

FMAC Meeting

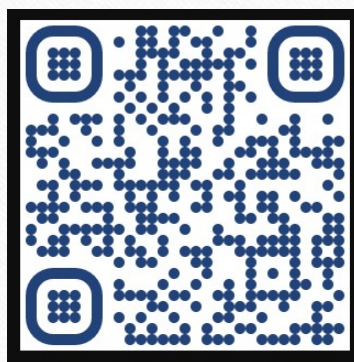
Updates

June 7, 2023



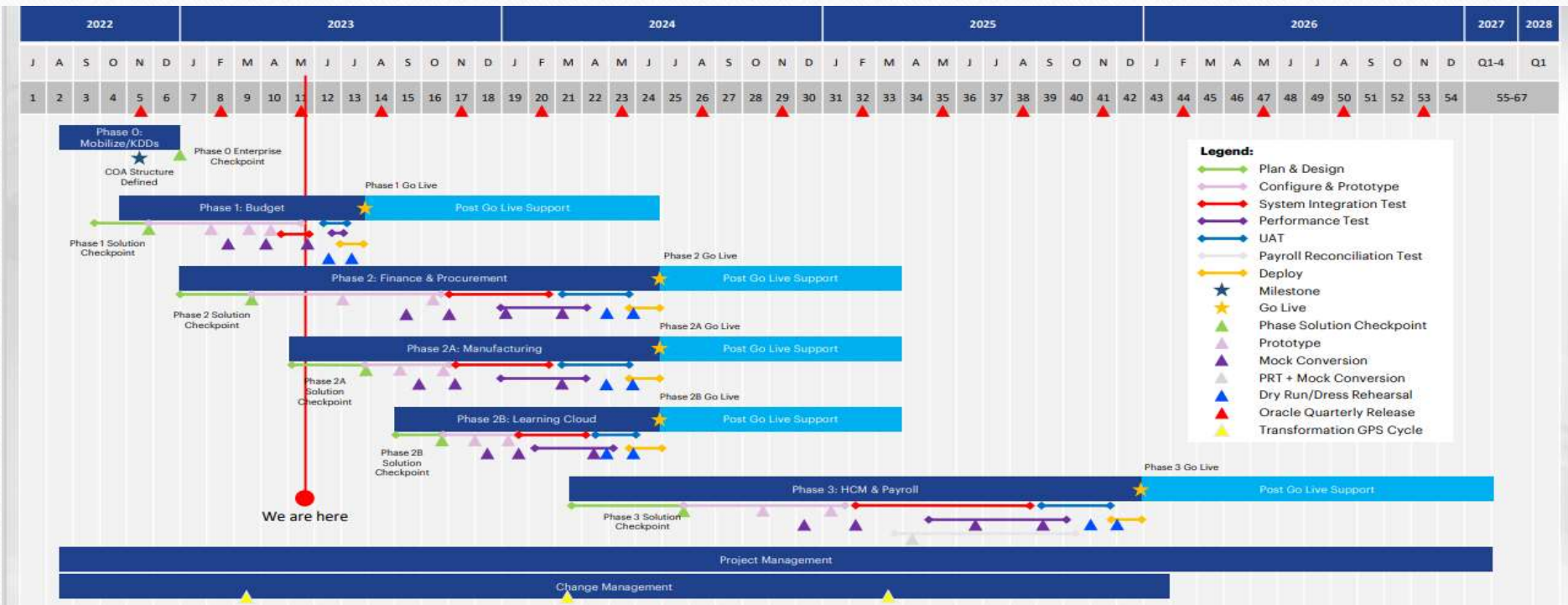
<https://movers.mo.gov/>

Or QR Code:





Overall Project Timeline





Phase 1 Budget - Update

- Training for the Train-the-Trainers has begun. If needed, contact your Agency Change Mover to identify the Train-the-Trainers.
- Phase 1 End Users received an email of how to access on-demand Training.
- Training for User Acceptance Testing (UAT) participants will be conducted on 06/12 at the MOVERS Project Offices. If needed, contact your Agency Change Mover to identify the UAT testers.
- User Acceptance Testing will be conducted on 06/12-07/14 and will evaluate systems functionality for business requirements.



Phase 2 Finance - Prototype 1 Update

WHEN?

