

2018 Best Practices Proposal Form



CACUBO
Central Association of College
& University Business Officers

Completed proposals are to be submitted to
Fran Willbrant, Coordinator, CACUBO Best Practices Awards, bestpractices@cacubo.org
The deadline is May 1, 2018.

Best Practices Program Submission:

Title: Budget Journal eForm – Eliminating Paper from the Process

Primary* Contact Information:

The primary contact must be a CACUBO member institution of higher education.

Institution: University of North Dakota

Address1: Twamley Hall, Room 414

Address2: 264 Centennial Drive Stop 8233

City: Grand Forks State/Prov: ND Zip Code: 58202

Salutation: Prof. Dr. Mr. Mrs. Ms.

First Name: Jennifer Middle Name/Initial:

Last Name: Moe Suffix (Jr, III, etc.)

Professional Title: Budget/Data Analyst

Email : jennifer.moe@und.edu

Phone: 701-777-6142 Fax:

*Additional team contacts may be listed at the bottom of this form.

Institution Information:

Institution: Research/Comprehensive/Doctorate Small Institutions Community College

Year Founded: 1883

Geographical Location: Grand Forks, North Dakota

Number of Students: 14,406 (FY 2017-18)

Website: www.UND.edu

2018 Best Practices Proposal Form

Statement of the Problem:

Provide a brief statement identifying the challenge your institution encountered that benefited from your best practice.

Budgets for over 200 campus departments are set up during the Annual Budget process each spring. Departments were able to make changes to those budgets during the year by completing and submitting paper Budget Journals to the Budget Office, via intercampus mail, for processing. This resulted in the Budget Office receiving, auditing, manually keying, and filing approximately 1,400 Budget Journals, consisting of over 7,000 lines, per year.

This process had many inefficiencies, including:

- Duplication of effort, i.e. Budget Office staff manually entering into PeopleSoft what departments had already entered on the paper form.
- Corrections due to human errors during manual entry.
- Time required each day to manually key changes and file the paper forms for future reference and auditing purposes.
- Turn-around time of up to a week, resulting in the inability for departments to purchase or make payments in a timely manner.
- The need to track down and/or resubmit forms when lost.
- Paper and duplicating costs.
- Amount of storage space required to retain the paper forms for seven years, as required by state retention policy.

Identify the Solution (250-words maximum):

Describe how you identified and developed your best practice solution including those involved with the process, impact on the organization, finances and resources.

The processing of budget journals is a necessary function of the University and could not be eliminated. Upon identifying the large number of inefficiencies, it was obvious that a more efficient way of doing business was required!

We consulted with Enterprise Services regarding the software applications available, and with Payment Services to see how they were able to successfully implement a paperless process, and the types of benefits gained. We decided to utilize Perceptive Content to build an electronic budget journal form and develop a corresponding workflow. Departments now complete, approve and route eForms to the Budget Office through Perceptive Content. The Budget Office then reviews, approves or denies, and routes the eForm to a queue that automatically creates a csv file, which is uploaded daily into PeopleSoft Finance. The eForms are then automatically converted into TIFF (image) files and stored electronically within Perceptive Content.

The new, simplified process has resulted in an overall faster turnaround time from submission to upload into PeopleSoft Finance, less human errors than manual key entry, and no physical space

2018 Best Practices Proposal Form

required for storage. In addition, employees who had previously spent their time entering budget journals are now able to focus their attention and resources on strategic projects and finding new efficiencies. All of this has ultimately resulted in overall dollars saved.

Implementation Timeline:

Provide a bulleted list of the steps and implementation timeline of your best practice solution.

1. Consulted with Enterprise Services to discuss software application options
2. Chose Perceptive Content and initial eForm design
3. Worked with Enterprise Services to develop workflow and finalize eForm design
4. Created user manual
5. Conducted testing with three departments
6. Revised workflow, eForm and user manual in accordance with feedback provided by testing departments
7. Consulted with Enterprise Services and Information Technology to ensure eForm upload compatibility
8. Offered multiple user training sessions prior to rollout
9. Rolled out process campus wide
10. Continue to offer periodic training sessions and department support

Benefits & Retrospect:

Provide a brief statement of the benefits achieved by implementing the best practice solution.

What was previously a drain of Budget Office time and resources has turned into an efficient process: turnaround time has gone from up to five days to a daily upload, keying errors are no longer an issue, forms are no longer lost in the mail, physical space for storage is no longer needed, and departments can now see at what point in the process the eForm is.

While the new process incorporated many items from our wish list of how the eForm should look and work, one function that has yet to be implemented on the eForm is the ability to have an Account dropdown populate based on the Ledger chosen. This functionality requires additional programming from an outside vendor. Once implemented (moving forward this spring) it could be used on other eForms across campus.

The process has been well received by users! Initial training sessions were held prior to going live with a user manual provided on the Budget Office website. Periodic training sessions continue to be offered.

Because Perceptive Content was used to build the eForm, and is available for purchase to all institutions, it could be modified to meet other institutions' processes or needs.

2018 Best Practices Proposal Form

Additional Team Contact Information:

Additional Contact #2:

Institution: University of North Dakota

Address1: Twamley Hall, Room 414

Address2: 264 Centennial Drive Stop 8233

City: Grand Forks State/Prov: ND Zip Code: 58202

Institution: Research Comprehensive/Doctorate Small Institutions
Community College

Salutation: Prof. Dr. Mr. Mrs. Ms.

First Name: Connie Middle Name/Initial:

Last Name: Gagelin Suffix (Jr, III, etc.)

Professional Title: Administrative Assistant

Email : connie.gagelin@und.edu

Phone: 701-777-2165 Fax:

Additional Contact #3:

Institution: University of North Dakota

Address1: Twamley Hall, Room 414

Address2: 264 Centennial Drive Stop 8233

City: Grand Forks State/Prov: ND Zip Code: 58202

Institution: Research Comprehensive/Doctorate Small Institutions
Community College

Salutation: Prof. Dr. Mr. Mrs. Ms.

First Name: Cynthia Middle Name/Initial:

Last Name: Fetsch Suffix (Jr, III, etc.)

Professional Title: Budget Director

Email : cynthia.fetsch@und.edu

Phone: 701-777-4156 Fax:

2018 Best Practices Proposal Form

Additional Contact #4:

Institution:

Address1:

Address2:

City: State/Prov: Zip Code:

Institution: Research Comprehensive/Doctorate Small Institutions
Community College

Salutation: Prof. Dr. Mr. Mrs. Ms.

First Name: Middle Name/Initial:

Last Name: Suffix (Jr, III, etc.)

Professional Title:

Email :

Phone: Fax:

updated Feb 2018