

# TRAVIS COUNTY

## Auditor's Office

Newsletter, SEPTEMBER 2015



### “Close”

September is the month that our office “closes” the County’s books. YUCK! This is the time of year when everyone runs around screaming and crying waiving pieces of paper and banging on calculators. Most of my energy during this time is used to walk around the hallways talking my managers off the ledge.



So why are we so crazy during “close?” What the heck is “close” anyway? Closing the books is the process of determining how much money the County made, paid, and now has left over at September 30, 2015. Accomplishing this task takes a lot of blood, sweat, and alcohol!

So I would like to sincerely thank all you financial folks out there that help us accomplish this task. We would not be able to do it without you!

A handwritten signature in black ink that reads "Nikki B.".



“Surround yourself with the best people you can find, delegate authority, and don’t interfere as long as the policy you’ve decided upon is being carried out.”

—Ronald Reagan, 40th U.S. president

# Audit Schedule

UPCOMING REVIEWS	TYPE	START DATE
CAPSO/County Attorney Trust Fund	Year-end Audit	10/15/2015
DAPSO/District Attorney Trust Fund	Year-end Audit	10/15/2015
Constable 2 Forfeited Property	Year-end Audit	10/15/2015
Constable 5 Forfeited Property	Year-end Audit	10/15/2015
TCSO Forfeited Property	Year-end Audit	10/15/2015
Investment Verification for External Auditors	Year-end Audit	10/15/2015
LEOSE	Year-end Audit	11/2/2015
Tax Office VIT Fund	Year-end Audit	11/2/2015
TCSO Commissary/Inmate Banking	Year-end Audit	11/2/2015
Tax Office Property Tax Sales	Audit	TBD
County Clerk Civil and Criminal Divisions	System Documentation & Risk Assessment	TBD
Records Management /Communication Resources	Mini Audit	TBD
Justice of the Peace Precinct 4	Mini Audit	TBD
Justice of the Peace Precinct 1	Mini Audit	TBD
Drug Court	Mini-Audit	TBD

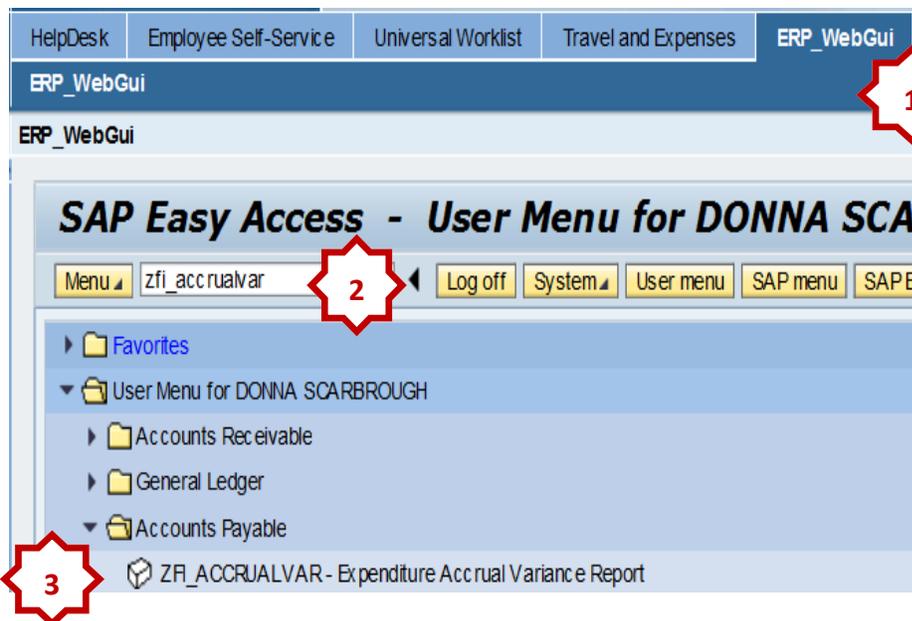
# SAP Tip of the Quarter

## What is the Accrual Variance Report and How to Run It

**Query Description:** The Accrual Variance report (query), **zfi\_accrualvar**, allows you to quickly display variances between accruals for **non-Purchase Order (PO) goods and services** (e.g. utilities) entered during the year-end process and actual payments made against those accruals. It also provides current year “direct” payments for further analysis.

### Running the Query (WebGui):

Login to SAP. At the main screen:



1. Click the ERP\_WebGui tab. **Tip:** Click **User Menu** to display folders with the transactions you are authorized to use.
2. Select from *Accounts Payable* folder or input **zfi\_accrualvar**.
3. Press <Enter> key on your keyboard.

# Variance Report cont'd

The **Fiscal Year** and **Fund Center** are required fields. Depending on what you want to view, you can specify the fund(s), grant(s), funded program(s), or commitment item(s). The **Fiscal Year** and **Fund Center** are required fields.

This example shows how to run the report to see accrual variances for a specified TNR fund center (1490010001 and Fiscal Year (2014).

