

Training, Reporting and Process Refinement Results

Fiscal Agent Meeting, April 2, 2008

**Purpose: Confirm the need for the
“most requested” items**

Meetings Held

■ February

- 2/6/08 Fiscal Agent Network Group
- 2/21/08 School and College Administrators
- 2/27/08 Pediatrics
- 2/27/08 Office of Student Affairs
- 2/28/08 Finance Research Study Working Group
- 2/28/08 School of Medicine Dean's Office

■ March

- 3/7/08 School of Architecture
- 3/11/08 Research Administrator Network
- 3/21/08 University Libraries
- 3/26/08 College of Arts & Sciences Department Administrators

Categories of requests

- Overall: 285 different requests that fall into the following categories:
 - Processes (43.86%)
 - Training (26.67%)
 - Reporting (24.91%)
 - Communication (4.56%)

Most requested items- Communication

- Communication
 - **Centralized area of communication**
 - Single mechanism to communicate
 - Newsletter with updates/changes
 - Proactive notification of policy/procedure changes

Most requested items- Training

- Training
 - Generating Finance documents
 - What is required for supporting documentation
 - Not just the mechanics of generating the document, but **how to apply the appropriate UNM policies and procedures**
 - How to reconcile an index
 - Banner HR salary redistributions
 - EPAF
 - PZAREDS
 - How to write useful queries/reports using UNM Finance data

Most requested items- Reporting

- Labor reports
 - Include enhancements such as:
 - Fringe rate % on all reports
 - Include “No grouping” option which places labor/fringe on same line – all reports
 - Ability to generate report by hiring organization
 - Separate Salary Projections report instead of “encumbrances” column
 - Ability to generate report by account code

Most requested items- Process Refinements

- Grant Closeout Process
 - Close grants out in time prior to charges hitting (telecom, etc)

Most requested items- Process Refinements

- P-cards
 - Develop a greater “partnering” approach to facilitate accurate and appropriate purchasing for departments
 - Clarify communication from Purchasing and Financial Services with respect to one-time exceptions, strive towards a more efficient way to communicate allowability of an expense for p-card purposes.
 - Scheduled p-card training so departments can plan to send appropriate personnel.
 - Provide way to obtain supporting documentation for charges (electronic supporting documentation made available)
 - Consider procedure as applied to airline tickets (where DPI# not yet generated as travel is not complete)
- **Note: many expressed that raising the Pcard limit to \$5000 greatly reduced department’s needs to generate purchase requisitions. Very helpful!**

Most requested items- Process Refinements

- SPQ process
 - Reconsider all aspects of this process, to include the following:
 - Necessity of filling out SPQ form each time
 - Reuse form?
 - Provide an interactive/online form instead of hardcopy?
 - Timing of submitting SPQ form to core offices
 - More efficient handling for both departments and core office personnel.

Status

- **This completes Phase I of this process** (gathering information/requirements)
- Phase II – analyzing results/making recommendations has already begun, with information to be presented to the Fiscal Agent Network in May
- Phase III – development of solutions to begin after finalization of analysis/technical specifications if necessary.

Next Steps

- Continue to use Fiscal Agent Network as the primary points of contact throughout this process
 - During April: Will hold a special session of Banner Operations to discuss refining the SPQ process, **with the specific intent on having department representation/participation at that meeting**. E-mail list of participants to fsm@salud.unm.edu . Will contact when meeting is scheduled.
 - May: report back to Fiscal Agent Network recommendations on SPQ process, as well as other recommendations on the most requested items.