

INTER-ORGANIZATION TRANSACTIONS FORM



State Accounting Office
of
Georgia
Fiscal Leadership for Georgia



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The University of Georgia



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www.cviog.uga.edu

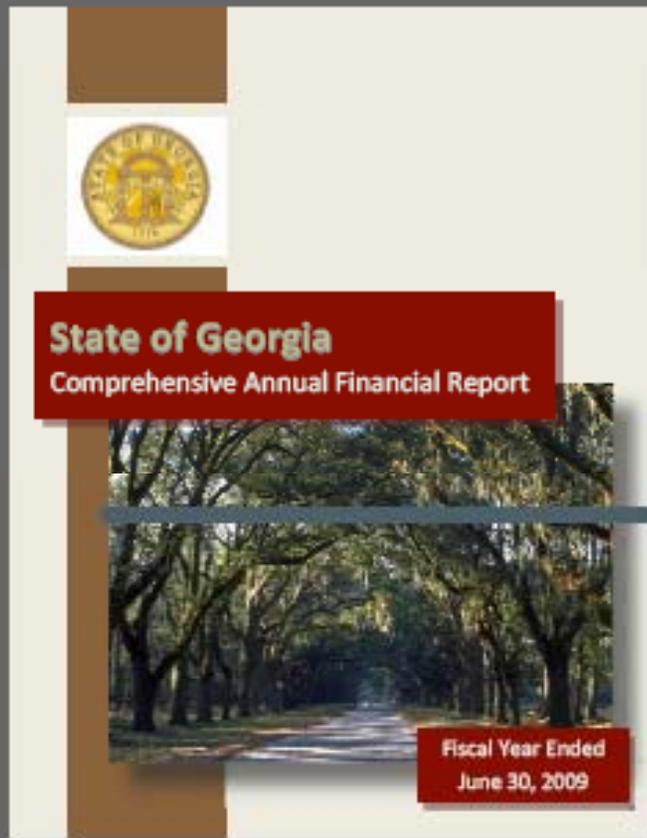
TRAINING OBJECTIVES

At the completion of this training, you will know:

- WHO is responsible for completing the form;
- HOW to Submit information;
- PURPOSE of form;
- GASB/GAAP References for Inter-Organization Transactions
- WHO to contact for assistance
- HOW to complete the form.



WHO COMPLETES THE FORM?



THE “CAFR”

ALL organizations included in the State’s Comprehensive Annual Financial Report—the CAFR



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HOW TO SUBMIT INFORMATION

- Email
 - ✓ SAO_Reporting@sao.ga.gov
- Excel file format
- File name
 - ✓ XXX_Form10_Inter-Organization Transactions.xls
 - ✓ XXX = Business Unit #



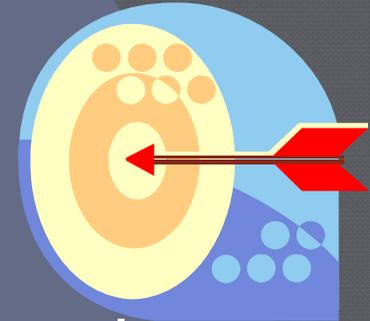
NO PAPER COPIES ALLOWED



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PURPOSE OF FORM



- Collect information on transactions and outstanding balances between organizations in State reporting entity
- Categorize transactions/balances according to entity to provide information for preparing GAAP adjusting entries and complete disclosures





GAAP REFERENCES

GASB Codification

1800.102 - .107



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GAAP References

Inter-organization transactions within and among GAAP fund categories (governmental, proprietary, and fiduciary) can be -

- interfund (between GAAP funds) or,
- intrafund (within a GAAP fund).



GAAP REFERENCES



Interfund activity IS reported
in fund financial statements

Intrafund activity is NOT reported
(eliminated)



Instructions

General Form Information



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EXCLUSIONS

Inter-organization transactions excluded from form –

- Remittance or collection of payroll withholdings (e.g., State income taxes)
- Remittance or collection of payroll-related employer contributions (e.g., health insurance, retirement)
- Remittance of surplus by budget units





EXCLUSIONS - continued

- Remittance of State Revenue Collections to the Treasury
- State Appropriations revenue and related receivable





VENDOR PAYMENTS TO EXCLUDE

- Georgia Building Authority
- Correctional Industries Administration
- State Personnel Administration
- Georgia Technology Authority





EXCEPTIONS

- Any outstanding balances payable to vendors on previous slide should be reported
- No encumbrance related transactions (including revenue based on encumbrances) should be reported on this form



Components Units

Only report balance sheet side of the transactions

- Outstanding balance for receivables (A/R, Due From)
- Outstanding balance for payables (A/P, Due To)



FORM INSTRUCTIONS



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FORM - Inter Org Txns tab

Section A

- Select entity code from drop down menu
- Entity name automatically populated
- Enter Preparer's Name and Telephone Number



Completed Section A

| | | |
|-----------|--------------|-------------------------|
| A. | Entity Code: | 40700 |
| | Entity Name: | State Accounting Office |
| | Prepared By: | John Sample |
| | Telephone #: | 555-555-5555 |



FORM - Inter Org Txns tab



Section B

- If the form is Not Applicable to your organization, do the following –
 - ✓ Place cursor in red box
 - ✓ Click on the down arrow
 - ✓ Highlight “Not Applicable” and click
- Not Applicable would only be selected if no balances exist for required accounts.



