

# LET'S EXPLORE NEW RULES!

August 2021  
Statewide Financial and  
Reporting Accountability  
Bureau

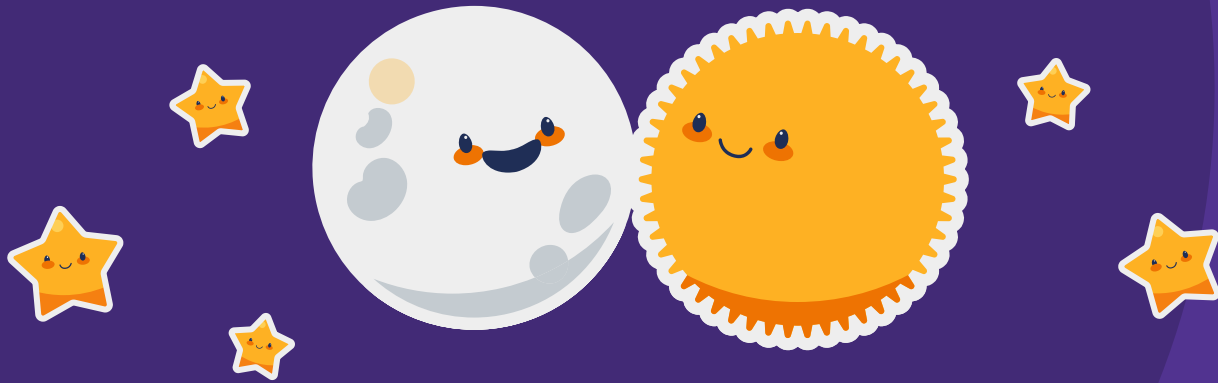


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- 15) How to enter JE's in period 998
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**WHOA!**

**CAFR is no longer referenced  
as CAFR but ACFR**

**The Comprehensive Annual Financial Report  
abriviation (CAFR) is a derogatory term in other  
languages/cultures.**

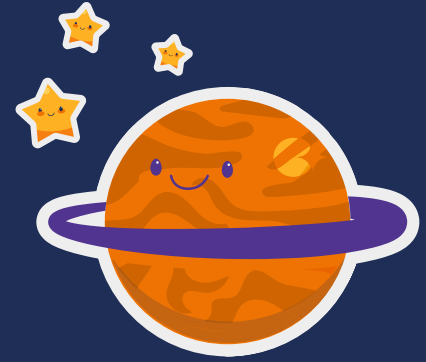
**The State of New Mexico supported the decision  
which was initiated by GASB. To ensure we are not  
offending anyone, the report is now called Annual  
Comprehensive Financial Report (ACFR).**



# ACFR STAFF

We are also called the  
SFRAB Unit – so we get  
referenced as both

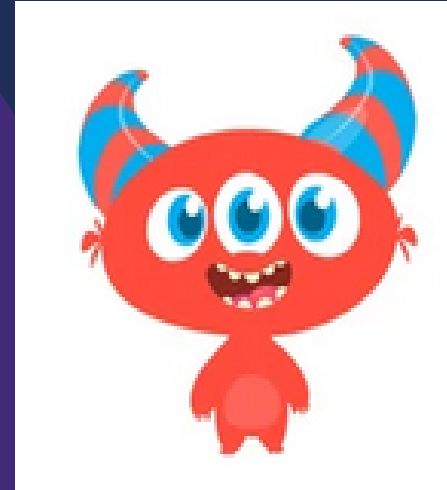
# ACFR UNIT



- **Renaë Herndon – Lopez (Supervisor)**
- **Christina C’de Baca (SHARE Queen)**
- **Richard Torrence**
- **John Severns**
- **Lori Narvaiz**
- **Lisa Jennings**
- **Debbie O’Dell**
- **Robert Cardon (newbie)**

# RENAE HERNDON-LOPEZ

BUSINESS	DESCRIPTION
33300	Taxation and Revenue Department
34101	State General Fund (306)
41700	Border Authority
41900	Economic Development Department
46000	EXPO New Mexico
49100	Military Home Base Planning
49500	Spaceport Authority
66500	Department of Health
66700	Environment Department
66800	Natural Resources Trustee
69000	Child, Youths, and Families Department
79000	Department of Public Safety
80500	Department of Transportation
94000	Public School Facility Authority
95000	Department of Higher Education



# RICHARD TORRENCE



BUSINESS	DESCRIPTION
33700	State Investment Council
34100	Department of Finance and Administration
34103	Board of Finance
34300	Retiree Health Care Authority
35200	Educational Retirement Board
36600	Public Employees Retirement Association
38500	NM Finance Authority
39400	State Treasurer's Office
43000	Public Regulation Commission
52100	Department of Energy, Minerals and Natural Resources
52200	Youth Conservation Corp (52100)
53900	Commissioner of Public Lands
54700	Cumbres & Toltec Railroad
63000	Department of Human Services
67000	Department of Veterans Services
70500	Department of Military Affairs
79500	Department of Homeland Security & Emergency Manager
81100	NM Lottery
81400	NM Mortgage Finance Authority
94900	Education Trust Board (951)

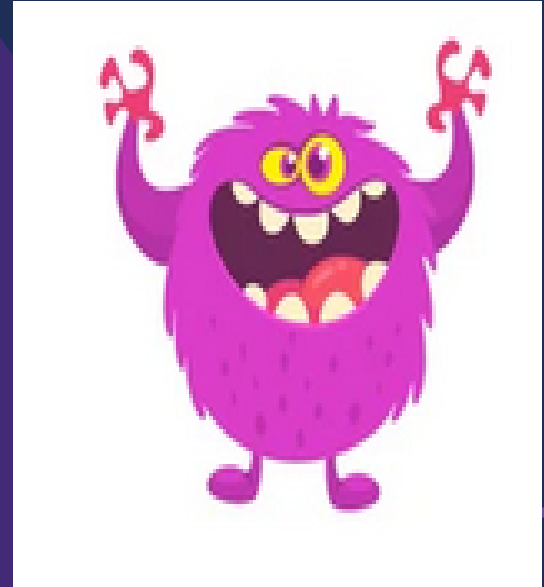




# JOHN SEVERNS

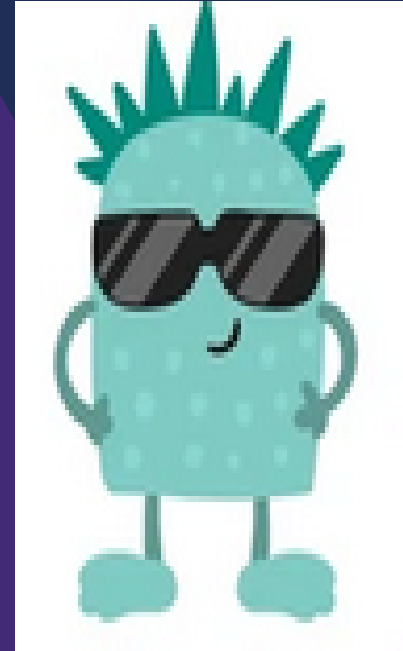


BUSINESS	DESCRIPTION
20800	Compilation Commission (216-E)
21000	Judicial Standards Commission
21500	Court of Appeals (216-C)
21600	Supreme Court
21800	Administrative Office of Courts (216-A)
21801	Administrative Office of Courts (216-A)
23100	First Judicial District Court
23200	Second Judicial District Court
23300	Third Judicial District Court
23400	Fourth Judicial District Court
23500	Fifth Judicial District Court
23600	Sixth Judicial District Court
23700	Seventh Judicial District Court
23800	Eighth Judicial District Court
23900	Ninth Judicial District Court
24000	Tenth Judicial District Court
24100	Eleventh Judicial Dist. Court
24200	Twelfth Judicial District Court
24300	Thirteenth Judicial Dist. Court
24400	Bernalillo County Metro Court
35000	General Services Department
37800	State Personnel Office
63200	Worker's Compensation Administration
66200	Miner's Colfax Medical Center



# LORI NARVAIZ

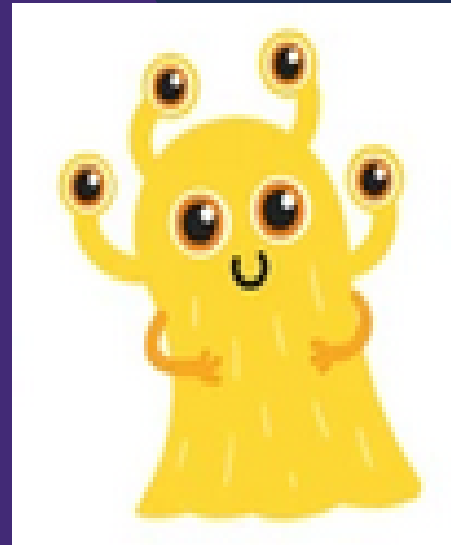
BUSINESS UNIT	DESCRIPTION
35400	Sentencing Commission
35600	Governor's Office
36000	Lieutenant Governor's Office
46500	Gaming Control Board
46900	State Racing Commission
47900	Board of Veterinary Medicine
51600	Department of Game & Fish
55000	State Engineer's Office
61100	Early Childhood Education & Care Department
63100	Workforce Solutions Department
64400	Division of Vocational Rehabilitation
64500	Governor's Commission on Disabilities
64700	Development Disabilities Planning Council (92400)
76000	Adult Parole Board
76500	Juvenile Parole Board
77000	Department of Corrections
78000	Crime Victims Reparation Commission
92400	Public Education Department



BUSINESS UN	DESCRIPTION
11100	Legislative Council Service
11100	Legislative Council Service (131-C)
11200	Legislative Finance Committee
11400	Legislative Council Services/Senate (111-A)
11500	Legislative Council Services/House (111-B)
11700	Legislative Education Study Commission
11900	Legislative Council Services Building Service (11100)
13100	Legislature (131)
13101	Legislature (131-B)
13102	Legislature (131-A)
34200	Public School Insurance Authority
36100	Department of Information Technology (OCIO)
36900	Commission of Public Records
37900	Public Employee Labor Relation Board
42000	Regulation and Licensing Department
60300	Office of African American Affairs
60400	Commission for Deaf & Hard of Hearing
60500	Martin Luther King Jr. Commission
60600	Commission for the Blind
62400	Aging & Long Term Services
95300	NM State University
95500	Eastern NM University
95700	NM Highlands University
95900	NM Institute/Mining & Technology
96100	NM Military Institute
96200	Western NM University
96300	Northern NM Community College
96500	NM School Visually Handicapped
96700	NM School Deaf
96900	University of NM
No Number	New Mexico Small Business Investment Corporation



## LISA JENNINGS



# DEBBIE O'DELL

BUSINESS UNIT	DESCRIPTION
25100	District Attorney 1st District
25200	District Attorney 2nd District
25300	District Attorney 3rd District
25400	District Attorney 4th District
25500	District Attorney 5th District
25600	District Attorney 6th District
25700	District Attorney 7th District
25800	District Attorney 8th District
25900	District Attorney 9th District
26000	District Attorney 10th District
26100	Dist. Attorney 11th District (Division 1)
26200	District Attorney 12th District
26300	District Attorney 13th District
26400	Administrative Office of District Attorneys
26500	Dist. Attorney 11th District (Division 2)
37000	Secretary of State
44000	Office of Superintendent of Insurance
50500	Department of Cultural Affairs
60900	Indian Affairs Department



