

Finance Projects in Progress – Status Update as of 11/19/2019

Please keep in mind that project progress will slow in Nov-Jan due to required regulatory work and in June and July so that FinSys and the campuses can focus on FYE processes.

Accounts Payable:

- A. SUA project
 - a. We are working on a pilot testing with UAF AP to process SUA phone and web payments for some vendors. We started a small pilot with UAF and it was successful. Awaiting resources to expand the pilot and then implement the process with the other campuses.
 - b. Team has completed communication and training with the departments regarding SUA and ACH options.
 - c. Team needs to improve the reconciliation process between Banner and PaymentNet.
- B. ACH project
 - a. The GXA2DRD Banner form used to track SUA and ACH data is outsourced to Ellucian to fix a few bugs with the form. We've done a few rounds of testing. We're hoping to have the form completed by the end of January 2020.
 - b. Team determined new payment plan options and Procurement is incorporating that language into all new contracts. AP team will be working on the implementation plan for transitioning checks to a net 45 payment term.
 - c. ACH campaign began with mailers being sent to all vendors (non-student/non-employee) and we had over 800 vendors sign up for ACH.
 - d. Team created stuffers and each campus AP office is enclosing stuffers with each check mailed, encouraging sign up to ACH payment. The stuffer campaign began in October and will run through January 2020. We will reassess our progress at that point and determine next steps.
 - e. The AR team is starting discussions around a student ACH campaign since a large number of the AP checks are generated for students.
 - f. We need to develop a procedure to maintain the correct discount codes on the vendors and apply the new discount codes globally to the system.
- C. Credit Card Administration Projects –
 - a. The UA card administration function and related projects are in the process of transitioning from Financial Systems to Procurement, following the restructure of UA Procurement Services.
 - b. Digital file storage –
 - i. Team needs to determine record retention needs and identify items that need to migrate from paymentnet to Onbase for more long-term data storage
 - ii. Team needs to work with JP Morgan and OIT to develop the migration process.
 - c. For travel card info, see the travel section.

Accounts Receivable:

- A. Employee/Dependent Tuition Waiver Automation –
 - a. NextGen Form is done and in PROD. All campuses can put the link to nextgen form on their sites. The campuses are using the forms now to make sure the form works as expected.
 - b. We are still awaiting the HR decision on request to modify employee credit cap which will impact when the employee tuition waiver can be fully automated and reduce campus processing workload.
 - c. Team is working on automating the determination of eligibility for dependents so that these can automatically load into the AR contracts without manual intervention. We're waiting on new NextGen functionality coming soon that will make this easier to do.
- B. Contract upload automation –
 - a. Created a third party contract upload process to automate the participant data and reduce manual keying. This is done.
 - b. Phase II is to create a contract upload process to automate the payment/receipt handling for each of the participants in the contract.
 - i. We are working with another University to get their process and determine what modifications we will need for it to work for UA.
- C. DCat code and Detail Code restructuring – Target Imp TBD
 - a. Established the AR project team
 - b. Provided data on existing detail codes and dcat codes for review with initial analysis of items that need restructured.
 - c. Team has drafted the DCAT definitions and identified DCAT owners. Team is cleaning up their existing detail codes to inactivate or move them to appropriate DCATS.
 - d. DCAT code changes will be completed by end of January 2020.
 - e. The detail code renaming, inactivating, and moving will also be completed by the end of January 2020.
 - f. After the DCAT code changes and the detail code step above is completed, the project will continue with modifying detail code setups to enhance our use of Banner functionality. This will likely take the duration of 2020.
- D. Application/Unapplication of Payment – Target Imp TBD
 - a. Established the AR project team
 - b. Ellucian consultant sessions were stalled due to consultant unavailability and the UA Budget crisis. We are starting the consulting sessions in January 2020 to continue with this work:
 - i. Learning AR archive process so we can archive off a chunk of the 25 years of prior student AR data. This will improve our ability to implement application of payment processes if we don't have to rerun against so many years of old data.
 - ii. Learning about the application/unapplication process and how to proceed with implementation without impacting prior years data.
- E. Student Online Bill Statement – Target Imp TBD
 - a. Established the AR project team – will need to expand this to include some non-AR folks.