Completed Section B

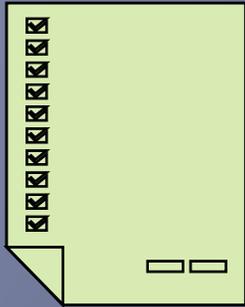
| | | |
|-----------|----------------|---|
| | | |
| B. | Not Applicable |  |

Email Form as indicated on
Instructions tab of the Form.



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Inter-Organization Transfer Form - Section C



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The queries used in this presentation are for PeopleSoft users. If your business unit does not use PeopleSoft, you should run similar reports/queries to obtain the information to complete the form.



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Non-PeopleSoft Users

Non-PeopleSoft users may use the following link to identify entities within the State of Georgia when completing the Form

www.sao.georgia.gov

Reporting

Year End Reporting

Year-End Reporting List of State Reporting Entities for the Inter-Organization Form



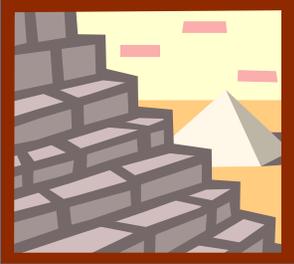
Section C

O/S Balance (Due From)



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Step 1

Run Query



CAFR_ARXXX0410

Outstanding AR Detail by BU



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Complete Query Fields

Business Unit (Like %):

As Of Accounting Date: 

[View Results](#)



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Query Results

| Name | Account | Descr | Fund Src | State Customer | Amount |
|---------------------------------------|---------|----------------------------|----------|----------------|-------------|
| STATE PERSONNEL ADMINISTRATION | 125001 | Accounts Receivable | 90002 | STATE | 20239.120 |
| Georgia Technology Authority | 125001 | Accounts Receivable | 90001 | STATE | 1021342.110 |
| Office of Planning and Budget | 125002 | A/R Contract Receivable | 90002 | STATE | 107914.230 |
| Department of Community Health | 140001 | Due from Other Funds | 90005 | STATE | -403.000 |
| Department of Community Health | 140001 | Due from Other Funds | 90005 | STATE | 6658.000 |
| Department of Labor | 140001 | Due from Other Funds | 90005 | STATE | 145467.000 |
| Department of Natural Resources | 140001 | Due from Other Funds | 90005 | STATE | 599.000 |
| Department of Administrative Services | 141001 | DF State Gov-Str Bank Only | 90002 | STATE | 156303.700 |

Note – Query only returns customer = “State”



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Exclude

Account 121XXX-
State Appropriations Receivable



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Exclude

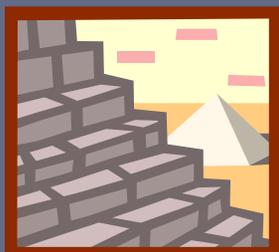
Receivable Balances Based on Encumbrances

Use Revenue Based On Encumbrances Form to Identify These



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Step 2

Summarize Query Results by Name

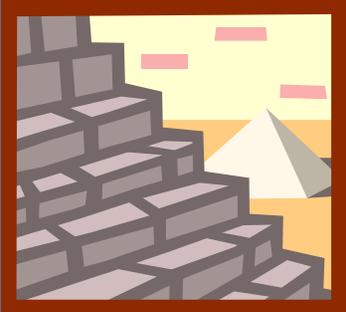
| Name | Fund Src | Account | Total |
|---------------------------------------|----------|---------|--------------|
| Department of Administrative Services | 90002 | 141001 | 156,303.70 |
| Department of Community Health | 90005 | 140001 | 6,255.00 |
| Department of Labor | 90005 | 140001 | 145,467.00 |
| Department of Natural Resources | 90005 | 140001 | 599.00 |
| Georgia Technology Authority | 90001 | 125001 | 1,021,342.11 |
| Office of Planning and Budget | 90002 | 125002 | 107,914.23 |
| STATE PERSONNEL ADMINISTRATION | 90002 | 125001 | 20,239.12 |
| Grand Total | | | 1,458,120.16 |

Pivot Criteria – Name, Fund Source,
Account, and Amount



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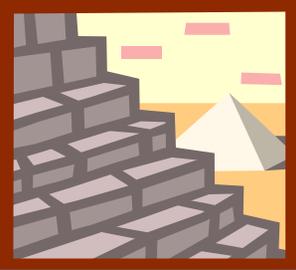


Step 3

Classify Query Results According to Type of Transaction -

- 1- Billings for goods and services
- 2 - Federal and Other Grant Awards
- 3 - General Obligation Bond Proceeds from GSFIC
- 4 - Transfers In
- 5 – Reimbursements and Other





Step 3 - continued

| Name | Fund Src | Account | Total |
|---------------------------------------|----------|---------|--------------|
| Department of Administrative Services | 90002 | 141001 | 156,303.70 |
| Department of Community Health | 90005 | 140001 | 6,255.00 |
| Department of Labor | 90005 | 140001 | 145,467.00 |
| Department of Natural Resources | 90005 | 140001 | 599.00 |
| Georgia Technology Authority | 90001 | 125001 | 1,021,342.11 |
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| STATE PERSONNEL ADMINISTRATION | 90002 | 125001 | 20,239.12 |
| Grand Total | | | 1,458,120.16 |

