



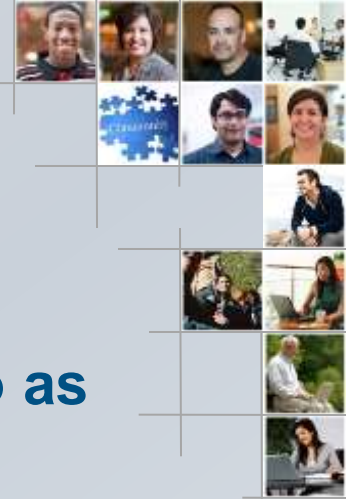
Finance Approvals Made Efficient (FAME)

Presented by: Jeffrey O'Keefe,
University of New Mexico

March 22, 2011

Session ID 5068





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- If you must leave the session early, please do so as discreetly as possible
- Please avoid side conversation during the session
- Questions are welcome during the presentation

Thank you for your cooperation!

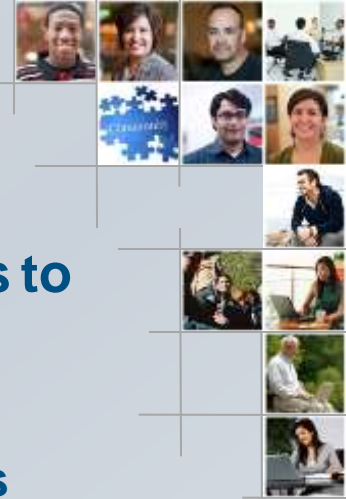
Introduction

Learn how UNM enhanced Banner Finance Approvals to enable:

- all approvals occur within a logical order
- one queue per department to handle all document types
- multiple simultaneous department approvals
- all central accounting approvals occur after all department approvals have been completed
- multiple simultaneous central accounting approvals
- additional central accounting offices to review documents prior to final approval
- true metric reporting relative to time spent in department queues versus central accounting queues

while reducing:

- the overhead costs of queue set-up and maintenance
- the time and effort required during the approval process



Agenda

- **The Inefficient State**
- **Making the Inefficient State Efficient**
- **The Efficient State**
- **Summary**
- **Questions & Answers**



