

Business User Group

March 7, 2013
8:30 AM



Agenda Items

Address Book
Fiscal Year End Encumbrances & Fixed Assets
Pre - Audit
Payroll & Financial Center Tips & Tricks
Grant Management



Announcements

Introductions of New Employees (Hari Kadavath & Wes Mohling)
Procurement (Hari Kadavath & Wes Mohling)
Integration Interfaces With Payroll & Financial Center (Hari Kadavath)
New Tools Release (Lacey Pentland)
BUG Wiki (Lacey Pentland)

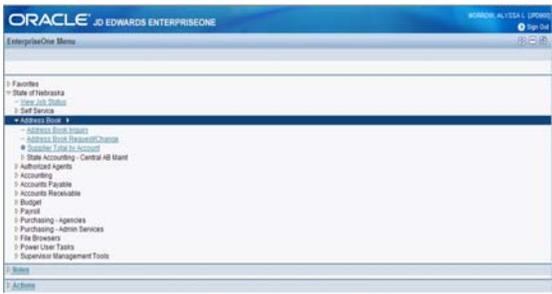


Address Book

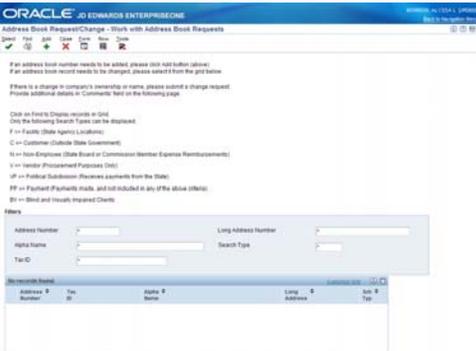
Alyssa Morrow & Ron Carlson



Address Book




Address Book




Address Book

Address Book

Process Changes

- Payroll & Financial Center (E1-EnterpriseOne) should be the Point of Contact for all Address Book Record Adds and Changes.
- Any information that needs to be updated on an existing Address Book record will need a change request submitted (including records with ACH).
- All W-9 and ACH Requests will need to be returned to the requesting Agency in order to submit a request for an add or change to the processing queue using the Address Book Request/Change application (Address Book Team should receive the documentation directly from the requesting Agency, not from the outside person or company directly).
- Currently in process of revising the forms to more clearly relay the updated process changes to those who receive the forms from the Agencies to fill out.

Enhancements

- **UPDATE** - Informational front page with clearer instructions
- **NEW** - Initiator fields (submitting requests on behalf of another person)
- **UPDATE** - Format for Search Type selection tab
- **UPDATE** - Search Types
- **UPDATE** - Format for Address Information tab
- **NEW** - Banking Information tab
- **NEW** - Return to Requestor function (will allow editing of original request)
- **NEW** - Search submitted requests application
- **NEW** - Edit submitted requests (prior to Address Book Team review)
- **NEW** - Address Book Team Initiated Requests for Agencies to process (Ex: Notice of Change-NOCs)



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Fiscal Year End Encumbrances & Fixed Assets

Amy Wilson



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Fiscal Year End Encumbrances & Fixed Assets

Fixed Asset Clean Up

Run Fixed Asset Reports

- [Unposted Fixed Asset Transactions Report](#)
- Report has to be blank by year-end
- F/A No Cost Integrity
- Blank (except for assets that are going to be received)
- [Auditor F/A Listing Report](#)
- Run several times before year-end

*Click each report title above for training guides on how to run the report.



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Fiscal Year End Encumbrances & Fixed Assets

Status of Purchase Order Clean Up

Reconciliation of Encumbrances

- Allotment Status (R5509146B)
 - Runs every night as a MREPORT
- Allotment Status Encumbrance Detail Report (R5509730)
- Open PO Detail by Branch/Plant Report (R43632)
 - Version NIS0004
- PA Commitment Inquiry

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Fiscal Year End Encumbrances & Fixed Assets

RS509146B STATE OF NEBRASKA 03/04/13 10:47:43
 NIS0002 DEPARTMENT OF ADMINISTRATIVE SERVICES Page: 1
 ACCOUNTING DIVISION
 Agency: 003 LEGISLATIVE COUNCIL Allocated Status: - INDICATES CREDIT
 As of 03/04/13 PERCENT OF TIME ELAPSED = 67.67

