Rate	Project Title-Active	Description	Mandated	Project Leads	Status / Notes	Estimated Due Date
5	Cardinal - Payroll	Cardinal Payroll replaces retirement of CIPPS in May 2018	DOA	Allyson Moerman, Cheryl Dunn, Lynda Worthy	**04.6.17** Tasks due to date have been submitted on time. 4 conversion tasks in process and due April 12th. Entering design and development phase of interfaces. Ongoing review of data. **01.4.17** Interface meetings Jan 18 and Jan 31; will interface Banner to Cardinal for wage employees **09.27.16** Introduction mtg held 9.22.16; UMW Cardinal Project team established; task 1 submitted **09.6.16** UMW notified that Cardinal Payroll is 27 month project. Lynda Worthy on DOA taskforce - representing all HE.	October 31, 2018
3	Alma Migration – developed by Ex Libris	New Library circulation system – migrating this summer. Will keep finance informed as conversations about fees/fines take place. Would like to automate student fines/fees to Student Accounts.	Library	Marta Smith, Paul Griggs	**03.06.17** per Library staff - won't implement any changes until after Spring semester. AR has agreed to post Library Fines from a spreadsheet provided by Library staff in the meantime. **02.21.17** Library staff reviewing\revisiting ALMA project **12.16.16** Library staff to test IT's/Patrick's final edit in January. New staff January 10th **11.30.16** Finalizing procedures. Expected go live in January **11.3.16** Finalizing procedures, Library and Accounting have coordinated final start to finish test on 11.09.16 **9.28.16** Testing in process **9.8.16** Waiting on testing to start with Finance **8.18.16** Testing began for TZPBLAIR library fee upload. Security provided in QA for library staff.	**4.13.17** Pending further review ~~11/1/2016~~
3	Independent Contractor	Individuals performing services must be evaluated for contractor or employee status	IRS	Allyson Moerman; Julie Smith	**04.03.17** Per Sabrina, RP on board and requests a simple, accessible process. Follow up meeting 04.04.17 **03.02.17** Agreed to eliminate some types of vendors from the process. Will review T&D and SAE specifically. Review Invoice Trans Report for past 2 years. Meet again 3/17 **02.2.17** Review of procedure continues, Meeting scheduled 3/2 **01.27.17** Finance and Procurement moving forward putting a process in place to determine contractor vs employee status prior to doing business with individual. Changed est due date. **01.10.17** email to Sabrina to determine if we are moving forward with assessing individuals after contracts signed, work done, payment made or if we need to work out another plan	April 30, 2017 ~~March 1, 2017~~
4	MyTime 8.012	8.012 has fixes to bug items we found during implementation of 8 upgrade.		Allyson Moerman, Cheryl Dunn	**04.6.17** WIll remove 8..12 and revert DEV back to 8.010. No further service releases will be considered until after Cardinal.**3.4.17** Will have 8.012 loaded into DEV, then start testing; have not had suffcient time to work with 8.011; notified it has glitches. 8..013 about to be released; per contract must remain within 2 leases. **01.4.17** Loaded 8.11 into DEV prior to break; will begin testing	Postponed until after Cardinal go live. ~~June 1, 2017~~ ~~April 15, 2017~~

Rate	Project Title- Active	Description	Mandated	Project Leads	Status / Notes	Estimated Due Date
2	Ellucian-Receipt Printing	Discontinue printed receipts for non-cash payments. If receipt is requested for non-cash payments print to PDF and email receipt.		Alicia Tisdale	**04.4.17 F**inance/IT met today, will develop timeline, work on JAR and communication plan **02.22.17** information received from Annette on the form controlling automatic printing forwarded to Alicia & Marta **02.20.17** Alicia and Marta making progress; continue to work with Ben/Patrick/IT **1.13.2017** process being written for JAR updates **12.01.16** Still researching and working with IT to get receipts to print to pdf for Misc AR **9.28.16** Additional information has been obtained. To be shared at Ellucian project meeting with detail in Banner AR projects file **8.25.16** Detail on Banner AR projects file.	April 30, 2017 ~~March 1, 2017~~
2	Ellucian-Comments	Establish new comment codes for collection and AR quarterly reporting.		Julie Pugliese	**8.25.16** Detail on Banner AR projects file.	May 1, 2017
1	Ellucian-Detail Code-Refundable Indicator	Review of detail codes to ensure Refund check box controls is only on items that can be refunded to the student. (Do not have exemption detail codes.)		Cheryl Dunn	**02.20.17** Complete except for institutional funds **12.6.16** Mtg with JS, PG, CD - reviewed refundable indicator-made changes in PROD & QA for those discussed. Need to discuss GRT further **12.02.16** JS, PG, CD to meet 12/6 to discuss alternative plan **11.03.16** Waiting for info from Fin Aid, JS emailed again. **9.29.16** Waiting in response from Fin Aid **8.25.16** Detail on Banner AR projects file.	June 30, 2017
1	Ellucian-Detail Code-Refund Code for Parent Plus	Establish new Parent Plus Loans (P), review and test refunds and refund types.		Cheryl Dunn	**0**8.25.16 Detail on Banner AR projects file.	June 30, 2017

