

FMAC Meeting

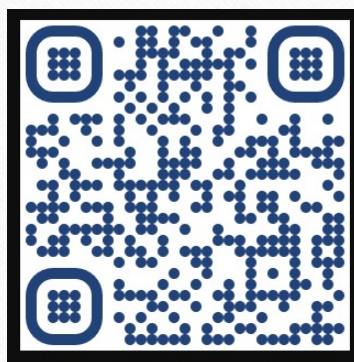
Updates

April 17, 2024



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

Or QR Code:





Transformation GPS

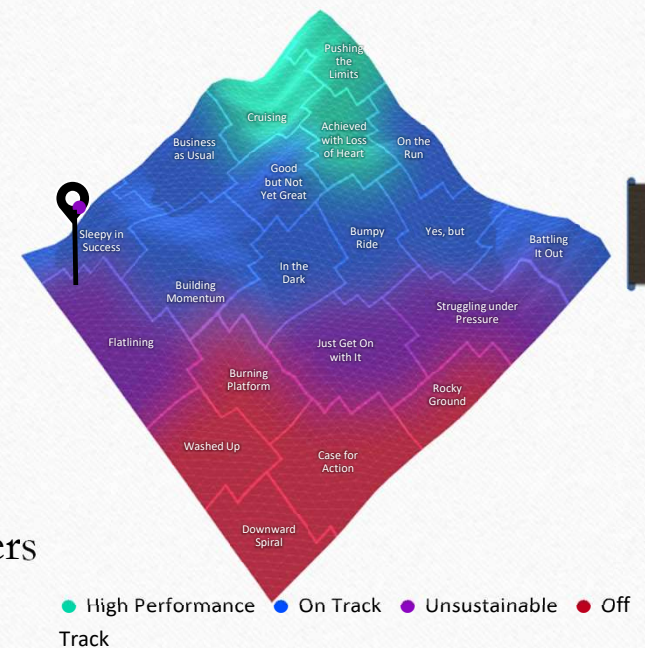
The next cycle of TGPS will take place April 10 – April 24.

March 2023 Cycle Results

- The State was positioned in the **Flatlining** region of the **Unsustainable zone**, with actions recommended to move to the **Building Momentum** region of the **On-Track zone**.
- People felt supported by their direct supervisors; however, they were seeking further information around MOVERS vision, role clarity and support from Agency Leadership.

Responses

785 responses were received from 2706 (29%) state team members who were invited to participate.





Transformation GPS

The survey was distributed on **April 10** to the following groups:

- 1 Project Team
- 2 Change Network
- 3 EPM Users
- 4 SAM II FIN Users
- 5 SAM II HR Users
- 6 Select Learn Admins

Even if you are **not** using MOVERS modules going live this summer, we ask that you please complete the survey. This survey will only take 10-15 minutes and we need your responses by **Wednesday, April 24**.

The MOVERS project team will be using the analytics from responses to help us with engagement and understanding of satisfaction levels of employees impacted by the MOVERS program and to identify actions to support any improvement in these areas.



Communication with Agencies

As we are moving forward with preparing for Go-Live for Self-Service Supplier Registration, more information will be provided in the following locations:

- MOVERS website-MOVERS.mo.gov (Updates coming soon!)
- MissouriBUYS website-MissouriBUYS.mo.gov (Updates coming soon!)
- Announcement Center inside Proactis' web portal
- Portals: Accountability Portal, Vendor Services Portal
- Emails to Agencies (Sent on 4/10.)
- Emails to Suppliers (Sent on 4/10.):
 - If the Supplier has been paid \$1000 or more by the State of Missouri.
 - If the Supplier has bid within MissouriBUYS.
 - If your agency is currently set up in SAM II as an I and/or E supplier with a current email address.
- Text to be added to checks promoting Supplier self-service registration.



Readiness - Outstanding Accounts Receivable as of 03/29/24

| 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 | 703,835.30 |
| 2011 | 387,098.27 |
| 2012 | 135,180,339.02 |
| 2013 | 5,383,236.02 |
| 2014 | 317,190.38 |
| 2015 | 3,731,544.84 |
| 2016 | 5,654,830.50 |
| 2017 | 13,746,981.44 |
| 2018 | 7,737,321.45 |
| 2019 | 15,433,800.13 |
| 2020 | 4,170,442.23 |
| 2021 | 23,629,878.85 |
| Grand Total | 216,381,301.15 |



Readiness - Purchase Orders Outstanding and Progress Made

| Calendar Year | Transaction Count as of March 29, 2024 | Outstanding Amount as of March 29, 2024 | Change in # of Transactions since February 2, 2024 | \$ Value Change since February 2, 2024 |
|---------------|--|---|--|--|
| 2011 | 2 | 781,241.52 | 2011 | 2 |
| 2015 | 2 | 7,004.61 | 2015 | 2 |
| 2016 | 2 | 73,264.45 | 2016 | 2 |
| 2017 | 9 | 90,313.86 | 2017 | 9 |
| 2018 | 19 | 252,692.49 | 2018 | 19 |
| 2019 | 87 | 1,703,089.98 | 2019 | 87 |
| 2020 | 202 | 5,366,779.84 | 2020 | 202 |
| 2021 | 178 | 2,958,901.31 | 2021 | 178 |



