

**Business & Statewide
Procurement User Group**

March 24th, 2011
9:00 AM



Agenda Items

- Accounts Payable
- Account Distribution
- Year End Dates
- Purchase Ledger
- Attachments to Business Units & Adding Object Accounts
- State Financial Reporting



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Announcements

- Constant Contact (Brian Svik)
- Have Requisitions In (Sharon Zimmerman)
- Fixed Asset and PO Clean Up (Amy Wilson)
- Fixed Asset Records Without Cost (Amy Wilson)
- State Treasurer Transfer Memo (Wes Mohling)



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Year End Dates

Sharon Zimmerman

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Purchase Ledger

Kay Mencl

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Purchase Ledger

Procurement Training Guides

- Lesson 2 – Standard Processes for Documents
 - [Purchasing Ledger Inquiry Training Guide](#)
 - [NVISION Lesson](#)

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State Financial Reporting

Four Main Statewide Reports prepared by State Accounting

- Budgetary Report
- Comprehensive Annual Financial Report (CAFR)
- Single Audit – Schedule of Expenditures of Federal Awards (SEFA)
- Statewide Cost Allocation Program (SWCAP)

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State Financial Reporting

Budgetary Report

- Presents expenditures as reflected in the general ledger
- Reflects the legal level of spending control for the State
- Agrees with the Budgetary Comparison Schedules in the CAFR

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State Financial Reporting

Comprehensive Annual Financial Report (CAFR)

- Presents financial statements in accordance with generally accepted accounting principles (GAAP)
- Has been submitted to the Government Finance Officers Association (GFOA) Certificate of Achievement Program and received the award for the last 19 years
- Demonstrates the highest level of financial accountability for the State
- Serves as the basis for the Single Audit

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State Financial Reporting

Single Audit

- Statewide audit of federal programs
- State Accounting prepares the SEFA with help from agencies
- The basic financial statements from the CAFR are presented in the Single Audit

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State Financial Reporting

Statewide Cost Allocation Program (SWCAP)

- Reflects general government expenditures that can be included in an agencies indirect cost allocation applied to federal grants
- Is reviewed and approved by the federal Division of Cost Allocation (HHS)

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State Financial Reporting

How do I find my agency in the CAFR?

Go to the Business Unit master (Add Business Units screen)

