Updates

FMAC Meeting

February 8, 2023
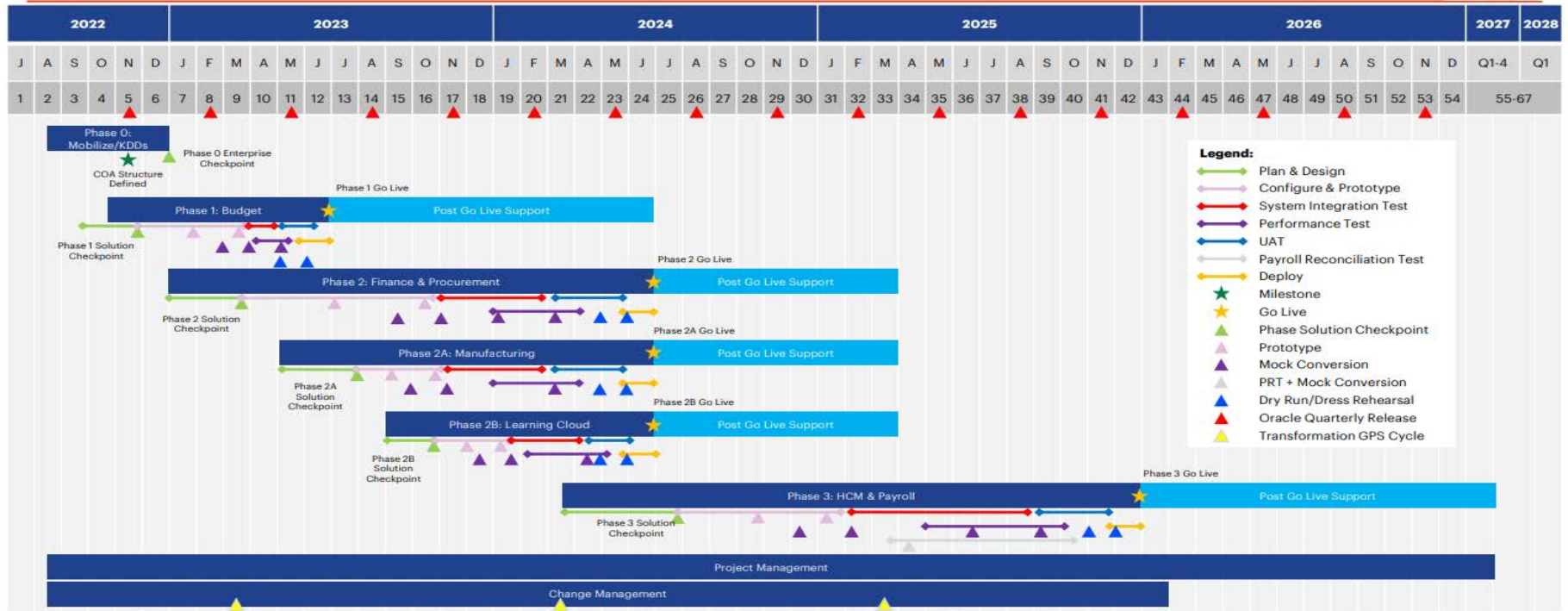
https://movers.mo.gov/

MOVERS Schedule

MOVERS AND LEGACY SYSTEMS

For agencies who have legacy systems which interface with SAMII, as we move forth you think about how you use your current system, a few items to make note of:

- How many of your agency's staff use the system?

- How many external customers use the system?

- Is everyone using the system for the same purpose?

- What information are you collecting with this system?

- Is there additional information/items this system collects?

MOVERS Current Focus

- **Chart of Accounts:**
  - Refining Codes already developed

- **Budget**
  - Development has started!

- **Business Processes:**
  - Phase 2 design sessions are on-going.

