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