



# Financial Management Transformation - Chart of Accounts Redesign Project

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University  
of Dayton

# FMT Guiding Principles

## Guiding Principles: As documented in the FMT Project Charter

<b>1</b>	Maintain an open-mind to modernize the existing organization, processes and systems in order to optimize the future-state design, maximize efficiency and effectiveness and align with industry best practice.
<b>2</b>	Allow fundamental, functional business requirements to drive the future state.
<b>3</b>	Enhance stewardship and governance over financial data, with centralized management and controls, aligned with clear organizational roles and scope of responsibilities, robust guidelines, communications, and documentation.
<b>4</b>	Establish a single “book of truth” and singular data point of entry for financial data across the UD enterprise systems and subsystems/applications.
<b>5</b>	Enable UD to record transactions that are accurate and consistent across any entity or level within the UD organization and at a level of detail that is sufficient to support financial analysis, budgetary processes, and internal and external reporting needs.
<b>6</b>	Maximize the use of all elements of the Banner Chart of Accounts as well as delivered Banner functionality, avoiding duplication of system functionality.
<b>7</b>	Establish and communicate a unique, clear, and consistent definition and purpose for each CoA segment that is easy to comprehend and use.
<b>8</b>	Promote strategic alignment and bi-directional integration between the financial system of record and ancillary ledgers and systems across all entities of the University.
<b>9</b>	Support organization and division structures, their hierarchies and administrative or operational reporting relationships.

# CoA Redesign Objectives

1. Facilitate fiscal management and budgeting
2. Enable tracking fiscal activity and program management across disciplines and units
3. Accommodate growth and adapt to changing business requirements
4. Provide multi-dimensional reporting capability
5. Optimize delivered Banner functionality and intended Banner chartfield use, as well as minimize CoA-related customizations deviating from delivered Banner technology

# CoA Redesign: Project Approach

- The CoA redesign and implementation will be segmented into two stages of work under this Task Order.
- Stage 1: Design the Banner CoA based on reporting and financial management requirements
- Stage 2: Translate existing FOAPAL values to the Future State CoA

# Stage 1: Timeline

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14
	3-Sep	10-Sep	17-Sep	24-Sep	1-Oct	8-Oct	15-Oct	22-Oct	29-Oct	5-Nov	12-Nov	19-Nov	26-Nov	3-Dec
Project Planning (2)														
Discovery & Design (6)														
Proof of Concept (2)														
CoA Prototype Finalization (2)														
Impact Assessment (2)														
Initial Hierarchy & Values (4)														
Steering Committee Meetings														

The timing and duration estimates related to the second stage of work will be confirmed upon completion of the redesign CoA structure and COA Impact Assessment in the first stage.

