



Finance and Admin Newsletter

August 2016

Issue 1

ACCOUNTS PAYABLE SHARED SERVICES

FEATURED GROUP

The Accounts Payable Shared Services Center (APSS) is managed on the campus of South Dakota State University (SDSU) for the Regental system. APSS' primary function is to manage a daily single check processing and printing cycle for the Regental system. The operation is responsible for processing all routine direct invoice and purchase order payments, handle check printing and distribution, responding to inquiries from vendors, and maintaining the vendor file for all BOR entities.

The Accounts Payable Users Group began meeting in April 2015 via conference call on the third Thursday of every month. Two face-to-face meetings have been held, May 2015 and 2016. Through this group, campuses are able to network and stay informed of common practices and gain ideas for increased efficiencies for many AP related topics.

SDBOR Celebrates 10 years with Banner

Kudos to RIS

Per Jo Kephart, kudos go out to RIS staff for speeding things up behind the scenes in Colleague. She states that the wait time when running reports for the ECAP and EGAP has significantly improved. The report is displaying almost immediately after the last record is loaded. Also, the transcript print from TRAN is noticeably faster.

Welcome New RIS Staff

Gary Lang started June 22nd as an Agency Integration Specialist in the RIS information services area. He will be working as the system administrator on the HR/Finance side with cross-over into the system administration on the Student side.

Dean Sheley started July 11th as the Systems Information Security Officer. He comes to us from the banking industry where he worked in security.



Current Projects

Accounts Payable (AP) Users Group is looking into a possible customization in the current student refund load process that would automatically print a refund check rather than deposit the refund into an old bank account. This change would be spearheaded by RIS and tested by AP Shared Services.

The **ASCC** and the **TECH/UDA Committee** are considering merging into one committee as there is duplication of members and purpose. Recent discussions have revolved around the following: math index implementation within Colleague; implementing Process Handler in Colleague to provide users a better method of automatically scheduling jobs and controlling those schedules; exploring users' options for preferred name within Colleague and WebAdvisor for identity protection, gender issues, etc.; coordinating DEPT/DIV testing with end users; and discussing implementation of Campus Lab Survey within Colleague.



Current Projects (cont.)

The **Banner Technology Committee** has been working on implementing Ellucian Solution Manager (ESM), Application upgrades, ODS upgrades, and moving from Oracle Streams to Materialized Views. RIS is preparing to utilize ESM, Ellucian's automated installation and management solution, for all standard Banner 8.x/9.x (XE) product upgrades (excluding some products like Banner ODS, Banner Workflow, etc.) with some manual intervention depending on the upgrade. The Banner Application upgrade continues to move toward current releases to support Banner HR and Finance functional needs, regulatory changes, and Banner XE application deployment.

The Banner ODS continues to be upgraded toward current releases along with implementing any changes to the End User Layer (EUL) and ensuring existing Banner ODS reports continue to function. For the Banner ODS 8.5 upgrade, it is planned that the old Discoverer EUL (v3.0) still be available to reporting users, as long as the upgrade does not affect the reports and cause them to no longer work. If in test we determine that the Discoverer reports are negatively impacted by the upgrade, we will not proceed with upgrading production.

More near term (and for potentially future Banner ODS upgrades), the plan is for the old Discoverer EUL to be discontinued and the reporting users should utilize the recommended IBM Cognos tool to rewrite their needed affected reports, as the Discoverer tool will no longer be updated. Also, it is recommended that needed BI Publisher reports be rewritten using Cognos. This is because the BI Publisher tool itself needs to be upgraded and the newer BI Publisher version has extensively changed and would require user retraining on the tool. It would be in our best interest to utilize one tool, Cognos, for our reporting needs. The committee will be working to identify currently utilized reports written in Discoverer and BI Publisher and putting together a plan/recommendation for rewriting those reports.

Banner XE Application future deployment utilizes Ellucian's Extensible Ecosystem (Ellucian XE) strategy as the foundation for evolution. Planning is underway for Banner XE application deployment and the move from Oracle Forms to Banner XE transformed pages. RIS is working with Ellucian and the various module areas on planning for rollout of Banner XE products, and for related functional and technical training. The Ellucian XE solution utilizes Groovy and Grails for the development of all Banner Restful APIs and Banner 9.x self-services applications. Groovy, as a meta programming language for Java, and Grails, as a web application framework for development.

Accounting 101

(submitted by a Banner user)

What is a credit?

Credits are negative numbers on the accounting system.