UMW FINANCE

Rate	Project Title- Active	Description	Mandated	Project Leads	Status / Notes	Estimated Due Date
2	Ellucian-Detail Code-Institutional Charges	Review of detail codes - ensure the check box is only on institutional charges		Cheryl Dunn	**02.20.17** under review 0**9.29.16** Waiting in response from Fin Aid **08.25.16** Detail on Banner AR projects file.	June 30, 2017
2	Ellucian-Detail Code-Priority Code	Review payment Detail Code and change priority to 000		Cheryl Dunn	**02.20.17** Exception and Contract codes to still be reviewed **12.02.16** Payment priority codes changed to 000 in PROD, except for exemptions and application fee pmts. **8.25.16** Detail on Banner AR projects file.	January 31, 2017
2	Ellucian-Detail Code-Category Codes	Setup FAL on loan detail code to add 1098T reporting.		Cheryl Dunn, Paul Griggs	**02.20.17** Will begin work now that 1098T's have been completed **08.25.16** Detail on Banner AR projects file.	July 1, 2017
5	Ellucian-Refunds-Parent Plus	Once new refund code is established for parent plus loans, then use Banner process to refund parents replacing manual process		Paul Griggs, Leigh Penn	**08.25.16** Detail on Banner AR projects file.	June 30, 2017
3	Ellucian-Aging Report	Will need to review and include changes for 3rd party billing		Julie Smith	**8.25.16** Detail on Banner AR projects file.	March 31, 2017
4	Ellucian-Auto Fee Assess	Automate the fee assessment process; turn on for real time update		Paul Griggs	**10.15.16** Securities assigned ready for testing **08.25.16** Detail on Banner AR projects file.	July 1, 2017
3	Ellucian-Holds	Create new holds for each collection agency, enhance reporting and ease entry.		Julie Pugliese	**08.25.16** Detail on Banner AR projects file.	December 31, 2016
4	Ellucian-Hold Automation	Automate holds to run nightly after Cashiering sessions, schedule daily auto release every two hours		Paul Griggs	**10.20.16**-Ready for testing **10.4.16** Info from Ellucian on auto process. Can use sleep/wake-CRON not necessary. **08.25.16** Detail on Banner AR projects file.	**4.10.17** target date pushed to July 2017 3/31/2017