# ROBERT CARDON

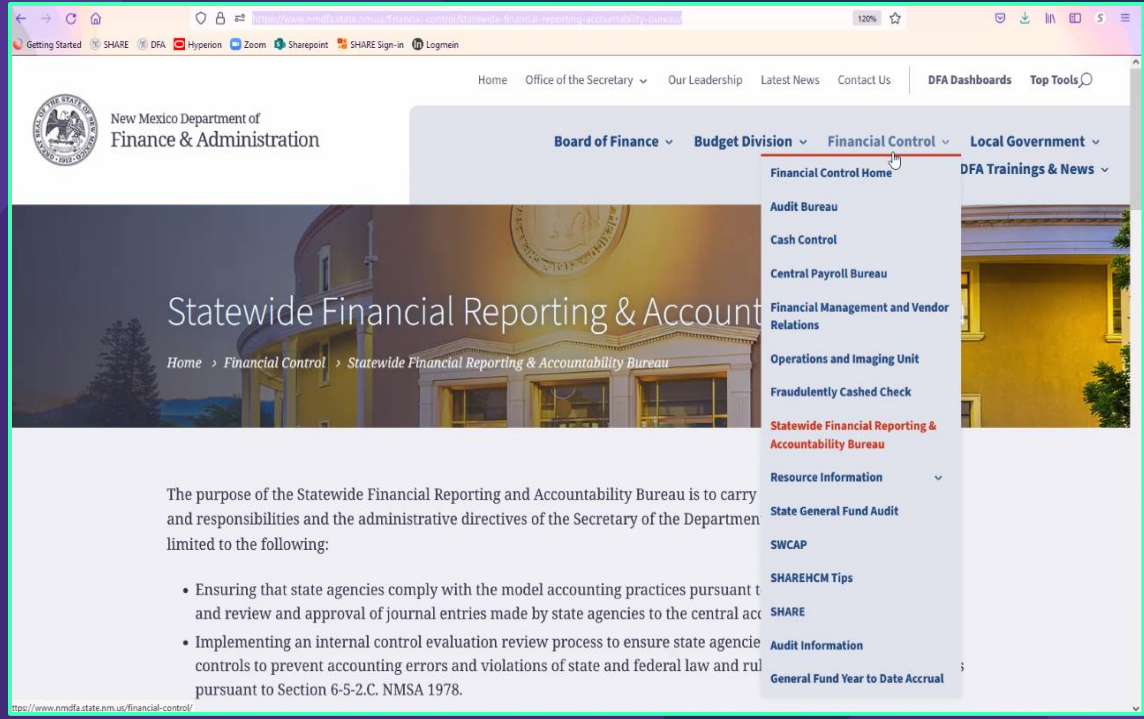
BUSINESS UNIT	DESCRIPTION
28000	Public Defender Department (used to be 35500)
30500	Attorney General
30800	State Auditor
34000	DFA - Hearing Officers
40400	Board of Examiners for Architects
41000	Ethics Commission
41800	Tourism Department
44600	Medical Board
44900	Board of Nursing
46400	Professional Engineers & Surveyors Board
50800	Livestock Board
53800	Intertribal Ceremonial Office



# DFA Website for SFRAB names and Info

Go to DFA Website:

- Financial Control
- Statewide Financial Reporting and Accountability Bureau



<https://www.nmdfa.state.nm.us/financial-control/statewide-financial-reporting-accountability-bureau/>



# Noteworthy Items





# COMMUNICATION IS KEY

That saying is true in numerous ways....

The best CFO's ensure that communication is ongoing between themselves and their staff members, between themselves and DFA, and between themselves and their auditors.

Disseminate information.

The more your staff know, the better off you will be as a CFO.



# 1) Journals are to be approved (or denied) within 48 hours

## MAPs FIN 3.1

- CFR/CSH entries

confirmation. Each agency's CFO or authorized personnel must approve the journal entry within 48 hours from workflow submission in SHARE.

- OPRs

If the OPR impacts numerous agencies, each agency's CFO or authorized personnel must approve the OPR journal within 48 hours in the SHARE system once the journal has entered into the agency's workflow queue.

# Agency entered OPR on 7/7 and approved their part:

**GL Approval**

Unit 39401, ID 5212102081, Date 2021-06-30, Line Unit 52100:Approved

Agency Approval

Approved

GL-Agency Approval  
07/07/21 - 2:28 PM

**GL Approval**

Unit 39401, ID 5212102081, Date 2021-06-30, Line Unit 52100:Approved

DFA Approval

Approved

John Severns Jr.  
GL 3rd Level FCD Approval  
07/07/21 - 2:28 PM

# 2<sup>nd</sup> Agency did not approve until 7/19 – then OPR posted

254 characters remaining

**GL Approval**

Unit 39401, ID 5212102081, Date 2021-06-30, Line Unit [redacted]:Approved

Agency Approval

Approved

GL-Agency Approval  
07/19/21 - 1:44 PM

**GL Approval**

Unit 39401, ID 5212102081, Date 2021-06-30, Line Unit [redacted]:Approved

DFA Approval

Approved

LISA M JENNINGS  
GL 3rd Level FCD Approval  
07/19/21 - 1:45 PM

# Agency entered OPR on 5/3 and approved their part:

**GL Approval**

Unit 39401, ID 7802100118, Date 2021-05-03, Line Unit 25100: **Approved**

Agency Approval

Approved

GL-Agency Approval  
05/03/21 - 11:00 AM

**GL Approval**

Unit 39401, ID 7802100118, Date 2021-05-03, Line Unit 25100: **Approved**

DFA Approval

Approved

JAMES W. CHADBURN TERM >= 30  
GL 3rd Level FCD Approval  
05/03/21 - 11:05 AM

# 2<sup>nd</sup> Agency did not approve until 6/3 – then OPR posted

284 characters remaining

**GL Approval**

Unit 39401, ID 7802100118, Date 2021-05-03, Line Unit [redacted] **Approved**

Agency Approval

Approved

GL-Agency Approval  
06/03/21 - 5:03 PM

**GL Approval**

Unit 39401, ID 7802100118, Date 2021-05-03, Line Unit [redacted] **Approved**

DFA Approval

Approved

CHRISTINA MARIA C DE BACA  
GL 3rd Level FCD Approval  
06/04/21 - 7:44 AM

## 2) Follow Deadlines

When you cannot meet a deadline set, please reach out to the appropriate DFA Department to let them know that you are trying to get an entry in.

- Example: Closing the fiscal year on Friday, August 6<sup>th</sup> . All entries with Level 2 approval were supposed to be entered into the system no later than 5pm.
- At 5:15 – ACFR had made sure all entries were posted and working with DoIT staff to start the rollover then a new entry appeared and stopped the process from starting.

# Agency Level 1 entered the journal at 4:59pm

Entered On 08/06/2021 4:59:09PM  
Last Updated On 08/06/2021 5:28:08PM

# Agency Level 2 didn't approve until 5:22PM

## GL Approval

[Redacted] ID 21-400012, Date 2021-06-30,

Agency Approval

Auto Approved

[Redacted]

✓ GL-Agency Approval  
08/06/21 - 5:22 PM

## GL Approval

[Redacted] ID 21-400012, Date 2021-06-30,

DFA Approval

Approved

✓ RENAE M. HERNDON  
GL 3rd Level FCD Approval  
08/06/21 - 5:27 PM

### 3) MAPs FIN 14.1

**THIS REQUIREMENT IS STILL THERE!!**

**NOTE:**

- 1) If you take the training with your ACFR accountant, that counts toward this requirement.
- 2) These financials DO NOT have to be the “pretty” financials turned into the SAO.

**If you need assistance on how to comply with this – reach out to your ACFR accountant for training.**

#### FIN 14.1 Financial Statements

##### A. MAP Standard

To ensure agencies accept ownership and responsibility of the financial statements, agencies are required to prepare their own financial statements for their auditor to review and audit.

##### B. Purpose

This policy establishes requirements of agencies to prepare financial statements for auditor review.

##### C. Authority

NMSA 1978, §6-5-2

##### D. Policy

1. Agencies must prepare financial statements for all funds. These statements include:
  - a. Fund Financial Statements
  - b. Government-wide Financial Statements
  - c. Reconciliations between Fund Financial Statements and Government-wide.
2. These statements can be prepared via Microsoft Excel or other types of software.
3. These statements are not required to be the financial statements that are submitted in the final submission of the audit report. Agencies do not need to amend the audit contract to reflect the agency will be preparing a draft of the financials. IPAs can still prepare the financials to be submitted to the State Auditor’s Office.
4. Draft financials are due to the SFRAB unit 15 days before the due date of the audit.

## 4) VOIDING VOUCHERS

- Voiding a voucher does NOT automatically reduce the PO.
- Agencies still need to go into the PO and disencumber (or close) the PO to free up the budget.
- Agencies need to make sure PO's are disencumbered correctly to ensure Accounts Payable journal entries to accrue year-end AP can happen without a budget override.

**Job Aides for PO's and Vouchers:**

<https://www.share.state.nm.us/fin-jobaids.html>



# 5) BUD REF/CLASS CODES in Wrong Year

- In FY22 – there should not be any Bud Ref of 121 or Class Code of E0000.
- This crossover happens every year – especially in regards to revenue.

Source	Journal ID	Date	Fund	Dept	Account	Bud Ref	Class	Sum of Amount
AP	AP03006242	7/7/2021	01200	1402000000	547900	121	E0000	(267.75)
AR	DJ03004647	7/1/2021	14100	0101000000	429602	121	E0000	(47.95)
			87800	0600000000	429602	121	E0000	(75.00)
			91700	0400000000	429602	121	E0000	(905.00)
AR	DJ03004650	7/1/2021	87700	0600000000	429602	121	E0000	(60.00)
			92300	0500000000	429602	121	E0000	(30.00)
CFR	0003004791	7/1/2021	87700	0600000000	429602	121	E0000	60.00
			92300	0500000000	429602	121	E0000	30.00
AR	DJ03004652	7/1/2021	68220	1100000000	429602	121	E0000	(30.00)
CFR	2352201001	7/6/2021	68220	1100000000	429602	121	E0000	30.00
AR	DJ03004655	7/1/2021	15100	1100000000	496901	121	E0000	(74.95)
			43280	8100000000	429602	121	E0000	(150.00)
			92800	8100000000	429602	121	E0000	(150.00)
CFR	2410022001	7/6/2021	43280	8100000000	429602	121	E0000	30.00
	2410022002	7/6/2021	15100	1100000000	496901	121	E0000	24.50
	2410022003	7/8/2021	92800	8100000000	429602	121	E0000	60.00
	2410022004	7/8/2021	43280	8100000000	429602	121	E0000	60.00
	2410022006	7/8/2021	92800	8100000000	429602	121	E0000	90.00
	2410022007	7/8/2021	43280	8100000000	429602	121	E0000	60.00
	2410022005	7/8/2021	15100	1100000000	496901	121	E0000	50.45
AR	DJ03006611	7/1/2021	11180	1100000000	461402	121	E0000	(2,091.00)
	DJ03006612	7/6/2021	11180	1100000000	461402	121	E0000	(175.00)
	DJ03006613	7/7/2021	11180	1100000000	461402	121	E0000	(310.00)
AP	AP03004448	7/1/2021	38100	0100000000	535100	121	E0000	(226,320.50)

## 6) Denied Journals

If a journal is denied in workflow – do not approve the journal.

- If you want to get it out of your queue – then deny it and reference the previous denial (see red box).

It needs to be corrected by the initiating agency before it can be posted.

The screenshot displays a workflow interface for a journal. At the top, the 'Unit' is set to [redacted]. The 'Approval Check Active' is 'Y'. The 'Approval Status' is 'Pending Approval'. The 'Approval Action' is a dropdown menu currently set to 'Deny'. The 'Deny Comment' field contains the text 'See previous denial', which is highlighted with a red rectangular box. Below this, the 'GL Approval' section shows a summary for 'Unit 39401, ID 2372209003, Date 2021-08-09, Line Unit [redacted]: Approved'. Underneath, the 'Agency Approval' section shows a green 'Approved' status with a checkmark, attributed to 'GL-Agency Approval' on '08/10/21 - 9:20 AM'. The next 'GL Approval' section shows a summary for 'Unit 39401, ID 2372209003, Date 2021-08-09, Line Unit [redacted]: Pending'. The 'DFA Approval' section shows a blue 'Pending' status with a clock icon, attributed to 'Multiple Approvers' and 'GL 3rd Level FCD Approval'. An 'Approval History' section is visible below. The bottom portion of the screenshot shows a different unit, 'Unit 35000'. The 'Approval Status' is 'Denied'. The 'Approval Action' is a dropdown menu currently set to 'Approve'. The 'Deny Comments' field is empty. Below this, the 'GL Approval' section shows a summary for 'Unit 39401, ID 2372209003, Date 2021-08-09, Line Unit 35000: Denied'. The 'Agency Approval' section shows a green 'Approved' status with a checkmark, attributed to 'SILVIA RODARTE' and 'GL-Agency Approval' on '08/09/21 - 8:10 PM'. The final 'GL Approval' section shows a summary for 'Unit 39401, ID 2372209003, Date 2021-08-09, Line Unit 35000: Denied'. The 'DFA Approval' section shows a red 'Denied' status with a clock icon, attributed to 'LISA M JENNINGS' and 'GL 3rd Level FCD Approval' on '08/10/21 - 8:45 AM'.

