



MEMORANDUM

DATE: May 25, 2006

TO: Deans, Directors, and Department Chairs

FROM: Dennis Press
University Controller

Martha Pendergrass
Director, Material & Disbursement Services

SUBJECT: Increasing Efficiencies at UNC

On July 1, 2006, the Finance Division will move forward with three requirements that will increase efficiencies for campus departments, thus freeing up valuable processing time for mission critical activities. They are as follows:

- 1) Central Airfare Billing System (CABS) will be the required method to pre-pay all airfare. Currently 82% of all airfare is processed through CABS. CABS increases efficiencies for both the department and the central offices by providing an electronic means of payment for UNC-purchased tickets. A complete description of the system and how to obtain access and training are found on the Material & Disbursement Services Web site at <http://www.unc.edu/mds/ts/cabs.htm> or contact Phil Easler at 962-0210 or peasler@email.unc.edu.
- 2) Doc-U-Fax the University's system of entering supporting documentation for check and payment requests directly into an imaging system - for easy retrieval and no paper routing - will be required. Constant increases in volume, stricter internal control requirements, and the inefficiencies resulting from the routing of paper necessitate this move. Currently only 52% of all check and payment request documents are processed though Doc-U-Fax, forcing the central offices to maintain two separate systems leading to unacceptable inefficiencies. Doc-U-Fax is built into both the check request system and the payment request system (InDEPTH). For information on use, see the Material & Disbursement Services training video located at <http://www.unc.edu/mds/training/index.htm> or contact Pat Tayloe at 843-5098 or pat_tayloe@unc.edu.
- 3) Online Journal Entry System will be the required method to submit all allowable account adjustments. Online Journal Entry System allows account

adjustments between state funds, non-state funds, state and non-state funds. Currently only 58% of all account adjustments are processed through Online Journal System, forcing the central office personnel to continue to dedicate time and effort to process paper account adjustments submitted. Paper account adjustments that could be submitted via Online will be rejected and returned to the department. For Online Journal Entry system training, see the Finance Training Web site at http://www.unc.edu/finance/fs/training_sch.htm or contact Stephanie Lloyd at 843-3069 or Stephanie_Lloyd@unc.edu.

If you have suggestions for other ways the Finance Division could increase efficiencies, please contact Dennis Press at 962-7007 or Dennis_Press@unc.edu or Martha Pendergrass at 843-5048 or mjpender@email.unc.edu.