Accounts Payable Survey Questions

Overview – Survey

Our goal is to develop guidance and best practices for agencies to analyze and manage legacy accounts payable record 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 - *Please provide feedback to the questions below as they pertain to current legacy data.*

1. Agency and contact information
2. Does your agency use Payables all year or just for end-of-year and financial reporting?
3. What payable information would you expect to convert?
4. What is the frequency at which your agency reviews and manages payable data?

Data Management - *Please provide feedback to the questions below as they pertain to current data management practices within your agency.*

5. What data cleansing procedures does your agency currently use for the Payable subsidiary file?
6. What are common data issues for payables?
7. Did your agency identify any critical dependencies regarding payables during your PAWS sessions or Florida PALM readiness tasks such as Task 324 or 327?
8. How does your agency plan to identify payables that should not be converted?
9. Has your agency started analyzing legacy payable data?
10. Are there specific reports or queries that your agency uses to analyze accounts payable data?
11. How does your agency identify invalid or inaccurate data as it relates to accounts payable records?
12. What lessons have you learned through other projects (object code standardization) that could be applied here?

- *Please provide feedback to the questions below as they pertain to assumptions and expectations your agency may have for the future state of data as we transition into Florida PALM.*

13. What assumptions do we have about payable conversion?
14. What are your agency's concerns for the readiness of payable records for use in Florida PALM?
15. What best practices could we share with all agencies for managing payable data to prepare for conversion?
16. What existing policies or procedures are helpful for maintaining payables?
17. Are there any current policy gaps that you would like to see filled in the future?