



Quality Issue: Electronic Records Storage of AP Files and Electronic transfer of AP info to ISU
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Group Lead: Clough

| <p>Issue Description: Ames Lab Accounting previously transmitted Accounts Payable (AP) information to ISU for payment via a paper-intensive process. With the implementation of ISU's new financial system (Kuali), Ames Lab AP must as of 7/1/2013 transmit voucher information electronically to ISU. Accounting took the opportunity to also use ISU's Content Management system to electronically store voucher backup information.</p> | <p>Countermeasures: 1. Purchase equipment to scan information into ISU system. 2. Consult with ISU about best practices for submission of AP data. 3. Consult with Ames Lab IS to develop programming to accommodate electronic submission of data to ISU. 4. Obtain scanning software for Content Management. 5. Revise AP procedures. 6. Train staff in new AP procedures. 7. Develop plan to scan AP backup into Content Management.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>Goal: Electronically transmit AP information to ISU to meet the voucher payment needs of both Ames Lab and ISU. Begin electronically storing AP information in Content Management to reduce future recordkeeping storage costs and paper needs.</p> | <p>Implementation:</p> <table border="1"> <thead> <tr> <th>Item #:</th> <th>Description</th> <th>Who</th> <th>When</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Purchase Kofax Content Management software</td> <td>Clough</td> <td>Done</td> </tr> <tr> <td>2</td> <td>Purchase scanning stations for document storage</td> <td>Clough</td> <td>Done</td> </tr> <tr> <td>3</td> <td>Consult with ISU accounting and IS</td> <td>Clough, Carlile, Jenkins</td> <td>Done</td> </tr> <tr> <td>4</td> <td>Revise AP reports in Cognos 10 (AP and travel related)</td> <td>Clough, Carlile, Jenkins</td> <td>Done</td> </tr> <tr> <td>5</td> <td>Review ISU documentation/train on Kuali system</td> <td>Clough, Carlile, Jenkins</td> <td>Done</td> </tr> <tr> <td>6</td> <td>Develop new documentation for AP procedures/travel payment</td> <td>Clough, Carlile, Jenkins, Price</td> <td>Done</td> </tr> <tr> <td>7</td> <td>Train AP and Travel staff on new procedures</td> <td>Clough, Carlile, Jenkins, Price</td> <td>Done</td> </tr> <tr> <td>8</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Item #: | Description | Who | When | 1 | Purchase Kofax Content Management software | Clough | Done | 2 | Purchase scanning stations for document storage | Clough | Done | 3 | Consult with ISU accounting and IS | Clough, Carlile, Jenkins | Done | 4 | Revise AP reports in Cognos 10 (AP and travel related) | Clough, Carlile, Jenkins | Done | 5 | Review ISU documentation/train on Kuali system | Clough, Carlile, Jenkins | Done | 6 | Develop new documentation for AP procedures/travel payment | Clough, Carlile, Jenkins, Price | Done | 7 | Train AP and Travel staff on new procedures | Clough, Carlile, Jenkins, Price | Done | 8 | | | |
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| <p>Root Cause Analysis: What is the problem: ISU mandated the implementation of a new financial system that demands electronic submission of AP data. How would Ames Lab changes processes to transfer AP information to ISU electronically? What equipment is necessary to transfer AP information to ISU electronically? What software would Ames Lab need to buy to access the Content Management? What programming in Cognos 10 would be necessary to transmit AP voucher info from CostPoint to Kuali? How would the electronic storage of AP voucher information help the Lab? Do we have the personnel to continually scan information into Content Management?</p> | <p>Related documentation and procedures are located below: G:\ACCT\ACCOUNTS PAYABLE\AP PROCEDURES\Kuali Adjusted AP Procedures\Latest AP payment process (use when doing Cheryl's job)</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |