

TRAVIS COUNTY

AUDITOR'S OFFICE

NEWSLETTER, JUNE 2015



“The Whole Package”

Are you the whole package? That is what I ask all my employees who want to move up in my office. Okay, so what is the whole package, you ask. Well, I'm finding it hard to define, but I know it when I see it. If I have to put it into words, I would say the package is a sphere made up of many attributes that make someone hard to replace. Maybe it's a combination of 50% excellent technical knowledge of job, 30% amiability, and 20% teamwork. Maybe it's 50% positive attitude, 30% go-getter and 20% technical knowledge of job. Maybe it's 30% analytical analysis, 30% tenacity, 30% technical knowledge of job, and 10% anal retentiveness (most auditors!). But whatever the combo, the most wanted employee is NEVER just 100% technical knowledge of job. It takes more to succeed in a team environment.



Everyone is replaceable. It's the level of anxiety I get at the thought of losing an employee that tells me how valuable they are to me and whether or not they truly are the whole package. So, before I get high anxiety over losing a valuable team member, I try to do everything I can to create an environment that makes them feel happy and content to stay.

“Quote of the Quarter”

“A workplace filled with and driven by employees with positive attitudes—vibrates continually to the tune of service excellence and passionate team success.” —Ty Howard

Audit Schedule

UPCOMING REVIEWS	TYPE	START DATE
District Clerk Invested Trust	Audit	July 6, 2015
Justice of the Peace Pct 1	Mini Audit	July 20, 2015
Tax Office Tax Refunds—3rd Quarter	Quarterly Controls	July 20, 2015
Records Management/ CommunicationsResources	Mini Audit	August 3, 2015
County Clerk Invested Trust	Audit	August 3, 2015
Pretrial	Mini Audit	August 3, 2015
TCSO Commissary/Inmate Banking	Audit	August 13, 2015
County Clerk Civil and Criminal Divisions	System Docs & Risk Assess	August 24, 2015
Tax Office Property Tax Sales	Audit	September 7, 2015
Justice of the Peace Pct 3	Mini Audit	September 7, 2015
Justice of the Peace Pct 4	Mini Audit	September 7, 2015
District Attorney's Forfeited Property	Year End Audit	September 15, 2015
Drug Court	Mini Audit	September 15, 2015
Travis Co. Counseling and Education Services	Mini Audit	September 15, 2015
Year End Cash Counts	Quarterly Controls	September 30, 2015

SAP TIP OF THE QUARTER

Question: What is the best way to communicate to my Disbursements Auditor about a Goods Receipt?

Answer: You may place a note in the “Delivery Note” field. The Associate Auditors check the Delivery Note field when they audit PO payments. Keep in mind there is not a requirement to place a Delivery Note here, but for those situations where you’d like to make a note so that it needs to be seen by Disbursements Auditing see the MIGO screen shot below.

- ⇒ (1) The “Delivery Note” field can accommodate up to 14 characters, or,
- ⇒ (2) Line Item “Text” field. This field can accommodate up to 50 characters, or
- ⇒ (3) The “Header Text” field. This field can accommodate up to 23 characters.

Note: You may create a Note Attachment under Services for Objects. Characters allowed here are virtually endless, but remember to make reference to it in the Delivery Note field.

Remember, if you need to make a note and it won't fit in the Delivery Note field, we ask that you ensure the Delivery Note is populated with an indication to look elsewhere when there is not enough room in the space provided, for example “See Line Text.”

Line	Mat.	Short Text	OK	Qty in UnE	PO Quantity	Received	Text	Order	Purchase Order	Item	D
1		All Purpose Cleaner, Recommended Dilutio	<input type="checkbox"/>	2.00	2.00			600184	4100024060	1	S
2		Cleaner and Disinfectant, Recommended Di	<input type="checkbox"/>	6.00	6.00			600184	4100024060	2	S
3		Cleaner, Recommended Dilution Ready to U	<input type="checkbox"/>	4.00	4.00			600184	4100024060	3	S

Other fields that have more room for a longer note.

GET READY FOR YEAR-END!!!

WHY CLEAN UP OPEN PO'S THAT WILL ONLY BE LIQUIDATED?

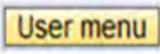
All departments should review open POs. This ensures that the Budget Rules are followed and encumbrances are properly stated, at all times, during the year.

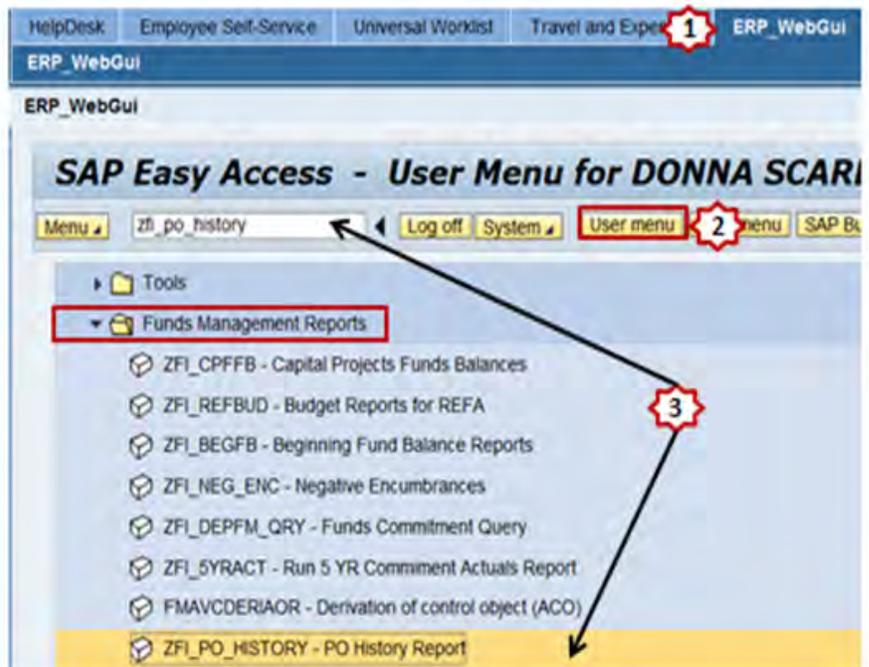
Below is a condensed version of the steps necessary to **clean up open POs**. If more detailed guidance is required you can go to the video that was recorded for PO Liquidations. It can be found in SAP on the helpdesk tab, subtab "Forms", select the "PO Liquidations July 2014" video.

HOW TO RUN PO HISOTRY REPORT:

First run the tcode - **ZFI_PO_History** for your department.

Access report:

1. Click 
2. Click 
3. Double-click report in *Funds Management Reports* folder (or enter in menu line)



Run PO History Report Steps:

1. Enter **Funds Center**. **Tip:** Enter Department number with asterisk – Ex: **106*** - this will pull all funds centers beginning with the 3-digit department number you entered.
2. If you would like to limit the year of POs you are looking at, then Enter a **Document Date** range
3. Check the box titled: **Show Open PO only**
4. Click **Execute**, then **Apply the PO Recon layout**.
5. **Export** the report to Excel.

YEAR-END CONT'D

Focus on the **Quan Rec Not Inv** field:

This shows the PO lines where the received quantity does not match the invoiced quantity. This could be due to bad receiving, over receiving, goods return or lack of an invoice or credit memo. In the case of a missing invoice or credit memo, you should reach out to the vendor for a copy.

PO Number	PO Item	Item Description	Qty Ord	Qty Rec	Qty Bal	Qty Inv	Quan Rec Not Inv	Vendor Num	Vendor Name	Buyer	Requirer
4100001327	1	VORMETRIC PROF SVCS 5 DAY REMOTE	5,000	5,000	0,000	4,000	1,000	0000003348	FUTURE COM LTD	Lori Clyde	CASASJ
4100014137	1	HP SCANJET 5590	1,000	1,000	0,000	0,000	1,000	0000003532	CDW GOVERNMENT INC	Jesse Herrera	CASASJ

Note: To help identify the cause of **the variances** in the **ZFI_PO_History** report, you can run **ZFI_PO_Recon**

Access report:

1. Click **ERP_WebGui**
2. Double-click report in *Funds Management Reports* folder (or enter in menu line)



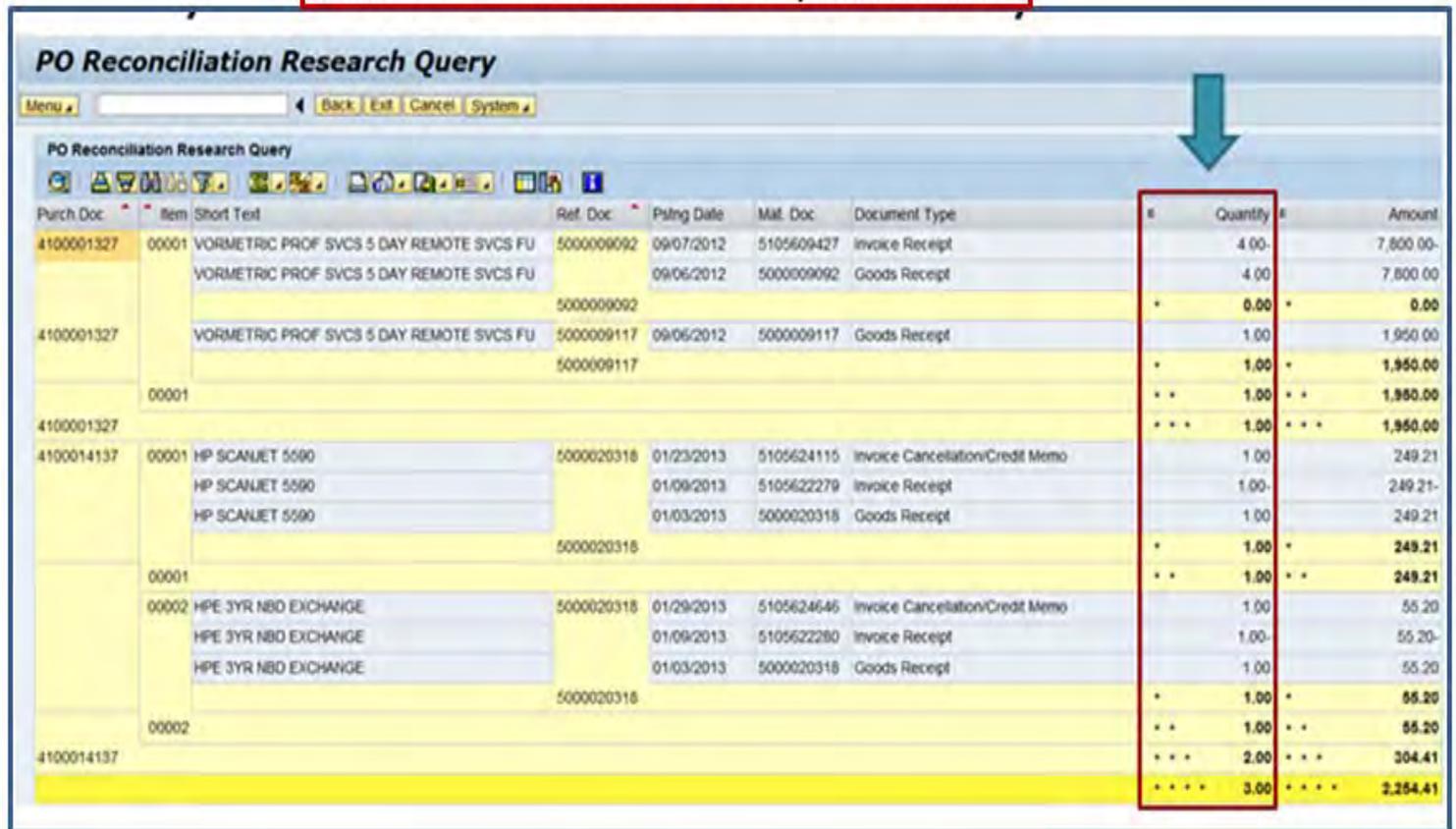
Use the PO History Excel file above to run/populate the PO Reconciliation Report:

1. First, open saved Excel file. Highlight all PO numbers. Click **Copy**.
2. Run **PO Reconciliation tcode. (ZFI_PO_Recon)**
3. Click the **Purchasing Document Number's** multiple selection icon (right pointing yellow arrow).
4. Once in the **Multiple Selection Screen**:
 - A. Click the **Single Value** column field.
 - B. Click the **Upload from Clipboard** icon.
 - C. Click the **Process icon** (looks like a clock with a green check mark).
5. Click **Execute**.
6. Now view the **Quantity** field and review any PO that the **Total Quantity does not equal zero** (positive or negative).

