

## Business Manager Meeting Notes

December 15, 2004


The December 15, 2004 Business Managers Meeting included presentations on counterfeit currency procedures, new Rocket Telecom programs, an ERP update, and a few miscellaneous items.

Tom Page, Controller, opened the meeting by introducing Bryan Dadey, Assistant Controller. Bryan began working for the University in mid-November. His phone number is x8755.


Tom mentioned a few items regarding Payroll. He reminded the group that pay checks are **not** to be distributed prior to the pay date. Also, please make a point of checking the rejected timecard listing. This listing is posted on the Payroll web site by the morning of the regular rejected timecard day. Rejected timecard errors need to be corrected by 4:00 pm on the rejected timecard day in order to be processed for the next payroll. Some corrections can be made simply by e-mailing [payroll@utnet.utoledo.edu](mailto:payroll@utnet.utoledo.edu); other corrections will require you to come to the Payroll Office to correct.

Linda Chany, Fiscal Officer, Accounts Payable, provided an update on PaymentNet developments. She reminded the group that no one person can both review and approve transactions. She has added an "Approve Pending" column for transactions – previously the only choices were to check either "Reviewed" or "Approved." She stated that both the cardholder and approver must sign the statement if the transactions are not reviewed/approved online. Linda has been working with Chinmaya Samanta, Director, Business Systems Support, and there is now additional transaction detail on PaymentNet, and PaymentNet query information is on the Accounts Payable web site.

Joyce McBride-Hamer, Acting Director, Office of Budget and Planning, reported on next year's budget. Joyce said the state is \$5 billion short for the biennium. With this big structural deficit, there is uncertainty about how this will affect UT. It is possible that we won't know the impact on State Share of Instruction (SSI) and caps until late this Fiscal Year. A team headed by Alan Goodridge, Provost and Executive Vice President for Academic Affairs and Enrollment, and Bill Decatur, Executive Vice President and Chief Operating Officer, will devise a contingency plan.



Brenda Holderman, Interim Bursar, distributed a handout on counterfeit currency procedures (Counterfeit Currency Procedures ). She recommended that departments who take cash use a special counterfeit detecting pen on currency denominations of \$5.00 and above. If the ink from the marker turns black on the bill, rather than amber, the currency is suspect. The Office Depot item numbers for these counterfeit detector pens are 424-456 for a 3-pack and 601-543 for a dozen. Another situation is when a person copies a \$10.00 or \$20.00 bill, cuts the numbers of the

corners, and pastes it over the numbers of a \$5.00 bill. When checked with a counterfeit bill-detecting marker, the bill will not be detected as counterfeit. Brenda suggested running your fingers over the corners or the bills to make sure they are not unusually thick. Should a mark on a bill turn black, the steps to take are outlined in the attached document. If you have questions, please contact Grace Brown, Assistant Bursar for Cashiering, at x1351 or the Cashiers Office at x8732.

Carole Sedlock, Telephone Coordinator, and Clayton Riddel, Manager, Telephone Services, did a PowerPoint presentation on new Rocket Telecom programs (New Rocket Telecom Program ). Any questions may be directed to the Rocket Telecom information counter at x1411. Carole reported on six new programs, five of which are national. All plans include unlimited mobile to mobile minutes for Alltel customers. There are no new contracts or processing fees. Green flyers detailing the plans were sent to all faculty and staff via interoffice mail. Stop in Rocket Telecom, Rocket Hall Room 1917, or call x7998 for more information. From Dec. 6, 2004 through January 30, 2005, current \$20.00/month Rocket Freedom customers who upgrade to a national freedom program may choose a nicer phone at a one-time special price.

If a department not subscribing to Rocket Freedom has a need for more than 20 phones, Carole said Telecom will be happy to review their current plan and see if they can save them money.

Clayton mentioned that the State of Ohio is reviewing cell phone policies. The state may require departments to recover the costs for personal calls.

Brian Bushong, Director, ERP Implementation Team, distributed an ERP timeline, (ERP Project 4-Year Timeline. ) He asked everyone to share this with others in their offices. Brian said the implementation team will train on the Chart of Accounts in early January. The ERP Team is getting new hardware that will be installed in the next few weeks. They will be moving to Banner 7.0. Brian also distributed a draft of 3rd party software currently in place (3rd\_Party\_Software ). The main decision now for these software programs is to scrap them for something else, or move them over to Banner functionality. These two handouts were also sent electronically to those on the Business Managers distribution list on Outlook.