Because they are "negative", they almost always get a bad rap from people who don't even know them.

But these negative numbers are some really positive dudes!

Credits are the horses that drive revenues up!

Where would we be with no revenues?

We'd sink without these credits!

Credits are king and they would argue that point with the debt family all night long.

And that, ladies and gentlemen, is Accounting 101.



Current Projects (cont.)

As reported by the **Blackboard Management Committee**, the Blackboard Transact card system for both the east river and west river BOR schools will be upgraded to a new version between July 21st and August 3rd. Along with the newest version of Transact software, the server will be upgraded to Windows Server 2012 along with the Oracle database being upgraded to version 12C. This will be the most extensive upgrade that the card system has seen since 2009. Not only does the server get upgraded with new software, all of the NCR Point of Sale registers get a new software image. All of the ID stations also need to have Oracle client updates on them.

The biggest reason for the upgrade is to keep the server compatible with the latest server and database software. There will not be many new features with this version of Transact software but there will be many bug fixes. These bug fixes should help provide a smoother running Transact system for the coming school year. Also, many NCR Point of Sale registers had to be upgraded as some of them were more than 10 years old at some schools. This should also help with the reliability of the NCR registers for the next several school years.

Per the **Campus Alert - Everbridge Committee**, the upgrade from Everbridge Aware to Everbridge Mass Notifications is in progress. The data has been migrated to the new version of Everbridge and the systems will run parallel in July. There has been a delay in sending registration email for the updated system due to a Terms of Use that was introduced in the new member portal. As soon as this issue is resolved, the registration email will be sent and the new system will be used to send emergency notifications. Phase 1 of the upgrade will be completed by August 1st. Phase 2 will start in September with the multi-organization committee discussions.

The RIS **Decision System Support** team has been hard at work to improve the response time with Colleague ODS. Several indexes have been added to the Student Enrollment Extract and tested against long-running queries and reports. You have hopefully noticed the improvements implemented in early June. If you have questions or suggestions, email the Decision Support Team at SDBOR-DSS@sdbor.edu.

Colleague ODS Refresh Schedule

Full ODS Refresh	9:00 p.m. – midnight (daily)
Financial Aid Refresh	midnight – 1:30 a.m. (daily)



Tips & Tricks

Did you know tabbed reports is a new feature of Cognos 10.2.2? With a few simple clicks, you can set up a horizontally tabbed multi-page report. First, hover over the Page Explorer and click on the Report Pages folder. From the Toolbox, add additional pages, as needed. Add the desired fields, based on your queries, to each separate page. From the menu, select **File >> Report Properties**. Select the **View Pages As Tabs** option, and select either **Top Left** or **Bottom Left**. Run the report.

Desire2Learn (D2L)/Brightspace Committee - From a faculty/staff and student survey conducted last year, D2L has been meeting the needs of its users. Data cleanup has started to follow the retention policies approved by the oversight committees. The committee meets every other week and keeps in communication by sharing emails using D2L-ManagementCommittee@sdbor.edu.



Current Projects (cont.)

The **Electronic Common Application Project (ECAP) Committee** has not met in awhile but plans to meet soon to begin discussions of potential changes and desired options that may enhance the online application process. ECAP, which was implemented in 2008, has two parts—an online application for enrollment to one or more of the BOR universities supported by RIS, and the second part is an Ellucian custom import routine that imports ECAP and EGAP applications into Colleague. There is a renewed effort from the international arm of ECAP to add some things to ECAP.

E-Transcript Committee reports that the system implementation of eTranscripts with the vendor Parchment is reaching its final steps. Once complete, this function will enable present and former students to request their transcript be sent electronically or by hardcopy to the destination of choice. People making their transcript requests through this new service will enter the request online and will pay at the time of the request with a credit card. Much of the functionality is automated, however, the Enrollment Services Center (ESC) will play a key role in the process as it is the entity that has been designated to print/send transcripts. ESC will also manage the electronic queue when the information entered by the requestor does not match a Colleague record. Registrars will continue to fulfill transcript requests at their counters when requested. **ESC** reports that testing is in progress to offer electronic transcripts beyond the traditional hard copy academic transcripts. Transcript delivery will shift to a centralized format/process managed by ESC. Procedures to guide the process have been developed. The original go-live date of July 18 has been stalled in order to find a solution to an issue around the holds for grade function. Discussion continues as to how the funds generated from the new service will be distributed back to the campuses. The ESC team is committed to doing everything possible to ensure a smooth go-live and transition.

