



ONE WASHINGTON

Chart of Accounts Project Update
Financial Management Advisory Council

01/26/17

Strategy & Vision

Current Concerns / Challenges

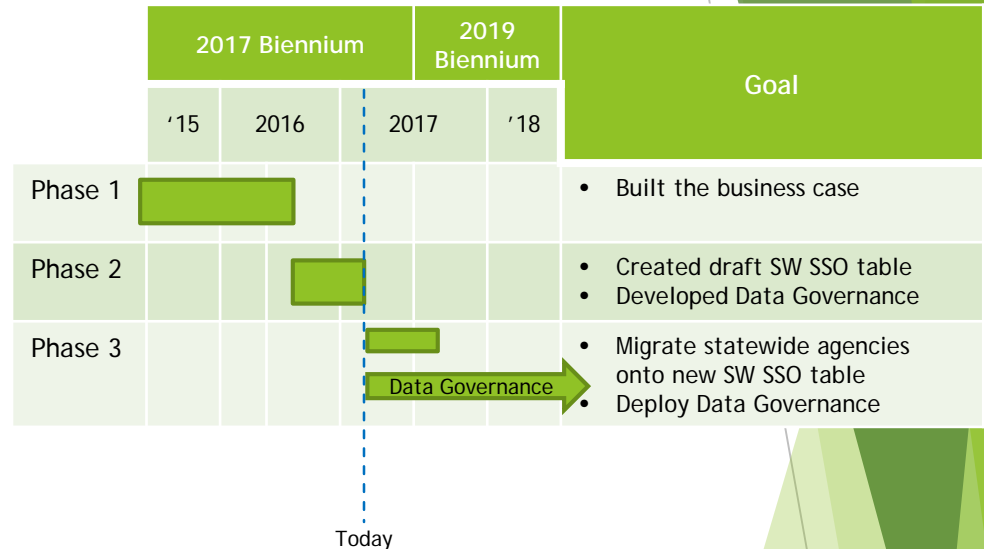
Structure & Data Challenges:

- Decentralized data with unclear definition of source systems for master data
- Architectural inadequacies that keep users from linking, sorting, or filtering information effectively across agencies
- Limited data warehouse controls resulting in questionable data quality, duplicate data, stale data, high level of personal schemas
- Lack of comprehensive business data dictionary

Business Challenges:

- Lack of recognized statewide data owners and accountability
- Business Analyst (various positions) focus on manual report generation and data scrubbing
- Lack of common understanding of how data should be treated across groups
- Inability to talk the same language
- Potential compliance, security, and legal issues

Timeline



Creating a lean and well governed Statewide SubsubObject (SSO) table is the first step in the long-run process of getting our data and business processes ready for a new ERP system!

Pilot Agencies

The vision for the pilot agency group was to ensure an adequate mix of agencies that reflect all aspects of statewide government including attributes such as:

- Agency size
- Internal service
- Separately elected
- Diverse budgets
- Diverse allocation and funding sources
- Diverse spend across all objects
- Among other considerations

Agency	Project Liaisons
CTS	Wendy Armstrong
DES	Jamie Langford*
DNR	Leah Fenner*
DOC	Dianne Doonan
DOH	Claudia Regan
DOT	Bev Runion
DSHS	Mariann Schols*
DVA	Terri Goddard
MIL	Gayle Schuler
OSPI	Mike Woods

*Will be part of Data Governance Board

Process & Results

Process



Reduction

SubSubObject	Count of Current Title	Count of Unique Agency Titles	Count after Initial Data Call	Count After OFM Stream Line	Percentage Reduction
Grand Total	21,154	17,657	3,331	1,123	94%

We realized a substantial reduction of SSOs through extensive collaboration with 10 pilot agencies over the course of 6 months!

Reduction Example

SO Remap	New SSO	Count of Old SSOs	Sum of Value Biennium To-date
EB	Postage and Parcel	113	\$ 27,345,680
GD	In State Other Travel Expenses	83	\$ 1,378,844
GA	In State Meals and Lodging	75	\$ 16,570,639
GF	Out of State Meals and Lodging	62	\$ 1,675,670
EG	Training expenses	59	\$ 9,027,014
ER	Interpreter / Translation Services	59	\$ 7,627,204
EB	Phone Service	56	\$ 28,239,087
EE	Building Maintenance & Repair	55	\$ 9,612,569
SE	Goods and Other Services	55	\$ (5,663,005)
TA	Salaries and Wages	55	\$ 3,168,936
EF	Printing and Reproduction	50	\$ 5,744,993
ES	Outside Vehicle Maintenance and Repairs	47	\$ 27,362,514

This example illustrates how the Pilot team was able to agree on consolidating 113 records with 31 unique titles into a single "Postage and Parcel" SSO!