The ERP web site is [uterp.utoledo.edu](http://uterp.utoledo.edu).


The ERP Team will be moving from SeaGate to Scott Park. The tentative move date is the second week of January.


Brian said he will be happy to speak at staff meetings.


Tom Page wrapped up the meeting by asking the group to e-mail Robin Lanz with potential topics for future Business Managers Meetings.

**Attachments:**

Counterfeit Currency Procedures 

New Rocket Telecom Program 

ERP Project 4-Year Timeline 

3rd\_Party\_Software 

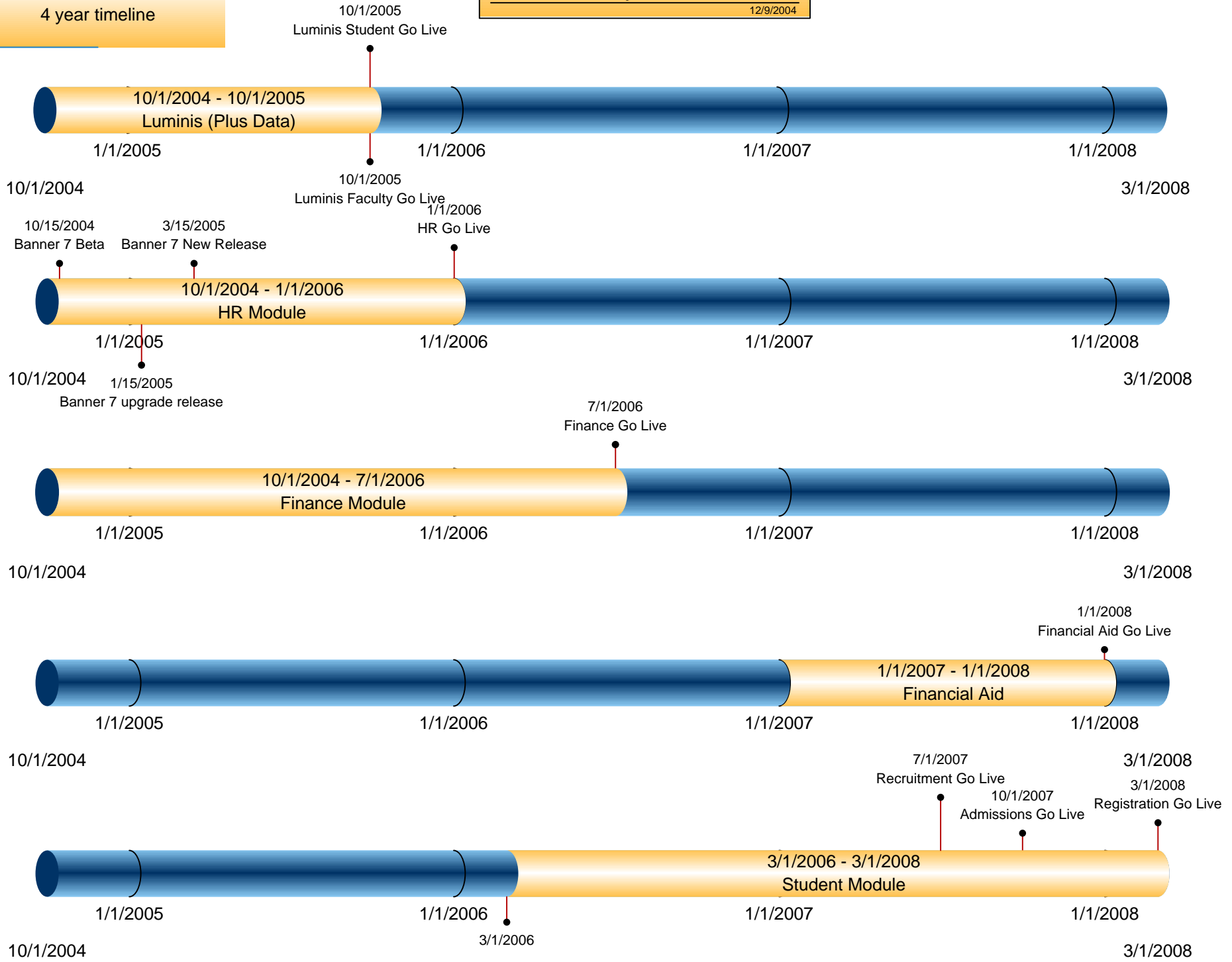
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	<b>3rd Party Software</b>													
2	<u>Vendor</u>	<u>Software Name</u>	<u>Function</u>	<u>Description</u>	<u>Currently in Use</u>	<u>Part of SCT Services Contract</u>	<u>Will be implemented with Banner</u>	<u>Banner Module</u>	<u>Competing Product</u>	<u>Banner Partner</u>	<u>Develop Interface</u>	<u>Estimated Acquisition cost</u>	<u>Included in budget pro-forma?</u>	<u>ERP Team Responsible</u>
3	Electronic Data Collection	AIMS	A/R	Parking collection & enforcement	Campus Parking	N	?	ST	?	N	Y			Finance
4	Media Highway Paetec	PYRAMED	A/R	Creates billing transactions to post to Billing & Receivables system (SIS)	Medical Center	N	?	FIN/ST	Banner A/R	N	Y			Finance
5	Communications	Pinnacle CMS	A/R	Telephone billing/acctg. system	Telecom.	N	?	ST	?	N	Y			Finance
6	Huntington Bank??	?	A/R	lock box service from Huntinton that downloads payments processed into student's accounts	Bursar	N	?	FIN/ST	?	N	Y	0	N	Finance
7	SCT	CLM Loan Manager	A/R		No	Y	Y	?	No	Same	N			Finance
8	WebCT.com	WebCT	Academic		Distance Learning	N	?		Blackboard					Student
9	UT	EAS	Academic	student and program assesment	Education, English	N	?	ST	SCT iWebfolio & TracDat	N	Y			Student
10	UT	Construction & Design database	Accounting	Tracks project costs	General Accounting	N	?	FR	?	N	Y			Finance
11	QAS	QuickAddress Pro	Address Cleansing	Verifies addresses against USPS; QAS also has ODBC/GUI interface with live system as data is entered	Undergrad Admission (stand-alone, not ODBC)	N	?	All	?	?		\$3,500 annual renewal	N	Data Standards
12			Alumni and Giving	Alumni online community	Alumni and Institutional Adv.	N	?	ST	Portal?	N	?	?	N	Student