Rate	Active	Description	Mandated	Project Leads	Status / Notes	Estimated Due Date
5	Ellucian-Apply-Unapply-Apply	In order to automate the closing of cashiering batches, apply-Unapply-apply must run. Since UMW has not done previously, must run for all years since go live.		Marta Smith	**03.13.17** process run on 201508, 201601, 201605 in QA. A number of journals created by the process didn't post. JS, MS, CD working to sort it out. Including Annette at Ellucian. **03.05.17** JS/MS scheduled testing for 3/13 **02.20.17** JS/MS to review and test again after March clone **12.15.16** unapplied 201508, 201601, 201605 in QA; appears cash moved between funds; unable to run session posting summary for QA **11.30.16** waiting for assistance from FinAid re like term like aid year info. Finance may need to determine alternative plan to get like term like aid year info. Current plan is JS/MS will unapply reapply in QA 12/14 - 12/16 **8.25.16** Detail on Banner AR projects file.	12/15/2016 (2005-2008) 3/30/2017 (2009-2011) 6/30/2017 (2012-2016)
5	Ellucian-Title IV Authorization	Student authorization via SSB for use of Fed $ limit to pay overage to miscellaneous charges on account. Need support of Financial Aid		Paul Griggs	**4.12.17** FA needs to further investigate current options available in banner for parent signatures **02.03.17** Title IV ready for Finance review **1.13.17** Student answers question in SSB, JAMS feed to TVAAUTH. Requires testing **11.30.16** 3 details codes updated in QA & PROD **9.30.16** Financial Aid consult on site for topic Dec 19-21 **9.8.16** Moved up due date to have in place for orientation for incoming class Fall 2018. **8.25.16** Detail on Banner AR projects file.	June 15, 2017
3	Ellucian-Exemptions	Review and update Exception Detail Codes. Detail code per exemption not per charge for each exemption.		Paul Griggs	**8.25.16** Detail on Banner AR projects file.	January 31, 2017
3	Ellucian-Contracts	Establish use of contract for 3rd party payers. Contracts will place memo on student account and charge onto Payer account. Bill to payer includes options of including schedules, CRN codes etc. Enhance student customer service.		Denise Shoemaker, Paul Griggs	**04.03.17** New Liability and Asset codes created. Next step, create new detail codes**. 8.25.16** Detail on Banner AR projects file.	Spring 2017

Rate	Project Title- Active	Description	Mandated	Project Leads	Status / Notes	Estimated Due Date
5	Cardinal Upgrade Project	Technical upgrade analysis underway to determine levels of agency involvement. Total upgrade is expected to span 12 months.	DOA	Allyson Moerman	**01.3.17** Test conditions review June-July 2017, interface testing Sept-Jan 2018. **09.8.16** Emailed rec'd that agency involvement is complete at this time. Deployment expected 2/17.	
4	e-Commerce Solution Review	Review and seek solution for a robust system that includes cart functionalities, data import to finance.	Contract Expires 4/20/2019	Angie Lilly	**04.3.17** Touchnet demo 5/1/17. **03.17.17** estore demo by Nelnet **02.03.17** Gathering Info for Project Research form **11.03.16** eStore Demo, list of req. on SP **10.19.16** Touchnet demo set. Current contract ends 4/20/2019. Would need to review options beginning 2017.	Contract Expires 4/20/2019
4	1098T Process Change	Change the type and placement of reported payment s and billed amounts on the 1098-T	IRS regulations	Paul Griggs	**1.13.2017** 8.5 patch Testing Completed. **12.2.16**-Patch to QA after clone. Testing can begin 12.5.16 **11.16.17** Banner upgrade and Patch ready for QA download	June 1, 2017
5	Banner 9 (Banner XE)	Ellucian change to UI		Vickie Chapman	**4.7.17** Depts testing, issues added to BUG tracker, testing docs added to SP testing site. **02.16.17** initial Finance training held **02.03.17** Testing email reports for 8 and 9 **1.13.17** Banner 9 in QA, expected in PROD by Feb 13th 2017. Hall indicated no drop dead date. **11.17.16** EAS semi annual meeting. Banner XE application navigator active for QA. All of UMW to be Banner XE in PROD by 12/31/17. XE will add to our testing load **10.20.16** Info provided from MABUG. No set date for QA testing. Expecting information Fall 2016	December 1, 2017
3	Bosscars Upgrade	Change to user Interface	Parking Mgt	Tania Elllis	**4.7.17** customizations and many rquests causing dleay, upgrads pushed back. **1.17.17** March/April testing, minor changes to UI, no expected changes to processes	Late April or May 2017
1	VACUHO Conference	Res Life conference will require CM site, coding. Evaluate closer to event.	Residence Life	TESS/Accounting	**3.1.17** Finance met with Rlife to begin initial review of needs, 8 fund req'd. Will create own regis form using Jot. Working w/foundation and internal depts for sponsorships	November 3-4th 2017