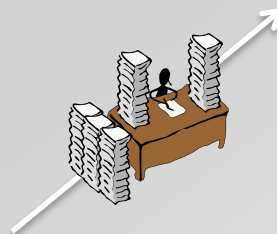


The Inefficient State



**Queue Set-up
& Maintenance**

+



**Time & Effort
During Approvals**

=

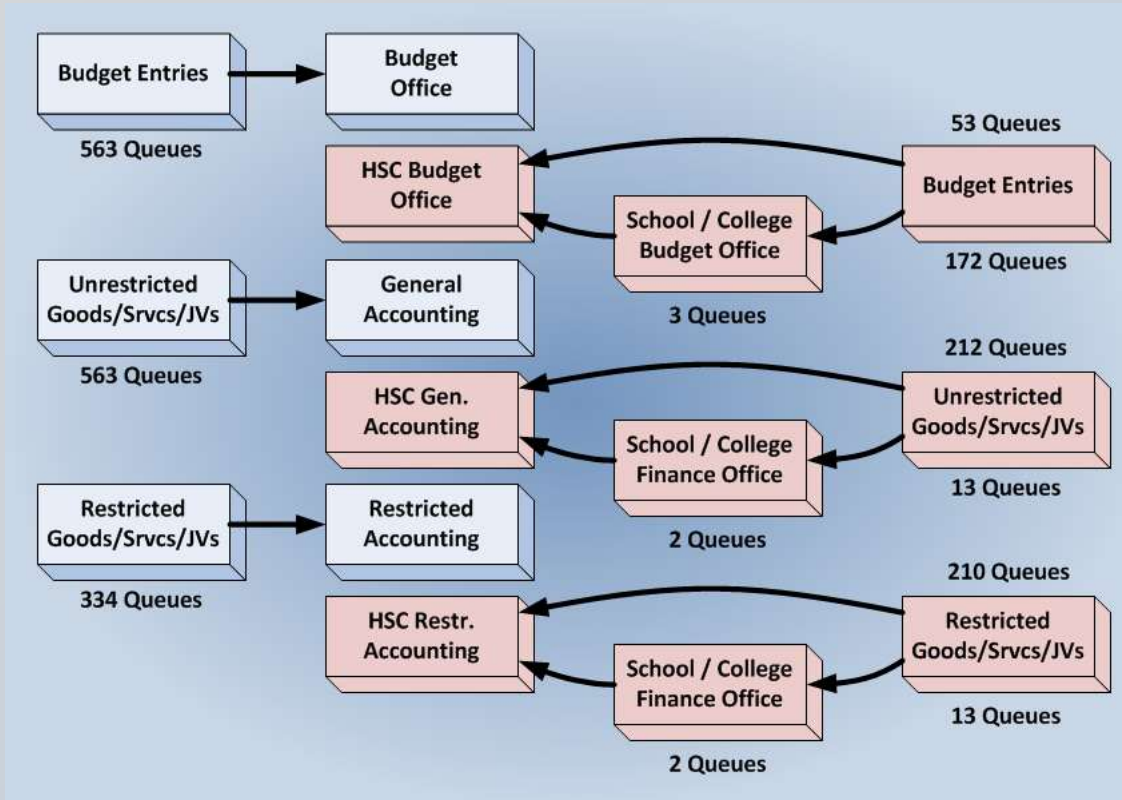


**Inefficient
Finance Approvals**

The Inefficient State

- Queue Set-up & Maintenance Using Next Queues

563 Main Campus departments with an average of 2.6 queues per department and an average of 9.9 approvers per queue



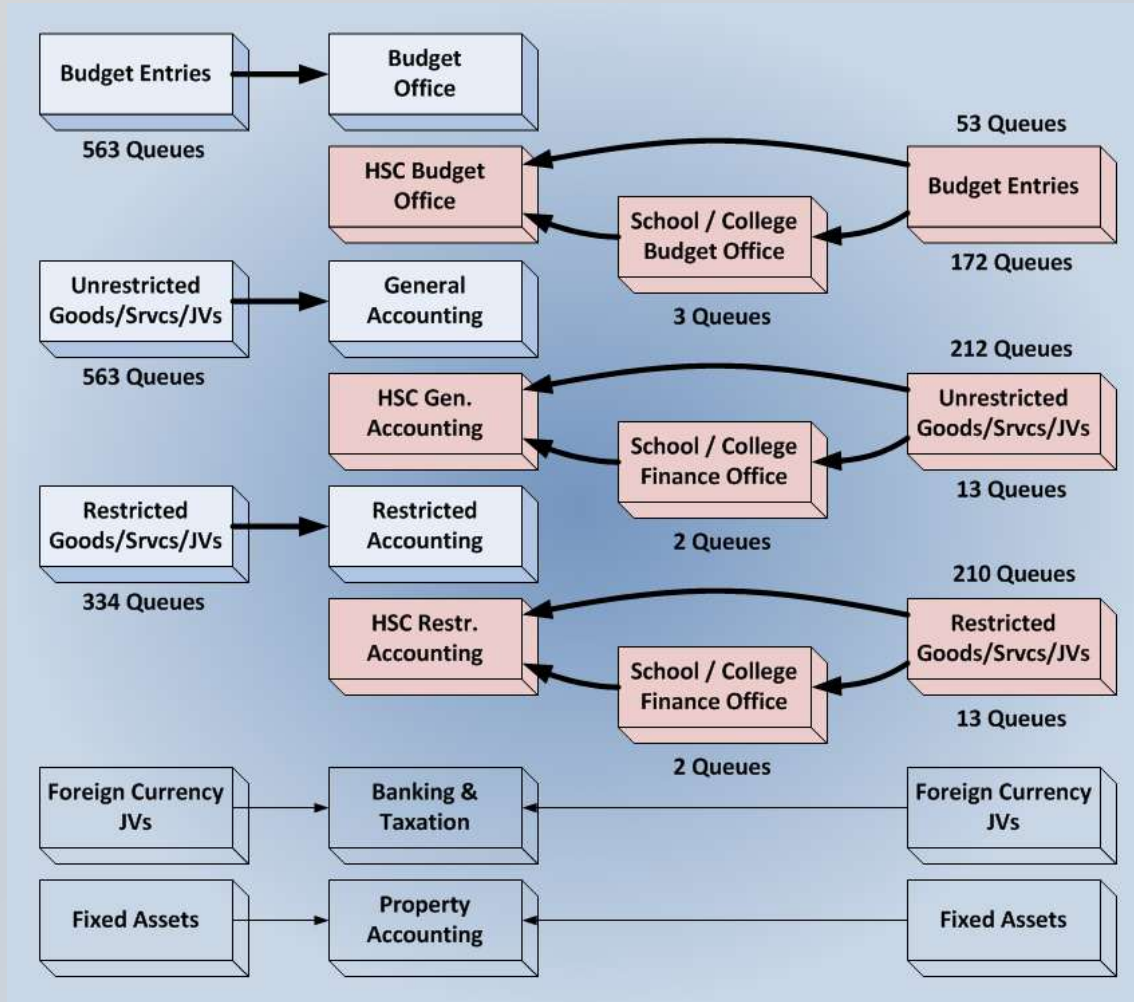
225 HSC departments with an average of 3 queues per department and an average of 10.3 approvers per queue



