Financial Management - Accounting

Welcome to the Enterprise Applications Due Diligence Survey! Your thoughtful response to this survey will help the Commonwealth to gather information to evaluate potential opportunities to re-engineer and re-solution common processes in the Commonwealth. Your input and information is vital for this project's success. Your response is due in five business days. To produce the most successful response, please read these instructions thoroughly.

Please answer the survey questions as fully as possible using existing policies, procedures, systems, data and professional experience. If you cannot answer a question using these resources, you are not expected to go to unusual lengths or use untested methods to gather information. Simply indicate, where possible, that the information is not available.

If your response does not fit into the space available or you have other information that you would like to provide, please contact Bob Haugh, Deputy Project Manager, (William.haugh@vita.virginia.gov, 804/344-8790) for assistance.

If you cannot complete the survey in one sitting, you can save the work you have already entered. Pressing the "Next" button at the bottom of each page both moves you to the next page and auto-saves each page as you complete it. Note that the survey page you are working on will not be saved until you click "Next," so you must click "Next" when you have finished the page if you have to stop and return later. When you re-enter the survey through your e-mail link, you will be returned to where you left off.

If data is not readily available or if you have to do some research to fully complete the survey, you can skip questions and come back to them. Please complete the survey to the best of your ability and press the "submit" button to store your survey in the survey database. You can come back to your survey through your e-mail link and change your answers if the data becomes available. You are free to edit your submitted survey until we close the survey site. Please remember that every time you edit your survey after the first submission, you must press the "submit" button again to record your changes. (Clicking the "Next" button will not auto-save pages when you are editing a previously submitted survey. Simply press "Submit" again.)

Thank you. We greatly appreciate your participation!

This document contains respondents between 1 and 41 inclusive.

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

Accounting detail and reporting and on-line inquiry is performed and maintained on a Cost Center level as well as the Medicare requirement for monthly cost reports. Also,local/welfare/endowment and Patient Fund accounting needs are met through FMS. Finally, Purchasing and Accts Payable modules are integrated within FMS to reduce reduncies of data entry and maintenance of multiple systems and are subsequently interfaced to CARS. FMS provides the capability to "drill down" from a GL level to a detail level to the point of original entry (ie-purchase order).

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	Medication costs to CCCA	Seller
2.	Food Costs to CCCA	Seller
3.	Laundry Costs to CCCA and WWRC	Seller
4.	Motor Pool Vehicles with DGS	Buyer
5.	Allocation of Hdware/Software Maint Cont to NVMHI and NVTCC and CCCA	Seller

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

Accounting detail and reporting and on-line inquiry is performed and maintained on a Cost Center level as well as the Medicare requirement for monthly cost reports. Also,local/welfare/endowment and Patient Fund accounting needs are met through FMS. Finally, Purchasing and Accts Payable modules are integrated within FMS to reduce reduncies of data entry and maintenance of multiple systems and are subsequently interfaced to CARS. FMS provides the capability to "drill down" from a GL level to a detail level to the point of original entry (ie-purchase order).

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ○ Yes
- ◉ No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

.....

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

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13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- (●) Yes
- ( ) No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ( ) Internal cost reporting
- ( ) To determine full costs for reimbursement billing purposes
- (●) Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- (●) Yes
- ( ) No

17. Please describe the other cost accounting activities your Agency performs.

Perform "ad-hoc" cost analysis by building or department or time studies for which are used for make/buy decisions or to allocate resources or costs between functions not processed through Cost Ledger

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

See previous responses

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- (●) Yes
- ( ) No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

Our grant accounting is immaterial. However, as with other Gen Ledger processing, it is interfaced to CARS. Again, all costs are monitored here at the Cost Center level.

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- (●) Yes
- ( ) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

Access to detail data through CARS is inefficient. Detail data is reported or on-line inquiries are utilized within FMS routinely and CARS does not have these capabilities. See previous GL responses.

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

none

2.

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3.

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4.

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5.

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28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Needs multiple ledgers to meet needs of hospital that are integrated

2.

Needs on-line inquiry with ability to drill down to detail level

3.

Needs on-line report or inquiry development to meet managment needs

4.

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5.

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29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	FMS (Financial Management System)	GL/AP	next upgrade 10/05	yes-central office
2.	FAACS	Fixed Assests	na	no
3.	CIPPS	Payroll	na	no
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	none
2.	none
3.	none
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.	CIPPS	DOA	Payroll processing	$ 0
2.	FAACS	DOA	Fixed Asset Actg	$ 0
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ◉ No

34. If yes, please list specific accounting processes.

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35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

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2.

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3.

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4.

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5.

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37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

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40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	6.0
Band - 4	2.0
Band - 5	.5
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

- (●) Yes
- ( ) No

Comments

Medicare Cost Reporting Guidelines

43. If you have any other concerns or comments about this functional area, please include them here.

FTE's above include cash receipting, general ledger, accounts payable (local and state), cost accounting and fixed assets. One half of band 3 FTE supports Comm Center acctg function and is NOT included above. One half of band 5 FTE supports budget functions and is NOT included above.

Respondent 2 Submit date: May 11, 2005 E-mail address: william.hawkins@svtc.dmhmrsas.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

Mitchell Humphrey's FMS II allows us to generate user friendly reports to forward to department managers who are responsible for their respective departmental budgets. Also, the detail information in FMS II is more detailed than CARS.

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	Supplies from the warehouse are charged to other agencies.	Seller
2.	Pharmaceutical drugs such as PPD tests for employees	Buyer
3.	Carpool charges from VDOT	Buyer
4.	Centralized supply charges from DGS	Buyer
5.	Workers Comp Insur. Premium to DHRM	Buyer

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

None

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ○ Yes
- ◉ No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

.....

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- (●) Yes
- ( ) No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ( ) Internal cost reporting
- ( ) To determine full costs for reimbursement billing purposes
- (●) Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ( ) Yes
- (●) No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ( ) CARS
- ( ) Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ○ Yes
- ◉ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ○ Yes
- ◉ No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1. .....
2. .....
3. .....
4. .....
5. .....

28. What enhancements to CARS would provide significant benefits for your Agency?

1. .....
2. .....
3. .....
4. .....
5. .....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- ○ Yes
- ◉ No

30. What are these processes and how do you handle them?

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.				
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ○ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	3.0
Band - 3	1.0
Band - 4	.3
Band - 5	.2
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

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43. If you have any other concerns or comments about this functional area, please include them here.

All of the Accounting processes performed by SVTC are for four (4) state agencies

Respondent 3 Submit date: May 12, 2005 E-mail address: don.blankenship@vdacs.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

Special reports for budgeting and management analysis as well as true ad hoc reporting capabilities.

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	Receipt of special tax collections for Commodity Boards from Taxation	Seller
2.	Payments to Universities for research projects or services (VPISU & VSU).	Buyer
3.	To DGS for State vehicles and gasoline.	Buyer
4.	To Correctional Enterprises as payment for furniture etc.	Buyer
5.	Payment to VDOT or DGS for Work Orders on vehicles.	Buyer

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ( ) Yes
- (●) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

.....

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- (●) Yes
- ( ) No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ( ) Internal cost reporting
- ( ) To determine full costs for reimbursement billing purposes
- (●) Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- (●) Yes
- ( ) No

17. Please describe the other cost accounting activities your Agency performs.

Some special request cost allocations to determine the cost of performing a particular process etc. Sometimes associated with General Assembly requests.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

CARS has no Ad-Hoc Reporting (inflexible)

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- (●) Yes
- ( ) No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CARS has no Ad-Hoc Reporting (inflexible)

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- (●) Yes
- ( ) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

CARS has no Ad-Hoc Reporting (inflexible)

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

It allows us to use another system to feed it data.

2.

It is THE offical accounting system of the Commonwealth.

3.

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4.

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5.

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28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Full Ad-hoc Query Capability

2.

Real time information and reports - not batch.

3.

Full interfaces with other systems Payroll, accounts receivable, travel, etc.

4.

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5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Accounts Receivable- Use of Spreadsheets and an agency system to compile required reporting data. Grants management handled through speadsheets and another agency system. Budgeting handled through a seperate system and spreadsheets.

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	FINSYS (Agency Accounting System)	General Ledger, support to CARS	Currently undergoing a conversion off the mainframe to a 3-tier environment.	Yes
2.	RMS (Revenue Management System)	Accounts Receivable / Billing	Current enhancements being added to improve reports and to add new fee types.	Yes
3.	Various Program Applications	Various-information is fed from these systems into RMS.	Permit System, Various applications for agency operational functions.	Yes
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	Budget, Financial Reporting, Reconciliations
2.	Billing, receivables management and reporting
3.	Feeds billing information to RMS
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- (●) Yes
- ( ) No

34. If yes, please list specific accounting processes.

Budgeting, Billing, and Accounts Receivable.

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ◉ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

Receivables data must be taken from RMS and then analyzed and a report prepared to send data in the format required by DOA for each Quarter.

2.

Spreadsheets are used extensively to breakout and allocate costs for cost accounting purposes.

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

Provide what CARS Lacks. Very flexible since they are designed around a relational database.

38. What enhancements to these systems would provide significant benefits for your Agency?

Conversion to run on a server instead of the mainframe - Response times.

39. Are any of these enhancements planned, funded, or underway?

- (●) Yes
- ( ) No

Comments

Planned-yes; Some conversion of FINSYS reports has taken place. Initial discussions with vendor on conversion of operational systems currently on the mainframe.

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.	Conversion to server environment from mainframe	Move agency financial applications from the mainframe to a server. Involves recoding software and adjusting business processes as needed.	End of 2005 (FINSYS)	ongoing
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.	None	Funded internally with existing positions.
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	.0
Band - 2	.0
Band - 3	1.5
Band - 4	.8
Band - 5	.5
Band - 6	.3
Band - 7	.0
Band - 8	.0
Band - 9	.0
Contracted Labor	.0

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

- (●) Yes
- ( ) No

Comments

Just DOA's requirements in the CAPP Manual.

43. If you have any other concerns or comments about this functional area, please include them here.

None

Respondent 4 Submit date: May 12, 2005 E-mail address: kathleen.thoman@nvtc.dmhmrsas.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

CARS is not real time.
CARS lacks the following functions:
a user friendly on-line inquiry function;
ad-hov reporting;
budget vs actual reporting at agency defined levels;
import/export funcation to support budget development & other analysis;
a budget module for operating, biennium & capital budget development with "what-if" functionality;
a cost accounting module to support rate setting and annual Medicaid Cost Finding reporting;
a client fund module;
user friendly vendor inquiry functions;
timely informative, management reporting;
CARS is not easy to access;

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	DGS/VDC - food, cleaning supplies	Buyer
2.	VITA - IT & telecommunications	Buyer
3.	VDOT - pool vehicles lease	Buyer
4.	State Police - Fingerprint searches/ gasoline	Buyer
5.	VDC - Laundry services	Buyer

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

CARS date entry screens are not user friendly.
All financial data must be entered into our FMS system to provide accurate financial management reporting & vendor payment info and 1099 reporting. Historically, FMSAP has been used in conjunction with the FMSPO module to create SWAM reports.