Financial Aid continues to award aid to students for the upcoming 2016/2017 school year. Post-Oracle migration concerns are performance of XATR and CODE, particularly when running large-scale groups which is done at the start of the fall and spring terms. The run times may take too long and cause issues affecting the turnaround time of processing aid, etc. An update to the XATR process was loaded to Production on July 1st. Per feedback from the Financial Aid Directors, the update has satisfactorily addressed the XATR concerns but final approval is pending the first large-scale run in late August/early September.

Ellucian released an update to the CODE process July 15th. RIS is planning to load that update to test in July and to Prod the first week of August so the performance enhancements Ellucian made to the CODE process in this update will be in place prior to the start of term when Financial Aid Directors do their first large-scale run of CODE. Overall, the Financial Aid Directors have provided positive feedback regarding the recently released updates to XATR and CODE.

Fixed Asset Committee reports that during July 18-22 the committee verified the depreciation for FY16. July 29 is the deadline to run the final update on depreciation. The Fixed Asset Committee continues to work on the process of adding the building into the Fixed Asset Module in Banner.

Human Resources reports that HR leadership has been evaluating the new platform of PeopleAdmin and are working with the vendor on determining the cost for the upgrade so that we can make a recommendation to the other councils to move forward. If we move to the new platform, we would have to purchase another records-essential module to continue with the workflows we currently have. However, with that new module, we would receive their onboarding program which is an area identified as a need for the human resources area, an added bonus with a minimal cost.



Current Projects (cont.)

Luminus **SNAP Committee** is considering migrating from Luminus 4 to Luminus 5. The process of archiving SNAP Org Team documents to SharePoint Portal, which started in October 2015, is complete.

The **Portal/Mobile Consortium** is in the process of upgrading the Colleague Portal 3.5.2/SharePoint 2010 to Ellucian Portal 4.2.1/SharePoint 2013 with the conversion starting on August 4th. The application serves as part or all of the campus intranet for BHSU, DSU, NSU, as well as hosting team sites for many system-wide groups such as COPS, BAC, TAC, SAC and many others. The upgrade from Ellucian Mobile 4.0 to Ellucian Mobile 4.5 is scheduled to happen late this summer or early fall.

The **Purchasing Module Group** is made up of representatives from each of the universities, special schools, board staff and RIS. The group meets monthly via conference call to discuss purchasing topics ranging from system issues, purchasing policies, best practices, etc.

The Purchasing Group held its annual retreat in Chamberlain on July 20-21. Topics for the retreat include: FY17 goals, FY16 shared services report, review of FY16 year-end procedures, annual account review with Sci. Quest and IonWave, discussion with Accounts Payable and the group will document questions/concerns for the Office of Procurement Management as they were unable to attend the meeting.

We continue to work on the commodity code mapping upgrade in SDezBuy that was recently implemented. We have experienced a couple of issues with the upgrade and continue to work with Sci. Quest on them.

The **Research Accounting Group** is currently working with the State Board of Internal Controls and the UGG Subgroup. This group is made up of representatives from nearly every agency dealing with federal funds and the Uniform Guidance. The group's long term goals are to improve internal controls, mitigate risks and insure federal grants compliance. We are currently working on sub-recipient vs contractor determinations, pre-award assessments, sub-recipient monitoring, post award risk assessments, sub-recipient audit requirements and grant agreements and the attestation required as part of SB162. Several workgroups have been formed to work on the above items.

Federal compliance is something the research group deals with on a daily basis and it will be beneficial to finally work with other state agencies to try to build some uniformity where possible. The challenge will be to get the other state agencies to understand that, while we are also part of the state, higher education still has some unique differences which do set us apart in some instances.

The **Shared International Employee Services (SIES)** staff are available to do informational sessions, workshops, or Q&As anywhere within SDBOR to address such topics as: hiring students, staff, faculty; permanent residency for faculty; international hiring options; NRS taxation, or a custom topic request.



Current Projects (cont.)

The **Shared Payroll Center** (SPC) has been working on some payroll/benefit deduction updates this summer. Supplemental Retirement/Nationwide Retirement Solutions has implemented their auto-escalation feature which will automatically increase the deduction by \$10 per month once annually for all auto-enrolled participants. Kayla Bastian and RIS have been working on developing an automated process that will load the contribution changes into the Banner deduction form. The SPC has been testing the monthly process which will load the changes into Banner. It is anticipated to have this process working for the July payroll.