YEAR-END CONT'D

PO Reconciliation Report:

Goods Receipt = positive number
Invoice Receipt = negative number
Goods Return = negative number
Invoice Cancellation or Credit memo = positive number



Purch Doc	Item	Short Text	Ref Doc	Pstng Date	MAT. Doc	Document Type	Quantity	Amount
4100001327	00001	VORMETRIC PROF SVCS 5 DAY REMOTE SVCS FU	5000009092	09/07/2012	5105609427	Invoice Receipt	4.00	7,800.00-
		VORMETRIC PROF SVCS 5 DAY REMOTE SVCS FU	5000009092	09/06/2012	5000009092	Goods Receipt	4.00	7,800.00
			5000009092				* 0.00	* 0.00
4100001327		VORMETRIC PROF SVCS 5 DAY REMOTE SVCS FU	5000009117	09/06/2012	5000009117	Goods Receipt	1.00	1,950.00
			5000009117				* 1.00	* 1,950.00
	00001						** 1.00	** 1,950.00
4100001327							*** 1.00	*** 1,950.00
41000014137	00001	HP SCANJET 5590	5000020318	01/23/2013	5105624115	Invoice Cancellation/Credit Memo	1.00	249.21
		HP SCANJET 5590	5000020318	01/09/2013	5105622279	Invoice Receipt	1.00-	249.21-
		HP SCANJET 5590	5000020318	01/03/2013	5000020318	Goods Receipt	1.00	249.21
			5000020318				* 1.00	* 249.21
	00001						** 1.00	** 249.21
41000014137							*** 1.00	*** 249.21
41000014137	00002	HPE 3YR NBD EXCHANGE	5000020318	01/29/2013	5105624646	Invoice Cancellation/Credit Memo	1.00	55.20
		HPE 3YR NBD EXCHANGE	5000020318	01/09/2013	5105622280	Invoice Receipt	1.00-	55.20-
		HPE 3YR NBD EXCHANGE	5000020318	01/03/2013	5000020318	Goods Receipt	1.00	55.20
			5000020318				* 1.00	* 55.20
	00002						** 1.00	** 55.20
41000014137							*** 2.00	*** 304.41
							**** 3.00	**** 2,264.41

Items to verify:

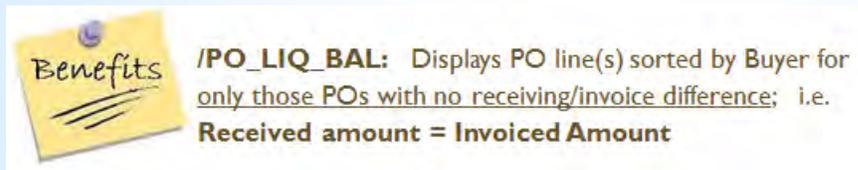
- ⇒ Verify that the **Goods Receipt is accurate** – only the quantity that was physically received by the County is what should have been entered in SAP. One area where this may need to be adjusted is for service jobs (i.e. you were quoted \$300 for the job, but the actual cost was only \$275). In this case, the Good Receipt should only be done for \$275, not \$300. The PO should then be liquidated for the remaining \$25 that was on the original order. If the \$300 was originally all received, you can later go back and reverse the \$25 that was over received. Then request the remaining \$25 be liquidated.
- ⇒ Verify if an invoice is missing and if the vendor should be called to retrieve a copy.

YEAR-END CONT'D

PROCESS TO LIQUIDATE POs:

1. Run the PO History Report Steps - tcode **ZFI_PO_History** (this time to liquidate).
2. Enter **Funds Center**. **Tip:** Enter Department number with asterisk – Ex: **106*** - this will pull all funds centers beginning with the 3-digit department number you entered.
3. Enter the **Document Date** range for the corrections you want made.
4. Check the box titled: **Show Open PO only**
5. Click **Execute**.
6. Apply the “**PO_Liq_Bal**” layout.
7. **Export** to Excel.

Note: This is the format Purchasing requires to accept your liquidation requests.



Before you send the spreadsheet to Purchasing, do the following:

1. Add a **Comments column** at the end of the spreadsheet. In the **Comments** column, enter **Purchasing's required wording** (use example wording below) to specifically communicate to the Buyer what you want done. Please use only the required wording - to clearly communicate what you want done.

Examples:

Change Qty Ordered from XXX to YYY (enter the appropriate quantities based on the PO line you are liquidating).

Change Qty Ordered to zero (0).

2. **Delete** any PO lines (rows) from the file that you do not want to be liquidated.
3. **Save** your spreadsheet liquidation file. Email it to **both Bonnie Floyd and Marvin Brice**.
4. Put **Liquidations** in the **Subject** line of the email.