Rate	Project Title-Active	Description	Mandated	Project Leads	Status / Notes	Estimated Due Date
2	Campus Recreation Membership Tracking Software-Fusion	Membership tracking software	Campus Rec		**03.1.17** Approved for purchase, no feed from CM to Fusion approved at this time, Accting met w/SKelly for card swipe and form needs. **02.09.17** New IT project submission form rcvd **01.27.17** JS email to Campus Rec recommending they complete IT's Project Management Approval Request form if they plan to move forward with this project **11.18.16** Finance, Campus Rec, InnoSoft Fusion, IT phone call re our options. Stand alone ingenico machine for encryption, InnoSoft Fusion to integrate with Nelnet. Looking for April 2017 contract signing, July/August training, go live Fall 2017 semster. Campus Rec investigating options. Innosoft/Fusion demo Oct 20th.	Summer 2017
2	Student Engagment Tool-Guide	Provide student support directly to student phones	Academic Engagement Student Success	Paul Griggs	**03.3.17**-Guide Mapping in process **12.2.16**-Will move forward with Proof of Concept Demo of Guide Nov 7th.	Due for Summer Orientation
2	Integration Testing from Nelnet CM Connector Tool to TFAMISC Table	Testing method to automate ecommerce transaction posting to TFAMISC table then feed to GL	Campus wide request	TESS/Accounting	**04/4/17** Hold till December, NBS plans to have import working by end of year. **03.14.17**-JAR entered to begin organization of test needs and people. Test output has a direct consequence to future eCommerce and eStore possibilities.	December 1, 2017
3	Data Standards Review	Review of Banner Data Standards Manual	Institutional Research/Data Team	Vickie Chapman	**03.1.17** legal name process requires update for Cardinal project. Info to Data Integrity **01.13.17** Manual copy under review by Finance	June 30, 2017
4	JAMS	Testing method to automate specific finance reports		Vickie Chapman	**04.3.17**-JAR entered to request client on maching, securties, logins for JAMS Help Center	TBD
	SPS Contract	Copy Center and Post Office Chargebacks and FUPLOAD needs, copiers will require FOAP data	Business Services	Marta Smith	**04.03.17** Accounting has been in touch with Kathy. Accounting will ensure chargebacks will FUPLOAD and will provide FOAP info. There are also UBIT concerns here. JS/AM	
	Nelnet Upgrade 2017.1	Upgrade coming to Quick Pay to include receipt redirects, single sign on, password	NBS	Paul Griggs-Student Accts TESS for Comm Mgr.	**04.7.17** Will require IT for sigle sign on option, NBS offering training for configuration changes. All product call secheduled for April 11th.	Mid to Late May 2017
2	Sharepoint Reports	Updating several sharepoint reports to correct credit or display errors.		Vickie Chapman	**04.7.17** Reports include those for user community, payroll, and Jsmith.	All corrections due prior to end of fy.

Rate	Projects- On Horizon	Description	Mandated	Project Leads	Status
1	WORKS GL Segment Addition	Changes to Works coding to better aide procurement office reporting needs. Will require Finance upload testing, updates to user training and materials	Procurement	Vickie Chapman	**3.1.17** Awaiting procurement coding in system, not a priority for office.
3	UBIT	Expansion of Unrelated Activity. University must file a UBIT return. Must show revenue separate for non-Higher Ed Related revenue, such as campus rec fees and tennis center revenue	IRS Regulation	Allyson Moerman	Requires review. ON HOLD
3	Campus Recreation fees for employees	Charge employees for use of Campus Rec facilities. Involves payroll deduction for full time staff, use of Commerce Manager for others.	Campus Recreation	Kelly Shannon; Sabrina Johnson; Lynda Worthy	**8.16.16** Project placed on hold for the semester per Juliette L **8.15.16** Project approved; discussion on communications and processing began late July. Forms and CM pending approval.
3	Ariba Upgrade	Expecting an upgrade to eVA system	DGS	Vickie Chapman	**1.13.2017** RFI's under review. **12.2.16**-RFI's in process
1	Modify Prompt Pay Report- FZRPPAY	Requires Fund/Account review		Julie Smith	**6.20.16** Report Request Created for June 30th, 2017
4	Admissions & Housing Deposit change	Change the housing deposit portion amount		Vickie Chapman	**1.13.2017** Consideraton of a fee for non attendance **1.4.2017** Informed today this in being considered
	Sharepoint change to Office 365	Expecting a move from use of current sharepoint to Office 365	IT	TBD	**03.17.17** Per discussion with Virgina Ashley, no additional changes or functions will be created in SP due to future change. Too early to determine date.

