

FMAC Meeting

Updates

February 7, 2024

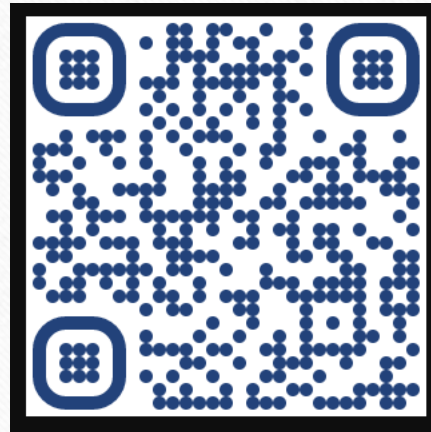


MOVERS

Missouri Vital Enterprise Resource System

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

Or QR Code:

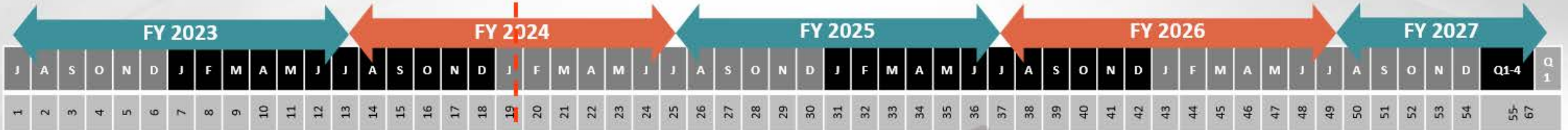




Timeline Revised

The MOVERS project timeline has been revised. The next slide presents a high-level view of the DRAFT replan timeline. We're hoping for a more detailed timeline soon, but in general the approach will be iterative, rather than a large phase go-live. We'll continue to work with agencies as we finalize the timeline and more information is available.

Delivery Timeline – Replan Proposal



Phase 0: Global Design ★

Phase 1: Budget ★

Phase 2: MissouriBUYS (R1: Supplier Registration/Portal) ★ **R2 (Sourcing) R3 (Contracting)** ★

Phase 2: Finance & Procurement ★

SAMII Payroll/MOVERS Budget & Finance Interface ★

Phase 2A: Manufacturing ★

Phase 2B: "Shell" HR ★

Phase 2B: Learning Cloud ★

Phase 3: HR/Pay Design ★

Phase 3: MoCareers Replacement ★

Phase 3: HCM + ★

Phase 3: Payroll + ★

Global EPM
ERP HCM

State of MO

- Go-live in 2024: (iterative)**
- Oracle EPM full scope (with GL crosswalk maintenance)
 - Oracle Sourcing
 - Oracle Supplier Portal & Supplier Qualification
 - Oracle HR foundation data ("Shell" HR)
 - Oracle Learning
 - Employee co-existence (dual maintenance)
 - Supplier dual maintenance
- Go-live in July 2025: (1 year delay)**
- All other FIN / SCM / Manufacturing
 - Oracle Contracts
- Go-live in Jan 2026:**
- HCM +
- Go-live in Jan 2027: (1 year delay)**
- Payroll +



Communication Toolkit

- **AVAILABLE NOW!** A new one-page information sheet is available in the Communication Toolkit for Change Movers. The focus of the new info sheet is on MOVERS Learn, launching in 2024. If desired, contact your Agency Change Mover about the toolkit.

BENEFITS OF MOVERS LEARN

- Knowledge Exchange**
Facilitates both formal and informal knowledge sharing through targeted community forums.
- Convenient Accessibility**
Provides convenient cloud and mobile accessibility to learning resources anytime and anywhere with an internet connection.
- Alignment with Development Needs**
Allows assignment of learning paths to help team members stay aligned with their development needs and master relevant skills.
- Centralized Learning Catalog**
Offers one source for team members to access in-person training options and MO Learning content from a centralized catalog.
- Progress Management**
Monitors and manages team member learning assignments, completions, recurring training, and certifications, ensuring a streamlined approach to relevant learning.
- Enhanced Reporting**
Delivers customizable reports through rich analytics, reports, and dashboards, providing insights that assist informed decision-making at every level.

