**Finance Project Portfolio - Project Listing by Finance Area and Resource Needs**

**As of 07/25/2024**

**This listing contains Finance Process Improvement Projects that are on the project roadmap for FY24-FY28. This list does not include finance projects that are not expected to be worked on in the FY24-FY28 period.**

**Status Colors: Done, In Process, New Project since 01/24 report, Remove Project**

**AR Student/Bursars**

* Title IV authorization
  + Done – created a touchnet authorization process and implemented Feb. 2024
  + Next step is to create an additional Title IV authorization process with Banner Fin Aid team so that it covers more students and is more timely.
* 1098T electronic election and electronic distribution through Touchnet
  + Done - 1098Ts are now available for all students in Touchnet via UAOnline as of Jan 2024
  + Automating the Student election to authorize electronic 1098Ts instead of paper 1098Ts.
    - The student can select the option in Touchnet. However, we need to build the interface to update Banner records and modify the paper forms processing.
* UA Scholars website data upload to Enrollment RX/Banner
  + OIT completed the research and is working on the upload process to EnrollmentRX/Banner.
* Done - Payment prioritization configuration to automate payment application processing
  + Implemented 06/24
* Student Financial Aid and Refund Payment processing
  + Done -Automatice Touchnet upload process for credit card refunds that were entered manually in Banner to prevent double data entry and improve accuracy. Implemented in June 2024.
  + Done - Reports and process to automate the refund process through credit cards are completed. This will be implemented in November 2024, after the Fall semester peak workload.
  + Reports and process to automate the remaining refund through ACH/Check are in development.
  + Target date for full process to be implemented is November 2024, after the Fall semester peak workload.
* SIS Modernization -Tuition Charge Process Restructuring Project
* PFD and Collections process Phase 3
* SIG consultant perform gap assessment
* Reporting - Agency receivable reporting and cleanup
  + Created new GL account codes in Banner to move the Student Agency receivables out of the student receivable account codes so that student agency receivables can be tracked and managed separately from the student receivables.
  + Planning and data cleanup is in process. Target Implementation date TBD.
* Student Agency and scholarship billing and collection process
* Foundation scholarship process review and improvement
  + This project no longer involves FinSys since the project is primarily between Foundation and Financial Aid/Student as of April 2024.
* NextGen API’s to connect to Banner
  + Employee tuition waiver form
  + Senior citizen tuition waiver form
* Student Data archive
* See AR Project Roadmap Document

**AR Grants and Contracts**

* Fixed Price Billing
  + We’ve removed the mods that were preventing UA from using Banner’s fixed price billing process and are testing the Banner fixed price billing report.
  + We’ve identified some fixed price billing processes that the Banner fixed price billing process won’t remedy and will be working to identify ways to improve those after we get the existing Banner process and billing report implemented.
* Billing format compliance with new federal standards
* Full Business Process Analysis (BPA) of Billing process for streamlining options
  + Done - We’ve worked with the UA Grant Directors to complete an RFP process and have hired Attain Consulting services complete a full BPA of the grants processes with an emphasis on billing and collections.
  + Next step – work with Attain Consulting on the PBA plan and timing for FY25.
* Billing – Improve Payment Management System (PMS) Process and data cleanup
* Grant System Data Cleanup & GAC -
  + Done - GAC cleanup was completed 06/24 and the grant system is in balance for all GAC related grants. This was a multiyear project to correct multitudes of conversion errors from the 2001/2002 grant billing system conversion, which put the grant system out of balance and made the subsidiary ledger and billing table data unreliable. More than 2000 grants were corrected during FY24 alone.
  + We discovered out of balance issues unrelated to GAC that are more recent and we are working to fix those issues with a target date of 01/25
  + Improve grant process protocols and training to prevent grant system out of balances for the future and develop a periodic reconciliation process to ensure the grant system stays in balance.
* Reporting – Receivable tracking and management reporting
  + FinSys has developed biweekly, monthly, and quarterly receivable reporting provided to various levels of UA to assist with monitoring and managing grant receivables. Once these reporting formats are agreed upon, we will develop a process for the reports to be run either on-demand or on an automated schedule.
* Reporting -PI Reporting dashboards and replacement of Qmenu/Qadhoc project reporting
* Done - Reporting – implementing Themes/Categories for better project purpose reporting –
  + Implemented 07/24.
  + There are a few small navigation improvements that will be implemented in Production in early August 2024.
* Document Mgmt – Proposals, Awards, Billings

**Procurement and Card administration**

* Procard process compliance issues and mapper feed to Banner
  + Options to improve the process and perhaps the tool are being discussed with consultants and users
  + Automating the PaymentNet Mapper feed to Banner is on hold until we determine if moving to a new tool or staying with PaymentNet.
* Procurement Process Analysis and Assessment of e-procurement and vendor management applications.
  + CampusWorks consulting has been hired to assist with B9SS implementation and to address Process pain points that can be resolved with implementing additional Banner related functionality. Consulting sessions are scheduled for August and September 2024.
  + Huron Consultants have been hired to educate UA on automation tools and software available to improve the entire procure to pay process and the procard processes and the advantages & disadvantages of each option. Consulting sessions have started and will continue into September 2024.
* Document Mgmt - upload/reveiew/storage for req to PO and maybe check processes
* Buyer assignment and management process
* Reporting - FFATA Compliance data collection process and reporting
* Reporting – Develop spend management reporting
* Vendor data cleanup and process for termination