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ○ Yes
- ◉ No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

.....

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ◉ Yes
- ○ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ◉ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ◉ Yes
- ○ No

17. Please describe the other cost accounting activities your Agency performs.

Annual Medicaid Cost Finding reporting; costing of services provided to the community thru the Regional Community Support Center (RCSC)

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

CARS does not have any cost accounting functionality; direct/in-direct cost allocation, $/unit, etc.

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ○ Yes
- ◉ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ◉ Yes
- ○ No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1. .....
2. .....
3. .....
4. .....
5. .....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

web based system on par with current technology

2.

user friendly on-line inquiry functionality

3.

custom report writing

4.

interface with payroll, procurement, accounts payable, cost accounting, budget

5.

custom import/export functionality

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- ○ Yes
- ◉ No

30. What are these processes and how do you handle them?

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.				
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ○ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	1.7
Band - 5	.3
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

.....

43. If you have any other concerns or comments about this functional area, please include them here.

Respondent 5 Submit date: May 13, 2005 E-mail address: patrick.wilson@dce.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	VCE	Buyer
2.	VITA	Buyer
3.	Industries for the Blind	Buyer
4.	Va Distribution Center	Buyer
5.	DGS	Buyer

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- (●) Yes
- ( ) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

Access

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ○ Yes
- ◉ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ○ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ○ Yes
- ◉ No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ◉ Yes
- ○ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ( ) Yes
- (●) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ( ) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- (●) Yes
- ( ) No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

FINDS

2.

.....

3.

.....

4.

.....

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Interface to eVA

2.

Decimal in the dollar field

3.

.....

4.

.....

5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Payroll Recon, Gran Rimbursement, Amex Payments - All are done in Access or Excel. All downloaded from FINDS or Amex@Works website

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.				
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ◉ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	.1
Band - 5	.2
Band - 6	.1
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

.....

43. If you have any other concerns or comments about this functional area, please include them here.

Respondent 6 Submit date: May 13, 2005 E-mail address: jane.mccroskey@mrc.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	DGS Fleet Management Services	Buyer
2.	VITA	Buyer
3.	Correctional Enterprises	Buyer
4.	VIMS	Buyer
5.		

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- (●) Yes
- ( ) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

Manual

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ◉ Yes
- ○ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ◉ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ○ Yes
- ◉ No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ◉ Yes
- ○ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- (●) Yes
- ( ) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- (●) Yes
- ( ) No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

Expense reporting at the cost code level

2.

.....

3.

.....

4.

.....

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Cash reporting at the cost code level

2.

Vendor Edit Table enhancement to capture certified SWAM Businesses

3.

Expand descriptor fields

4.

Retrieve financial data over multiple fiscal years at the cost code level

5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Excel is required to capture detail expense information related to Small Purchase Charge Card (AMEX) processing

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.				
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.	FINDS	DOA	Download Financial Information	$ 0
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ◉ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

○ Yes

○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.8
Band - 4	.1
Band - 5	.2
Band - 6	.2
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

.....

43. If you have any other concerns or comments about this functional area, please include them here.

Respondent 7 Submit date: May 13, 2005 E-mail address: robert.young@trs.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	debt payments	Seller
2.	capital outlay reimbursements from bond proceeds	Seller
3.	billing for insurance premiums	Seller
4.	VITA bills	Buyer
5.		

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ( ) Yes
- (●) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ○ Yes
- ◉ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ○ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ○ Yes
- ◉ No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ◉ Yes
- ○ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

We don't do grant accounting, only reimbursement accounting.

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ◉ Yes
- ○ No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ◉ CARS
- ○ Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ◉ Yes
- ○ No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

transaction downloads (FINDS)

2.

disk interface of transactions

3.

on-line report access through Reportline

4.

detail and summary level reporting

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

allow us to do our own error corrections for coding errors.

2.

less cumbersome data entry

3.

redesign of data entry screen prints to meet our needs

4.

view vendor payment history

5.

multiple batch releasing

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Use Access to maintain Commonwealth debt schedules and Literary Loan schedules; manipulate CARS downloaded data via Excel to facilitate reconciliations; use Access database to create transactions to transmit to CARS to facilitate data entry; maintain investment transations via a third-party investment system

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	Unclaimed Property System	unclaimed property admiinistration		yes
2.	CIVITAS	risk management administration		yes
3.	AvantGard APS 2	investment accounting		no
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	none
2.	none
3.	none
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.	AvantGard APS2	SunGard (third-party software)	investment accounting	$ 42,000
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ◉ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

○ Yes

○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.3
Band - 4	.9
Band - 5	.5
Band - 6	.3
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

- (●) Yes
- ( ) No

Comments

State statutes that address administration of investments, debt, insurance, and unclaimed property.

43. If you have any other concerns or comments about this functional area, please include them here.

None

Respondent 8 Submit date: May 13, 2005 E-mail address: david.vonmoll@doa.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	Payables and accounting services	Seller
2.	Payroll and leave services	Seller
3.		
4.		
5.		

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ( ) Yes
- (●) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- (●) Yes
- ( ) No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ( ) Internal cost reporting
- ( ) Cost collection for billing purposes
- ( ) Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

None

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ( ) Generate bills
- ( ) Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- (●) Yes
- ( ) No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ◉ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ○ Yes
- ◉ No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ○ Yes
- ◉ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ◉ Yes
- ○ No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ◉ CARS
- ○ Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ◉ Yes
- ○ No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

General ledger reporting

2.

Appropriation/budget/cash control

3.

Accounting reports

4.

.....

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Integrate procurement and accounts payable

2.

.....

3.

.....

4.

.....

5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Excel spreadsheets - vendor logs, travel vouchers, petty cash reconciliations, other reconciliation and data analysis functions

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.				
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- (●) Yes
- ( ) No

34. If yes, please list specific accounting processes.

Budget analysis - use FINDS downloading with Excel and crystal reports

35. Do these supplementary systems provide full support to all the described functions?

- (●) Yes
- ( ) No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1. .....

2. .....

3. .....

4. .....

5. .....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	1.5
Band - 4	1.0
Band - 5	.5
Band - 6	.2
Band - 7	.1
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

.....

43. If you have any other concerns or comments about this functional area, please include them here.

Respondent 9 Submit date: May 16, 2005 E-mail address: jgargasz.dma@state.va.us

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- ○ Yes
- ◉ No

2. Is General Ledger processing performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- ◉ Yes
- ○ No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	IAT	Buyer
2.	IAT	Seller
3.	Local Governments	Buyer
4.	Higher Educaction Institutions	Buyer
5.	Federal Government	Seller

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ( ) Yes
- (●) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- (●) Yes
- ( ) No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ( ) Internal cost reporting
- ( ) Cost collection for billing purposes
- ( ) Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

CARS

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- (●) Generate bills
- ( ) Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- (●) Yes
- ( ) No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ◉ To determine full costs for reimbursement billing purposes
- ○ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ◉ Yes
- ○ No

17. Please describe the other cost accounting activities your Agency performs.

Project cost accounting and construction cost accounting

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ◉ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ◉ Yes
- ○ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- (●) Yes
- ( ) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- (●) Yes
- ( ) No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

Project controls and accounting

2.

Vendor File

3.

Check write tracking and file

4.

Appropriations and Allotment Balances

5.

Daily fund cash balances

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Do away with Eva and develope a procurement module that has accountabiltiy

2.

Have on line inquiry screens that can queery the data at all levels of data input

3.

Have the Vendor file be the CONTROLL for SWAM vendors

4.

permit more than 3 months inquiry for checks written

5.

Have the CARS Vendor Edit Table be the Universal Vendor table for all state and local goverments standardized

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Developing invoices (bills) to present for payments and costing with the Federal Government (over $26 Million). We have CARS data store in access and filter at both the detail and summary level to develope invoices. American Express card is totally manual. Federal Government will not accept lines of code in CARS for AMEX, they want the names of the vendors paid by AMEX and supporting documentation. With all the Credit CARD fraud and theft the Commonwealth is really exposing it's flanks to take a big hit on credit card transactions. I am not sure state wide if anyone knows how safe or if there has been unauthorized transactions on the credit cards. The few bucks saved on check written and lines of CARS code do not approach the increased work load required at the agency level on AMEX plus the increased risk exposure.

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	NONE			
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.	CARS	Department of Accounts	Systems Accounting as required by the CODE of Virginia	$ 0
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- (●) Yes
- ( ) No

34. If yes, please list specific accounting processes.

EVA and AMEX are not cost effective and need to be terminated

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ◉ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

Require supplemental manual information for EVA

2.

Required Manual Spread Sheets to Document and Charge Feds For transactions in the AMEX

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

NONE

38. What enhancements to these systems would provide significant benefits for your Agency?

I would terminate EVA immediately and Terminate AMEX Immdiately which would save the agency at least two man years of work

39. Are any of these enhancements planned, funded, or underway?

○ Yes

◉ No

Comments

I would hope someone could see the light in Richmond

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.	Give back federal funds	State systems have become cumbersome and high the try identiy of transactions	open	Feds threaten this once a year
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.	Federal Government	$26 million
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	3.0
Band - 4	4.0
Band - 5	1.0
Band - 6	.5
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

- (●) Yes
- ( ) No

Comments

National Guard Bureau Regulations cosist of several thousand pages of requirements

43. If you have any other concerns or comments about this functional area, please include them here.
EVA needs to go. It is not cost effective at the user level. EVA has caused additional work for all users with NO SAVINGS. WHY HAS HIGHER ED. Institutions been exempted from EVA? These are our best and brightest and they opt out. That should tell everyone something. AMEX is not cost affective. The savings someone thinks that are realized in Richmond are spent 10 times over at the agency level to document and try and keep this raging bull under controll. Knowning the Feds terrible experience with Credit Cards I don't understand why decision makers continue to insist on using this high risk method of doing buiness. EFT and other commerical credit methods have a much higher creditabiltiy and track record for transaction safety.

Respondent 10 Submit date: May 16, 2005 E-mail address: dennis.johnson@governor.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- ( ) Yes
- (●) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.		
2.		
3.		
4.		
5.		

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- ◉ CARS
- ○ Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ○ Yes
- ◉ No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ○ Yes
- ◉ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ○ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ○ Yes
- ◉ No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ○ Yes
- ◉ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ○ Yes
- ◉ No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ◉ Yes
- ○ No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

all

2.

