

Chart of Accounts Redesign Intake Form

1. Business Model Overview

Core Business Activities

Revenue Streams

Cost Structure

Departments / Locations

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2. Current COA Assessment

Current COA Structure Description

Pain Points

Redundant / Unused Accounts

Segmentation Issues

Reporting Limitations

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3. Revenue Structure Details

Revenue Categories

Sales Channels

Deferred Revenue Considerations

Required Revenue Reporting Dimensions

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4. Expense Structure Details

Major Expense Categories

COGS Breakdown

Overhead Allocation Needs

Departmental Expense Tracking Requirements

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5. Balance Sheet Structure

Asset Categories

Liability Categories

Equity Structure

Required Segmentation

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6. Reporting Requirements

Financial Reporting Needs

Operational Reporting Needs

KPI Requirements

External Reporting Requirements

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7. Future-State COA Goals

Desired Segmentation

Simplification Goals

Scalability Requirements

Automation / Integration Considerations

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8. Additional Notes & Attachments

Supporting Documents

Special Considerations

Stakeholder Notes

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9. Approval & Sign-Off

Prepared By

Reviewed By

Approved By

Date