



THE UNIVERSITY OF NEW MEXICO

HEALTH SCIENCES CENTER

Unrestricted Accounting
FY09 Operational Update
August 2009

All Star Line Up

Person	Duties
Laura Putz	Coordinates and Oversees duties below. Information source for staff and department personnel
John Brandt	Supervises processing of all documents. Coordinates Reach Out efforts to departments. Travel advance approvals and reconciliation
Terry Shoebbotham	Analyzes training needs, produces training for departments, Assists departments with process improvements , Report development (Disapproval Report), InProcess development, Special projects such as signature authorization updates
Sandy Kreske & Alana Monjure	Document approval & review – labor redistributions (PZAREDS), JVs, requisitions, non standard payment forms. Reconciliations – live check, operating ledger, general ledger, post transaction review. Review moving expenses for taxability
Stacie Begay	Non Student AR invoicing, DPEZ Review, UH Invoice Upload
Thelma Graham	DPEZ Review, Petty Cash Review

What is “Unrestricted Accounting”?

- State Appropriations for Instruction and General (I&G)
- Special State Appropriations (Line Item)
- Residuals
- Clinical Revenue
- Endowed Funding
- Non-Endowed Funding
- Research Allocation Committee (RAC) Awards

What is “Unrestricted Accounting”?

Does NOT imply discretionary fund that can be spent without regard to guidelines.

- University Business Policies and Procedures
- Higher Education Division (HED)
- Legislative Finance Committee (LFC)
- Internal Revenue Code
- Endowed/Non-Endowed donor intent