## **7) CHARTFIELD CLEAN-UP**

- **In SHARE – the system used to allow incorrect affiliate and fund affiliates to be added for interagency and intra-agency accounts.**
  - **Example: You knew the business unit number of the agency you owed but you didn't know fund so on the journal entry you added your own fund.**
- **DoIT created a combo code edit to stop this, but we were not able to fix the old errors.**
- **So..we have to fix it.....**

## 7) CHARTFIELD CLEAN-UP cont.

- Christina is working with DoIT to clean up chart fields at the lowest level of detail which includes affiliate/fund affiliate. Only accounts and funds that net to zero will be impacted. These entries will be posted in period 998 for FY21.

- Account Codes:

<u>Balance Sheet Accounts</u>	
<b>Due TO and Due From - IntraFund</b>	
141900	Due from other funds
141999	Due from other funds - Prior Year
231900	Due to other funds
231999	Due to other funds - Prior Year
<b>Due TO and Due From - InterFund</b>	
142900	Due from other state agencies
142999	Due from other state agencies - Prior Year
232900	Due to other state agencies
232999	Due to other state agencies - Prior Year
<b>Due TO and Due From - General Fund</b>	
144900	Due from SGF
144999	Due from SGF - Prior Year
234900	Due to SGF
234999	Due to SGF - Prior Year



## 8) AGY ENTRIES APPROVED, NOT POSTED

- **REMEMBER – AGY journal entry are the responsibility of the agency for the entire process.**
  - 1) Agency enters the journal entry and submits into agency workflow
  - 2) Journal entry goes to level 2 at the agency for approval.
  - 3) Once level 2 approves the journal entry, level 2 must also POST the journal entry.
- These entries do not come to the ACFR Unit, so they are not in our workflow and when you call, we cannot post them.
- To assist, you would either need to change to a CFR journal entry or enter a HelpDesk Ticket to get resolved.

# 8) AGY ENTRIES APPROVED, NOT POSTED cont.

Example of an AGY entered and approved, but not posted. The journal should be showing a “P”, not a “V”

Journal is Approved:

Unit [redacted] Journal ID [redacted] Date 08/12/2021 [Submit]

Approval Status

Unit [redacted]

Approval Check Active Y

Approval Status Approved to Post

Approval Action Approve

Deny Comments [text area]

254 characters remaining

**GL Approval**

Supervisor Approval [redacted]: Approved

Approved [redacted]

Supervisor 08/18/21 - 3:40 PM

**GL Approval**

Agency Approval [redacted]: Approved

Auto Approved [redacted]

GL-Agency Approval 08/18/21 - 3:40 PM

Approval History

BUT, not Posted

Unit [redacted] Date 08/12/2021 [Errors Only]

Template List Search Criteria Change Values

Inter/IntraUnit \*Process Edit Journal Process

Line 10

**Lines**

Select	*Unit	Line	Fund	Dept	Account	Sub Acct	Bud Ref	Class	Affiliate	Fund Affil
<input type="checkbox"/>	[redacted]	1	11880	2100000000	132900	88	122	F0000		
<input type="checkbox"/>	[redacted]	2	11880	2100000000	132900	89	122	F0000		

Lines to add 1

**Totals**

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
44000	2	1,843.72	1,843.72	V	V

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

**Where do astronauts leave their spaceships?**



**At parking meteors!**



**EMOTIONS  
MEDIA GROUP**



# ACFR Deadlines





# IMPORTANT DATES

**ALL DEADLINES TO ACFR ARE TO BE  
SUBMITTED ELECTRONICALLY**

**No paper copies**

**TURN FORM IN ELECTRONICALLY**

**[FCD.CAFR@state.nm.us](mailto:FCD.CAFR@state.nm.us) or to your ACFR Accountant**

# BE CAREFUL

If you end up sending anything that is due to the ACFR accountant or SFRAB Unit to either Mark or Donna, you might still be getting an email from us telling you we didn't receive anything and you didn't meet the deadline.



# IMPORTANT DATES

## SEPTEMBER 1st

### Agency Representation Letter

- Due 60 days before the audit due date.
- For most agencies, that would be 9/1
- Remember – your auditor has to sign this letter too.
- This letter is different than the Management Representation Letter your IPA gives you.
  
- Year-End closing instructions (Attachment I)  
Make sure to put YOUR agency number on the letter and to print your name and the firm's name
  
- SCHEDULE OF DELIVERABLES (OR PBC) IS REQUIRED WITH THE REPRESENTATION LETTER.



# IMPORTANT DATES

OCTOBER 15th

## MAPs FIN 14.1 Requirement due date

- Remember – this is all ELECTRONICALLY to either your ACFR accountant or to [FCD.CAFR@state.nm.us](mailto:FCD.CAFR@state.nm.us) .
- Due 15 days before audit report turned into SAO.
- For most agencies, that would be 10/15
  
- If you need assistance on how to compile your financials, reach out to your ACFR accountant.



# IMPORTANT DATES

## NOVEMBER 2nd

### ACFR Report Package

- Remember – this is all ELECTRONICALLY to either your ACFR accountant or to [FCD.CAFR@state.nm.us](mailto:FCD.CAFR@state.nm.us) .
- Due 1 day after audit report turned into SAO.
- For most agencies, that would be 11/2
- You need to send in:
  - Complete Audit Report
  - Listing of IPA proposed Audit Journal entries (GW and Fund)
  - Trial Balance by Fund
  - Prior Period Adjustment Form (if you had any)



# ACFR DUE DATES

## Attachment M in Year End Closing Instructions

	<b>Item Description</b>	<b>Due Date</b>
1	Agency verification of all audit entries from prior year are posted, and the re-closing of the prior fiscal year reconciles to the FY21 financial reports.	06/30/2021
2	Agency verification of account balances reported in SHARE trial balances, including fiduciary funds. Verification should occur at the lowest level of detail. This should include correcting amounts reported in Agency Funds, which should not have revenue/expenditure balances.	07/31/2021
3	Agency year-end adjusting journal entries (pre-close): <ul style="list-style-type: none"><li>- Year-end accruals (receivables, payables, due to/froms)</li><li>- Reversal of prior year accruals (py accrued payroll)</li><li>- Any other adjusting journal entry.</li></ul>	08/06/2021
4	Agency representation letter, a Schedule of Deliverables (Prepared by Client List) and agreed to milestones for the audit (Audit Plan).	09/01/2021



# ACFR DUE DATES cont

## Attachment M in Year End Closing Instructions

- |   |   |            |
|---|---|------------|
| 5 | Submission of ANNUAL REPORT Reporting Package <u>electronically</u> . This is MANDATORY requirement.  | 11/02/2021 |
|   | <ul style="list-style-type: none"><li>• Final adjusted year-end trial balance by fund</li><li>• Financial statements and notes- draft</li><li>• Audit entries in SHARE in period 998 (ACTUALS and FULLACCRUE)</li><li>• Proposed audit entries from IPA for both fund financials and government-wide.</li><li>• Prior Period Adjustment Reconciliation Form (Only if agency has any prior period adjustments)</li></ul> |            |
| 6 | <b>Electronic submission to designated SFRAB accountant</b> of the draft financials turned into State Auditor's Office.   | 11/02/2021 |





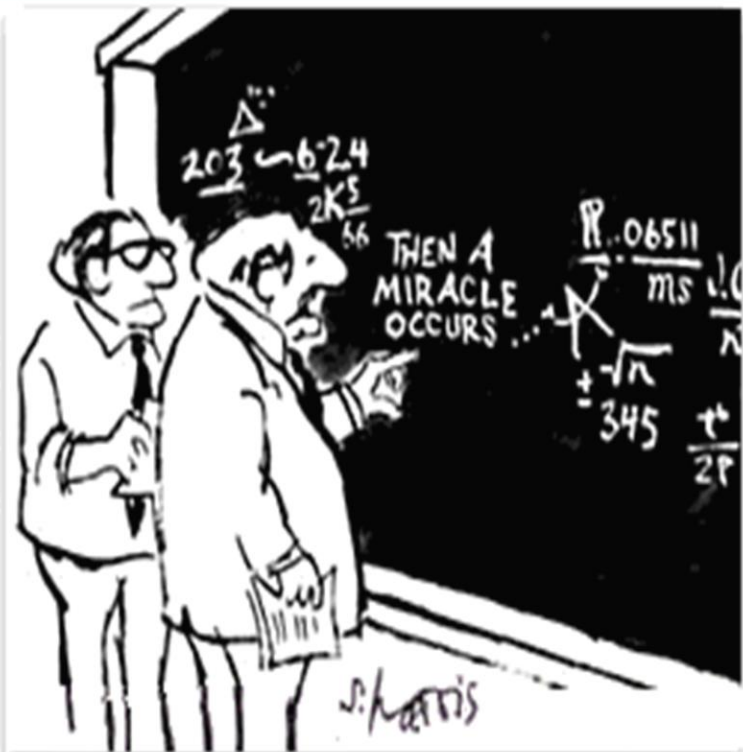
## SUBSEQUENT EVENTS LETTER

**ACFR will send out an email around March 2022 asking agencies to notify us of any material subsequent event(s) from the date of when your audit was submitted (most agencies 11/1) to March (when ACFR is getting ready to turn in audit for State of NM).**

# ACFR Audit Review Process

## Process for ACFR completing audit review:

- 1) ACFR receives a copy of the electronic report turned into State Auditor's Office (SAO) from the agency (or the IPA).
- 2) At the same time, SAO notifies ACFR of the audit turned in and gives ACFR 10 business days to complete the review and notify them if any issues.
- 3) ACFR will then compare SHARE to the financials.
- 4) If any issues, ACFR will then email the CFO and also cc the SAO on the email. (ACFR does not email the IPA)



"I THINK YOU SHOULD BE MORE EXPLICIT  
HERE IN STEP TWO."



# NEW GASB PRONOUNCEMENTS





 **GASB 84 – for FY21 financials (Fiduciary Activities)**

**GASB 87 – for FY22 financials (Leases)**

**Other Pronouncements to be aware of:**

**GASB 89 – FY21 Interest Costs Incurred before End of Construction**

**GASB 91 – FY22 Conduit Debt Obligations**

**GASB 92 – FY21 Omnibus 2020**

**GASB 93 – FY23 Replacement of Interbank Offered Rates**

# GASB Applicable to FY21



# GASB 84 – Fiduciary Activities

**GASB Goal – Improved guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes.**

**This change affects FY21 and financials for 6/30/21.**

**Changes to be aware of:**

- **Agency funds are now called Custodial Funds**
- **Need to ensure monies in these funds meet certain criteria**
- **Revenue and Expenses must be recognized**
- **Financial Statement presentation is different**

# GASB 84 – Fiduciary Activities cont.

**DFA sent an email to all CFO's on 7/30/21.**

- **Guidance on how to interpret GASB 84**
- **Checklist for custodial funds**
- **Listing of current custodial funds for each agency**

**Each agency that had a custodial fund on the listing was expected to do the checklist for each fund to ensure the fund would still meet the criteria for a custodial fund with the new pronouncement.**

**This checklist is due for each fund no later than August 31st and must be submitted to your ACFR accountant.**



# **GASB 84 – Fiduciary Activities cont.**

**This pronouncement does NOT mean that you need to change your day-to-day transactions.**

**You may be able to continue your normal operations (work with your auditor or ACFR for this assessment).**

# GASB 84 – Fiduciary Activities cont.

## OLD METHOD FOR CUSTODIAL FUNDS

<b>Total All Agency Funds</b>	Balance June 30, 2019	Additions	Deletions	Balance June 30, 2020
<b>ASSETS</b>				
Interest in SGFIP	\$ 1,414,375	\$ 18,502,499	\$ (18,471,527)	\$ 1,445,347
Cash in commercial banks	1,443,452	12,981,332	(13,299,066)	1,125,718
Total assets	<u>\$ 2,857,827</u>	<u>\$ 31,483,831</u>	<u>\$ (31,770,593)</u>	<u>\$ 2,571,065</u>
<b>LIABILITIES</b>				
Deposits held for others (in banks)	\$ 945,405	\$ 10,439,135	\$ (10,727,253)	\$ 657,287
Due to Litigants	498,047	2,542,197	(2,571,813)	468,431
Deposits held for others				
Brain Injury Fee Fund (48100)	-	240,127	(240,117)	10
Civil Legal Service Fund (60000)	-	1,596,641	(1,596,641)	-
Correction Fee Fund (68800)	849,227	2,683,169	(2,432,054)	1,100,342
Crime Victims Reparation (40150)	-	299,259	(299,259)	-
Warrant Enforcement Suspense (53300)	22,094	376,871	(354,477)	44,488
Magistrate Suspense (82200)	96,900	36,747	(1,822)	131,825
Municipal Court Automation (70400)	-	539,062	(539,062)	-
Court Automation Fund (07800)	-	3,065,089	(3,065,069)	20
Court Facilities Fund (53200)	438,027	2,683,210	(2,967,358)	153,879
Crime Laboratory Fund (68700)	8,127	851,923	(855,602)	4,448
Judges Retirement Fund (12200)	-	363,614	(363,614)	-
Juvenile Adjudication (11210)	-	3,285	(3,285)	-
Judicial Education Fee Fund (57700)	-	243,283	(233,153)	10,130
Magistrate Enforcement Fund (57600)	-	2,436,799	(2,436,699)	100
Domestic Violence Offender Fund (51500)	-	323,664	(323,654)	10
Traffic Safety Fund (25200)	-	213,325	(213,319)	6
Magistrate Penalty Assessment (79400)	-	2,545,159	(2,545,070)	89
Magistrate Court Operations (11120)	-	1,272	(1,272)	-
Total liabilities	<u>\$ 2,857,827</u>	<u>\$ 31,483,831</u>	<u>\$ (31,770,593)</u>	<u>\$ 2,571,065</u>