Movers.Mo.Gov 1/24



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>
- **Current/Upcoming Tasks:** Task #12B: Identify Agency Trainers for Select Process Trainings (MOVERS Procurement), Task #12C: Identify Agency Trainers for Select Process Trainings (MOVERS Learn), Task 89_Verify SAM II User Field Identification, Task #85: Complete PPM Conversion Templates
- **Ensure the tasks are submitted timely!!** Sometimes the turnaround times are quick in order to meet deadlines.
- **Questions:** Contact your Agency Change Mover or reach out to MOVERS@oa.mo.gov



Phase 1: MOVERS EPM

- Go live for Phase 1 is July 1, 2024
- The next iteration of Role Mapping for MOVERS for MOVERS EPM (Task 13C) will take place in March to add, remove, or update users for Statewide launch.
- End-user training for Statewide Launch will be in Spring 2024.



Phase 2 Release 1

- Supplier Portal will go live Summer 2024.
 - Suppliers will have to self-register in the new eProcurement system. The first announcement of this update will be communicated in the 1099's that were sent out at the end of January. Suppliers will need to continue to register in MissouriBuys as well until Procurement is fully implemented.
 - Suppliers with active contracts and POs will have to maintain registrations in MissouriBUYS.
- Procurement Functionality
 - A portion of Procurement functionality will be going live in July 2024.
 - Manage RFx and Auction
 - Manage Vendor Quotation
 - Vendor Onboarding and Self Service
 - Establish and Maintain Vendors



Recent 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 (e.g. Organization code, Activity Code, Function code), 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. If necessary, contact your Agency Change Mover for the current MOVERS Organization and Activity Codes available on the CNSP.



Recent Tasks

Outstanding Accounts Receivable in SAM II:

- Task 77 was recently due. This task requested Agencies to review/clean up outstanding Accounts Receivables in SAM II. The purpose of this task is to ensure the State's Accounts Receivable balances accurately reflect the amount owed to the State and to collect the monies from our outstanding customers (both external and internal). Please continue to clean-up outstanding Accounts Receivable. Contact OASAMIICentralAcct@oa.mo.gov if you have questions.
- Write-offs must be approved by OA Accounting per policy:
<https://mocoa.state.mo.us/accounting/AcctsRec/ExtRcvb/Pages/default.aspx>



Readiness -

Outstanding Accounts Receivable as of 02/02/24

Year Due	Amount
2000	27,429.80
2001	200.00
2002	8,902.00
2003	14,795.00
2004	3,814.88
2005	9,100.00
2006	3,930.00
2007	5,920.00
2008	60,970.82
2009	169,740.22
2010	704,025.30
2011	387,113.27
2012	135,341,600.17
2013	5,383,981.02
2014	317,615.38
2015	3,731,594.84
2016	5,656,080.50
2017	13,747,181.44
2018	7,740,071.45
2019	15,853,858.12
2020	4,413,035.57
2021	32,802,636.21
Grand Total	226,383,595.99



Shadow Systems

- The MOVERS project team is prioritizing finalization of functional and technical design documents for integrations scheduled for 2024 go-live. Work will continue for Phase 2 ERP finance integrations. These documents will help outline information/steps for agencies, needed to build the integration between MOVERS and agency systems.
- **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. Agency system vendors and ITSD team members may need to be involved.**
- Agencies should continue to consider whether their system may relate to any of the MOVERS modules and functionality (i.e. Procurement, Accounts Payable, Accounts Receivable, Expense, Projects/Grants, Fixed Assets, Maintenance, Budget, HCM/Payroll, etc.). If your Agency needs to share information about a system with relevance to the MOVERS solution, please send them to MOVERS@oa.mo.gov ASAP.



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 \$5K as of December 1) 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 have been reconciled by June 2023.**
 - Need Help contact OA – Accounting at oaamiifixedassets@oa.mo.gov



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
 - All projects should have a project number on SAM II to allow amounts to be easily pulled from SAM II at conversion.
- Capital and Master Leases
 - Reconcile Leases on the system by fund



MOVERS
Missouri Vital Enterprise Resource System

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, 2024:
 - **Funds out of balance: 87**
 - **Amount out of balance: \$43,077,020.67**
 - **Department range from 0.00% to 9.00% out of balance**