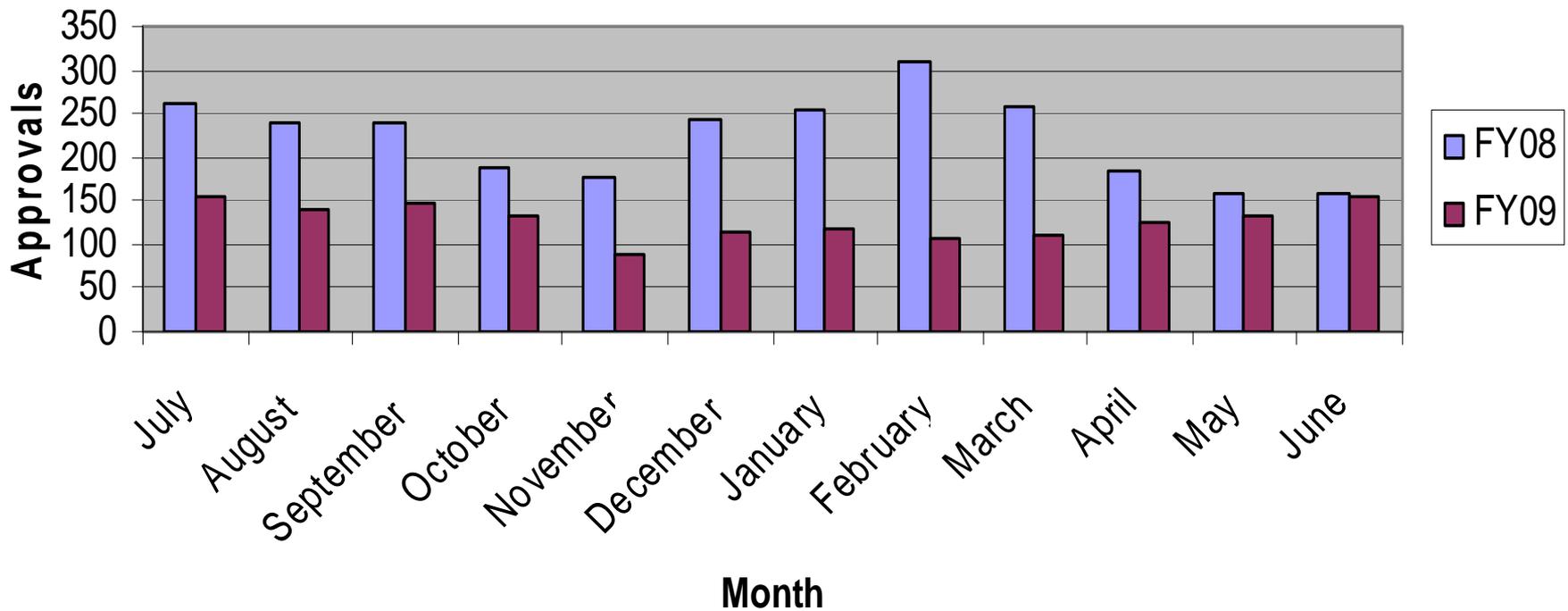
Unrestricted Summary

Fiscal Year	Revenue	Expenses
2006-07	\$327,095,070	\$311,861,621
2007-08	\$338,215,321	\$340,367,330
2008-09	\$375,097,481	\$369,142,625
2009-10 Budget	\$429,353,100	\$429,353,100