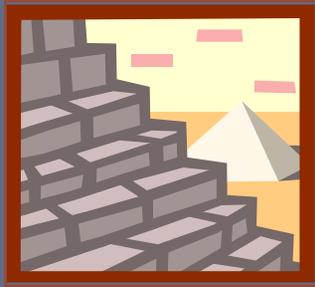
1-Billings for
Goods/Services

5 – Reimbursements
and Other



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Step 4

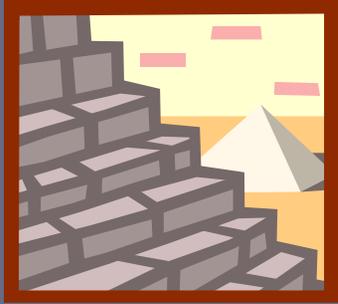
Complete Section C - O/S Balance (Due From) – Category 1

| Category 1 | | Account (SCOA) Number | O/S Balance (Due From) |
|--|--|--------------------------|---------------------------|
| 1) Billings for Goods/Services (list amount by organization and account) | | | |
| DCH | | 140001 | 6,255.00 |
| Labor | | 140001 | 145,467.00 |
| DNR | | 140001 | 599.00 |

| | | | |
|-----------------------------------|---------|--------|------------|
| - Department of Community Health | = 90005 | 140001 | 6,255.00 |
| - Department of Labor | = 90005 | 140001 | 145,467.00 |
| - Department of Natural Resources | = 90005 | 140001 | 599.00 |

Info from Query





Step 4 - Continued

Complete Section C– O/S Balance (Due From) - Category 5

Category 5

| Account (SCOA) Number | O/S Balance (Due From) |
|--------------------------|---------------------------|
|--------------------------|---------------------------|

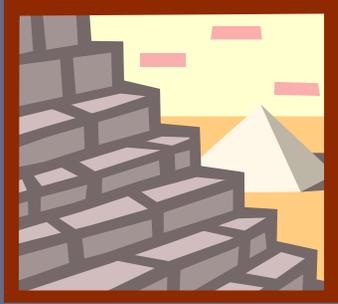
| 5) Reimbursements and Other (list amount by purpose, organization and account) | | | |
|--|--|--------|--------------|
| DOAS | Employee positions and overhead related expenses | 141001 | 156,303.70 |
| GTA | PS billing on behalf of SAO | 125001 | 1,021,342.11 |
| OPB | Employee positions and overhead related expenses | 125002 | 107,914.23 |
| SPA | Employee positions and overhead related expenses | 125001 | 20,239.12 |



| | | | |
|---------------------------------------|-------|--------|--------------|
| Department of Administrative Services | 90002 | 141001 | 156,303.70 |
| Georgia Technology Authority | 90001 | 125001 | 1,021,342.11 |
| Office of Planning and Budget | 90002 | 125002 | 107,914.23 |
| STATE PERSONNEL ADMINISTRATION | 90002 | 125001 | 20,239.12 |



Info from Query



Step 5

Copy query results and paste to AR DUE FROM worksheet tab



Helpful Hints

If difficulty in classify transactions based on account titles do the following –

- Obtain Item ID from the CAFR_ARXXX0410 Query

| Name | Item ID | Account | Amount |
|---------------------------------------|--------------|---------|-------------|
| STATE PERSONNEL ADMINISTRATION | 407-00107 | 125001 | 20239.120 |
| Georgia Technology Authority | 407-07912 | 125001 | 1021342.110 |
| Office of Planning and Budget | 407-00105 | 125002 | 107914.230 |
| Department of Community Health | ARRASWCAP003 | 140001 | -403.000 |
| Department of Community Health | ARRASWCAP003 | 140001 | 6658.000 |
| Department of Labor | ARRASWCAP010 | 140001 | 145467.000 |
| Department of Natural Resources | ARRASWCAP011 | 140001 | 599.000 |
| Department of Administrative Services | 407-00106 | 141001 | 156303.700 |

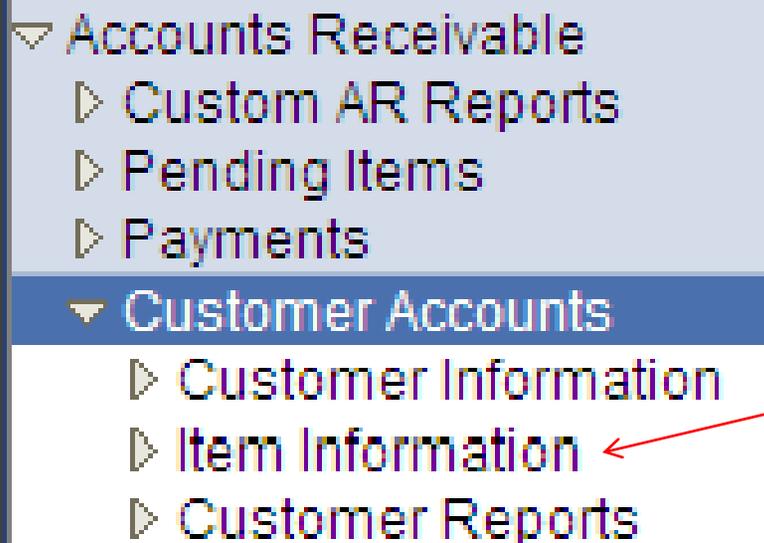


Helpful Hints – continued -

- Accounts Receivable Module

- ✓ Customer Accounts

- ✓ Item Information



Helpful Hints – continued -

● View /Update Item Details



Item Information

View item list and item detail information.