UMW FINANCE

Rate	Projects-Investigating	Description	Mandated	Impact	Status
3	Chrome River - Travel and Expense reimbursement Software	Automation of Travel process including the RTF and TERV. Allow scanning of documents and import GSA rates.		Automates the travel expense process -creation, submission and reimbursement process. Allows for online management and review of travel reimbursement. Improves compliance. No funding	AM inquiring with VCU on end of contract with rates set per faculty member vs new with Elluci which is per transaction
3	Banking RFP	Go out for banking RFP.		Banner bank codes change. eVisions changes for check printing; check clearing upload to Banner.	On Hold
2	Misc AR	Review JMM and Melcher billings for rental of facilities		Ensure that university billing and receiving practices are in proper alignment and following procedures.	On Hold
3	Remote Back office	Banking solution which allows UMW to scan all checks for deposit and electronically submit to the bank. Cash is deposits into an on-site safe and credited to our account.		Eliminates daily bank run to BB&T	Requires further review - ON HOLD
3	Banner to collect Payroll Direct Deposit	Explore the use Banner to collect employee direct deposit information for Payroll and produce daily report of entries.		Eliminate the paper forms by employee to HR, then HR to Payroll. Eliminate the storage of paper forms in Payroll Office.	Not Yet Started
3	Banner self service to collection employee Submission of Tax Withholding	Explore the use of Banner to collect the employee tax withholding (W4 & VA4) information. Employee to enter directly in Banner Self Service, report generated then Payroll keys into CIPPS.		Eliminate the paper forms by employee to HR, then HR to Payroll. Eliminate the storage of paper forms in Payroll Office.	Not Yet Started
	Eliminame	Software that helps remove duplicate PDIM from Banner	IT	Will require training and procedure for all module owners	**1.13.2017** Cancelled due to lack of Funds Demo forthcming, before end of year

UMW FINANCE

Completed Projects, Reviews and Procedures	Description	Process Owner	Comments	Completion Date
Ellucian-Aid Based Accounting	Review to determine if any benefit to move to aid based year accounting. Currently handle with Fund codes.	Marta Smith	**9.29.16** Not sure this will provide benefit to UMW; currect process is working; we will have to keep several JE's even with this change - back burner **8.25.16** Detail on Banner AR projects file.	Cancelled
Ellucian-Detail Code-Like Term/Aid Year	Review of detail codes and ensure like year is only checked for Title IV detail codes	Cheryl Dunn	**2.20.17** JS, PG, CD met. All changes to Like Term, Like Aid or neither have been completed in QA & Prod and confirmed with FA. **12.6.16** JS, PG, CD met. Removed Like Term on all private and alternative loans in QA & Prod. Changed VA loans to Like Aid Year in QA & Prod.	February 20, 2017
Cardinal - AP and Accounting	State retirement of CARS system replaced by Cardinal	Allyson Moerman, Julie Smith, Marta Smith, Linda Thornton	**02.15.17** It is finished! COMPLETE original completion date was October 28, 2016	February 15, 2017
FLSA/MyTime Changes	MyTime update to incorporate changes for the new FLSA regulations. Creation of additional overtime and pay rules. Requires coordination with HR along with training and implementation plan.	Allyson Moerman, Cheryl Dunn	**02.3.17** Moving to Closed ; OT election is working **1/13/17.** Election period open, SSB working as expected. **11.22.16**-Fed Halt on FLSA. OT Leave pending **10.6.16** Revised go-live date due to mid week implementation issues; Go live Nov 25 - due to	February 3, 2017
Verba online Book program	Business Services would like a digital book program that would feed the cost of the book to student accounts. Requirement of new business process between Bookstore and Student Accounts.	Business Services	**01.27.17** Test successful and procedures 99% complete. One more test anticipated **01.10.17** Test #3 revealed issues with recent Ellucian version change, disrupted integration. Likely manual entry for Spring or possible flat file import (TZPBLAR?) **11.30.16** Duplicate trans in Banner during testing. Bookstore and NBC resolving and will retest. **11.04.16** Bookstore to begin testing soon. Currently working on procedures. **10.19.16** Successful data import testing **9.22.16** Bookstore, Marta, Paul, IT have been in touch via email regarding testing. Testing to begin soon **Fall 2016** – Email from EB to pilot one more semester with only two classes. Then roll out of interface project.	February 1, 2017