Note: This grid was customized to show selected columns

BU Description	Fund	BU Agency	BU	BU Type	Date
4000 FEDERAL GENERAL FUND	4000	00	000	000	08 01
8000 ACCOUNTING CONTROLLING	8000	00	000	000	24 01
8010 WATER LEASE TRUST	8010	00	000	000	12 01
8020 WATER LEASE - STP	8020	00	000	000	12 01
8030 WATER LEASE - STP	8030	00	000	000	12 01
8040 WATER LEASE - STP	8040	00	000	000	12 01
8050 WATER LEASE - STP	8050	00	000	000	12 01
8060 WATER LEASE - STP	8060	00	000	000	12 01
8070 WATER LEASE - STP	8070	00	000	000	12 01
8080 WATER LEASE - STP	8080	00	000	000	12 01
8090 WATER LEASE - STP	8090	00	000	000	12 01
8100 WATER LEASE - STP	8100	00	000	000	12 01
8110 WATER LEASE - STP	8110	00	000	000	12 01
8120 WATER LEASE - STP	8120	00	000	000	12 01
8130 WATER LEASE - STP	8130	00	000	000	12 01
8140 WATER LEASE - STP	8140	00	000	000	12 01
8150 WATER LEASE - STP	8150	00	000	000	12 01
8160 WATER LEASE - STP	8160	00	000	000	12 01
8170 WATER LEASE - STP	8170	00	000	000	12 01
8180 WATER LEASE - STP	8180	00	000	000	12 01
8190 WATER LEASE - STP	8190	00	000	000	12 01
8200 WATER LEASE - STP	8200	00	000	000	12 01
8210 WATER LEASE - STP	8210	00	000	000	12 01
8220 WATER LEASE - STP	8220	00	000	000	12 01
8230 WATER LEASE - STP	8230	00	000	000	12 01
8240 WATER LEASE - STP	8240	00	000	000	12 01
8250 WATER LEASE - STP	8250	00	000	000	12 01
8260 WATER LEASE - STP	8260	00	000	000	12 01
8270 WATER LEASE - STP	8270	00	000	000	12 01
8280 WATER LEASE - STP	8280	00	000	000	12 01
8290 WATER LEASE - STP	8290	00	000	000	12 01
8300 WATER LEASE - STP	8300	00	000	000	12 01
8310 WATER LEASE - STP	8310	00	000	000	12 01
8320 WATER LEASE - STP	8320	00	000	000	12 01
8330 WATER LEASE - STP	8330	00	000	000	12 01
8340 WATER LEASE - STP	8340	00	000	000	12 01
8350 WATER LEASE - STP	8350	00	000	000	12 01
8360 WATER LEASE - STP	8360	00	000	000	12 01
8370 WATER LEASE - STP	8370	00	000	000	12 01
8380 WATER LEASE - STP	8380	00	000	000	12 01
8390 WATER LEASE - STP	8390	00	000	000	12 01
8400 WATER LEASE - STP	8400	00	000	000	12 01
8410 WATER LEASE - STP	8410	00	000	000	12 01
8420 WATER LEASE - STP	8420	00	000	000	12 01
8430 WATER LEASE - STP	8430	00	000	000	12 01
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8670 WATER LEASE - STP	8670	00	000	000	12 01
8680 WATER LEASE - STP	8680	00	000	000	12 01
8690 WATER LEASE - STP	8690	00	000	000	12 01
8700 WATER LEASE - STP	8700	00	000	000	12 01
8710 WATER LEASE - STP	8710	00	000	000	12 01
8720 WATER LEASE - STP	8720	00	000	000	12 01
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8960 WATER LEASE - STP	8960	00	000	000	12 01
8970 WATER LEASE - STP	8970	00	000	000	12 01
8980 WATER LEASE - STP	8980	00	000	000	12 01
8990 WATER LEASE - STP	8990	00	000	000	12 01
9000 WATER LEASE - STP	9000	00	000	000	12 01

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State Financial Reporting

Click on visual assist for CAFR FUND to see fund descriptions

The CAFR Fund descriptions are the fund titles in the CAFR

Code	Description	Description 2
01	GENERAL	GENERAL
02	LICENSING AND REGULATION	
03	INFORMAL FUND	
04	ECONOMIC DEVELOPMENT	
05	HOUSING DEVELOPMENT	
06	CARE & WELFARE	
07	ENERGY CONSERVATION	
08	RECREATION FUND	
09	HEALTH AND SOCIAL SERVICES	
10	STATE BUILDING CORP	
11	HEALTH CARE CORP	
12	OTHER SPECIAL REVENUE	
13	ENVIRONMENTAL QUALITY	
14	CAPITAL PROJECTS	
15	LITIGATION	

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State Financial Reporting

To see function descriptions, click on the visual assist for CAFR FUNCTION

For funds where expenditures are reflected by function, your agency expenditures will be reflected on one of these lines, based on your CAFR Function

Code	Description	Description 2
01	ALL OTHERS - REVENUE ONLY	
02	FUNCTIONS NOT REQUIRED	CAPM REPORTING
03	GENERAL GOVERNMENT	CAPM REPORTING
04	CONSERVATION OF NATURAL RESOURCES	CAPM REPORTING
05	CULTURE, RECREATION	CAPM REPORTING
06	SOCIAL DEVEL & ASSISTANCE	CAPM REPORTING
07	EDUCATION	CAPM REPORTING
08	HEALTH AND SOCIAL SERVICES	CAPM REPORTING
09	PUBLIC SAFETY	CAPM REPORTING
10	WEL. OF BUSINESS & PROFESSION	CAPM REPORTING
11	TRAVEL SERVICES	CAPM REPORTING
12	INTERGOVERNMENTAL	CAPM REPORTING
13	CAPITAL PROJECTS	CAPM REPORTING
14	DEBT SERVICE - INTEREST	CAPM REPORTING
15	DEBT SERVICE - PRINCIPAL	CAPM REPORTING
16	STATE COLLEGE	CAPM REPORTING

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Questions

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