**Accounts Payable (AP)**

* Done - Positive Pay
  + Positive pay for AP was implemented 04/2024.
* ACH
  + Reg review to determine if can require electronic pymt and for whom
    - If allowed and desired, campaign to require and implement
  + Done - Impl B9SS Direct Deposit for Employees and student to replace current process
    - The new B9SS process was implemented 06/2024
  + Imp new ACH electronic form for Vendors submittal of ACH
  + Imp Automation of several ACH steps and fraud protection
  + ACH Campaigns
* Assess Process Improvement options for AP processes
  + We’ve hired CampusWorks and Huron consulting to assist us with evaluating both Banner functionality options and other software application options that will improve the entire procure to pay process. The consultants have started and the target end period for the consulting to be completed in end of September 2024. At that point we will use the information we’ve learned to develop the implementation plan.
  + Automate invoice routing and entry process
    - Application Options
      * Next gen w onbase and APIs
      * Ellucian spend management, which includes chrome river
      * Concur w APIs
      * Payables portal applications
* AP Data cleanup and collection/writeoff of old credit memo’s
* Automate Risk Mgmt AP invoice process
* Compliance Reporting
* 1099 process improvement and training development

**Travel**

* Reporting - Banner Table/Reporting to capture Travel “encumbrance” type travel data from Concur and make accessible in Banner/RPTP for reporting
  + The Concur file to capture the travel “encumbrance” data is developed. OIT is working on the creation of the Banner table and automating the feed.
  + We will also create a Banner form, attached to the FGIBDST form, so that users can access the data while in Banner.
* Concur new Travel Booking interface and functionality - availability coming June 2024
* Streamline Profiling Guests in Concur
* Automating manual administrative tasks – COA data loads, Term FOAPAL data loads, etc
* Reporting – Travel Management reporting
* Concur – Implement improved travel allowance process
* Concur – Improve the workflow for Expense process

**Budget and General Finance**

* Banner 9 Self-Service (UAOnline) upgrade, assess, and implement new functionality
  + Done - B9SS General, including Direct Deposit was implemented June 2024.
  + Team has review initial demo’s of functionality. We will work with Campusworks consulting and our workteams during Aug-Dec 2024 to implement the functionality that is useful to UA.
* CampusWorks Consulting sessions to identify Finance process pain points for multiple finance areas and options to resolve them. Sessions will occur Aug-Sept 2024.
* Document Management storage and retrieval solution for all areas of Finance
* UAA Budget unauthorized JV notification via BCM
* JV entry process and routing from dept, including doc attachments, Banner entry, doc storage
* Reporting - Management reporting and Dashboards
* Reporting - Improved/easier access to data & reporting needed throughout UA, including projection reports for labor and travel
* Budget Development process

**Property**

* Property Manual review and update
  + The UA Property Manual has been updated for compliance, clarity, and completeness and reviewed by all of the UA property coordinators across the system.
  + The Manual is now being reviewed by UA management.
* Property transfer process improvements
* Property reconciliation improvements
* Dept Responsibilities for propery – improve departments knowledge of responsibilities for asset management, inventory, and proper disposal rules to improve compliance.

**E-Commerce**

* Point of Sale options readily available for depts.
* Improve Ustore/Usite process
* Training, doc, resources to Ustore users
* Campaign to help depts. Know capabilities

**Security**

* Refine Finance Security and possibly all Employee security access process
  + Link to positions?
  + Have groups defined for the different types of positions
    - Done- we’ve tested the use of the group security functionality in Banner to ensure it works in the manner UA needs it to.
    - Next steps – Finance, student, Fin Aid, HR need to define the groups they want created to streamline the provision of Banner access to new users and reduce security coordinator efforts.
  + Automate employee access termination
  + Define process for Job transfer access changes/terminations
  + Document who can have what accesses and what cross accesses cannot exist and develop an audit process to ensure those cross-accesses are not granted or document when exceptions are allowed.
  + Develop exception reporting to monitor for access concerns

**Training and documentation**

* Develop and update Banner training documentation
* Websites development and updates for access to training and documentation
* Create training videos where appropriate for self-service training
* TOAD training to provide via self-service
* Training guide for types of finance positions.
* NextGen onboarding of new forms developers at departments throughout UA to help departments become more efficient with their departmental forms processing.
  + On average, training and onboarding 3 new departments each month.

**Potential technology investments that could help many areas**

* B9SS
* Next Gen & APIs vs other apps
  + ETW
  + Title IV auth
  + ACH Vendor banking info
  + JV dept level entry and automation
  + AP invoice processing
* Banner Document Management vs routing via nextgen
  + Procurement
    - Req Docs
    - PO Docs
    - Buyer Docs
  + JVs
    - JV support
  + Grants
    - Proposals
    - Awards
    - Billing details or issues/notes
  + Invoices
    - Vendor invoice attachment?
  + Student AR?
  + Property?
  + Other functional areas like HR, Student, FinAid?
* Ellucian Workflow
* Ellucian Experience (we own licenses for at premium level now)
* Ellucian Insights reporting -maybe in conjunction with mgmt. reporting
* Management reporting application
* Ellucian Spend Management vs an e-procurement and e-payables mgmt. aps via separate vendors vs Vendor mgmt. and onboarding apps like payment works vs Vendor Portal
* Touchnet Cashier Advisor
* Direct to Debit application