.....

3.

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4.

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5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

n/a

2.

.....

3.

.....

4.

.....

5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- ○ Yes
- ◉ No

30. What are these processes and how do you handle them?

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.				
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ○ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	2.0
Band - 6	
Band - 7	
Band - 8	2.0
Band - 9	1.0
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

.....

43. If you have any other concerns or comments about this functional area, please include them here.

Respondent 11 Submit date: May 16, 2005 E-mail address: jcvandd@abc.state.va.us

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

Full accrual based accounting.

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	DP&S	Buyer
2.	VDC	Buyer
3.	Central Garage	Buyer
4.	VCE	Buyer
5.		

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

interface to eVA

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ◉ Yes
- ○ No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

KPMG Performance Series Financial Management System

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ○ Yes
- ◉ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ○ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ○ Yes
- ◉ No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ◉ Yes
- ○ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

Full accrual accounting

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ◉ Yes
- ○ No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

recording depreciation, amortization, accumulated depreciation and accumulated amortization. Reporting on original book value and current value and cumulative depreciation. Various what if and forecasting scenarios.

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1. .....
2. .....
3. .....
4. .....
5. .....

28. What enhancements to CARS would provide significant benefits for your Agency?

1. .....
2. .....
3. .....
4. .....
5. .....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- ○ Yes
- ◉ No

30. What are these processes and how do you handle them?

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.				
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ○ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	4.0
Band - 4	2.0
Band - 5	1.5
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

- (●) Yes
- ( ) No

Comments

Code of Virginia Requires full accrual based financial statements according to GAAP for ABC.

43. If you have any other concerns or comments about this functional area, please include them here.

Respondent 12 Submit date: May 16, 2005 E-mail address: jennifer.cavedo@dhr.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	travel	Buyer
2.	telephone bill - VITA	Buyer
3.	computer usuage - VITA	Buyer
4.	Highway Marker (TEA-21) Program - VDOT	Seller
5.	Archives Search	Seller

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- (●) Yes
- ( ) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

manual

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- (●) Yes
- ( ) No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ( ) Internal cost reporting
- ( ) Cost collection for billing purposes
- ( ) Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

CARS, cost/project codes, Excel and Access

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ( ) Generate bills
- ( ) Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ( ) Yes
- (●) No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ○ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ◉ Yes
- ○ No

17. Please describe the other cost accounting activities your Agency performs.

prepare cost allocation as part of our HPF federal grant and job costing for the cost share program and the federal CLG program, TEA 21 grant

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ◉ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ◉ Yes
- ○ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- (●) Yes
- ( ) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- (●) Yes
- ( ) No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

Required to use CARS, so no re-keying or reconciling

2.

Produces basic budget vs. actual reports

3.

Some download capabilities through FINDS

4.

Appropriation and Cash balance available daily

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Real time, on demand reports, custom layouts

2.

DOWNLOAD MULTIPLE YEARS

3.

Reportline formats in Excel

4.

Detail reports that also would show roll up summary reports

5.

Eva interface into accounts payable. One time order entry and payment.

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Grant tracking, budget vs. actual % by fund, cost code. Encumbrances, procurement vs. payment, accounts receivable tracking, total exenditures by suboject code, small business, minority tracking, budget detail, deposit logs, procurement log, amex log, salary tracking and indirect cost calculations.

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.				
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ◉ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.1
Band - 4	.9
Band - 5	
Band - 6	.5
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

- ○ Yes
- ○ No

Comments

.....

43. If you have any other concerns or comments about this functional area, please include them here.

Respondent 13 Submit date: May 16, 2005 E-mail address: jim.bowen@dof.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	Rental of office space	Seller
2.	Gasoline	Seller
3.	Gasoline	Buyer
4.	Pool Vehicles	Buyer
5.	Telephone/IT services	Buyer

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ( ) Yes
- (●) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

Excel

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ○ Yes
- ◉ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ○ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ○ Yes
- ◉ No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ◉ Yes
- ○ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- (●) Yes
- ( ) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- (●) Yes
- ( ) No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

FINDS (ability to download CARS info)

2.

.....

3.

.....

4.

.....

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Receive Reportline reports in Excel vs. Word/pdf format

2.

Would be nice if Eva orders didn't have to be rekeyed into CARS

3.

.....

4.

.....

5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

1. Indirect Cost Allocation for Federal Grants - spread to grants on an excel spreadsheet
2. Cash and allotment management and other internal financial management reports in excel.
3. State Forest system of calculating value-added Timber costs vs. stumpage and calculating portion to remit to the counties in which the timer was harvested in lieu of taxes - kept in an in-house database.

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	IMS	fire suppression costs, Financial incentive programs, inventory, activity reporting	Early/mid 90's	yes
2.	NIMS	leave, seedlings	2002	yes
3.	IFRIS	activity reporting, time and attendenace, leave, inventory	First phase proposed for fall 2005 - IMS and NIMS will eventually be rolled into IFRIS over the course of three implementation phases	yes
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	agency accomplishment reporting to the Federal Govt
2.	personnel directory, emergency contact database
3.	agency accomplishment reporting to the federal govt
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ◉ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	2.0
Band - 4	1.0
Band - 5	2.0
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

- (●) Yes
- ( ) No

Comments

10.1-1174; 10.1-1117; 10.1-1124; 10.1-1141; 58.1-1609;10.1-1181; 10.1-1114; 10.1-1116

43. If you have any other concerns or comments about this functional area, please include them here.

Respondent 14 Submit date: May 16, 2005 E-mail address: thomasdaley@schev.edu

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	VITA billings	Buyer
2.	DGS billings	Buyer
3.	VA Industries for the Blind	Buyer
4.	VA Correctional Enterprises	Buyer
5.	VA Department of Transportation	Buyer

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ( ) Yes
- (●) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ◉ Yes
- ○ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- (●) Internal cost reporting
- ( ) To determine full costs for reimbursement billing purposes
- ( ) Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ( ) Yes
- (●) No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ( ) CARS
- ( ) Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- (●) Yes
- ( ) No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ( ) Yes
- (●) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ( ) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ( ) Yes
- (●) No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

Transaction detail reports

2.

Reports by cost code

3.

Reports by fund

4.

Reports by program sub/program

5.

CARS downloads

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

On-line realtime processing

2.

More user friendly

3.

Training

4.

Relational with other systems

5.

Web-based

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Grants and other non-general fund accounting. Excel spreadsheets are used and reconciled to CARS reports.

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.				
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ◉ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

○ Yes

○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	1.0
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	1.0

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

.....

43. If you have any other concerns or comments about this functional area, please include them here.

As stated in other surveys. We need to have relational systems that tie in together and talk to each other. CARS, FATS, CIPPS, are all old and outdated systems and need to be replace with web-based systems.

Respondent 15 Submit date: May 16, 2005 E-mail address: debbie.dodson@vita.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

Accrual basis accounting

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	charge	Seller
2.	pay	Buyer
3.		
4.		
5.		

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

VITA has five billing systems for various types of services

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ○ Yes
- ◉ No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- (●) Yes
- ( ) No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ( ) Internal cost reporting
- ( ) Cost collection for billing purposes
- ( ) Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

Peoplesoft

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ( ) Generate bills
- (●) Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- (●) Yes
- ( ) No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ◉ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ◉ Yes
- ○ No

17. Please describe the other cost accounting activities your Agency performs.

Service costing

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

Accrual accounging, billing

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ◉ Yes
- ○ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

None - use Peoplesoft for all accounting activities since it is needed for ISF

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ◉ Yes
- ○ No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

See previous responses

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

Budgetary/cash

2.

.....

3.

.....

4.

.....

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Accrual

2.

Billing

3.

Accounts Receivable

4.

Accounts Payable

5.

Interface to eVA

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Cash flow analysis - spreadsheet

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	Peoplesoft	AR, AP, GL, Assets, Purchasing	Jan 2005	Yes
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- (●) Yes
- ( ) No

34. If yes, please list specific accounting processes.

Prepaid assets, other accruals

35. Do these supplementary systems provide full support to all the described functions?

- (●) Yes
- ( ) No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	3.0
Band - 5	2.0
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

- ○ Yes
- ◉ No

Comments

.....

43. If you have any other concerns or comments about this functional area, please include them here.

GAAP, GASB, DOA

Respondent 16 Submit date: May 16, 2005 E-mail address: bob.weaver@dhrm.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	WC premiums	Seller
2.	HI premiums	Seller
3.	Training tutition	Seller
4.	Supplies	Buyer
5.		

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ( ) Yes
- (●) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ◉ Yes
- ○ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- (●) Internal cost reporting
- ( ) To determine full costs for reimbursement billing purposes
- ( ) Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ( ) Yes
- (●) No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ( ) CARS
- ( ) Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ( ) Yes
- (●) No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ○ Yes
- ◉ No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ◉ Yes
- ○ No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Payments to same vendor with multiple cost codes or other codes have to be done one screen at a time. Would like to see provisions for more streamlined data entry.

2.

.....

3.

.....

4.

.....

5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Intra-agency billing for WC premiums & training classes , etc. Handled with access program.

Internal Management statements for health benefits programs. -- use Quick books.

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	N/A			
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ◉ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

○ Yes

○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	.6
Band - 5	
Band - 6	.1
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

43. If you have any other concerns or comments about this functional area, please include them here.

Respondent 17 Submit date: May 17, 2005 E-mail address: camato@vmfa.state.va.us

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- ○ Yes
- ◉ No

2. Is General Ledger processing performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- ○ Yes
- ○ No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.		
2.		
3.		
4.		
5.		

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- ◉ CARS
- ○ Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ○ Yes
- ◉ No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ◉ Yes
- ○ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ◉ To determine full costs for reimbursement billing purposes
- ○ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ○ Yes
- ◉ No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ◉ Yes
- ○ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- (●) Yes
- ( ) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ( ) Yes
- (●) No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

on line keying

2.

cost code information

3.

.....

4.

.....

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

direct downloading capabilty

2.

.....

3.

.....

4.

.....

5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- ○ Yes
- ◉ No

30. What are these processes and how do you handle them?

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.				
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ○ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

○ Yes

○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	3.0
Band - 3	
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

.....

43. If you have any other concerns or comments about this functional area, please include them here.

Respondent 18 Submit date: May 17, 2005 E-mail address: stephen.walz@dmme.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	Interagency Transfers	Buyer
2.	Interagency Transfers	Seller
3.	Vendor Payments	Buyer
4.		
5.		

