

## INTER-OFFICE MEMORANDUM

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Office of Accounts and Control

**TO: CHIEF FINANCIAL OFFICERS**                      **DATE: November 29, 2006**

**FROM: Lawrence C Franklin, Jr.**  
**State Controller**

**SUBJECT: SFA-12 ATTACHMENT TO PAYMENT DOCUMENTS IN ORACLE**  
**CFO 07-30**

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The Oracle Accounts Payable Module will transfer specific information about assets that are acquired into the Oracle Fixed Asset Module. The remaining data that is needed will be extracted from the SFA -12 and entered in the Oracle Fixed Asset Module by the Fixed Asset Officers in the Office of Accounts & Control.

**The new Oracle Fixed Asset module will be going live on January 2, 2007. In preparation for this, you must immediately start "paper clipping" the Excel version of the Capital Asset Acquisition Report (Form SFA-12) to the Oracle payment document at the time the payment document is created in the Oracle Accounts Payable module.** If you do not understand the "paper clip" function from your Oracle training, contact the Help Desk for assistance at 222-5709. In conjunction with the implementation of the Oracle Fixed Asset module, we will be modifying the SFA-12 form so you do not have to duplicate on that form information that you enter on the payment document.

All payment documents for natural account 660605-lawn and garden equipment costing between \$500 and \$4,999 and all natural accounts starting with 661 require an SFA-12 to be electronically attached.

Beginning on January 2, 2007, access to the Oracle Purchasing Module will be denied for those who do not "paper clip" the Excel version of the SFA-12 document to the payment document.

Further, if it is determined by the Office of Accounts & Control that the incorrect natural accounts have been used, you will have to process a journal entry to correct the transaction and correct the applicable purchase orders so that future payment documents are processed properly. Any such journal entry will have to be submitted to this office within 14 days.

**Also, please note that there are a series of natural accounts in the expenditure classification handbook that may be part of your capital budget, but do not meet the criteria for capitalization and depreciation for financial statement purposes. The handbook can be accessed via the Controller's Office web site.**

The successful implementation of the Oracle Fixed Asset Module will enhance our ability to report, monitor, purchase, and maintain capital assets. Everyone's cooperation is essential for this project to be successful.

LCF/nas