



Finance and Admin Newsletter

May 2017

Issue 10



Current Projects

The **Accounts Payable Users Group** held their annual face-to-face meeting on Wednesday, April 26th, in Pierre at the Capital University Center. The agenda included an in-depth review of 1099 reporting and processing, a presentation from Shared International Employment Services staff regarding non-resident alien payments, review of various policies to ensure consistency among campuses, several process and procedure reviews, and a visit to the State Auditor's and Treasurer's offices. The **AP Users Group** continues to meet by conference call the third Thursday of every month.

During the May 16-18 Cognos Banner training, the **Cognos Business Intelligence Group** will introduce a NEW package that gives developers the ability to develop and generate reports combining Colleague and Banner data. This is an exciting opportunity that university development teams are encouraged to take advantage of. Any additional request for new tables, columns or functionality should be sent to SDBOR-DSS@sdbor.edu.

If you have other questions or suggestions, please email the **BI Group** at SDBOR-DSS@sdbor.edu.

Colleague ODS Refresh Schedule

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

The **Module Coordinating Committee (MOCC)** met April 20th and discussed topics including a query specific to Selective Service registration on the admissions application, implementation of the FAFSA initiative, WICHE Passport Initiative operational mechanics, and system-wide review of Banner Student, a student information system that could replace Colleague.

A subcommittee of the **Purchasing Group** is reviewing the purchasing assessment fee process to determine if there is a more efficient way to identify the orders that are subject to the fee. The committee meets again on May 2nd to discuss the topic further. The goal is to have the review completed by July 2017. The **Purchasing Group** meets again on May 17th.


Per the **Shared International Employment Services Group (SIES)**, USCIS suspended premium processing service for H-1B petitions for 6 months. For SDBOR, this means H-1B's applications cannot be expedited/premium processed. This could really impact some fall international hires that emerge out of late summer searches with an August 22nd start date; cases simply will not be approved in time as "regular processing" takes 5-6 months. **SIES** informed **HR Directors** immediately after USCIS announced the suspension and HR Directors were great about alerting hiring managers, and several cases were able to be expedited and filed before the suspension took place. **SIES** thanks the **HR Directors** for their efficient and effective work and communication!





Tips & Tricks

You can change the default color and style of your IBM Cognos connection by selecting the MY AREA

OPTIONS  icon from your starting menu >> My Preferences and select a "style" from the dropdown.

Upcoming Training

Cognos Business Intelligence Training Opportunities

Banner Cognos Finance/Colleague Reporting (This will be the last scheduled Banner training)

May 16, 17 & 18 (1/2 day)

WHERE: Sioux Falls, SD – University Center, FSC1, Room 108

INSTRUCTORS: John Marsh, ASR Analytics, Kate Connelly, ASR Analytics

HOW TO REGISTER: Email Kimm Sundal at kimm.sundal@sdbor.edu

This course content will be slightly different from previous Banner training we have offered to-date. The content will also include several exercises that will combine both Banner and Colleague Student information, using a new framework package that we will be introducing at this training OR a SQL object. All users, both beginners and experienced developers that would like to report on data using both ERP systems are encouraged to attend.

The intended outcomes of this course are:

Day 1 Banner ODS – report conversion – this training will cover options for conversion of existing Banner ODS Finance Discoverer Oracle reports into Cognos.

Day 2 Banner Transaction – users will develop a select series of Finance/Colleague reports using either Banner LIVE or Banner ODS data.

Day 3 (1/2 day) will cover advanced topics related to Cognos reporting.

Accomplishments

Since the **Purchasing Group** added a stop sign symbol to help identify vendors in SDezBuy that have alias names, to date about 60 vendor records have been updated with many more to go. The group continues to look for a more efficient way to update the vendor records.

Also, the SmartProcure pilot project at USD has proven to be successful. The project started in February and to date, approximately \$5,000 of savings has been realized.

Concerns

The **Purchasing Group** has an on-going concern with incomplete vendor information when W9 forms are sent to SDSU AP to be loaded in Banner. The vendors typically do not provide information regarding addresses (email or fax number) for purchase orders to be sent to. The **Purchasing Group** urges departments to make certain this information is provided to SDSU AP. Without the information, order may be delayed.