Revenue Processing

CAMPUS ADMINISTRATIVE TRAINING SERIES

February 11, 2014
Internal Audit findings (Dec 2006)

- Treasury should establish policies that require Treasury to approve all payment methods for new and existing revenue-producing activities.
- Establish policies for similar types of revenue processes.
- Restrict the acceptance of cash.
- Increase and standardize the use of Apply Yourself.
- Expand university policies and guidelines concerning revenue and payment processing.
- Increase training in regards to revenue and payment process.
HOW WE GOT HERE

Audit Action Plan

- Address and correct the issues raised in the audit
- Produce administrative and operational efficiencies
- Provide cost savings
- Provide better integration into the university’s financial operating systems
- Improve fraud prevention and detection
- Ensure regulatory compliance
- Enhance internal controls.
How We Got Here

- Treasury, in accordance with best practices to efficiently and securely process payments, will standardize revenue processing within IU across similar functions. Purchases of any systems or software to process revenue, and any contracts with vendors to process revenue must be approved by Treasury.
How We Got Here

Fiscal Officer

- Treasury
- UITS
- Purchasing
- Legal
- Cost Accounting
- UITS
- INLOC
- TAX
- Others
WHERE ARE WE

- The IU Revenue Processing Committee
  - Purchasing
  - FMS Tax
  - IU Legal
  - UITS
  - Accounts Receivable
  - Cost Accounting
  - Health and Environmental Safety
  - INLOC
  - Alumni
  - IU Foundation
  - Treasury
    - IU Conferences role
WHERE WE ARE NOW

RPA Committee

TAX

Purchasing

Accounts Receivable

others

accounting

Legal

Treasury
**Revenue Activity Proposal and Committee Review Process**

- **Departmental Discussion** (fiscal officer, dean, chair, business officer, IT, etc)
- **Proposal and RPAQ**
- **Department level review**
- **Dept approval**
  - Approved: Send to RPAQ committee
  - Disapproved: Unqualified for RPA: send to Treasury for processing instructions
  - Approved with instructions: Document approval and next step instructions then send documentation to CBO and dept
  - Unqualified for RPA: send to Treasury for processing instructions
  - Unit follows all instructions and proceeds with activity

**Process Overview**

- **RPA committee requests additional info from dept**
- **Send to RPAQ committee**
- **Revenue Activity Proposal sent to Campus Business Officer (CBO)**
- **Meet with CBO**
- **Approved**
- **Disapproved**: notification to Dept or CBO (varies by campus)

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**RPAQ Committee**

- Meets bi-weekly.
- RPAQ submissions must arrive the Wed prior to committee meeting for consideration.

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**Document Approval and Next Step Instructions**

- Unit follows all instructions and proceeds with activity.
WHERE ARE WE GOING

- University wide online RPA submission process

- Purchasing Power
  - Ticketing system?
  - Parking systems?
  - Campus Card systems?
  - Other common functions with multiple vendors

- Economies of Scale
  - Online not-for credit courses
FAQs

- My department has been doing this for 50 years. Why do we have to do an RPA now?
- ?
THANK YOU

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