-  [Item List](#)
-  [View/Update Item Details](#) ←
-  [Item Billing Data](#)
-  [Item Activity From a Group](#)
-  [Item Activity From a Payment](#)
-  [Item Activity Summary](#)
-  [EE Journal Entries](#)



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Helpful Hints – continued -

View/Update Item Details

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit:

Customer ID:

Item ID:

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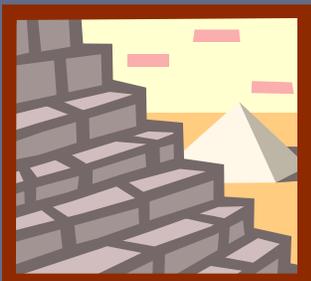
Section C

Revenue/Transfer Amount

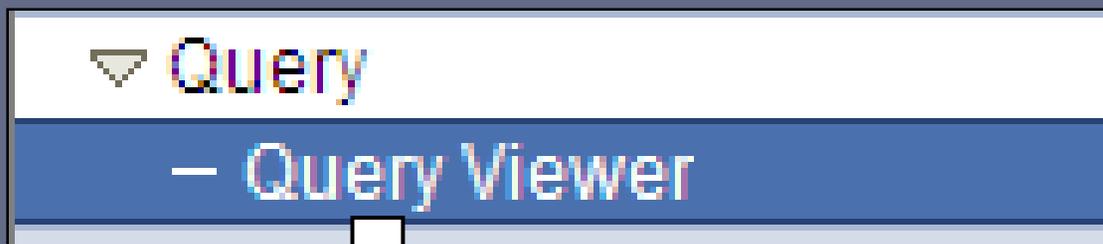


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Step 1



| <u>Query</u> | |
|---------------------------|-----------------------------|
| <u>Query Name</u> | <u>Description</u> |
| CAFR_INCOME_EXPENSE_STATE | GG RPT State Customer/Vendo |



Complete Query Fields

Business Unit (like %):

Fiscal Year:

Range From Accounting Period:

Range To Accounting Period:

Income Account From:

Income Account To:

Expense Account From:

Expense Account To:





Query Results – Partial Listing

| Source | Account | Name | Fund Src | Project | Amount | Program |
|--------|---------|-----------------------------|----------|---------|-----------|---------|
| AP | 515001 | EMPLOYEES RETIREMENT SYSTEM | 90001 | 01 | 3273.080 | 6180101 |
| AP | 515001 | EMPLOYEES RETIREMENT SYSTEM | 90002 | 3005 | 160.840 | 6180101 |
| AP | 515001 | EMPLOYEES RETIREMENT SYSTEM | 01 | 01 | 2199.750 | 6180104 |
| AP | 515001 | EMPLOYEES RETIREMENT SYSTEM | 01 | 01 | 1191.790 | 6180103 |
| AP | 515001 | EMPLOYEES RETIREMENT SYSTEM | 90001 | 01 | 17320.950 | 6180103 |
| AP | 515001 | EMPLOYEES RETIREMENT SYSTEM | 90002 | 3005 | 1767.430 | 6180103 |
| AP | 515001 | EMPLOYEES RETIREMENT SYSTEM | 90002 | 3007 | 1006.550 | 6180103 |
| AP | 515001 | EMPLOYEES RETIREMENT SYSTEM | 01 | 01 | 2125.900 | 6180102 |
| AP | 515001 | EMPLOYEES RETIREMENT SYSTEM | 01 | 01 | 1765.460 | 6180106 |
| AP | 515001 | EMPLOYEES RETIREMENT SYSTEM | 01 | 01 | 735.550 | 6180107 |





Exclude

Account 401XXX- Appropriation Allotment



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Exclude

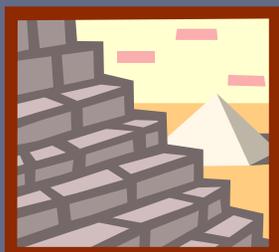
Revenues Based on Encumbrances

Use Revenue Based On
Encumbrances Form to Identify
These



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Step 2

Summarize Query Results by

- Name,
- Account,
- Fund Source,
- Source,
- Amount



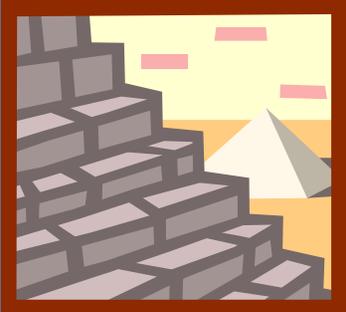
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Summarized Results

| Name | Account | Fund Src | AR |
|---------------------------------------|---------|----------|--------------|
| DEPARTMENT OF ADMINISTRATIVE SERVICES | 404003 | 90002 | (517,475.31) |
| DEPARTMENT OF AGRICULTURE | 471001 | 90005 | (71.00) |
| DEPARTMENT OF COMMUNITY AFFAIRS | 471001 | 90005 | (10,892.00) |
| DEPARTMENT OF COMMUNITY HEALTH | 471001 | 90005 | (6,658.00) |
| DEPARTMENT OF EDUCATION | 471001 | 90005 | (276,141.00) |
| DEPARTMENT OF HUMAN SERVICES | 471001 | 90005 | (33,352.00) |





Step 3

Classify Query results from
CAFR_Income_Expense_State according
to type of transaction -