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- (●) Yes
- ( ) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

Internally developed and maintained ERP procurement module

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- (●) Yes
- ( ) No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ( ) Internal cost reporting
- ( ) Cost collection for billing purposes
- ( ) Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

Internally developed and maintained automated systems

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- (●) Generate bills
- ( ) Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- (●) Yes
- ( ) No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- (●) Internal cost reporting
- ( ) To determine full costs for reimbursement billing purposes
- ( ) Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ( ) Yes
- (●) No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ( ) CARS
- ( ) Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- (●) Yes
- ( ) No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

* Compilation of drawdown reimbursement information for immediate use in submitting drawdowns.
* Grant tracking of expenditures, encumbrances and funds available in real-time.

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ◉ Yes
- ○ No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ◉ CARS
- ○ Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

Reportline

2.

On-line table maintenance

3.

Ability to interface with agency internal ERP

4.

.....

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

On-line entry screens should be updated to reflect user-friendly application.

2.

On-line entry screens should be more modern in appearance.

3.

Error messages should be stated on the screens instead of an error code.

4.

.....

5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

*Timesheet tracking - ACCESS
*Travel Advance tracking - EXCEL
*Grant tracking - EXCEL
*Bond Forfeitures - INTERNAL SYSTEM
*Interagency Transfers - INTERNAL SYSTEM
*Reconciliations - EXCEL
*Pool Bond Administration - INTERNAL SYSTEM

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	DMME ERP	Accounts Payable	Major Installation FY1995, continual enhancements due to changing state/federal requirements.	YES
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	Budget Tracking System
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ◉ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

○ Yes

○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	1.0
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

- ○ Yes
- ○ No

Comments

Not Known

43. If you have any other concerns or comments about this functional area, please include them here.

None.

Respondent 19 Submit date: May 18, 2005 E-mail address: roger.bowling@doav.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	Purchase of goods and services from other state agencies	Buyer
2.	Providing air transportation for Governor, legislature and other state agencies	Seller
3.	Receipt of revenue transfers from other collecting or distributing agencies.	
4.		
5.		

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- (●) Yes
- ( ) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

Aviation Accounting System

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- (●) Yes
- ( ) No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ( ) Internal cost reporting
- ( ) Cost collection for billing purposes
- ( ) Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

Excel spreadsheets

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ( ) Generate bills
- ( ) Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- (●) Yes
- ( ) No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ( ) Internal cost reporting
- ( ) To determine full costs for reimbursement billing purposes
- (●) Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ( ) Yes
- (●) No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ( ) CARS
- ( ) Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- (●) Yes
- ( ) No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

The ability to account for allocations of state funds to specific grant projects and track expenditures against those allocations. We use our encumbrance tracking system (AAS) to track grants and purchase orders.

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ( ) Yes
- (●) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ( ) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

Revenue tracking

2.

Expenditure tracking

3.

Cost code and organizational level tracking and reports

4.

.....

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Encumbrance accounting, but it would have to be flexible enough that it could meet our needs.

2.

Interface between transactions processed in eVA and payments in CARS

3.

.....

4.

.....

5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Grant programs and encumbrance tracking as already discussed

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	Aviation Accounting System	Encumbrances	1999?	Yes
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	None
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ◉ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.5
Band - 4	.4
Band - 5	.6
Band - 6	.2
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

.....

43. If you have any other concerns or comments about this functional area, please include them here.

Respondent 20 Submit date: May 18, 2005 E-mail address: janice.rankin@vsdbs.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	IAT	Buyer
2.	IAT	Seller
3.		
4.		
5.		

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ( ) Yes
- (●) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ○ Yes
- ◉ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ○ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ○ Yes
- ◉ No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ◉ Yes
- ○ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- (●) Yes
- ( ) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- (●) Yes
- ( ) No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

easy to learn and to use

2.

.....

3.

.....

4.

.....

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

immediate notice of unbalanced CARS entry - certified amount vs input amount for invoice(s)

2.

.....

3.

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4.

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5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

keep capital project expenses and balances on Excel; grant expenditures and balances on Excel

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.				
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ◉ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

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2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	1.0
Band - 3	1.0
Band - 4	
Band - 5	1.0
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

.....

43. If you have any other concerns or comments about this functional area, please include them here.

Respondent 21 Submit date: May 18, 2005 E-mail address: joe.damico@dgs.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

accrual accounting

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	Sale of food and janitorial supplies	Seller
2.	Building rent and repairs	Seller
3.	Vehicle rental	Seller
4.	Parking	Seller
5.	Surplus property sales	Seller

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

Billing; accounts receivable; accrual accounting

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ○ Yes
- ◉ No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- (●) Yes
- ( ) No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ( ) Internal cost reporting
- ( ) Cost collection for billing purposes
- ( ) Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

PeopleSoft; FME

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- (●) Generate bills
- ( ) Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- (●) Yes
- ( ) No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ◉ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ○ Yes
- ◉ No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ○ Yes
- ◉ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ◉ Yes
- ○ No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

Life to date costing of capital projects

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

vendor payment processing

2.

appropriation control

3.

.....

4.

.....

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

additional data fields for specific agency use

2.

improve handling of interagency transfers

3.

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4.

.....

5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- ○ Yes
- ◉ No

30. What are these processes and how do you handle them?

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.				
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ○ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	.6
Band - 5	.6
Band - 6	
Band - 7	.2
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

43. If you have any other concerns or comments about this functional area, please include them here.

Respondent 22 Submit date: May 18, 2005 E-mail address: bill.price@dcr.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	VDOT	Buyer
2.	VITA	Buyer
3.	Visually Handicapped	Buyer
4.	Correctional Education	Buyer
5.	DGS	Buyer

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ( ) Yes
- (●) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ○ Yes
- ◉ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ○ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ○ Yes
- ◉ No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ◉ Yes
- ○ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- (●) Yes
- ( ) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ( ) Yes
- (●) No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

Processing payments between agencies

2.

Ability to monitor cash balances on a daily basis

3.

Weekly trial balance reports are very useful

4.

Capital outlay project reports

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

CARS does not adequately provide revenue information and is whole lacking for accounts receivable monitoring

2.

Ability to download reports and perform sorting tasks

3.

Ad hoc reporting and real time processing and reporting

4.

allow for accrual accounting (i.e. modified accrual for the CAFR, encumbrance for budgeting purposes)

5.

Prevent IATs from being processed until both agencies approve transaction

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Download FINDS to Access to produce monthly financial reports that CARS cannot produce.

Download FINDS information to track expenditures as they occur (after nightly processing - almost real-time) for specific use purposes, such as researching a vendor payment or monitoring of year-end expenditures.

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.				
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ◉ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

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2.

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3.

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4.

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5.

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37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

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40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

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43. If you have any other concerns or comments about this functional area, please include them here.

This module is too generic in nature to determine what staff resources are involved in automated or manual accounting processes. Therefore, we cannot assign an accurate FTE count.

Additionally, CARS does not provide information for our agency that meets the needs of management in a timely manner and the budget level that we need.

Respondent 23 Submit date: May 19, 2005 E-mail address: michael.leininger@vadoc.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	VA Corr Enterprises - Misc Furniture	Seller
2.	VA Corr Enterprises - Misc goods	Seller
3.	Produce	Buyer
4.	Produce	Seller
5.		

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ( ) Yes
- (●) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

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13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ○ Yes
- ◉ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ○ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ○ Yes
- ◉ No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ◉ Yes
- ○ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- (●) Yes
- ( ) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ( ) Yes
- (●) No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

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2.

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3.

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28. What enhancements to CARS would provide significant benefits for your Agency?

1.

adhoc reports

2.

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3.

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4.

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5.

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29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Reconcilaition of CARS Reports to source documents

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.				
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ◉ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

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2.

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3.

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4.

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5.

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37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

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40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	.0
Band - 2	.0
Band - 3	.0
Band - 4	.0
Band - 5	.0
Band - 6	.0
Band - 7	.0
Band - 8	.0
Band - 9	.0
Contracted Labor	.0

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

- ○ Yes
- ○ No

Comments

Do not know

43. If you have any other concerns or comments about this functional area, please include them here.

Virginia Correctional Enterprises has a separate accounting processing and enterprise function from the rest of the Department of Corrections which might affect the answers given.

Respondent 24 Submit date: May 19, 2005 E-mail address: margaret.schultze@dss.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

1. Expenditures by Local Fund (Match Purpose)
2. Expenditures by CFDA & Grant Number
3. Cost Allocation Account
4. Revenue by Fee Generated Contract (Title IV-E)
5. Encumbrance Accounting & Fund Checking

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	Training Fee (Revenue)	Seller
2.	Pass thru - Fund	Buyer
3.	Pass thru - Fund	Seller
4.	Purchasing	Buyer
5.	Healthcare Benefit (Employee)	Buyer

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- (●) Yes
- ( ) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

Oracle Financials

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ◉ Yes
- ○ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- (●) Internal cost reporting
- ( ) To determine full costs for reimbursement billing purposes
- ( ) Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- (●) Yes
- ( ) No

17. Please describe the other cost accounting activities your Agency performs.

1. Random Moment Sampling (RMS) - Local Reimbursement
2. Worker Counts
3. Rent, Copies

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

1. Random Moment Sampling (RMS) done by Local VDSS and off FAAS System
2. Worker Counts
3. Statistical Time Studies (allocation of expenditures)

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- (●) Yes
- ( ) No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

Local Funds, RMS, Timesheets (DIS), Statistical Federal Reports, Federal year-end reporting, Matching, Source of Funds, Life to Date by CFDA Grant

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ( ) Yes
- (●) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ( ) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

Cash Account

2.

GLA Summary by Cash Basis

3.

Allotment Control

4.

Summary of Trial Balances by Fund

5.

Payment Due Date Report

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Reporting capability to be more flexible

2.

Pre-audit transactions - Summary by Fund, Program

3.

Accrual Basis to meet GASB Reporting

4.

Federal Grants Reporting for Project, Grant, YTD

5.

Budgetory Funding Controls

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

1. Allocation of expenditures (postage, rent) Using Spreadsheets (Cost Allocation)
2. VITA Bills, Insurance Bills are allocated to cost codes

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	FAAS - Oracle Financials	GL, AP,	2003	Yes
2.	CARS Interface	bi-directional Interface	2005	Yes
3.	LASER	Local Reimburse Ledger	2005	Yes
4.	LASER Interface	Interface from LASER to FAAS	2004	Yes
5.	Cost Allocation	Quarterly Allocation of Expenditures	2000	Yes

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	grant reporting, funds checking, budgeting
2.	identify entries checked at DOA - MisMatch CIPPS-Detail/Summary Reporting, CARS Check Number
3.	grant reporting local level, case courts, budgeting funds checking
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- (●) Yes
- ( ) No

34. If yes, please list specific accounting processes.

Federal Grant Management, Accounts Receivable, Cash Management Grants

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ◉ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

Spreadsheets Only not "Systems"

2.

.....

3.

.....

4.

