

DRAFT MAPs Fiscal Year 2025 Changes/Updates

Unit 2 – 2.2 SHARE Modules – updated language related to SHARE user training and loss of security access for violations of conduct.

FIN 2.1 (D) (9) – added language preventing the storage of bank account numbers without being masked (NACHA compliance).

FIN 2.8 (D) (5) & (D) (6) – clarified revocation of external bank account usage if monthly SHARE entries are not reconciled and posted. Also added a reminder to agencies with external facing bank accounts that Notice of Change reports from the bank must be corrected immediately.

FIN 2.9 (C) (2) (d) – added a requirement that redacted bank account numbers must be included in the Authority to Issue Warrants request.

FIN 2.13 – NEW SECTION – added guidance on how to obtain a copy of a redeemed check.

FIN 3.1 (5) – added guidance on managing funds with General Fund sweep balances.

FIN 3.4 (D) (1-3) – updated guidance on when FCD will automatically process journal entries on behalf of state agencies due to errors.

FIN 3.5 (D) (3) AGY – added requirement that journal entries affecting capital projects (A Codes) cannot be done via an AGY source and must have approval from the Board of Finance and Capital Outlay Bureau attached as support.

FIN 4.6 (B) (1) – updated requirement to include supporting documentation attached to all purchase orders in SHARE, even those under the 5k threshold.

FIN 4.11 – NEW SECTION – added guidance for purchase order creation of goods or general services over 60,000.

FIN 4.12 – NEW SECTION – added guidance for purchase order creation when using a statewide price agreement.

FIN 4.13 (B) (2) – provided clarification that emergency procurement approvals are not to be amended or extended.

FIN 4.15 (B) (1) – update language to require a special assessment when a procurement code violation monetary value exceeds 100,000.

FIN 5.1 (D) (3) – increased single petty cash transaction limit to \$50 and overall amount to \$200.

FIN 5.2 (D) (2) – updated language related to positive cash balances.

FIN 5.2 (D) (8) – added a requirement for all warrant printers to be tested on an annual basis.

FIN 5.5 (B) (6, 7 and 8) – added check fraud processing instructions.

FIN 5.6 (D) (1) – increased employee service award value to \$150.

FIN 5.7 (D) (1) – clarified when advance payments may be allowable.

FIN 5.8 (D) (3, 8 & 9) – defined personal preferences for travel which are not allowable reimbursements and added guidance on new international travel policies and procedures.

FIN 5.9 (D) (1) (a) – provided a reminder that funds must be the same on travel advances and recoupments.

FIN 5.12 (B) (6) – added reminder that policy exemptions are typically approved on an annual basis.

FIN 5.13 (B) (1) (c) – increased petty cash transactional limit to \$50 and overall limit to \$200.

FIN 5.13 (4) – added a reminder that all external bank accounts must be reconciled and recorded in SHARE monthly.

FIN 5.14 (B) (11) – added training requirement for all vendor relations point of contacts.

FIN 5.17 – new section for moving expenses.

FIN 6.1 (D) (2) (ii) and (F) (4) – new capital asset significant threshold hold set in accordance with GASB 2021-1.

FIN 9.3 – NEW SECTION – added guidance on the capital outlay reimbursement process.

FIN 11.1 (D) (5 and 6) – added guidance on accounts receivable requirements.

FIN 11.3 (2) (ii and c) and (3) – clarified guidance on refunds and added a requirement to notify vendor relations when refunds are received.

FIN 14.1 – Removed and replaced. The requirement for agencies to submit draft financial statements 15 days prior to the audit due date has been removed and is no longer required.

HR 2.5 (D) – added requirement for agencies to install internal controls over verification of employee direct deposit bank accounts.

PR 5.2 (B) – setting task profile limits to 6 combo codes with a minimum of 15% split.