The Inefficient State

- Queue Set-up & Maintenance using Next Queues

563 Main Campus departments with an average of 2.6 queues per department and an average of 9.9 approvers per queue



225 HSC departments with an average of 3 queues per department and an average of 10.3 approvers per queue

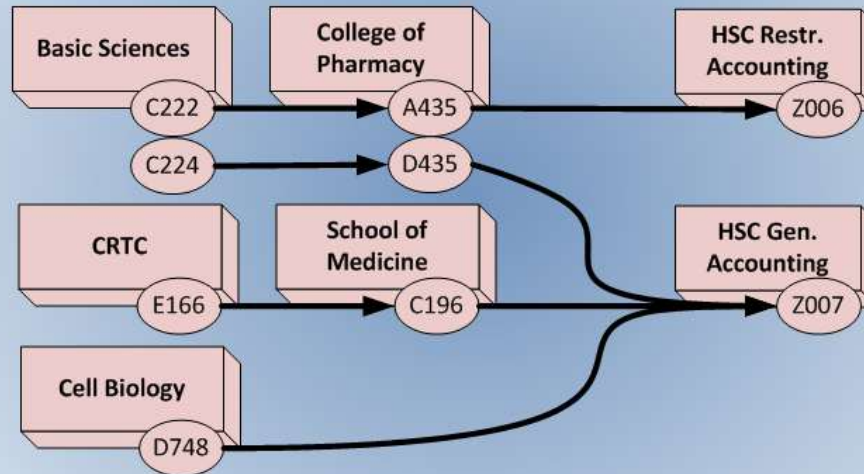
6.5 years of activity verified via post-audits

The Inefficient State

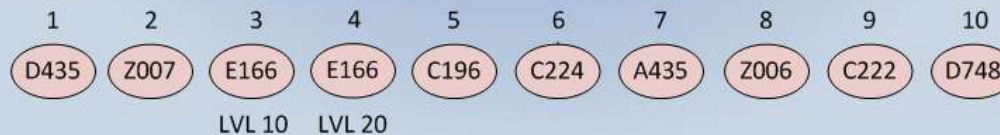
- Time & Effort During Approvals using Next Queues

College of Pharmacy Goods Requisition:

Sequence	Source of Funds	
1	3U0044	HSC Unrestricted College of Pharmacy Instructional & General
2	3U0003	HSC Unrestricted CTRC Endowed Spending Education
3	3U0003	HSC Unrestricted College of Pharmacy Endowed Spending Education
4	337J0	HSC Restricted Basic Sciences AH Receptor and Endothelin Grant
5	3U0081	HSC Unrestricted Basic Sciences Endowed Spending Research
6	352J0	HSC Restricted Basic Sciences Mechanism of Intrinsic Regulation Grant
7	3U0032	HSC Unrestricted Cell Biology UPA FOM



