

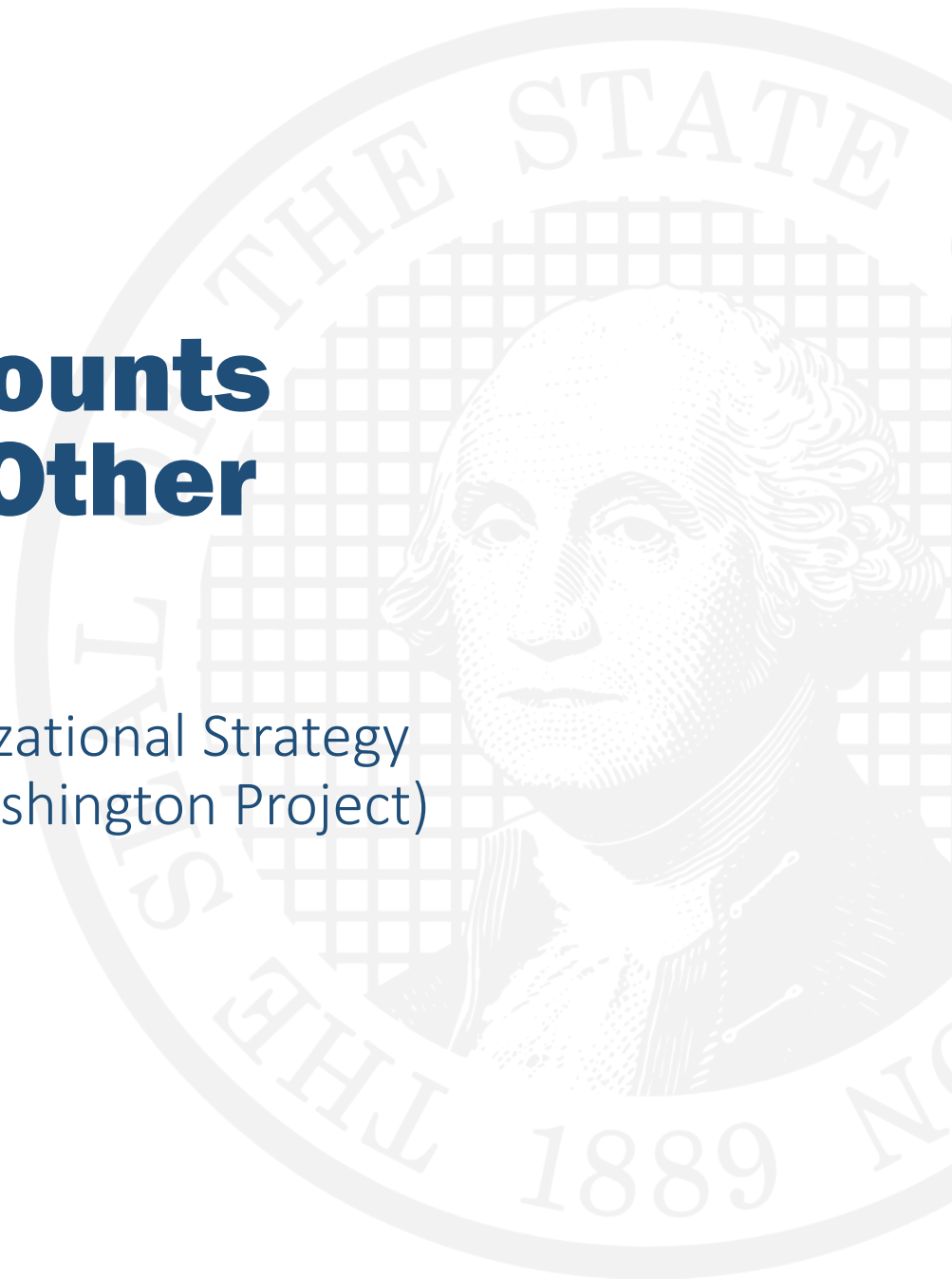
September 27, 2018

Chart of Accounts Project and Other Workflows

Assessing Finance Organizational Strategy
and Readiness (a One Washington Project)

