

BFS News

March 5, 2007

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Business and Financial Services Our Mission:

We will deliver efficient and effective business and financial services to our customers in support of the University's mission of education, research, public service and extension.

WELCOME!

Welcome to the first edition of our monthly Business and Financial Services newsletter. We will publish this newsletter monthly as part of our ongoing effort to keep our customers informed about business and administrative matters that affect all of us at Colorado State University.

Business and Financial Services is changing. We are moving forward with a renewed focus and energy in an effort to (1), provide our customers with the business processes and administrative support they need to accomplish their objectives, to (2) reengineer existing business policies and procedures to achieve maximum efficiency and effectiveness, and (3), implement financial systems and technology that support these efforts.

My sincere belief is that if we create a culture of collaboration and all work together, we can achieve these goals and support Colorado State University so that it can continue to set the standard for public research universities in teaching, research, service and extension. Let's get started!

Allison Dineen, Interim Director, Business and Financial Services

Kuali Discovery Project Kickoff

In the next several months you will be seeing and hearing a lot about the opportunity to examine and evaluate the Kuali financial system. This financial system was developed by a large consortium of Universities and offers an alternative to the vended financial system products currently available on the market. The system was developed by higher education for higher education and offers functionality that is specifically tailored to the needs of large public research universities.

It is important that the potential users of this system get a chance to examine this option and provide feedback. Informational sessions are coming to a college near you. In addition, users will have the opportunity to log into the system and demo functionality and transaction processing and then provide user feedback through a variety of methods. Check out <http://kuali.colostate.edu/> for more information on this important project.

Your participation in this process is critical in the effort to identify the best financial system solution possible for Colorado State University.

BFS Is Moving To Howes Street

When we said things were changing in Business and Financial Services we weren't kidding around! Business and Financial Services will be moving to the new Administrative Building on Howes Street in March. This building will consolidate core administrative services such as Business and Financial Services, Purchasing and Human Resources in one location. In addition, this move will free up space in the central part of campus for important projects that will benefit students. Business and Financial Service areas will be moving in accordance with the following schedule:

When we said things were changing in Business and Financial Services we weren't kidding around!

Accounts Payable	Thursday, March 22
Business Systems Services	Monday, March 19
Campus Services	Tuesday, March 20
Directors Office	Tuesday, March 20
Financial Reporting and Analysis	Wednesday, March 21
Property Services	Friday, March 23
Tax Services	Friday, March 23
Travel Services	Thursday, March 22

We will make every effort to avoid disruption to customer service during these times and will be checking phones and email regularly during the duration of this move.

Business and Financial Services has been located in Johnson Hall, on the historic CSU oval since 1976. Johnson Hall was built in 1936 and originally served as the student union for Colorado State University. We have many fond memories of serving students, faculty and staff in this building. Many of us also recall those heady days after the flood of '97 and the unique challenges and experiences associated with that.



The new building at Howes and Myrtle

While we will miss this historic old building and the beautiful location, it is exciting to think of the new uses for the building that will once again bring students and faculty back to the heart of the oval where CSU first began. So long Johnson Hall, we will miss you.

Training Talk

Business and Financial Services is committed to providing the training and tools our customers need! Our campus services team (Janet Bebell, Susan Becker, Laura Streit, and Valerie Monahan) is currently working with our campus customers and Ken Katona in Training and Organizational Development to develop the first of many on-demand web based training programs. These training programs will address a variety of administrative issues, policies and procedures and will provide recurrent training for employees on a 24/7 basis as part of our continuous effort to provide the administrative resources necessary to help CSU get where it needs to go.

The team is putting the finishing touches on a training program pertaining to documentation procedures for journal entries and this program will make its campus debut in the coming months.

Travel Reimbursement Times Plummet

In our effort to provide efficient and effective administrative services for CSU, Business and Financial Services will continually strive to hold ourselves accountable to the outcomes and performance levels that our customers require to meet their mission critical objectives.

In accordance with this effort, travel reimbursement procedures have recently been reengineered resulting in a dramatic decrease in travel reimbursement times for our customers. In early December we established a 10 working day travel office turnaround performance metric for travel reimbursements and on December 15 we achieved that performance standard. Since that time additional process improvements such as *daily* Electronic Funds Transfers have been initiated resulting in further decreases in travel reimbursement processing times. We are currently turning around travel reimbursement requests in about 5 working days. Many thanks to our hardworking Travel Services staff (Jackie Riba, Terri Bedan and Bob Loosley) and John Hunter from Business Systems Services for their efforts in achieving these performance improvements for our customers.

During the coming months, Business and Financial Services will be working extensively with our customers to determine acceptable performance standards for all our core business processes. We will agree on those standards, design processes to achieve them, measure our performance and hold ourselves accountable for providing the outcomes our customers need.

Average working days to turnaround travel reimbursements during the month of February...

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Name The Newsletter Sweepstakes!

As noted previously, we will be publishing this newsletter monthly and will work hard to keep you informed about administrative matters of interest.

We were hoping to develop a catchy newsletter name for the first issue but nothing clever came to mind. So, it's time for campus input.

Send us your suggestions for the name of the Business and Financial Services newsletter and if your entry is a winner you will win a fabulous prize (a Business and Financial Services pen shaped like a dollar sign) along with the honor of being recognized in the next newsletter.

Send your entries to: Allison.Dineen@ColoState.EDU

You may already be a winner! See you next month.