



# SAO Accounting Shared Services

*Fiscal Management Council Conference ∞ October 4, 2022*

# MEET THE ACCOUNTING TEAM

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CHIEF FINANCIAL  
OFFICER

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ACCOUNTANT I

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ACCOUNTANT II

JOY BAUTISTA  
ACCOUNTANT II

A close-up photograph of a person's hand with red-painted fingernails and a ring on the ring finger. The hand is placing a bright pink sticky note onto a color calibration chart. The chart features a series of colored squares (blue, green, yellow, orange, red, black) and corresponding alphanumeric labels (K1, MNO, POR, ST, UVW, XYZ, A4A, Ö4A) arranged in a grid. The background is a plain, light-colored surface.

## Our Mission

**The mission of SAO Shared Services is to provide transactional processing to its customers in a timely, accurate manner, driven by continuous improvement and a high level of customer service.**





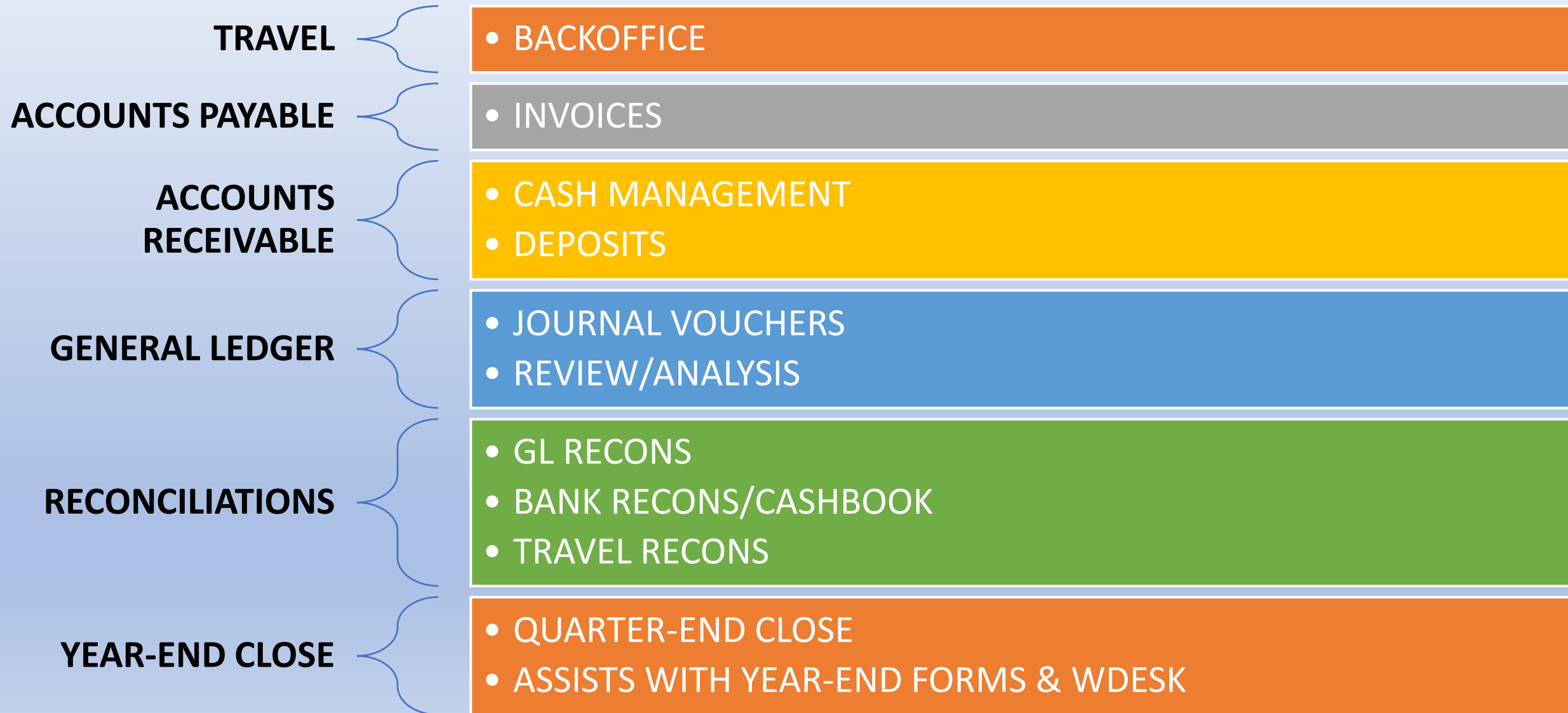
# What Is Accounting Shared Services?