Current Title
Freight Charges (Outbound)
Freight Services
Transponder Postage
Hdqtr Mailstop Postage
Rmrs-Remote Meter Resetting Svc Distribu
Freight In
Freight Out
Other Mail Services
Express Or Special Mail
Spec Msgr Serv Agreements
Ob2-Usps PO Box Rental
Ob2-Usps Post Due/Bus Rpy
Ob2-Usps Postage Stamp
Postage-Business Reply Mail
Other Post Related Charge
Ups/Private Blk Post Chg
Postage Meter Purchases
Postage Purchases Local
Postage
Fed Ex, Ups, Dhl
Shipping - Ups, Fed-Ex, Etc
Postage Expenses
Presort Services (Sms, Smart Mail)
Parcel Services (Ups, Fed Express)
Postage (US Mail Services)
Freight
Postage & Other Mail Charges
Postage Recovery
Express Mail/Ups/Federal Express
Postage Stamps Only
Postage, Shipping

Managing Conflicting Principles

Design Principles	Guiding Principles
<ul style="list-style-type: none">• No geography• No vendor info• No allocation• No project	<ul style="list-style-type: none">• <u>Don't break anything*</u>• Document everything• 'Living document'• Dialogue/Teamwork



An SSO is about "*what*" was purchased, not where, how, who, etc.

OFM may allow SSOs that don't conform to the design principles, but only if it violates our guiding principle of not breaking anything (*and the level of effort/impact is significant)

Multi-dimensionality

Design Principles

- No geography
- No vendor info
- No allocation
- No project

Most of the design conflicts discovered in the pilot phase were mitigated by adjusting the business process to record transactions utilizing additional AFRS codes/fields.

For example, instead of having 24 separate SSOs, an agency can code each transaction with a value for each relevant AFRS field



Agencies need to make use of all relevant dimensions available when coding transactions; may lose 'click of a button' SSO reporting, but can obtain same information via ER/WEBI

Data Governance - Roles

ROLES & RESPONSIBILITIES

Business Owner

This is someone in a role who needs information and believes an SSO is necessary to track it.

Responsible for reaching out to the agency lead to articulate and document the SSO request.

Agency COA Lead

This is a CFO delegate with authority to communicate SSO requests on behalf of an agency.

Responsible for ensuring a complete, accurate, and relevant SSO form. Submits SSO form to SWA consultant.

Statewide Accounting (SWA) Consultant

This is the statewide consultant assigned to a given agency.

Responsible for reviewing SSO form submitted by an Agency Lead for completeness and accuracy. Ensures all relevant information is documented and ready for board decision.