OFM

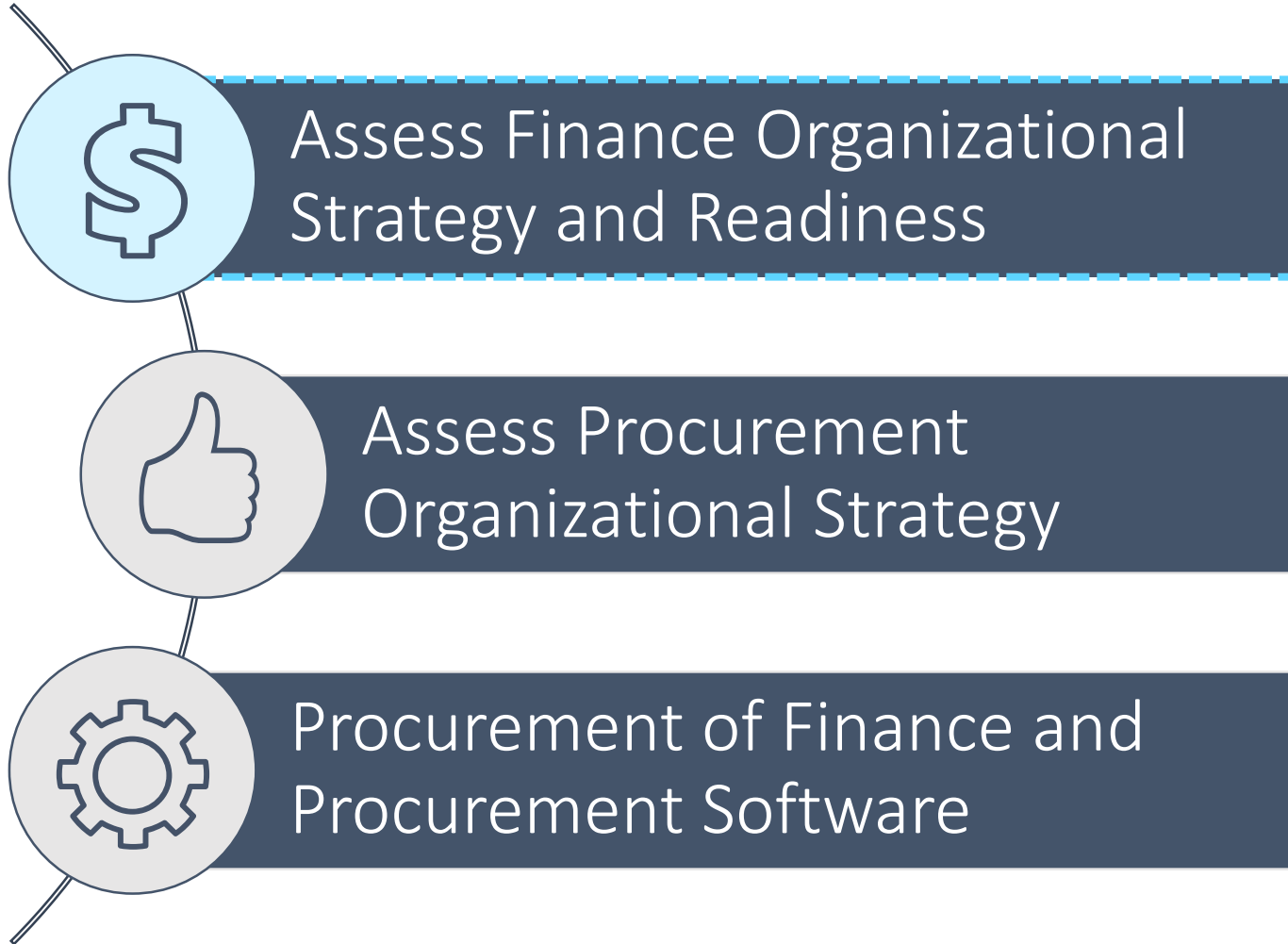
OFFICE OF FINANCIAL MANAGEMENT



AGENDA

- Overview of FY 2019 Initiative: Assessing Finance Organizational Strategy and Readiness
- Chart of Accounts Project
- Master Payee and Customer File
- Agency Interfaces from AFRS
- Accounting Training
- Federal Grants Community of Practice

ONE WASHINGTON PROGRAM FY19 INITIATIVES



Assess Finance Organizational Strategy and Readiness

Define a centrally governed and consistent statewide Chart of Accounts structure

Analyze, identify, and consolidate customer and payee files to a single master file