# GASB 84 – Fiduciary Activities cont.

## NEW METHOD FOR CUSTODIAL FUNDS

	Pension (and Other Employee Benefit) Trust Funds	Investment Trust Funds	Private-Purpose Trust Funds	Custodial Funds
<b>ADDITIONS</b>				
Contributions:				
Members	\$ 297,846	\$ —	\$ —	\$ —
Employers	1,259,364	—	—	—
Other plans	148,792	—	—	—
Gifts and bequests	—	—	197,258	—
Total contributions	1,706,022	—	197,258	—
Investment earnings:				
Net increase in fair value of investments	1,852,408	64,663	33,702	—
Interest, dividends, and other	1,418,448	58,465	30,378	—
Securities lending income	76,075	—	—	—
Total investment earnings	3,344,931	123,128	64,080	—
Less investment costs:				
Investment activity costs	32,281	50,236	63	—
Securities lending costs	73,642	—	—	—
Net investment earnings	3,239,008	72,892	64,017	—
Capital share and individual account transactions:				
Shares sold	—	2,817,210	—	—
Reinvested distributions	—	72,892	—	—
Shares redeemed	—	(2,776,843)	—	—
Net capital share and individual account transactions	—	113,259	—	—
Sales tax collections for other governments	—	—	—	1,811,120
Miscellaneous	1,130	—	—	1,468
Total additions	4,946,160	186,151	261,275	1,812,588
<b>DEDUCTIONS</b>				
Benefits paid to participants or beneficiaries	1,963,047	—	—	—
Medical, dental, and life insurance for retirees	536,027	—	—	—
Refunds and transfers to other systems	170,514	—	—	—
Administrative expense	19,920	—	43	293
Beneficiary payments to individuals	—	—	211,179	—
Payments of sales tax to other governments	—	—	—	1,811,120
Distributions to shareholders	—	72,892	—	—
Total deductions	2,689,508	72,892	211,222	1,811,413
Net increase (decrease) in fiduciary net position	2,256,652	113,259	50,053	1,175
Net position—beginning	40,454,493	1,962,687	836,971	98,667
Net position—ending	\$ 42,711,145	\$ 2,075,946	\$ 886,024	\$ 99,842

# **GASB 89 – Accounting for Interest Cost Incurred before the End of a Construction Period**

**GASB Goal – To enhance the relevance and comparability of information about capital assets and cost of borrowing**

**This change affects FY21 and financials for 6/30/21.**

**Change to be aware of:**

- Interest cost incurred before the end of a construction period should be recognized as an expenditure.**

# GASB 92 – Omnibus

**GASB Goal – To enhance and improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation of previous pronouncements.**

**This change affects FY21 and financials for 6/30/21.**

**Change to be aware of:**

- **Corrections to GASB 84 – postemployment benefit arrangements**
- **Corrections to GASB 87 – interim financial reports**
- **And other corrections.....**

# GASB

## Applicable to AFTER FY21



# GASB 87 – LEASES

GASB Goal – improving accounting and financial reporting for leases by governments.

This change affects FY22 and financials for 6/30/22.

Changes to be aware of:

- Short term versus long term lease
- There will now be a lease liability and a lease asset for the duration of the lease agreement.
- The lease liability calculations will be retroactive.
- **GASB 87 WILL NOT BE APPLYING TO AGENCY TO AGENCY LEASES**

DFA will be sending out guidance to all agencies on this in January 2022 (after FY21 audits). **NO EARLY IMPLEMENTATION!**

# GASB 87 – LEASES cont.

## STRESSING AGAIN

1. GASB 87 WILL NOT BE APPLYING TO AGENCY TO AGENCY LEASES (or any leases to Higher Educational included in the ACFR)
2. NO EARLY IMPLEMENTATION!



# **GASB 92 – Conduit Debt Obligations**

**GASB Goal – Single method of reporting conduit debt obligations by issuers and eliminate diversity.**

**This change affects FY22 and financials for 6/30/22.**

**Changes to be aware of:**

- **Clarifying the definition of a conduit debt**
- **Conduit debt is not a liability of the issuer**
- **Changes in required note disclosures**

# **GASB 93 – Replacement of Interbank Offered Rates**

**GASB Goal – address accounting and financial reporting implications that result from the replacement of LIBOR.**

**This change affects FY23 and financials for 6/30/23.**

**Changes to be aware of:**

- **No more LIBOR and replace with other reference rates.**
- **Affects Investment agencies such as SIC/STO/PERA/ERB – this will be a big change for those agencies.**



# WHOA!

**GASB CHANGED HOW WE WILL  
NOW LOOK AT CAPITAL  
ACQUISITIONS**

# GASB CAPITAL ASSET CHANGES

- GASB issues Implementation Guide No. 2021-1 answer 5.1
- Implementation Guides are one step lower than GASB Standards

This change affects FY24 and financials for 6/30/24.

Changes to be aware of:

- Purchases for individual items are not to be looked at individually in cost but collectively, and if significant, it needs to be capitalized.

## Original IG 2015-1

## Amended IG 2021-1

**It may be appropriate** for a government to establish a capitalization policy that would require capitalization of certain types of assets whose individual acquisition costs are less than the threshold for an individual asset.

Computers, classroom furniture, and library books are assets that may not meet the capitalization policy on an individual basis, yet might be considered material collectively. Computers, classroom furniture, and library books are examples of asset types that may not meet a capitalization policy on an individual basis, yet could be significant collectively. In this example, if the \$150,000 aggregate amount (100 computers costing \$1,500 each) is significant, the government should capitalize the computers.

A government **should** capitalize assets whose individual acquisition costs are less than the threshold for an individual asset if those assets in the aggregate are significant.

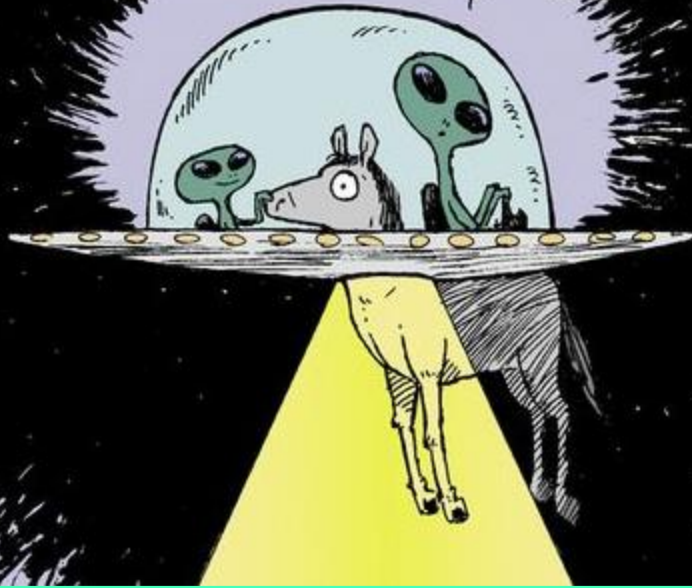
Computers, classroom furniture, and library books are examples of asset types that may not meet a capitalization policy on an individual basis, yet could be significant collectively. In this example, if the \$150,000 aggregate amount (100 computers costing \$1,500 each) is significant, the government should capitalize the computers.

## **CAPITAL ASSET CHANGES Cont.**

**This will increase the burden to identify asset acquisitions that used to be below the individual-item-capitalization threshold to now look at it collectively.**

**These changes are expected to be made retroactively, by restating prior periods, and the cumulative effect on periods prior to those presented should be reported as a restatement of the beginning net position.**

THIS IS WHY I SAID  
YOU COULDN'T HAVE A PONY  
FOR YOUR BIRTHDAY.





# OLD CASH VS NEW CASH

What does that mean????



# OLD CASH CAN BE SETTLED BETWEEN AGENCIES UNTIL SEPTEMBER 30<sup>th</sup>.

OLD CASH refers to monies received and posted in the bank by 6/30/21.

If the money was received on 7/1/21 or after, that is NEW CASH.

If you received monies in the bank by 6/30 and the money belongs to another agency – then you complete an OPR to move the cash by 9/30. (Remember – all agencies are part of the State so all you are doing is moving monies from one agency to another but net result of zero to the State's bank.)



# EXAMPLES



## Received Federal Reimbursement

- ✦ after 6/30 and part belongs to another agency

✦ You have a grant to provide legal services to ABC and you had another agency (HELP) as a subrecipient on the grant. You submitted for reimbursement to ABC for the grant but you didn't get paid until 8/31 (FY22).

**How should you book the money owed to the other agency (HELP)?**

Answer: An OPR dated 6/30/21 should be done in period 998 to create the Due To/Due From relationship with no cash impact.

## GSD sends Invoice

GSD sent an invoice 9/1 (FY22) for printing services that occurred in June 2021 (FY21).

**How should it be paid?**

Answer: An OPR dated 6/30/21 should be done in period 998 (before 9/30) to pay GSD and settle the cash

# EXAMPLES



✦ Tax monies received in July and August that were applicable to reporting period of June – TRD collected monies due to other entities

✦ TRD received tax monies in July and August (FY22) applicable to June (FY21). **How should TRD record the tax monies for the other agencies?**

Answer: An OPR should be done dated 6/30/21 in period 998 to create the Due To/Due From relationship with no cash impact.

## Reversion

Submitted the reversion calculation paperwork to Mark for General Fund by 8/31. Need to send monies now.

**How should it be done?**

Answer: An OPR should be done dated 6/30/21 in period 998 (before 9/30) to pay the General Fund and settle the cash

# Why alien abductions happen only at night



# REVERSIONS

That are NOT to the  
State's General Fund



# Received Grant money from another agency

- Agencies receive a grant from another agency that specifies in the grant that any unused monies must go back to the originator (the agency sending the money).
- This money is not a reversion to the General Fund but to the agency that originally sent the monies.
- There are account codes in SHARE to handle this transaction:
  - **566109 (Agency sending monies back)**
  - **499905 (Agency receiving the monies)**

# Overpayment in **CURRENT** fiscal year

If the overpayment had to do with money sent in the CURRENT fiscal year, you can do an entry in FY21 to just reduce the original Transfer In and Transfer Out account codes.

- Example: Game and Fish has a grant that Environment is doing part for them during FY21. Game and Fish had already sent \$100,000 for FY21. It was discovered during the year that \$10,000 too much was sent for the project during the year (not over multiple years).

**Environment Dept**  
Reduce Transfer In  
Debit: 499905  
Credit: 101800

**Game and Fish Dept**  
Reduce Transfer Out  
Credit: 555100  
Debit: 101800

# STATE GENERAL FUND REVERSIONS





# Reversions to the General Fund Deadlines

## August 31<sup>st</sup>

- **FY21 Reversion Notifications forms due to Mark Melhoff**

Tuesday, August 31, 2021	Last day to submit fiscal year 2021 Reversion Notification forms to FCD.	CDS 9.1a	11
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## September 30<sup>th</sup>

- **OPR to submit the reversion to the General Fund due.**

Thursday, September 30, 2021	Last day to submit fiscal year 2021 reversion Operating Transfers to FCD.	CDS 9.1b	11
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**Note: All this information is in the closing instructions on DFA website**

**STATE GENERAL FUND**  
**REVERSIONS**  
**Over-reverted**



# If you discover you did an over-reversion....

- If either your or your auditor determine that you sent too much back to the State's General Fund – reach out to Mark (or SFRAB) immediately so we can assist before it's too late.
- If you are still working on your financials/audit, there are options:
  1. If the money hasn't been sent, a journal entry can be done in SHARE to adjust the reversion amount.
  2. If the money has been sent, if MARK GIVES APPROVAL – a Due From might be allowed.
- If the audit is already turned into the State Auditor's Office – get with Mark immediately. Make sure you meet the 45 day deadline.