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Accounting Shared Services is an operating model in which an independent shared services organization performs services, typically transaction processing, on behalf of customer organizations while maintaining agreed-upon service levels.

The primary purpose of an accounting shared services operating model is to reduce duplicate effort, enable staff to focus on the core mission of their agency and provide a high level of service.

# *SERVICES WE PROVIDE*



# *SPEED CHART KEY/ ALLOCATION CODES*

	A	B	C	D	E	F	G	H	I	J	L
1	BU488 DEPARTMENT OF VETERANS SERVICES (DVS) - FY 2023 CHARTFILEDS										(AP Dist) LEGEND:
2	AP Dist	Fund	Program	Program Desc	Department	Department Desc	Fd Src	FS Desc	Project	Project Desc	SCK - SPEED CHART KEY
3	ADM01	10100	4310101	Departmental Administration	4880110000	ADMINISTRATIVE OPERATIONS	01	State Funds	0100	State Funds	ADM - ADMINISTRATION (SubProgram)
4											MLC - MILLEDGEVILLE CEMETARY (SubProgram)
5	MLC01	10100	4310201	Milledgeville Cemetary	4880173400	MILLEDGEVILLE - V.S.O.	01	State Funds	0100	State Funds	GLC - GLENNVILLE CEMETARY (SubProgram)
6	MLC14	10100	4310201		4880173400	MILLEDGEVILLE - V.S.O.	14	Fed Restricted-Direct	1423	Cem FY23	FLD - FIELD OPERATIONS (SubProgram)
7											CLM - CLAIMS (SubProgram)
8	GLC01	10100	4310202	Glennville Cemetary	4880172600	GLENNVILLE - V.S.O.	01	State Funds	0100	State Funds	EDT - EDUCATION & TRAINING (SubProgram)
9	GLC14	10100	4310202		4880172600	GLENNVILLE - V.S.O.	14	Fed Restricted-Direct	1423	Cem FY23	ANH - AUGUSTA NURSING HOM (SubProgram)
10											MNH - MILLEDGEVILLE NURSHING HOME (SubProgra
11	FLD01	10100	4310501	Field Operations	4880170100	FIELD SERVICES OFFICE (ADMIN.)	01	State Funds	0100	State Funds	01 - STATE FUNDS (fund source)
12											11 - FED RESTRICTED-DIRECT (fund source)
13	CLM01	10100	4310502	Claims	4880162000	CLAIMS - PEACHTREE	01	State Funds	0100	State Funds	13 - FED RESTRICTED-DIRECT (fund source)
14											14 - FED RESTRICTED-DIRECT (fund source)
15	EDT13	10100	4310503	Education and Training	4880140000	EDUCATION AND TRAINING DIVISIO	13	Fed Restricted-Direct	1323	E&T FY23	15 - FED RESTRICTED-DIRECT (fund source)
16											51 - 51000/OTHER RESTRICTED-NON FEDERAL (fund s
17	ANH01	10100	4310701	Augusta Nursing Home	4880170600	AUGUSTA - V.S.O. , VA MEDICAL	01	State Funds	0100	State Funds	90 - BOND FUNDS (fund source)
18	ANH11	10100	4310701		4880170600	AUGUSTA - V.S.O. , VA MEDICAL	11	Fed Restricted-Direct	1123	Augusta FY23	
19	ANH51	10100	4310701	Loc&Add:2--Bank Codes:1200/5091	4880170600	AUGUSTA - V.S.O. , VA MEDICAL	51000	Other Restricted-Non Federal	5123	Fees FY23	
20											
21	MNH01	10100	4310702	Milledgeville Nursing Home	4880136000	ADMINISTRATION - MILLEDGEVILLE	01	State Funds	0100	State Funds	
22	MNH12	10100	4310702		4880136000	ADMINISTRATION - MILLEDGEVILLE	12	Fed Restricted-Direct	1223	Milledgeville FY23	
23	MNH15	10100	4310702		4880136000	ADMINISTRATION - MILLEDGEVILLE	15	Fed Restricted-Direct	1523	HHS FY23	
24	MNH51	10100	4310702	Loc&Add:2--Bank Codes: 1200/5090	4880136000	ADMINISTRATION - MILLEDGEVILLE	51000	Other Restricted-Non Federal	5123	Fees FY23	
25	BOND FUNDS										
26	MNH90	50600	4310702	Milledgeville Nursing Home	4880136000	ADMINISTRATION - MILLEDGEVILLE	90	Intra State Org-Non Fed	9023	GSFIC FY23	
27											