Standardize agency interfaces

Document accounting training needs for state staff

Establish statewide Federal Grants Community of Practice

PROJECT TEAMS

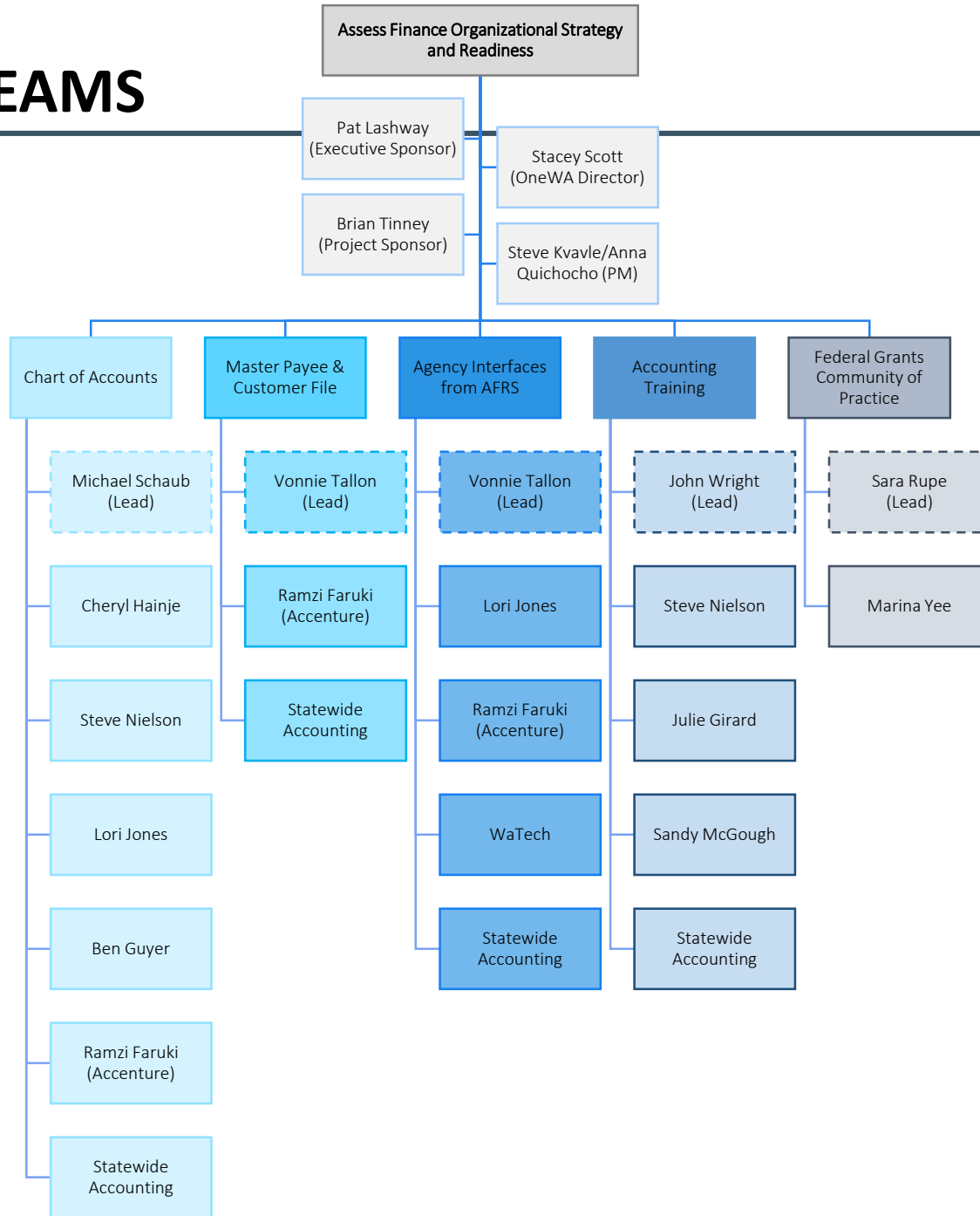


Chart of Accounts



Chart of Accounts (COA) Project

FY 2019 Project Deliverables and Milestones

- Determine elements of new COA structure and define each element (i.e., fund, project, etc.)
- Map the current use of the COA to the new structure to verify it will meet mandatory requirements and key informational needs of stakeholders.
- Determine the level of governance for each COA element (i.e., which sub-elements will be defined by OFM vs agencies).
- Document a process to ensure that COA requirements maintain their relevance when outcomes are added or changed prior to implementation of the ERP.

Working on Phase 3 of the COA Project during FY19



Build the Business Case 2014 – May 2016	Implement Statewide Sub-Subobjects July 2016 – June 2017	Define New COA Structure July 2018 – June 2019	Determine COA Values Fall 2019 – Jan 2021
Survey & interview stakeholders	Develop SSOs with pilot agencies	Understand current COA uses & gaps	Draft new statewide COA values
Draft the Strawman COA	Expand SSO table to include all agencies	Define new COA structure	Gather feedback
Gather feedback from stakeholders	Establish governance process for changing SSOs	Determine level of governance for each element	Finalize new COA & cross-walk to old COA
Finalize the Business Case	Publish Statewide SSOs	Gather feedback & finalize new COA structure	Establish governance process

COA Project - What are we working on now?

Phase 3

Define New COA
Structure
Jul 2018 – Jun 2019

Understand current
COA uses & gaps
(Jul-Oct)

Define new COA
structure (Oct-Dec)

Determine level of
governance for each
element (Jan-Apr)

Gather feedback &
finalize new COA
structure (Apr-Jun)

Goal: Understand how the current COA is used and what gaps currently exist.

- ✓ Survey agencies: Sent early September to DES, DNR, DOL, DOT, DOH, DSHS, ECY, HCA, L&I, LOT, TRE, UTC, and WaTech
- ✓ Survey forecasting groups. Sent early September to ERFC, CFC, and OFM Forecasting.
- Meet with other stakeholders:
 - ✓ OFM Budget (Completed Aug-Sep)
 - LEAP (Sep-Oct)
 - Legislative Fiscal Committees (Oct)

COA Project - What will we be working on next?

Phase 3

Define New COA Structure

Jul 2018 – Jun 2019

Understand current COA uses & gaps (Jul-Oct)

Define new COA structure (Oct-Dec)

Determine level of governance for each element (Jan-Apr)

Gather feedback & finalize new COA structure (Apr-Jun)

Goal: Use the information gathered from agencies and stakeholders to develop the new COA structure.

- Determine the elements of the new COA structure
- Define the COA elements
- Map current COA to the new COA structure

COA Project - What will we be working on next?

Phase 3

Define New COA Structure

Jul 2018 – Jun 2019

Understand current COA uses & gaps (Jul-Oct)

Define new COA structure (Oct-Dec)

Determine level of governance for each element (Jan-Apr)

Gather feedback & finalize new COA structure (Apr-Jun)

Goal: Determine the level of governance for each COA element (what level will the element be statewide vs agency-specific).

- Determine level of governance for each COA element
- Gather feedback on the new structure and the definitions
- Revise new COA structure and definitions based on feedback received

COA Project - What will we be working on next?

Phase 3

Define New COA Structure

Jul 2018 – Jun 2019

Understand current COA uses & gaps (Jul-Oct)

Define new COA structure (Oct-Dec)

Determine level of governance for each element (Jan-Apr)

Gather feedback & finalize new COA structure (Apr-Jun)

Goal: Request feedback on the proposed COA structure, revise, and finalize the new COA structure and definitions.

- Gather feedback on the new COA structure, definitions, and level of governance
- Revise COA based on feedback received
- Finalize the new COA structure



FOR MORE INFORMATION ABOUT THE CHART OF ACCOUNTS PROJECT:

Michael Schaub

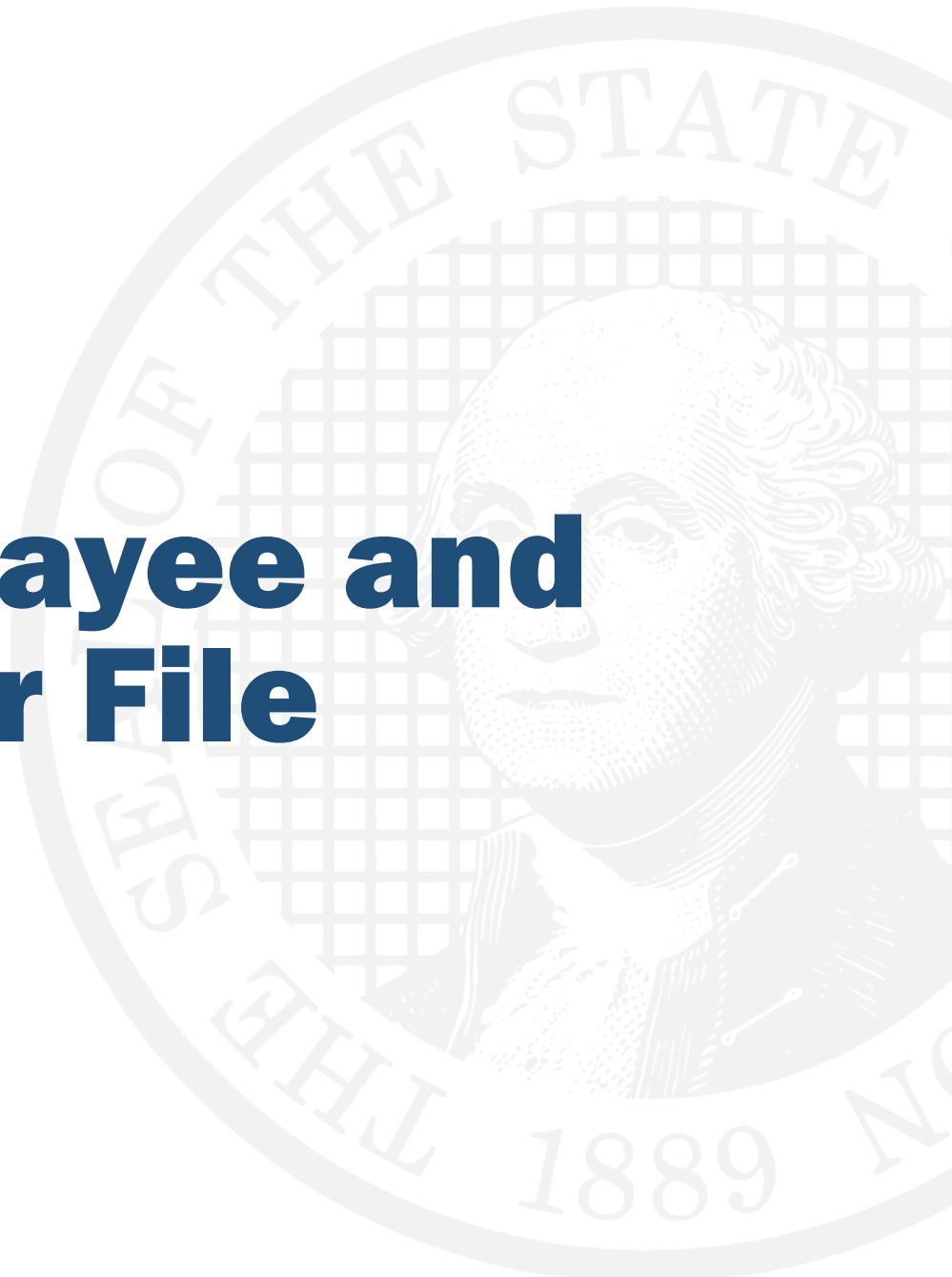
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Master Payee and Customer File



Master Payee and Customer File

FY 2019 Project Deliverables and Milestones

- Analyze, identify, and consolidate customer and payee files to a single master file
- Merge agency vendor file into the statewide vendor file.
- Move employees and board members to statewide vendor file.
- Decommission the agency vendor file.
- Gather information from agencies that have internal AP/AR systems for any additional data elements not currently in the statewide vendor file.

Master Payee and Customer File



Fiscal Year 2019 August 2018 – June 2019	Fiscal Year 2020 July 2019 – June 2020
Identify & notify agencies of payees that shouldn't be in the agency vendor file	Analyze how to combine the SWV file, Employee file & Provider One file into one Master Payee file
Move board and commission members to the SWV file	Analyze how to incorporate customer data into the Master Payee file
Purge large volumes of payees using a batch process	Gather feedback from agencies and modify as necessary
Create a new Employee file that matches the SWV file	Determine what should be done in future phases
Decommission the old agency vendor file	

Master Payee and Customer File – What are we working on now?

Phase 1

Fiscal Year 2019
August 2018 – June 2019

Identify & notify agencies of payees that shouldn't be in the agency vendor file

Move board and commission members to the SWV file

Purge large volumes of payees using a batch process

Create a new Employee file that matches the SWV file

Decommission the old agency vendor file

- Currently working with individual agencies to get their agency vendor records down to only active employees found in HRMS under their agency.
- On November 1, 2018, all board and commission members who are blocked or not used since August 1, 2016, will be purged from the Agency vendor file.
- On January 2, 2019, all remaining board and commission members will be purged from the Agency vendor file.

Master Payee and Customer File – What are we working on now?

Phase 1

Fiscal Year 2019
August 2018 – June 2019

Identify & notify agencies of payees that shouldn't be in the agency vendor file

Move board and commission members to the SWV file

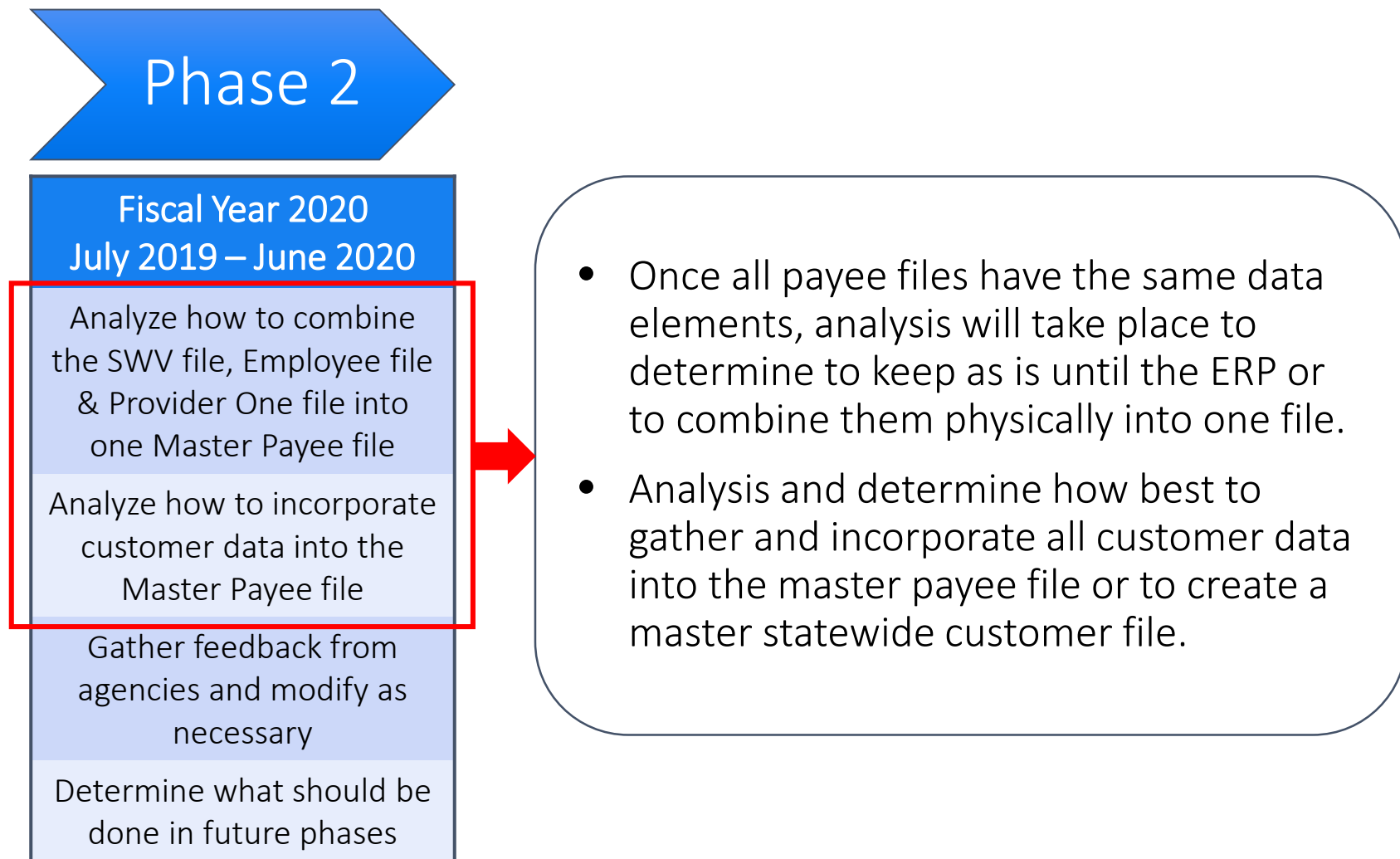
Purge large volumes of payees using a batch process

