Accounts Receivable Workgroup Topics

# Overview

Our goal is to develop guidance and best practices for agencies to analyze and manage legacy account receivable data in preparation for implementation of Florida PALM. Through discussions and comparison of agency practices and needs, the group will:

* Identify and discuss current practices and state of legacy data;
* Develop and share expectations, tools, and guidance for analyzing and cleansing legacy data; and
* Provide input for creating or updating policies and best practices to support standardization of data and processes in Florida PALM.

Participants are asked to evaluate your agency for questions related to legacy data, data management, and future state expectations.

# Legacy Data

How frequently does your agency establish account receivables? Are they used only for year-end financial reporting?

What criteria does your agency use to determine that an account receivable is needed verse a normal cash receipt?

Does your agency manage account receivables directly in FLAIR or through an agency business system?

Does your agency use account receivables to manage cash to support budget? If so, what practices does your agency do that to make this efficient?

How does your agency assign receivable numbers?

Did your agency identify in critical dependencies or learn important information on account receivable records during your PAWS sessions or Task 324 analysis?

# Data Management

Has your agency started analyzing legacy account receivable data?

What data cleansing procedures does your agency currently use for the Account Receivable Subsidiary file?

What is the frequency at which your agency reviews and manages account receivable data?

What are common data issues for account receivables?

How does your agency plan to identify account receivables that should or should not be recorded in Florida PALM?

What are your agency’s concerns for the readiness of your account receivable data for use in Florida PALM?

What lessons have you learned through other projects (object code standardization) that could be applied here?

What tools (such as reports) or assistance is needed for your agency to manage and analyze account receivables?

What best practices could we share with all agencies for managing account receivable data?

# Future State

What are standard practices that should be used across agencies for managing account receivables, and what differences in practices are appropriate to maintain flexible business processes among agencies?

What existing policies are helpful?

Where are there current policy gaps?

What assumptions do we have about account receivable record conversion?