

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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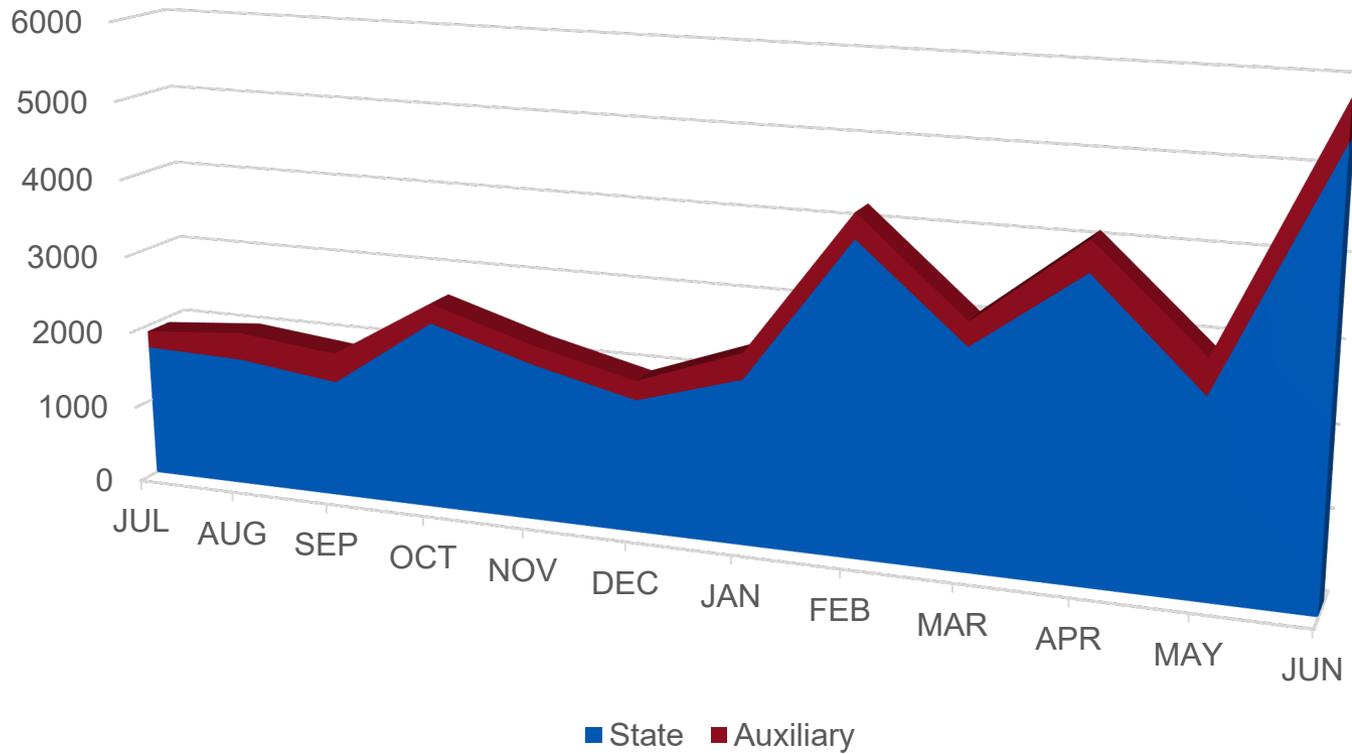
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TOE, Chargebacks, Invoice Requests

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 1-16th, 2020**
- FACT preview **Oct 14th, 2020**
- Open for group virtual training **Oct 27-30th, 2020**
- Accounting requests switch to Cherwell platform **Nov 1st, 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

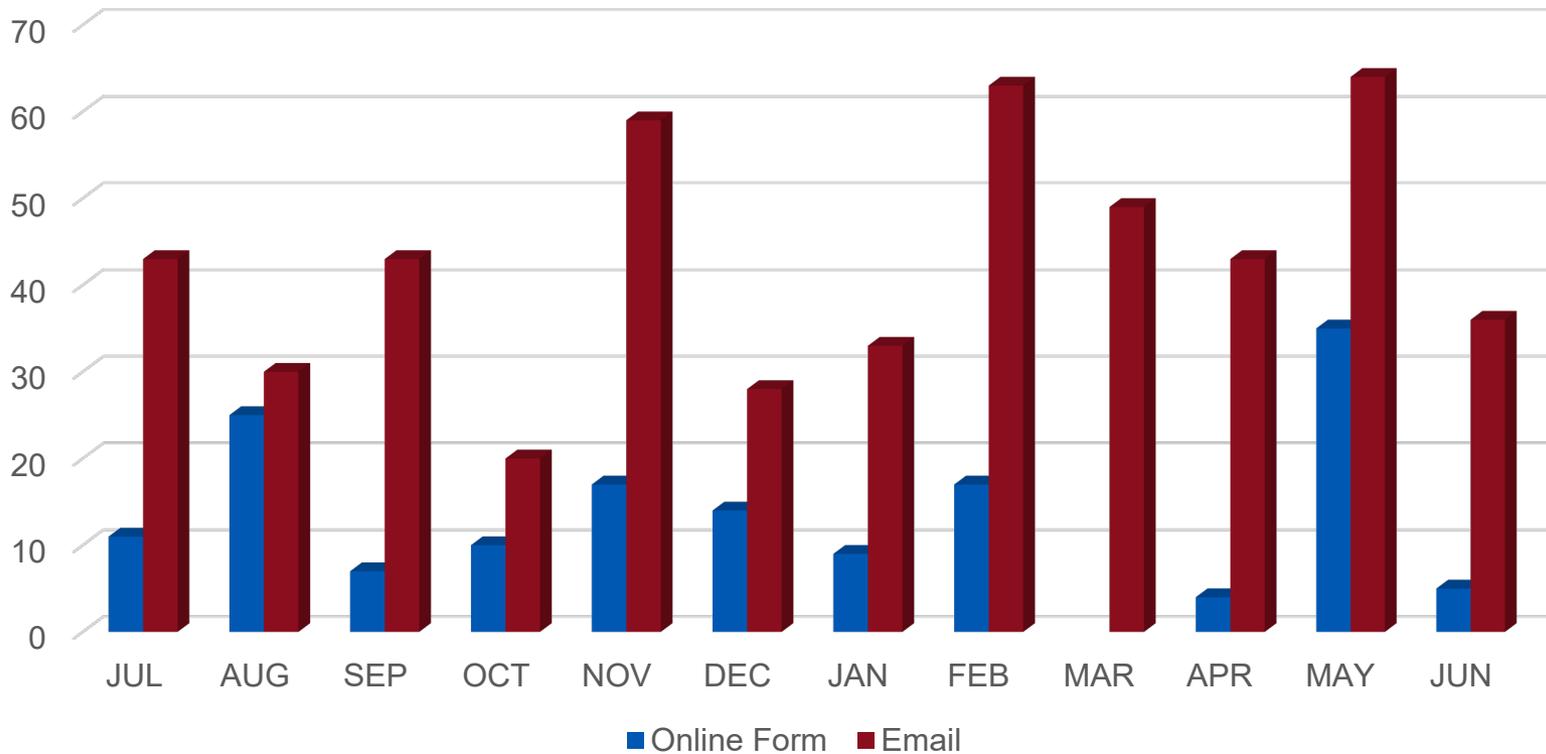
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Phase II – Chart of Accounts

