



Business Process Council

October 23, 2013

Kuykendall 201

2:00 pm

MEETING RECAP

Attendees: Kathy Cutshaw, Lois Mizumoto, Doug Tonokawa, Sandy French, Tammy Vandevender, Ryan Kurashige, Chassidy Shinno, Shari Goudreault, Marcia Sakai, Mason Kuo, Kathie Egami, Joel Weaver, Debra Ishii, Steve Smith, Barbara Kawamoto, Donna Kiyosaki, Laurel Johnston, Joey Nikaido, Ann Sakuma

1. UPDATES

A. KFS Updates – Tammy Vandevender

- Option: Use of P-Cards for purchases under \$2.5K
 - Reviewing and researching policy and procedures for the mandatory use of P-Card threshold.
- KMM
 - On hold for UH.
 - Received inquiry from Colorado State University (CSU) regarding enhancements. Demo scheduled for end-October.
 - Both CSU and University of Arizona are looking to replace their current SciQuest installation with KMM.
- P-Card and PCDO
 - Feed from bank modified to monthly P-Card upload with one (1) PCDO for each cardholder. Frequency of feed can be adjusted, as needed.
 - Each PCDO will have the cardholder's activity for the billing cycle, similar to the current manual transaction log.
 - The PCDO will be routed to the Cardholder, Reallocator, Account Supervisor and FA, similar to what is being done with the current manual logs.
 - Additional workload includes the scanning and attachment of receipts to the PCDO. Electronic review and approvals will replace signatures on the manual transaction log.
 - Reviewing the policies for mandatory usage and how it will be implemented. FAs have concerns about becoming shoppers for their departments if they do not want to give out P-Cards. May want to review the dollar threshold for mandatory usage. A \$1000 limit would address about 60% of total PO count.
 - System modifications are being developed with testing targeted for November 2013.
 - User training for P-Card holders targeted to begin January 2014.
- Training / User Interface
 - FMO hired a full-time trainer starting November 1, 2013 to conduct a variety of training sessions, including KFS, FMO, and P-Card training.

- Training manuals are being reviewed and updated to include more processes and references.
- KFS Reporting
 - Field reports (Account Status, Open Commitment, Detailed Payroll, P-Card) have been converted to Jasper (a report writing tool) for distribution to FAs via PageCenterX (PCX). Reports will auto populate in FA's mailbox every month for viewing. Generated reports will be for previous month.
 - User Group reviewing and validating the reports to ensure their usefulness.
 - Target roll out is end-November 2013.
- Contracts & Grants Billing
 - Fix for open fiscal periods has been tested and is in production – completed.
 - Need to load prior billed amounts for awards that required manual billings; having some issues with verifying the correct balances to load; in test mode.
 - Need to develop a fix for FYE when the June accounting period extends into July.

B. RCUH Survey Results (Douglas Tonokawa)

- RCUH conducted a survey in summer 2013 which included open-ended and grading scale questions.
- 300 financial system users responded to the survey.
- The results showed that 87% felt RCUH should not switch to KFS.
- RCUH will not be moving over to KFS. Will be enhancing current system instead.

C. eTravel Interface with KFS (Barbara Kawamoto)

- Coding will be completed by December 2013.
- Target to go live by July 2014.
- Six (6) JIRA's still in the pipeline.

D. Development of TAPS (Barbara Kawamoto)

- On hold due to priority issues, to resume early next year.
- Target to have TAPS operational in 2014.

E. Redraft of A8.863 Relocation Allowance Policy (Barbara Kawamoto)

- Latest revised draft sent to FMO Steering committee and BPC for review.
- Major changes to policy include increase in limits to chancellor for deductible expenses; option to issue POs to vendors; limiting car rental to 14 calendar days; and limiting temporary housing after arrival to 14 calendar days.
- Pre-move house hunting expenses reflects four (4) calendar days in the draft (page 4). Barbara will check to confirm the number of days reflected is correct.

- Will wait to roll out this policy after the special session on same sex marriage is resolved to accommodate any changes that may affect deductible expenses for domestic partners.
- Lump sum payment option for employees. The relocation reimbursement will be included with employee's paycheck as income and will be taxable. Total may not be fully deductible for the employee. Tax deductions will be up to the individual to claim based upon their situation.
- Having two (2) payment options (reimbursement and lump sum) will require multiple processes, will be more difficult to maintain, and will require extensive explanation on the various scenarios that may be involved under the two (2) options.
- From an operational standpoint, a lump sum payment up to \$20K would be most straight forward.
- Recommend to review and understand the tax implications involved in order to make a sound decision. Barbara will discuss with Kenneth Lum (Tax Specialist) and Karyn Yoshioka (Payroll) and provide further update at the next meeting.

F. AiM Advisory Committee (Ryan Kurashige)

- First committee meeting was held on October 3, 2013.
- Materials on the discussions are available on the BPC website.
- The advisory group is rather large. Looking to form smaller steering committees to propose discussion items to larger group.
- Working on data dictionary and data source crosswalks.
- The next two (2) meetings are scheduled for November 13 and December 11.

G. PeopleSoft Migration to Version 9 Update (Deb Ishii)

- In good shape with current system (hardware, upgrades, and customized add-ons). Not necessary to migrate to Version 9 at this point.
- Plan to create a sandbox to test Version 9. Will know timeline for conversion sometime in Fall 2014. (Revisit in Summer 2014)

H. Enterprise Document Imaging (Steve Smith)

- A uniform document imaging system for campuses to use to meet their needs.
- Storage, security, and software will be managed centrally.
- Several systems currently in use, including UH Mānoa Student Services and Admissions + West O'ahu.
- Using a standardized system will eliminate the need of individual campuses to maintain the hardware and software and will allow interfacing with existing systems.
- Meeting with OPRPM (Duff and Karlee) this Friday (10/25) to discuss enterprise license option and best way to move forward.
- A timeline with least impact to campuses already with a system will be developed. A conversion will need to take place for those already using an imaging system.

- The core of the document imaging system is the work flow. The system allows work flows to be put in to meet needs of a business process, such as student registration. Banner is working on a work flow and Community Colleges are looking to standardize some of their work flows. Integration can also be done with RICE, which is working well. We will eventually be able to create our own workflows as we gain experience using the system.
 - Example: When a document is scanned in the system, appropriate persons are notified via e-mail to take action.
- This system will create a central repository of scans which can be easily retrieved.
- Economies of scale can be achieved and costs can be allocated based upon usage. Discussion on costs should take place between President and CFO.

2. DISCUSSIONS

A. Procurement

- Procurement Reorganization Proposal (Howard Todo)
 - Realignment and placement within university structure.
 - Regent's Advisory Task Group made recommendation to have a Vice President for Administration overseeing operational functions, including Procurement and CIP.
- Recommend BPC identify and improve processes (construction, real property, PNFs, etc.) independent of the Procurement reorganization.
 - Flow chart out processes to better understand how best to improve operations and to address workload issues. This information will also help pinpoint any low hanging fruits.
 - KFS has a workflow function to track documents/actions for greater efficiency and transparency. It is currently being used after an eDoc is created and not to capture prior process steps.
 - There is eDoc Lite which can be used to track workflow of projects. Information is provided on where the bottlenecks are and where resources are needed to make the process work.
 - Kathy and Howard will discuss further and provide update on how to proceed at next meeting.

B. Travel – Simplify Process

- To be discussed at next meeting.