- b. This will be impacted by both the DCAT/Detail code restructure and the Application/Unapplication of payment projects. Therefore, this project is on hold until those projects progress, with the exception of the tasks below.
 - c. We've begun discussion on requirements for new student bill functionality
 - i. Team members are getting examples of student bills they like from other U.
 - d. We've reviewed some available billing improvements for usefulness
 - i. Touchnet E-statement functionality
 - ii. Banner Student Account Self-Service – Ellucian 3rd qtr enhancements
- F. Mass Fee upload process
- a. In the process of investigating the Ellucian delivered fee upload process to determine if it will work for UA. This is a lower priority and will be worked on as time permits.
- G. Title IV Compliance & Process Improvement –
- a. A compliance issue was identified regarding unclaimed property for students who received Title IV funds. A team was developed and has corrected the compliance issue on current unclaimed property.
 - b. New procedures have been developed and implemented by the team to keep the unclaimed property for students in compliance with Title IV on an ongoing basis.
 - c. FinSys will develop some reports to support the new process.
 - d. The team is working on reviewing Title IV authorization waiver procedures, reviewing and modifying system setup, and modifying processes to improve overall compliance. This project will take the duration of 2020, with the goal of piloting the processes for the summer term 2020.

Budget and General Finance:

- A. Banner 9
 - a. System instability issues have been reduced since OIT worked with Ellucian to modify system setup.
 - b. Finance still has some forms and processes that need fixes to be usable in Banner 9. We are still currently relying on Banner 8 to do these until the fixes are applied. Due to EAS workload issues, Finance will be outsourcing these fixes to Ellucian.
 - c. Jasper Reports - Consulting firm is in process modifying the 4 Grant Billing reports needed for Banner9. We expect these to be completed by February 2020.
 - d. We are applying an Oracle database upgrade and a Tomcat Server change to PROD over Thanksgiving weekend. The upgrades have been a challenge in the Development and Testing environments. However, this will put us on versions of Oracle that Ellucian recommends for Banner and on the server type that Ellucian recommends for Banner. Hopefully, this change will help stabilize Banner.
- B. Org Hierarchy Restructure – Implementation date 07/01/2019
 - a. Project completed in July 2019. New structure seems to be working fine.
- C. Interagency Transfers (IAT) – Implementation date TBD
 - a. The project manager left UA and a new project manager needs to be assigned to the project.

- b. FinSys developed a new RUCL called JIAT to be used for IAT transactions instead of JV01. The campuses tested the new RUCL to make sure it works as expected and is in production.
 - c. Team will work on developing an implementation plan, communication and training.
 - d. Team will update the SW accounting manual procedure for IAT to ensure the definition is accurate and complete and to update the account crosswalk in the documentation.
 - e. FinSys is working on developing a report or table to provide the IAT reversal information for Financial statements, F&A calculations, and budgets. This is due June 2020.
- D. JV automation project
- a. Team is considering a phased in approach between uploading excel JV's vs keying a JV into a form.
 - b. Phase I - Small pilot using NextGen forms for departments to attach their JV and backup and send through a routing queue to help determine the routing queue needs and the needs of the approvers. This will expedite the entry for the central offices because they will be able to use the new excel upload process instead of keying the JV's. This is the first step in making the process more efficient.
 - i. NextGen form is now complete and is being beta tested by SWHR, with the expectation that it will move to PROD in December as long as no issues are found.
 - ii. The fupload process is working in PROD to actually upload excel JV's into Banner. We are currently using this process to upload the Travel JV's and will be expanding to SWHR in December 2019.
 - iii. We are also hoping to batch upload the JV and backup into onbase from this process. This process is in development and expected to be moved to pilot in December.
 - iv. Once SWHR has piloted the process for a period, we will start adding other departments across the system into the pilot.
 - c. Phase II – allow form entry and/or upload process into Banner with Banner approval processing.
 - i. Team is working with the Ellucian consultant to spec out the routing queue modifications needed to the existing Banner Finance approval process to make the process work well for UA.
 - ii. We'll need to work with OIT or Ellucian to create/turn on the onbase button.
 - iii. Team still needs to determine whether the data entry form will be in Banner or in UAOnline.
- E. Finance and Administration Redesign/Integration Project
- a. Procurement is consolidated into one UA department. There are some remaining process and security issues that still need completed.
 - b. Initial review and proposal for Accounts Payable integration was completed. Awaiting Business Council direction on how/when to proceed.

