

CSCU | Students First

Planning Team	SF-AP/AR/BANNER SUPPORT/EXPENSE MANAGEMENT
Meeting Date	June 9, 2017
Members Present	Chris Forster – Sub Team Lead – CSCU- Controller Kim Dragan – NWCC – Director of Financial & Administrative Services Kyle Frant – CSCU – Financial Services Madeline Santiago – CCC – Bursar Paul Creech – CCC – Department Chair Health Careers & Public Safety Jody Dear – CSCU – Associate Director for Business Services Jennifer Gray – ASCC – Director of Financial & Administrative Services

Meeting Notes

Minutes Approved – June 5, 2017 minutes were reviewed and approved.

Review Travel Policy – Committee reviewed existing Connecticut State University System and Connecticut Board of Regents System Office Travel Procedures Manual. Travel policy could be widely applied to all the community colleges with some minor exceptions.

- Travel Advance language in policy (page 3) Community Colleges currently do not have the structure needed to request travel advance checks in a timely fashion.
- Travel policy uses the GSA rates for reimbursement of meals. The community colleges have to adhere to the collective bargaining agreements which specify meal reimbursement rates. There needs to be clarification on whether the community colleges need to use the rates specified in the employment contracts or if the GSA rate may be applied.

Review Travel Reimbursement Form – The travel reimbursement form used by the universities and system office (also the travel authorization) was reviewed. It was decided that this form could be used by the community colleges.

Draft Travel/Expense Reimbursement Process (Phase 1) – Committee reviewed a draft flow chart of the travel/expense reimbursement process. Chart was approved with one change.

- Traveler can only book travel if the actual expense is within 10% of the original estimate provided on the approved travel authorization. If the expense is 10%, the traveler needs to revise the original authorization and get it approved again, before booking the travel.

CCSU Software - A demo of the software CONCUR that is currently used a Central for managing travel has been set up for June 26, 2017 from 10-12. Room TBD.

Accounts Payable Committee reviewed the current process of paying an invoice on campus. Key factors in making prompt, accurate vendor payments:

- **Receiving of goods** – each campus needs to have a dedicated receiving area & person. Packages should be received centrally, opened, checked against packing slips, matched to open purchase orders and entered in banner by the receiver. Hard copy packing documentation needs to be signed, dated and forwarded to accounts payable to be matched with the invoice and filed for audit documentation. Receiving would also be responsible for:
 - Ensuring that goods are dispatched to the appropriate departments/rooms.
 - Ensure that fixed asset purchases are properly tagged and processed through the fixed asset system.
- **Receiving of services** – each campus will need to verify completion of services in writing, could be electronic, to the accounts payable processing department. Accounts payable will need to match this verification of services to the open purchase order before making payments.
- **Direct pays** – a process needs to be established to facilitate direct payments (without purchase orders).
- **Sales tax adjustments & vendor discrepancies** – central processing staff would have to communicate directly with vendors to correct invoicing errors, returns, damaged or defective goods, etc. A process involving campus receiving personnel and shared services accounts payable & purchasing needs to be drafted to outline each individuals responsibilities.
- **Imaging** – The ability to attach documentation to an invoice such as W9, receipts, packing slips, etc.

Next Steps

Travel

- Review CONCUR system used by Central – June 26, 2017 CCSU 10-12
- Review processing ability of CORE:
 - Can employees be trained to enter their own reimbursements in payroll?
 - What would the payroll audit process to be ensure accuracy?
 - Can supporting documentation be scanned, uploaded and attached to the payroll transactions in CORE?
- What are the staffing requirements of a centralized travel processing department?
- Review of Professional Development requirements – committee structures at each campus. How does this fold in?

Accounts Receivable

- Review banner set up requirements for standardization across all 12 colleges
- What are the staffing requirements of a centralized accounts receivable processing department?

Future Meeting Dates -

- June 13, 2017 1pm-3:30pm – SO – 61W – R304
- June 20, 2017 1pm-3:30pm – SO – 61W – R304

Additional Meetings – Purchasing Consolidation Committee Invite-

- June 16, 2017 9am-12pm – Charter Oak – Fleet Conference Room – Purchasing Demo

Meeting Plan June 13, 2017

- Review Process Flows
- Begin discussion of deliverables for each process