

Administration and Finance - 2020

# **ACCOUNTING SERVICES ASSESSMENT UPDATE**



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# Accounting Services Improvement Initiative

## PHASE I - GL Transaction Management

- ITS developed a ticketing system
  - Transfers of Expense (TOE)
  - Chargeback
  - Invoice requests

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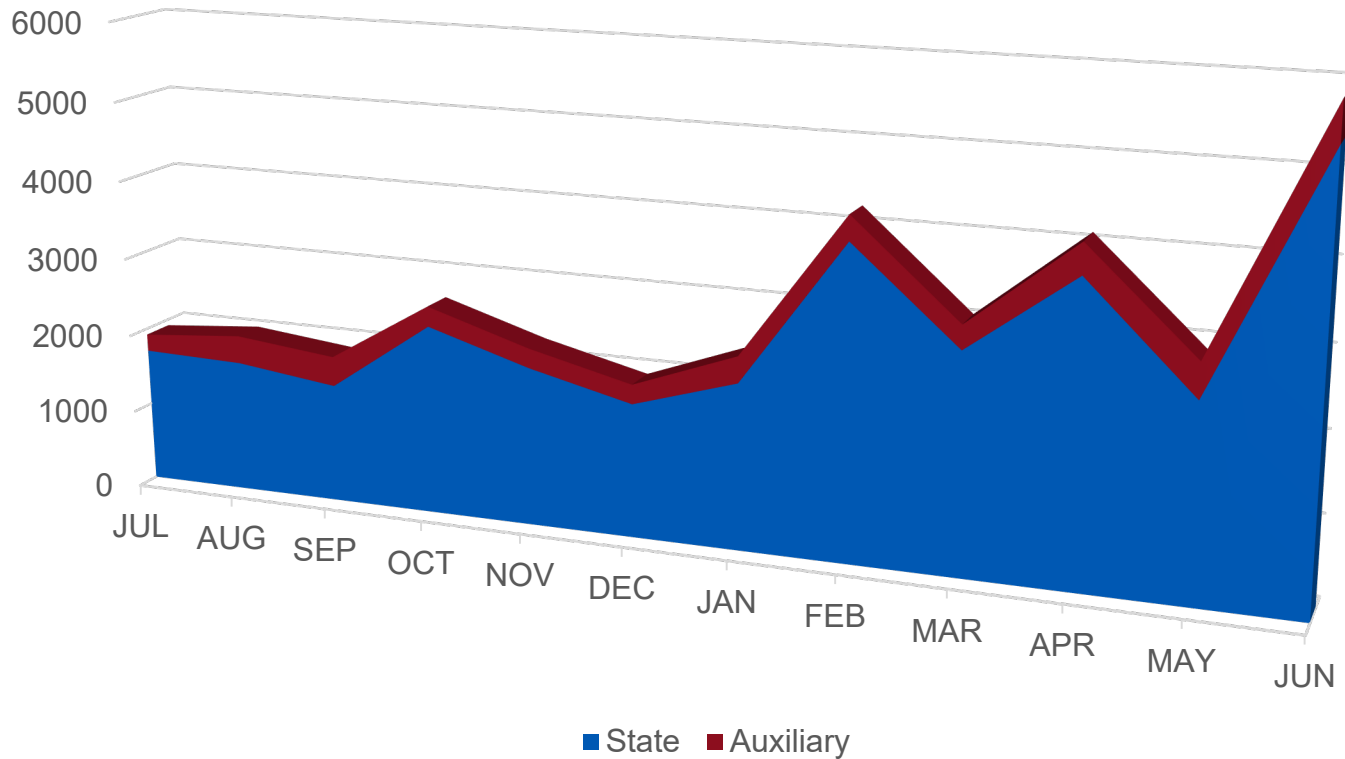


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# TOE, Chargebacks, Invoice Requests

## GL Lines - FY 2019/20



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# New Improvements



- Requests and records accessibility for Accounting staff
- Link to request status
- Requests available for all 5 business units
- Completion notification to users
- Up to 5 different requests can be submitted at once
- Attachment ability and supports various files

# Cherwell Timeline

- Testing in live production from **Oct 1-16<sup>th</sup>, 2020**
- FACT preview **Oct 14<sup>th</sup>, 2020**
- Open for group virtual training **Oct 27-30<sup>th</sup>, 2020**
- Accounting requests switch to Cherwell platform **Nov 1<sup>st</sup>, 2020**