13		Ascend System	Alumni and Giving	alumni and giving database	UT Foundation	N	Y	ST	Banner Advancement	N	Y	?	N	Student
14	UT	Budget Development	Budget	Budget developer	Budget	N	?	FIN	Banner	N	Y			Finance
15	UT	Salary Recapture	Budget	unused salary dollars to central pool	Budget	N	?	HR/FIN	Banner?	N	Y			Finance
16	UT	Parking Permit Application	Business Services	Online parking permit application	Business Services (parking)	N	?	HR	None	N	Y			Finance
17	Pitney Bowes	Arrival System	Business Services	Tracks receipt of goods utilizing bar coding	Business Services (receiving)	N	?	FR	?	N	Y			Finance
18	UT	Print Shop Application	Business Services	Verifies acct. info for billing	Print Shop	N	?	FR	?	N	Y			Finance
19	Blackboard	Blackboard - Commerce Suite	Business Services	Campus Card system	Business Services	N	Y	FIN/ST	?	Y	N			Finance
20	Core Business Tech.	CORE Cashiering	Cashiering	Cashiering system-"One-Stop Payment Processing". Upgrade.	Bursar (Cashiers) - upgrade needed	N	Y	FIN/ST	N	Y	N	\$39,800	y	Finance
21	TouchNet	Payment Gateway	Cashiering	Electronic payments, automatic billing. Update.	Bursars (Cashiers)	N	Y	ST	?	Y	N	\$31,120	y	Finance
22	ECSI (Educational Computer Systems, Inc)	ECSI	Collections	Collection system for student delinquent receivables.	Bursars (Collection)	N	Y	FIN/ST	?	N	Y			Finance
23	Miami University	CAS	Course Applicability	Course Applicability	Registrar	N	Y	ST	N	N	Y			Student
24	UT	CCMS (course catalog mgt. system)	Course catalog/inventory	System for maintaining course descriptions	Provost's office	N	N	ST	Banner	N	N			Student
25	Miami University	DARwin	Degree Audit	Degree Audit	No	N	?	ST	Banner DarWin, Banner	Y	N	\$85,000		Student
26	Miami University	DARS	Degree Audit	Degree Audit	Registrar	N	N	ST	Banner	Y	N			Student
27	UT	UCM (University committee mgt.)	Directory services	Tracks University committees	Upper administration	N	?	HR		N	?			HR
28	UT	UAM (University affiliates mgt.)	Directory services	Tracks people affiliated with, but not employees of, UT	Upper administration	N	N	HR	Banner	N	N?			HR
29	JP Morgan Chase	PaymentNet	E-Commerce	E-commerce (credit card)	A/P	N	Y	FIN	No	N	Y			Finance

