



**Consolidation Committee
Final Report**



Committee Details	
Date:	July 19, 2017
Committee Name:	54 Business Operations and Contracts
Committee Co-Chairs:	Larry Wakefield, Stan Brown, John Clemens, Shawn McGee, Jeff Hall
Functional Area:	Business and Finance

Functional Area Coordinator: John Clemens / Shawn McGee

Major Tasks for Committee Tracker from Final Planning Document and Recommendations
Task: <i>Transfer Assets</i>
Recommendation and/or Action Taken:
Assets will be transferred to Unit 22000 in July.
Task: <i>Transfer Bank Accounts</i>
Recommendation and/or Action Taken:
The initial transfer of cash (70%) occurred in early July. The final transfer should be finished in the first quarter.
Task: <i>Send Notice to MSRB and Others as Required for PPVs</i>
Recommendation and/or Action Taken:
Notice will be sent to MSRB by the end of September.
Task: <i>Coordinate with Georgia Department of Audits and Accounts DOAA</i>
Recommendation and/or Action Taken:
Claire Arnold with the USO has communicated the need for an FDMR with the DOAA.
Task: <i>Address FDMRs, full audits, consolidated reports, etc; set timeframes</i>
Recommendation and/or Action Taken:
Claire Arnold with the USO has confirmed with the DOAA that ASU East and West will both require an FDMR for this year. A full audit will not be needed for SACS.
Task: <i>SAO: Address State CAFR, reporting for SEFA, TIGA, CAP, et. al.</i>
Recommendation and/or Action Taken:
Claire Arnold with the USO has confirmed that these reports will be filed on a consolidated basis.
Task: <i>OST: Address Bank Accounts and Other Banking Matters</i>
Recommendation and/or Action Taken:
The OST and the BOR have agreed to let SB&T remain as our bank until June 2019.



Consolidation Committee
Final Report



Task: <i>Federal: Coordinate with IRS, Grants, Foundations, DUNS, FEI, etc.</i>
Recommendation and/or Action Taken:
Unit 22000 is using the Albany State University FEI number. All reporting is being done under this number.
Task: <i>Coordinate with Georgia Department of Revenue</i>
Recommendation and/or Action Taken:
Georgia DOR has been notified of the elimination of the Darton FEI number and the use of the ASU number for West Campus.
Task: <i>Coordinate with Rating and Lending Agencies</i>
Recommendation and/or Action Taken:
The Trustees for the Bondholders are aware of the merger.
Task: <i>Address Insurance & Benefits Vendors (Communications & Standardization)</i>
Recommendation and/or Action Taken:
AON is the new insurance and benefit vendor.
Task: <i>Determine Authorized Signatures</i>
Recommendation and/or Action Taken:
Art Dunning and Shawn McGee will both be signing the checks for the New ASU.
Task: <i>Create New Checks</i>
Recommendation and/or Action Taken:
ASU West campus has changed the account name on all checks to ASU West Campus.
Task: <i>Address Investment Accounts</i>
Recommendation and/or Action Taken:
There are no investment accounts in Unit 22000.
Task: <i>Standardize Business Procedures and Processes</i>
Recommendation and/or Action Taken:
The new Albany State University will follow the USG Business and Procedures Manual.
Task: <i>Develop Accounting Processes and Procedures</i>
Recommendation and/or Action Taken:
We are following the BPM for the USG as well as the PeopleSoft procedures established by ITS.



Consolidation Committee
Final Report



Task: <i>Merge Financial Systems (PeopleSoft)</i>
Recommendation and/or Action Taken:
In July the two systems were merged into unit 22000.
Task: <i>Set Business Unit Number (Create New One? Keep Old One?) (PeopleSoft)</i>
Recommendation and/or Action Taken:
ITS in Athens has assigned the New ASU the unit number 22000.
Task: <i>Determine Changes to Delivered Reports (PeopleSoft)</i>
Recommendation and/or Action Taken:
We do not anticipate needing any reports changed in PeopleSoft.
Task: <i>Ensure Integrity of Financial Information (PeopleSoft)</i>
Recommendation and/or Action Taken:
ITS has tested the data for accuracy and the data has transferred successfully.
Task: <i>Determine Changes to PeopleSoft Trees (PeopleSoft)</i>
Recommendation and/or Action Taken:
TS in Athens is aware of the need for these changes and is working on the development of the new unit in PeopleSoft.
Task: <i>Address Non-Standard Chartfields (Dept., Account, Project, etc.) (PeopleSoft)</i>
Recommendation and/or Action Taken:
ITS has reviewed the data for these occurrences and has fixed them.
Task: <i>Address Detail Codes- Student Registration System (BANNER)</i>
Recommendation and/or Action Taken:
Detail Codes have been created.
Task: <i>Address Data Feeds into Consolidated Financial System (BANNER)</i>
Recommendation and/or Action Taken:
The OWG 64 group along with our Bursar Jan Rogers has successfully fed from Banner to PeopleSoft.
Task: <i>Determine Use of ADP by Consolidated University</i>
Recommendation and/or Action Taken:
We have been told that the new ASU will be one of the last institutions to convert from ADP to PeopleSoft HCM. So, at the beginning of the consolidation ASU will be using ADP in July 2017.



Consolidation Committee
Final Report



Task: <i>Address Issues Related to Historical & New Access and Retention (PeopleSoft)</i>
Recommendation and/or Action Taken:
The users to access historical and new data have been determined.
ITS Athens has set up protocols for determining users that will be able to access historical data and new data and those who will only be able to access new data.
Task: <i>Address Credit Card and Merchant Accounts</i>
Recommendation and/or Action Taken:
TouchNet is our credit card processor.
Task: <i>1099/1098T/1042 Reporting</i>
Recommendation and/or Action Taken:
1099 Reporting will remain the same in PeopleSoft as it has in the past.
Task: <i>Sales Tax Reporting</i>
Recommendation and/or Action Taken:
Sales taxes are now being reported for ASU by the West Campus.
Task: <i>Record Retention Location Access</i>
Recommendation and/or Action Taken:
ITS has given the proper individuals access to the old business units' financial data.
Task: <i>MRR, GSFIC Accounting</i>
Recommendation and/or Action Taken:
The departments will be transferred carried over to the new unit 22000 with their corresponding balances available in PeopleSoft.
Task: <i>Agency Accounts</i>
Recommendation and/or Action Taken:
All balances will be transferred to the new business unit 22000 in July.
Task: <i>Travel</i>
Recommendation and/or Action Taken:
Both campuses will use the PeopleSoft expenses module.
Task: <i>Coordinate with Veterans Services</i>
Recommendation and/or Action Taken:
No action taken as this is not a Fiscal Affairs function.



**Consolidation Committee
Final Report**



Task: <i>Coordinate with Vocational Rehabilitation</i>
Recommendation and/or Action Taken:
No action taken as this is not a Fiscal Affairs function.

Other/Final Comments (if any):
