounts Payable Team. Her contact is [Bailey.Allen@oa.gov](mailto:Bailey.Allen@oa.gov) and phone 573-751-6212.
- ARPA questions should still go to [ARPA@oa.mo.gov](mailto:ARPA@oa.mo.gov)
- Org Additions and Project set-up requests are to be submitted to [ARPA@oa.mo.gov](mailto:ARPA@oa.mo.gov)
- Agency personnel can submit security forms to be granted access to inquiry for ARPA Purchase orders and Invoices in MissouriBUYS.
- Intranet with ARPA is live: <https://intranet.state.mo.us/arpa/>

# ARPA Portal

- The ability to submit Purchase Orders/Encumbrances is LIVE!
- All payments and purchase orders need to be submitted through the Portal.



# ARPA Reporting Calendar

Report	Year	Quarter	Period Covered
1	2021	2 – 4	March 3 – December 31
2	2022	1	January 1 – March 31
3	2022	2	April 1 – June 30
4	2022	3	July 1 – September 30
5	2022	4	October 1 – December 31
6	2023	1	January 1 – March 31
7	2023	2	April 1 – June 30
8	2023	3	July 1 – September 30
9	2023	4	October 1 – December 31
10	2024	1	January 1 – March 31
11	2024	2	April 1 – June 30
12	2024	3	July 1 – September 30
13	2024	4	October 1 – December 31
14	2025	1	January 1 – March 31
15	2025	2	April 1 – June 30
16	2025	3	July 1 – September 30
17	2025	4	October 1 – December 31
18	2026	1	January 1 – March 31
19	2026	2	April 1 – June 30
20	2026	3	July 1 – September 30
21	2026	4	October 1 – December 31



# Year End Taxable Income Reporting

- Reminder to review object codes when making payments to ensure the expenditure will be reported correctly. The object code chosen directly impacts the accuracy of 1099 forms produced.
- Every year OA Accounting reviews payments and communicates with agencies where we have questions.
- After consulting with agencies, OA Accounting will correct the 2022 income to ensure income is reported correct.

# Adobe – Electronic Signatures

Adobe is currently a free option for electronic signatures

The following forms may be used in conjunction with Adobe electronic signature method:

- Monthly Expense Report
- Non-Employee Travel Expense Report
- Out of State Travel form
- Purchasing Card:
  - Online Management Application
  - Cardholder Agreement
  - Action Request
  - Transaction log

The form must be saved to your computer and then open in Adobe in order to view the signature boxes

<b>TRAVEL APPROVED</b>	
<small>DIVISION DIRECTOR</small>	<small>DEPARTMENT DIRECTOR OR AUTHORIZED REPRESENTATIVE</small>
	

# Adobe – Electronic Signatures cont'd

- Create a Digital ID
- Audit trail exists with Adobe document. Maintain document electronically
- Once signed Signature should appear as



- Contact Shawn McCauley for additional information



# 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)