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

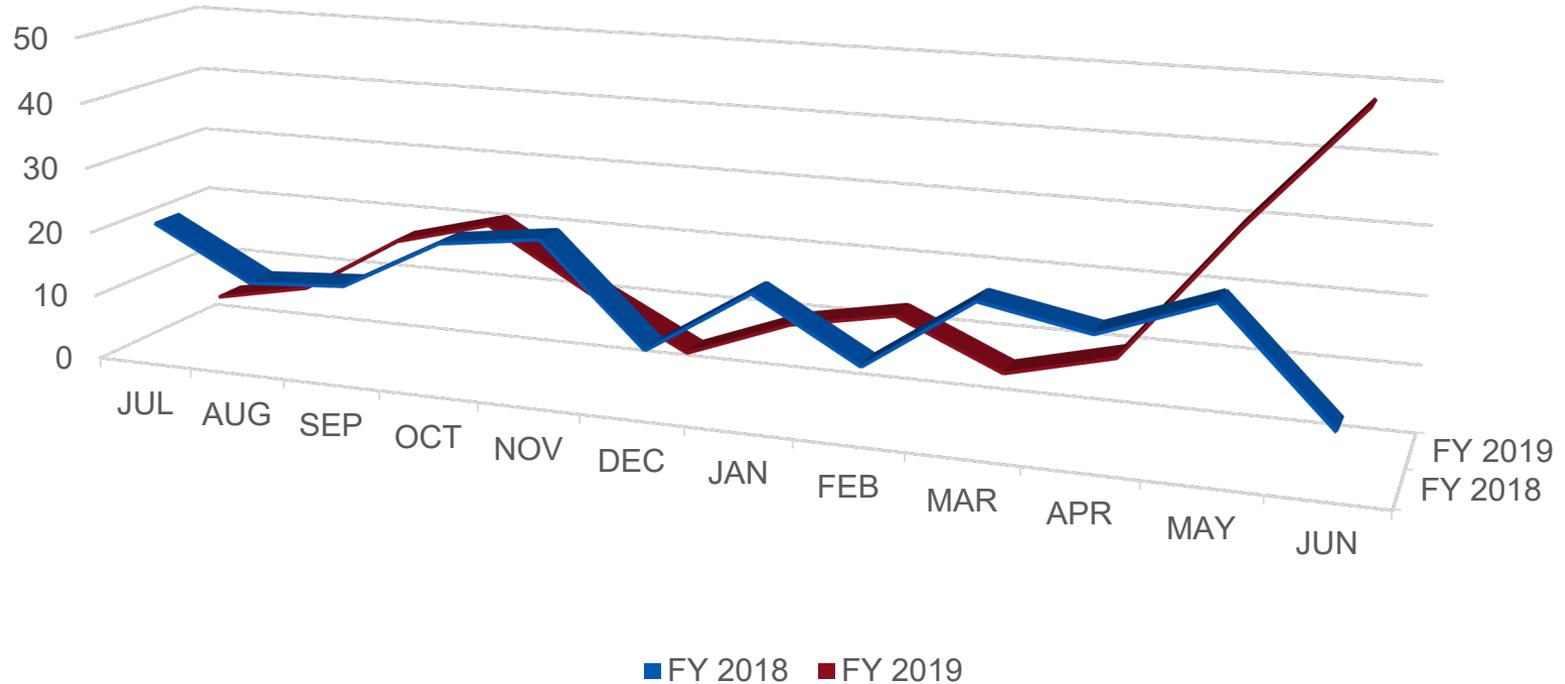
AP disburses the
check to dept

*Approved cash handling location
Cash Handling Procedures*



Phase II – Check Stop Payments

Fiscal Years 2018/19 & 2019/20



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