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
2	Vendor	Software Name	Function	Description	Currently in Use	Part of SCT Services Contract	Will be implemented with Banner	Banner Module	Competing Product	Banner Partner	Develop Interface	Estimated Acquisition cost	Included in budget pro-forma?	ERP Team Responsible
30	UT	Office Depot	E-Commerce	Online ordering of office supplies	Campus Wide	N	Y	FR	N	N	Y			Finance
31	COBRAServe	COBRAServe	Federally mandated health care continuation coverage.	Employee pays full group rate + 2% for continuation coverage, after UT coverage stops.	HR	N	?	HR	In-house?	N	N?			HR
32	Bridge	Bridge Benefit	Flexible Spending Acct	Administers FSA's	HR	N	?	HR	In house?	N	N?			HR
33	CreateForm	CreatePrint	Forms	Prints checks/forms on laser printer	Payroll, A/P, Bursar, Fin. Aid	N	??	HR/FIN/ST/FA	eVisions, Moore	N	Y			Project Team
34	eVisions	Forms Developer & optional pkg.	Forms	Online forms	No	N	??	HR/FIN/ST	CreateForm	Y	N	\$112,900	y	Project Team
35	MIT	COEUS	Grants	Grant-Pre Award	Grants Acctg., Research	?	?	FIN	UT's GTB	N	Y	\$500	y	Finance
36	UT	GTB (grants tracking database)	Grants	Grant-Pre Award	Research	N	?	FIN	COEUS	N	Y			Finance
37	UT	GAS	Grants	Post Award	Grants Acctg.	?	Y?	FIN	Banner	N	Y			Finance
38	UT	Employee Self Service	HR	Change directory information, view available sick/vacation balances	HR/Telecom	N	N	HR	Banner	N	Y			HR
39	Perceptive Vision	ImageNow	Imaging	Imaging	Financial Aid	N	?	FA		N	N	\$0	NA	FA
40	IOS	Legato	Imaging	Imaging	Registrar, Admissions, Grad School	N	Y	HR/FIN/ST	Image Now	Y	N			Student
41	??	UTMOST	Library	Library system	Library	N	?							Project Team
42	Readsoft	Readsoft	OCR	Reads form data to create file for upload to SIS	Undergrad Admission	N	?	HR/FIN/ST	Not sure	?	Y	\$12,000 plus \$1,000 annual maint.	N	Project Team
43	SSD	Easy-Admit Axiom	OCR	OCR		N	?	HR/FIN/ST		Y		\$39,500	y	Project Team
44	SSD	Easy-Aply Axiom	OCR	OCR		N	?	HR/FIN/ST		Y		\$30,495	y	Project Team
45	XAP	OhioMentor	Online application for Admission	Online application for Admission	Grad and Undergrad Admission	N	?	ST	Banner	N	Y	\$0	N	Student
46	VDS (Voice Data Systems)		Payment	Web link for credit card payments.	Bursars (Cashiers)	N	?	ST	Several	N	?			Finance
47	Windstar Tech.	Windstar	Payroll	Treaty & tax reporting for NRA	A/P, Payroll	N	?	HR	N	Y	N			HR
48	KRONOS	KRONOS Time Entry	Payroll	time entry	HR	N	?	HR	Banner	N	Y	\$500,000	n	HR
49	UT	Comp Time - Payroll	Payroll	Balance tracking	Payroll	N	?	HR	?	N	Y			HR
50	UT	PRAXIS	PRAXIS Testscores	System for tracking Education student's PRAXIS testcores.	College of Education	N	N		Banner?	N	N?			Student
51	UT	ATS (applicant tracking system)	Prospective Employees	Tracks employee application	HR	N	N	HR	Banner	N	Y			HR
52	Business Objects	Crystal Reports	Report Tool	Used with Crstal Enterprise for dynamic web reporting.	Limited IAS, EAS (comp time, print shop, de-registration)	N	?		Oracle Reports	N		10 users \$7000 or \$165,000 site	N	Reporting
53	Oracle	Discoverer	Report Tool	Simple web report tool	No	N	?	All		Y		\$0		Reporting
54	Oracle	Reports	Report Tool	Web reporting tool	No	N	?		Crystal	Y		\$0		Reporting
55	Microsoft	Access	Report Tool	Simple desktop report tool	University wide	N	NA					\$0		Reporting
56	SCT	E-Print	Reporting	Electronic reporting via web	University wide	N	Y	HR/FIN/ST/FA	N	Same	N			Reporting
57	SCT	Oper Data Store	Reporting		No	Y	Y	HR/FIN/ST/FA	N	Same	N			Reporting
58	SCT	Data Warehouse	Reporting		No	Y	Y	HR/FIN/ST/FA	N	Same	N			Reporting
59	Dean Evans and Associates	Event Management System	Room Scheduler	room scheduler	Rec Ctr; Convention Center; Med Ctr???	N	?	?						Student
60	College Net	SCHEDULE 25/Resource 25	Room Scheduler	Room Scheduler-classrooms	Registrar's	N	?	ST	AdAstra	Y	N			Student
61	RMS	Room Mgmt System	Scheduling/Housing	Integrated room management	Housing?	N	?	ST	Banner	Y	N			Student