1. Enter the *Fiscal Year* (e.g. 2014)

2. Enter the *Fund Center*

3. Click **Execute** to run the query

The query's basic display has 18 fields. It is a *collapsed* view showing summary information of accrual amounts, prior year payments, accrual variance amount, and current year expenses.

Year	Period	Doc. Type	Fund	Funded Program	Grant	Fund Center	Commitment Item	Amount	Document No	Reference	Document Header Text	Text	SG	Accrued Amount	Prior Year Expense	Accrual Variance	Current Year Expense
							510080 Custodial Supplies & Equipment									*	500.00-
							510240 Other Supplies & Equipment	*						5.00-	*	5.00-	
							510990 Procurement Shipping	*						21.06-	*	21.06-	
							511550 Hardware/Software Maintenance	*						2,363.55-	*	2,363.55-	
							511760 Agency Dues and Memberships									*	510.00
							512020 Inhouse Training/Online Courses	*						900.00-	*	900.00-	2,049.20
							512030 Professional Licenses									*	2,825.55
							512040 Professional Membership									*	4,114.40
							512050 Registration Conferences/Seminars									*	138.50-
							512060 Subscriptions & Publications	*						6.38-	*	6.38-	1,590.43
							512070 Training Material/Books									*	450.63
							512090 Travel/Lodging/Meals & Other									*	175.11
							512100 Routine Mileage									*	77.52
						1490010001		**						3,295.99-	**	3,295.99-	11,154.34
								***						3,295.99-	***	3,295.99-	11,154.34

# Variance Report cont'd

**Expand/View Details.** Click the dot next to an amount to “expand” it and see the line items that make up that total. Click it again to “collapse” and return to the default view.

Commitment Item	Amount	DocumentNo	Reference	Document Header Text	Text	SG	Accrued Amount
510080 Custodial Supplies & Equipment							
510240 Other Supplies & Equipment	5.00	2600000220	AUD ACCRU	FY 13 AP ACCRUALS	ULINE		5.00-
510240 Other Supplies & Equipment						•	5.00-
510990 Proc urement Shipping	21.06	2600000220	AUD ACCRU	FY 13 AP ACCRUALS	ULINE		21.06-
510990 Proc urement Shipping						•	21.06-
511550 Hardw are/Softw are Maintenance							2,363.55-
511760 Agency Dues and Memberships							

Click the “dot” to toggle between “expand” (open and see documents) and “collapse” (see summary only).

**Drill-down to see details.** Double-click on a document number to view the details.

Commitment Item	Amount	DocumentNo	Reference	Document Header Text	Text	SG	Accrued Amount
510080 Custodial Supplies & Equipment							
510240 Other Supplies & Equipment	5.00	2600000220	AUD ACCRU	FY 13 AP ACCRUALS	ULINE		5.00-
510240 Other Supplies & Equipment						•	5.00-
510990 Proc urement Shipping	21.06	2600000220	AUD ACCRU	FY 13 AP ACCRUALS	ULINE		21.06-
510990 Proc urement Shipping						•	21.06-
511550 Hardw are/Softw are Maintenance							
511760 Agency Dues and Memberships							

Double-click the document number to “drill-Down” to see details.

**Display Document: Data Entry View**

Menu | Back | Exit | Cancel | System | Change Display/Change Mode | Display Another Document | Select Item

Data Entry View

Document Number: 2600000220    Company Code: 1000    Fiscal Year: 2014  
 Document Date: 09/30/2013    Posting Date: 10/01/2013    Period: 1  
 Reference: AUD ACCRUALS    Cross-Cmp No:    Ledger Group:     
 Currency: USD    Test: exist   

C	Item PK	SG	Account	Description	Fund	Grant	Amount	Invoice ref	Text
1000	1	50	510220	Ofc Sup	0145	NOT-RELEVANT	1,974.00-		SM
	2	50	510220	Ofc Sup	0001	NOT-RELEVANT	1,974.00-		SM
	3	40	200149	AcrdPays-149	0145	NOT-RELEVANT	1,984.49		
	4	40	200149	AcrdPays-149	0001	NOT-RELEVANT	2,900.06		
	5	50	511530	Bldg Reprs&Mnt	0001	NOT-RELEVANT	6,589.59		YPS
	6	40	200114	AcrdPays-114	0001	NOT-RELEVANT	8,589.59		YPS
	7	50	512020	Intse Trng/Onln Cns	0001	NOT-RELEVANT	900.00-		CENTER FOR CYCLING
	8	50	510240	Ofc Sup&Eqp	0001	NOT-RELEVANT	5.00-		ULINE
	9	50	510990	Procurement Shipping	0001	NOT-RELEVANT	21.06-		ULINE
	10	50	510260	Safety Sup&Eqp	0145	NOT-RELEVANT	10.49-		AIRGAS
							0.00		

Details

**Important Note:** This report shows accrued amount for travel documents. However, it does not show the expense portion of any travel entered through the travel module.