If all else fails or you need help understanding a particular PO and what has happened to it, please feel free to call Melinda Grahmann directly at X44463.

THANK YOU!!

TRAVIS COUNTY EMPLOYEES ROCK!



STAR Flight using SAP functionality to reduce paper to “**go green**”!

The challenge: **STAR Flight** administrative staff maintained a hard-copy (paper) file folder for every vendor that **STAR Flight** purchased from (~200 vendors). The file folder contained printed shopping carts, quotes, purchase orders, notes, shipping documents, etc. Staff would manually list goods receipts and invoice amounts on the printed Purchase Order. These folders were scanned and archived at year-end.

The solution: **STAR Flight** administrative staff, **Pam Cannon** and **Lauren Hill**, consulted with the SAP support team about how they could streamline their process – saving paper and time. Now for approximately 90% of their vendors, **STAR Flight** staff uses an “electronic” process. They create a shopping cart, scan and attach their internal documentation, quotes, etc. to the Shopping Cart. Once the cart becomes a Purchase Order and goods/services have been delivered, they directly scan and attach packing slips, invoices and other items to the Goods Receipt in SAP. Invoices that are received after the goods receipt are scanned and attached to the SAP Purchase Order and then forwarded electronically to the Auditor’s Office. Any notes are entered directly into SAP, rather than being maintained in paper. These changes mean that the number of manual paper folders have been significantly reduced to only those vendors operating under blanket purchase orders (~20).

The results: Pam Cannon, the **STAR Flight** Administrative Associate, reports that they have dramatically reduced paper use (75% by conservative estimates) and are saving lots of time with the new electronic process, especially time that was previously used to manually track and update the file folders. She hopes to continue future improvements in this area by applying the process changes to more purchases and also to be able to reduce the use of their tracking spreadsheet, by using SAP reports.

Employee Spotlight

Rusty Phillips

Auditor ERP System Administrator II

particularly those undergone as part of the mythical Order of the Basis. Alas, the space allocated for this tale is limited and so, perhaps, it would be better to focus upon the beginning of his time with the County... this person who, in his personal circles, is merely called Rusty.

It started March of 2013. Those who endured this time will remember it as an age of peril and extreme hardship. The righteous knight, Sir Eduardo, had finally driven off the consultant horde and now stood precariously upon the precipice of oblivion. Though the horde army had been broken and scattered, there remained the overwhelming aftermath of maintaining and supporting the great SAP behemoth. Though quite mighty himself, he called out to summon aid as the beast's cruel SRM nature bitterly fought to fracture its nurturing ERP side in an escalating conflict threatening the very sanity of any who beheld it. And yet, The Rusty selflessly came to aid the Mighty Eduardo. Together, these Basis brothers spent grueling months taming and nurturing the unwieldy behemoth until, finally, it found peace and balance. It was in this time that The Rusty had known he had found a home and, as time has shown, a beginning of an Age.

A tale told simply, but are not all harbingers of glory and legend found nestled within the most minor of stories? Now, do not despair, for if you wish hear of the great escapades since, you need merely ask though they must be saved for another time.

Author's note: In preparation of penning this piece, I inquired with those he works most closely with on how they would describe him. Brilliant, witty, scholarly, tenacious, majestic, clever, inspirational, bearded, unassuming, verbose, and humble were all terms frequently uttered by those around him. When I interviewed him personally, he spoke lovingly of his son (2), unborn daughter (0), beautiful wife (eternally 29), reading books, Star Trek, his volunteer work with Bikers Against Child Abuse (B.A.C.A.), and the imminent awakening of Cthulu.



Sabrina Bullard

Financial Auditor Analyst III

Sabrina first joined the Travis County Auditor's Office in July 2008 in the Disbursements Division. She left in 2009 for an opportunity to work with a non-profit, but found her way back "home" in July 2014 where her specific function is Bond Analyst in the Financial Reporting and Consolidations Division. Sabrina is responsible for all bond related functions, giving her the opportunity to work with Bond Counsel, Underwriters, the Financial Advisor, and Arbitrage Consultants. She assists in the preparation of the CAFR and processes bond related journal entries and reconciliations.

Sabrina is the mother of two amazing young men / giants, Isaiah (16) and Isaac (14). Although most of her time is spent at their sporting and band events, she probably knows the least about sports and music among all the other parents. But this doesn't stop her from cheering loud or volunteering as team mom or chaperone. She enjoys working out and spending time with family and friends.

