

Finance

Finance Overview

- Finance Module live September 1, 2005
 - Research Accounts sub-module implemented Summer, 2008
- Chart of Accounts Assessment conducted Fall, 2008
- Finance Chart of Accounts Redesign – 2009
 - New chart live September 1, 2009
- Finance BPAs Oct-Dec 2009
- Finance transition to BPA “Future State” Jan-Aug 2010
- Other important dates
 - HR/Payroll live January 1, 2010
 - Fall 2010 term live for Financial Aid and Student AR in Q1 - 2010

Chart of Accounts Benefits

- Implemented a new chart structure that:
 - Provides improved reporting flexibility
 - Is structured to easily extract data for analysis
 - Facilitates financial statement reporting by college
- Improved flexibility in new chart structure to allow for future growth
 - Fund and organization codes expanded to six (6) characters
 - Account code expanded to five (5) characters
- Re-designed structure in place to support HR/Payroll, Student AR and Financial Aid implementations

Chart of Accounts Lessons Learned

- Test, Test, Test
 - Multiple iterations for each test script
 - Various scenarios
 - A single successful test is NOT validation that the system is functioning as intended
- Keep Documentation Current
 - Ensures a common understanding of the topic(s)
 - Outlines next steps, responsible persons and due dates
 - Reduces iterative cycles of discussions and evaluations
 - Serves as a historical record of activities and decisions
- Ask Questions and Communicate
 - Active participation is a key for success
- Adhere to Deadlines and Due Dates
- Efficient and Effective Decision-Making is Critical
- Meetings Are a Necessity

Finance BPA Scope

- Accounts Payable/Purchasing/Procurement
 - Requisitions
 - Purchase Orders
 - Approvals Process
 - Receipt of Goods
 - Direct Pay Invoices
 - Regular PO Invoices
 - Vendor Payments
 - Vendor Maintenance
 - Bank Reconciliation (Disbursement Accounts)
- Fixed Assets
 - Asset Maintenance
 - Depreciation
 - Asset Reconciliation

Finance BPA Scope

- General Ledger
 - Chart Maintenance
 - System Maintenance
 - Journal Entry Processing and Approvals
 - Bank Reconciliation (non-Disbursement)
 - Month End/Year End Processing
 - Financial Reporting
- Budget
 - Budget Development
 - Budget Maintenance and Reporting

Finance BPA Scope

- Treasury
 - Cash Flow
- Research Accounting
 - Grants Review
 - Capital Projects

BPA Goals

- Business process improvements that reflect best practices and leverage Banner Finance functionality whenever possible
- Improved process efficiency and consistency in finance processes throughout Alamo Colleges
 - Transition to paperless processing in Acquisitions and AP