# Sent too much back to State General Fund (Over-reverted)

- The agency cannot just take the deficiency amount and book a Due From the General Fund. There is no statutory authority for the General Fund to send the money back to the agency after the 45 days have passed. Based on that, the monies do not qualify for the recognition standards in GASB33.
- Agencies cannot use current year appropriations to offset a prior year budget deficiency without Budget and Legislative approval. (MAPs FIN 1.2)
- The agency MUST show a debit fund balance for the amount over-reverted then must ask for a deficiency appropriation.
  - Agencies can work with their appropriate budget staff to obtain the deficiency.

## FIN 1.2 Special, Supplemental, and Deficiency Appropriations

### A. *MAP Standard*

To assure the proper recognition and recording of other financing sources and to ensure legal compliance, allotments are to be monitored and controlled at FCD and state agency level.

### B. *Purpose*

This policy establishes that expenditures of state monies by state agencies must be budgeted, authorized, and approved before they are made.

### C. *Authority*

FCD Administrative Practice

### D. *Policy*

1. FCD will allot the entire appropriation amount in the fiscal year the appropriation is first available to the agency unless the authorizing legislation has a contingency.
2. When expenditures have exceeded approved operating budget in a previous fiscal year, state agencies must obtain a deficiency appropriation passed by the Legislature and approved by the Governor to authorize additional expenditures.

### *6-5-10. State agency reversions; director powers; compliance with federal rules. (2003)*

- A. *Except as provided in Subsections B and C of this section, all unreserved undesignated fund balances in reverting funds and accounts as reflected in the central financial reporting and accounting system as of June 30 shall revert by September 30 to the general fund. The division may adjust the reversion within forty-five days of release of the audit report for that fiscal year.*
- B. *The director of the division may modify a reversion required pursuant to Subsection A of this section if the reversion would violate federal law or rules pertaining to supplanting of state funds with federal funds or other applicable federal provisions.*



# CAPITAL ASSET Purchased

What am I supposed to do  
now?



# When purchasing asset....

- In SHARE, there are expenditure account codes to utilize for the purchase of an asset when it's over \$5,000 or part of implementation of an asset.
- Example: Bought new software for \$10,000 (548300) but you need to hire a consultant for \$2,000 (535800) that first year to train you on how to use the new software. The software purchase PLUS the cost of the consultant is all included as part of the software asset of \$12,000.

Account	Account Description
535800	Capital Professional Contracts
548100	Land
548110	Land – Improvements
548200	Furniture & Fixtures
548300	Information Tech Equipment
548400	Other Equip
548600	Animals
548700	Library & Museum Acquisitions
548800	Auto & Aircraft
548801	Railway Equipment
548810	Spaceport Equipment
548820	Spaceport Equipment
548900	Bldgs & Structures



# Bought it, now what??....

- This seems to be the confusing part for most agencies – you now have to move the expenses to a capital asset account code and then start depreciating.
- In FULLACCRUE (not ACTUALS), you first need to capitalize the asset.
- Taking example on previous slide of software purchase:
  - Debit 185400: \$12,000
    - Credit 535800: \$2,000
    - Credit 548300: \$10,000

# Now...Depreciation

- After you recognize that you have a capital asset, you now need to determine the life of the asset so you can start depreciating.
- Per MAPs FIN 6.2 – recommendations for determining life of an asset.
- The State does straight-line depreciation. (Total cost divided by number of years).

Asset Classes	Depreciable Life	Recommended Life
Land Improvements	10 to 20 Years	Same
Buildings and Structures	5 to 40 Years	Same
Tenant Leasehold Improvements	15 Years	Same
Infrastructure	25 to 30 Years	Same
Data Processing Equipment and Software	3 to 8 Years	3 Years
Machinery and Equipment	5 to 20 Years	5 Years
Office Furniture and Fixtures	5 to 7 Years	5 Years
Motor Vehicles and Motorized Equipment	3 to 15 Years	Same
Cars and Light Trucks		5 Years
Buses		8 to 10 Years
Heavy Equipment		15 Years

## Now...Depreciation cont.

- Continuing example: Life should be 3 years ( $\$12,000/3 = \$4,000$  per year)  
Need to depreciate the asset by \$4,000 for the next 3 years.
- In FULLACCRUE (not ACTUALS), you need to start depreciating the asset.
- Depreciation journal entry for software purchase:
  - Debit 568900: \$4,000
    - Credit 191960: \$4,000

Note: 568900 is Depreciation Expense and should only be used in the FULLACCRUE ledger.

# Asset and Depreciation Accounts in SHARE

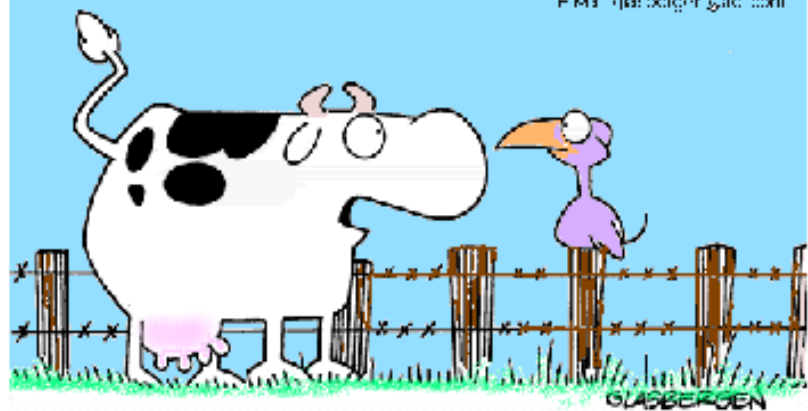
## ASSETS

181900	Land
181901	Non depreciable Land Imprvmnts
181905	Depreciable Land Improvements
181910	Property for Resale
181910	Property Valuations
182000	Non depreciable Mineral Rights
182100	Non depreciable Art and other
182200	Non depreciable Infrastructure
182900	Buildings And Improvements
183400	Infrastructure
183900	Aircraft, Autos And Trucks
184900	Machinery And Equipment
185400	Information Technology Equip
185900	Furniture And Fixtures
186900	Aircraft
187900	Library & Museum Acquisitions
188900	Livestock And Poultry
189900	Construction Work In Progress

## DEPRECIATION

191900	Accumulated Depreciation
191910	Accumulated Depr - Land Improv
191920	Accumulated Depr - Bldg & Imp
191930	Accumulated Depr - Infrastruct
191940	Accum Depr-Airc, Auto & Trucks
191950	Accum Depr - Equip & Machinery
191960	Accum Depr - Info Tech
191970	Accum Depr - Furn & Fixtures
191980	Accum Depr - Library Books

K.1F.1F Family Ga...  
F.M. ...



**"It's true, I did jump over the moon.  
I had waaaaay too much coffee that day!"**

**Her mom jumped over the moon**



**Huh. Guess it skips a generation**

# CAPITAL ASSET TRANSFERS



# Some agencies buy a capital asset but not allowed to keep it on their books...

- MAPs FIN 6.1
- Legislature will give budget to an agency to purchase an item but after the purchase, that item's ownership (not expenses) needs to be transferred to General Services Department (GSD) or another agency.
- In the FULLACCRUE ledger, the transfer will be done in which the ASSET (not the expenses) will be transferred to GSD or the other agency.

# COMMON ERROR IN FINANCIALS

- Agency/Auditors will want to complete this asset transfer in the ACTUALS ledger and affect the fund financials statements.
- What happens then:
  - YOU received the appropriation for this, not the other agency.
  - By moving the expense out – you now look like you didn't spend it and need to revert monies.
  - As you can see – this causes issues if not done correctly. Budget is wrong and it appears you need to revert monies back, when in fact you spent it.



# Example: Purchased a car for \$20,000

## 1st ENTRY

In FULLACCRUE Ledger:

- 1) Move the expenses to the capital asset

Debit: 183900

Credit: 548800

**NO DEPRECIATION ENTRY NEEDED.**

You do not own the vehicle so you will not be depreciating it.

## 2<sup>nd</sup> ENTRY – Affecting both Agencies

In FULLACCRUE Ledger:

- 1) Complete OPR(21FALxxx01) that is Transferring an asset from YOUR agency to another.

**YOUR LINES on OPR (transfer out)**

Debit: 555901

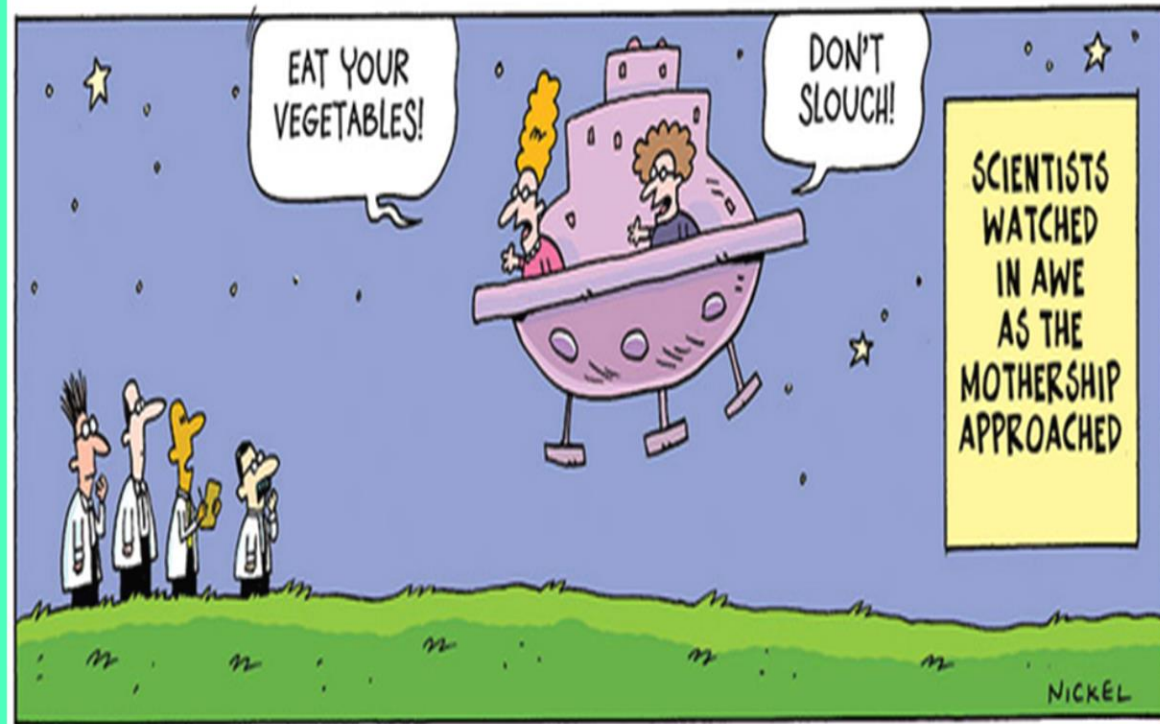
Credit: 183900

**THEIR LINES on OPR (transfer in)**

Debit: 183900

Credit: 499901

Make sure to use affiliate/fund affiliate chart fields on this entry



# ACFR also audited on Internal Controls:

Just like your auditor monitors the internal controls present at your agency – the ACFR is also monitored for internal controls to ensure we are monitoring agencies for:

1. Following procedures and accounting policies outlined by DFA.
2. Following all GASB and GAAP accounting.
3. Ensuring consistent accounting processes and procedures for all entities involved in the Annual Comprehensive Financial Report (ACFR)
4. Ensuring agencies adhere to deadlines.

# COMMON ERRORS



# 1) Accuracy of proper SHARE account code used

ACFR's auditors for FY20 reiterated that we were not diligent in ensuring that the account codes in SHARE matched the financial statements.

Example: Agency had land royalties (492103 – Land Royalties) but on financials had as Federal Revenue. ACFR did not make them change to either have SHARE match financials or change on the presentation of the financials.

