

# State of Colorado



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## DPA

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### Alert #157

**TO:** Controllers and Chief Fiscal Officers of State Departments  
And Higher Education Institutions and Boards

**FROM:** Leslie M. Shenefelt *Leslie M. Shenefelt*  
State Controller

**DATE:** March 23, 2005

**SUBJECT:** Fiscal Procedures Manual  
Open/Close Training  
DUNS Numbers for Pass-Through Federal Funds  
Accounts Receivable Report  
Supplementals  
FY06 APP2 Records Will Soon be Available on the Financial Data  
Warehouse  
New Staff at the State Controller's Office

#### **Fiscal Procedures Manual**

The FY05-06 Fiscal Procedures Manual is finished and available on the State Controller's website:

[http://www.colorado.gov/dpa/dfp/sco/fiscalmanual/FY05\\_06/manual05\\_06.htm](http://www.colorado.gov/dpa/dfp/sco/fiscalmanual/FY05_06/manual05_06.htm)

If an agency wants to have paper copies, these are available from DPA, Division of Central Services by contacting IDF Digital Printing. To order a paper copy you will need to do the following:

1. Complete the IDF Digital Printing order form located at:  
[http://www.colorado.gov/dpa/dcs/idf/idf\\_assets/ArtRepro.pdf](http://www.colorado.gov/dpa/dcs/idf/idf_assets/ArtRepro.pdf)
2. Request the file called: Fiscal Procedures Manual FY05-06.pdf.
3. E-mail the form to: [IDF.publishing@state.co.us](mailto:IDF.publishing@state.co.us)
4. Your copies of the manual will be delivered to you via inter-departmental mail.

### **Open/Close Training**

The State Controller's Office and the Colorado Fiscal Manager's Association (CFMA) will sponsor the Open/Close Training. Changes for the current year will be reviewed on Tuesday April 12<sup>th</sup> at the Ft. Logan Auditorium. The session will begin at 9:00 a.m. and is planned to last about 3 hours. The online registration form and training materials can be accessed at:

<http://www.colorado.gov/dpa/dfp/sco/traininginfo.htm>

If you wish to have a copy of the training materials, please print the handouts and bring to the session. Coffee and donuts will be available at 8:45 a.m.

Sign up for the "New Employees Open/Close Training" is also on the registration form. It is scheduled for April 27<sup>th</sup> from 9:30 a.m. to 3:00 p.m. (with a lunch break) at the State Services Building, Conference Room B-70 located at 1525 Sherman. Again, if you wish to have a copy of the handouts, please print a copy of the materials and bring to the session.

Higher education will have specific open/close training available to meet its unique needs. It is scheduled for Friday morning, April 15. In addition, Roger Cusworth will be conducting an afternoon session to review diagnostic reporting. The training will be held at Metro and will be available either there at the site or via video conference. Vicki Nichol is coordinating these details.

### **DUNS Numbers for Federal Pass-Through Funds**

The Data Collection Form, referenced in OMB Circular A-133, requires that all DUNS numbers be included in the form, starting with FY05. One additional requirement is related to pass-through funds. If you pass through direct funds from the Federal government to **another Colorado state agency or department**, you will need to include the DUNS number of the recipient agency/department in the 'Other State Agency (Pass-Through) DUNS Number' column, new on this year's Exhibit K. Please see the attached FAQ link on the Federal Audit Clearinghouse website, item #6, regarding this requirement:

[http://harvester.census.gov/sac/2004\\_FAQ.htm](http://harvester.census.gov/sac/2004_FAQ.htm)

As in previous years, agencies or departments that receive federal funds from other state agencies do not need to include the expenditures on the Exhibit K.

To facilitate completing the 'Other State Agency (Pass-Through) DUNS Number' column on your Exhibit K, the State Controller's Office is compiling a list of all DUNS numbers by agency and location. We will post the database on our website as soon as it is available.

Please provide the following information in an EXCEL spreadsheet for each DUNS number in your agency/department:

Agency Code	Agency Name	DUNS Number	Location
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This listing will need to be updated annually to ensure that all DUNS numbers are current and available.

Please e-mail the spreadsheets by April 30, 2005, to Karoline Clark in Reporting and Analysis at [karoline.clark@state.co.us](mailto:karoline.clark@state.co.us).

After April 30, we will contact you for any information not received from this request.

### **Accounts Receivable Report**

The FY03-04 Accounts Receivable Report has been issued by the State Controller and is available on SCO's website:

[http://www.colorado.gov/dpa/dfp/sco/acct\\_rec/acct\\_rec.htm](http://www.colorado.gov/dpa/dfp/sco/acct_rec/acct_rec.htm).

### **Supplementals**

The Governor has signed all of the current agency supplements. Please book the AP documents by the end of period 09, which ends April 15.

### **FY06 APP2 Records Will Soon be Available on the Financial Data Warehouse**

The new fiscal year table initialization process will be complete by March 28. This means that agencies should review their account code structure and can begin to modify agency-defined tables and request modifications to centrally defined tables. To review the applicable coding, the Financial Data Warehouse has reports of all tables that were initialized for FY06. The reports may be found under "Table Listings" on the left hand side of the FDW home page. To make changes to the APP2 tables, please run a report from the FDW, highlight the changes you would like, save the report in Excel format and send the report to you field accounting specialist. Additions to the APP2 table should be entered by the agency with a screen print submitted. Higher education institutions needing to add APP2 records should contact their field accounting specialist.

### **New Staff at the State Controller's Office**

The Field Accounting Services Team (FAST) welcomes Lynn Gabenski as a new accounting specialist on the team, effective March 28. Lynn comes to the team from the Department of Revenue. Welcome, Lynn. Updated agency assignments will be distributed to Agency/Institution Controllers in the near future.