Create a new Employee file that matches the SWV file

Decommission the old agency vendor file

- Currently analyzing and developing requirements to convert processes in AFRS to using a new Employee file in place of the old Agency Vendor file.
- The new Employee file will have the same data elements as the Statewide Vendor file. The employee records will no longer be agency specific. One record per employee. The Employee identifier (vendor number) will be EE plus their personnel number, followed by suffix 00.
- Employees will continue updating their mailing and bank information thru HRMS ESS.
- On a nightly basis, all employees' information will be updated from HRMS, not by the agencies. An exception is the EFT available and Warrant Type.
- The EFT allowed will still be able to be overridden, if needed. We recommend using the Request Regular Warrant option on payment transactions thru AFRS, Financial Toolbox or TEMS. If that is not feasible, then you can request the change thru the support center.
- On the new SGN accessible server, the employee's mailing address will not be available (only the city and zip code will be).

Master Payee and Customer File Phase 2



Master Payee and Customer File Phase 2

Phase 2

Fiscal Year 2020
July 2019 – June 2020

Analyze how to combine the SWV file, Employee file & Provider One file into one Master Payee file

Analyze how to incorporate customer data into the Master Payee file

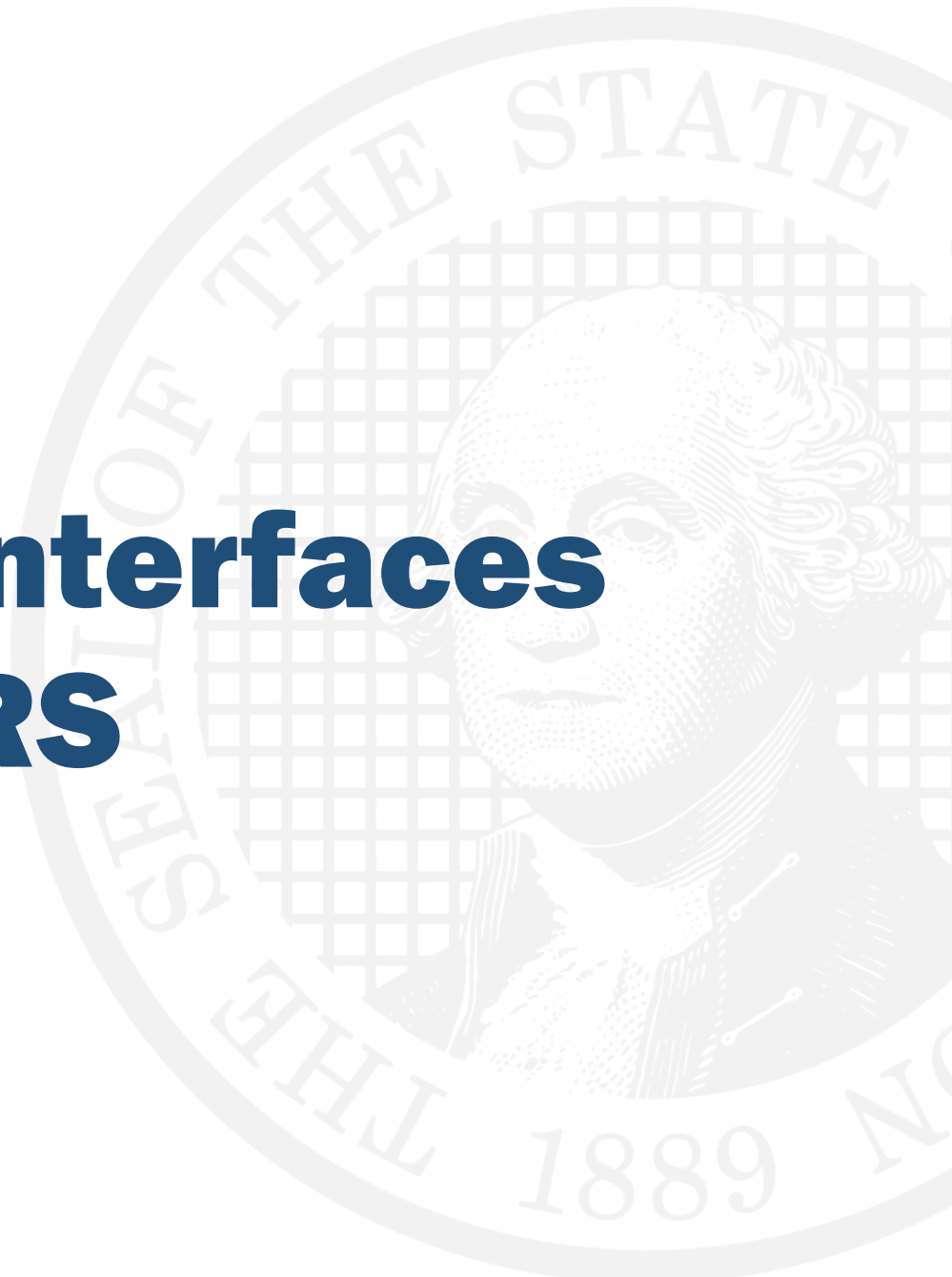
Gather feedback from agencies and modify as necessary