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5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

1. System for: a) Federal Grant Reporting, source of funds;
b) Accounts Receivables
2. Cost Allocation moved from Access to more stable environment

39. Are any of these enhancements planned, funded, or underway?

- (●) Yes
- ( ) No

Comments

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40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.	Cost Allocation	Moved to Oracle	Complete by 12/2005	In Development Phase
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.	Director of Grant Managment	
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

- ○ Yes
- ◉ No

Comments

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43. If you have any other concerns or comments about this functional area, please include them here.

Respondent 25 Submit date: May 19, 2005 E-mail address: james.sacher@vadoc.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

As an internal service fund, VCE is required to use full accrual accounting. CARS is a cash basis system.

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	sale of goods/services	Seller
2.	reimburse for correctional officers	Buyer
3.	VITA services - IT/ phone	Buyer
4.	VDOT - fleet maint/gas	Buyer
5.	office supplies	Buyer

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

Full accrual accounting requirements. We must record both the revenue and receivable for sales and expenses/payables for purchases. All payments and cash receipts are recorded in CARS also.

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ◉ Yes
- ○ No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

Syteline and CARS

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- (●) Yes
- ( ) No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ( ) Internal cost reporting
- ( ) Cost collection for billing purposes
- ( ) Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

Syteline

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- (●) Generate bills
- ( ) Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- (●) Yes
- ( ) No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ( ) Internal cost reporting
- ( ) To determine full costs for reimbursement billing purposes
- (●) Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- (●) Yes
- ( ) No

17. Please describe the other cost accounting activities your Agency performs.

Standard/actual costing/lower of cost or market adjustments/ variance analysis/ cycle counting activities and costing/ transaction compliance

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GAAP. VCE is on a full accrual accounting basis and must value inventory per GAAP. Manufacturing activity is not supported by CARS.

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ○ Yes
- ◉ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ◉ Yes
- ○ No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

Capital leases must be included as a component of fixed assets. CARS/FAACS excludes capital leases.

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

cash flow detail

2.

FAACS data except for capital leases

3.

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4.

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5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

CARS does not provide accrual accounting data

2.

CARS can't support manufacturing activities

3.

.....

4.

.....

5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- ○ Yes
- ◉ No

30. What are these processes and how do you handle them?

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.				
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ○ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	2.0
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

- ○ Yes
- ◉ No

Comments

GAAP requirements

43. If you have any other concerns or comments about this functional area, please include them here.

Staff requirements include accounting staff only. Shop data technicians, customer service reps, purchasing staff all contribute transactions to the system in some way that ultimately creates a journal transaction.

Respondent 26 Submit date: May 19, 2005 E-mail address: steven.combs@dvs.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	Food Supplies	Buyer
2.	Office Equipment	Buyer
3.	Medical/Nursing Supplies	Buyer
4.	Internet/Telephone Services	Buyer
5.	I.T. Support	Buyer

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ( ) Yes
- (●) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- (●) Yes
- ( ) No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ( ) Internal cost reporting
- ( ) Cost collection for billing purposes
- ( ) Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

Excel with Pivot Tables, Timesheets added manually for billing

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ( ) Generate bills
- ( ) Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- (●) Yes
- ( ) No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ◉ To determine full costs for reimbursement billing purposes
- ○ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ○ Yes
- ◉ No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ◉ Yes
- ○ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- (●) Yes
- ( ) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- (●) Yes
- ( ) No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

ReportLine

2.

FINDS

3.

Access to Appropriations and Cash Control

4.

Access to Error Corrections and ability to correct

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Access to expenditures greater than 90 days

2.

Cash Control set up by program as well as by fund

3.

.....

4.

.....

5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Cash & Accrual Accounting throughout the agency. All Financial Information is logged into an Excel spreadsheet with Pivot Tables. The CARS reports are reconciled to the Pivot Tables weekly and monthly.

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.				
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ◉ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

○ Yes

○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	1.0
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

.....

43. If you have any other concerns or comments about this functional area, please include them here.

The State System (CARS) is based on CASH Accounting. This agency deals with Cash as well as Accrual Accounting. This creates alot of manual processes that have to be created and maintained.

Respondent 27 Submit date: May 19, 2005 E-mail address: james.keck@vdem.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	VITA services	Buyer
2.	VA Correctional Enterprises	Buyer
3.	Emergency Response/Recovery training	Seller
4.	Audits (DOA, APA)	Buyer
5.		

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ( ) Yes
- (●) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- (●) Yes
- ( ) No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ( ) Internal cost reporting
- ( ) Cost collection for billing purposes
- ( ) Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

Access database (AR billing for HazMat costs)

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- (●) Generate bills
- ( ) Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- (●) Yes
- ( ) No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ◉ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ○ Yes
- ◉ No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ◉ Yes
- ○ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

We use CARS to enter detail payment transactions and summarize by project. We use various access databases to track grant-specific information and for more timely reconciliation purposes.The databases also provide historical data and project-to-life information.

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ◉ Yes
- ○ No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ◉ CARS
- ○ Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

current fund and appropriation balances

2.

summary fund accounting by project

3.

batch error files

4.

code maintenance tables

5.

vendor table maintenance

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

accounts receivable intergration

2.

fixed asset intergration

3.

ad hoc reporting capabilities

4.

post DC's before payments

5.

faster integration between CARS and FATS

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Cost allocation of recurring billing; fluxuation analyses and ad hoc reporting are used; excel spreadsheets and access database transactions

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.				
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- (●) Yes
- ( ) No

34. If yes, please list specific accounting processes.

AR, grant accounting and reconciliation, bank reconciliations, payroll

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ◉ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

AR and billing - access

2.

Payroll allocations for OT, etc. - excel and access

3.

Timekeeping - excel (and CIPPS)

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

Maintenance of history and ad hoc reporting

38. What enhancements to these systems would provide significant benefits for your Agency?

complete intergration to remove repetitive entry and record keeping

39. Are any of these enhancements planned, funded, or underway?

- (●) Yes
- ( ) No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	2.4
Band - 4	2.4
Band - 5	.4
Band - 6	.4
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

.....

43. If you have any other concerns or comments about this functional area, please include them here.

Q5: Both are used
Q14: Both are used

Respondent 28 Submit date: May 19, 2005 E-mail address: John.Colligan@dcjs.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	Type 4	Buyer
2.		
3.		
4.		
5.		

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ( ) Yes
- (●) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ◉ Yes
- ○ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ◉ To determine full costs for reimbursement billing purposes
- ○ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ◉ Yes
- ○ No

17. Please describe the other cost accounting activities your Agency performs.

Cost allocations are performed to administer grant programs to localities, state agencies and various organizations.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ◉ Yes
- ○ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- (●) Yes
- ( ) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- (●) Yes
- ( ) No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

Online Entry of Accounting Batches

2.

Reportline

3.

.....

4.

.....

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

User-friendly windows based platform

2.

better navigational tools

3.

ability to customize reports

4.

Establish an enterprise system

5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Salary costs, trust fund analysis, project expenditure and cash balances for grant reconciliations. Data is taken from the CARS financial data and put in a usable format for the agency.

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	Excel	Salary Projections		
2.	Excel	Grant Project Balances		
3.	Excel	Program to Project Analysis		
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ◉ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	1.3
Band - 6	.7
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

.....

43. If you have any other concerns or comments about this functional area, please include them here.

Respondent 29 Submit date: May 19, 2005 E-mail address: bob.benton@tax.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

In our new system we will track Accounts Payable, Interest Payable, Refunds Payable, Accounts Receivable, Billed Accounts Receivable, and Contributions Payables which will all have a unique GLA

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	Furniture	Buyer
2.	VITA Services	Buyer
3.	Withholding tax payments	
4.	Sales Tax payments	
5.		

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ( ) Yes
- (●) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ○ Yes
- ◉ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ○ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ○ Yes
- ◉ No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ○ Yes
- ◉ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ◉ Yes
- ○ No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ◉ CARS
- ○ Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

FINDS downloading ability

2.

Ability to use multipurpose field to track master lease items

3.

.....

4.

.....

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Ability to track receivables

2.

More Window Based

3.

Ability to Track Budget at Cost Code level

4.

On Line vs Batch System

5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

TAX uses an Access Database to track the agency budget and expenditures. This database is updated daily by a FINDS Download and is used to compare cost centers budget to actual expenses.

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	STARS	processes sales tax returns and payments and prepares automated entries to CARS to move the money between revenue source code	April 2005	Yes
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	All tax accounting activities, disbursements for Sales Tax, and Disbursements for Contributions.
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- (●) Yes
- ( ) No

34. If yes, please list specific accounting processes.

Peachtree Accounting System is used to track tobacco stamps purchases and sells

35. Do these supplementary systems provide full support to all the described functions?

- (●) Yes
- ( ) No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	4.0
Band - 4	6.0
Band - 5	8.7
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

- (●) Yes
- ( ) No

Comments

TAX Code of Virginia

43. If you have any other concerns or comments about this functional area, please include them here.

28 of the FTE's mentioned in question 24 work in the Office of Information Application Support and are needed to maintain the taxpayer accounting system at TAX. They majority of the updates to our accounting system relate to changes to the tax code and new legislative initiatives. Also, with over 1 million tax returns and payments processed each year (both checks and EFT), the STARS accounting system can not be replaced by a STATE accounting system.

Respondent 30 Submit date: May 20, 2005 E-mail address: manju.ganeriwala@dmas.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

Our General Ledger function is through the Oracle Financials 11i version. We use 11i to produce the detailed Federal reports that are not met by CARS alone. 11i is used as the original place of entry for receivables, payables and adjusting entries. Each day the Oracle transactions are interfaced to CARS to ensure that the days activities are accounted for in CARS. In addition the Medicaid Management Information System interfaces with Oracle 11i each day through the ATV remit process. The Third Party Liability System also interfaces with Oracle 11i on a daily basis as well.

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	Pass through of Medicaid money to the Department of Social Services	Buyer
2.	Pass through of Medicaid money to the Department of Mental Health	Buyer
3.	Payment for expenses related to grants.	Buyer
4.	Revenue Maximization Intra Governmental Transactions	Seller
5.	Revenue for recoveries from the Department of Taxation	Seller

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- (●) Yes
- ( ) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

Oracle Financials 11i

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- (●) Yes
- ( ) No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ( ) Internal cost reporting
- ( ) To determine full costs for reimbursement billing purposes
- (●) Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ( ) Yes
- (●) No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ( ) CARS
- ( ) Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- (●) Yes
- ( ) No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

The Oracle financials 11i internet version tracks the expenditures and revenue related to the numerous grants that DMAS is responsible for. This tracking is done through project codes and specific cost center codes. The various reports that DMAS must provide can not be produced through CARS alone. However CARS is used as well because it is the official accounting system of the Commonwealth.

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ( ) Yes
- (●) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ( ) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

Downloads of expenditures

2.