Readiness - Fixed Assets – Threshold Change

- The State Auditor's office sent out a memo dated January 12, 2024 increasing the capitalization threshold for equipment from \$1,000 to \$5,000 effective November 30, 2023.
- Any items purchased on December 1, 2023 or after should use the \$5,000 threshold. Any correcting JVs for items purchased as equipment at the \$1,000 threshold may be processed.
- Please remember that per 15 CSR 40-2.031(6), it is the agency's responsibility to ensure that adequate controls are in place for sensitive, below threshold items that are considered attractive or easily pilferable. The CSR provides that the preferred method is to include these sensitive items on the fixed asset control system.
- The Division of Accounting has been researching and had phone calls with the GASB regarding the appropriate application of this change in threshold for reporting on the State's ACFR. It has been determined to be a prospective change. It is a matter of materiality as to whether items acquired on or prior to the November 30, 2023 effective date could be removed from the State's books.
- At this time, materiality for these items as presented in the State's ACFR is still under review.



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	9,029	(\$99,304,803.76)
2024	16,270	(\$109,756,503.62)



Readiness - Purchase Orders Outstanding and Progress Made

Calendar Year	Transaction Count as of February 02, 2024	Outstanding Amount as of February 02, 2024	Change in # of Transactions since November 27, 2023	\$ Value Change since November 27, 2023
2011	2	799,396.89	0	(29,723.39)
2015	2	7,004.61	0	0.00
2016	4	78,622.24	0	(8,706.23)
2017	10	95,712.69	0	(698.81)
2018	19	258,074.56	(1)	(488.85)
2019	87	1,724,804.30	(2)	(289,041.79)
2020	206	5,582,220.60	(6)	(983,743.86)
2021	185	3,210,360.73	(5)	(552,033.13)