Phase 2 Prototype 1 walkthrough is moved up to 6/12/2023 through 6/30/2023.

WHO?

The Core Project Team will attend the Phase 2 Prototype 1.

WHY THE CHANGE?

- The application will not be complete (e.g., won't contain any State data) for the first walkthrough.
- Using lessons learned from Phase 1, agencies will now get a more accurate view of future state in Prototype 2.
- We want to be considerate of everyone's time as the second prototype will bring more value to agencies than the first.

Prototype 2 (Fall 2023) will give agencies an opportunity to provide and address any feedback.



Phase 2A Manufacturing - Update

- Design Sessions are underway. Planned to continue through June 21st.
- Participants include DOC and Core Project Team only.
 - This is a primarily replacement of JD Edwards system that MVE uses.



Communication Toolkit

- Does your Agency desire to educate any employees about the MOVERS Project?
- If so, contact your Agency Change Mover for the Communication Toolkit that is available on the CNSP.



Agency Tasks/Contacts

- MOVERS is sending out periodic tasks to the Agencies to complete.
- These tasks are typically sent to the Agency Change Mover, but periodically SME's are included on the request. Ensure task responses are coordinated with your Agency Change Mover. The list of Agency Change Movers is available at <https://movers.mo.gov>
- **Ensure the tasks are submitted timely!!** Sometimes the turnaround times are quick in order to meet deadlines.
- **Agency Contact Changes:** Submit a request to your Agency Change Mover if you need to add/modify/remove any subject matter experts (SME) for your Agency
- **Questions:** Contact your Agency Change Mover or reach out to MOVERS@oa.mo.gov



Current Agency Tasks

1. Submit [Task #63: Non-Consolidated Agencies Install Necessary Components Needed for MOVERS](#) which was distributed Thursday, May 25 and is **due on Thursday, June 8**.
2. Submit [Task #66: Review and Complete Expenditure Mapping between SAMII and MOVERS](#) which was distributed Wednesday, May 10 and is **due on Friday, June 9** (extended as a result of Task Talk).
3. Agency Change Movers should check the [Agency Task Tracker](#) on CNSP to make sure your Agency doesn't have any overdue tasks!



Upcoming Tasks

Chart of Account (COA) Mapping:

- Task 66 requested agencies to map COA elements between SAM II and MOVERS. Other examples of COA elements that may need to be mapped in order to convert data to MOVERS:
 - Outstanding Accounts Receivable
 - Outstanding Purchase Orders
 - Fixed Assets
 - Data not in SAM II that will need to be converted
 - Payroll codes (i.e. for 1.5 years, we will be using both SAM II HR and MOVERS (financial) to process payroll)
- Reminder: if new SAM II codes are added, the MOVERS COA elements need to be updated. Updates to the COA elements should be sent to your Agency Change Mover and then MOVERS@oa.mo.gov. We highly encourage limiting SAM II updates to only necessary changes.



Upcoming Tasks

Accounts Receivable:

- Review/clean up outstanding Accounts Receivables. Consider if write-offs are needed. Write-offs must be approved by OA Accounting per policy:
<https://mocoa.state.mo.us/accounting/AcctsRec/ExtRcvb/Pages/default.aspx>



Outstanding Accounts Receivable as of 5/25/23

Year Due	Amount
2000	27,429.80
2001	8,049.00
2002	25,574.66
2003	15,117.00
2004	13,814.88
2005	9,145.00
2006	3,930.00
2007	5,920.00
2008	60,970.82
2009	170,435.22
2010	749,656.77
2011	801,818.82
2012	129,595,701.40
2013	5,692,383.12
2014	373,292.05
2015	3,835,915.54
2016	5,767,181.29
2017	13,818,866.84
2018	8,084,927.00
2019	17,842,252.32
2020	5,207,201.78
2021	41,748,756.32
2022	443,722.07
Grand Total	234,302,061.70



Shadow Systems

- Shadow System meetings are complete.
- Agencies should continue to consider whether their system may relate to any of the MOVERS modules (i.e. Procurement, Accounts Payable, Accounts Receivable, Expense, Projects/Grants, Fixed Assets, Maintenance, Budget, HCM/Payroll, etc.). If your Agency missed submitting any Shadow System, please send them to MOVERS@oa.mo.gov ASAP.
- Evaluations of the Shadow Systems are underway to determine the future disposition of the shadow system and whether there are any potential impacts on conversion, integration, and reporting.
- For any shadow system being retained and interfaced to MOVERS – consider if any Chart of Account element or other changes need to be made to your shadow system. If necessary, the system vendor may need to be involved.