Downloads of revenue

3.

Expenditure reports

4.

Revenue reports

5.

Trial balance reports

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Ability to custimize reports as we have with Oracle 11i

2.

CARS should be more user friendly.

3.

CARS needs more detailed coding structure to capture more detail

4.

.....

5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Weekly Medicaid ATV Remit -Receive data from Fiscal agent and load into excel to summarize transactions to meet General Ledger reporting needs.

Daily Prelist -mannually enter all cash and checks into Oracle Forms and load to Oracle Financials 11i.

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	Oracle Financials 11i	PO, AP, AR, GL	Feb. 2005	yes
2.	Third Party Liability Recovery	AR	August 2003	yes
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ◉ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	2.4
Band - 5	.4
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

- (●) Yes
- ( ) No

Comments

Code of Federal Regulations - Title 45

43. If you have any other concerns or comments about this functional area, please include them here.

The accounting process is adequately completed by the staff and contractors at DMAS. It is very difficult to imagine a more complex federal program than Medicaid. Thus it is very difficult to fully explain within the confines of this survey the experience and knowledge of the staff at DMAS who complete this function.

Respondent 31 Submit date: May 20, 2005 E-mail address: jack.christian@dmv.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

Provides real-time additional management reporting capabilities, on-line inquiries, and historical data.
Receiving journal creation, cross validation of Chart of Accounts revenue allocation, multiple budgets, user reporting.

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	Partial license plate invoices (from VCE)	Buyer
2.	Purchase vehicles (from DGS)	Buyer
3.	Provide fiduciary services for Board of Accountancy and Motor Vehicle Dealer Board	Seller
4.	VITA Services	Buyer
5.		

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

On-line reporting capabilities. CARS does not provide historical data from prior years. No vendor relationship is captured.

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ◉ Yes
- ○ No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

Oracle Financials

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- (●) Yes
- ( ) No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- (●) Internal cost reporting
- ( ) To determine full costs for reimbursement billing purposes
- ( ) Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- (●) Yes
- ( ) No

17. Please describe the other cost accounting activities your Agency performs.

Utilize cost codes for cost allocation model and other costing analyses.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

CARS cannot perform analysis and allocations, budgeting and/or reporting at the required level.

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- (●) Yes
- ( ) No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

Oracle Financials provides tracking at the Grant Award and Grant Program areas to include budgeting, procurement, reimbursement, tracking, and cost allocation.

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- (●) Yes
- ( ) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

Provides chart of accounts

2.

Provides an acceptable interface from agency systems

3.

Has FINDS for reporting

4.

.....

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Replace with an integrated system that provides the same functionality that agencies obtain with their ERPs.

2.

.....

3.

.....

4.

.....

5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Daily Cash Analysis
Budget Activities
Expenditure Analysis

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	CSS	revenue/DC processing	9/93	Yes
2.	Oracle Financials	revenue, expenditure processing (GL/AP/AR/HR Inventory)	5/04	Yes
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	Customer information, vehicle information, compliance activites, revenue and transaction data
2.	All revenue, expenditure, and general ledger activites, and inventory
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- (●) Yes
- ( ) No

34. If yes, please list specific accounting processes.

Billing, refunds, inventory, undelivered checks, accounts receivable

35. Do these supplementary systems provide full support to all the described functions?

- (●) Yes
- ( ) No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	.8
Band - 6	.7
Band - 7	.2
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

- (●) Yes
- ( ) No

Comments

GASB Pronouncements

43. If you have any other concerns or comments about this functional area, please include them here.

Any system that is planned must also be compatible with the agency's customer system. DMV collects and maintains transaction data at a very detailed level that is required to be used for our mandated cost allocation which uses Activity Based Costing methodology.

Respondent 32 Submit date: May 20, 2005 E-mail address: barbara.reese@vdot.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

Recording and maintaining balances by additional fields including but not limited to asset type, activity, county, ledger (actuals and financial statements). Automatied routing of journals for approvals. Journal copy and reverse function. Journal Source identification. Automated cost allocation process to distribute cost based on rules. Multiple levels of budget tracking and controls including but not limited to organization, fund, program, projects, asset types, cost centers. Loading of detail budgets from spreadsheets. Automated transactions splitting of projects that are multi-funded.

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	Sale of Inventory	Seller
2.	Sale of vechicle fuel	Seller
3.	Vechicle repair cost	Seller
4.	Grant Pass thru transactions	Seller
5.	Agency expenditures and cash transfers	Seller

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

Maintain balances report/aged accounts receivable items realted to sales and project expenditure detail realted to grant pass- throughs.

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ○ Yes
- ◉ No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

.....

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- (●) Yes
- ( ) No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ( ) Internal cost reporting
- ( ) Cost collection for billing purposes
- ( ) Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

People Soft (FMS II)

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- (●) Generate bills
- ( ) Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- (●) Yes
- ( ) No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ◉ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ○ Yes
- ◉ No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ◉ Yes
- ○ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

Maintain and report detail state and federal projects, detail activity information related to grants. Sub-grantee information tracked, as well.

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ◉ Yes
- ○ No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

Maintain/reporting of projects budgets and expenditures by phase(for example right of way, preleminary engineering and construction), detailed activity, federal project number, federal appropriation codes. Project splits by county, activity, phase, fund, program, organization. Disaster and disaster sites, agreements for billing, billing rules. MANDATORY THAT DETAIL AND COMPLEX LOGIC REQUIREMENTS RELATED TO FEDERAL BILLING BE MET ---- FOLLOW UP INTERVIEWS REQUESTED TO PROVIDE ADDITIONAL INFORMATION ON THIS SUBJECT.

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

CARS is too high level for VDOT's needs

2.

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3.

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4.

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5.

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28. What enhancements to CARS would provide significant benefits for your Agency?

1.

See responses to various questions above

2.

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3.

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4.

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5.

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29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- ○ Yes
- ◉ No

30. What are these processes and how do you handle them?

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.				
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ○ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

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2.

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3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

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40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	1.5
Band - 4	7.5
Band - 5	9.0
Band - 6	.9
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

- (●) Yes
- ( ) No

Comments

GAAP, GASB, FHWA, FEMA, Code of Virginia

43. If you have any other concerns or comments about this functional area, please include them here.

MANDATORY THAT DETAIL AND COMPLEX LOGIC REQUIREMENTS RELATED TO FEDERAL BILLING BE MET ---- FOLLOW UP INTERVIEWS REQUESTED TO PROVIDE ADDITIONAL INFORMATION ON THIS SUBJECT. FTE data for question 25 includes time spent data entry, review and approval of online journal vouchers, allocation routine setup, general ledger table maintenance, bond accounting and budgetary accounting process.

Respondent 33 Submit date: May 20, 2005 E-mail address: pullenws@djj.state.va.us

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- ○ Yes
- ◉ No

2. Is General Ledger processing performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- ◉ Yes
- ○ No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	Purchases of goods	Buyer
2.	Reimbursement of grant expenditures	Buyer
3.	Registrations	Buyer
4.	Sale of youth products	Seller
5.	Insurances	Buyer

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ( ) Yes
- (●) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ○ Yes
- ◉ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ○ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ○ Yes
- ◉ No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ◉ Yes
- ○ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- (●) Yes
- ( ) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- (●) Yes
- ( ) No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

cost codes

2.

project codes

3.

.....

4.

.....

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

encumbrances

2.

edits before processing such as duplicate invoice numbers and duplicate voucher numbers

3.

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4.

.....

5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Excel for tracking any purchase orders to ensure not exceed amount of po. Excel spreadsheets for tracking cash on grants-payments and reimbursements. Access data bases for prior years information from CARS because CARS deletes payments during the year by vendor and all payments for the year after final closing because CARS does not maintain a history file for mone than the current year plus two months of the next year.

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	eVA	Purchasing		No
2.	Probud	Budget		No
3.	CIPPS	Payroll and Leave		No
4.	PMIS	Personnel		No
5.	FAACS/LAS	Fixed Assets/Leases		No

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	None
2.	None
3.	None
4.	None
5.	None

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.	eVA	DGS	Purchasing	
2.	Probud	DPB	Budget	
3.	CIPPS	DOA	Payroll and Leave	
4.	PMIS	DHRM	Personnel	
5.	FAACS/LAS	DOA	Fixed Assets/Leases	

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- (●) Yes
- ( ) No

34. If yes, please list specific accounting processes.

no accruals

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ◉ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

use databases to combine some of the functions such as budget vs expenditures less encumbrances

2.

Spreadsheets to track anything such as grant to ensure coding in CARS is correct and reporting according to federal requirements

3.

manual listings and spreadsheets for accounts receivable

4.

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5.

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37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

Intergation of systems so that data can be pulled without resulting of manual processes, spreadsheets, or databases to combine them.

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ◉ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	4.0
Band - 5	1.0
Band - 6	1.0
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

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43. If you have any other concerns or comments about this functional area, please include them here.

Old systems that mostly batch system so data is updated overnight, not real time. Biggest problem is still the lack of integration between all these different systems "owned" by different agencies and a lack of willingness to cooperate and coordinate amoungst themselves.

Respondent 34 Submit date: May 20, 2005 E-mail address: virgil.kopf@dgif.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- ○ Yes
- ◉ No

2. Is General Ledger processing performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- ◉ Yes
- ○ No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.		
2.		
3.		
4.		
5.		

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- (●) Yes
- ( ) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

Internal accounting system

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- (●) Yes
- ( ) No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ( ) Internal cost reporting
- ( ) Cost collection for billing purposes
- ( ) Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

Time accounting and accounting system

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ( ) Generate bills
- (●) Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ( ) Yes
- (●) No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ○ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ○ Yes
- ◉ No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ◉ Yes
- ○ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- (●) Yes
- ( ) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ( ) Yes
- (●) No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

CARS is the primary General Ledger

2.

Consistent with the appropriation act funding

3.

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4.

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5.

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28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Greater flexiability for agency specific information

2.

.....

3.

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4.

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5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Federal grant billing. Financial reporting

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.				
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- (●) Yes
- ( ) No

34. If yes, please list specific accounting processes.

Project/job reporting of cost

35. Do these supplementary systems provide full support to all the described functions?

- (●) Yes
- ( ) No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

.....

43. If you have any other concerns or comments about this functional area, please include them here.

Must be able to support federal reimbursement billing processes.

Respondent 35 Submit date: May 23, 2005 E-mail address: james.ellenberger@vec.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

Federal reporting requirements

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	goods/services from other agencies	Buyer
2.	reimbursement of unemployement benefits	Seller
3.	economic data	Seller
4.	travel reimbursements	Buyer
5.	receipt of federal grants	Buyer

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- (●) Yes
- ( ) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

Resouces on Order

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

State Employment Security Accounting (SESA)

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ◉ Yes
- ○ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ◉ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ◉ Yes
- ○ No

17. Please describe the other cost accounting activities your Agency performs.

Federal reporting requirements
Resource sharing with partners (WIA)

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

Federal reporting requirements
Resource sharing with partners

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- (●) Yes
- ( ) No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

Federal reporting requirements
Allocations by grant
Time distribution by grant

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- (●) Yes
- ( ) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

facilitates compliance with state regulations

2.

automated invoice payment process

3.

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4.

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5.

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28. What enhancements to CARS would provide significant benefits for your Agency?

1.

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2.

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3.

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4.

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5.

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29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Financial statements based on federal grants information; extract data from the federal system (SESA) and formulate it to fit financial statement requirements
Encumbrance accounting, for federal requirements

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	State Employment Security System	federal reporting	constantly	yes
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	all federal reporting requirements
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ◉ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

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2.

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3.

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4.

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5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

- (●) Yes
- ( ) No

Comments

.....

43. If you have any other concerns or comments about this functional area, please include them here.

Respondent 36 Submit date: May 23, 2005 E-mail address: herman.davis@vsp.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	Interagency billing - criminal background searches	Seller
2.	Interagency billing - OT labor (safety in work zones)	Seller
3.	Interagency billing - OT labor (security)	Seller
4.	Interagency billing - grant reimbursements	Seller
5.	Interagency billing - miscellaneous inventory items	Seller

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ( ) Yes
- (●) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

.....

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ○ Yes
- ◉ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ○ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ○ Yes
- ◉ No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- (●) Yes
- ( ) No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- (●) Yes
- ( ) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

Central IT support

2.

Well documented policies and procedures

3.

Accurate and timely reports

4.

Downloading capability in Excel and Access

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Provide other functions at a more detailed level

2.

Provide numerous reports that support the CAFR, etc.

3.

Ability to research mre than a months data on the payment detail screen

4.

.....

5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Significant manual billing - e-mail to central office, use of Excel and Word to create invoices

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	Mapper / Unisys	Expenditures, cash, budgetary comparisons	early 1980's	Yes
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	None
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.	N/A			
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- (●) Yes
- ( ) No

34. If yes, please list specific accounting processes.

Accounts receivable, CAFR reporting, reconciliations

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ◉ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

Work in Word, Excel and Access

2.

FINDS

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

Very few features, limited functionality

38. What enhancements to these systems would provide significant benefits for your Agency?

We need an integrated system (ERP). Presently, significant effort is required to process transactions in this essentially manual environment.

39. Are any of these enhancements planned, funded, or underway?

- (●) Yes
- ( ) No

Comments

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.	STARS	Statewide Radio Project	Multiple year schedule	On-going
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.	COV	Over $300 Million
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	6.0
Band - 4	3.0
Band - 5	2.0
Band - 6	1.0
Band - 7	1.0
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

.....

43. If you have any other concerns or comments about this functional area, please include them here.

STARS Project may purchase Oracle modules to support the work order, help desk, and inventory needs. As a result of this proposed purchase, e-business suite is provided that supports most financial administrative duties. See questions 27 - 28.

Respondent 37 Submit date: May 23, 2005 E-mail address: ahyde@vdfp.state.va.us

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- ○ Yes
- ◉ No

2. Is General Ledger processing performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- ◉ Yes
- ○ No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	VITA	Seller
2.		
3.		
4.		
5.		

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ( ) Yes
- (●) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ◉ Yes
- ○ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ◉ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ○ Yes
- ◉ No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ◉ Yes
- ○ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ( ) Yes
- (●) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ( ) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- (●) Yes
- ( ) No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

Tracking Expenditures against Budget

2.

.....

3.

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4.

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5.

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28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Shift from Cash to an ACCRUALS Basis

2.

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3.

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4.

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5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- ○ Yes
- ◉ No

30. What are these processes and how do you handle them?

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.				
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ○ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	.5
Band - 4	
Band - 5	.1
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

None known.

43. If you have any other concerns or comments about this functional area, please include them here.

Overal caveat - DCJS keys ALL CARS entries for DFP.(#13...)
#2&#3 - This is assumed to address IATs.
#6 - DFP charges/bills 'jurisdicitons' for some of the fire svc. training we perform.
Such is a very small - dollar & transaction count, part of fiscal ops.
#10 - DFP awards grants to juridicitons for CIP: Burn Bldg. Repair & Construction.
#11 - Such is tracked by Proj# & CC Code w/i CARS
#12 - Not at this time; prob. future

Respondent 38 Submit date: May 25, 2005 E-mail address: helen.tarantino@vdh.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	VITA data processing and phone services and computer equipment	Buyer
2.	Correctional Enterprises	Buyer
3.	Treasurer - Insurance	Buyer
4.	Auditor of Public Accounts-auditing of federal grants	Buyer
5.	Attorney General's Office-legal services for non-general funds	Buyer

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ( ) Yes
- (●) No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

.....

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- ○ Yes
- ◉ No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ○ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ◉ Yes
- ○ No

17. Please describe the other cost accounting activities your Agency performs.

Indirect cost recovery rate for federal grants

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ◉ CARS
- ○ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- (●) Yes
- ( ) No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- (●) Yes
- ( ) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- (●) Yes
- ( ) No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

FINDS download

2.

Reportline

3.

.....

4.

.....

5.

.....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Make the system real time

2.

Convert it to Graphical User Interface (GUI) and browser based

3.

Debits and credits for Agency Transaction Vouchers(ATVs) post on the same day

4.

More edits to prevent errors

5.

Coding generators from abbreviated codes

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

1. Year-end close - Because CARS is not real-time and closes every night, we cannot determine the impact of processing various documents on appropriation, allotment and cash balances. We have to load beginning balances on an EXCEL spreadsheet, post documents pending release to the spreadsheet, adjust beginning balances in CARS each morning for items on the CARS error file and calculate a projected balance. Documents pending release can be obtained electronically from an in-house front end load to CARS, and posted to the EXCEL spreadsheet. Spending down cash, appropriation and allotment balances is a very time consuming process at year end.

2. CARS only has account edits at the macro level for the state. We need edits at a much lower level, such as cost code within an agency. We helped solve this issue by using a front end load to CARS that contains edits and a coding generator to speed data entry.

3. There are times when the CARS coding does not provide enough coding fields to capture additional information needed. This requires a manual process of looking at accounting transaction origination documents and entering data on a spreads

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	VDH Financial & Administrative System	Front-end load to CARS, reconciliation	11/2/2004	Yes
2.				
3.				
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	Account and data entry edits, reports available to cost centers of their CARS & CIPS data via GUI from downloaded CARS transactions detail tapes (electronically transmitted), Ad Hoc reporting, lease tracking, Federal Time & Effort tracking (interfaces with CIPPS via FINDS CIPPS download), Prompt Payment & AMEX usage & Travel EDI by cost center, petty cash advance accounting
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ◉ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

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2.

.....

3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	1.0
Band - 3	
Band - 4	6.7
Band - 5	
Band - 6	1.6
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

43. If you have any other concerns or comments about this functional area, please include them here.

Respondent 39 Submit date: May 26, 2005 E-mail address: dennis.miller@vdh.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- ○ Yes
- ◉ No

2. Is General Ledger processing performed by CARS or by another automated system?

- ○ CARS
- ○ Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- ◉ Yes
- ○ No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	IAT for medical services	Seller
2.	IAT for purchase and expense allocations	Buyer
3.		
4.		
5.		

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

The only access we have in the District to CARS is for inquiry, download of information from FINDS, and input of payment through the Voucher system.

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ○ Yes
- ◉ No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

.....

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- (●) Yes
- ( ) No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ( ) Internal cost reporting
- ( ) Cost collection for billing purposes
- ( ) Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

Manual, supported by either surveys, observations, data recorded and captured by individual participants, use of Excel spreadsheets

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ( ) Generate bills
- ( ) Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- (●) Yes
- ( ) No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- (●) Internal cost reporting
- ( ) To determine full costs for reimbursement billing purposes
- ( ) Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- (●) Yes
- ( ) No

17. Please describe the other cost accounting activities your Agency performs.

District allocations to each locality and to grants and other special funds for payroll, overhead (utilities, janitorial services, supplies).

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

The only access we have in the District to CARS is for inquiry, download of information from FINDS, and input of payment through the Voucher system. Excel spreadsheets are used to capture the data that is being allocated and percentages developed based on items not captured in the CARS system, e.g. number of PC's, number of telephones, square footage of space. Once the allocations are completed the cost is input into CARS.

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- (●) Yes
- ( ) No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

The only access we have in the District to CARS is for inquiry, download of information from FINDS, and input of payments through the Voucher system. Excel spreadsheets are used to capture the data that is being allocated and percentages developed based on items not captured in the CARS system, e.g. number of PC's, number of telephones, square footage of space. Once the allocations are completed the cost is input into CARS.

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ( ) Yes
- (●) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ( ) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1. .....
2. .....
3. .....
4. .....
5. .....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Broader support of our accounting functions

2.

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3.

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4.

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5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Just about every type of financial function done in the District is supported by Excel or a manual system. The data used is then entered into the CARS system VIA ATV's or Vouchers.

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	Excel	Cost allocations to Distirct		
2.	Accounts Payable	Disbursements		
3.	F&A system	Reconciliation of CARS		
4.	Web Vsision	Medical Accounts Receivable		
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	
2.	
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ◉ No

34. If yes, please list specific accounting processes.

.....

35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

.....

2.

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3.

.....

4.

.....

5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

.....

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	1.0
Band - 4	.8
Band - 5	.4
Band - 6	
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

- ○ Yes
- ○ No

Comments

I do not know of any

43. If you have any other concerns or comments about this functional area, please include them here.

The only access we have in the District to CARS is for inquiry, download of information from FINDS, and input of payment through the Voucher system. The responses to this section are based on substituting Diestrict for Agency in all questions.

Respondent 40 Submit date: Jun 15, 2005 E-mail address: ernest.steidle@wwrc.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- (●) CARS
- ( ) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	Internal Service Activities - VITA, DGS	Buyer
2.	Purchase/Sale Activities - VCCS, VIB, VCE	Buyer
3.	Employee Related - Travel Reimbursements, VRS Contributions, VEC payments	Buyer
4.	Reimbursements - Grants and Contracts	Seller
5.		

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

The agency's 2 client tracking systems (VRIS, VCPS) track expenditure transactions by client. Transactions are processed using the in house system in order to match expenditures with clients.

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ◉ Yes
- ○ No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

Two automated client tracking systems - VRIS and VCPS

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- ○ Yes
- ◉ No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ○ Internal cost reporting
- ○ Cost collection for billing purposes
- ○ Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

.....