# DEPOSIT LOG

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Deposit Date	Amount	Type	SCK DistCode	Rev SCOA	Bank Code	Payer	Deposit ID					
4	7/11/2022	\$ 735,144.09	ACH			1100/1000	Tequila Mockingbird, Inc.						
5	7/13/2022	\$ 252,850.89	ACH	MNH15	431005	1100/1000	Florist Gump						
6	7/22/2022	\$ 921,010.36	ACH	MNH12	431002	1100/1000	Spruce Springsteen Cleaning Service	4921					
7	7/26/2022	\$ 69.95	CHK			1100/1000	Open record request		FS 63001	Proj 6023	Revenue 441003		*waiting
8	7/29/2022	\$ 66,876.90	ACH	EDT13	431003	1100/1000	Pane in the Glass Window Fixers						
9													
10	8/3/2022	\$ 2,347.00	ACH	MNH12	431002	1100/1000	Amy's Winehouse	4922					
11	8/5/2022	\$ 20,658.00	CHK	GLC14	431004	1100/1000	Thorassic Park Chiropractors	4916					
12	8/5/2022	\$ 28,878.00	CHK	MLC14	431004	1100/1000	Root On Us Dental Office	4915					
13	8/12/2022	\$ 69,991.39	ACH	EDT13	431003	1100/1000	Jack the Clipper Barber Shop						
14	8/12/2022	\$ 4,915.00	CHK	GLC14	431004	1100/1000	Back to the Fuschia Florists	4917					
15	8/12/2022	\$ 19,851.00	CHK	MLC14	431004	1100/1000	Indiana Jeans	4918					
16	8/15/2022	\$ 112,665.33	ACH	MNH15	431005	1100/1000	Frying Nemo	4913					
17	8/22/2022	\$ 579,557.97	ACH	ANH11	431001	1100/1000	Vinyl Resting Place	4914					
18	8/25/2022	\$ 941,542.40	ACH	MNH12	431002	1100/1000	Sam & Ella's Chicken Shack	4923					
19	8/26/2022	\$ 9,070.83	ACH	MNH90	474002	1100/1000	GSFIC	4924					
20	8/29/2022	\$ 274,027.62	ACH	MNH15	431005	1100/1000	Fidler on the Tooth Dentistry	4925					
21													
22	9/2/2022	\$ 101,759.01	ACH	ANH11	431001	1100/1000	Jitters Coffee Shop						
23	9/6/2022	\$ 2,347.00	ACH	MNH12	431002	1100/1000	Earth Wind and Flour Company						

# DAILY CASHBOOK

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	GL 44M Balance											JPM Balance								
2	Reconcile Date	Reference/Activity Date	System Checks	Voided Checks	ACH / Wire Out	Voided ACH	Deposits	JV's	Bank Fees	Daily Total	Cash Balance		ACH/Wire Cleared	Returned ACH	Checks Cleared	Bank Fees	Deposits	Daily Total	JPM Balance	
3																				
4																				
5	8.31.22	Ending Balance									193,773.66								197,876.24	
6																				
7	9/1/2022	AP408 - AR407			(2,780.90)					(2,780.90)	190,992.76	1	(297.51)					(297.51)	197,578.73	
8	9/2/2022	AP408 - AR407								-	190,992.76	2	(5,796.72)					(5,796.72)	191,782.01	
9	9/3/2022	AP408 - AR407								-	190,992.76	3						-	191,782.01	
10	9/4/2022	AP408 - AR407								-	190,992.76	4						-	191,782.01	
11	9/5/2022	AP408 - AR407								-	190,992.76	5						-	191,782.01	
12	9/6/2022	AP408 - AR407								-	190,992.76	6	(21.25)					(21.25)	191,760.76	
13	9/7/2022	AP408 - AR407								-	190,992.76	7			(768.00)			(768.00)	190,992.76	
14	9/8/2022	AP408 - AR407								-	190,992.76	8						-	190,992.76	
15	9/9/2022	AP408 - AR407			(12.81)					(12.81)	190,979.95	9						-	190,992.76	
16	9/10/2022	AP408 - AR407								-	190,979.95	10						-	190,992.76	
17	9/11/2022	AP408 - AR407								-	190,979.95	11						-	190,992.76	
18	9/12/2022	AP408 - AR407								-	190,979.95	12						-	190,992.76	
19										-	169,405.52							-	179,360.15	
20	TOTALS		(1,783.19)	-	(22,584.95)	-	-	-	-	(24,368.14)			(17,717.63)	-	(768.00)	(30.46)	-	(18,516.09)		
21	Reconciling items																			
22										-	169,405.52							-	179,360.15	
23										-	169,405.52							-	179,360.15	
24	9.16.22	Bank fees not recorded							(30.46)	(30.46)	169,375.06							-	179,360.15	
25										-	169,375.06							-	179,360.15	
26										-	169,375.06							-	179,360.15	
27										-	169,375.06							-	179,360.15	
28										-	169,375.06							-	179,360.15	
29			(1,783.19)	-	(22,584.95)	-	-	-	(30.46)	(24,398.60)			(17,717.63)	-	(768.00)	(30.46)	-	(18,516.09)		
30																				
31			O/S CHECKS		O/S ACH													Bank bal	179,360.15	
32										GL44M	169,405.52		179,360.15	Bank				Trial bal	169,375.06	
33		8.31.22	768.00		3,334.58					CB	169,405.52		179,360.15	CB				Variance	9,985.09	
34											-		-							
35		System checks	1,783.19		22,584.95															
36		Voids	-		-													O/S Checks	1,783.19	
37		Cleared checks	(768.00)		(17,717.63)													O/S ACH	8,201.90	
38																				
39		Current O/S	1,783.19		8,201.90														(0.00)	