Readiness

Steps to Continue

Fixed Assets:

- Complete annual physical inventory in compliance with 15 CSR 40-2.031. Only fixed assets the State owns should be converted to MOVERS.
- Ensure only fixed assets over the capitalization threshold (currently \$1k) or considered attractive/easily pilfered are in SAM II. If an asset is fully depreciated but meets this criteria, the asset should be retained in SAM II.
- Reconcile fixed assets monthly
 - **Fixed assets should be reconciled by June 2023. Initial data conversions into MOVERS will begin in June 2023.**
 - Ensure documents are processed ASAP. The purpose is to ensure we have good data for Prototype 1.
 - Need Help contact OA – Accounting at oasamiifixedassets@oa.mo.gov



Readiness - Purchase Orders Outstanding and Progress Made

Calendar Year	Transaction Count as of May 25, 2023	Outstanding Amount as of May 25, 2023	Change in # of Transactions since April 11, 2023	\$ Value Change since April 11, 2023
2011	2	283,680.16	-	-
2015	4	37,379.46	-	-
2016	5	108,019.52	-	-
2017	13	646,666.34	-	(9,402.13)
2018	28	528,110.24	-	156,252.21
2019	100	2,445,939.89	-	(6,133.11)
2020	244	5,963,289.13	(8)	(1,033,488.24)
2021	227	4,352,120.66	(5)	(177,165.34)



Readiness - Purchase Orders Outstanding by Agency

AGENCY	May 25, 2023 NUMBER OF TRANSACTIONS	May 25, 2023 AMOUNT OUTSTANDING
221	1	100.00
231	4	75,399.00
272	2	109.58
300	61	91,403.21
580	47	2,506,968.46
605	149	9,654,772.97
625	19	3,747.10
780	38	1,505,032.19
812	301	510,777.79
886	1	16,895.10
Grand Total	623	14,365,205.40



Readiness - Fixed Assets

- Clean up software in progress and construction in progress
 - Ensure that all completed projects are capitalized
 - Verify that remaining amount for all projects is accurate
- Capital and Master Leases
 - Reconcile Leases on the system by fund



MOVERS Readiness - Fixed Assets

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- 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 June 1, 2023:
 - **Funds out of balance: 115**
 - **Amount out of balance: \$46,006,915.55**
 - **Department range from 0.00% to 54.02% out of balance**



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	11,932	(\$87,589,874.89)

P-Card Past Dues

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- For MOVERS conversion it is critical all P-CARD past dues are paid.
 - UMB is updating the P-Card report under their new credit card processor, TSYS.
 - OA will provide an update once a past due report is available for the State of Missouri.
 - UMB working rejected payments for May 22nd and 23rd.
 - Meeting with UMB to change the process for how payments are applied to cardholder's account.

ARPA Notes

- The deadline to submit payments to OA Accounting to ensure payment prior to the end of FY23 is June 16th. OA Accounting will continue to process payments, but submission by June 16th should guarantee payment.
- For FY23 and future fiscal years new projects/subrecipients entered at least 2 business days before the end of the fiscal year. For FY23 that would be June 28th for new projects/subrecipients.
- If the project manager's name is not listed as an option in the drop-down in the project manager filed of the portal, each agency can add the name in the agency manager tab.
- For all months, verify total obligations are correct in the portal before the end of the month.
- It is very important to complete corrections for expenditures (including payroll) as soon as identified, this is especially true with the fiscal year coming to a close.

ARPA Continued

- GREAT JOB!!!! Great work on getting funds obligated in the ARPA portal.
 - Reminder to just obligate SLSRF in the ARPA portal.
 - Contact ARPA@oa.mo.gov with any questions.

ACFR

- We have changed our process in regards to the ACFR timeline. Therefore, we need all survey requests sooner this year. It will be necessary to adhere to all due dates in order for us to complete a first draft of the ACFR by the November 1st and a final draft by November 10th.
 - Agency surveys due August 8th
 - Draft Audited Financial Statements due September 8th
 - Audited Financial Statements due September 22nd

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