Program Number and Name	Appropriation	Cumulative Allotment	Month-To-Date Expenditures	Year-To-Date Expenditures	Percent Expenditures	Encumbrances	Available Allotment
001 SALARIES-LEGISLAT							
1 GENERAL FUND	632,962.00	632,962.00	0.00	420,894.50	66.5%	0.00	212,067.50
PROGRAM TOTAL	632,962.00	632,962.00	0.00	420,894.50	66.5%	0.00	212,067.50
122 LEGISLATIVE SVCS							
1 GENERAL FUND	9,724,480.00	9,600,017.00	114,168.33	5,730,707.16	59.2%	935.00	4,369,285.00
2 CASH FUNDS	292,880.00	292,880.00	0.00	1,000.00	0%	0.00	291,880.00
4 FEDERAL FUNDS	78,540.00	78,540.00	0.00	0.00	0.0%	0.00	78,540.00
PROGRAM TOTAL	10,066,280.00	10,066,280.00	114,168.33	5,731,707.16		935.00	

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Fiscal Year End Encumbrances & Fixed Assets

RS509730 GL Period Number: 9 Fiscal Year: 12 STATE OF NEBRASKA 03/04/13 10:54:45
 NIS0001 Allotment Status Encumbrance Detail Page: 1
 Standard Report
 Agency Number: 003 LEGISLATIVE COUNCIL
 Budget Division

Program	Fund Type	Ledger Type	Fund	Business Unit	Object Account	Subsidiary	Subledger Type	Subledger	Document Number	GL Date	Explanation or Name	Encumbrance Amount
122	1	PA	10000	9122001	583300						PA Ledger Totals	935.00
122	1											935.00

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Fiscal Year End Encumbrances & Fixed Assets

R43632

STATE OF NEBRASKA
Open Purchase Order by Item

Business Unit 3122301

Item Number/ Acct #	Description	Order Number	Or Ty	Supplier	Amount Open
3122301.583300	COMPUTER EQUIP & SOFTWARE	459278	OP	INSIGHT PUBLIC SECTOR INC - POS	935.00

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Fiscal Year End Encumbrances & Fixed Assets

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Fiscal Year End Encumbrances & Fixed Assets

Cancel a Purchase Order

- Purchasing – Agencies >Purchase Orders – Agency> Work with Purchase Order
 - Enter Order Number in QBE Line, Find
 - Detail Revisions, Select Line
 - Form
 - Cancel Order
 - Will require an attachment on why cancelling

Training guides :
http://das.nebraska.gov/nis/training_manuals/proc/L02_T01_01_Revising_a_Procurement_Document/Training%20Guide/Revising%20a%20Procurement%20Document_TRAI_N.pdf

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Pre – Audit
Gail Witzki



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Pre – Audit

Read All About IT

DAS State Accounting Web Page

<http://das.nebraska.gov/accounting/>

Has Information On Pre-Audit



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Pre – Audit

What is Pre-Audit

Pre-Audit is a form of **Preventive Internal Control**. Pre-Audit plays a part in all 5 Components of Internal Control, and just like all Internal Controls:

- Pre-Audit is something you do
- It is subject to human error

Definition: Pre-Audit is a three step process that provides a degree of **Preventive Internal Control** over payments.

This **Preventive Internal Control** function helps to provide reasonable assurance that payments are correct according to:

- State Statute
- Administrative Services Policy
- Agency Policy



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Pre – Audit

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Payroll & Financial Center Tips & Tricks

Payroll & Financial Center Tips & Tricks

Kay Mencl

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Payroll & Financial Center Tips & Tricks

Customizing A Grid In The Payroll & Financial Center

- Training Guide is available online:
http://das.nebraska.gov/his/training_manuals/sys_bscs/L2_004_Customizing_Grids/Training%20Guide/Customizing%20A%20Grid_TRAIN.pdf

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Grant Management

Curt Youngman

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Grant Management

Governing Guidance

1. State Statutes and State Accounting Manual
2. Federal and State Procurement guidelines
3. Professional Publications
4. Federal Guidance: OMB, CFR, Agency specific, Award specifications

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Grant Management

Award

1. Specifics
2. Payroll & Financial Center (E1) set up

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Grant Management

Management

1. Budgetary control options
2. Activity tracking and data accumulation: time and cost
3. OMB and Agency reporting (FFATA-FSRS, ARRA-1512, agency-status and completion)
4. Contractor selection/procurement activity
5. Sub-recipient selection, award, monitor, and reimbursement processes

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Grant Management

Close

1. Reporting
2. Inactivating/closing award within E1
3. Obligation liquidation

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Grant Management

Audit Concerns / Findings:

1. FFATA-FSRS reporting
2. Reporting accuracy and timeliness
3. Recipient eligibility
4. Sub-recipient monitoring
5. Validating/pre-auditing reimbursement requests
6. Cash management (draw and post close activity)
7. Single audit finding resolution and finding evaluations
8. Documentation (lack of)
9. Asset management
10. Compliance with grant terms

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Grant Management

OMB Proposed Guidance Consolidation

1. Rescinded and superseded guidance
2. Comment period
3. Upcoming webinar – March 27th

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