# Cherwell Demo

- [Customer Status Portal](#)
- [Request Invoice Request](#)
- [Transfer of Expenses](#)
- [Chargeback Request](#)



# Accounting Services Improvement Initiative

## PHASE II - Other Accounting Services transactions

- Chart of Accounts Requests – New, Updates
- Petty Cash/Change Fund Establishment or Edits
- Check Stop Payment

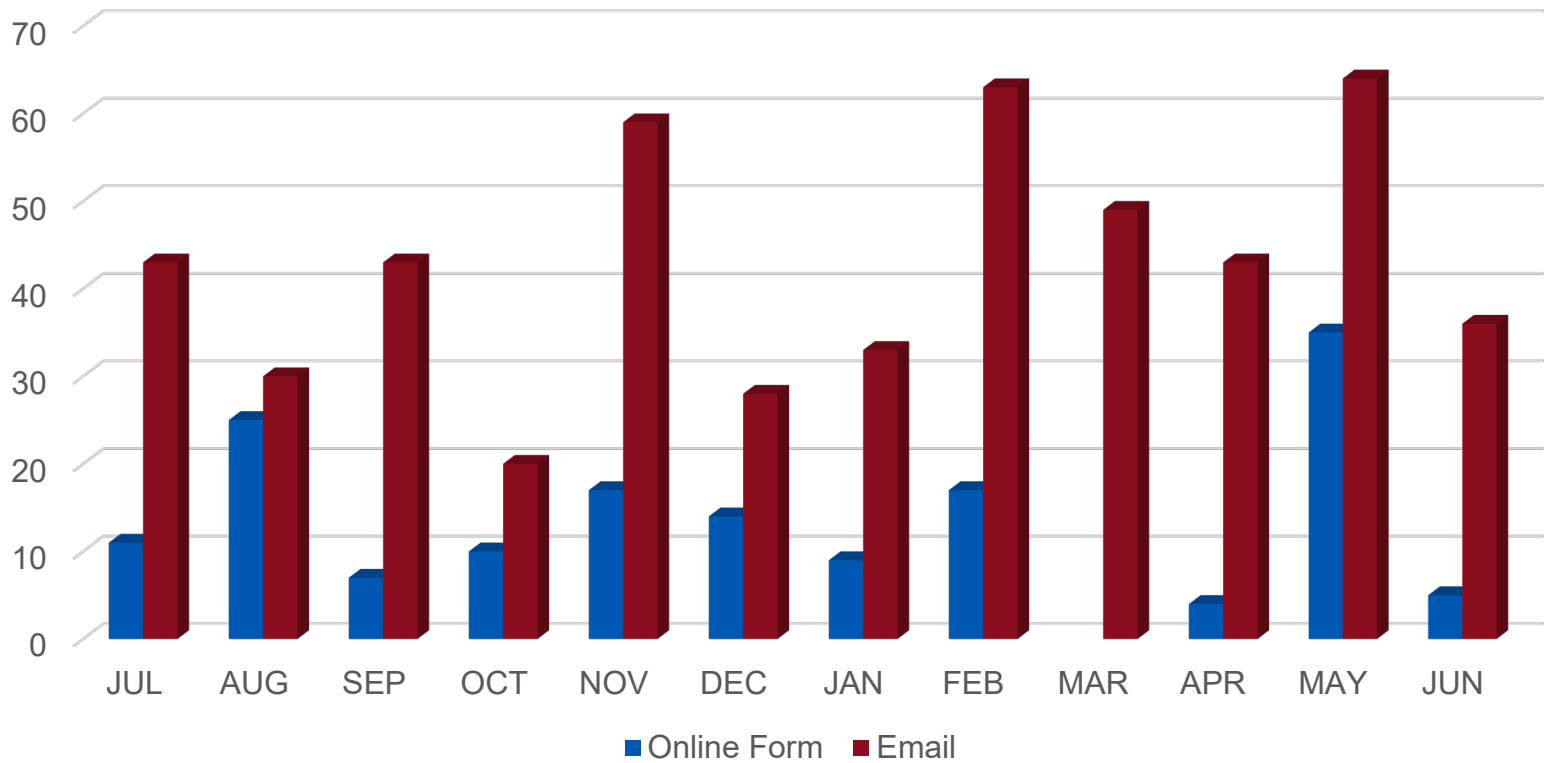
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# Phase II – Chart of Accounts