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	<u>Vendor</u>	<u>Software Name</u>	<u>Function</u>	<u>Description</u>	<u>Currently in Use</u>	<u>Part of SCT Services Contract</u>	<u>Will be implemented with Banner</u>	<u>Banner Module</u>	<u>Competing Product</u>	<u>Banner Partner</u>	<u>Develop Interface</u>	<u>Estimated Acquisition cost</u>	<u>Included in budget pro-forma?</u>	<u>ERP Team Responsible</u>
62	UT	Scholarship Database	Scholarship	Tracks scholarships	Financial Aid	N	?	ST/FA	?	N	Y			FA
63	UT	UT SEVIS	SEVIS	System for maintaining info. on int'l students & exchange visitor info.	Students	N	N	HR/ST	Banner FSA Atlas	N	Y			HR
64	Windstar Tech.	Windstar Int'l Student Mgr.	SEVIS	Visa manager for int'l students	Int'l Admissions	N	Y	ST	N	Y	N			HR
65	SCT	FSA Atlas	SEVIS	System for maintaining info. on int'l students & exchange visitor info.	No	Y	Y	ST	SEVIS	Same	N			HR
66	AppWorx	Enterprise Scheduler	Technology	Job Scheduler	No	N	Y	HR/FIN/ST/FA	?	Y	N	\$98,000	y	Project Team
67	SCT	Banner Xtender Solutions	Technology		No	Y	Y							Tech
68	UT	Undergrad Admission Teleteam Database	Telecounseling for undergraduate prospective students	Tracks phone contact made with prospective students	Undergrad Admission	N	?	ST	systems available through Hobsons, Noel-Levitz, etc.	N	?	?	N	Student
69	UT	Recruitment Database	Tracking of HS visits	Tracks visits made to high schools, guidance counselor information	Undergrad Admission	N	?	ST	Not sure	N	?	?	N	Student
70	SCT	EDI smart	wire transfer	wire transfer	No	Y	Y	FIN	N	Same	N		y	Finance
71	Department of Ed.	Title IV Refunds		Return of Title IV Refunds	Bursar	N	?	ST	N	N	?	0	N	Student

# The University of Toledo ERP Project Timeline

4 year timeline



## Procedure for Accepting Cash and Reporting Counterfeit Currency Activity

Whenever cash is received in the Bursar's Office or other departments throughout the University, the individual accepting the cash should verify all denominations of currency that are \$5.00 and above. This is accomplished by using a counterfeit bill-detecting marker. If the ink from the marker turns **black** on the bill, instead of light or dark brown, the bill is considered counterfeit.