- 1- Billings for goods and services
- 2 - Federal and Other Grant Awards
- 3 - General Obligation Bond Proceeds from
GSFIC
- 4 - Transfers In
- 5 – Reimbursements and Other





IMPORTANT

To complete Section C for the Revenue/Transfer Amount, only use the Source AR Amounts



Classification by Category

| Name | Account | Fund Src | AR |
|---------------------------------------|---------|----------|--------------|
| DEPARTMENT OF ADMINISTRATIVE SERVICES | 404003 | 90002 | (517,475.31) |
| DEPARTMENT OF AGRICULTURE | 471001 | 90005 | (71.00) |
| DEPARTMENT OF COMMUNITY AFFAIRS | 471001 | 90005 | (10,892.00) |
| DEPARTMENT OF COMMUNITY HEALTH | 471001 | 90005 | (6,658.00) |
| DEPARTMENT OF EDUCATION | 471001 | 90005 | (276,141.00) |
| DEPARTMENT OF HUMAN SERVICES | 471001 | 90005 | (33,352.00) |

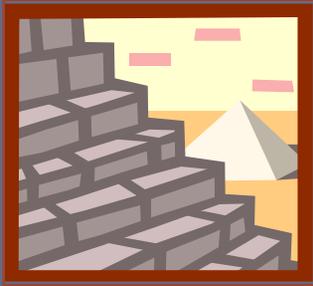
1- Billings for
Goods/Services

5 – Reimbursements
and Other



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Step 4

Form- Section C

Category 1

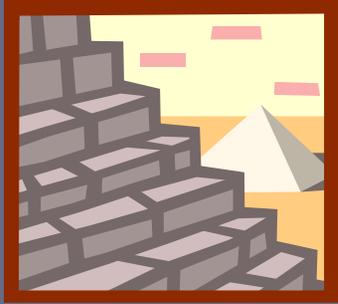
| | | Revenue/Transfer | Account (SCOA) |
|--|--|------------------|----------------|
| | | <u>Amount</u> | <u>Number</u> |
| 1) Billings for Goods/Services (list amount by organization and account) | | | |
| DCH | | | 140001 |
| Labor | | | 140001 |
| DNR | | | 140001 |
| Agriculture | | (71.00) | 471001 |
| DCA | | (10,892.00) | 471001 |
| DCH | | (6,658.00) | 471001 |
| DOE | | (276,141.00) | 471001 |
| DHS | | (33,352.00) | 471001 |

| | | | |
|---------------------------------|--------|-------|--------------|
| DEPARTMENT OF AGRICULTURE | 471001 | 90005 | (71.00) |
| DEPARTMENT OF COMMUNITY AFFAIRS | 471001 | 90005 | (10,892.00) |
| DEPARTMENT OF COMMUNITY HEALTH | 471001 | 90005 | (6,658.00) |
| DEPARTMENT OF EDUCATION | 471001 | 90005 | (276,141.00) |
| DEPARTMENT OF HUMAN SERVICES | 471001 | 90005 | (33,352.00) |

Info from Query



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Step 4 - Continued

Complete Section C of Form –
Revenue/Transfer Amount- Category 5

Category 5

Form- Section C

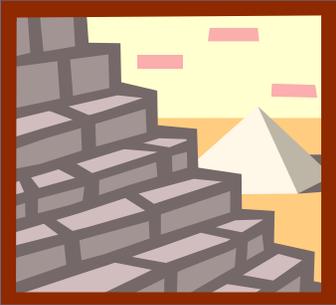
| | | Revenue/Transfer | Account (SCOA) |
|--|--|------------------|----------------|
| | | Amount | Number |
| 5) Reimbursements and Other (list amount by purpose, organization and account) | | | |
| DOAS | Employee positions and overhead related expenses | (517,475.31) | 404003 |

| Name | Account | Fund Src | AR |
|---------------------------------------|---------|----------|--------------|
| DEPARTMENT OF ADMINISTRATIVE SERVICES | 404003 | 90002 | (517,475.31) |

Info from Query



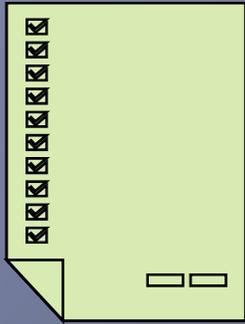
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Step 5

Copy query results and paste to REV
DETAIL worksheet tab





Inter-Organization Transfer Form – Section D



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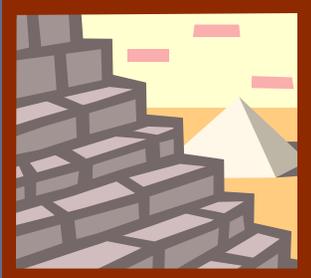
Section D

O/S Balance (Due To)



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Step 1



| <u>Query Name</u> | <u>Description</u> |
|-----------------------------|--------------------------------|
| CAFR_0AP029E_DETAIL_OUTSTND | Detail Outstnd AP as of Period |

Complete Query Fields

Business Unit (Like %):

Account From:

Account To:

Fiscal Year:

Less Than Fiscal Period:

[View Results](#)