Baseline Approval Queue Sequencing





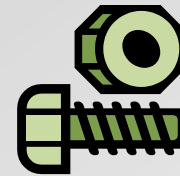
Making the Inefficient State Efficient



**Banner Finance
Approvals**



**Banner
Supplemental
Data Engine (SDE)**



**UNM "FAME"
Components**

Making the Efficient State Efficient

- **Banner Finance Approvals:**

- Approval Queue Maintenance Form (FTMAPPQ)
- Approval Queue Routing Codes Form (FOMAQRRC)
- Approval Process (FORAPPL)



Queue
Definition,
Routing
Criteria
and the
Approval
Process

Oracle Developer Forms Runtime - Web: Open > FTMAPPQ
File Edit Options Block Item Record Query Tools Help
Approval Queue Maintenance Form: FTMAPPQ: 8.4 (DEVL)
Queue ID: G001 FAME FSM 1: Queue Limit: 999,999,999.99
Next Queue:

Queue Level Information

Effective Date	Termination Date	Level	User ID
06-AUG-2010		10	ADAMW

Oracle Developer Forms Runtime - Web: Open > GIAPCTL
File Edit Options Block Item Record Query Tools Help
Process Submission Control Form: GIAPCTL: 8.3 (DEVL)
Process: FORAPPL Approval Process

Oracle Developer Forms Runtime - Web: Open > GIAPCTL - FOMAQRRC
File Edit Options Block Item Record Query Tools Help
Approval Queue Routing Codes Form: FOMAQRRC: 8.0 (DEVL)
Queue ID: G001 FAME FSM 1:
Document Type: Journal Document
Rule Group: DJE Department Journal Entry
Chart of Accounts: U University of New Mexico
Fund:
Fund Type: 02 CU Main
Organization: 5940 Financial Services Support Center
Account:
Account Type:
Program:





Making the Efficient State Efficient

- **Banner Supplemental Data Engine (SDE) on Approval Queue Maintenance Form (FTMAPPQ)**



Additional Queue Information Using Banner SDE

Oracle Developer Forms Runtime - Web: Open > FTMAPPQ

File Edit Options Block Item Record Query Tools Help

Approval Queue Maintenance Form: FTMAPPQ - 8.4 (DEVL)

Queue ID: G001 008A: FINANCE TRANSACTIONS Queue Limit: 999,999,999.99

Next Queue:

Queue Level Information

Effective Date	Termination Date	Level	User ID	Name	Approval Limit	Next Change Date
08-DEC-2010		10	TLDURAN	Duran, Thomas L.	500.00	
08-DEC-2010		10	KATHK	Knoth, Kathleen	500.00	
08-DEC-2010		10	MAXINEC	Chacon, Maxine T	500.00	
					500.00	
					999,999,999.99	
					999,999,999.99	
					999,999,999.99	

Supplemental Data: FTMAPPQ - 8.4 (DEVL)

* = Required

Queue ID	Routing Level	Order

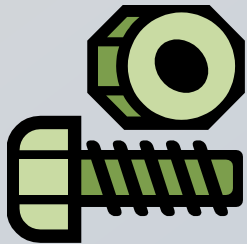
Enter the order identifier for this Core Queue ID.

Limit by Level

Making the Efficient State Efficient

- UNM “FAME” Components:

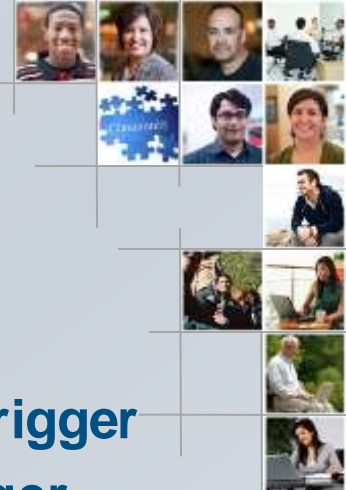
- Approvals in Process Table (FOBAINP) Trigger
- Approval Queue Routing Collector Table (FOTAQRC) Trigger
- Approval Queue Selection Table (FOBCOLR) Trigger
- FAME Utility Package



