**Notes from BAR-ctcLink 3/5/2021** 10-11 am via Zoom (recorded)

**Agenda 3/5/2021:**

1. Co-chair request-backup facilitator, help coordinate meetings
   1. SB rep-Possibly John but wasn’t at this discussion. Lori C will discuss with him.
   2. Other College rep-Gregory from Peninsula.
2. Review website- link in the chat, didn’t need walk through.
3. Submodule/specific processes
   1. Proposed Schedule below
   2. Maybe move Item types into the 3/26 if Brian/SB is not available that fast.
   3. All suggested topics listed below from first meeting notes and updated as additional meetings happen.

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| **Meeting Date** | **Topic(s)** | **Expert/Presenter** |
| March 12 | SF to GL Interface Reconciliation | Live Colleges/Teri S |
| March 26 | Absence Management | Brian Lanier |
| April 9 | Treasury |  |
| April 23 | Payroll-transfers, over/repayments, reporting | Live colleges/Teri S |
| May 7 | Grants |  |
| May 21 | Item Types | Live colleges |

* 1. Agenda/process:
     1. Do we care about: common process maps, QRG’s, Canvas trainings, etc…
     2. What is working, what is not working?
     3. Invite ERP experts? What are their expectations of attendance?
     4. Each live college go through what they are doing
     5. Develop Best practices template?
     6. Start updatingctcLink Accounting Manual CLAM

1. Accounting templates-reviewed John G’s for SF and LCC’s for Accounting. We will post these on the website. Suggestion to add R2T4 as a tab on John’s spreadsheet.
2. General Q&A
   1. Combo code issues. Teri spoke to what to do when first go live.
   2. Payroll processes.
   3. Sub-module closing process. Discussion on these that just went live.
3. **Submodule/specific business process (every other weekend):** 
   1. HCM
      1. Payroll
         1. COMBO CODES
         2. Recon
         3. Overpayments, repayments
         4. payroll transfers.
            1. How are people making transfers between departments, funds, etc. subsequent to when payroll has run? Using GL, PSHUP file (tried and issues, need SB before we go down this road-one side of transaction) or other? Greg/Pen had issues with this. Suggests not doing it.
            2. SB-we need to do FTE adjustments too. They are testing this at SB. If same fund, same classification not needed.
            3. Pierce spent a lot of time pre go-live on combo codes. Not experiencing issues quite like others.
         5. Payroll reporting-GL not matching HCM? Best way to do this?
      2. Benefits
         1. Distribution
      3. Absence management leave seems specific to faculty
   2. CS-SF
      1. Tuition calc
      2. Item types
         1. Charge priority lists
         2. Charge priority order
         3. Accounting GL’s
         4. Internal cash
      3. R2T4 process
      4. Cash recon
      5. TPC
      6. 1098T/rollover
      7. Refunds
      8. Cashiering
      9. Payment plans
      10. Collections-LCC using.
      11. Cross-function with Enrollment/Financial Aid
   3. FIN
      1. Grants/Capital projects-SB Michele Rockwell
      2. AR/billing
      3. AP
      4. Expenses-travel
      5. P-card
      6. General Ledger
      7. Asset Management
      8. Purchasing
      9. Budget/Commitment Control
      10. Treasury
          1. Cash to GL to bank
          2. Submodules to GL to bank
   4. Reporting
      1. Nvision
      2. Queries
      3. Datalink
      4. Pivot grid