



## Back to Basics Workshop Agenda Finance



<b>Session Logistics</b>	<b>Finance Workshop</b>
Session Date	September 25-26 (Tuesday – Wednesday)
Location	TBD
Participants	Finance staff and leadership, IT staff supporting Finance; Representative sample of departmental staff or other staff involved with Finance processes
Facilitators	Lisa Woodward, Senior Consultant, Banner Finance Specialist Tim Woltering, Senior Consultant, Process Specialist
Session Requirements	<ul style="list-style-type: none"><li>• 2 large Post-It Flip Chart pads, stands, markers, &amp; wall space to post charts</li><li>• Name tents for participants</li><li>• Projection system for PowerPoint presentation and access to Banner Test</li></ul>

<b>Tuesday 9/25</b>	<b>Finance Best Practices</b>
<b>8:30-8:45 am</b>	Welcome and Introductions
<b>8:45-9:15 am</b>	Review of Survey Data
<b>9:15-12:00 pm</b> <b>Break 10-10:15</b>	High Level Business Process Review and Identify Opportunities for Improvement <ul style="list-style-type: none"><li>• Topics (<i>order presented and discussed may change</i>):<ul style="list-style-type: none"><li>○ Procurement</li><li>○ P-Card</li><li>○ Travel and Expense</li><li>○ Direct Pay</li><li>○ Fixed Assets</li></ul></li></ul>
<b>12:00-1:00 pm</b>	Lunch
<b>1:00-4:00 pm</b> <b>Break 3-3:15</b>	High Level Business Process Review and Identify Opportunities for Improvement <ul style="list-style-type: none"><li>• Topics (<i>order presented and discussed may change</i>):<ul style="list-style-type: none"><li>○ 1099</li><li>○ Grants Accounting</li><li>○ Budget Development</li><li>○ Month End</li><li>○ Year End</li></ul></li></ul>
<b>4:00-4:30 pm</b>	Prioritize Opportunities and Identify 'Quick Wins' Confirm Topics for Wednesday Wrap-Up

<b>Wednesday 9/26</b>	<b>Finance Consulting</b>
<b>8:30-8:45 am</b>	Set Agenda for the Day
<b>8:45-12:00 pm</b> <b>Break 10-10:15</b>	Banner Consulting – Topics TBD
<b>12:00-1:00 pm</b>	Lunch
<b>1:00-4:15 pm</b> <b>Break 3-3:15</b>	Banner Consulting – Topics TBD
<b>4:15-4:30 pm</b>	Review Accomplishments and Wrap-up for the Onsite Visit