

Financial Management Process & Procedures
Survey Results Summary
January 23 - 26, 2007

1	What area(s) are you answering these questions for?	# of Responses	Response Ratio
	Accounting	11	15%
	Budget	17	24%
	Both	43	61%
2	Is your Agency using PeopleSoft Financial System?	# of Responses	Response Ratio
	Yes	51	72%
	No	20	28%
3	Are you using Program and/or Allotment Ledgers?	# of Responses	Response Ratio
	Yes	39	55%
	No	22	31%
	I Don't Know	10	14%
4	Do you need guidelines for uniform definition and translation for Program Budgeting?	# of Responses	Response Ratio
	Yes	48	68%
	No	15	21%
	I Don't Know	7	10%
	No Response	1	1%
5	Are you clear about the policy concerning Amending (In or Out) of Federal and Other Funds that are stated in the Appropriations Bill?	# of Responses	Response Ratio
	Yes	28	39%
	No	28	39%
	I Don't Know	12	17%
	No Response	3	4%
6	Do you need help Matching and Creating Inter-Agency Receivables?	# of Responses	Response Ratio
	Yes	20	29%
	No	39	55%
	I Don't Know	12	16%
7	Do you need guidelines on the treatment of Carry Over Funds?	# of Responses	Response Ratio
	Yes	34	48%
	No	31	44%
	I Don't Know	5	7%
	No Response	1	1%
8	Does your Agency have Attached Agencies?	# of Responses	Response Ratio
	Yes	20	28%
	No	51	72%
	I Don't Know	0	0%
9	Do you need to know how to handle the various types of Attached Agencies?	# of Responses	Response Ratio
	Yes	5	7%
	No	66	93%
	I Don't Know	0	0%
10	Do you feel that OPB/ SAO needs to jointly address the types and handling of Attached Agencies?	# of Responses	Response Ratio
	Yes	11	15%

	No	58	82%
	I Don't Know	2	3%
11	Accounting Procedure Manual needs to be updated to be effective.	# of Responses	Response Ratio
	TRUE	59	83%
	FALSE	2	3%
	Not Applicable	10	14%
12	Budget Procedures need to be provided to our agency.	# of Responses	Response Ratio
	TRUE	49	69%
	FALSE	9	13%
	Not Applicable	13	18%
13	Reconciliation Procedures for Allotments and Amendments between BudgetNet & PeopleSoft are needed.	# of Responses	Response Ratio
	TRUE	45	63%
	FALSE	3	4%
	Not Applicable	23	32%
14	Procedures are needed to outline the reconciliation process for Encumbrances.	# of Responses	Response Ratio
	TRUE	51	72%
	FALSE	4	6%
	Not Applicable	15	21%
	No Response	1	1%
15	Our agency allocates revenue to a single program.	# of Responses	Response Ratio
	TRUE	11	15%
	FALSE	40	56%
	Not Applicable	13	18%
	No Response	7	10%
16	Are you having problems with Reconciliation for Encumbrances?	# of Responses	Response Ratio
	Yes	26	37%
	No	19	27%
	I Don't Know	3	4%
	Not Applicable	23	32%
17	Do you feel current reports/queries are not adequate to perform reconciliation?	# of Responses	Response Ratio
	Yes	23	32%
	No	15	21%
	I Don't Know	6	8%
	Not Applicable	23	32%
	No Response	4	6%
18	Do you need additional reports to support program budgeting?	# of Responses	Response Ratio
	Yes	27	38%
	No	16	23%
	I Don't Know	5	7%
	Not Applicable	23	32%
19	Do you need the Budget Year Identifier on the Ledger for reconciliations?	# of Responses	Response Ratio
	Yes	39	55%
	No	3	4%
	I Don't Know	4	6%
	Not Applicable	22	31%
	No Response	3	4%

