State of Oklahoma
Office of Management and Enterprise Services
Financial Services Cost Performance Assessment
Data Collection Instructions
September 2013

HB 1207 Reporting Requirements

a. FTEs and Labor Costs by Administrative Process
(Tab 1 of spreadsheet)

62 O.S. (2011) §34.36 J requires an annual cost performance assessment of financial services of every state agency. This worksheet will capture the number of full-time-equivalent (FTE) employees involved in financial services administration and associated labor costs.

Step 1: Use the position and FTE list from OSF Form 47 to provide a listing of all "finance" agency positions and the FTEs occupying each "finance" position. Every "finance" position must be listed on a separate row along with the six digit PeopleSoft Employee ID (for vacant "finance" positions enter "VACANT" in the PeopleSoft ID field). The listing should include all financial services administration budgeted positions, including regular, temporary, seasonal, project, or vacant FTEs. Please include their "working title" if it differs from their actual title.

Step 2: Enter partial FTE numbers as 0.75, 0.50, or 0.25 as applicable.

Step 3: All departments (7-digit level) may be listed on this one spreadsheet. For FTEs that are funded from more than 1 department, enter the "primary" department number of the FTE.

Step 4: Enter "Central" for positions located in your central finance office or "Remote" if they are functioning in a department or division in another location.

Step 5: Enter the total annual labor costs including employer taxes and benefits budgeted for each FTE position. Amounts should include salary, agency-paid fringe benefits, and longevity pay.

Step 6: Enter the percent of time each position spends on tasks related to the following financial services administrative categories. Indicate the percent of time spent on each area in increments of 5%. The total percent of all activities should equal 100%.

HB 1207 Financial Services Category Definitions:

Categories	Description	Typical Activities
Accounts Payable	Processing of payments to vendors or other state agencies for goods or services received.	• Invoice receipt, processing, and archiving (if greater than 5% of time) • Voucher entry, approval, and audit review • AP reporting and reconciliation • AP inquiry management
Travel & Expense	Processing of reimbursements to employees for expenses incurred during travel on official state business and other miscellaneous non-payroll reimbursements.	• Review, approval, and audit of expense reports and related receipts • T&E inquiry management
Procurement	Activities related to the acquisition of goods and services at the best possible price and terms in accordance with the agency's business needs.	• Requirements definition and supplier bidding • Negotiation and supplier contract creation • Supplier (vendor) master record creation and maintenance • Contract management • Requisition and PO processing • Receipt of materials, goods, and services • Internal and external purchasing compliance management • Supplier monitoring and management
Payroll	The payment of salaries and wages in accordance with organizational policies and government regulations.	• Pay calculation • Entry/maintenance of deductions and garnishments • Payroll accounting and reconciliation • Payroll tax payments and processing • Payment distribution (warrant, EFT) • Payroll customer service ***Do not include other HR administration activities – see "Other" box below.***
Accounts Receivable	Activities related to processing non-tax revenue from external customers and state agencies. Excludes licensing and point of sale transactions.	• Entry and maintenance of receivables • Preparation and issue of invoices for subsequent billing • Cash application and processing • AR inquiry management
Other Finance	Finance administration activities that do not fall within any other Finance category.	• Asset management • Journal entries and reconciliation • Grants management
Management	Function strategy and organization management by individuals in leadership positions.	• Budget development • Employee management and hiring • Productivity and performance monitoring • Leadership and general management meetings • Financial reporting to leadership
Other	Activities not related to financial services administration which does not fall under any previous category.	• Budget development • HR (*may include time and attendance entry and processing, benefits administration, employee data management, enterprise learning management / training administration*) • IT • Programmatic delivery • Any other activity performed that is not listed

b. Process Transaction Volumes from non-CORE/PeopleSoft Financials Systems
(Tab 2 of spreadsheet)

This worksheet is used to enter transaction volumes entered, processed, and paid via agency systems outside of CORE/PeopleSoft Financials.

1. **340 Fund Voucher Volume:** Enter the number of 340 fund vouchers paid via systems other than CORE/PeopleSoft Financials.
2. **Agency Special Account "ASA" Voucher Volume:** Enter the number of ASA vouchers paid via systems other than CORE/PeopleSoft Financials.
3. **Customer Invoice Volume:** Enter the number of invoices generated outside of CORE/PeopleSoft Financials for subsequent billing. Exclude tax, license, and point of sale transactions.
4. **Total Invoice Amount:** Enter the total dollar amount of invoices generated outside of CORE/PeopleSoft Financials for subsequent billing. Exclude tax, license, and point of sale transactions.
5. **Remittance Count.** Enter the number of remittances processed via systems other than CORE/PeopleSoft Financials. *Remittance means the number of actual receipts (not number of deposits). This number could differ from #3 (customer invoice volume), due to having multiple receipts for a single invoice.*
6. **Total Remittance Amount.** Enter the total dollar amount of remittances processed via systems other than CORE/PeopleSoft Financials.

c. Submittal Process
   1. After both tabs of the spreadsheet are completed, save the file with the following naming convention:

   FY14_HB1207_<agency number>_<agency name>.

   2. E-mail the Excel spreadsheet file to your Budget Analyst:

   <first name>.<last name>@omes.ok.gov.

   3. Files are due no later than noon on Oct. 13, 2013.

   If you have any questions, please contact:

   Chris Forster   (405) 521-4619

   Steve Funck   (405) 521-3231