

## ***Potential Issues for the Enterprise Financial Committee***

The following are a list of issues that could potentially be addressed by the Enterprise Financial Committee, in which the Committee would propose legislation, as necessary, related to these issues. These issues are for illustrative purposes only.

### **Human Resource Hiring to Separation Business Process**

Should the State have a standard pay cycle?

What data elements should be stored in an employee's profile when hired?

What will be the key identifier for an employee that is to be used in the end-to-end business process (i.e., SSN vs. Employee ID number)? Currently, People First is using the Employee ID and Bureau of State Payroll is using SSN.

### **Procurement to Payment Business Process**

Should agencies be required to record contract information at the point of award? If so, what contract information would be required for enterprise reporting needs?

Should agencies be recording a payable at the point goods and services are received?

Should agencies be recording an encumbrance at the point a contract or purchase order is issued?

### **Asset Acquisition to Disposal Business Process**

What are the criteria for requiring the inventory of assets acquired by the State?

What information should be recorded when inventories are conducted?

What information should be recorded in the asset's profile (i.e., building, floor, custodian, etc)?

What are the standard methods for disposal for an asset?

### **Revenue Billing to Clearing Receipts Business Process**

Should Agencies be allowed to net a vendor's expenses before recording the revenue when outsourcing the collection of revenue?

What is an acceptable duration to allow for a lag in recording the revenue once a deposit has been verified by the Treasury?

What level of information should be recorded for revenue collections?

### **Budget Administration Business Process**

Should Agencies be recording an allotment to their organizational units for approved budget?

Should Agencies allotment be prevented from exceeding approved budget?

Should Agencies be allowed to record an encumbrance or payable that exceeds their budget?

### **Financial Record to Reporting Business Process**

What information should be recorded for disbursements from a revolving fund?

What level of information should be recorded for agency to agency transfers?

When should the monthly records be closed for reporting purposes (i.e., 5 days after, 10 days after)?