HUMBOLDT STATE UNIVERSITY

ITS Project Request

REQUEST DATE 3/9/2012

REQUESTER / SPONSOR INFORMATION

Name	E-mail (@humboldt.edu)	Phone (Extension)
Lynne Sandstrom	les37@humboldt.edu	4031
Carol Terry	carol.terry@humboldt.edu	5728

PROJECT INFORMATION

Title	Automated Accounts Payable with Nolij		
Level	Campus-wide	**Type** New	Application

Purpose

The problem of	having to manually process paper invoices through the preparation, authorization and payment steps
affects	every department on campus: departments who generate expenses and need to authorize and submit the invoices for payment, plant operations who is responsible for delivering this mail between the departments and accounts payable, accounts payable staff responsible for receiving, processing and researching invoices.
the impact of which is	delays in vendor payment and financial reporting due to misguided or missing information; inefficient use of staff time, within and outside Financial Services to process invoices, maintain duplicate copies of invoices, conduct research and manually manage the document destruction process.
a successful solution would be	Allow for information to be entered into the system at one central point, utilize workflow for tracking, eliminate unnecessary paper copies. This would allow for access from various different divisions.
	Elimination of current, "grass-roots" electronic filing that we have developed and are currently using.
	Either part of, or following the automated routing workflow, would be to make the entry of data into PeopleSoft CFS more efficient by using Nolij "forms" functionality which could allow integration of data from the form into PeopleSoft or consolidate the pages involved in PeopleSoft data entry.

Alternatives	Continue with current processes which are cumbersome, inefficient and ineffective given the technology that is available.
Alignment with HSU Annual Priorities	While not directly tied to the President's Annual Priorities, a more efficient process would result in more effective uses of University resources in both staff time and physical storage needs in the future.
Deadline	**No Hard Deadline** ☒
Deadline Reason	Proposed successful solution allows for initiating the process at a low level and grow as we go.
Considerations / Dependencies	Would like to utilize the accounts payable interface of NOLIJ with PeopleSoft as previously demonstrated during the product evaluation process . Project approach should include consideration for electronic filing opportunities beyond just invoices to set the stage for adding additional document types in the future.
Resources	The accounting staff would be the primary resources in Financial Services; project

planning should allow for a measured deployment to other business units as Financial Services becomes comfortable with the process. An ITS Analyst/Programmer would be required, minimally for just the electronic file cabinet stage, and then more with the addition of automated workflow document routing and integration into PeopleSoft.

Estimated Cost (Hard costs only)	**Initial** 0	**Annual** 0	**Budgeted** ☐

Affected System(s) / Module(s)	Nolij, PeopleSoft Finance

Other	

Email completed form to ITS Project Office: itspo@humboldt.edu

Humboldt State University

Financial Services

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MEMORANDUM

Date: March 12, 2012

To: Carol Terry
             AVP for Business Services

From: Lynne Sandstrom
             Director, Financial Services

Subject: Sponsorship for submittal of AP automation project for consideration

The deadline for submittal of IT projects for consideration in the next "round" of prioritization was Friday March 9th. I have verbally requested the proposal submitted for the past round be considered in this next phase.

The proposed project relates to the integration of NOLIJ for use in accounts payable. When NOLIJ was being considered for the campus, we were fortunate enough to see a demonstration of its integration with PeopleSoft finance. Use of the product could eliminate a great deal of paperwork, expedite transactions and make information available to a larger group via electronic filing.

This comes as a request for your approval to go forward with the project submission and further to verify that I can list you as a sponsor for the project.

Thank you for your consideration.