

PRE-READ CHART OF ACCOUNTS DESIGN LEADING PRACTICE WORKSHOP

DECEMBER 5, 2018



Objectives of the Leading Practice Workshop

1. Gather insights as they relate to current Chart of Accounts (COA)
2. Present design principles and Chart of Accounts definitions
3. Present leading practices
4. Discuss these leading practices and gather participant perspective
5. Describe next steps



Brainstorming Activity: Rose, Bud, Thorn

In this activity, we will think about current COA 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



The COA is composed of ChartFields

- ▶ The Chart of Accounts is a statewide structure shared by all agencies
- ▶ Each ChartField element has a defined purpose
- ▶ Some ChartFields are optional and others are required
- ▶ ChartField values are established in system control tables – no value is free-form text: ChartField values are viewable and selectable in a dropdown menu
- ▶ Non-financial information, such as Vendor number, is stored in sub-modules such as Accounts Payable



What are ChartFields?

- ▶ The fields that store the State's Chart of Accounts and provide Florida PALM with the structure to segregate and categorize transactional and budget data
- ▶ Some ChartFields are defined at an enterprise levels and others are agency specific



Chart of Accounts Leading Practices

- ▶ Leading Practices:
 - Adopt a Single, Global Chart of Accounts
 - Maintain a Lean Chart of Accounts
 - Eliminate “Miscellaneous” ChartField Values
 - Build Flexibility into the COA Coding Scheme
 - Use Sub-systems for Transaction Details
 - Provide for Optional Agency ChartFields
 - Centralize Management of the Chart of Accounts and Trees
 - Institute a Formal COA Governance Model



Break Out and Group Discussion

- ▶ We will divide up into 4 groups
- ▶ Each group will receive a poster board with two 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 10 minutes, groups will rotate (there will be 4 rotations)
- ▶ Then, we will reconvene and report back to the full group



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