UNM
Add-on
Triggers
and
Package

```
CREATE OR REPLACE PACKAGE unmfzkfame
AS
```

```
CREATE OR REPLACE TRIGGER unm.ft_fotaqrc_bdr_z
--
-- FILE NAME...: ft_fotaqrc_bdr_z.sql
-- OBJECT NAME.: FT_FOTAQRC_BIR_Z
-- OBJECT TITLE: Approval Queue Routing Collector Table Before Delete Row Trigger
-- RELEASE.....: 8.4
-- PRODUCT.....: CREATE OR REPLACE TRIGGER unm.ft_fobainp_bir_z
-- USAGE.....:
-- COPYRIGHT...:
reserved.
-- FILE NAME...: ft_fobainp_bir_z.sql
-- OBJECT NAME.: FT_FOBAINP_BIR_Z
-- DESCRIPTION:
-- This trigger
-- inserting th
-- Re-sequenci
. . . .
. . . .
rights reserved.
--
-- DESCRIPTION:
-- This trigger will re-sequence the approval records before
-- inserting the record in FOBUAPP table. Re-sequencing will help the
order of the approval process.
--
. . . .
. . . .
```



Making the Efficient State Efficient

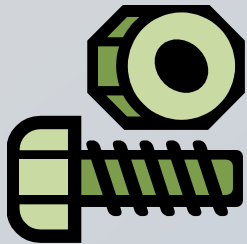
- **Approvals in Process Table (FOBAINP)
Trigger:**

Before Insert Row

This trigger re-sequences the approval records to insure that all departmental approvals have been made prior to approval by central accounting office(s).

The new sequence is determined using the formula:

**$(\text{Queue ID Routing Level Order} * 10) +$
Approval Next Queue Hierarchical Level**



UNM
Add-on
Trigger



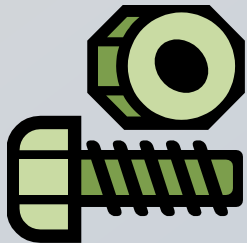


Making the Efficient State Efficient

- **Approval Queue Routing Collector Table (FOTAQRC) Trigger:**

Before Delete Row

This trigger adds all FORAPPL-determined relevant queues and any associated next queues to the Approvals in Process Table (FOBAINP) with the appropriate queue level based upon document amount.



UNM
Add-on
Trigger

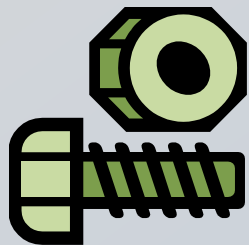
If the Bypass Departmental Approval flag is set, additional queues are not added. This facilitates timely processing of correcting entries keyed by central accounting offices.



