

Talk Story

April 8, 2010 Highlights

- 1) Kualii Accounts Payable (AP) Module (presented by Alan Young)
 - AP under Kualii similar to FMIS
 - “Disbursement vouchers” replace all types of FMIS direct payments
 - New vendor code requests processed electronically
 - Kualii Executive Committee approved development of interface of existing eTravel with Kualii
 - Departmental Checking System (DCS): Kualii does not have comparable system
 - DCS survey showed FO’s concerned with late payments, loss of flexibility if DCS eliminated; FO’s support central check printing if timely (within 7 days)
 - Approximately 24% of all checks cut in FY 2009 were via DCS (total DCS checks approximately 35,000, total UHGS checks approximately 110,000)
 - Of the 35,000 DCS checks, over 20,000 were for under \$100
 - Kualii Executive Committee concerned with the lack of controls and therefore is discontinuing DCS
 - Options to be pursued to ensure timely payments include:
 - Distributed checking where campuses are allowed to print their own checks
 - Central invoicing for utility payments (Disbursing to pilot this)
 - Emphasizing EFT (electronic funds transfer)
 - Reinstating imprest checking
 - Increasing PCard use
 - Increasing the number of check runs
 - Business Process Council will be suggesting procedural improvements for business office practices from receipt of invoice to submittal to Disbursing
- 2) Budget Update
 - House and Senate going into conference; House budget includes \$7.5M cut to UH, Senate budget includes \$10M cut to UH
 - Bill to sweep fund balances is still alive with a \$2M cut to the housing assistance fund
 - Session closes on April 29th
- 3) Designated UH Official (DUO) Guidelines
 - Intent is to provide guidelines for evaluating which situations are appropriate for delegation of DUO authority
 - Valid reasons for delegation exist, but must be justified and submitted to VCAFO for review and approval
 - UH FO retains responsibility for actions taken by delegated DUOs

- Existing delegated DUOs must be re-approved once guidelines take effect
- RCUH website security issues will be addressed at a later date (one log-in for all FO staff)

4) Organizational Chart Updates

- Effective FY 2011, the annual update deadline for Manoa will be moved up to April 30 (reflecting a March 31st snapshot of the organizational structure)
- Update for this year due June 15th to OVCAFO
- This year's update will be used to assign organizational codes for Kualii purposes that will also link to PeopleSoft and Banner
 - Kualii uses organizational hierarchy for reporting purposes
 - AO's urged to work with Deans/Directors to reconfigure the organizational charts accordingly (think about how your unit wants information to roll up)
- Training sessions scheduled for next two weeks; individual meetings in May upon request

5) Issue Updates

- Travel Work Group: Survey resulted in many helpful comments and suggestions; results will be posted. Work group will use survey information to develop FAQ's and update the APM.
- Automated Vacancy Report: Vacancy listings as of 3/31/2010 will be e-mailed to lead FO's for each unit. Instructions for PeopleSoft updates are posted on VCAFO website (see Policies, Procedures and Guidelines section).

6) Other Discussion

- Next meeting May 13, 2010. See Talk Story website for future meeting dates and highlights of past meetings.
- CTAHR is hosting demos of automated scanning systems with the goal of scanning all fiscal documents for archive and retrieval; contact Adrian Lee for more information. Kualii will accommodate scanned attachments.