

CSCU | Students First

Planning Team	SF-AP/AR/BANNER SUPPORT/EXPENSE MANAGEMENT
Meeting Date	June 13, 2017
Members Present	Chris Forster – Sub Team Lead – CSCU- Controller Kim Dragan – NWCC – Director of Financial & Administrative Services Jody Dear – CSCU – Associate Director for Business Services
Members Absent	Kyle Frant – CSCU – Financial Services Madeline Santiago – CCC – Bursar Paul Creech – CCC – Department Chair Health Careers & Public Safety Jennifer Gray – ASCC – Director of Financial & Administrative Services

Meeting Notes

Minutes Approved – June 9, 2017 minutes were reviewed and approved.

Review AP Process Flow (phase 1) – Committee reviewed accounts payable process flow for goods and services. **See attached flowcharts.**

Discussion of AP Future State (Optimal) – Centralization is possible for AP, however, it is recommended that AP be located with Purchasing. If purchasing is regionalized, the committee recommends regionalizing AP as well.

- Chris – compiling transaction data to determine optimal location(s)/ regions and manpower requirements.

Discuss location of Shared Services – After the review of each of the processes assigned to this committee it would appear that:

- AP – Could be centralized or regionalized depending on the location of purchasing and the availability of space.
- AR – Billing functions could be centralized leaving the cashiering functions (student facing) at the local campuses.
- Expense Management (Travel) – Centralize. Committee needs to review CONCUR software product at Central and also look at transaction volumes but it would appear initially that this function could be handled centrally.

CCSU Software - A demo of the software CONCUR that is currently used at Central for managing travel has been set up for June 26, 2017 from 10-12. Marcus White Computer Lab. *Chris to send out a survey to see who is**

available to attend. This date is problematic for several committee members and may need to be rescheduled to after year end***

- Banner Support – Centralize. Banner Support has always been a function of the System Office. Support services need to be expanded to include training of new employees and reviewing and updating of banner procedures.

Discussion of Deliverables

- Organization structure
- Position types, skill sets, descriptions, etc.
- Recommended timing of implementation
- Workflow (current) – **Flow charts are almost complete for AP & Travel/Expense Management. Need flow charts for AR & Banner Support**
- Workflow (future)
- Geographical considerations/recommendations
- RFP requirements
- Project Plan

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

Meeting Plan June 20, 2017

- Discuss of SciQuest demo (6/16/17)
- Begin drafting position descriptions (AP, AR, Travel, Banner Support)
 - Kim will collect various existing job descriptions that may be used as a starting point for creating our new unique job descriptions.

Additional Meetings – Purchasing Consolidation Committee Invite-

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