# THANK YOU!!

## TRAVIS COUNTY EMPLOYEES ROCK!

*Dear PBC,*

*Thank you for your help with the Travis County Fiscal Year 2016 Adopted Budget. From the beginning of the process you organized the Budget Kickoff meeting, worked with us to review and quantify the impact of hundreds of legislative bills, and hosted the weekly PBC/Auditor revenue budget meetings that were topped off with homemade banana bread!*

*Throughout the budget season we appreciated the contributions PBC provided on rebates, the tax rate, the capital project funds, infographics, numerous departmental issues, grant related items and Commissioners Court presentations.*

*Your input and dedication contributed greatly to the successful completion of the FY 2016 budget. As always, it was a pleasure working with you. Thanks again.*

*Dan and Vanessa*

*The Revenue Budget Team*

# Employee Spotlight



## **Travis Lee** **Associate Auditor I–A/P**

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Travis Lee born in Houston, but raised all over Texas, is one of three (triplets). In high school when he and his brothers weren't driving his mother crazy, Travis found time to win the UIL State Tennis Doubles Championship. He then went on to graduate from Saint Edwards University with a degree in Business Management. In college Travis spent most of his time practicing to keep his skills up for the scholarship he had earned for his love, Tennis. Tennis is only second to his first love of foot-

ball, the Houston Texans to be exact. Travis is a disbursements senior Associate Auditor, a veteran of 6 years now, and is currently seeking his Professional Accountant Certification that will allow him to sit for the CPA.

In his spare time from paying invoices, Travis likes to camp, fish, and golf. Today his love of tennis has evolved to table tennis, even though it's just a party time game Travis and his brothers still treat it like a match at Wimbledon.

## **Scott Diamond** **Associate Auditor II–Payroll**

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Scott was born and raised in Austin and attended TCU in Fort Worth where he met another Horned Frog while two stepping at Billy Bob's that later would become his wife-(think Bud and Sissy Urban Cowboy ).

After graduating with a BBA in Management Scott worked in HR at a Potato Salad manufacturing plant in Cowtown for 5 years where it was all you can barf egg salad, pasta salad, and Ambrosia (that green fluffy dessert no one ever eats)! He moved back to Austin to work for the Auditor's Office 15 years ago doing payroll and all that that implies.

Scott has been married 21 years to his wife Angelia. Their oldest son Carson is a freshman in high school and runs Cross Country and plays a mean sax like Rob Lowe in St Elmo's fire. They have 2 fraternal twin girls in the 7<sup>th</sup> grade. Sloane is on the drill team and Kennedy runs Cross Country. They love being in the school musicals in Theatre Arts-this year it's Xanadu! Scott spends his free time watching college football and playing golf.



# Fun Fall Recipes



## Drunken Pumpkin Seeds

### Ingredients:

- |                                     |                                      |
|-------------------------------------|--------------------------------------|
| 1 1/2 cups fresh pumpkin seeds      | 1 tablespoon dark brown sugar        |
| 1/2 whiskey (such as Jack Daniel's) | 2 teaspoons salt, plus more to taste |
| 2 tablespoons bacon drippings       |                                      |

### Directions:

1. Preheat oven to 275 degrees.
2. Stir pumpkin seeds. Whiskey, bacon drippings, brown sugar, and 2 teaspoons salt together in a saucepan over medium-low heat. Bring mixture to a simmer and cook until the seeds begin to turn gray in the middle, 15 to 20 minutes; drain.
3. Spread the drained seeds onto a baking sheet in a single layer; season with salt.
4. Roast the pumpkin seeds in preheated oven until crisp and golden brown, 69 to 90 minutes.

## Easy Peanut Butter Spider Cookies

### Ingredients:

- |                       |  |
|-----------------------|--|
| 1/2 cup Shortening    | 1 3/4 cup Flour                                    |
| 1/2 cup Peanut Butter | 1 tsp Baking Soda                                  |
| 1/2 cup Brown Sugar   | 1/2 tsp Salt                                       |
| 1/2 cup Sugar         | 1/4 cup Sugar (For rolling)                        |
| 1 Egg                 | 48 miniature Reese's cups,<br>unwrapped and frozen |
| 2 tbsp. Milk          |  |
| 1 tsp Vanilla         | 96 Candy Eyes                                      |
|                       | 1/2 cup Chocolate Chips                            |



### Directions:

1. Preheat oven to 375 degrees.
2. In a large bowl, beat together shortening, peanut butter, egg, sugar, brown sugar, vanilla and milk.
3. In a medium bowl, whisk together flour, baking soda and salt.
4. Gradually add dry mixture to wet mixture and beat until blended.
5. Form into 1" balls.
6. Roll in sugar and place a couple of inches apart on ungreased cookie sheet.
7. Bake 10-12 minutes or until golden.
8. Immediately, gently press an upside down frozen peanut butter cup on top of each cookie and move to wire rack to cool.
9. After placing and moving all of the cookies on the wire rack, put in place the candy eyes while chocolate is still slightly soft.
10. Place in refrigerator for 10 minutes to allow cookies to firm.
11. Place chocolate chips in corner of zippered sandwich bag.
12. Microwave for 20 seconds, knead and repeat until chocolate is melted.
13. Clip a very small piece off of corner of bag to allow for piping and draw 8 legs on each spider cookie.
14. Place in refrigerator for 10 minutes to allow legs to set.