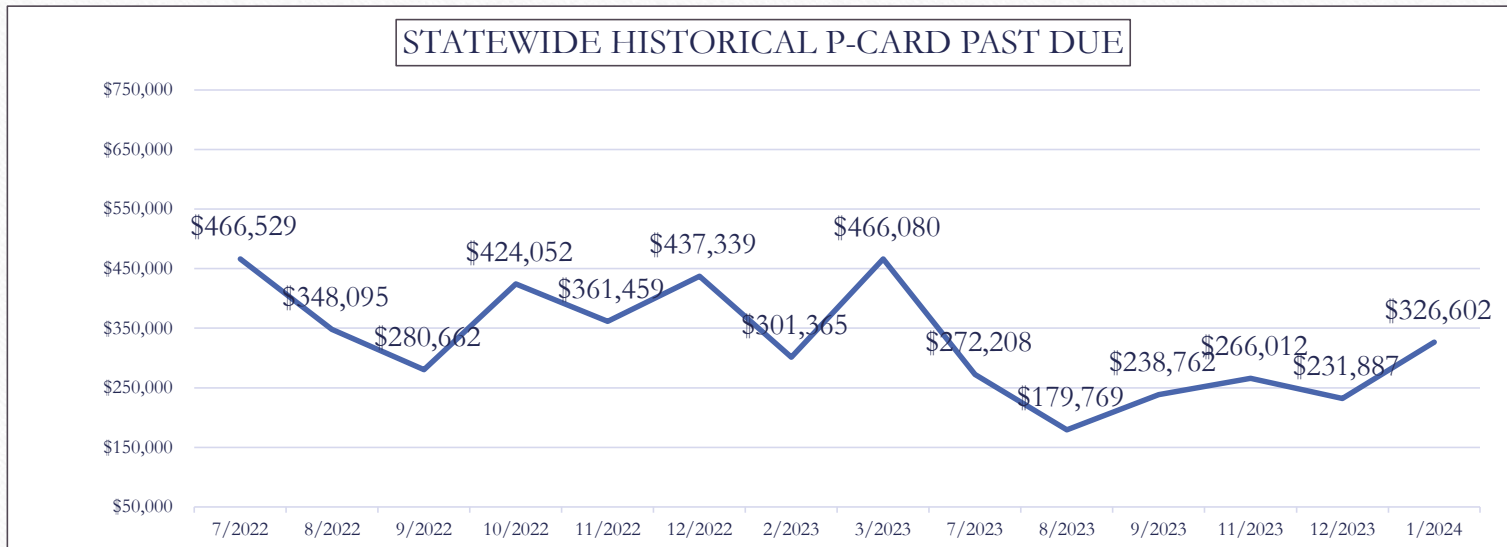
Readiness - Purchase Orders Outstanding by Agency

| AGENCY | March 29, 2024 NUMBER OF TRANSACTIONS | March 29, 2024 AMOUNT OUTSTANDING |
|--------------------|--|--------------------------------------|
| 221 | 1 | 100.00 |
| 231 | 3 | 72,241.00 |
| 300 | 54 | 82,594.59 |
| 580 | 34 | 1,690,120.06 |
| 605 | 100 | 7,872,190.79 |
| 780 | 21 | 1,001,927.34 |
| 812 | 288 | 514,114.28 |
| Grand Total | 501 | 11,233,288.06 |



Readiness - P-Card Past Dues

STATEWIDE HISTORICAL P-CARD PAST DUE





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 oasamiifixedassets@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



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 April 1, 2024:
 - **Funds out of balance: 84**
 - **Amount out of balance: \$48,756,644.72**
 - **Department range from 0.00% to 9.30% 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 sent a memo on 4/4/24 allowing agencies to dispose of equipment assets on SAM II under the \$5,000 threshold, so long as they don't meet the criteria to be tracked as sensitive items. The memo can be found on the SAM II Bulletins SharePoint site.
<https://samii.mo.gov/fin/bulletins>



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 | 18,172 | (\$156,873,102.60) |

ARPA Obligations

- Please refer to the memo distributed March 30, 2024.
<https://samii.mo.gov/media/pdf/arpaslfrfobligationmemo3-20-24pdf>
- The obligation deadline is December 31, 2024. OA is requesting all project obligations must be in the ARPA portal on or before June 1, 2024, with supporting documentation i.e., contracts, purchase order, encumbrances, etc. This will allow OA time to evaluate what SLFRF money we still have available for new projects and what still needs to be obligated prior to the first deadline.
- Payroll estimates must be submitted via spreadsheet template at <https://samii.mo.gov/media/file/arpaslfrfobligationmemopayrollestimatespreadsheet3-20-24xlsx> to ARPA@oa.mo.gov .

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