RFP 26006 ELLUCIAN BANNER FINANCE CONSULTING

Addendum A

1. How many Charts of Accounts are used by the University? *Two*

2. What does the University currently use for reporting in Finance? *Argos and then manual downloads from Banner and manipulation in Excel.*

3. How many average active grants does the University have in a year? *Average 72*

4. Does the University currently use Approvals? Yes What documents are used in Approvals? *Approvals for Requisitions, and some catch-all ("safety net") queues for Invoices. While it doesn't require the department to approve, these may require central finance staff to approve it if is over a certain dollar amount.*

5. When you say "recommend modifications", do you want us to recommend exact configuration changes, or highlight underutilized functionality and propose ways to improve or implement it? *Yes, to all.*

6. What types of dashboards and financial reporting are currently in use, and what tools or platforms support these (e.g., Banner standard reporting, Argos, Ellucian Insights, third-party BI tools, or custom solutions)? *Banner standard reporting, Argos, Excel*

7. Is Ellucian Banner the only system utilized by Human Resources, or are there third-party or ancillary systems in use (e.g., timekeeping, benefits, payroll, or position management tools)? Additionally, are there any state or external systems with which HR or Finance is required to interface*? Yes for Ellucian Banner in HR, except for our position management and recruiting which is in PageUp. No State or external systems required to interface.*

8. What version of Ellucian Banner is currently in use, and what is the deployment model (on-premises, managed cloud, SaaS, or shared environment)? *Banner 9.0 Release 3.21.1 Application Navigator, Banner Finance is on 9.3.38.0.5, Banner General is on 9.3.37.1.2*

9. Is Washburn University seeking recommendations and strategic guidance only, or is hands-on functional and/or technical assistance (configuration changes, testing, validation, or implementation support) also within scope? *Yes to all, but some items Washburn may be able to implement themselves.*

10. What third-party systems currently integrate with Banner Finance (such as payment platforms, procurement systems, banking interfaces, reporting tools, or budgeting systems)? *Argos, Imaging (OpenText ApplicationXtender), Ellucian Self-Service Budget Development, TouchNet*

11. What systems are used for student billing and payment processing (for example TouchNet or other payment gateways)? *Touchnet and Marketplace a division of Touchnet*

12. What reporting or analytics tools are currently used with Banner (such as Argos, Cognos, ODS, Power BI, or other reporting platforms)? *Argos, EAB Edify, ODS*

13. Among the areas listed in the scope, which areas are the highest priority for the University to review or improve during this engagement? *We may ask for the vendor selected, recommendation on if there are certain projects to be completed prior to others and best path forward. Additionally, if the vendor recommends other items within Banner which need to be streamlined/implemented. From our perspective as of today, we believe the order might be:*

    1. *Review and correction of COA structure and attribute setup.*
    2. *Automated generation of financial statements*
    3. *Bank reconciliation module setup and utilization*
    4. *Automated prepaid and accrual entries.*
    5. *Implementation and effective use of the grants module, including automated calculation of indirect costs.*
    6. *Online entry of payment vouchers and journal vouchers by units, including routing for approvals.*
    7. *Accounts receivable invoicing*
    8. *Assistance with creating new programs and configuring semester assessments rules*
    9. *Automated allocation of expenditures*
    10. *Assistance with dashboard development and reporting*

14. Does the University have a preferred or target timeline for completing the assessment and delivering recommendations?   *We know we are asking for a lot of assistance but would hope to work with the selected vendor to establish a project timeline.*

15. Will the University provide access to Banner and the database for configuration review and ad hoc assessment throughout the engagement? *Yes*

16. What types of documentation are you expecting as part of the deliverables (for example business process documentation, best practice guidance, or technical/Banner configuration documentation)? *All that are mentioned would be great.*