<table>
<thead>
<tr>
<th>Ques #</th>
<th>Question</th>
<th>Totals</th>
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<td>14</td>
<td>Going Paperless.</td>
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<td>Weave</td>
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<td>Information at D2L so we can understand what faculty/adjuncts are talking about when they have problems</td>
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<td>Charging fees to Student Accounts</td>
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<td>Who signs where on forms and what forms need to be signed by which people?</td>
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<td>Native vs. Webworld Banner</td>
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What can we streamline to become more efficient?

General/Paperless:
- Electronic form submission/approval
- Electronic signatures
- Go paperless
- Need to go paperless
- Paper forms
- Paper requirements
- Paper - fewer forms with one request
- Paperwork
- Signatures for paperwork
- Fewer steps in the chain of command

Purchasing:
- Contract routing sheets
- Credit card statements
- Procurement process
- Purchase reqs
- Purchase reqs - Paperless
- Simple Contracts

Miscellaneous
- Account managers group file on I drive
- Being able to have a fee for police - every student charged a fee to include parking fee, etc. on bill

HR:
- PTFs
- PTFs
- PTFs
- PTFs
- Hiring process

Business Office:
- Quicker posting of transactions on banner
- Travel
- Travel

Budget:
- Budget
- Budget transfers
- Make it easier to understand the budget
What's one thing you would want automated?

General/Paperless:

- All forms electronic format
- 5-part NCR form
- Just get started
- Paperless
- Signatures
- Anything that will speed the process
- Key requests

HR:

- Hiring student workers
- New employment documentation
- Sick Leave
- Staff/Faculty time sheets, Sick leave
- Time Sheets
- PTF’s (*13*)

Business Office:

- DPV’s
- DPV’s
- Transfers – IDT and Budget
- Travel RTA
- Travel vouchers

Purchasing:

- P-card Envelopes
- Purchased orders
- Purchase requisitions
- Purchase requisitions
- Purchase requisitions
- Purchase requisitions
What process drives you crazy and is not efficient?

**General/Paperless:**
- Forms that do not have an electronic format!
- Most paper authorization processes
- Need to go paperless!!
- Printing difficulties
- Routing of forms for multiple signatures
- The number of hoops to go through for simple paperwork
- Degree Plans and Change of Major forms. I have a pile sitting here and can’t get the students to stop by and sign them.

**HR:**
- New employee orientation
- Paper timesheets
- PTFs
- PTFs
- PTFs

**Business Office:**
- DPV process
- It takes too long to get reimbursed for travel expenses.
- Travel and all forms that go with it
- Travel vouchers
- Slow processing of daily purchases on banner (sometimes takes a month to post)
- Banner
- Banner Finance
- Banner Finance
- Native Banner
- Understanding Banner finance

**Purchasing:**
- Contract routing sheets
- Contracts-$500 or less
- Getting contracts to purchasing so they will get processed
- Online purchase reqs (printing, times out)
- Preparing purchase requisitions.
- Purchase orders
- Purchase reqs
- Service agreements

**Budget:**
- Budget

**Other:**
- Weave
Other comments:

- PTFs – these 5-page forms are out-dated, difficult to read.
- There are many universities going paperless. It’s critical.
- I would like the presentation (slides, etc) sent to us electronically.
- Electronic forms submission/approval needed – especially with 1x / day mail delivery.
- I need to learn how to “dig” into an acct for detailing. To become proficient with doing this.
- Entertainment expense forms and process
- Thanks for creating this Account Managers Group!
- Moving to electronic/automated is great!
- Update the Banner books/material every couple of years.
- Most interested in knowing when determinations have been made - regarding budget.
- Banner Finance Training – would like to learn how to drill down better regarding “mystery purchases.”