



Business Process Review Agenda eFinancePLUS

LOGISTICS & PREREQUISITES FOR ALL SESSIONS

1. A conference room round table style, with networked PC, projector, speaker phone for opening session and white board.
2. Attendees will be required to provide the following:
 - a. Processing examples
 - b. Copies of existing process documentation
 - c. Examples of forms used to conduct business
 - d. Examples of reports
 - e. Information about third party software interfaces
 - f. Information about custom programs
3. The agenda order will be followed to allow key individuals to participate only as pertinent areas are addressed.
4. Attendee lists are suggestions; participation by as many staff as is practical is encouraged and beneficial.
5. Suggested improvements by the staff are welcomed (i.e. "Wish List").

THE RESULTS

1. A final written document will be presented to your site including but not limited to:
 - a. Documentation of existing processes
 - b. Background information related to the review
 - c. Wish list items reported by staff
 - d. PowerSchool recommendations
2. This is a joint effort and we look forward to working with you to continue to improve!



WEEK 1 - MAY 8, 2018 – MAY 10, 2018

<i>Day</i>	<i>Time</i>	<i>Topics</i>
Tuesday	8:00 – 9:00	Introductions, Questionnaire & Organizational Structure
	9:00 – 11:00	Financial Accounting – Chart of Accounts, Budgeting, Budget Transfers and Adjustments
	11:00 – 12:00	Finance Specialists – Journal Entries
	1:00 – 4:00	Purchasing, Accounts Payable
Wednesday	9:00 – 11:00	Human Resources – Personnel, Application Management
	11:00 – 12:00	Benefits, Benefit Enrollment, Regulatory
	1:00 – 4:00	Payroll, Positions and Pay Rates, Deductions, Regulatory
Thursday	9:00 – 12:00	Payroll, Time Sheets, Attendance / Leave Tracking
	1:00 – 4:00	IT Support / System Administration

WEEK 2 - MAY 15, 2018 – MAY 17, 2018

<i>Day</i>	<i>Time</i>	<i>Topics</i>
Tuesday	8:00 – 9:00	Introductions, Questionnaire & Organizational Structure
	9:00 – 11:00	Financial Accounting – Chart of Accounts, Budgeting, Budget Transfers and Adjustments
	11:00 – 12:00	Finance Specialists – Journal Entries, Receipts and Receivables
	1:00 – 4:00	Purchasing, Accounts Payable
Wednesday	9:00 – 11:00	Human Resources – Personnel, Application Management
	11:00 – 12:00	Benefits, Benefit Enrollment, Regulatory
	1:00 – 4:00	IT Support / System Administration
Thursday	9:00 – 12:00	Payroll, Positions and Pay Rates, Deductions, Regulatory
	1:00 – 4:00	Payroll, Time Sheets, Attendance / Leave Tracking



INTRODUCTIONS (SESSION IS AVAILABLE REMOTELY)

Attendees: *HR Management Team, HR Functional Staff, Fund Accounting Management Team, Fund Accounting Functional Staff, Purchasing Team, Payroll Team, IT Support Functional Staff, Project Manager*

Introductions

- Introduce the Consultant
- Explain the Business Process Review and Consultant Expectations
- Identify all participants and their role within the organization and their responsibility.
- Allow each participant to discuss outstanding issues and accomplishments/frustrations with current business processes.
- Present general overview of current process and procedures
- Review the *Business Process Review Questionnaire*
- Present the agenda for the week(s)

FINANCIAL ACCOUNTING – CHART OF ACCOUNTS, BUDGETING, BUDGET TRANSFERS & ADJUSTMENTS

Attendees: *Fund Accounting Management Team, Fund Accounting Functional Staff*

Description: This session will be a round-table discussion on Fund Accounting processes and procedures and how the Fund Accounting staff manages budgets and the chart of accounts.

- Budget Preparation
- Budget Adjustments
- Budget Transfers
- Organization Chart and Account Codes (Object Codes)
- Budget Ledgers (Expenditure, Revenue and General)

FINANCE SPECIALISTS – JOURNAL ENTRIES, RECEIPTS, RECEIVABLES,

Attendees: *Fund Accounting Management Team, Fund Accounting Functional Staff*

Description: This session will be a round-table discussion on Fund Accounting processes and procedures and how the Fund Accounting staff processes journal entries, receipts and receivables.

- Receipts
- Receivables
- Journal Entries and Recurring Journal Entries



PURCHASING, ACCOUNTS PAYABLE

Attendees: *Fund Accounting Management Team, Fund Accounting Functional Staff, Purchasing Team*

Description: This session will be a round-table discussion on Purchasing Processes from Requisition to Accounts Payable including processing of Vendor Checks.

- Requisition Entry and Approvals
- Purchase Order Processing and Delivery to Vendors
- Receipt of Items
- Accounts Payable Processing

HUMAN RESOURCES – PERSONNEL, APPLICATION MANAGEMENT

Attendees: *HR Management Team, HR Functional Staff*

Description: This session will be a round-table discussion on HR processes and procedures and how the HR staff manages employee information.

- Recruiting (include copies of applications)
- Applicant Management (3rd Party Software)
- Onboarding
- Certifications and Licensing
- Employee Portal

BENEFITS, BENEFIT ENROLLMENT, REGULATORY

Attendees: *HR Management Team, HR Functional Staff*

Description: This session will be a round-table discussion on HR processes and procedures and how the HR staff manages employee benefits, benefit enrollment and regulatory processing.

- Employee Benefits
- Employee Dependents and Beneficiaries
- Regulatory Processing



PAYROLL, POSITIONS AND PAY RATES, DEDUCTIONS, REGULATORY

Attendees: *Payroll Team*

Description: This session will be a round-table discussion on payroll processes and procedures and how the payroll staff manages payroll setup for processing.

- Employee Pay Rates
- Employee Deductions
- Salary Schedules and Calendars

PAYROLL, TIME SHEETS, ATTENDANCE / LEAVE TRACKING

Attendees: *Payroll Team*

Description: This session will be a round-table discussion on payroll processes and procedures and how the payroll staff manages processing a payroll.

- Payroll Setup and Processing
- Attendance (3rd Party Software)
- Employee Time Entry (3rd Party Software)
- Payroll Distribution
- Employee Portal

IT SUPPORT / SYSTEM ADMINISTRATION

Attendees: *IT Support Functional Staff, Project Manager*

Description: This session will be a round-table discussion on IT processes and procedures and how the Technology Staff manages system security.

- User Setup
- User Security and Roles
- System Setup