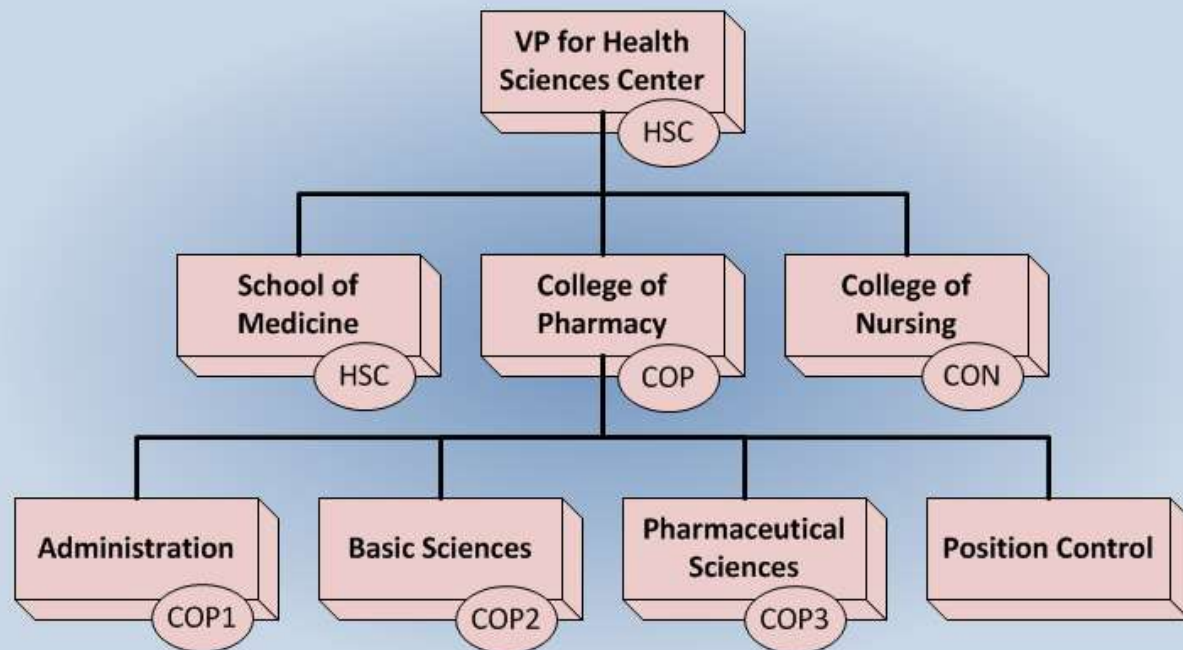
Making the Efficient State Efficient

- Approval Queue Routing Collector Table (FOTAQRC) Trigger:

Only queues defined at the lowest hierarchical organization code level are added



UNM
Add-on
Trigger

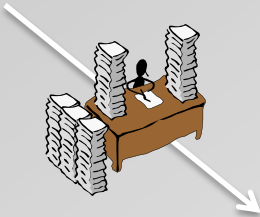




The Efficient State



**Queue Set-up
& Maintenance**



**Time &
Effort**

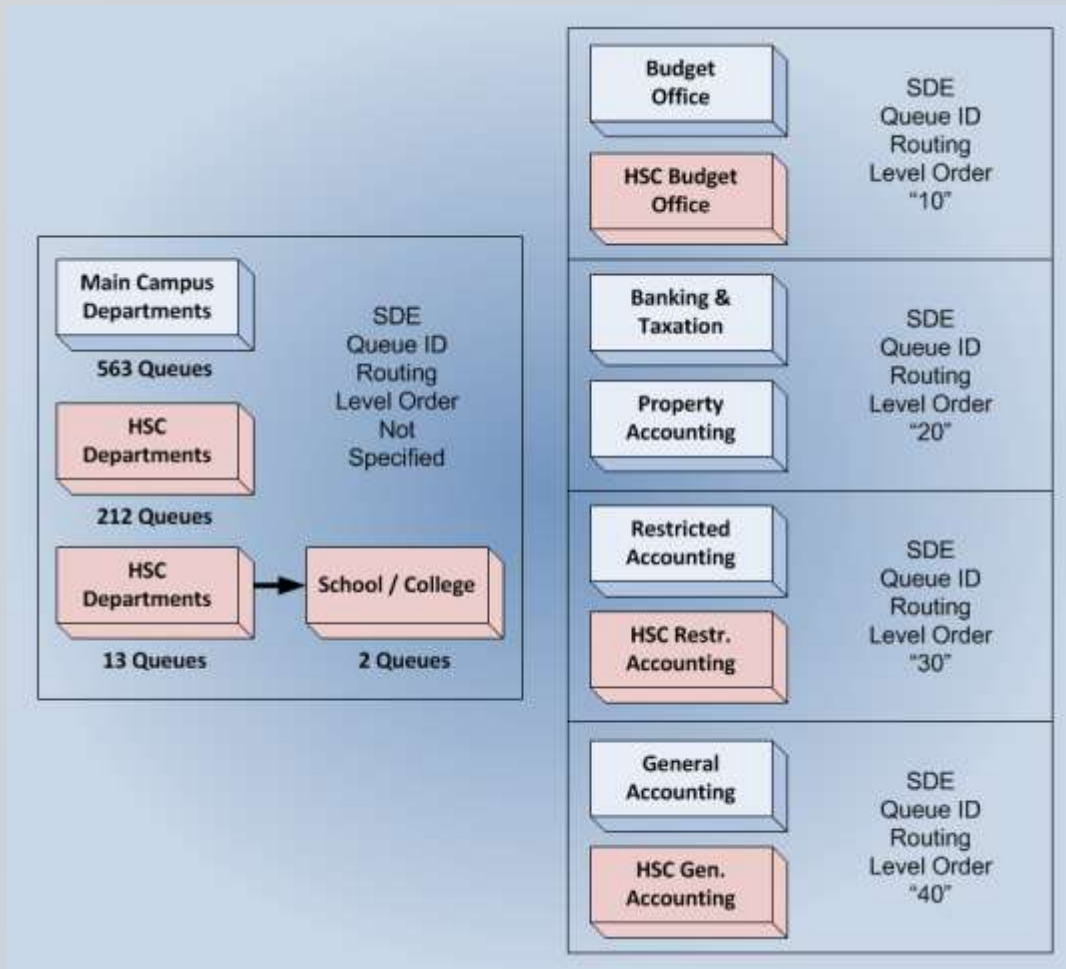


**Efficient
Finance Approvals**

The Efficient State

- Queue Set-up & Maintenance Using “FAME”

788 departments
with 1 queue
per department
and an average of
10.1 approvers per
queue

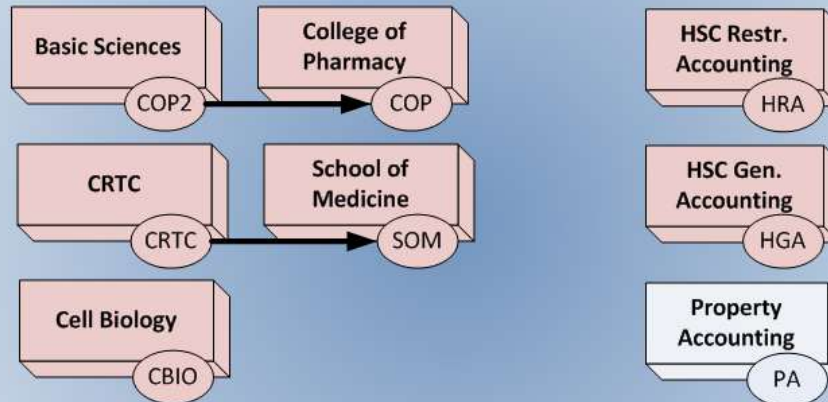


The Efficient State

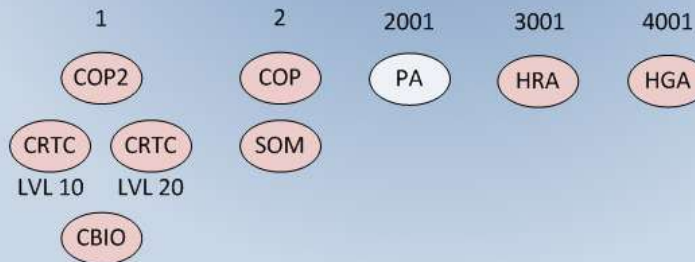
- Time & Effort During Approvals using “FAME”

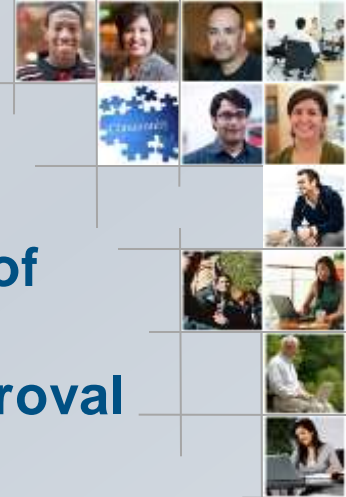
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FAME-Enhanced Approval Queue Sequencing





Summary

- **Limiting the use of next queues reduces the number of queues required per department while enabling more central accounting offices be included within the approval process.**
(UNM eliminated ~3000 department and miscellaneous queues!)
- **Simultaneous approvals reduces the overall time required to complete the approval of a document.**
- **Insuring all approvals occur in a logical order based upon the likelihood a document may be disapproved reduces the loss of productivity when a document is disapproved.**
- **Eliminating the need for post audits reduces the amount of time, effort and adjusting entries made by departments and central accounting when issues are discovered.**

Questions & Answers



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Thank You!

Jeffrey O'Keefe
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