Determine what should be done in future phases

- After Phase 1 is implemented, receive feedback from agencies as they use the new Employee file and make modifications as necessary.



Agency Interfaces From AFRS



Agency Interfaces from AFRS

FY 2019 Project Deliverables and Milestones

- Establish a State Government Network (SGN) accessible server for the AFRS Statewide Titles.
- Develop a master Data Dictionary for each element in the AFRS Statewide Titles.
- Get individual agency's data extracts from the mainframe, Integration Team or Enterprise Reporting (ER) converted to the SGN accessible server.

Agency Interfaces from AFRS

Phase 1

Phase 2

Phase 3

Fiscal Year 2019 August 2018 – June 2019	Fiscal Year 2020 July 2019 – June 2020	Fiscal Year 2021 July 2020 – TBD
Setup new State Government Network (SGN) server for the AFRS Statewide Titles	Complete the conversion process for pilot agencies, if needed	Continue converting agencies with interfaces from the mainframe to new SGN server
Setup main Active Directory (AD) in prep for agencies to add their AD to access the server	Convert agencies with interfaces from the mainframe to the new SGN server	Continue converting agencies with interfaces from ER to new SGN server
Create a master Data Dictionary for AFRS Statewide Titles	Convert agencies with interfaces from the Enterprise Reporting (ER) to the new SGN server	Continue converting agencies with interfaces from Integration Team to new SGN server
Create view names for data elements on the server	Convert agencies with interfaces from the Integration team to the new SGN server	
Convert pilot agencies' interfaces to SGN server & stop old interfaces	Add the new Employee Payee file to the new SGN server	

Agency Interfaces from AFRS

Phase 1

Fiscal Year 2019

August 2018 – June 2019

Setup new State Government Network (SGN) server for the AFRS Statewide Titles

Setup main Active Directory (AD) in prep for agencies to add their AD to access the server

Create a master Data Dictionary for AFRS Statewide Titles

Create view names for data elements on the server

Convert pilot agencies' interfaces to SGN server & stop old interfaces

- WaTech has setup the new SGN accessible server and it is getting nightly updates of the AFRS Statewide Titles, excluding the Agency Vendor file.
- The Statewide Titles will get updates near real-time from AFRS very soon.
- WaTech is working on setting up an Active Directory (AD) group, which agencies will be able to add their own AD groups to for access to the new SGN accessible server.

Agency Interfaces from AFRS

Phase 1

Fiscal Year 2019

August 2018 – June 2019

Setup new State Government Network (SGN) server for the AFRS Statewide Titles

Setup main Active Directory (AD) in prep for agencies to add their AD to access the server

Create a master Data Dictionary for AFRS Statewide Titles

Create view names for data elements on the server

Convert pilot agencies' interfaces to SGN server & stop old interfaces

- Developing a master data dictionary and FAQ document to assist agencies on the data elements names, definitions, attributes, and common questions. These will be posted on the website when completed.
- Creating view names to make it easier for agencies to identify data elements.



Agency Interfaces from AFRS

Phase 1

Fiscal Year 2019

August 2018 – June 2019

Setup new State Government Network (SGN) server for the AFRS Statewide Titles

Setup main Active Directory (AD) in prep for agencies to add their AD to access the server

Create a master Data Dictionary for AFRS Statewide Titles

Create view names for data elements on the server

Convert pilot agencies' interfaces to SGN server & stop old interfaces

- We will work with a couple of pilot agencies to make sure everything is working correctly before opening up for other agencies to use.

Agency Interfaces from AFRS

Phase 2

Fiscal Year 2020
July 2019 – June 2020

Complete the conversion process for pilot agencies, if needed

Convert agencies with interfaces from the mainframe to the new SGN server

Convert agencies with interfaces from the Enterprise Reporting (ER) to the new SGN server

Convert agencies with interfaces from the Integration team to the new SGN server

Add the new Employee Payee file to the new SGN server

- May need to complete the conversion for the pilot agencies depending on how the process goes.
- After the pilot we will contact agencies that have interfaces from AFRS interfaces into their internal systems to schedule the conversions to the new SGN accessible server.

Agency Interfaces from AFRS

Phase 3

Fiscal Year 2021
July 2020 – TBD

Continue converting agencies with interfaces from the mainframe to new SGN server

Continue converting agencies with interfaces from ER to new SGN server

Continue converting agencies with interfaces from Integration Team to new SGN server

- Continue converting all agencies that receive data from the mainframe, Integration Team or ER for their internal systems.
- As individual interfaces are converted, turn off the old interface processes.



For more information about the Master Payee and Customer File Project or the Agency Interfaces from AFRS Project:

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Accounting Training



Completed Phase 1 of Accounting Training Project in FY19



Submit Decision Package Jul 2018 – Sep 2018	Develop Curriculum and Create Training Jul 2019 – Aug 2020	Provide Training prior to ERP Go Live Aug 2020 – Mar 2021	Provide Ongoing Training Mar 2021 – TBD
Interview agencies	Hire staff	Pilot training	Train all Wave 2 agencies
Prepare a high-level training plan	Develop training curriculum	Modify training based on pilot results	Provide ongoing training
Submit Decision Package for 2019-2021 Biennium	Create E-Learning training	Train all Wave 1 agencies	Continue developing and expanding training

Training Project - What have we done in FY2019?