Earlier this year, Discovery Benefits was selected as the Health Savings Account (HSA) vendor by the Bureau of Human Resources (BHR). In order to offer pre-tax deductions for the BOR employees who have selected the high deductible health plan, SPC/BOR/RIS have been working with BHR and Discovery Benefits to set up the pre-tax HSA contributions. The employee is required to set up an account with Discovery Benefits in order for them to receive the HSA incentive money. The SPC has set up and tested the new deduction codes to be used for the new Health Savings Account process. The crosswalk tables for the health insurance interface have been updated. A contribution file to send the monthly payroll contributions to Discovery Benefits has also been created.

Starting with the September payroll, the parking deductions will be pre-tax. New deduction codes will be set up and will be tested in the near future to ensure they are working properly for the September payroll

Starfish – Early Alert - A Starfish renewal questionnaire was completed by each of the universities to identify if Starfish is meeting their needs as an early alert system. As an early alert system, Starfish has met most of the needs but the universities would like to expand functionality. Therefore, the committee would like to review alternatives to Starfish. SDSU and USD have purchased the Education Advisory Board (EAB)'s Student Success Collaborative (SSC) to provide predictive analytics functionality. This system will analyze the university's programs, identify critical courses for success, and automatically raise flags for students not meeting a successful grade in the course. It can also track more information for services that Starfish has not been able to provide. Due to the cost of SSC, it may not be an option for the other universities so a review of comparative products may be needed.

Per the **System Librarians Council** (SLiC), the acquisition of a new Integrated Library System (ILS) for the SDBOR libraries is the most pressing priority. Currently, TAC, SLiC, RIS, SDBOR staff, and the campuses' IT staff are focused on system security, how the potential ILS product will integrate with other SDBOR systems, and functionality that supports student learning and research. The target date for full implementation of the new ILS is summer 2017.

Other current projects include completing a license between OCLC <http://www.oclc.org/> and the SDBOR for hosting CONTENTdm. The SDBOR libraries use CONTENTdm to deliver access to the libraries' digital collections in the Digital Library of South Dakota <http://dlsd.sdln.net/>. Currently, the SDBOR libraries are using a version of CONTENTdm that is on servers at BHSU. Upon executing the license, data and files will be migrated from BHSU to the OCLC hosted service.

Related to the above project, the SDBOR is executing a license with Minitex <https://www.minitex.umn.edu/> and the Minnesota Digital Library (MDL) to make content that is available in the Digital Library of South Dakota searchable and accessible through the Digital Public Library of America <https://dp.la/info/hubs/>. SLiC, RIS and board staff will complete both the OCLC and Minitex/MDL contracts by fall 2016.



Updates on Past Projects

Per **AP User Group**:

A comprehensive list of AP points of contact has been developed for each campus regarding travel, purchasing, fixed assets, contracts, 1099's, 1098-Ts, W9s, student refunds, AP approvers and household moving. This list has been distributed to each campus for their reference.

Each month the AP User Group reviews a policy related to accounts payable. For example, membership & licensure, research subject and incentive payments, clothing provided to employees, institutional representation, etc.

Campuses are processing credit memos differently. Each process proves to be acceptable but understanding the reason behind another option has assisted with the payments and credits being paid more timely and the vendors applying the credit to the correct campus.

Per **Human Resources**:

An RFP was issued in January to solicit proposals for a third party pre-employment background verification vendor. There were twenty (20) respondents to the RFP. A team consisting of two campus representatives, Marc Serrett (SDSU) and Carl Gutzman (USD), and Board of Regents human resources staff, Lindsey Heiss and Kayla Bastian, reviewed the proposals and narrowed the field down to four finalists to provide web demonstrations in May for the HR leadership and staff from the system.

After demos were completed, the BOR human resources staff requested best and final pricing proposals. The human resources leadership team recommended continuing SDBOR's relationship with HireRight. BAC supported this recommendation at its June meeting. HireRight is the only vendor with a full, single-sign on integration with PeopleAdmin. This allows for background check information to be requested and reviewed directly from the job posting. Once PeopleAdmin finalizes an update this summer, we will be able to utilize an enhanced HireRight version which has a more intuitive platform for our applicants. Prices are significantly reduced from the current pricing model and after 12 months of service on a renewed contract, SDBOR receives a month of background checks free of charge. This intuitive and user-friendly platform for employees and applicants is estimated to result in an annual savings of \$30,000 for the system.