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ○ Generate bills
- ○ Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- (●) Yes
- ( ) No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ( ) Internal cost reporting
- (●) To determine full costs for reimbursement billing purposes
- ( ) Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ( ) Yes
- (●) No

17. Please describe the other cost accounting activities your Agency performs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ( ) CARS
- ( ) Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- (●) Yes
- ( ) No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

Business requirements not met by CARS:

1. Timeliness of reports
2. Report format is not conducive to federal reporting
3. Time periods captured and retained in CARS do not support federal reporting.

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ( ) Yes
- (●) No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ( ) CARS
- ( ) Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1. .....
2. .....
3. .....
4. .....
5. .....

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Capture information on a federal and state fiscal year.

2.

.....

3.

.....

4.

.....

5.

.....

29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

1. Time and attendance reporting for federal grants. Payroll information is entered in to an Excel Spreadsheet.
2. Federal Grant expenditure reporting - in order to collect expenditure information by the appropriate federal fiscal year.
3. CMIA Reporting.
4. Monthly reconciliation of expenditures per the in house system to expenditures per CARS.

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	Multi System	Expenditure Processing and Reporting, Budgeting, 1099 Reporting	Not Available	Yes
2.	VRIS	VRIS Client Tracking	Not Available	Yes
3.	VCPS	DDS Client Tracking	Not Available	No
4.				
5.				

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	None
2.	None
3.	None
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.	VCPS	SSA - Social Security Administration	System maintenance and support.	$ 0
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- ○ Yes
- ◉ No

34. If yes, please list specific accounting processes.

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35. Do these supplementary systems provide full support to all the described functions?

- ○ Yes
- ○ No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

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2.

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3.

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5.

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37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

- ○ Yes
- ○ No

Comments

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40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 1 of 2

	Initiative	Description	Schedule	Status
1.				
2.				
3.				
4.				
5.				

40. Please list current or planned key initiatives that will impact this function (such as redesigned business processes, new systems, changed organizational responsibilities, etc.), their statues and sponsors. Please list the name of the initiative and include the following:

Matrix: part 2 of 2

	Sponsor	Budget
1.		
2.		
3.		
4.		
5.		

41. For all automated or manual accounting processes in your Agency, please provide an estimate of the staff resource requirements, whether salaried or wage, based on pay band. If contractor resources are currently used in this process, please also provide their total FTE.

If an employee or contractor is not dedicated full time to this process, please add up the percentages of employee time to reach an FTE total by pay band.

	FTE Count (include tenths)
Band - 1	
Band - 2	
Band - 3	
Band - 4	
Band - 5	.1
Band - 6	.2
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

43. If you have any other concerns or comments about this functional area, please include them here.

Respondent 41 Submit date: Jun 15, 2005 E-mail address: vethomson@deq.virginia.gov

GENERAL LEDGER - includes maintenance of the chart of accounts and recording transactions, including adjusting and closing entries.

1. Does your Agency perform General Ledger processing as part of its operations?

- (●) Yes
- ( ) No

2. Is General Ledger processing performed by CARS or by another automated system?

- ( ) CARS
- (●) Other automated system

3. Since an automated system other than CARS is used, what business requirements related to General Ledger does your Agency have that are not met by CARS?

DEQ uses the accounting features available from Oracle Financials; cost allocation, multiple budgets, recurring journal creation, user reporting, ad hoc analysis, cost validation of Chart of Accounts.

INTRA-GOVERNMENTAL ACCOUNTING - includes accounting for purchase/sale activities between agencies such as those associated with internal service activities as well as employee expense reimbursements.

4. Does your Agency perform Intra-Governmental Accounting processing as part of its operations?

- (●) Yes
- ( ) No

5. Please list up to five of the most common Intra-governmental transactions that you record and indicate if your Agency is the buyer or the seller

	Transaction Type	Buyer/Seller
1.	VITA	Buyer
2.	Central Garage/Fuel	Buyer
3.	DGS - Leasing /Parking/lab	Buyer
4.	Universities-contracts	Buyer
5.	VDOT	Seller

6. Is Intra-governmental accounting processing performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

7. Since an automated system other than CARS is used, what business requirements related to Intra-governmental accounting does your Agency have that are not met by CARS?

CARS does not provide vendor relationship identity of IAT transactions.

PROCUREMENT AND OTHER ENCUMBRANCE ACCOUNTING - includes verifying availability of funds for requisitions, purchase orders, contracts and other encumbrances and recording the encumbrances.

8. Does your Agency perform Encumbrance Accounting, or use encumbrance processing for purposes of funds availability verification as part of its operations?

- ◉ Yes
- ○ No

9. Since your Agency performs Encumbrance Accounting, what automated system do you use to support this process?

Oracle Financials

JOB AND OTHER COST ACCOUNTING - includes recording cost of jobs for purposes of billing or management accounting; aggregating costs in management defined categories; and performing cost allocation for full costing, reimbursement or other such activities.

10. Does your Agency perform Job Cost Accounting as part of its operations?

- (●) Yes
- ( ) No

11. Since your Agency performs Job Cost Accounting, is it done for internal cost reporting, cost collection for billing purposes, or both?

- ( ) Internal cost reporting
- ( ) Cost collection for billing purposes
- ( ) Both, internal cost reporting and cost collection for billing purposes

12. Since your Agency performs Job Cost Accounting, what automated system do you use to support this process?

Oracle Financials

13. Does this system generate bills (if applicable) for completed jobs, or does it interface with another billing system?

- ( ) Generate bills
- (●) Interface with another billing system

14. Does your Agency perform Cost Allocation processing as part of its operations?

- (●) Yes
- ( ) No

15. Is Cost Allocation done for internal cost reporting, to determine full costs for reimbursement billing purposes, or both?

- ○ Internal cost reporting
- ○ To determine full costs for reimbursement billing purposes
- ◉ Both, internal cost reporting and to determine full costs for reimbursement billing purposes

16. Does your Agency perform any other cost accounting activities?

- ◉ Yes
- ○ No

17. Please describe the other cost accounting activities your Agency performs.

Automated Time Reporting - to calculate salary, fringe and indirects on a quarterly basis to justify CIPPS changes and be able to charge additional salary/fringe and indirect costs.

18. Are these other cost accounting processes performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

19. Since an automated system other than CARS is used, what business requirements related to these other cost accounting processes does your Agency have that are not met by CARS?

Ability to allocate costs to specific activity.

GRANT AND PROGRAM MANAGEMENT ACCOUNTING — includes capturing and reporting costs associated with grant or other cost reimbursement programs where the Commonwealth may be the provider or recipient of funds.

20. Does your Agency perform Grant and other cost reimbursement type program accounting processes as part of its operations?

- ◉ Yes
- ○ No

21. Is Grant Accounting processing performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

22. Since an automated system other than CARS is used, what business requirements related to Grant Accounting processes does your Agency have that are not met by CARS?

Grant tracking, costs, receipts, budgetary control, reimbursement and reporting

CAPITAL AND PROJECT ACCOUNTING - – includes capturing and reporting the costs associated with capital or other major projects; may include reimbursement billing and collection activities.

23. Does your Agency perform Capital and Project Accounting processes as part of its operations?

- ◉ Yes
- ○ No

24. Is Capital and Project Accounting performed by CARS or by another automated system?

- ○ CARS
- ◉ Other automated system

25. Since an automated system other than CARS is used, what business requirements related to Capital and Project Accounting does your Agency have that are not met by CARS?

Project tracking, costs, receipts, budget control, reimbursements and reporting

ACCOUNTING SYSTEMS

26. Referring only to the accounting processes discussed above, is CARS the sole automated system used by your Agency?

- ○ Yes
- ◉ No

27. What capabilities provided by CARS are especially effective for your Agency?

1.

Expenditures by Cost Code summaries

2.

Revenue Detail Report

3.

Weekly Reconciliation of Transactions Posted

4.

Checks to be Written report

5.

Online Reporting - Reportline

28. What enhancements to CARS would provide significant benefits for your Agency?

1.

Project/Task/Phase on Weekly Report 401

2.

Close Out at Month End should always end on a Friday

3.

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4.

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5.

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29. Are there any specific processes your accounting processes that require your Agency to perform significant manual processes or deploy spreadsheet applications, such as Excel, or data programs such as Access, etc?

- (●) Yes
- ( ) No

30. What are these processes and how do you handle them?

Comparison between CIPPS and SST time system on a quarterly basis.

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 1 of 2

	Name of System	Functions Supported	Date last upgraded (if not upgraded, date of installation)	Does your Agency operate and/or maintain this system?
1.	Oracle	Accounts Payable	2004	Yes
2.		Accounts Receivable		Yes
3.		ATV's		Yes
4.		Purchasing		Yes
5.		Fixed Assets		Yes

31. If your Agency uses an integrated financial management system, or a combination of systems, other than CARS to support your accounting functions and passes this information to CARS, please provide the name of the system as well as the following information:

(Please be sure to scroll to the right to fill all fields)

Matrix: part 2 of 2

	Excluding the processes already described, what other processes does this system support?
1.	Integrated Purchasing, Payables, Asset Management
2.	External A/R interface billing
3.	
4.	
5.	

32. If your Agency does not maintain and operate the systems identified in the question immediately above, please identify the Agency that performs these tasks, describe the services performed and provide the cost.

	Name of System	Agency that Operates or Maintains the System	Services Provided	Cost ($)
1.				
2.				
3.				
4.				
5.				

33. Has your agency identified any specific accounting processes not previously mentioned that are not effectively supported by CARS and that resulted in the need for additional supplementary systems?

- (●) Yes
- ( ) No

34. If yes, please list specific accounting processes.

1099 reporting, permit tracking for billing purpose, analytical reviews

35. Do these supplementary systems provide full support to all the described functions?

- (●) Yes
- ( ) No

36. If not, please list any significant manual processes, spreadsheets, or databases used and the processes they address.

1.

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2.

.....

3.

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4.

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5.

.....

37. What elements of these systems are especially effective for your Agency?

38. What enhancements to these systems would provide significant benefits for your Agency?

39. Are any of these enhancements planned, funded, or underway?

○ Yes

○ No

Comments

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Band - 2	
Band - 3	1.5
Band - 4	.9
Band - 5	.4
Band - 6	.2
Band - 7	
Band - 8	
Band - 9	
Contracted Labor	

42. Are there any specific state or federal laws or regulations that would make it difficult to reengineer this business process? If so, please provide the relevant citation.

○ Yes

◉ No

Comments

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43. If you have any other concerns or comments about this functional area, please include them here.