One should also be cognizant of the fact that individuals will copy a \$10.00 or \$20.00 bill, cut out the numbers and paste it over the number for a \$5.00 bill. When checked with the marker, it will not detect the bill as being counterfeit. Suggestion—run fingers over corners of bills to make sure there is no unusual thickness around the numbers.

### **Steps to take:**

1. If the initial mark on the bill turns black, test the bill again in the presence of another employee and preferably out of sight of the customer.
2. If the bill tests as a counterfeit bill again, approach the customer and ask him/her for photo identification to complete the transaction (a driver's license is preferred). Photocopy the I.D. for campus police and contact the police dispatcher at **ext. 2600**. (NOTE: Try to avoid informing the customer prior to police arrival).
3. While speaking with the police dispatcher, inform them that you have a customer who just presented you with counterfeit money. Then provide police with the photo identification information (name, social security number, driver license number, etc.). Also provide the best description of the customer (physical description, clothing, etc.). They will send an officer to take a report and confiscate the bill(s) accordingly. The I.D. may then be returned to the customer but **DO NOT** return the counterfeit bill(s).
4. If the customer becomes impatient by the delay in completing the transaction, you may inform them of the reason for the delay (i.e. that the bill(s) they presented you have tested positive for being counterfeit).
5. Inform the customer that a supervisor has been notified and that they will be with the customer shortly. Try to avoid informing the customer that police have also been alerted.
6. If the customer becomes upset and/or disruptive, inform them that police have been alerted and will be arriving shortly to further investigate the matter. Advise them that their cooperation is appreciated for purposes of assisting police in determining the origin of where they may have acquired the counterfeit bill(s).

7. If the customer does not wish to wait for police. DO NOT attempt to detain him/her. Notify campus police that the customer is leaving and a possible direction that the customer left in.
8. Once police arrive to take a report, provide them with the copy of the identification obtained and any/all counterfeit bill(s) presented by the customer. Police will then complete a report and refer the matter to the U.S. Secret Service for further investigation and follow up.

