10.1 Set Up and Maintain Chart of Accounts

10.1.1 Add or Modify Agency ChartField Values

Agency Processor

1. Determine Need for ChartField Value
2. Initiate and Route ChartField Request
3. Review ChartField Request
4. Delete Request

Agency COA Approver

3. Review ChartField Request

Agency COA Maintainer

5. Configure ChartField Value
6. Configure SpeedType/SpeedChart Value
7. CDA Extract Program
8. ChartField Values
9. Send Notification

10.1.2-5 Modify Request
10.1.2-2 Review ChartField Request

Yes

No

Draft from All Agencies Confirmation Session
10.1 Set Up and Maintain Chart of Accounts

10.1.1 Add or Modify Statewide ChartField Values

DFS Processor

1. Initiate and Route ChartField Request

   Modify

   Modify or Delete?

   No (Enterprise Request)

   Approve Request?

   Yes

   No (Agency Request)

   10.1.1-2 Initiate and Route ChartField Request

   Yes

   Approve Request?

   Yes

   No

   Request for New Revenue Category?

   Yes

   No

   10.1.1-3 Review ChartField Request

DFS COA Approver

2. Review ChartField Request

   Yes

   No

   Request for New Revenue Category?

   Yes

   No

   Approve Request?

   Yes

   No

 DFS COA Maintainer

3. Review and Validate Revenue Category Request with EDR

4. Configure ChartField Value

   Yes

   No

   Configure Attributes for Each Value

   Yes

   No

   Tee or Combination Update?

   Yes

   No

   SpeedType/SpeedChart Update?

   Yes

   No

   Load Contract IDs

   Yes

   No

   Perform SpeedType/SpeedChart Update

   Start

   Start

11. Perform SpeedType/SpeedChart Update

12. COA Extract Program

13. ChartField Values

14. Send Notification

End

Draft from All Agencies Confirmation Session
1. Legislature Approve and Establish Funds or Inactivate Funds

2. Configure Fund Values

3. State Fund and Fund Code Values

4. Load Values to Fund ChartField Value

5. Configure Attributes for Each Fund Value

6. Local Fund Bank Account?

7. Route Fund Information to Treasury

8. Evolve Local Fund Request

9. 10.1.5-1 Review ChartField Request

10. Perform SpeedType/SpeedChart Update

11. 10.1.1.1 Need to Open/Close Bank Account/Banking Service

12. COA Extract Program

13. 13 ChartField Values

14. Send Notification

End

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**Draft from All Agencies Confirmation Session**
10.1 Set Up and Maintain Chart of Accounts
10.1.4 Add or Modify Project Values

**Agency Grant Maintainer**

1. Identify Need for Project
2. Enter Grant General Information
3. Grant Information
   - Yes
4. Load Grant Information
5. Enter Grant Project and Activities Information
6. Update Grant Status to Submit
7. Generate Award
8. Create Customer Contract ID
9. Create Award ID (Profile Record)

**Agency COA Maintainer**

11. Identify Need for Project
12. Extract Project Information from Agency Business Systems
13. Load Project Information
14. Create Project
15. Create Activity
16. Create Activity
   - Yes

**Agency Project Maintainer**

18. ChartField Values to Agency Business Systems
19. Notification Sent
20. End

Draft from All Agencies Confirmation Session
10.1 Set Up and Maintain Chart of Accounts

10.1.5 Set Up and Maintain Trees and/or Combination Edits

DFS COA Maintainer

Process Activity

System Activity

Draft from All Agencies

Confirmation Session

Start
1. Review ChartField Request
2. Add/Update ChartField Value in Tree
3. Add or Update New Ranges
4. Update Combination Edit Rules
5. Create/Validate Combination Edit Trees
6. Build Combination Edit Data
7. Confirm Updates
8. Send Notification
End

Tree Update Needed?

Combination Edit Update Needed?

Add or Update ChartField Value in Tree

Start

Add or Update New Ranges

No

Yes

No

Yes

End