Phase 1

Submit Decision Package
Jul 2018 – Sep 2018

✓ Interview agencies
(Aug 2018)

Prepare a high-level training plan
(Sep 2018)

Submit Decision Package for 2019-2021 Biennium
(Sep 2018)

Goal: Understand what accounting training needs the agencies have.

- ✓ Prepare questions for agency interviews
- ✓ Hold pilot interview with DES, DOC, and DSHS
- ✓ Interview additional agencies: L&I, DNR, DOR, and DOL

Training Project - What have we done in FY2019?

Phase 1

Submit Decision Package
Jul 2018 – Sep 2018

✓ Interview agencies
(Aug 2018)

✓ Prepare a high-level training plan
(Sep 2018)

Submit Decision Package for 2019-2021 Biennium
(Sep 2018)

Goal: To develop a high-level training plan based on the agency needs.

- ✓ Determine which classes to provide:
 - ✓ Accounting Fundamentals
 - ✓ Governmental Accounting
 - ✓ Budget Process for Accountants
- ✓ Determine the class formats
 - ✓ All classes: in-person, Skype, and recorded sessions
 - ✓ Accounting Fundamentals will have an on-demand eLearning option

Training Project - What have we done in FY2019?

Phase 1

Submit Decision Package

Jul 2018 – Sep 2018

✓ Interview agencies
(Aug 2018)

✓ Prepare a high-level
training plan
(Sep 2018)

✓ Submit Decision
Package for 2019-
2021 Biennium
(Sep 2018)

Goal: Request funding to develop training outlined in training plan.

- ✓ Submit a Decision Package for \$600,000 for the 2019-2021 Biennium:
 - ✓ 1 Statewide Accounting Consultant to create, conduct, and maintain the training curriculum.
 - ✓ 2 eLearning developers to plan, create, and maintain the eLearning courses.

Training Project - What are the next steps for FY19?

- December 2018: Find out if our request is included in the Governor's 2019-2021 biennial budget.
- January-May 2019: Modify current training materials based on agency feedback as time allows.

FOR MORE INFORMATION ABOUT THE ACCOUNTING TRAINING PROJECT:

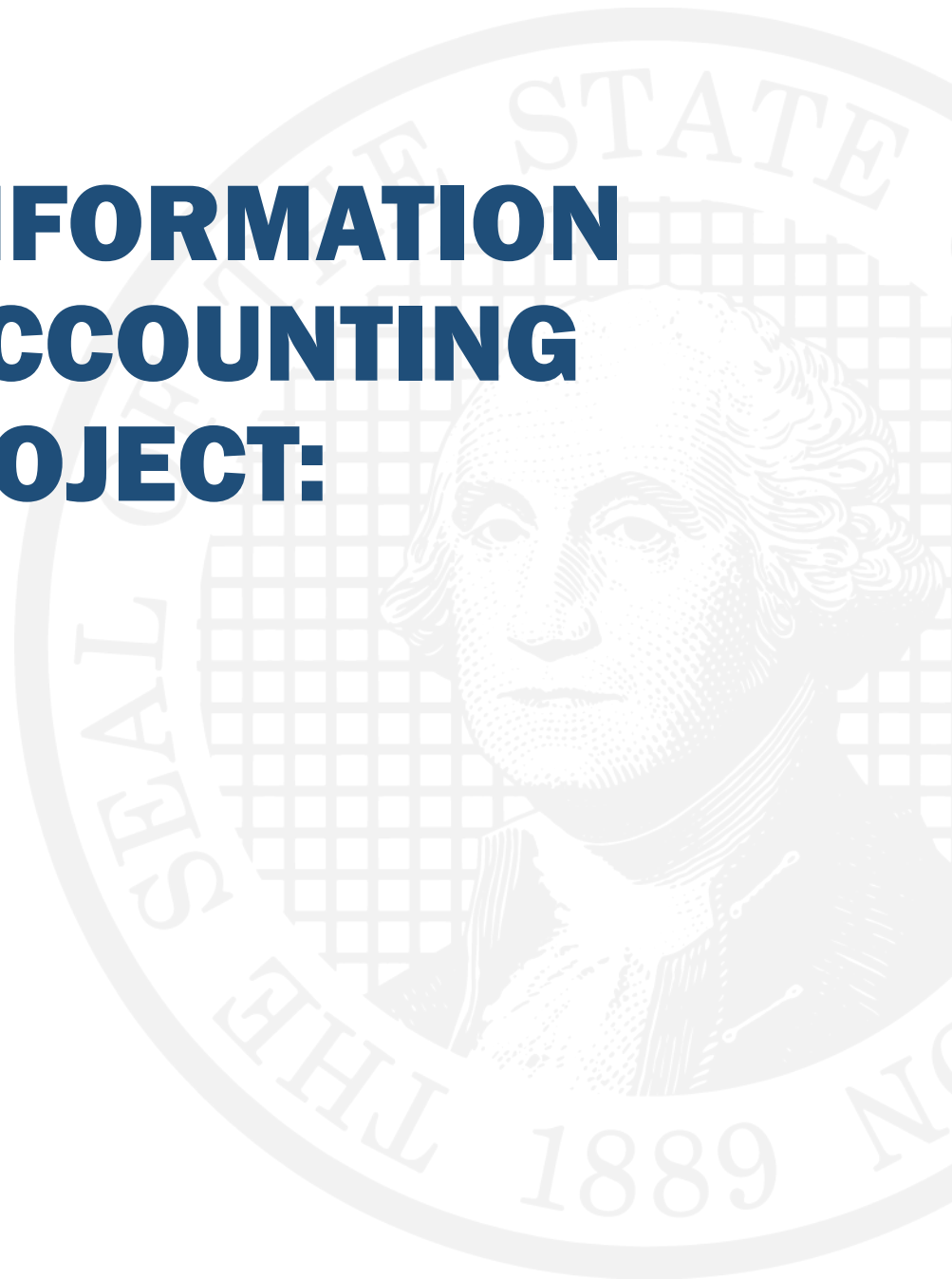
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Federal Grants Community of Practice