!!!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 January 31, 2023	Outstanding Amount as of January 31, 2023	Change in # of Transactions since December 02, 2022	$ Value Change since December 02, 2022
2011	2	294,246.85	-	-
2015	5	50,885.18	(1)	(5,532.20)
2016	5	108,019.52	-	-
2017	13	656,068.47	(3)	(24,089.84)
2018	30	496,290.22	(4)	(315,308.25)
2019	108	2,509,328.24	(10)	(628,399.83)
2020	261	6,758,103.50	(18)	(1,380,512.79)
2021	251	5,770,033.40	(18)	(2,147,487.58)

MOVERS Readiness – Purchase Orders Outstanding by Agency

AGENCY	January 31, 2023 NUMBER OF TRANSACTIONS	January 31,2023 AMOUNT OUTSTANDING
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	49	3,224,343.51
605	177	11,021,640.50
625	19	3,747.10
780	49	1,644,877.72
812	303	549,763.68
886	1	16,895.10
Grand Total	**675**	**16,642,975.38**

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 February 1, 2023:
    - **Funds out of balance: 94**
    - **Amount out of balance: $24,667,170.68**
    - **Department range from 0.00% to 15.56% 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
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)
2023	4,752	($63,276,284.34)

MOVERS Readiness – P-Card Past Dues

- For MOVERS conversion it is critical all P-CARD past dues are paid.
- Currently, there are 275 past due accounts.

PCard Past Due by Month

MOVERS Readiness – Steps to Continue

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

ARPA Notes

- Payroll transactions require a project code.

- If a vendor plans to do business with the State on a limited basis, the vendor should complete the Vendor Input Form.

- If a vendor plans to do business on a continual basis, the vendor should register through MissouriBUYS.

ARPA Portal

- All projects and invoices which were paid need to be entered into the portal for Dashboard purposes.

  - When entering old invoices in the portal, when you submit the document to OA Accounting, put the document number in the comment section to identify it has been processed. (Agencies cannot add document number.)

- Reminder: The ARPA Portal will serve as document retention.

ARPA Portal Quick Tips

Project

Q Search Projects   Federal Data Export

Create Project

Agency *

Select Provider... ▾

Project Code * ❓

Application Code ❓

Federal ID Number ❓

Project Expenditure Category Group *

Select an option... ▾

Project Expenditure Category *

Select an option... ▾

State Program *

Select State Program... ▾

Project will include sub-awards over $50K *

Select Option... ▾

☐ Entity may submit reporting data.   ☐ Entity may request payments.

Create   **Cancel**

The following page will be displayed to enter the data for Federal Reporting. Click on the heading to expand the page for data entry.

Baseline Reporting

Project Code - L2DNR

Back

+ Project Reporting

+ Sub Recipient Reporting

+ Sub Award Reporting

+ Over $10 Million Reporting

Agency Payment and Encumbrance Request

After you have created the project and entered the required federal reporting data for the project, you will select Payments/Encumbrances in the Action dropdown next to your project.

Actions
Reporting
Payments/Encumbrances
Edit
Delete
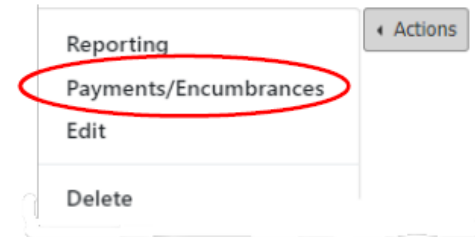
First, you must add the payment or encumbrance by selecting Add Payment / Encumbrance.

Payments / Encumbrances

LRBF1 - Sprint 13 WW Project - 129BB02B2BF1	🔍 Payments / Encumbrances	🔍 Projects

Add Payment / Encumbrance

No payments were found.

The Payments / Encumbrances page will be displayed for entry of the payment or encumbrance request data. To enter a payment request, select Payment. To request an Encumbrance, select Encumbrance. The functionality to enter and manage will be the same for both types of requests, unless noted.

