

## Inside this issue

Chart of accounts update - 1-2  
Human resources/payroll - 2  
Facilities portfolio tool update - 3  
Strategic partner update - 3  
Procurement update - 4  
Budget systems update - 4

## Welcome...

to the first issue of the *One Washington Transformation* Newsletter. We hope you find these newsletters helpful and informative.

In these issues we will keep you updated regarding the One Washington program to transform business processes and implement Enterprise Resource Planning (ERP).

## Recent events

Facilities Portfolio Tool Go Live completed - June 30

New Chart of Accounts published - July 1

Strategic Partner engagement started – July 3

## Upcoming events

Program Blueprint kick-off event - July 24 - 25

July 2017

Financials



## Chart of Accounts update

The Chart of Accounts project is a multi-year project to refine and standardize the uniform Chart of Accounts (COA) for the state of Washington. The first phase calls for standardizing sub-subject expenditure data across all agencies.

When this standardization is complete, there will be more transparency about the true costs that agencies incur and a deeper understanding of expenditures across the state.

### Changes to the sub-subject table

Beginning July 1, 2017, agencies began using a new statewide sub-subject (SSO) table in AFRS for 2017–19 biennium expenditure transactions.

AFRS users were asked to review the new table before the July 1 launch. All codes, with exceptions in objects N and T, are different from what was in use in the past. The new table is on the [Office of Financial Management Chart of Accounts website](#).



In addition, the new SSO codes were added to the State Administrative and Accounting Manual (SAAM), officially making them part of the Uniform Chart of Accounts.

Going forward, the SSO table will be maintained by OFM — agencies will no longer be able to create their own SSOs. All new codes will be added by OFM Statewide Accounting after they are approved by the Chart of Accounts Review Board, whose members are agency fiscal managers and whose chair is OFM's Accounting Division manager.

### Why are SSOs changing?

For the state to successfully move to an ERP system, having a standardized COA is vital. By making incremental changes to our COA and processes now, less work will be needed when we implement an ERP.

In addition, our current COA does not allow for transparency at the lowest level of expenditure coding. Since AFRS was introduced in 1983, agencies have had the ability to create and define certain elements of the COA, including the SSO field, the lowest level of expenditure coding.

When this project was initiated last summer, agencies had more 32,000 SSOs in AFRS. This led to an inability to do statewide reporting and analysis of information at the SSO level. One example of the problem includes:

(continued on page 2)

(cont. from page 1)

There were more than 113 ways to code postage in the COA. Through agency collaboration and discussions, these 113+ postage codes were reduced to just two in the new SSO table.

### Benefits to agencies and staff

- Decision makers will have more transparent financial data, allowing them to make better-informed decisions.
- All agencies will be speaking the same language. For example, office supplies will be coded the same at all agencies, so when someone references EA/A430, everyone will know what that is.
- For fiscal staff, transitioning from one agency to another will be easier because it will not be necessary to learn a completely new COA.

### Impacts to agencies and staff

- As of July 1, a new set of SSOs for 2017–19 biennium expenditure transactions are available on the [OFM SWA Chart of Accounts project page](#).
- When reporting data from multiple biennia, the code used on expenditure transactions will most likely **not** be the same as the code used in 2015–17. A sample crosswalk has been added to the [OFM SWA Chart of Accounts project page](#) to help you design your own crosswalk.
- Agencies are no longer able to create their own SSOs. They will need to request new codes through the governance process. A “data governance overview” document and the “SSO request form” are both on the [OFM SWA Chart of Accounts website](#).

### Project next steps

- During the 2017–19 biennium, the COA project team will continue to work with agencies to refine the SSOs, particularly objects N and T.
- The team will also begin standardizing additional COA elements.



## Human Resources project update

The strategic work for the HR portfolio includes two major projects to replace existing systems:

### *Washington Workforce Analysis*

*Enterprise HR business warehouse/business intelligence solution*

### *IT Classification Tool*

*A key, internal, custom-application used to model costs associated with collective bargaining and budgeting*

This multi-prong approach includes:

- ◆ mapping the current architectural state
- ◆ updating data definitions and data mapping
- ◆ analyzing business process
- ◆ identifying opportunities to reduce the total cost of operations by eliminating redundancy and the associated costs of moving data between seven different systems

Although this effort is still in progress, we anticipate retiring over half of the existing seven systems across the next several years, while increasing productivity, transparency and enterprise-level collaboration.

## Questions?

Questions related to your agency's use and crosswalk should be directed to your agency's COA contact. COA contacts can be found on the [OFM Chart of Accounts website](#). Questions about the Chart of Accounts project can be directed to [ofm.accounting@ofm.wa.gov](mailto:ofm.accounting@ofm.wa.gov).





