

**PRE-READ ACCOUNTS PAYABLE
CHAIN OF ACTIVITIES
LEADING PRACTICE WORKSHOP**

DECEMBER 12, 2018



Objectives of the Leading Practice Workshop

1. Gather insights as they relate to accounts payable
2. Present design principles and leading practices
3. Discuss these leading practices and gather participant perspective
4. Describe next steps



Brainstorming Activity: Rose, Bud, Thorn

In this activity, we will think about current accounts payable processes in terms of:

- **Roses** (*Green Post-it*): What is currently working well, and you would not want to change? (e.g. functionality, process, other items)
- **Buds** (*Blue Post-it*): What is currently working OK, but could use some improvement or additional work?
- **Thorns** (*Pink Post-it*): What are pain points that make it very difficult to do your job and/or reducing productivity and efficiency?

Activity Instructions

1. Individually write down your Roses, Buds and Thorns on the Post-it
2. Each participant shares their Rose, Buds and Thorns
3. Collect and combine the Post-its into corresponding categories (Rose, Bud and Thorn)
4. Discuss the results in the full group



Accounts Payable Leading Practices

- ▶ Maximize working capital to increase interest income
- ▶ Design internal controls into the system
- ▶ Minimize manual data entry and optimize automation
- ▶ Perform risk-based pre-audits
- ▶ Provide visibility to all participants into all steps in the process
- ▶ Minimize the cost to disburse payments
- ▶ To the extent possible, maximize encumbrances before disbursing payments
- ▶ Collaborate and coordinate across business owners and stakeholders on end-to-end procure-to-pay policy and procedure coordination



Break Out and Group Discussion

- ▶ We will divide up into 4 groups
- ▶ Each group will receive a poster board with a subset of the leading practices we reviewed in the prior section
- ▶ Based on the group's discussion, you will have 2 tasks:
 1. Identify which current pain points (e.g. "thorns"), or other value the State will realize by adopting this leading practice
 2. Identify obstacles that might keep the State from fully adopting this leading practice
- ▶ Be as specific as possible!
- ▶ After 15 minutes, groups will rotate (there will be 4 rotations)
- ▶ Then, we will reconvene and report back to the full group



CONTACT INFORMATION

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