Completed Projects, Reviews and Procedures	Description	Process Owner	Comments	Completion Date
Ellucian-Misc AR	Explore use of effective dating on long term contracts.	Tania Ellis	**8.25.16** Detail on Banner AR projects file.	December 1, 20
Kronos V8	Automated Time and Attendance System- upgrade June 2016	Allyson Moerman, Cheryl Dunn	**1.4.2017** will move this to closed and replace with 8.11 upgrade and include outstanding issue. **11.11.16** Trainign begins 11/14/16. **9.8.16** Working with Kronos on the adjustment rules continues. IT added two columns and back to Kronos today. **8.22.16** Still 8 outstanding issue being worked on with Kronos. Project live for community June 6. Community training May 23-June 17th.	December 1, 2016
MyTime Changes	Work with Kronos to develop exempt work rules for 80 work period. Creation of new leave accrual policy for President. Creation of new FAP for President Office. Scope of Work received.	Allyson Moerman, Cheryl Dunn	**1.4.17** Moving to Completed; will manually handle Pres Leave **11.28.16-**80 hour and FAP in effect as expected. Work continues on accrual policy**. 9.8.16 80** hr. work schedule established and tested. **9.6.16** 80 President Office established via delegation-completed and in place in Prod. **8.22.16** CD and AM established new pay rules, asked PM to review work prior to testing.	December 1, 2016
Designated Signer	Annual web pdf and associated quiz for those selected by the President to sign off on certain finance forms	DOA		October 20, 2016
Student Club Fundraising Procedure	Alignment of Finance, Foundation and student fundraising practices. Hold training in September for all club officers.	Julie Smith working with Foundation and SAE	**10.16** Manual complete https://orgsync.com/49951/files/1133527/show **10.3.16** email to OSACS - revoke cards if manual not provided for review 9.28.16 Student Manual provided for review **7.7.16** Meetings in process. Target date for training student training is second week in Sept.	October 2016
FZIPVEN Modification	Include parameters value to target and deactivate vendors w/out a Cardinal ID. Supports DOA Cardinal Payment Requirements. Intent is to share process with user community Summer/Fall. Testing complete, need procedures. 7/29/16	Accounts Payable	Training manuals, AP procedures updated for new process. Oct 1, 2016 begins the deactivations.	September 29, 2016

UMW FINANCE

Completed Projects, Reviews and Procedures	Description	Process Owner	Comments	Completion Date
FAFSA early filing; Prior-Prior	FASFA expanded allowance of 2 years prior tax data. Impacts term codes, web and fee schedule, earlier online deposits. Requires BOV approval. Acceptance of the FAFSA as of October vs February. Critical for Admissions process.	Fed. Government regulation	Paul Griggs, Julie Pugliese	September 30, 2016
Nelnet Business Solutions	Reporting includes Dashboard view, report tool for Auth payers. Implemented in PROD 9.27.16	TESS, Paul Griggs	CM user manuals updated	September 27, 2016
Banner Security Review	Biannual Review to review user finance systems access	IT Requirements		September 22, 2016
Cardinal Vendor Management	AP working with Procurement to streamline vendor management between 3 systems- eVA, Banner and Cardinal.	DOA/DGS	Leigh Penn, Melva Kishpaugh	9/8/2016
SharePoint Reporting	Working with IT on several SharePoint report options for the user community or for internal use		Outstanding Requests for INB to SP reports complete	9/7/2016
eVA Single Sign On	Allow eVA users to single sign-on with AD user name and password.	Procurement Services	Allow AD pw for eVA sign off. VC has issue with login, DGS cannot determine cause. Procurement would like to go live regardless.	9/1/2016
INB Security Removals	Transitioning Finance users from INB to SSB finance.	ISO Office	Banner procedures updated to include new SSB Oracle Class	8/30/2016
Clean Address Testing	Clean Address Testing completed for August.	Automated Address Verification System	System owned by Admissions	August 30, 2016
Banner Application Process	Banner Application used in place of Common Application in targeted areas/population. Fee requires use of CM and new posting process. Fall 2016	Admissions	After review, AM cancelled due to implementation cost ($9,500) and monthly hosting fees (400).	Cancelled
Term Codes for Non-Student Housing Assignments	Used to both accurately reflect true expenses (budgeting and audit purposes) and to have the system of record (Banner) reflect a true listing of occupants for safety concerns of any non-students in UMW housing.	Paul Griggs	Procedures written & approved. In Process of applying to those affected populations. In place for summer 2016.	August 1, 2016
Tax Exempt Business Meals	Effective for purchases made on and after April 22, 2016, state and local got entities, non profit organization and churches may user their Retail Sales and Use Tax exemption certificates issued pursuant to make exempt purchase of food and meals, as well as certain "taxable services" proved in connection with the meals.	VA Dept of Tax	6.6.16 Reviewing/clarifying tax regulation 7.7.16 Letters mailed to local restaurants	July 7, 2016
	Monthly review of upgrades and patches for testing. Includes Finance, AR, General, SSB. Ready for PROD 8/2016	IT Requirements		July 1, 2016