- ACFR should have been more diligent in making sure not only was it recorded correctly on financials but also in SHARE.

**HEADS UP – We will be analyzing more this year to ensure we comply.**

In this example: The audit report shows \$11,622,306 due from the Federal Government, but in SHARE the amount is classified as Other Receivables. An entry is needed to move from Other to Federal to ensure SHARE and the financials match.

### FINANCIALS

Cash	\$	18,311
Investment in State Treasurer		
General Fund Investment Pool		96,670,954
Accounts Receivable, Net		11,740,020
Due from Federal Government		11,622,306
Due from Other State Agencies		7,224
Due from Other Local Governments, Net		167,375
Due from Beneficiaries-CUs		47,444
Inventory		1,219,780
Prepaid Expenses and Others		198,794
		<hr/>
Total Assets	\$	<u><u>121,692,208</u></u>

### SHARE

Fund	Account	Description	Amount
12345	139900	Other Receivables	11,622,306.00

## 2) Accuracy of Transfers and Due To/From's

As required, a listing of TRANSFERS IN/TRANSFERS OUT to other agencies and to components of the State of NM are required in the notes.

- Utilize the affiliate/fund affiliate information in SHARE to compile the note disclosure.
- If SHARE incorrect, then a journal entry (JE) needs to be done to move to the correct affiliate/fund affiliate.

As required, a listing of DUE TO and DUE FROM's related to other agencies and to components of the State of NM are required in the notes. (See common error number 3 for a listing of these entities)

In This example: The note disclosure has all the Due From amount of \$319,922 from BU33300 (TRD) but in SHARE, part is TRD \$41,245 but \$278,645 is due from BU34103 (Board of Finance)

## SHARE

Row Labels	Account	Account Descr	Affiliate	Fund Affil	Sum of Amount
1930	142900	Due From Other State Agencies	33300	82800	35.77
			(blank)	(blank)	-
	232900	Due To Other State Agencies	33300	82800	-
				83200	-
			33700	20940	(2,000,000.00)
<b>1930 Total</b>					<b>(1,999,964.23)</b>
6910	142900	Due From Other State Agencies	33300	83200	41,241.31
<b>6910 Total</b>					<b>41,241.31</b>
8920	142900	Due From Other State Agencies	34103	20650	3,349.50
				20930	136,864.61
				40220	16,789.02
				50230	77,080.00
				50330	44,186.70
				50350	374.78
			(blank)	(blank)	(0.01)
<b>8920 Total</b>					<b>278,644.60</b>
<b>Grand Total</b>					<b>(1,680,078.32)</b>

## NOTE DISCLOSURE

### NOTE I – DUE FROM AND DUE TO OTHER STATE AGENCIES

Agency Department No.	Due from State Agency (Department)	Due to Fund No.			Total
		19300 General Operating Fund	69100 NMFA Projects Fund	89200 Capital Projects Severance	
33300	NM Taxation & Revenue (83200)	\$ 36	\$ 41,241	\$ 278,645	\$ 319,922

Agency Department No.	Due from State Agency (Department)	19300
		General Operating Fund
33700	NM State Investment Council (20940)	\$ 2,000,000



### 3) Not including in notes HE and CU Interactions

**MAPs FIN 15.4 Due To or Due From Component Units and Higher Educational Institutions Reporting.**

**Basically – if you have any balances in these accounts (or you should have balances in these accounts), there needs to be a note disclosure regarding what entity the monies are related to.**

- **143500 and 233500 – Higher Educational Institutions**
- **143700 and 233700 – Component Units**

In this example: The audit report shows \$47,444 due from a Component Unit and then \$106,548 due to “Intergovernmental Payables” – come to find out, this was all Due To/Due From Higher Educational Institutions.

## FINANCIALS

Cash	\$ 18,311
Investment in State Treasurer	
General Fund Investment Pool	96,670,954
Accounts Receivable, Net	11,740,020
Due from Federal Government	11,622,306
Due from Other State Agencies	7,224
Due from Other Local Governments, Net	167,375
Due from Beneficiaries-CUs	47,444
Inventory	1,219,780
Prepaid Expenses and Others	198,794
	<hr/>
Total Assets	<u>\$ 121,692,208</u>

## LIABILITIES

Accounts Payable	\$ 28,414,874
Accrued Payroll	11,321,082
Due to Local Government	-
Due to State General Fund	5,578,182
Due to Other State Agencies	243,596
Intergovernmental Payables	106,548
Due to Federal Government	2,536,655
Unearned Revenue	40,644,594
Other Liabilities	3,794,458
	<hr/>
Total Liabilities	<u>92,639,989</u>

## NOTES in the Financials for the previous example:

Agency Due From	Component To	Amount	Reason
Department of Health	University of New Mexico (UNM) Hospital	\$ 106,548	To implement breast & cervical cancer early detection programs.
	Total Intergovernmental Payables	<u>\$ 106,548</u>	

Component From	Agency Due To	Amount	Reason
University of New Mexico (UNM) Hospital	Department of Health	\$ 42,780	New born screening program
New Mexico State University	Department of Health	2,585	DOHFMNEP20 Project
University of New Mexico (UNM) Hospital	Department of Health	<u>2,079</u>	NMMIP Premiums
	Total Intergovernmental Receivables	<u>\$ 47,444</u>	

# LISTING OF HIGHER EDUCATIONAL INSTITUTIONS IN ACFR

## Higher Educational Institutions:

New Mexico School for the Blind and Visually Handicapped

New Mexico School for the Deaf

Eastern New Mexico University

Eastern New Mexico University Foundation

Eastern New Mexico University – Roswell Foundation

Eastern New Mexico University – Ruidoso Foundation

New Mexico Highlands University

New Mexico Highlands University Foundation

New Mexico Highlands University – Stable Isotopes Corporation

New Mexico Institute of Mining and Technology

New Mexico Institute of Mining and Technology Foundation

New Mexico Institute of Mining and Technology – Research Park Corporation

New Mexico Military Institute

New Mexico Military Institute Foundation

New Mexico State University (NMSU)

NMSU Foundation

NMSU – Arrowhead Center, Inc.

Northern New Mexico College

Northern New Mexico College Foundation

University of New Mexico (UNM)

UNM – Sandoval Regional Medical Center

UNM Foundation

UNM – Medical Group

UNM Alumni Association

UNM Lobo Club

UNM – Anderson School of Management Foundation

UNM – STC

UNM – Lobo Development Corporation

UNM – Lobo Energy, Inc.

Western New Mexico University

Western New Mexico University Foundation

# LISTING OF COMPONENT UNITS IN ACFR

Cumbres and Toltec Scenic RR Commission

New Mexico Finance Authority

New Mexico Lottery Authority

New Mexico Mortgage Finance Authority

New Mexico Renewable Transmission Authority

New Mexico Small Business Investment Corporation

New Mexico State Charter Charter Schools (change yearly – average 90)



## 4) Capital Expenditures are not converted to capital asset in FULLACCRUE Ledger

- Capital assets were covered in previous slides – but in the FULLACCRUE ledger there should be no remaining balances in expenditure accounts applicable to capital assets. These accounts should be zero.
  - If there are amounts in these accounts that are not to be capitalized, then a journal entry needs to be done in ACTUALS to move to another expenditure account.
  - On the reverse, ACFR notices agencies have balances in accounts that are not a capital asset account in which they are trying to move the costs to be capitalized. It needs to be in the correct account code in the ACTUALS ledger before the entry in the FULLACCRUE to capitalize.

Row Labels	Account Descr	Sum of Amount
535800	Capital -Professional Contract	66,319.45
548110	Land - Improvements	0.00
548200	Furniture & Fixtures	-
548300	Information Tech Equipment	2,500.00
548400	Other Equipment	(0.00)
548700	Library & Museum Acquisitions	163,802.88
548900	Buildings & Structures	0.00

This amount is less than \$5000, should it be there?

## 5) Capital Assets do not reconcile in FULLACCRUE Ledger to note disclosure

- Capital assets and Depreciation in FULLACCRUE ledger need to reconcile to the note disclosure.
- Many times, ACFR will see that some expenses have been capitalized but not all of them. In this case, the Addition of the \$346,232 was capitalized but the \$18,771 was not done in FULLACCRUE

	6/30/2019	Additions	Disposals	6/30/2020
Information Technology	\$ 454,561	\$ -	\$ -	\$ 454,561
Libraries and Museums	184,497	346,232	-	530,729
Machinery and Equipment	51,454	18,771	-	70,225
Buildings & Improvements	14,605	-	-	14,605
<b>Total Depreciable Assets</b>	<b>705,117</b>	<b>365,003</b>	<b>-</b>	<b>1,070,120</b>

Account	Account Descr	Sum of Amount	JE Needed	TOTAL
101800	Agency Interest in SGFIP			-
182900	Buildings And Improvements	14,605.00		14,605.00
184900	Machinery And Equipment	51,454.24	18,770.50	70,224.74
185400	Information Technology Equip	454,561.00		454,561.00
187900	Library & Museum Acquisitions	530,728.72		530,728.72
548400	Other Equipment	18,770.50	(18,770.50)	-
548700	Library & Museum Acquisitions			-

# FINANCIALS

	Balance 6/30/2019	Additions	Disposals/ Transfers	Balance 6/30/2020
Land	\$ 5,801,746	\$	\$	\$ 5,801,746
Construction in Progress	2,575,915	1,587,577	(2,154,563)	2,008,929
<b>Total Non-Depreciable Assets</b>	<b>\$ 8,377,661</b>	<b>\$ 1,587,577</b>	<b>\$ (2,154,563)</b>	<b>\$ 7,810,675</b>
Buildings & Improvements	\$ 165,716,193	\$ 3,564,599	\$ 2,117,090	\$ 171,397,882
Furniture and Fixtures	2,628,206	22,225		2,650,431
Information Technology	1,208,707	59,134	(19,328)	1,248,513
Land Improvements	1,540,513	114,717		1,655,230
Libraries & Museums	1,183,640	144,601	(21,000)	1,307,241
Machinery and Equipment	8,635,899	369,518	(55,146)	8,950,271
Vehicles	1,289,616		(19,414)	1,270,202
<b>Total Depreciable Assets</b>	<b>182,202,774</b>	<b>4,274,794</b>	<b>2,002,202</b>	<b>188,479,770</b>
Accumulated depreciation:				
Buildings & Improvements	(83,955,409)	(5,139,067)	5,146	(89,089,330)
Furniture and fixtures	(2,409,195)	(53,016)		(2,462,211)
Information Technology	(963,079)	(97,083)	19,328	(1,040,834)
Land Improvements	(238,812)	(53,309)		(292,121)
Libraries & Museums	(970,342)	(9,882)		(980,224)
Machinery and Equipment	(8,062,595)	(234,516)	55,145	(8,241,966)
Vehicles	(895,857)	(111,331)	15,531	(991,657)
<b>Total Accumulated Depreciation</b>	<b>(97,495,289)</b>	<b>(5,698,204)</b>	<b>95,150</b>	<b>(103,098,343)</b>
<b>Total Depreciable Capital Assets, Net</b>	<b>\$ 84,707,485</b>	<b>\$ (1,423,410)</b>	<b>\$ 2,097,352</b>	<b>\$ 85,381,427</b>

## EXAMPLE: SHARE AND THE FINANCIALS RECONCILE

### SHARE - FULLACCRUE

☐ 181900	Land	5,801,746.00
☐ 181905	Depreciable Land Improvements	1,655,229.31
☐ 182900	Buildings And Improvements	171,397,883.67
☐ 183900	Aircraft, Autos And Trucks	1,270,202.00
☐ 184900	Machinery And Equipment	8,950,271.07
☐ 185400	Information Technology Equip	1,248,514.20
☐ 185900	Furniture And Fixtures	2,650,430.09
☐ 187900	Library & Museum Acquisitions	1,307,241.08
☐ 189900	Construction Work In Progress	2,008,928.29
☐ 191900	Accumulated Depreciation	(292,121.09)
☐ 191920	Accumulated Depr - Bldg & Imp	(89,089,329.64)
☐ 191940	Accum Depr-Airc, Auto & Trucks	(991,656.63)
☐ 191950	Accum Depr - Equip & Machinery	(8,241,965.14)
☐ 191960	Accum Depr - Info Tech	(1,040,835.33)
☐ 191970	Accum Depr - Furn & Fixtures	(2,462,210.40)
☐ 191980	Accum Depr - Library Books	(980,223.49)



## 6) ST vs LT Compensated Absences

- If your compensated absences are allocated on the financial statements between short-term (ST) and long-term (LT) then SHARE needs to reconcile to the financial statements in the FULLACCRUE Ledger.

