

Net Suite for Geo Units Status: 9 March, 2012

**Update for Discussion
9, March 2012**

Agenda

- What was Implemented
- Opportunities
- Status Report as of 9 March, 2012
- Action Plan

WHAT WAS IMPLEMENTED

- A toolset for IEEE's Geo Units for:
 - Allowing IEEE to improve reporting & controls by providing for visibility to Geo Unit financial transactions
 - Linking Bank Accounts for reconciliation processing (CBRS and Local accounts)
 - Support for annual external audit, annual report & tax return
- Provides an alternative to the current paper L 50 Process
- Clarifies the L 50 Chart of Accounts with Descriptions
- Created an On Line Version of L 50 and
- We Built a Bookkeeping Tool for Treasurer to replace paper L 50 with in the future.

OPPORTUNITIES for IMPROVEMENT

- Communications included the details, but the details were not easy to find
- The UAT Process started later than anticipated (Oct 2011)
- Having to prepare an L 50 for each Bank Account was not communicated as well as we should have to all Treasurers
- Providing a Choice between an On Line L 50 and using the Bookkeeping Tool in Net Suite was confusing & complex
- Running Net Suite on Internet Explorer ran slower than other browsers. Reason is under investigation with IT and Net Suite
- Reference Guides, Training Material and End User Testing Documentation was distributed but tedious to read through and understand. There was a lot to learn in a short period of time and it may not have been easy during year end
- We know of 2 Geo Unit Volunteer Treasurers who have resigned rather than use the new application

STATUS REPORT

REGION	# of Reporting Geo Units	Geo Units 100% Complete	Geo Units In Process	Geo Units Not Started	Total L 50's Bank A/C's Due	L 50's Submitted	L 50's Still Pending	L 50's Completed by Staff (Bank A/C's)
1	27	13	10	4	81	60	21	7
2	38	20	12	6	69	43	26	7
3	68	43	14	11	90	52	38	13
4	30	17	6	7	69	48	21	3
5	45	25	10	10	77	53	24	5
6	76	47	15	14	183	76	107	17
7	26	9	12	5	76	34	42	5
8	80	23	29	28	182	45	137	4
9	40	19	6	15	101	50	51	12
10	<u>102</u>	<u>44</u>	<u>28</u>	<u>30</u>	<u>299</u>	<u>171</u>	<u>128</u>	<u>22</u>
TOTALS	<u>532</u>	<u>260</u>	<u>142</u>	<u>130</u>	<u>1227</u>	<u>632</u>	<u>595</u>	<u>95</u>
Note: Communication being sent by 9 March 2012 to the 130 Units Not Yet Started								

Action Plan

- MGA & F&A Staff are confident we'll deliver & complete the consolidation on time for an automated solution as planned for Audit.
- 3 Temporary employees have been hired by F&A to assist in data collection and processing into Oracle GL
- Compliance, Geo Audits, Net Asset Reporting, etc does not appear to be delayed at this time (scheduled for April 2012)
- Region Directors and Treasurers will be notified the week ending Friday, 9 March as to which Geo Units are delinquent
- Communication to the 24% who have not accessed will be made as well during the week ending Friday, 9 March, 2012:
 - We will distribute to each their password
 - We will send out prior year forms and ask them to complete the paper if they need to and MGA will Process into Net Suite
 - Staff & Temporary Staff will complete the process if necessary