

Metrics Invoice Processing: Total Time Savings 113 hours over 2 semesters

- HR Benefits:
 - Fall 2015 and Spring 2016 47 external invoices were received
 - HR Benefits estimates 30 minutes to compare invoice with approved forms filed in the office and approve for payment
 - New process eliminates HR Benefits from handling those forms a time savings of 24 hours of a staff member in an academic year
 - Forms reside in the education benefit system, no longer need to copy supporting documents to be maintained in Benefits office

- Bursar Staff:
 - Invoices and supporting forms were previously received from HR Benefits office
 - Prepared the AP check request and sent to accounting for payment
 - Prepared the Journal Voucher form, charging the employee's department
 - Entered the Journal Voucher into Banner Finance
 - Approval process eliminated and making copies
 - New process the AP Check request form is created from new system
 - Check and balance is in place - system totals the amounts entered on the individual records being billed on an invoice. Compares the individual records to the total amount entered on the AP check request form
 - FUPLOAD file, charging the departments, will be generated from the new system and systematically processed into Banner, eliminating a staff member manually creating any forms and performing data entry task
 - Eliminated three (3) Bursar staff members from the process a time savings of 89 hours