Federal Grants Community of Practice

Project Deliverables and Milestones

- Create a network of state agencies to offer expertise and knowledge sharing for agencies receiving federal grant funds.
- Develop common resources
- Develop training curriculum to assist agencies in understanding federal grant requirements, managing federal grants, and developing and maintaining internal controls over federal grants.
- Identify and address ongoing grant management needs within state agencies

Federal Grants Community of Practice Timeline



Fiscal Year 2018 Nov 2017 – Jun 2018	Fiscal Year 2019 Jul 2018 – Jun 2019	Fiscal Year 2020 Jul 2019 – Jun 2020	Fiscal Year 2021 Jul 2020 – TBD
Identify agencies to participate in new Federal Workgroup	Develop Introduction to Federal Grants-Part 1 Training	Develop Introduction to Federal Grants-Part 2 Training	Gather feedback on trainings and modify as necessary
Gather feedback from agencies on Federal Grant Training needs	Offer first Introduction to Federal Grants-Part 1 Training Class	Offer first Introduction to Federal Grants-Part 2 Training Class	Incorporate new ERP system into Federal Grants Training
Hold first workgroup meetings	Receive feedback on trainings and modify as necessary	Ongoing: Identify and address ongoing grant management needs	Ongoing: Identify and address ongoing grant management needs
Ongoing: Identify and address ongoing grant management needs	Ongoing: Identify and address ongoing grant management needs	Ongoing: Develop common resources for federal grant mgmt	Ongoing: Develop common resources for federal grant mgmt
Ongoing: Develop common resources for federal grant mgmt	Ongoing: Develop common resources for federal grant mgmt		

Federal Grants Community of Practice

Phase 1

Fiscal Year 2018
Nov 2017 – Jun 2018

✓ Identify agencies to participate in new Federal Workgroup

Gather feedback from agencies on Federal Grant Training needs

Hold first workgroup meetings

Ongoing: Identify and address ongoing grant management needs

Ongoing: Develop common resources for federal grant mgmt

Agency	Reason for inclusion
Health Care Authority	Large Federal dollars, Medicaid
Department of Social and Health Services	Large Federal dollars, various large grants managed by many programs, cost allocation
Department of Transportation	Large Federal dollars, Highway Planning and Construction, large pass-through dollars
Department of Children, Youth and Families	Large Federal dollars, large pass-through dollars, Child Care Development Block Grant
Superintendent of Public Instruction	Large Federal dollars, large pass-through dollars
Employment Security	Unemployment Insurance
Department of Commerce	Federal Loans
Department of Ecology	Clean Water State Revolving Fund
Military Department	FEMA
University of Washington	Large Federal Dollars, R&D, Student Loans, significant number of federal grants

Federal Grant Community of Practice

Phase 1

Fiscal Year 2018
Nov 2017 – Jun 2018

Identify agencies to participate in new Federal Workgroup

✓ Gather feedback from agencies on Federal Grant Training needs

✓ Hold first workgroup meetings

Ongoing: Identify and address ongoing grant management needs

Ongoing: Develop common resources for federal grant mgmt

- ✓ Conducted phone calls with each of the agencies identified to determine:
 - If the agency would be interested in participating in the new workgroup
 - Who from the agency should be included in the group
 - What federal grant training/resource needs their agency needed
 - Specific area of concern
- ✓ FY18 Federal workgroup meetings:
 - February 1, 2018
 - April 5, 2018
 - June 7, 2018

Federal Grant Community of Practice

Phase 2

Fiscal Year 2019
Jul 2018 – Jun 2019

Develop Introduction to
Federal Grants-Part 1
Training

Offer first Introduction to
Federal Grants-Part 1
Training Class

Receive feedback on
trainings and modify as
necessary

Ongoing: Identify and
address ongoing grant
management needs

Ongoing: Develop
common resources for
federal grant mgmt



- Tentative Agenda for Introduction to Federal Grants – Part 1
 - Overview of Federal Grants
 - Uniform Guidance
 - Single Audit
 - SAAM Policies
 - Additional Training
 - Resources
- The first training will be offered in May/June 2019.
- Watch for the class to be added to LMS.
- Classes will likely be offered quarterly or semi annually depending on need.
- The class will be 3-4 hours.
- OFM will no longer be offering the Federal Year-end update class.

Federal Grant Community of Practice

Phase 3

Fiscal Year 2020
Jul 2019 – Jun 2020

Develop Introduction to
Federal Grants-Part 2
Training

Offer first Introduction to
Federal Grants-Part 2
Training Class

Ongoing: Identify and
address ongoing grant
management needs

Ongoing: Develop
common resources for
federal grant mgmt



- Tentative Agenda for Introduction to Federal Grants – Part 2
 - OMB Compliance Supplement
 - Compliance Requirements
 - Federal Acts impacting reporting
 - Additional Training
 - Resources
- The first training will be offered in May/June 2020.
- Watch for the class to be added to LMS.
- Classes will likely be offered quarterly or semi annually depending on need.
- This class will also be 3-4 hours.
- The plan is to offer this class on the same day as the Part 1 class.

Federal Grant Community of Practice

Phase 4 and
Beyond

**Fiscal Year 2021
Jul 2020 – TBD**

Gather feedback on trainings and modify as necessary

Incorporate new ERP system into Federal Grants Training

Ongoing: Identify and address ongoing grant management needs

Ongoing: Develop common resources for federal grant mgmt

To be determined....



**FOR MORE INFORMATION
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FOR PROJECT UPDATES:

Visit our website:

<https://ofm.wa.gov/accounting/administrative-accounting-resources/assess-finance-organizational-strategy-and-readiness-project>

Read the Connection Newsletter

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