Approved Requisitions FY08 & FY09 Comparison

FY08 Total: 2,668 FY09 Total: 1,523

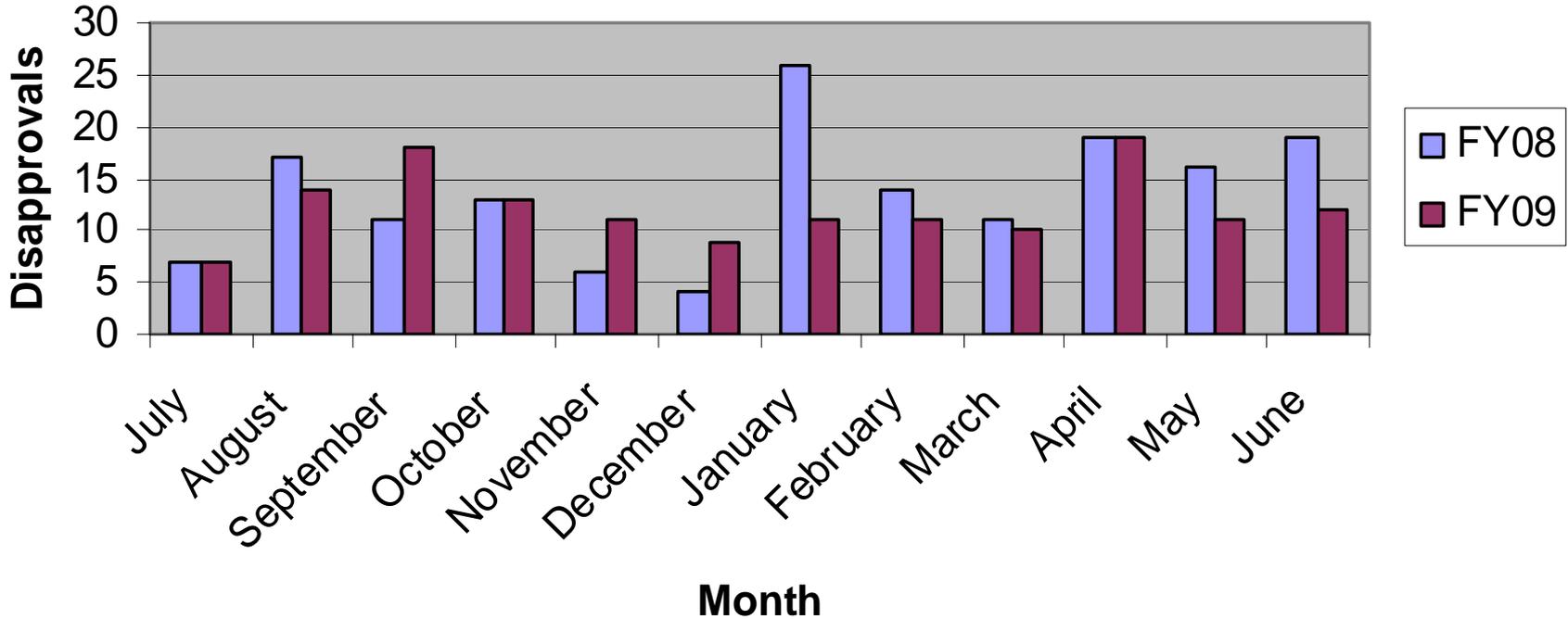
Requisition Approval Actions



Disapproved Requisitions FY08 & FY09 Comparison

FY08 Total: 163 FY09 Total: 146

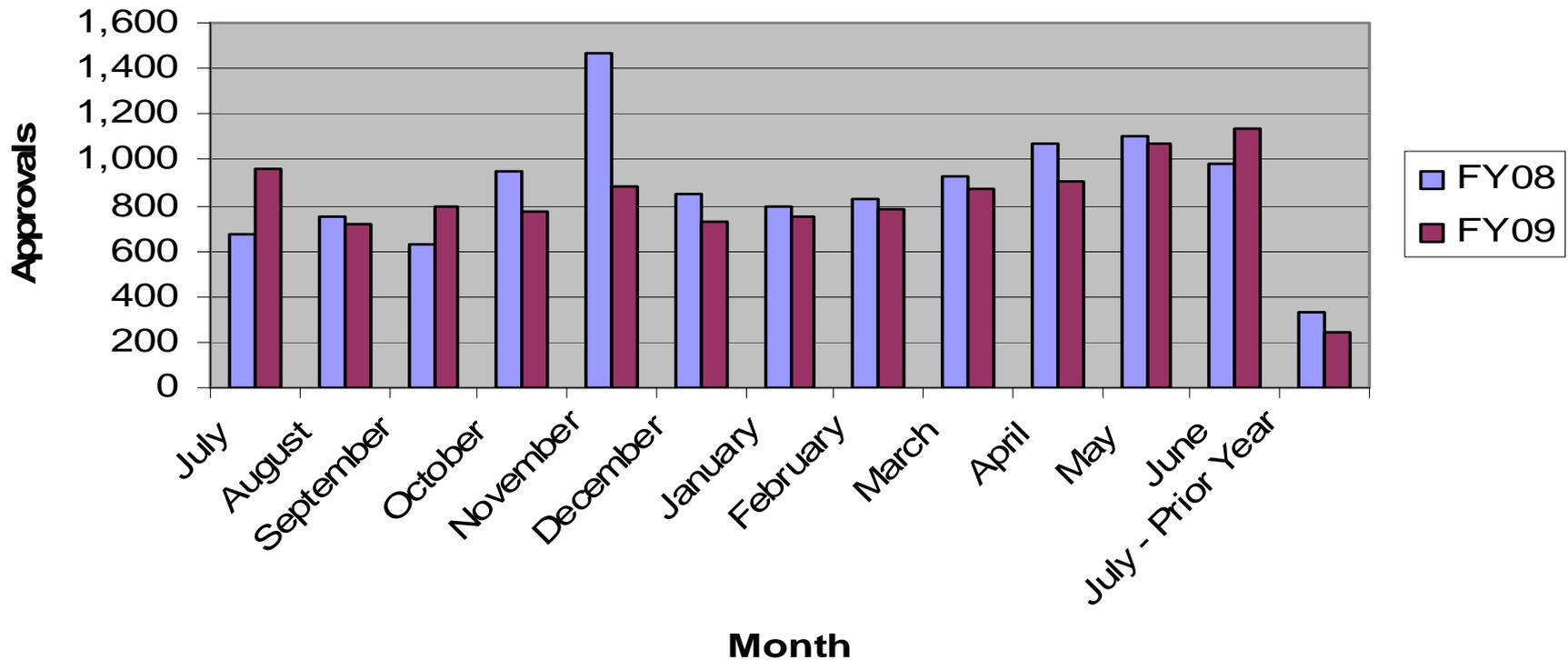
Requisition Disapproval Actions