Readiness -

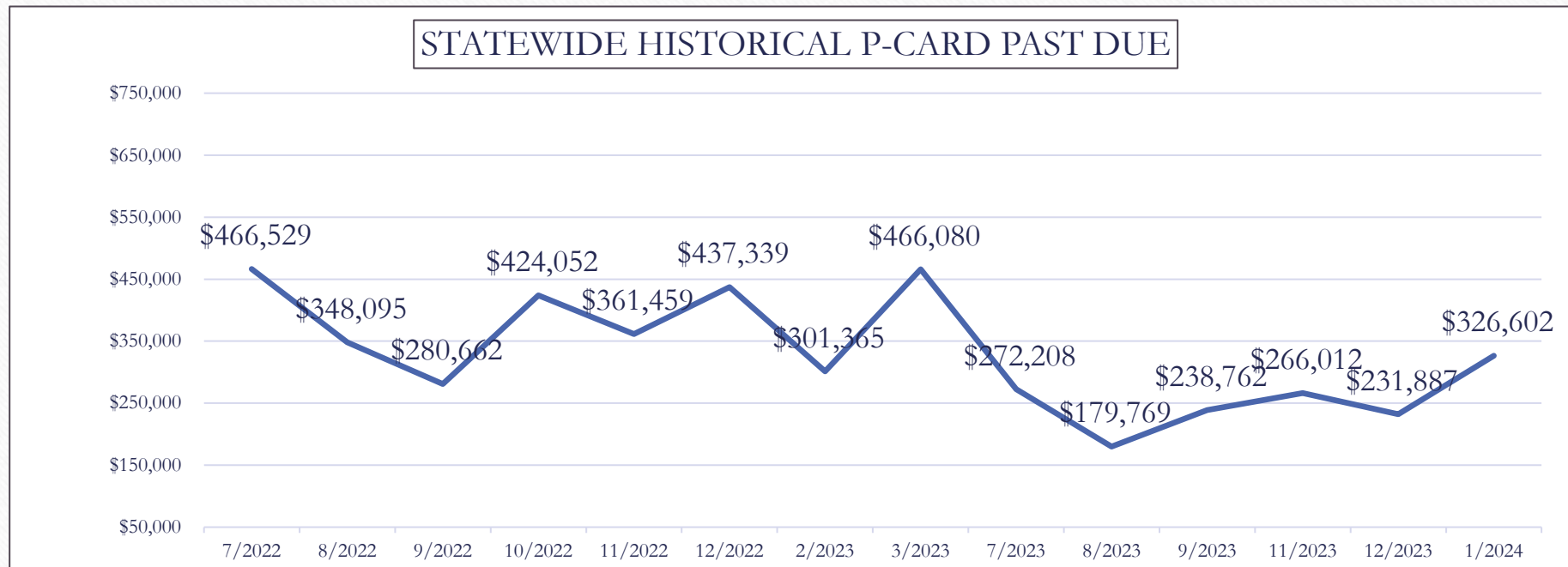
Purchase Orders Outstanding by Agency

AGENCY	February 02, 2024 NUMBER OF TRANSACTIONS	February 02, 2024 AMOUNT OUTSTANDING
221	1	100.00
231	3	72,241.00
300	54	82,594.59
580	42	1,793,807.86
605	106	8,285,323.58
780	21	1,001,927.34
812	288	520,202.25
Grand Total	515	11,756,196.62



Readiness -

P-Card Past Dues



Office of Administration Division 10—Commissioner of Administration Chapter 3—Preapproval of Claims and Accounts – **Items to Highlight**

- Claims for late payment penalties not submitted in accordance with the accounting procedures established by the Office of Administration, Division of Accounting. It is the submitting agencies' responsibility to verify that late payment penalties are calculated correctly pursuant to section 34.055, RSMo.
- Unallowable claims – (not complete list)
 - Claims for the purchase of goods or services which are not apparently or cannot be substantially justified as directly related to the transaction of state business. For example, employee parties, agency team uniforms, employee gifts, holiday cards and decorations, personal club memberships, memorial flowers, political and charitable contributions, and traffic tickets. An exception is made for the purchase of retirement, service, and other recognition award gifts which may be certified as regular claims if reasonable in relation to the circumstances of the award and primarily represent a token of recognition and not a reward with a cash equivalent (gift cards) or substantial monetary value.
 - Claims with invoices which are not invoiced to the state department that is submitting the claim;
 - Claims that do not sufficiently describe the products or services purchased or the date purchased. This would include any unsupported charges or unsupported past due amounts;
 - Claims submitted for payment before the goods or services have been received. Exceptions would be for those types of items or services for which payment in advance is the normal business practice, such as subscriptions, registrations, memberships, insurance, postage, maintenance agreements, and building/parking rentals. Advance payment for travel expenses, such as air fare, conference fees, and lodging, may be allowed if in accordance with 1 CSR 10-11.010,

Office of Administration Division 10—Commissioner of Administration Chapter 3—Preapproval of Claims and Accounts – **Items to Highlight**(continued)

- When the invoice order date or service period indicates that the expenditure is being applied to an incorrect fiscal year appropriation. For the purpose of certification for correct fiscal year, the invoice should be dated within the fiscal year being charged. If the invoice is for services, it should indicate that the services were provided in a time frame within the fiscal year being charged. Unless exempted in the following paragraphs, claims for services provided in the next fiscal year cannot be charged to the prior year appropriation:
 - 1. Exception: Invoices for subscriptions, membership dues, post office box rentals, maintenance agreements, and premium payments for insurance coverage, may be paid from the current fiscal year even though the terms may overlap into the next fiscal year;
 - 2. Exception: A prior year claim may be paid from a current fiscal year appropriation if the vendor presented the claim to the state agency within two (2) years after the claim began to accrue (section 33.120, RSMo);
 - 3. Exception: A service invoice may be paid from the current fiscal year for services to be provided in the next fiscal year if the vendor is requiring immediate payment in order to grant a cost savings discount or if it is in accordance with contract terms. An example would be an invoice for a seminar to be held in the next fiscal year for which the vendor is giving an early prepayment discount. Registration fees may be paid from the current fiscal year for events to be held in the next fiscal year when time is insufficient to process the payment; and
 - 4. Exception: A service invoice for services spanning two (2) fiscal years may be prorated between the two (2) fiscal years appropriations or paid entirely from the most recent fiscal year's appropriation;

ARPA Notes

- Please review Requests in ARPA portal in OPEN status (Currently 75) send an email to ARPA@oa.mo.gov if they can be removed.
- Reminder if a large influx of payments is expected please do let the ARPA team know so we can appropriately prepare.
- Reminder to keep project reporting up-to-date when making payments.
- Reminder to mark reporting complete so information is able to be exported from the Portal for Federal reporting.

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