



<b>Issue Summary</b>	USG should revise the business process that accounts for the open receivable balances on retiree benefit billings
<b>Background</b>	<p>Each month, institutions run the epop046 process to recognize the expenses and accrue the liabilities associated with retiree benefits. The epop046 also creates a file which is interfaced into Banner that is used to establish an open receivable balance by employee.</p> <p>Later in the same month, the billing services arm of ADP sends a new file (Direct Bill) to interface into Banner that will relieve the receivables and debit cash.</p> <p>Under this business process, Banner is duplicating the functionality being maintained in ADP under Billing Services. Additionally, institutions are having to duplicate in Banner any manual adjustments performed by Billing Services</p>
<b>Risks</b>	<ol style="list-style-type: none"> <li>1. Changing business processes can create confusion</li> <li>2. Open receivable balances will have to be carefully transitioned in order to ensure a clear audit trail</li> </ol>
<b>Possible Solution(s)</b>	<ol style="list-style-type: none"> <li>1. Book a journal entry at month end to recognize revenue, cash and outstanding receivables (per ADP report)</li> <li>2. Eliminate the interfaces to Banner</li> <li>3. Use ADP Billing Services as the authentic source for retiree billing receivables balances</li> <li>4. A subcommittee should be formed to detail out the tasks required to eliminate the Banner receivable balances</li> <li>5. Continue the existing business process</li> </ol>
<b>Escalating Sub-team and Lead</b>	Fiscal Affairs – Vikki Williamson and Craig Golden
<b>Recommended Action</b>	AIC should implement options 4 with the goal of implementing options 1,2 and 3



<b>Accounting Issues Committee Comments</b>	<p>The AIC determined a committee was needed to explore the details of what it would take to eliminate Banner from the retiree receivable process. The committee members include:</p> <ul style="list-style-type: none"><li>• Jeff Preston – Coastal Georgia</li><li>• Rick Sears – West Georgia</li><li>• Arthur Vaughn – Southern Poly</li><li>• Craig Golden – Fiscal Affairs</li><li>• Colette Long – Georgia Southwestern</li></ul>
---	--