Approved DPIs FY08 & FY09 Comparison

FY08 Total: 11,352 FY09 Total: 10,614

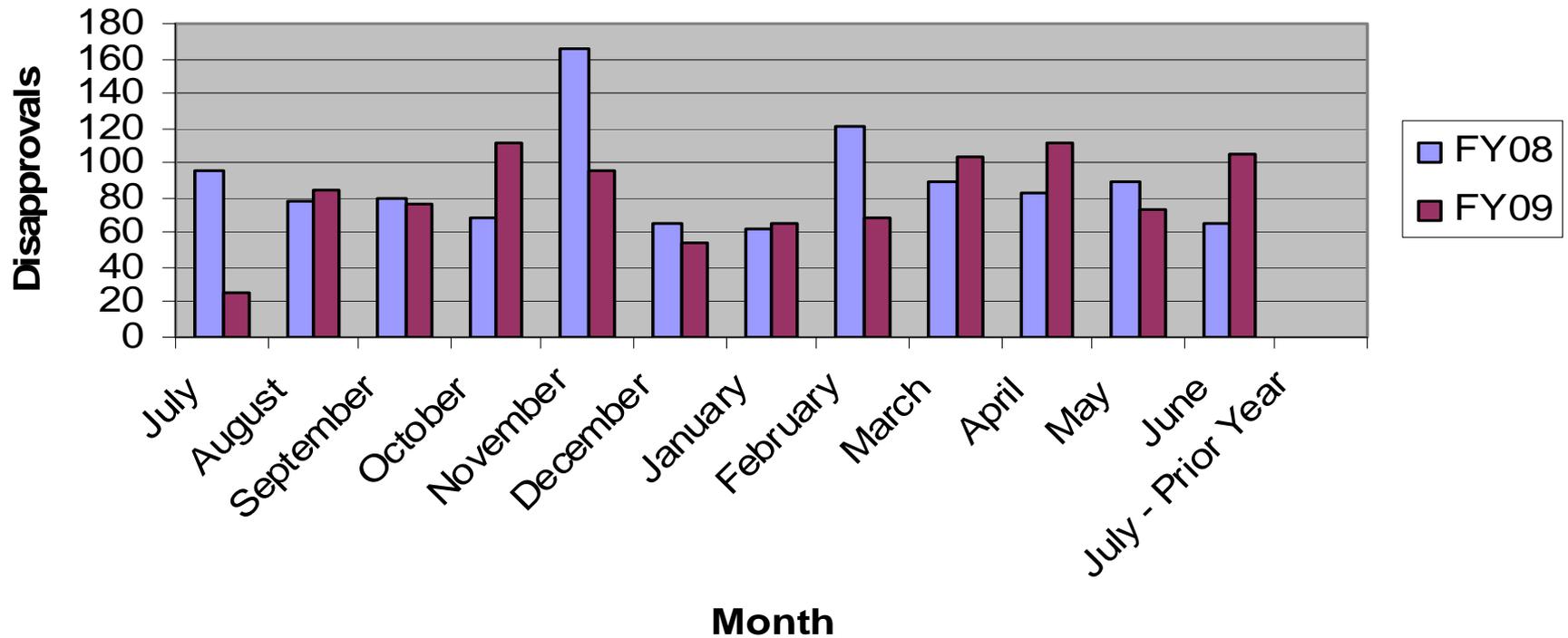
DPI Approval Actions



Disapproved DPIs FY08 & FY09 Comparison

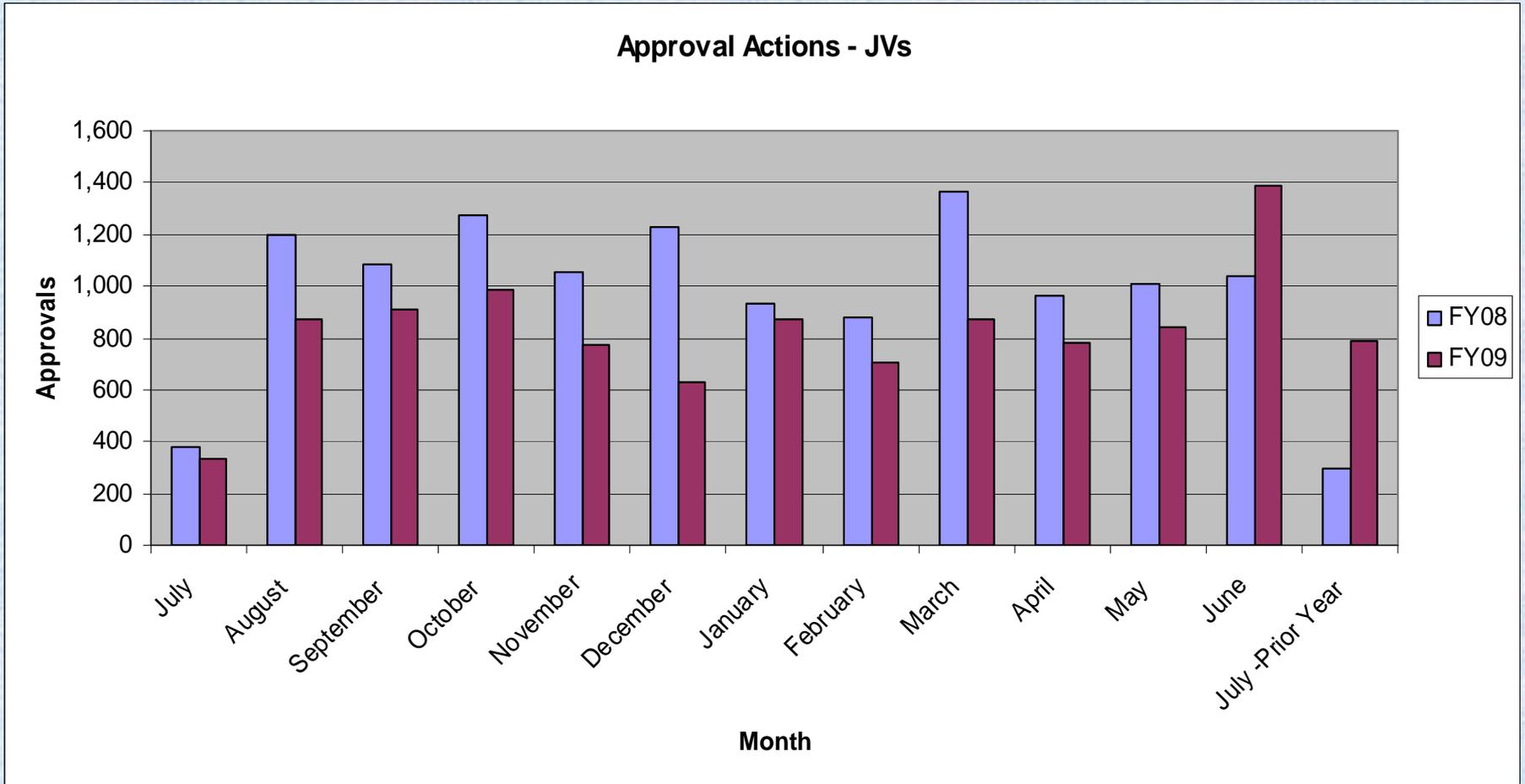
FY08 Total: 1,063 FY09 Total: 977

DPI Disapproval Actions



Approved Journal Documents FY08 & FY09 Comparison

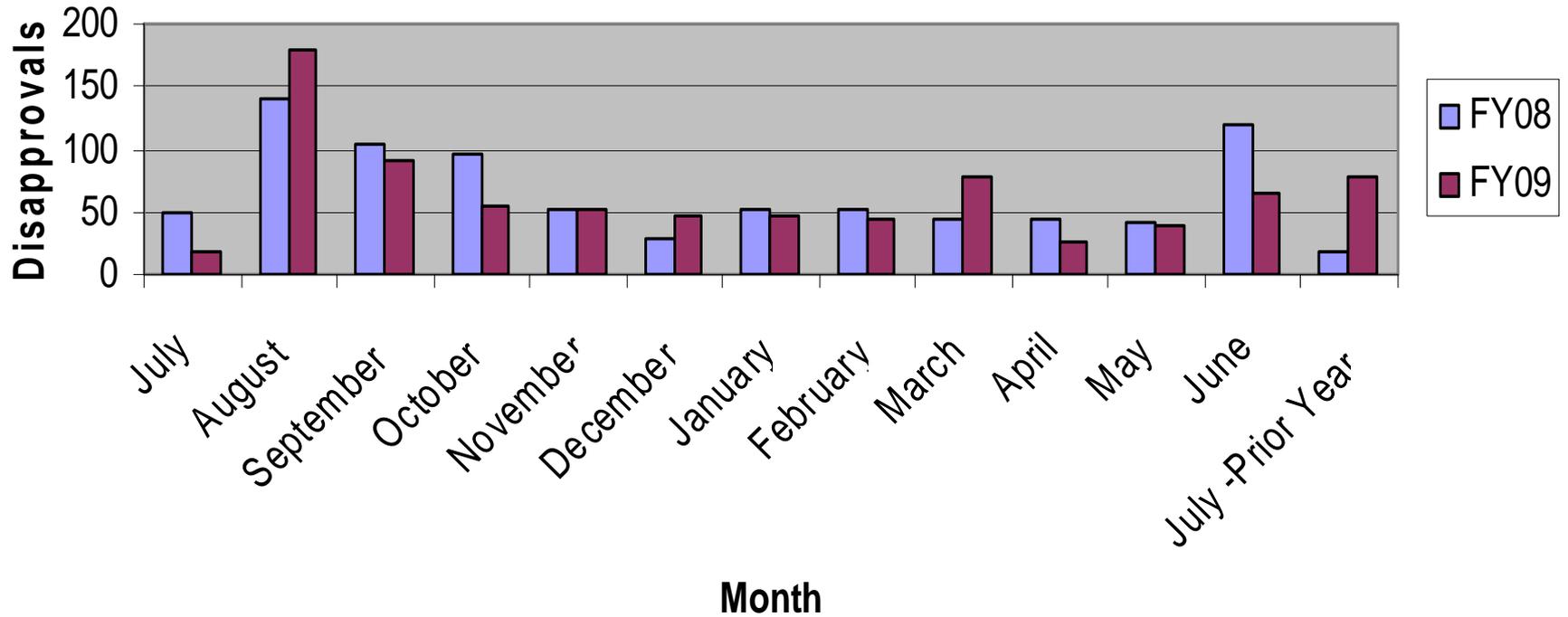
FY08 Total: 12,709 FY09 Total: 10,753



Disapproved Journal Documents FY08 & FY09 Comparison

FY08 Total: 843 FY09 Total: 821

Disapproval Actions



Total FY 09 Banner Documents

Document	Number in FY 2009/Turnaround
Requisitions	1,523 – 2.4 days
DPIs	10,614 – 4.3 days
Journal Vouchers	10,753 – 2 days (estimate)
Total	22,890

(Not counting PZAREDS, Special Comp, or Non-Student AR...)

Invoicing Activity

Outbound FY09 Summary:

- 4,254 Invoices Created
- Revenue Posted: \$142,588,537
- Collections: \$144,661,956 (Thanks Marie!)

Inbound FY09 Summary (UH & UNM MG):