Completed Projects, Reviews and Procedures	Description	Process Owner	Comments	Completion Date
Positive Pay Enhancements Accurate Payee Name on Voided Checks went live July 2016	Enhance banking security to minimize fraudulent activity on bank accounts by including the vendor name in addition of dollar amount. Update to existing Recon report to pull SPRIDEN name	Julie Smith		July 1, 2016
Replace Simplicity with Star Rez	Housing management software, more robust than current system, includes options Res life manages in Orgsync. Simplicity feeds housing information to Student Accounts. Student Accounts and Accounting are required. Weekly time investment of I hour call, 2-4 hours of building/testing interfaces. 5 week project.	Residence Life	Res life would like to implement Nov 2016 Sept/Oct testing. Project Team did not approve 7/2016.	July 1, 2016
Campus Recreation - Student Summer Fitness Fee	Campus Rec would like to charge non-enrolled students for use of Fitness Center. Creation of a Commerce Manager site for Fee collection, cashier deposits and accounting reconciliations. President Hurly Approved	Campus Recreation		July 1, 2016
Kronos MyTime v8 Training	Community Training for Kronos upgrade completed.	Allyson Moerman, Cheryl Dunn, TESS		June 1, 2016
Ellucian On Site Visit and consult suggestions for process improvement	Additional training for detail codes, priority codes, posting code etc and add 3rd party billing and collections modules.	Allyson Moerman	**9.6.16** Second meeting held to confirm projects, leads and timelines. Meeting set for September 15th to finalize listing then monthly meetings. **8.16.16** Several Projects emerged from the visit. List of projects completed on 8/12 UMW team follow-up meeting-will add to Sept projects. Ellucian consult projects listed individually on Active table.	Individual projects due dated
NCAA Arbuter	Investigating use of Arbiter for official payments, allows coaches to manage official payments according to NCAA Guidelines	Athletics	No Virginia Schools particpate	Closed, will not paricipate

Process and Procedures-Outstanding

Process and Procedures-Outstanding	Description	Responbile Person / Impact
ePayables	Vendor Payments converted from check to electronic transfer to Visa Card	Accounts Payable
Kronos Time & Attendance	Internal management procedures	Lynda Worhty
Cardinal Security Manual	Current Finance Security manual requires update to include new Cardinal system. Updated for Non payroll related users.	Vickie Chapman, Cheryl Dunn
CARS to Cardinal Procedure Updates	Financial Reporting, Accounts Payable and Accounting updating all procedures that involved CARS to reflect the new Cardinal internal procedures, reports, recons and interface processes.	Julie Smith
Direct Deposit Report and Student Outreach	SharePoint report in creation to allow tracking of students enrolled with or without direct deposit form. Plan to create a monthly outreach program to increase enrollment.	Report allows varity of views for active or inactive students. Active students are those currently enrolled. Also allows AP to view report to inactivate GXADIRD records for inactive students.