Grant and Contract Accounting
J. D. Edwards
Receivable System Kickoff
Session

November 1, 2002  1:00pm – 4:00pm
Agenda

- Opening
- Project history
- Introductions
- Overview of current process
- Ideal system
- JDE demo
- Break
- Budget
- Roles and Responsibilities
- Closing/questions
Participants

- Oversight Committee
- Resource Committee
- AMX consultants
- JDE representative
- Project team
Oversight Committee

Members

- V’Ella Warren
- Frank Montgomery
- Sue Camber
- Mona Goldsmith-West
- Gary Quarfoth

- Ed Lightfoot
- Sandy Moy
- Sara Gomez/Mike Pingree
- Bill Ferris
- Kathryn Waddell
Resource Committee

Members

- Sue Camber, GCA
- Tami Sadusky, GCA
- Cristi Chapman, GCA
- Suprimo Manabat, GCA
- Cecilia Pittman, GCA
- Monique Bradley, GCA
- Kirsten DeFries, GCA
- Mary Jo Hershly, GCA
- Denise Murrillo, GCA
- Representatives from C&C, Stores and other depts in Financial Management
Grant Receivables Implementation Project (GRIP) Team

Members

- Denise Lim (denisel@u.washington.edu), GCA, Project manager and team leader
- Marisa Honig (mhonig@u.washington.edu), GCA
- Kris Jaeger (mcf@u.washington.edu), GCA
- Hoang Ong (hoangong@u.washington.edu), GCA
- 2 FTE, TBD, C&C
- Kate Riley (kater@u.washington.edu), FM, Facilitator
GRIP Team Mission

Successfully implement a new receivable system in GCA that is highly efficient, user-friendly and flexible in order to increase cash flow and productivity. This will be accomplished through excellent communication and collaboration with GCA staff, outside vendors, process partners such as University C&C and Stores, and external customers. Successful implementation will include training staff, and continuously identifying opportunities for process improvements.
GCA Current Process

New Accounts enters all GCA budget info into UW legacy systems

BGT  FAS  PAS

AR enters billing instructions into Receivable System

AR prepares invoices & reports in Excel

Expenditure data from FIN copy and paste, BARs/BSRs

Does sponsor pay within 60 days?

No

A/R follows up on aged receivables with Ageing database

Yes

Check database  EFT database  Suspenze databases

CR3 applies payment

Legend

University legacy systems

All other colors represent separate systems currently used.
Challenges/Issues

- Many non-integrated systems
- Data entered multiple times
- Few checks built into legacy systems
- Unable to support multiple invoicing/reporting formats
- With current resources, billing limited to 65% of invoices due
Billing Statistics

- Average number of invoices due: approximately 1,000/month
- Average number of invoices completed: 650/month
- Average expenditures unbilled: $7million/month
- Number of active sponsors in A/R: 1480
GRIP Rapid Planning Workshop

- 3 day intensive planning workshop
- GCA, C&C & AMX participants
- Objectives were to identify:
  - Opportunities to streamline current process
  - UW systems that need to interface with JDE
  - Models for implementing JDE
Fiscal Reports Rapid Planning Workshop

- 1 ½ day intensive planning workshop
- GCA & AMX participants
- Objectives were to identify:
  - Areas of inconsistency between AR & FR
  - Opportunities for improvement in FR process
  - Impact of JDE on FR reporting
Model Blue – the Ideal System

Key features

- Comprehensive system: single point of entry, centralized data storage
- Real time feeds to FAS, BGT, PAS
- Daily detailed expenditure data from MIS
- 60 invoice/report formats to increase automated billing and reporting
Model Blue – the Ideal System

Key features, continued

- Improve cash applications
- Validation edits for quality control
- Interface with new technology (e.g., EDI, lockbox, EFTs)
Project Status

- GRIP Team formed in 9/02
  - Rapid planning process with Kate Riley, C&C and AMX in 9/02
  - Agreement with C&C signed 10/22/02
  - Detailed project planning with AMX in 11/02
  - Projected C&C hires: 12/02-1/03
  - Project team training in 12/02
- Target date: Spring 2004
Roles and Responsibilities

GCA Applications:

- Define business needs and requirements
- Assist in designing invoice and report formats
- Testing
- End user training
- Coordinate with process partners to ensure successful implementation
Roles and Responsibilities

GCA Technical:
- JDE setup/configuration
- Application security
- Invoice analysis and redesign
- Data conversions
- Testing
- Apply JDE updates/upgrades
Roles and Responsibilities

C&C Team:
- Hardware setup/configuration
- Software services and support
- System security
- Interfaces and integrations
- Integrations testing
- Coordinate with process partners to ensure successful implementation
Roles and Responsibilities

AMX consultants:
- Application consulting
- Technical consulting
- Training
- Invoice analysis and re-design - 60 formats
Roles and Responsibilities

Oversight Committee:

- Review and approve policy and business decisions
- Review project status from planning through implementation
- Advise on issues that could impact project timeline and scope
Roles and Responsibilities

Resource Committee:
- Consists of members from GCA, C&C, Stores and other departments within Financial Management
- Provide resources, knowledge and guidance regarding business practices and technical support to GRIP Team
Communication Plan

- Project team meeting – weekly
- Oversight Committee meeting – monthly
  First meeting tentatively scheduled for Mon, 12/2/02, 1-2:30pm
- Progress report to Budget Office – due 3/03