- 2,698 Invoices distributed to departments
- Expenditures Posted: \$46,203,035

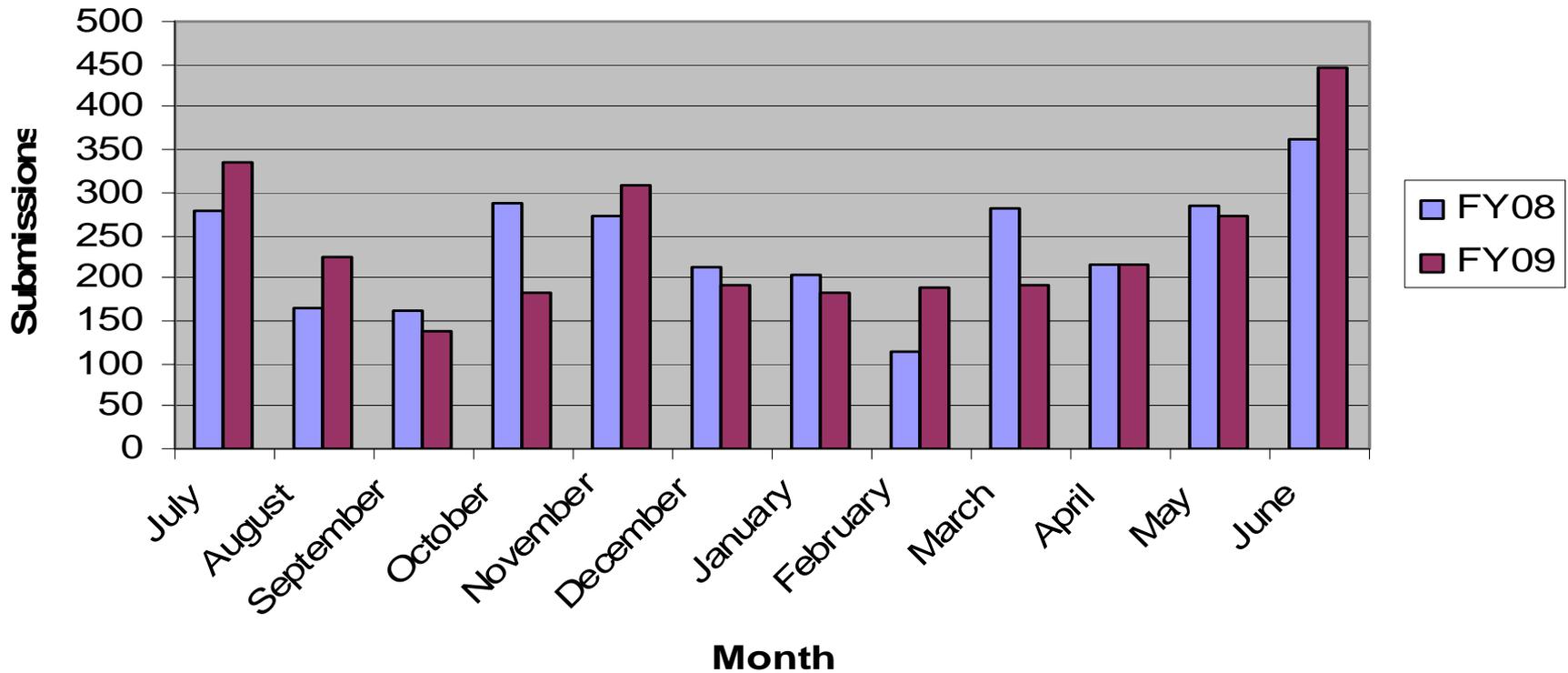
FY09 Other Activity Summary

- A lot of PZAREDS
- 1,774 Petty Cash Reimbursements
- PCard Exceptions: **TOO Many**
(Thanks Desi!)

Non-Standard Payment Forms FY08 & FY09 Comparison

FY08 Total: 2,840 FY09 Total: 2,885

Non Standard Payment Forms



Special Projects

Unrestricted to Department Reach Out Efforts:

- Calendar Year Goal – meet with accounting and admin staff in every level 5 organization at HSC
- 85% departments visited during FY09
- Expanded to include Core Offices

Special Projects

Cross Campus Initiatives:

1. Lunch, Education and Review Network (LEARN)
 - Twelve educational sessions in FY09
 - Total Attendance: 488
 - Second session being offered on Main Campus beginning in FY10

Special Projects

Cross campus Initiatives (continued):

2. Signature Authorization Form Scanning:

- Updated forms on file for approximately 7,000 indices
- Scanned documents into FTMACCI for campus-wide access
- Used by other core offices (PCard/HR) which has allowed for process improvements that streamlines several processes

Special Projects

Cross Campus Initiatives (continued):

3. Inactive Index Termination Project

- Coordinated efforts between Unrestricted-Main and HSC, Contract and Grants, Finance Systems Management and Meifen to identify dormant indices
- Terminated 2,255 Main Campus indices
- Terminated 677 HSC indices

Department Goals – FY10

- Improve delivery expectations for document turn around time
- Expand Internal Control efforts
 - Department Money List Review
 - On-site PCard Audits
 - Petty Cash Audits
 - Increase Post Transaction Review

Department Goals – FY10

- Review SOP Documentation
 - Monthly Operating/General Ledger Review
 - Evaluate daily tasks to increase efficiency
 - Non Standard Payment Process Revisions

- Expand information accessibility for departments
 - Scanning of Fund Establishment Forms
 - Publishing Internal Service Center Rates

Department Goals – FY10

- UNM Business Policy Review
 - Travel Policy – 4030
 - Petty Cash Policy – 7210
 - Internal Service Centers – 2440
- Banner 8.3 Implementation
 - Core office testing of processes to make upgrade seamless to departments
 - Communication of process changes as identified

It's a Team Effort

- Department Personnel
- Dean's Offices
- Accounts Payable
- Budget Office
- Bursar's Office
- Contracts and Grants – HSC and Main
- Finance Systems Management (FSM)
- Financial Services Support Center (FSSC)

It's a Team Effort

- Human Resources
- Payroll
- Pre-Award
- Purchasing
- University Services
- University Hospital
- UNM Medical Group
- Unrestricted Accounting-Main