Financials have allocated between short and long term

LIABILITIES	
<b>Current Liabilities:</b>	
Accounts payable	218,652
Accrued payroll	197,567
Accrued taxes and benefits	247,296
Compensated absences	3,636
<i>Total current liabilities</i>	667,151
<b>Noncurrent Liabilities:</b>	
Compensated absences	323,242

Agency had to complete a JE to ensure SHARE reconciled

Account	Account Descr	SHARE Balance Sum of Amount	Difference	Audit Financials TOTAL
260900	Compensated Absences ST	(240,622.96)	236,986.96	(3,636.00)
260901	Compensated Absences LT	(86,255.04)	(236,986.96)	(323,242.00)

## 7) Abnormal Balances

- Be careful of abnormal balances that are on the books from years of rolling over. They need to be addressed. Auditors do not correct them – they will take the balance and net with another account.

In this example: There was a debit balance in a liability account. The auditor included this amount in the balance for Other Receivables.

Receivables	
Federal government	3,381,492
Due from other state agencies	-
Other receivables	<u>5,009</u>

	SHARE Balances	Totals
139900 Other Receivables	2,958.00	5,009.00
290900 Receipts Held In Suspense	2,051.00	

## 8) Warrant Cancellations

- Be careful of balances in account 241900 (Stale Date).
- Need to determine if that voided check is to be either 1) reverted to the State's General Fund, 2) non-revertable due to a Federal Program or 3) allowable to keep and move to miscellaneous revenue.
- Many agencies are leaving balances in this account year after year and the auditors are showing "Due to General Fund".

FY20 balance rolled over into FY21 and an additional amount for FY21 – did not address beginning balance.

Journal ID	Date	Account	Account Descr	Amount
AP02927627	12/28/2020	241900	Stale Dated Wts.	(40.91)
YE02958643	7/1/2020	241900	Stale Dated Wts.	(966.22)

### Audit Report for FY20

#### Due to State General Fund

##### General Fund

Stale Dated Warrants	\$	966
FY 2019 Reversion		31,626
<b>Due to State General Fund</b>	<b>\$</b>	<b>32,592</b>

## 9) Balances older than 1 year in Due To/Due From Accounts


- Be careful of balances these accounts that roll year after year.
- Need to resolve this Due To/Due From within a year of booking

This balance was applicable to the reversion of FY20 – since money was not sent to the General Fund in FY21, the balance rolled into FY22.

Journal ID	Date	Line #	Account	Account Descr	Affilia	Fund Affil	Amount
YE03018319	7/1/2021	380	234900	Due To State General Fund	34101	85300	(194,760.30)

# 10) Missing Combining Schedules

- If your general fund (or capital outlay fund) notes that it is a combined fund, then there should be schedules in the Supplemental Information (back of audit report where the non-major funds are reported) to show a combining schedule.

	<u>Major Funds</u>		
	<u>General Fund</u>		<u>Capital Outlay Fund (89200 and 93100)</u>
<b>ASSETS</b>			
Investment in state general fund investment pool	\$ 287,338	105,319	\$ 8,891,951
Accounts receivable	-	474	-
Due from other state agencies	-	-	8,049
<b>Total assets</b>	<b>\$ 287,338</b>	<b>105,793</b>	<b>\$ 8,900,000</b>
<b>LIABILITIES</b>			
<b>Liabilities</b>			
Vouchers payable and other current liabilities	\$ -	17,263	\$ -
Accrued payroll	17,627	-	-
<b>Total liabilities</b>	<b>17,627</b>	<b>17,263</b>	<b>-</b>
<b>FUND BALANCES</b>			
<b>Restricted</b>			
Hazmat grant fund	-	88,530	-
Border project funds	-	-	-
Border development fund	-	-	-
Capital projects fund	-	-	8,900,000
Federal contract	-	-	-
Unassigned	269,711	-	-
<b>Total fund balances</b>	<b>269,711</b>	<b>88,530</b>	<b>8,900,000</b>
<b>Total liabilities and fund balances</b>	<b>\$ 287,338</b>	<b>105,793</b>	<b>\$ 8,900,000</b>

**WENT TO THE MOON**



**TOOK 5 PHOTOS**

**WENT TO THE BATHROOM**



**TOOK 37 PHOTOS**

# Most Common Error FUND BALANCE



# Not having Fund Balance in correct classification

Fund balances need to be in specific classifications (see next slide).

Based on that, SHARE fund balances need to reconcile to the financial statements.

Fund Financial Statements - Per GASB 54

Government-Wide Financial Statements – Per GASB 34

- **Note: A deficit fund balance (negative fund balance) can only be in Unassigned (328900). It is not allowed in any other classifications.**



# FUND BALANCE CLASSIFICATIONS

The following are categories of Fund Balance which are presented in the following order per GASB 54:

- ❑ **Nonspendable (324900)** – portion of resources that cannot be spent because of their form, such as petty cash, inventories or prepaids.
- ❑ **Restricted (325900)** – amounts can be spent only for specific purposes stipulated by constitution, external resource providers, or through enabling legislation.
- ❑ **Committed (326900)** – can only be used for specific purposes determined by formal action of the agency's highest level of decision-making authority, but can be redeployed (used for other purposes) through appropriate due process of the governing authority
- ❑ **Assigned (327900)** – intended to be used by the agency for a specific purposes but do not meet criteria for restricted or committed
- ❑ **Unassigned (328900)** – residual classification for the general fund and includes all spendable amounts not contained in other classifications

	Special Rev	
	19400 15% Museum Admission Fund	25600 Museum Collections Fund
<b>ASSETS</b>		
Interest in State Treasurer General Fund Investment Pool	\$ 947,290	\$ 210,844
Other cash	-	-
Due from federal government	-	-
Due from other state agencies	-	-
Due from other local governments	-	-
Due from other funds	-	-
Other receivables, net	-	-
Inventory	-	-
<b>Total assets</b>	<b>\$ 947,290</b>	<b>\$ 210,844</b>
<b>LIABILITIES AND FUND BALANCES</b>		
<b>LIABILITIES</b>		
Accounts payable	\$ 22,280	\$ -
Accrued payroll	-	-
Unearned revenue	-	-
Due to federal government	-	-
Due to other state agencies	-	-
Due to other funds	-	-
Due to State General Fund	-	-
Due to local governments	-	-
Other liabilities	-	-
<b>Total liabilities</b>	<b>22,280</b>	<b>-</b>
<b>FUND BALANCES:</b>		
Fund balances		
Restricted	925,010	210,844
Unassigned (deficit)	-	-
<b>Total fund balances</b>	<b>925,010</b>	<b>210,844</b>
<b>Total liabilities and fund balances</b>	<b>\$ 947,290</b>	<b>\$ 210,844</b>

Financials had the fund balance restricted – but in SHARE, the change was in Unassigned.

Remember: SHARE will allocate the change in Fund Balance to account 328900

Fund	Account	Account Desc	Sum of Amount	Difference	TOTAL	Change FB/ Subtotals
2560	101800	Agency Interest in SGFIP	210,843.90		210,843.90	x
	201900	Vouchers Payable	-		-	
	325900	Restricted FB - Gov	(228,230.70)	17,386.80	(210,843.90)	
	328900	Unassigned FB - Gov	(0.00)	(17,386.80)	(17,386.80)	17,386.80
	441201	Interest On Investments	(6,858.15)		(6,858.15)	x
	544900	Supplies-Inventory Exempt	24,244.95		24,244.95	x
	548700	Library & Museum Acquisitions	-		-	

# HOW TO CALCULATE CHANGE IN FUND BALANCE

## Step 1:

- Take all the revenue/all the expenditures and the transfers to calculate the change in fund balance.
- In this example: The change in fund balance is \$17,386.80. (\$24,244.95 minus \$6,858.15).

Fund	Account	Account Descr	TOTAL		Change FB/ Subtotals
2560	101800	Agency Interest in SGFIP	210,843.90	x	
	201900	Vouchers Payable	-		
	325900	Restricted FB - Gov	(210,843.90)		
	328900	Unassigned FB - Gov	(17,386.80)		17,386.80
	441201	Interest On Investments	(6,858.15)	x	
	544900	Supplies-Inventory Exempt	24,244.95	x	
	548700	Library & Museum Acquisitions	-		

# HOW TO CALCULATE CHANGE IN FUND BALANCE cont.

## Step 2:

- Knowing that SHARE will allocate the change to account code 328900 put the change in that column to identify (red box).
- If you know that the whole fund needs to be restricted, then you need to show a journal entry to zero out the fund balance for 328900 and allocate to the correct fund balance.

Fund	Account	Account Descr	Sum of Amount	Entry Needed	TOTAL	Change in Fund Balance	Ending Fund Balance
2560	101800	Agency Interest in SGFIP	210,843.90		210,843.90 x		
	201900	Vouchers Payable	-		-		
	325900	Restricted FB - Gov	(228,230.70)	17,386.80	(210,843.90)		(210,843.90)
	328900	Unassigned FB - Gov	(0.00)	(17,386.80)	(17,386.80)	17,386.80	-
	441201	Interest On Investments	(6,858.15)		(6,858.15) x		
	544900	Supplies-Inventory Exempt	24,244.95		24,244.95 x		
	548700	Library & Museum Acquisitions	-		-		

YOU'RE SMILING?  
THIS ABDUCTION  
ISN'T TERRIFYING?

HONESTLY ... I'M  
JUST HAPPY TO  
GET OUT OF THE  
HOUSE FOR A BIT.



*Beckhead*  
©Beckhead Comics



# YEAR END ROLLOVER



# Run 2 reports – FY21 ending and FY22 beginning

- Need to run a general ledger report for each fiscal year.
- NMS\_GL\_JOURNAL\_LINE query
- Goal – compare FY21 ending Balance sheet amounts to the beginning balance accounts in FY22.
  - Revenue and expenditures do NOT rollover.
  - The Change in Fund Balance rolls over into account 328900.

FY21

NMS\_GL\_JOURNAL\_LINE - Journal Line Details

Unit  🔍

Journal ID (% = ALL)

Fiscal Year

From Period  🔍

To Period  🔍

[View Results](#)

FY22

NMS\_GL\_JOURNAL\_LINE - Journal Line Details

Unit  🔍

Journal ID (% = ALL)

Fiscal Year

From Period  🔍

To Period  🔍

[View Results](#)

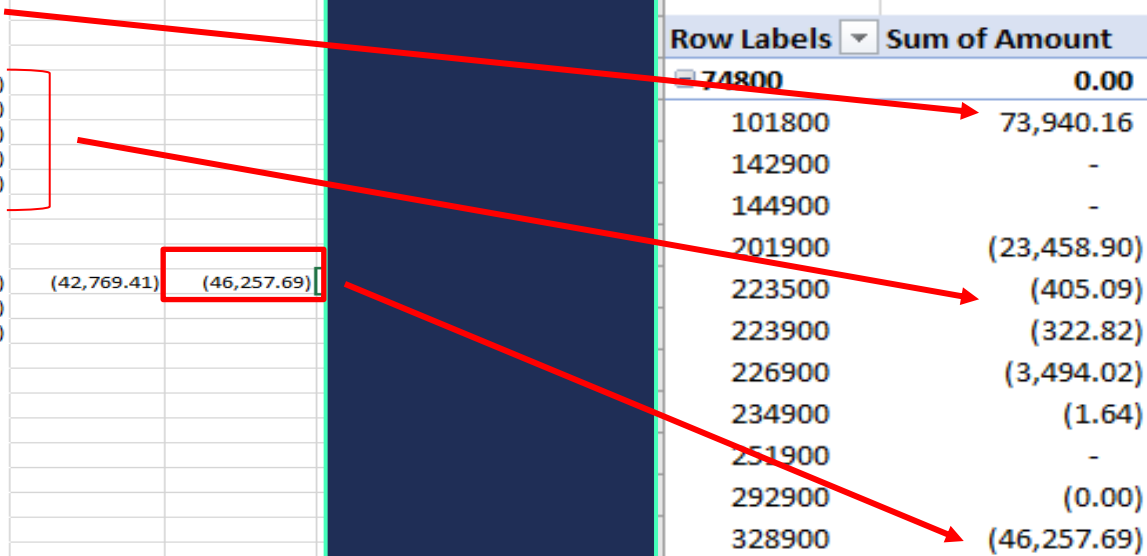
# Comparing ending FY21 to period 0 FY22

- FY21

Ledger Grp	ACTUALS		
Row Labels	Sum of Amount	Change in Fund Balance	Beginning FY22 Bal.
74800	(0.00)		
101800	73,940.16		
142900	-		
144900	-		
201900	(23,458.90)		
223500	(405.09)		
223900	(322.82)		
226900	(3,494.02)		
234900	(1.64)		
251900	-		
292900	-		
296900	-		
328900	(3,488.28)	(42,769.41)	(46,257.69)
499105	(242,400.00)		
499905	(500.00)		
520200	102,675.00		
521100	611.78		
521200	18,504.56		
521300	7,753.45		
521700	2,088.00		
523200	1,725.00		
535200	16,012.50		
535300	22,000.00		
535400	4,638.62		
546610	1,301.90		
546700	945.00		
546900	180.12		
549600	1,091.38		
89200	0.00		
101800	0.39		
328900	(0.39)		

- FY22

Ledger Grp	ACTUALS	
Period	0	
Row Labels	Sum of Amount	
74800	0.00	
101800	73,940.16	
142900	-	
144900	-	
201900	(23,458.90)	
223500	(405.09)	
223900	(322.82)	
226900	(3,494.02)	
234900	(1.64)	
251900	-	
292900	(0.00)	
328900	(46,257.69)	
89200	0.00	
101800	0.39	
328900	(0.39)	
<b>Grand Total</b>	<b>0.00</b>	





# Trial Balance Report

If you utilize the TB Report in SHARE, please also ensure the beginning balances on the report are correct since the report uses different tables versus the general ledger.

