



SAO CAFRGroup <saocafrgroup@wyo.gov>

SAO WOLFS Users: Service Dates (PRC/GAX documents)

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Mon, Mar 14, 2016 at 3:03 PM

Good afternoon,

In an effort to decrease the amount of audit findings related to service dates on PRC and GAX documents, SAO has updated service dates guidance. Effective July 1, 2016, all Agencies must adopt the following guidelines, however, we encourage you to adopt these practices earlier to further ensure your agency will not have an audit finding related to the fiscal audit performed by the external auditors.

Goods – Use the order date on the invoice (with the exception of the liquor commission who record their payables appropriately based on shipping terms).

Services – Use the actual dates of service - no change to current SAO guidance.

PCards – We would like to re-emphasize that these should be entered based on the invoice or receipt using the appropriate dates based on the guidelines for the good or service.

If you have any questions, please contact SAOCAFRGroup@wyo.gov.

Thank you!

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Beginning October 29th the SAO CAFR Group's new location is at 2020 Carey Avenue located on the 9th Floor

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