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Query Results

| Name | Account | Department | Fund | Funding | Program | Project | Gross Amount |
|------------------------------|---------|------------|-------|---------|---------|---------|--------------|
| EMPLOYEES RETIREMENT SYSTEM | 215001 | EE_W/H | 69999 | 06999 | | EE_W/H | 4711.610 |
| TEACHER'S RETIREMENT SYSTEM | 215008 | EE_W/H | 69999 | 06999 | | EE_W/H | 384.420 |
| STATE HEALTH BENEFIT PLAN | 215045 | EE_W/H | 69999 | 06999 | | EE_W/H | 614.640 |
| GEORGIA TECHNOLOGY AUTHORITY | 233001 | 407031 | 10100 | 01 | 6180103 | 01 | 29373.320 |
| GEORGIA TECHNOLOGY AUTHORITY | 233001 | 407031 | 10100 | 01 | 6180103 | 01 | -29373.320 |
| EMPLOYEES RETIREMENT SYSTEM | 215001 | EE_W/H | 69999 | 06999 | | EE_W/H | 4598.990 |
| TEACHER'S RETIREMENT SYSTEM | 215008 | EE_W/H | 69999 | 06999 | | EE_W/H | 384.420 |

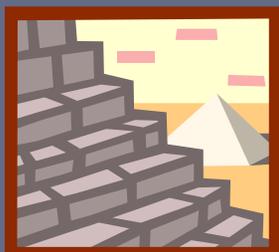




Exclude

- Account 200012- State Sales Tax Payable
- Account 215XXX-Payroll Liabilities





Step 2

Summarize Query Results by Name

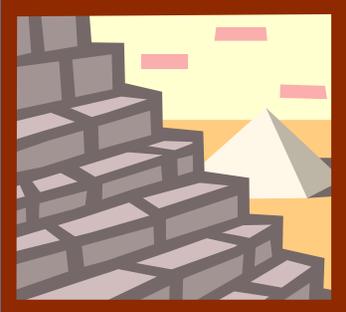
| Name | Account | Gross Amount |
|--------------------------------|---------|--------------|
| GEORGIA TECHNOLOGY AUTHORITY | 200001 | -34090.000 |
| GA DEPT OF ADMINISTRATIVE SVCS | 231001 | -3226.420 |
| GEORGIA TECHNOLOGY AUTHORITY | 233001 | -116365.910 |

Pivot Criteria – Name, Account,
Amount



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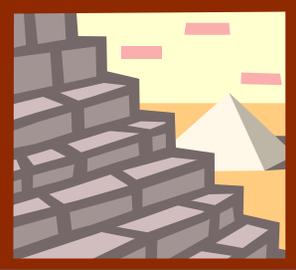


Step 3

Classify Query results from
CAFR_0AP029E_DETAIL_OUTSTAND
according to type of transaction

- 1 – Purchase of Goods/Services
- 2 – Grant/ Subgrant of Federal and/or Other Funds
- 3 – Transfer of Cash Supplements to GSFIC
- 4 – Other Transfers Out
- 5 - Other





Step 3 - continued

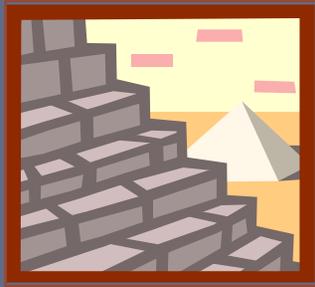
| Name | Account | Gross Amount |
|--------------------------------|---------|--------------|
| GEORGIA TECHNOLOGY AUTHORITY | 200001 | -34090.000 |
| GA DEPT OF ADMINISTRATIVE SVCS | 231001 | -3226.420 |
| GEORGIA TECHNOLOGY AUTHORITY | 233001 | -116365.910 |

1- Purchase of
Goods/Services



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Step 4

Form- Section D

Category 1

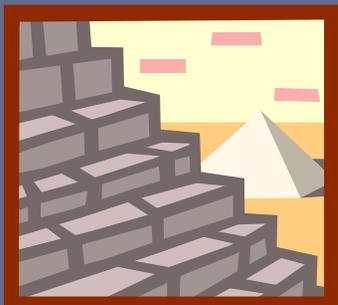
| Category 1 | Account (SCOA) Number | O/S Balance (Due To) |
|---|-----------------------|----------------------|
| 1) Purchase of Goods/Services (list amount by organization and account) | | |
| DOAS | 231001 | (3,226.42) |
| GTA | 200001 | (34,090.00) |
| GTA | 233001 | (116,365.91) |

| Name | Account | Gross Amount |
|--------------------------------|---------|--------------|
| GEORGIA TECHNOLOGY AUTHORITY | 200001 | -34090.000 |
| GA DEPT OF ADMINISTRATIVE SVCS | 231001 | -3226.420 |
| GEORGIA TECHNOLOGY AUTHORITY | 233001 | -116365.910 |

Info from Query



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Step 5

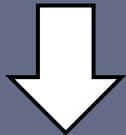
Copy query results and paste to AP DUE TO worksheet tab



Helpful Hints

If difficulty in classifying transactions based on account titles do the following –