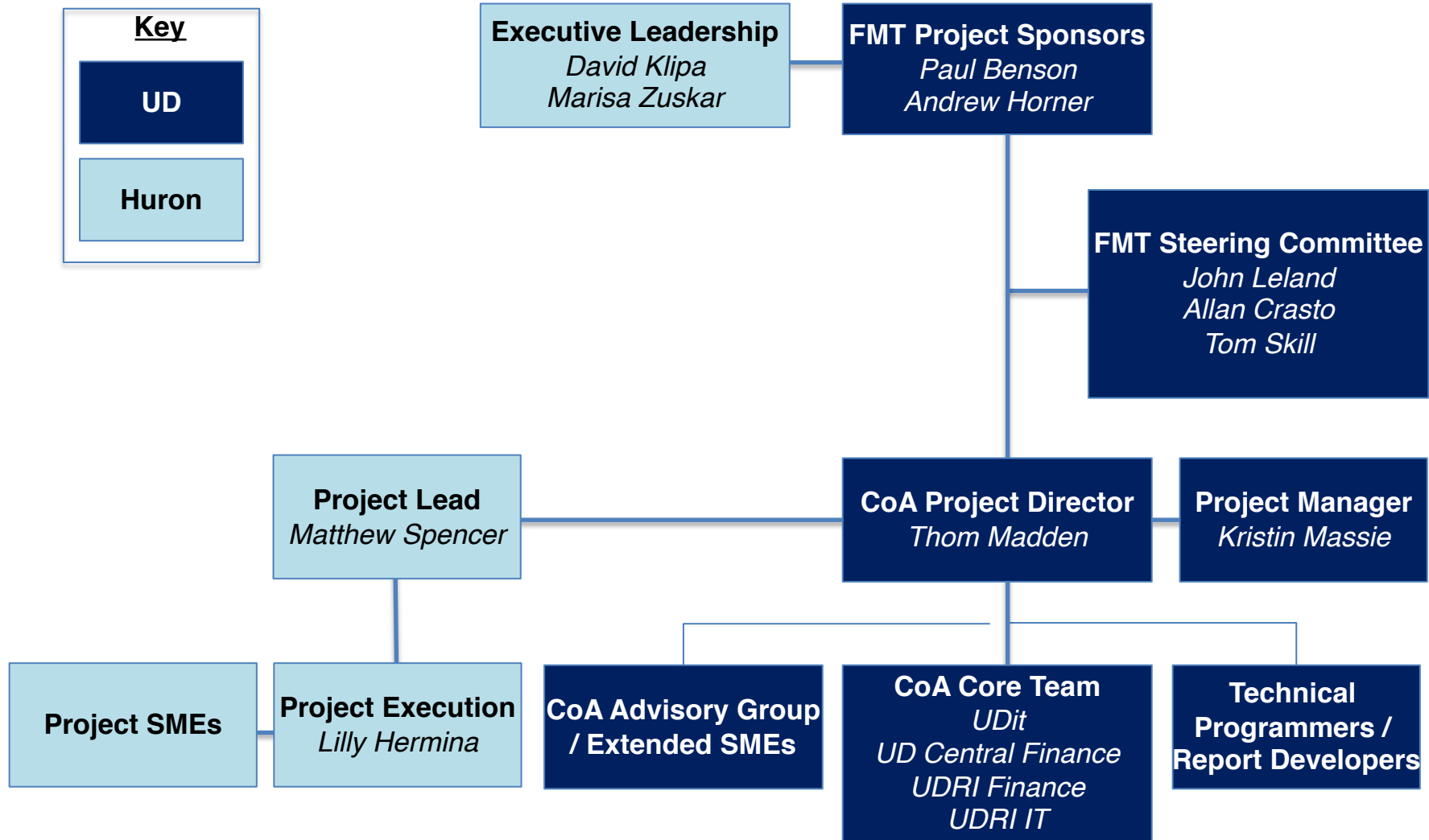
# Stage 1: Project Steps

Step Name	Step Outcomes
<b>Project Planning</b>	An effective, wholistic method to garner input from stakeholders across the university
<b>Discovery &amp; Design</b>	An agreed upon set of definitions for each of the FOAPAL segments based on the requirements gathered
<b>Proof of Concept</b>	A set of agreed upon scenarios with examples of FOAPAL utilization to highlight changes in data entry and reporting
<b>CoA Prototype Finalization</b>	A finalized and agreed upon set of FOAPAL definitions
<b>Impact Assessment</b>	An assessment of impacted systems and applications that require information from the CoA
<b>Initial Hierarchy &amp; Values</b>	An initial list of proposed hierarchies and values based on the updated FOAPAL definitions and future state goals

# Stage 1 Project Deliverables

Project Step	Associated Deliverables
Discovery & Design	<ul style="list-style-type: none"> <li>• <b>CoA Requirements Traceability Matrix:</b> List of each CoA requirement identified through interviews and workshops, as well as desired reporting, business processes, and tracking to proposed resolution in FOAPAL design</li> <li>• <b>Prototype Documentation</b> describing definitions, purpose and usage criteria for each FOAPAL segment</li> </ul>
Proof of Concept	<ul style="list-style-type: none"> <li>• Inventory of <b>PoC Scenarios</b></li> <li>• <b>PoC Documentation:</b> Summary documentation demonstrating FOAPAL examples</li> </ul>
Impact Assessment	<ul style="list-style-type: none"> <li>• <b>High-level Implementation Plan</b> considering reporting, integration, updates, and conversion</li> <li>• <b>Resource and Cost Estimates</b> corresponding with the implementation plan</li> </ul>
Initial Hierarchy & Values	<ul style="list-style-type: none"> <li>• <b>FOAPAL Segment Hierarchies</b></li> <li>• <b>FOAPAL Segment Value Ranges</b></li> <li>• <b>Detailed FOAPAL Values</b> (where possible, additional values will be added during the Mapping Translation Step)</li> </ul>

# Stage 1 Governance & Structure





# Project Roles

- **FMT Sponsors & Steering Committee:** Continued leadership and ultimate decision authority through the CoA design process.
- **CoA Project Director:** Responsible for the overall delivery and management of the redesigned CoA.
- **CoA Core Team:** Dedicated team focused on the CoA redesign project.
- **CoA Advisory Group / Extended SMEs:** Stakeholders from diverse areas across the University participating in meetings, interviews, and workshops with the Core Team.