# Rocket Telecom

New Local and National Wireless Plans

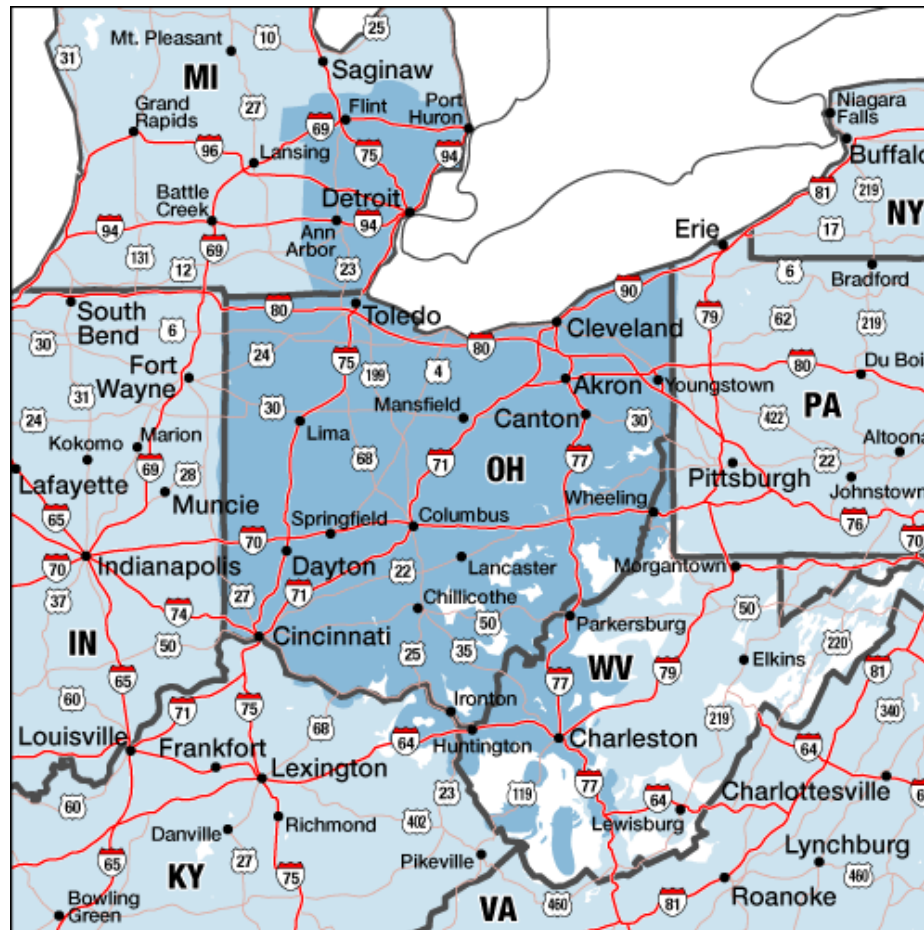
Lower priced phones

Better Value, Flexibility and Features

# \$28 Greater Freedom

- 240 Anytime Minutes
- Unlimited Night & Weekend Minutes
- Unlimited Mobile to Mobile Minutes
- Includes Caller ID, Call Waiting, Call Forwarding, 3-Way Calling & Voice Mail
- Over minutes only \$ 0.15 each!
- No taxes or hidden fees

# Greater Freedom Map



# \$39 National Freedom

- 400 Anytime Minutes
- Unlimited Night & Weekend Minutes
- Unlimited Mobile to Mobile Minutes
- Includes Caller ID, Call Waiting, Call Forwarding, 3-Way Calling & Voice Mail
- Over minutes only \$ 0.15 each!
- No taxes or hidden fees

# \$48 National Freedom

- 600 Anytime Minutes
- Unlimited Night & Weekend Minutes
- Unlimited Mobile to Mobile Minutes
- Includes Caller ID, Call Waiting, Call Forwarding, 3-Way Calling & Voice Mail
- Over minutes only \$ .15 each!
- No taxes or hidden fees

# \$57 National Freedom

- 800 Anytime Minutes
- Unlimited Night & Weekend Minutes
- Unlimited Mobile to Mobile Minutes
- Includes Caller ID, Call Waiting, Call Forwarding, 3-Way Calling & Voice Mail
- Over minutes only \$ .15 each!
- No taxes or hidden fees

# \$79 National Freedom

- 1300 Anytime Minutes
- Unlimited Night & Weekend Minutes
- Unlimited Mobile to Mobile Minutes
- Includes Caller ID, Call Waiting, Call Forwarding, 3-Way Calling & Voice Mail
- Over minutes only \$ .15 each!
- No taxes or hidden fees

# \$99 National Freedom

- 2000 Anytime Minutes
- Unlimited Night & Weekend Minutes
- Unlimited Mobile to Mobile Minutes
- Includes Caller ID, Call Waiting, Call Forwarding, 3-Way Calling & Voice Mail
- Over minutes only \$ .15 each!
- No taxes or hidden fees

# National Freedom Map



# Popular Phones w/Lower Prices



LG 3200 Free at sign up or \$25 for replacement.



Kyocera 434 \$20 at sign up or \$35 replacement



Motorola T720 \$35 at sign up or \$60 replacement



LG 5450 Camera \$80 at sign up or \$110 replacement.

# Shared Savings

- Existing \$39 National Freedom customers now enjoy
- 400 Anytime Minutes
- Caller is now included
- All over minutes have dropped from \$.45 all the way down to \$ .15

# Special Offers

- **Any current Rocket Freedom \$20 regional customer upgrading to the new Greater Freedom \$28 program or any new National Freedom program may choose:**
- **The Motorola T720 color screen phone for a one time special price of \$10**
- **Or the LG 5450 camera phone for a one time special price of \$50**
- **No new contracts and no processing fees!**
- **This very special offer is valid only from December 6, 2004 until January 30, 2005.**

# Food for Thought

If your department has a need for more than 20 phones please allow us to review your current plan to see if we can save your department money.

Please visit our website at:

[www.telecom.utoledo.edu](http://www.telecom.utoledo.edu)