Obtain Voucher # from the
CAFR_0AP029E_DETAIL_OUTSTAND
Query

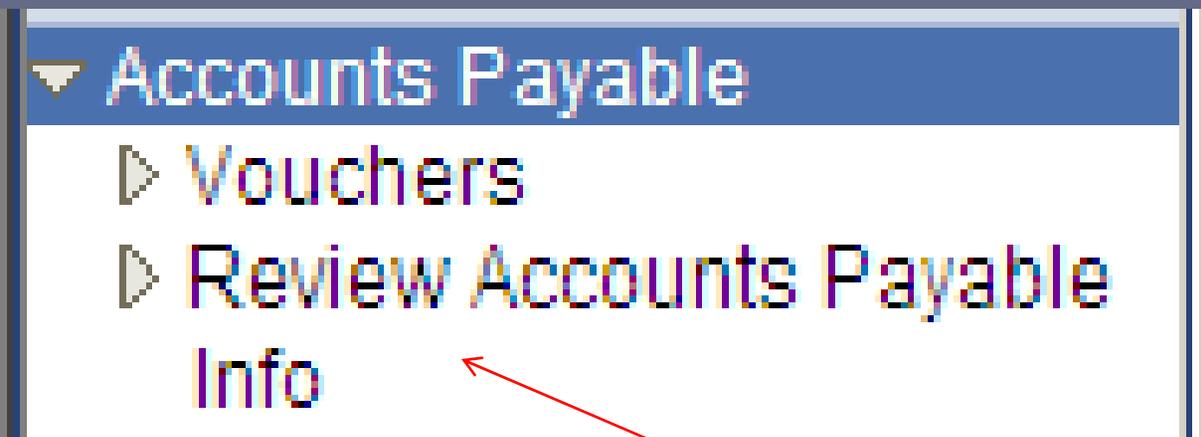


| Voucher | Name | Account | Gross Amount |
|----------|--------------------------------|---------|--------------|
| 00004341 | GA DEPT OF ADMINISTRATIVE SVCS | 231001 | -274.630 |
| 00004341 | GA DEPT OF ADMINISTRATIVE SVCS | 231001 | -268.150 |
| 00004377 | GEORGIA TECHNOLOGY AUTHORITY | 200001 | -16917.640 |
| 00004378 | GEORGIA TECHNOLOGY AUTHORITY | 200001 | -17172.360 |
| 00004379 | GEORGIA TECHNOLOGY AUTHORITY | 233001 | 34090.000 |

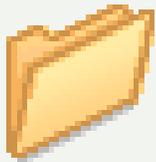


Helpful Hints – continued -

Accounts Payable Module



Helpful Hints – continued -



Review Accounts Payable Info

Run inquiries on vouchers, vendors, payments, and integration with systems.

 Vouchers ←

 Interfaces

 Payments

 Vendor



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Helpful Hints – continued -

| | | |
|---------------|---|---|
| Search Name | <input type="text" value="ALL"/> |  |
| | From | To |
| Business Unit | <input type="text" value="40700"/> | <input type="text" value="40700"/> |
| |  |  |
| Voucher ID | <input type="text" value="00004341"/> | <input type="text"/> |
| |  |  |





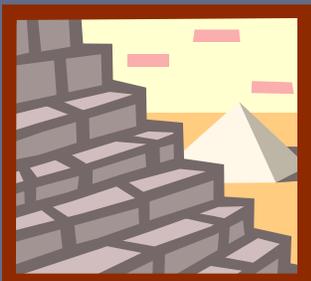
Section D

Expenditure/Transfer Amount



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Step 1

Note – Same as query used for Section C Revenue/Transfer



| Query | |
|---------------------------|-----------------------------|
| <u>Query Name</u> | <u>Description</u> |
| CAFR_INCOME_EXPENSE_STATE | GG RPT State Customer/Vendo |



Complete Query Fields

| | |
|---|-------------------------------------|
| Business Unit (like %): | <input type="text" value="40700"/> |
| Fiscal Year: | <input type="text" value="2010"/> |
| Range From Accounting Period: | <input type="text" value="1"/> |
| Range To Accounting Period: | <input type="text" value="998"/> |
| Income Account From: | <input type="text" value="401001"/> |
| Income Account To: | <input type="text" value="496001"/> |
| Expense Account From: | <input type="text" value="501001"/> |
| Expense Account To: | <input type="text" value="873012"/> |
| <input type="button" value="View Results"/> | |





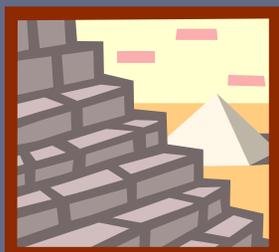
Exclude

Accounts 514XXX-520XXX
Payroll Related Expenditures
and Employer Contributions



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Step 2

Summarize Query Results by

- Name,
- Account,
- Source,
- Amount



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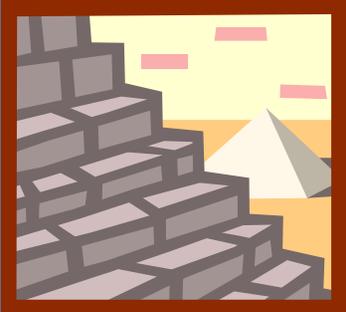
Summarized Results

| Sum of Amount | | Source <input type="button" value="v"/> | |
|--|--|---|------------|
| Name <input type="button" value="v"/> | Account <input type="button" value="v"/> | AP | AR |
| GA DEPT OF ADMINISTRATIVE SVCS | 611004 | 5,779.12 | |
| | 651050 | 5,476.80 | |
| STATE SOIL AND WATER CONSERVATION COMMIS | 471001 | | (1,766.00) |
| UNIVERSITY OF GEORGIA | 627003 | 168,562.50 | |



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Step 3

Classify Query results from
CAFR_Income_Expense_State
according to type of transaction

