



Component Unit WDesk Training

For Fiscal Year-End 2024

Dylan Cleveland, Financial Reporting Analyst II

Vesna Mesihovic, Financial Reporting Manager



Introduction

- Access
- Cash & Investments Forms
- Forms for Notes to the Financial Statements
- Trial Balance Entry Form

Access

- Different workspace: Component Unit Year-End Forms
- Either 8/16 or 8/19 access will be granted to CFO's
- CFO's must request additional access for others. Email to dylan.cleveland@sao.ga.gov or SAO_Reporting@sao.ga.gov, include name, title, email address and phone #

Cash & Investments Forms

- All component units will have to fill out this form, regardless of whether they receive an audited report from CPA/DOAA
- Forms are same as forms from previous years with minor formatting changes
- For agencies that receive audited report from CPA/DOAA, information on the forms should match to the report
- Any additional info/questions/help on Cash & Investments forms, email: vesna.mesihovic@sao.ga.gov

Forms for Notes to the Financial Statements

- ALL agencies that do not receive a CPA/DOAA audit report with an audit opinion will be required to complete this form
- All forms will be the same as year-end forms from previous years, with exception of Encumbrances and minor formatting changes
- Fill out contact information at the top, and complete form as normal
- Mark as N/A if not applicable, select Submitted once complete, select Resubmitted if the form was returned for a correction
- See Forms Due by Entity form to see which forms are required

TB Entry Form

- This will be used instead of the Trial Balance Shell
- FY23 Trial Balance Shell information will be present as reference
- If another row is needed for an additional account, please contact your trial balance preparer, me or SAO_Reporting@sao.ga.gov. The additional account needs to be added in more than one location to keep it going forward

Questions?