DG Advisory Board

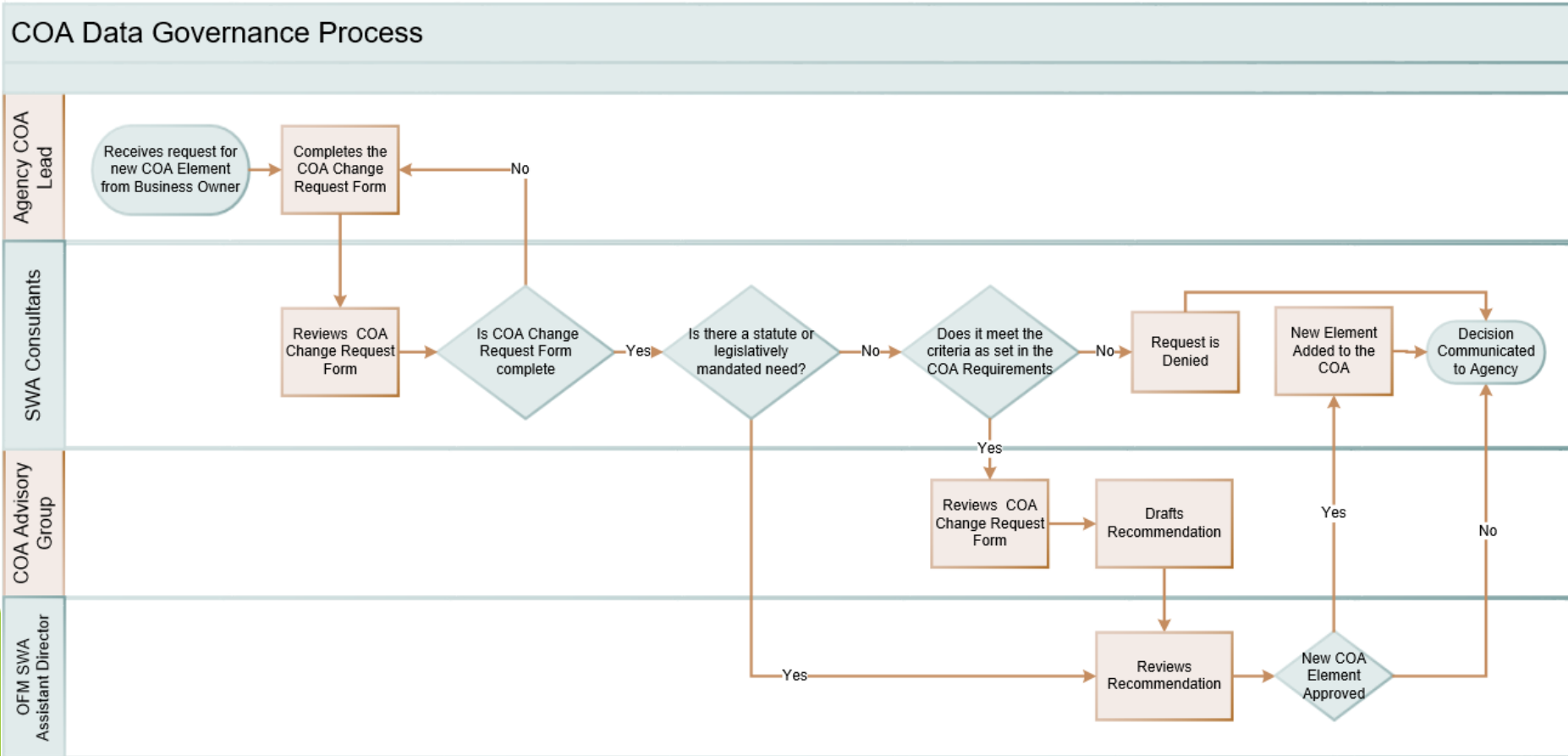
Led by the OFM Assistant Director of Accounting (aka 'COA Czar'), this is a group of accounting and business leaders from several agencies.

The board is responsible for reviewing and making recommendations on SSO requests.

The OFM Assistant Director of Accounting is responsible for deciding each request.

That Agency COA Lead role is critical to ensuring requests are consistent and CFO approved

Data Governance Process



Data Governance - Form

OFM SSO Change Request Form

- Agencies will need to document their SSO requirements via a form
- The Agency COA Lead will serve as the requestor on behalf of the agency's CFO
- Need to detail the business justification, relevant stakeholders, and any potential systems impacts