NMS Trial Balance Fund/Account

Run Control ID TrialBalance      Report Manager      Process Monitor     

\*Business Unit

\*Fund   Enter % for ALL fundcode

\*Fiscal Year


\*Accounting Period From       \*Accounting Period To        Include Adjustment Period (998)

Agency -

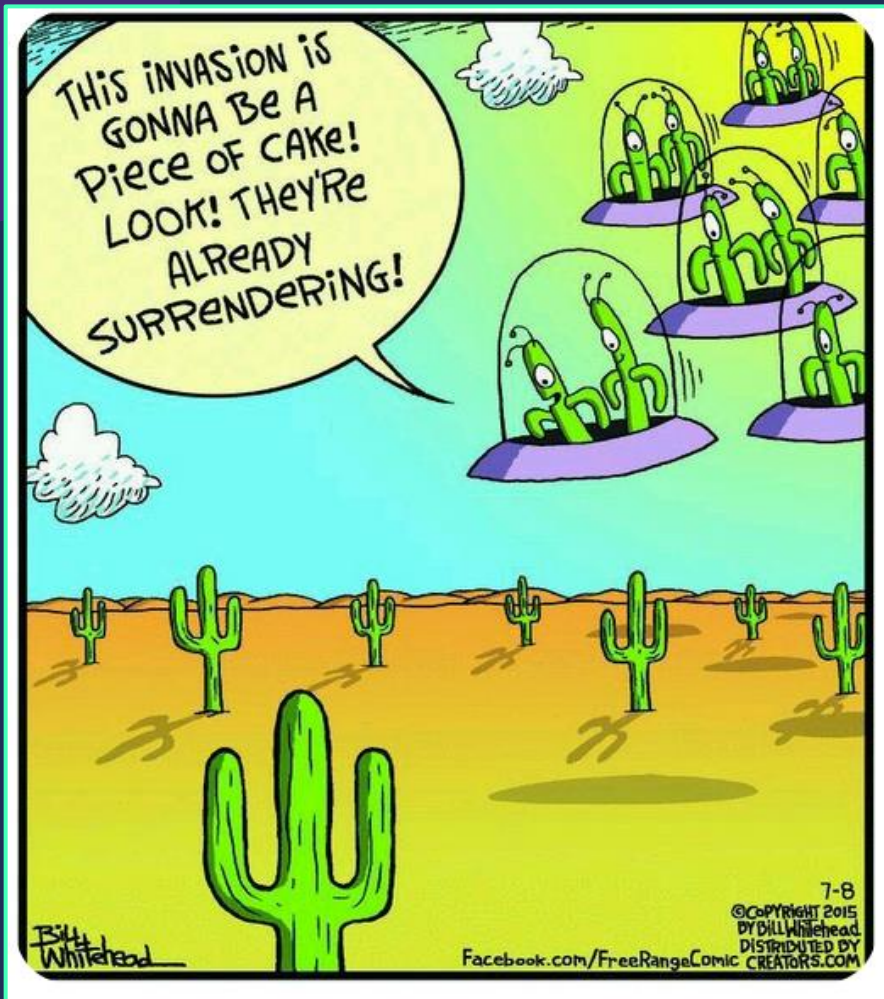
NMS Trial Balance Fund/Account as of 07/31/2021

Fiscal Year: 2022 - Accounting Period 1 - 1

Fund-74800 -



Account #	Description	Beginning Balance
101800	Agency Interest in SGFIP	\$73,940.16
142900	Due From Other State Agencies	\$0.00
144900	Due From State General Fund	\$0.00
201900	Vouchers Payable	(\$23,458.90)
223500	Payroll Benefits Payable	(\$405.09)
223900	Payroll Taxes Payable	(\$322.82)
226900	Accrued Payroll	(\$3,494.02)
234900	Due To State General Fund	(\$1.64)
251900	Unearned Revenues	\$0.00
292900	Other Liabilities	\$0.00
328900	Unassigned FB - Gov	(\$46,257.69)
499105	General Fd. Appropriation	\$0.00
520200	Term Positions	\$0.00
521100	Group Insurance Premium	\$0.00
521200	Retirement Contributions	\$0.00
521300	F I C A	\$0.00
521400	Workers' Comp Assessment Fee	\$0.00
521700	RHC Act Contributions	\$0.00
<b>Total by 74800 :</b>		<b>\$0.00</b>



# HOW TO ENTER JOURNAL ENTRIES IN PERIOD 998



# Numbering Convention for period 998

## ACTUALS Ledger:

**21AUDBU#xx**

Fiscal year/AUD/first 3 digits of your BU number/last two are your own numbering.

Example: Department of Health (66500) needing the 25<sup>th</sup> entry to record

**21AUD66525**

## FULLACCRUE Ledger:

**21FALBU#xx**

Fiscal year/FAL/first 3 digits of your BU number/last two are your own numbering.

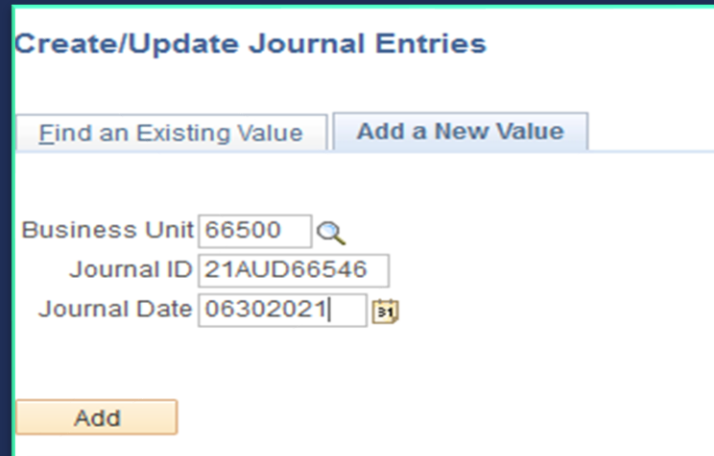
Example: Department of Health (66500) needing the 5<sup>th</sup> entry to record

**21FAL66505**

# Step 1 – Enter the Journal using correct number convention

Go into Create Journal Entries and “Add a New Value”

- 66500 needs to create a journal entry to record a federal receivable. The next number available from their internal log is number 46.

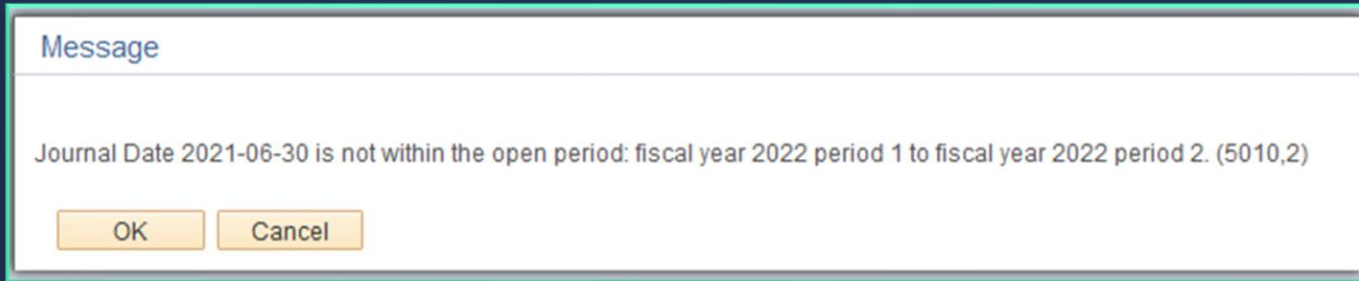


The screenshot shows a web form titled "Create/Update Journal Entries". At the top, there are two buttons: "Find an Existing Value" and "Add a New Value". Below these are three input fields: "Business Unit" with the value "66500" and a search icon, "Journal ID" with the value "21AUD66546", and "Journal Date" with the value "06302021" and a calendar icon. At the bottom left, there is an "Add" button.

Field	Value
Business Unit	66500
Journal ID	21AUD66546
Journal Date	06302021

## Step 2 – You will then get a message from the system

Since you are entering a 6/30/21 date for the journal – the system will automatically create this message before it will let you proceed. It's just a warning – click "OK".



# Step 3 – Change Adjusting Entry

The system will default to Non-Adjusting Entry. You will need to go and change to “Adjusting Entry”. The period will now show as period 998

Unit 66500      Journal ID 21AUD66546      Date 06/30/2021

Long Description  254 characters remaining

\*Ledger Group ACTUALS

Ledger

\*Source CFR

Reference Number

Journal Class

Transaction Code CASH

Auto Generate Lines

Adjusting Entry Non-Adjusting Entry

Fiscal Year 2021

Period 12

ADB Date 06/30/2021

Unit 66500      Journal ID 21AUD66546      Date 06/30/2021

Long Description  254 characters remaining

\*Ledger Group ACTUALS

Ledger

\*Source CFR

Reference Number

Journal Class

Transaction Code CASH

Auto Generate Lines

Adjusting Entry Adjusting Entry

Fiscal Year 2021

Period 998

ADB Date 06/30/2021

# Step 3 – Changing Ledger Group

If you are needing to complete a full accrual entry – you will need to change the ledger group from ACTUALS (system default) to FULLACCRUE.

Unit 66500 Journal ID 21AUD66546 Date 06/30/2021

Long Description  254 characters remaining

**\*Ledger Group** ACTUALS

Ledger

\*Source CFR

Reference Number

Journal Class

Transaction Code CASH

Adjusting Entry

Fiscal Year 2021

Period 998

ADB Date 06/30/2021

Auto Generate Lines

Unit 66500 Journal ID 21AUD66546 Date 06/30/2021

Long Description  254 characters remaining

**\*Ledger Group** FULLACCRUE

Ledger

\*Source CFR

Reference Number

Journal Class

Transaction Code CASH

Adjusting Entry

Fiscal Year 2021

Period 998

ADB Date 06/30/2021

Auto Generate Lines



If needing any help on journal entries.....

**Reach out to Christina C'De Baca**

**Or**

**Your ACFR assigned accountant**



# ALIEN VS. PREDATOR

Epic Razor battle will decide the fate of mankind.



# Additional Trainings that ACFR Staff Provide



# Additional Trainings Offered

## 1) CFO SHARE Training

This training teaches a CFO how to use SHARE to get budget reports/PO reports/AP detail/queries/etc.

## 2) Payroll Reconciliation (only individuals allowed access to PR info)

## 3) Journal Entry Training

This training teaches a CFO how to use the Journal Upload Process for journal entries. Christina conducts these bi-monthly.

## 4) Creating Financial Statements

## 5) Basic Accounting

This training teaches basic accounting. This training is conducted bi-monthly.

Reach out to your ACFR accountant if interested in any of these trainings.

# THANKS!

Do you have any  
questions?

CREDITS: This presentation template was created  
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