Per **Shared International Employee Services: (SIES)**:

In April 2015, BOR Policy [4:30 Sponsorship of Employee Permanent Resident Applications](#) was approved and went into effect. Since that time, the policy has held up well and done the job it was meant to do, but there are a few small things that could be tweaked. **SIES** is preparing some suggested edits.

Also, a fee increase has been proposed by USCIS. The increase, possibly going into effect in October, impacts SDBOR and SDBOR employees in the following ways: I-129: \$460 (departmental expense); I-140: \$700 (employee expense); I-485: \$1,225 (employee expense); I-539: \$370 (employee expense); I-765: \$410 (employee expense). Public inspection document: www.federalregister.gov/articles/2016/05/04/2016-10297/...

The **Tech/UDA group** is prioritizing a list of 44 requests for the Colleague Student System that will be forwarded to RIS to address.

Per **System Librarians Council (SLiC)**:

The SDBOR directly funds four research databases for the campuses. In early 2016, SLiC, RIS and SDBOR staff completed multi-year agreements for the following resources that support teaching, learning, and research: Web of Science including EndNote, CAS SciFinder, ProQuest Digital Theses and Dissertations, and IOP Science Journals. Current licenses for these resources extend through 2018-2019.



New Staff

As previously mentioned, RIS has two new staff. **Gary Lang** and **Dean Sheley** has joined the RIS team. Dave Hansen hopes to have a new assistant hired in the near future.

Jeri Mohror transitioned from half-time secretary to full-time secretary with Shared International Employment Services (SIES) office more than a year ago, and her friendly outgoing nature has been a good addition to the reception area and office suite. **Jilena Faith** has been with the SIES office for three years now, and has taken leadership in the NRA tax arena and provides excellent support in the immigration arena as well. **Jolane Tomhave** is beginning her 7th year with SIES and things are going great. Our names, Jolane, Jilena, and Jeri, have caused some confusion over who is who, and some offices refer to us simply as the “J Team” and we don’t mind a bit!



Upcoming Training

Human Resources staff are working with Kimm Sundal at RIS to plan a Cognos training for HR users, tentative dates are November 8-9, 2016.

Cognos Business Intelligence Training Opportunities

Fundamentals of SQL / Cognos Development

Jul 19, 2016 – Jul 21, 2016

WHERE: Sioux Falls University Center

INSTRUCTORS: John Marsh, ASR Analytics & Abbie Zelip, ASR Analytics

- Two parts of this course:
 - Learning basics of SQL querying
 - Using knowledge of SQL to improve your ability to build effective COGNOS reports
- The intended outcomes of this course are:
 - The ability to directly query the Colleague ODS database using SQL queries
 - A better understanding of COGNOS reporting by understanding how SQL queries underlie reports
 - The ability to build multi-query COGNOS reports using SQL concepts

Cognos Development for Financial Aid Workshop

Oct 11, 2016 – Oct 12, 2016

WHERE: Sioux Falls University Center

INSTRUCTOR: John Marsh, ASR Analytics

WHO SHOULD ATTEND: University technical and Financial Aid power users who would like to develop Cognos reports related to Financial Aid and Student data using Colleague ODS

HOW TO REGISTER: Email kimm.sundal@sdbor.edu no later than **9/30/16**

Business Intelligence and Banner Reporting

Look for Banner Cognos training dates to be announced at a later date.



Accomplishments

The FY15 Statewide Comprehensive Annual Finance Report (CAFR) was released on January 22, 2016. For FY15 there were no written audit findings for the BOR system.

The accounting staff at each of the campuses is to be congratulated for their efforts. Not only are they getting things done faster, they continue to improve on their accuracy. This year's results are a product of their commitment. Listed below are the controllers and board staff who had a major hand in completing this year's financial statements.

Rob Houdek – BHSU	Claudean Hluchy– Special Schools
Amy Dockendorf – DSU	Michelle Elkin – RIS
Kay Fredrick – NSU	Dennis Konkler – RIS
Heather Forney – SDSMT	Mary Ellen Garrett – BOR
Deb Rowse – SDSMT	Anne Langdell – BOR
Karen Jastram – SDSU	Justin Nagel – BOR
Jim Rogness – SDSU	Sherri Stahl – BOR
Shelley Brunick – USD	Scott Van Den Hemel – BOR
Melissa Hartnett – USD	

Pictured below are the accounting staff who were able to attend the BAC meeting in Brookings to receive their award in person.