# MONTHLY GENERAL LEDGER REVIEW

1	A	B	C	D	E	F	G	H	I
	July FY23	08.12.22							
2	Fund	Fund Source	Carryover PY	Revenue	Expense	Encumbrances	Expenses over Revenue	Expenses over Revenue w/PO's	Notes
3	10100	01000		\$ (696,597.00)	\$ (264,595.14)	\$ 1,414,295.30	\$ (961,192.14)	\$ 453,103.16	
4	10100	61001		\$ (1,505.00)	\$ (6,653.00)	\$ 6,653.00	\$ (8,158.00)	\$ (1,505.00)	
5	10100	90001	\$ 941,196.28	\$ -	\$ (2,488,254.14)	\$ 5,562,330.89	\$ (2,488,254.14)	\$ 3,074,076.75	
6	10100	90002	\$ 399,037.93	\$ -	\$ 94,650.18	\$ 12,659.43	\$ 94,650.18	\$ 107,309.61	
7	10100	90007	\$ 611,215.87	\$ -	\$ -	\$ -	\$ -	\$ -	
8	10100	90009		\$ -	\$ -	\$ -	\$ -	\$ -	
9	10100	90010		\$ -	\$ -	\$ 128,640.00	\$ -	\$ 128,640.00	
10	10100	TOTALS		\$ (698,102.00)	\$ (2,664,852.10)	\$ 6,995,938.62			
11	10200	07001		\$ (4,325.00)	\$ -		\$ (4,325.00)	\$ (4,325.00)	
12	10200	07002		\$ (4,025.00)	\$ -		\$ (4,025.00)	\$ (4,025.00)	
13	10200	07003		\$ (2,750.00)	\$ -		\$ (2,750.00)	\$ (2,750.00)	
14	10200	07005		\$ (67,759.05)	\$ -	\$ 12,000.00	\$ (67,759.05)	\$ (55,759.05)	
15	10200	TOTALS		\$ (78,859.05)	\$ -	\$ 12,000.00	\$ (78,859.05)		Rev Collections
16	50600	90006		\$ -	\$ -		\$ -	\$ -	
17	50600	TOTALS		\$ -	\$ -	\$ -			
18	60180	06180		\$ -	\$ -	\$ -	\$ -	\$ -	
19	69999	06999		\$ -	\$ -	\$ -	\$ -	\$ -	
20				\$ (776,961.05)	\$ (2,664,852.10)	\$ 7,007,938.62			
21									
22									
23					PO13KK FY23	\$ 7,079,910.94	AR025		
24					Difference (S/B 0.00)	\$ (71,972.32)	Acct 140001		
25							Acct 143001		
26			Clearing accounts should be \$0				Difference (S/B 0.00)	\$ -	
27									
28				Acct 296001	-				
29				Acct 196119	-	Acct 401001			
30				Acct 133001	12,734.19	AOB FY23			
31				Acct 196050/51	-		\$ -		
32				Acct 196060/61	-				
33				200006	-				
34				215xxx	0				
35				233001	\$ (16.00)				
36				FB 390xxx	0				

