

Data Collection of Total Expenditures for SWAM Report

Discretionary Expenditures:

The total dollars paid by state agencies to vendors for goods and services including construction through contracts or purchase orders resulting in the process of procurement. Payments to governmental entities, fees for services such as banking transactions, and payments that are not procurement related such as employee payroll, employee benefits, or utility monthly charges are not considered to be discretionary expenditures.

For reporting purposes, a list of specific Sub-object Codes that are used to record these procurement payments in the Commonwealth's Accounting Reporting System (CARS) has been identified and posted on the Department of Minority Business Website. The description of these Sub-object codes are used for state agencies that are not in the CARS to report their discretionary expenditures.

The computerized extraction of procurement payments from CARS (Commonwealth's Accounting Reporting System) for SWAM reports involves several Object Codes and Batch Types:

- The payments with specific Sub-object Codes and Batch Types are extracted first for the SWAM report.
 - The relevant sub-object Codes used for payment extraction are listed in Appendix 1.
 - Batch Types used for payment extraction: **Batch 3 and Batch X**
- Non-procurement expenditures such as banking transactions; payments to government entities; and payments to nonprofit local organizations are excluded from the SWAM report. Several methods are used to process the exclusion of those payments:
 - Payments coded with FIPS will be automatically excluded.
 - Payments to other state agencies through Interagency Transfer (IAT) are in Batch Type 4 and will be automatically excluded.
 - The Federal Tax ID for banks or government entities will be used to exclude those payments from the SWAM reports.

Note: State agencies or institutions should submit a list of government entities and relevant nonprofit local organizations with their Federal Tax IDs in an Excel format to DMBE for data exclusion.

• The expenditures of charge cards are extracted directly from the CARS under Sub-object Codes #1209, #1309, #2209 and other codes utilized by the state agencies. The SWAM expenditures of charge cards are extracted from the credit card statements submitted by the card company to DMBE. Please see Appendix 2 for charge card SWAM reporting dates and parameters for reporting.