Payments / Encumbrances

LRBF1 - Sprint 13 WW Project - 129BB02B2BF1	🔍 Payments / Encumbrances	📋 Project Payments / Encumbrances

○ Payment ○ Encumbrance *

Current Status

Amount *

Document Number

Vendor Code *

Vendor Name

Service Date From *
mm/dd/yyyy

Service Date To *
mm/dd/yyyy

Contract Number

Notes

Agency Contact Name *
Ratchford, Lynn

Agency Contact Email *
Lynn.Ratchford@oa.mo.gov

Agency Contact Phone

Save	Send to OA Accounting	Cancel

Once the payment / encumbrance information is saved, you can add the account distribution for the request. The Account Distribution entry section displays for data entry.

Payment Amount: $2,000.00

No account distribution(s) have been added.

Account Distribution Total:

Fund *	Organization *	Appropriation *	Amount *

Project/Sub-Project/Phase * ❓	Object *	Sub Object	Reference Document
LH001			

Function	Reporting Category	Activity	Accounting Line Number

Save Account Distribution   Reset

Enter the requested information and save. You can add more than one account distribution for a payment by using the Mange Account Distribution multiple times.

To edit an Account Distribution record, select Edit next to the record in the list.

Payment Amount: $1,200.00

Fund	Org	Approp	Amount	Project	Object	Sub Obj	Ref Document	Function	Rept Cat	Activity	Acct Line #		
5555	4545	6546	$600.00	LNR001	5435							Edit	Delete
5555	3987	3947	$600.00	LNR01	6543	34						Edit	Delete

Account Distribution Total: $1,200.00

Fund *

Organization *

Appropriation *

Amount *

Project/Sub-Project/Phase * ❓

LNR01

Object *

Sub Object

Reference Document

Function

Reporting Category

Activity

Accounting Line Number

Save Account Distribution   Reset

Payment Request Workflow

Agencies can assign the payment request for Agency Review. This allows the Agencies to ensure the payment request meets the criteria set by the agency per their policies and guidelines.

To do this, after you have saved the initial payment request, additional fields appear on the edit payments page. One field displays the current status of the payment request and the other is the new status that you can select to set the status.

Payments / Encumbrances

Remember to Save.

ARPA Reporting

Contact for Projects	Ensure the Contact for each project is updated in the portal as this was a new feature added.
Sub-recipient Definition	When looking at a sub-recipients for ARPA do not follow regular grant guidelines. Sub-recipient is a little deceiving that when you get into adding a sub-recipient there is a choice to select contractor beneficiary or sub-recipient.
Correct Errors Timely	If you are contacted with coding errors, please ensure they are fixed in SAMII and on the state ARPA Portal as soon as possible.
Accurate SAMII Coding	Make sure the activity code matches the project type.
Update portal with new Federal guidance	Ensure every required field in the portal is completed. Federal requirements have been updated and some of the required fields are not being filled out.
Dashboard	The Portal is going to be used for a Citizen dashboard requested by the Governor, so it is imperative the information is complete and accurate.
Verify Information in Portal	Agencies should Pull & Verify periodically (monthly/semi-monthly and before end of quarter). This will help eliminate the need for extra emails.

Year End Taxable Income Reporting Object Code Change

- After review of payments, object code 3412 (Program Reimbursements) will be made reportable.

- Same 1099 issuance rules will apply (i.e. 1099s will not be issued to tax exempt entities or corporations.)

- If you have payments you are making you believe are not reportable and are currently using this object code, please contact Felicia.Hubble@oa.mo.gov to discuss what direction to take.

Per Diem Rates

- Reminder: Effective September 15, 2022 the meal per diem rates were increased by $4 per day for FY 2023 as notified via the following memo: https://samii.mo.gov/media/pdf/perdiemmemo9-7-22pdf

- Any previously issued MOU between the OA/DOA and an Agency regarding the meal per diem rate was discontinued.

- Agencies with budgetary concerns have options to pay an amount that is **lower than** the established meal per diem or reimbursing for the actual meal expense occurred.

- Reminder: If an agency chooses to pay a lower amount different than the established rates a MOU must be sent to the Office of Administration/Division of Accounting.

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/

Meeting Wrap up

- **FMAC attendance:**
  - Participation – who, why and how
  - Contact 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