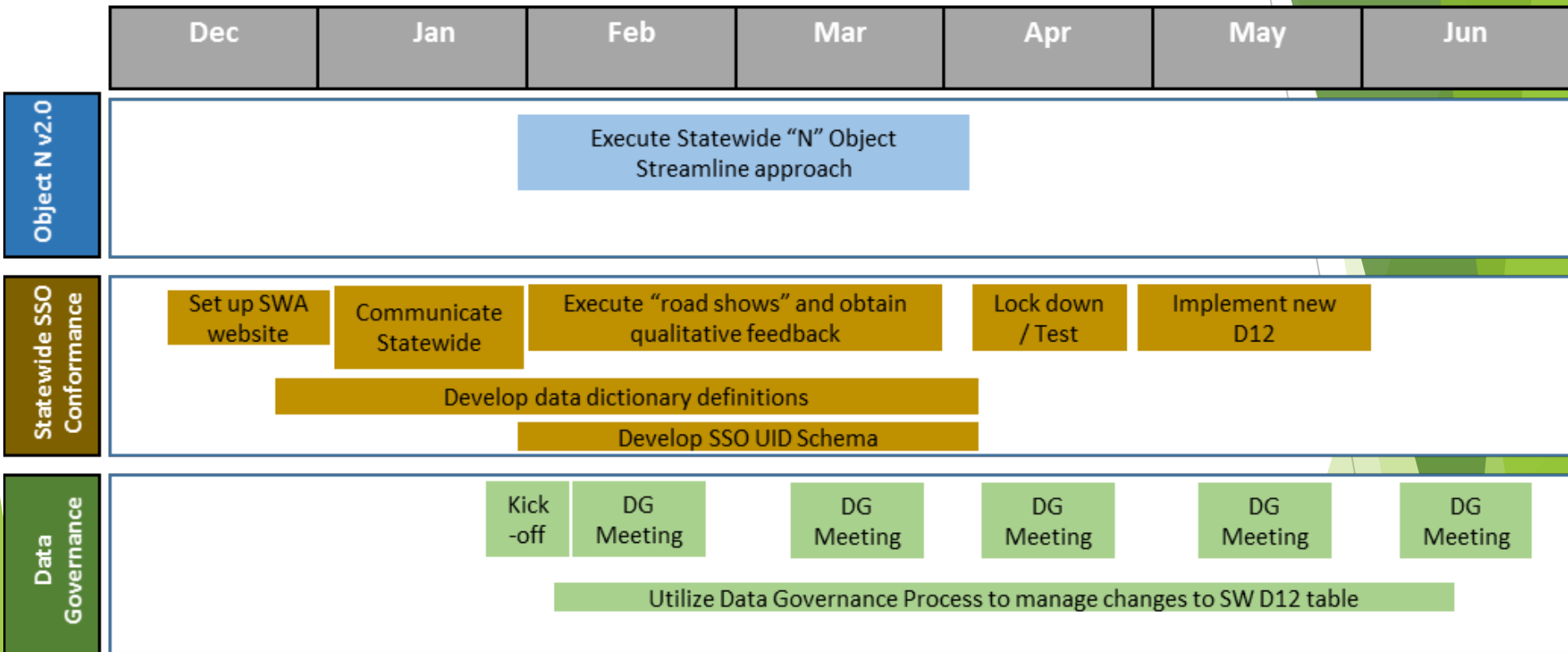
Office of Financial Management
One Washington & Statewide Accounting

SUB-SUB-OBJECT CODE STANDARDIZATION Change Request Form

1. Agency Name															
2. Contact Name	3. Contact E-mail														
4. Contact Title	5. Contact Phone Number														
6. Impact to agency if request is not approved: <input type="checkbox"/> Expenditure Reporting <input type="checkbox"/> Business System Impact - Names of System(s): <input type="checkbox"/> Other – Please explain:															
7. Impact Statement (Please provide a brief summary description and relevant content per matrix below)															
<table border="1"><thead><tr><th>SPECIFIC AREAS OF DETAILED IMPACT</th><th>STATEMENT</th></tr></thead><tbody><tr><td>Internal Stakeholders impacted</td><td></td></tr><tr><td>External Stakeholders impacted</td><td></td></tr><tr><td>Business Management functional impact</td><td></td></tr><tr><td>System Remediation Effort (man-hours)</td><td></td></tr><tr><td>Timeline concerns</td><td></td></tr><tr><td>Internal Project Impacts</td><td></td></tr></tbody></table>		SPECIFIC AREAS OF DETAILED IMPACT	STATEMENT	Internal Stakeholders impacted		External Stakeholders impacted		Business Management functional impact		System Remediation Effort (man-hours)		Timeline concerns		Internal Project Impacts	
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Agencies need to formally document SSO related impacts and requests in a consistent manner so OFM can properly manage the data governance process

Project Plan



Next-Steps

Agencies	OFM
<ul style="list-style-type: none">• Review the SSO table• Utilize the DG process:<ul style="list-style-type: none">• Identify/confirm your Agency COA Lead• Talk to your Agency COA Lead• Fill out DG forms• Talk to your SWA consultant• Attend road shows	<ul style="list-style-type: none">• Present “road shows”• Refine object N• Develop SSO coding• Develop/refine definitions