

Operational Policy

Policy title:	Management of Financial Systems		
Policy number:	DHS OHA-040-023		
Original date:	12/01/2012 (DHS only)	Last update:	12/10/2015 (Joint DHS OHA)
Approved:	Jim Scherzinger, DHS COO Mark Fairbanks, OHA CFO		

Purpose

The Department of Human Services (DHS) and the Oregon Health Authority (OHA) are committed to communication and collaboration on operational policies affecting both agencies, including those developed by the Shared Service offices. The Office of Financial Services (OFS) ensures honesty, integrity and accountability by efficiently and effectively providing accurate, accountable and responsive financial management, management and business services to their clients, stakeholders and employees. In this way OFS supports the DHS|OHA mission and ensures the agency is in compliance with state laws and federal policies, rules and regulations.

Description

This document defines the policy related to any proposed development, acquisition, or modification of financial systems. It also provides the DHS|OHA Controller, in partnership with the Department of Administrative Services, discretionary authority over financial systems in accordance with the Oregon Accounting Manual (OAM) and generally accepted accounting principles (GAAP).

Applicability

This policy applies to all DHS and OHA staff including employees, volunteers, trainees and interns.

As keepers of the public trust, all agency employees have a responsibility to comply with state and agency policies, administrative rule, and state and federal law. The agency takes this responsibility seriously and failure to fulfill this responsibility is not treated lightly. Employees who fail to comply with state or agency policy, administrative rule, or state and federal law may face progressive discipline, up to and including dismissal from state service.

Policy

1. Financial systems are subsidiary systems that interface with the statewide systems used to:
 - a. Record transactions related to revenue, expenditures, assets and liabilities.
 - b. Record or control non-capital or capital assets.
 - c. Record or produce vouchers, checks, purchase orders, or invoices.
2. The Oregon Department of Administrative Services (DAS) is responsible for the procurement, development, management and maintenance of statewide financial systems including the Statewide Financial Management Application (SFMA) and the Oregon State Payroll Application (OSPA).

3. Programs interested in acquiring, developing, or modifying financial functionality shall contact the DHS|OHA Controller in advance of any action.
4. The Controller and the Office of Information Services shall work with the program to analyze the request within the financial enterprise framework and determine the appropriate next steps.
5. OFS shall ensure the proper set-up and utilization of the DHS and OHA financial systems, including:
 - a. Managing all subsidiary interfaces with the statewide financial management systems, SFMA and OSPA.
 - b. Maintaining the financial systems enterprise model.
 - c. Collaborating with the Office of Information Services to minimize redundant financial functionality and integrate legacy applications into the enterprise system.
6. OFS and DAS shall review all proposed acquisitions, developments, or modifications of DHS|OHA financial systems to determine:
 - a. The need to purchase, modify, or develop a new system that will interface with SFMA or OSPA.
 - b. Whether or not the proposed system duplicates the functionality of an existing statewide system.
 - c. The availability of data processing support.
 - d. The advisability of using or modifying an available system.
 - e. Uniformity with other state systems.
 - f. Adequacy of controls and audit trails.
7. The decision to approve a request for acquisition, development, or modification will be made jointly by OFS and DAS.

References

Oregon Accounting Manual (OAM) [10.65.00.PO](#)

[ORS 291.015](#)

[ORS 291.038](#)

[ORS 293.595](#)

[Common Terms](#) for all Finance policies

[Common Terms](#) for all Administrative Services Division policies

Forms referenced

None

Related policies and guidelines

None

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Policy history

12/01/2012 Initial Release Department of Human Services

08/03/2015 Established joint DHS|OHA policy

Keywords

Statewide Financial Management Services, SFMA, Oregon Statewide Payroll Application, OSPA, replacing financial system, financial system, acquisition of financial system, modification of financial system, financial system enterprise model, financial management system

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