20	Does your agency have data clean up issues that require further assistance?	# of Responses	Response Ratio
	Yes	21	30%
	No	23	32%
	I Don't Know	4	6%
	Not Applicable	23	32%
21	Do you need other tools to manage large volumes of data?	# of Responses	Response Ratio
	Yes	14	20%
	No	23	32%
	I Don't Know	7	10%
	Not Applicable	22	31%
22	Training needs to be at an operational level.	# of Responses	Response Ratio
	TRUE	64	90%
	FALSE	1	1%
	Not Applicable	6	8%
	23	My agency has new or inexperienced staff who require training.	# of Responses
TRUE		39	55%
FALSE		23	32%
Not Applicable		9	13%
24	A dedicated training resource is needed to effectively address training concerns.	# of Responses	Response Ratio
	TRUE	53	75%
	FALSE	7	10%
	Not Applicable	9	13%
	No Response	2	3%
25	SAO Help Desk is able to address PeopleSoft questions.	# of Responses	Response Ratio
	TRUE	26	37%
	FALSE	17	24%
	Not Applicable	21	30%
	No Response	7	10%
26	End-to-End Training is needed for state-wide processes.	# of Responses	Response Ratio
	TRUE	57	80%
	FALSE	1	1%
	Not Applicable	12	17%
	No Response	1	1%
27	Additional Training is needed on Program Trees.	# of Responses	Response Ratio
	TRUE	43	61%
	FALSE	5	7%
	Not Applicable	21	30%
	No Response	2	3%
28	I need a better understanding of the roles and services of SAO & OPB.	# of Responses	Response Ratio
	TRUE	46	65%
	FALSE	10	14%
	Not Applicable	13	18%
	No Response	2	3%

Other Information:	Count
Total Survey Responses:	71
No Response on 13 Questions:	39
Number of PeopleSoft Respondents:	52
Number of Non-PeopleSoft Respondents:	19
Number of Unique Agencies Responding:	54

Overall Comments were as follows:
The issue with encumbrances has nothing to do with reconciliation. We just haven't been able to get rid of items that are duplicates, although it looks like some or maybe all have been corrected in December.
We are struggling with the system. Some reports/queries are not complete. We need reports to know what is going into our grants reporting system are correct. We are having great difficulty with encumbrances not being in the ledger. We are late on everything. Some is staff but most of it is the time it takes to process through PeopleSoft and trying to reconcile anything is a nightmare. We definitely need help with the reports. We have already told SAO what we need but we still do not have the reports we need. Encumbrances not in the ledger, budget dates not in reports including the TB are making it very difficult to make determinations on some transactions. We do need help.
I agree that the SAO helpdesk does address issues when brought to their attention. However, the resources are not always available to produce a timely response.
We are able to perform reconciliations using current reports/queries but the process could be improved with better reports/queries, budget year is needed to improve the process.
Additional training of operational personnel in the practical application of statewide policies and procedures related to BudgetNet and Peoplesoft is desperately needed once statewide procedures manuals are developed. These manuals should address ongoing maintenance as well as budget and amendment 'setup' in the systems.
Help desk does a wonderful job for being understaffed
Survey was geared towards PeopleSoft agencies, which we are not. Not sure if my feedback is beneficial or not.
There needs to be statewide accounting training. Budget personnel needs accounting training.

Overall Comments were as follows:

On administratively attached agencies, it would be helpful if SAO/OPB would take the lead on telling us how the accounting should be handled and come up with consistent policies. It is sometimes unclear what the lead agency's role should be when dealing with administratively attached agencies. In addition, an explanation or true definition of what an "administratively attached agency" really is would be helpful. I think that OPB thinks of it as one way and SAO thinks of it as another. It causes confusion for the lead agency.

Detail level of position and vehicle statistics currently no available in PeopleSoft.

My agency is not part of the appropriations act. It operates by generating funding within the organization. So much training is dedicated to a much more complicated situation. I need the easy version.

The Help Desk is over worked and probably underpaid. They need more help. They have always been most helpful.

Some of us just use the system to run a few reports or check status on payments. There needs to be some training on how to run some of the reports that we were able to do before the switch. There also needs to be training on how to understand trail balances on projects and to be able to know what the balances on the project are from the reports.

Additional procedures need to be addressed regarding the recording of unrecorded liabilities. Specifically, what requirements are necessary to substantiate recording the liability within the year of the expected cash flow. Also, an approved methodology for reclassing funding sources.