



# State Property Accounting

SPA User Group Meeting  
March 28, 2013



# Welcome!



SPA Staff:

Stacy Parker – SPA Team Lead

Al Kruzel – SPA Analyst



Navigate to FMX to find your assigned SPA analyst.

<https://fmx.cpa.state.tx.us/fm/contacts/fm.php?list=spa>

## SPA User Group Representatives:

Gary Quinn — UT Southwestern Medical Center at Dallas

David L. Routzahn — University of Texas at Dallas

Richard Lyons — Texas Attorney General



For User Group representative contact information:

<https://fmx.cpa.state.tx.us/fmx/spa/meetings/index.php>

## Agenda

Topic	Presenter
Welcome & What's New in SPA	Stacy Parker
Class Code Discussion	Gary Quinn
SPA Transfers	Stacy Parker
ERP Update	Sandra Woodruff
The Surplus Process in SPA	Al Kruzel
TFC – Surplus Assets	Kristy Fierro
Questions and Closing	Gary Quinn

## Please keep us updated!

- Keep your agency's contact information on FMX current.
- Remember to submit changes online.
- List these two contacts at minimum:
  - ✓ A Property Contact
  - ✓ A Financial Contact
- When necessary please submit an updated:  
**Notice of Agency Head and Designation of Property Manager (Form 73-286)**



For a list of agency property managers and contacts:

[https://fmx.cpa.state.tx.us/fm/contacts/property\\_managers/index.php](https://fmx.cpa.state.tx.us/fm/contacts/property_managers/index.php)

## Notice of Agency Head and Designation of Property Manager (Form 73-286)

- A current form must be maintained at the Comptroller's office at all times.
- When an agency head changes:
  - ✓ The outgoing agency head completes the bottom portion of the form and delivers it to the incoming head.
  - ✓ The new agency head completes the top portion when accepting responsibility for the agency's state property and designates a property manager.
- If the property manager changes, only the property manager section needs to be completed.

## FMX Resources include:

- Important deadlines
- Procedures to download the daily automated SPA reports
- Online forms
- SPA User Guide
- Guidance for the SPA/AFR reconciliation
- SPA online tutorials



<https://fmx.cpa.state.tx.us/fmx/spa/index.php>

## SPA Tutorials

**SPA Overview**

**SPA Asset Basics**

**SPA Asset Tagging**

**SPA Missing and Stolen Property**

**SPA Construction in Progress (CIP)**

**SPA Reports, Year End Reconciliation and CANSS**

**SPA Entity Fiscal Year and Componentization**

**SPA Capitalization Indicator**