## Facilities Portfolio Management Tool

Since 1997, RCW 43.82.150 has required OFM to compile an annual inventory of state-owned and leased facilities. This report is commonly referred to as the Facilities Inventory System (FIS). Since 2006, the state has manually gathered and maintained facilities inventory data using Excel after obsolete technology was retired. The process for maintaining the inventory is inefficient, requiring excessive staff time by all agencies. The amount of data that can be gathered and analyzed is limited. The manual process also restricts the frequency of reporting, as well as reporting capabilities.

Beginning in fall 2016, Facilities Oversight partnered with R&K Solutions to configure a new statewide facilities inventory system. This tool will allow for state agencies to easily and quickly maintain and report their inventory to OFM. The map-based system includes GIS to view and validate the location of facilities.

### Agency impacts

Implementing the Facilities Portfolio Management Tool (FPMT) will mean:

- Increased accuracy of facility data
- More tools for reporting
- Records updated in real time

**All agencies will be required to report 2017 facilities inventory through FPMT.** Facilities staff across state agencies may need to assess their internal process for reporting FIS. Facility inventory data from 2016 will be pre-loaded into the system. Agencies will still need to provide updates in the system and validate the accuracy of their data.

### What's next?

- Training is underway and will continue through July for new users.
- FPMT went live on June 30th.
- Agencies will begin requesting access in early July.

If you have questions or comments about the system, contact Facilities Oversight at (360) 902-3063.

### Way to go!



At the 2017 Environmental Systems Research Institute (ESRI) User Conference, the OFM State Facilities Oversight team will speak about their experiences implementing Washington's new Facilities Portfolio Management Tool, sharing our state's innovation with an international audience!

Visit the project's webpage at <http://www.ofm.wa.gov/budget/facilities/fpmt.asp>.



### Strategic Partner Engagement

In April 2017, Accenture was selected by the One Washington Program as the state's Strategic Partner. The long-term strategic partner will assist the state with many of the activities required throughout the transformation envisioned by the program. The collaboration begins with the development of a **Program Blueprint** which will plan, budget, and structure business transformation and system implementations so that each can be achieved in incremental, fundable projects.

In July, Accenture will kick off collaboration with stakeholders across the enterprise with a **Blueprint Kick-off Event**. The event will provide foundational information regarding:

- ◆ progress of the One Washington Program to date
- ◆ the state of ERP implementations across the globe
- ◆ a brief refresh of the assessment performed by Accenture in 2014, including what's changed and what hasn't
- ◆ an overview of upcoming Blueprint activities

**Be sure to mark your calendars!** Three opportunities will be provided to hear the updates and ask questions:



**July 24, 2–4 p.m.**

**July 25, 9–11 a.m.**

**July 25, 2–4 p.m.**

All of the events will be held in the OB-2 auditorium.

## Budgeting



## Budget Systems Modernization

The Program is currently involved with two budget system improvement efforts:

### The Budget Development System

**Modernization** project will replace the enterprise Budget Development System (BDS) as the sole means for all agencies to submit biennial and supplemental budget requests to OFM and the Legislature. The project aims to develop an operating budget submittal tool that has modern technology and functionality. Implementation is planned for early June 2018 so that the new web-based application will be available for the 2019–21 biennial budget development cycle.

### The Budget Line of Business Systems

**Modernization** project aims to modernize the internal line of business applications used by OFM to manage the state budget process by leveraging LEAP-built applications. The first six applications were implemented for the OFM Budget division in 2016. Modifications, new features, and custom reports are being added this year to meet OFM business needs. The seventh and final application in this suite, a budget projection system called Outlook, is planned to be implemented in summer 2017.

## Procurement



## Procurement Readiness

In Washington, there is currently no enterprise system in place for managing or storing statewide procurement information. This means there is no quick or easy way to gather or analyze procurement information. Each agency has defined their own data elements and processes for managing procurement. There are many systems in place.

The One Washington program is working with the statewide procurement community to define the common business processes and data elements that an enterprise system would need to provide the transparency and accurate information for decision making regarding statewide procurement efforts. Identifying these common elements is a critical first step for implementing an enterprise system.

The Procurement Readiness workgroup, which includes procurement experts from 15 agencies, signed a charter in January, 2017. The workgroup will publish results in the fall which will include:

- common data elements,
- common definitions, and
- common business process maps

for enterprise procurement.

The next steps will be to identify and gaps to system readiness, develop business requirements for an enterprise procurement system, and implement the state's first ever enterprise eProcurement system implementation.

### Spotlight

The National Association of State Procurement Officials (NASPO) published session takeaways from their March 2017 Exchange Conference. The top challenges and takeaways identified were:



- Procurement leaders should drive or at least be heavily involved with eProcurement selection
- Avoid major customizations when possible
- Accommodate tech-centric work expectations of an increasingly tech-savvy workforce

For more information about NASPO:

<http://www.naspo.org>.

### Questions?

Questions related to the One Washington business transformation program can be sent to [OneWa@ofm.wa.gov](mailto:OneWa@ofm.wa.gov).