Exp-Rev by proj

Exp-Rev CY

By Program

GG 072222

July 2022

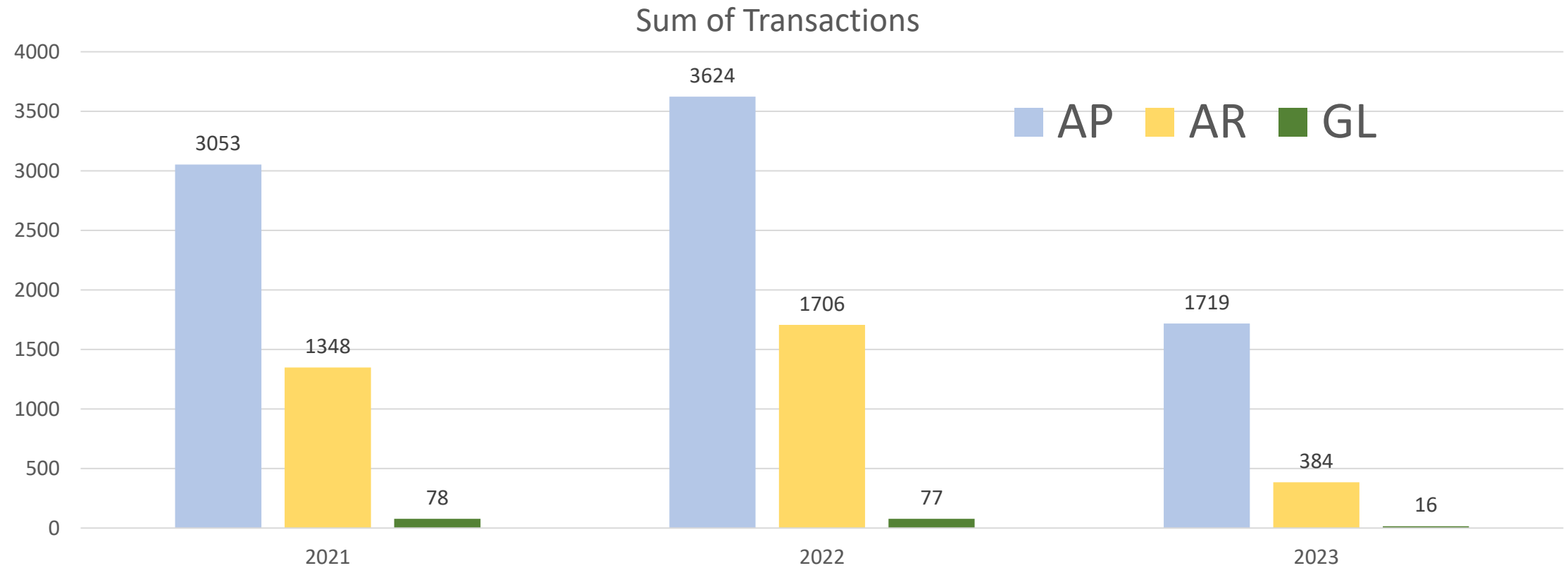


# Who We Serve

- SAO: Accounting Shared Services
- GGTCFC: Accounting Shared Services
- GSBA – Accounting Shared Services
- DOAA: Accounts Payable Shared Services
- GCH: Accounting Shared Services
- GDVS: Accounting Shared Services



# TRANSACTIONS



# A Customer's Experience

## How is your experience with Shared Service thus far?

“Utilizing Shared Services has been a very good experience thus far. Their staff of knowledgeable, experienced accounting professionals have eased our anxiety in not having a full-time accountant. From the beginning they scheduled several initial meetings to familiarize themselves with our staff and to learn more about how our organization operates and our critical needs. They’ve assisted us in understanding how purchase orders, vendor management, accountability of expenditures and budget management works. They explained and have assisted us in implementing several best practices that have both simplified accounting and have created more checks and balances. It has been both a learning curve and a relatively quick transition with Shared Services taking on a lot of our accounting obligations and responsibilities.

“Overall, I enjoy working with the Shared Services team as each member brings something entirely new to us and, most importantly, they take the time to teach us and to explain the reasoning behind their approach. The bi-weekly touchpoint meetings between accounting shared services and GDVS are very helpful and is a great opportunity to review policies and to talk amongst us, to find out as a “team” what we are doing well and what we can improve upon. I think GDVS will benefit in the long term (and not a quick fix) in utilizing accounting shared services. We look forward to maintaining a partnership with accounting shared services for the foreseeable future.”

Georgia Department of Veterans Service  
Mark Bannister, Executive Director, Health, Memorials Division,  
Finance & Development