- 1 – Purchase of Goods/Services
- 2 – Grant/Subgrant of Federal and/or Other Funds
- 3 – Transfer of Cash Supplements to GSFIC
- 4 – Other Transfers Out
- 5 - Other



Query Results – Partial View

| Source | Account | Name | Fund Src | Project | Amount | Program |
|--------|---------|--------------------------------|----------|---------|--------|---------|
| AP | 611004 | GA DEPT OF ADMINISTRATIVE SVCS | 01 | 01 | 684.60 | 6180101 |
| AP | 611004 | GA DEPT OF ADMINISTRATIVE SVCS | 01 | 01 | 380.01 | 6180101 |
| AP | 611004 | GA DEPT OF ADMINISTRATIVE SVCS | 01 | 01 | 330.37 | 6180101 |
| AP | 611004 | GA DEPT OF ADMINISTRATIVE SVCS | 01 | 01 | 684.60 | 6180101 |
| AP | 611004 | GA DEPT OF ADMINISTRATIVE SVCS | 01 | 01 | 346.28 | 6180101 |
| AP | 611004 | GA DEPT OF ADMINISTRATIVE SVCS | 01 | 01 | 333.70 | 6180101 |



For Section D, focus on Source AP



Classification by Category

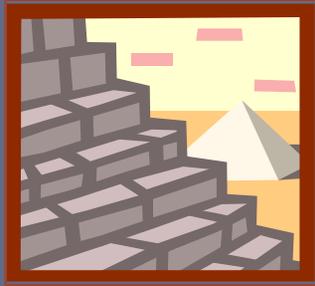
| Sum of Amount | | Source | |
|--|---------|------------|------------|
| Name | Account | AP | AR |
| GA DEPT OF ADMINISTRATIVE SVCS | 611004 | 5,779.12 | |
| | 651050 | 5,476.80 | |
| STATE SOIL AND WATER CONSERVATION COMMIS | 471001 | | (1,766.00) |
| UNIVERSITY OF GEORGIA | 627003 | 168,562.50 | |

1- Purchase of Goods/Services



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Step 4

Complete Section D Expenditure Transfer Amount

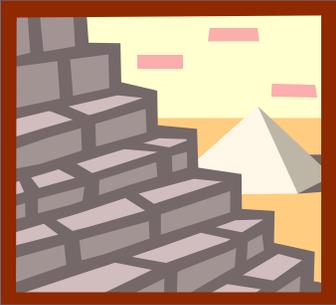
D. Provide requested details on resources provided to another State organization for the following:
(add lines as necessary)

| Category 1 | Expenditure/Transfer | Account (SCOA) | | |
|---|----------------------|----------------|------------|--|
| | Amount | Number | | |
| 1) Purchase of Goods/Services (list amount by organization and account) | | | | |
| DOAS | | 231001 | | |
| GTA | | 200001 | | |
| GTA | | 233001 | | |
| DOAS | 5,779.12 | 611004 | | |
| DOAS | 5,476.80 | 651050 | | |
| UGA | 168,562.50 | 627003 | | |
| Sum of Amount | | | Source | |
| Name | Account | AP | AR | |
| - GA DEPT OF ADMINISTRATIVE SVCS | 611004 | 5,779.12 | | |
| | 651050 | 5,476.80 | | |
| - STATE SOIL AND WATER CONSERVATION COMMIS | 471001 | | (1,766.00) | |
| - UNIVERSITY OF GEORGIA | 627003 | 168,562.50 | | |

Form- Section D

Info from Query





Step 5

Copy query results and paste to EXP
DETAIL worksheet tab





Any manual journal vouchers entered that affect transactions with State organizations must be considered in completing the form.

General Ledger Report



0GL076G_4092X_TBL_EXTRACT

(Source: MIAN)



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Any adjustments made to amounts using the Revenues Based on Encumbrances Form should be included in Section C as well as the detailed transactions sheet.



Access the Form

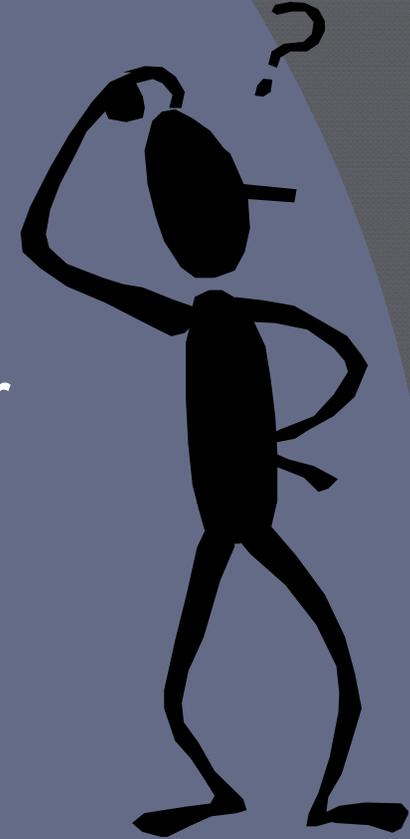
- www.sao.georgia.gov
- Reporting
- Year End Reporting
- Reporting Forms
- Listed by Due Date

Due September 17, 2010

- [Cash and Deposits](#)
- [CPA Form for Cash and Investments](#)
- [Investments](#)
- [Transfers and Inter-Organization Activity](#) ←

QUESTIONS

- Form Contact – Christina Palmer
- cpalmer@sao.ga.gov
- 404-651-5402



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