Appendix 10: VPF Digital Archiving Team Recommendations

Accounts Payable

Eliminate the storage of paper invoices
- Currently invoices are scanned into SAP via Ixos and are available electronically. In addition, they are kept on site in NE49 for 3 years then sent to Iron Mountain for an additional 4 years
- Secure exception processing will still be kept in paper (less than 1/10 of a percent of invoices)

Procurement

Eliminate the need to print POs over $5,000 and attach supporting documents
- Currently POs over $5,000 are printed and supporting documents are attached because this is the only way to marry the documents
- Effort is currently under way to look at implementing SciQuest or SAP's SRM module

G/L Operations and Reporting

Eliminate printing of Summary Statements
- Current
  - Community members with access to the SAP GUI can view their summary statements on line
  - All other summary statements are printed and mailed to community
    - 20,000 statements averaging 3 pages are printed, shrink wrapped and mailed monthly
- Short-term
  - Communicate to community that statements are available on line via the SAP GUI
  - Communicate to community that if they are receiving statements on line they can request to stop receiving paper
- Long Term
  - Provide the community with an electronic version via SAP Web

Property

Eliminate the mailing of paper documents where feasible
- In FY10 21.08% of Annual Financial Reports were submitted electronically to our Government and Industrial Sponsors. We project in FY11 the percentage will increase to 54% with the goal of 90% by FY12.

Travel

Complete roll out of Concur, which will eliminate paper

Appendix 10: VPF Digital Archiving Team Recommendations

HR/Payroll

Eliminate the printing of PAFs (Personnel Action Form)
- Currently for every action keyed, a PAF is printed, scanned into Optix, and mailed the DLC
- Project underway to create a Data Warehouse report via the Web that will replace the PAF

Optix
- Create Optix folders for employee groups (i.e. students and Lincoln) that do not have folders but that the data is stored in paper
- Start scanning documents into Optix that are currently stored in paper
    - I.e. bulk deductions and supplements
- Explore new functionality that Optix offers
    - I.e. bar coding and high speed scanners

Eliminate printing of DACCAs
- Currently DACCAs are available via SAPWeb
    - Community members can continue to request paper
    - On average 11,000 pieces of paper are printed, wrapped and mailed monthly

Sponsored Billing

Modify business process to implement electronic storage for
- Government Cash Flows
- Government Quarterly/Semi Annual Reports
- Department of Defense – Air Force/Army Bank Data
- Cash Books
- Government Interest Worksheets