## COA Requests FY 2019/20



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# Phase II - Petty Cash/Change Fund Establishment

## STATE / ASI / SMSU

Submit form - Acctg  
Svc CH106

SFS reviews and  
orders cash

Claim cash - SFS

*Approved cash handling location  
Cash Handling Procedures*

## PHL / UEC

Submit form - Acctg  
Svc UE105

Submit signed form  
- AP

AP disburses the  
check to dept

*Approved cash handling location  
Cash Handling Procedures*



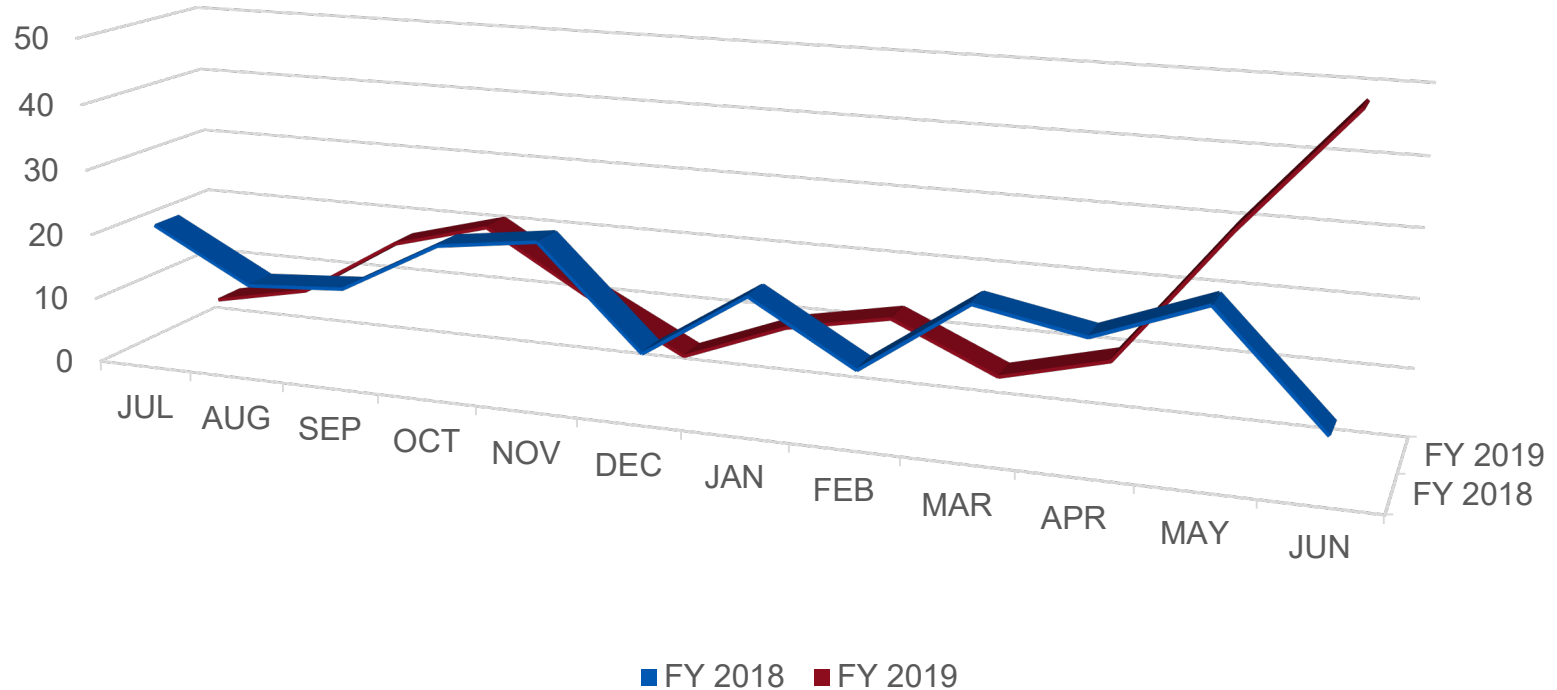
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# Phase II – Check Stop Payments

Fiscal Years 2018/19 & 2019/20



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