

- i. *Timely Processing of payments to vendors, including contractors and utilities.*
 - ii. *Process employee travel and non-travel reimbursements*
 - iii. *Administer Travel Card Program (~414 Active UAA Travel Card Holders)*
 - iv. *Audit travel documents and expense reports*
 - v. *Verify correctness and reliability of accounting data.*
 - vi. *Non-resident alien tax reporting*
 - vii. *Ensure accurate tax files for 1099 reporting purposes*
 - viii. *Escheatment process for unclaimed property.*
 - ix. *Ensure adherence to applicable laws and regulations (i.e. IRS, Board of Regents policies, etc).*
- c. *Financial Systems*
- i. *Provide Financial training & support to UAA staff/faculty, including community campuses.*
 - ii. *Provide Financial reports and reporting assistance, including monthly management reports.*
 - iii. *Act as Banner Finance security coordinator for UAA and community campuses.*
 - iv. *Administer ID Card (Wolfcard) program for UAA and community campuses, provide technical support for UAA, UAF and UAS campuses.*
 - v. *Administer Point of Sale (Sequoia) system for UAA. Provide technical support for UAS campus*
 - vi. *Provide support for credit card (Touchnet) payments for UAA and community campuses, including e-Commerce assistance.*
 - vii. *Ensure adherence to PCI Compliance regulations for UAA campus, including ~40 Merchant IDs*
 - viii. *Reconcile UAA Depository account (~\$189M FY19) to safeguard UAA's assets. Reconcile general ledger balance sheet accounts, according to Generally Accepted Accounting Practices.*

2. If one or more of these functions was reduced or discontinued, what would be the impact on: (Not all elements may be relevant for your unit. Only address relevant items.)

- a. More students persisting and completing educational goals?
 - i. *Disbursement of Financial Aid refunds would risk being out of compliance with Federal requirement which is within 14 days. Posting and disbursement of private donor scholarships (i.e. getting funds into the hands of students when needed).*

- b. Supporting overall student, faculty and staff success in meeting UAA's

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- ii. *Non-timely payments can result in significant fines and penalties, and hardship for employees.*
 - c. Impacts to UAA's reputation, and ability to attract and retain students and/or external support?
 - i. *Federal Financial Aid requires the university to be administratively capable of administering financial aid.*
 - 1. *UAA's reputation and accreditation status may be affected by the university being deemed not administratively capable.*
 - ii. *UAAs reputation amongst private donors and government entities would be impacted by our inability to receive and process private donor scholarship and third party sponsorship payments accurately and timely to student accounts.*
- 3. Identify measures and targets used to monitor the impact of functions on each of the above (not all elements may be relevant for your unit, only address relevant items).**
- a. *Private Scholarship checks disbursed since 2/20/18 - \$10,144,371*
 - b. *Cash and Check payments processed since 2/20/18 - \$32,786,758*
 - c. *Calls processed in Bursar's Office since 2/20/18 - 26,387*
 - d. *A/P - 19,478 invoices processed totalling ~\$65M in FY19, ~\$59M in FY18*
 - e. *1170 in person consultations for Collections and Disbursements in FY19*
4. What improvements have been achieved over the last five years?
- a. *Ongoing collaboration and communication with the UAS and UAF Bursar Offices*
 - b. *System-wide A/R Processes (Banner setup procedures) that have a direct effect on Student billing and tax reporting.*
 - c. *Utilizing OnBase to digitize and track records, thereby eliminating physical document storage space and adding efficiency in retrieving documents.*
 - i. *Onbase allows departments to access records directly.*
5. What efforts have your unit made to improve efficiencies and reduce costs? What was the result?
- a. *Eliminated full time OnBase position, rolling function into Financial Systems position.*
 - b. *Saved ~\$1M in credit card fees by passing credit card service fee on to credit card users.*
 - c. *Ceased mailing paper bills, saving labor time and mailing costs \$105K since FY15.*
 - d. *Automated electronic billing portal for third party sponsorships.*
 - e. *Supported consolidated student fee model which will result in significant process efficiencies in fee assessment if approved.*
 - f. *Moved tuition and fee set up process to Bursar's Office, reducing 1 FTE*
 - g. *Combined the Agency/Student Account Sponsorship function with the Disbursement function, reducing 1 FTE*