Grants & Contracts:

- A. GAC- Resolving problems and closing of old grants
 - a. UAF - Team has resolved 226 old UAF grant problems and closed the grants. There are 24 UAF old grant issues still to be resolved that we are aware of.
 - b. UAA – UAA has started to gather the listing of the old grants that have issues. Once the UAF grants are resolved, the team will start working with UAA to resolve the UAA grant issues.
 - c. UAS – we are unaware of any UAS old grant conversion issues at this time.
- B. Research Automation Project funded by BC
 - a. Phase I was completed and Phase II is in process. The Ellucian consultants have met with the team, multiple iterations of the functional spec has been reviewed with the team and Ellucian. Ellucian is expected to begin programming in February 2020.
 - b. FinSys is awaiting some input from the grants offices before we can proceed with the implementation parts that FinSys will be responsible for. These can be done after the Ellucian work if that is what the team prefers.

Procurement & Property

- A. Encumbrance processes
 - a. Completed major cleanup of old outstanding encumbrances – multiple old terminated funds/orgs had encumbrances remaining on them, which required the funds/orgs to be reopened every year to roll the encumbrances. This was causing additional workload each year and prevented grants from being closed timely. We liquidated all encumbrances on terminated funds/orgs and we're developing a new process to ensure these liquidations are done each year, before FYE, to help keep the grants, budgets, and overall data clean.
 - b. Developed new processes for keeping encumbrances clean and closed timely and with new automated processes.
 - i. Tested a new batch PO encumbrance close process that can mass close/liquidate POs needing closed. Process worked well and we have incorporated it into the new process.
 - ii. Working on developing protocol to transfer some additional Banner form functionality to the campus procurement offices to provide them an easier way to liquidate outstanding encumbrances. We expect this to be completed in March 2020, in time for initiating FYE cleanup.

Travel

- A. Concur Implementation
 - a. All Campuses are currently implementing the new Travel program. All departments are to be transitioned to the new process by February 1, 2020.
 - b. All departments are off of TEM and TEM is no longer being used as of 11/15/2019. FinSys will need to develop some Toad queries for departments that want to access their TEM travel data.
 - c. Main topics still needing work:
 - i. Athletics, Student, Guest processing

- ii. Export Controls
 - iii. Integration work ongoing – Functional spec for the Concur to Banner integration is complete and awaiting OIT resources for development.
 - iv. Website development ongoing
 - v. On-demand video trainings need developed to provide training options for new employees as turnover occurs.
 - vi. Automating delegate load processing for mass changes – we have a semi-automated approach in place. We're waiting until other integration work is completed to further automate this process.
 - vii. Reporting development and training folks for reporting
- B. Travel Card Implementation
- a. Travel card tax exempt status
 - i. All relative municipalities and hotels have been contacted about UA's tax exempt card status. This transition is complete and in maintenance mode.
 - b. Team is working on sunseting the individual and department travel cards programs.
 - i. The old individual travel card program has been closed as of 11/01/2019.
 - ii. The department travel card program is targeted to be closed by 02/01/2020. Procurement is working on communication to departments and a plan for this transition.
 - c. Team is working on the options for student and guest card and payment options.
 - d. Reconciliation process still needs developed at the SW level for the overall Travel card administrative process.