



Brandeis University

Office of the Treasurer
Student Union Government
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TO: Club Leaders

FROM: Choon Woo Ha, Student Union Immediate Past Treasurer

SUBJECT: SAF Management System Initiation

DATE: Monday, April 28, 2008

It is my pleasure to inform you that the Student Union Government will now enter the second and the last phase of building the SAF Management System.

Beginning January 2008, we have been working closely with an outside contractor, Village Software, to develop a comprehensive system that would allow student clubs and organizations to better manage their finances - both the Finance Board Allocations Fund and fundraising accounts.

The first phase, known as "requirement-gathering project," was executed between February and early April 2008. Its purpose was to document the current process in detail, and will outline the requirements for a system to replace the current system.

The contract for the second phase was proposed by Village Software about a week ago. Key people have or will sign the contract and we will begin the actual development of the system as soon as possible. The system overview is provided at the end of this e-mail.

We are expecting Alpha version to be delivered sometime during the summer. Max Wallach, the Student Union Treasurer, will designate selected treasury members and club leaders for the testing period, which will be followed by the review phase. It is our hope that the final version of the system will be delivered by early August, the latest, for usages by club leaders for Regular Marathon for Fall 2008.

This is one of the biggest single-projects the Student Union has undertaken in a long time. We hope that this will increase the efficiency and accuracy of financial reports for all clubs and organizations. The development this system will evidence the highest-level of financial management that we have ever seen and will radically improve downsides of the current financial system.



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The Brandeis University Student Union manages the financial accounts for over 250 Student Clubs. For the purposes of this project, "managing financial accounts" involves the following activities:

- ? providing a system whereby Club Officers can view account information for all Club accounts
- ? providing a system whereby Club Officers can request (requisition) funds
- ? providing a system whereby Club Officers can "unrequest" (or "un-requisition") funds from their account(s)
- ? providing a forms repository for Club Officers to obtain appropriate forms for financial management processes
- ? providing a system for the Student Union to allocate/unallocated funds to Clubs
- ? managing submission of expense-tracking forms and details (collecting information, scanning paper forms and receipts, forwarding materials to University systems)
- ? approving funds for requisitions, providing approval and amount information to Club Officers
- ? tracking account transaction details, and reconciling accounts against University PeopleSoft system (accounting system of record)
- ? providing reporting to the Clubs and the University community
- ? providing detailed transaction reporting (deposits, allocations, etc.) to Clubs, the Student Union, and University users

The existing system requires the use of two websites, entry of the data into QuickBooks, manual report message in Excel, manual PDF generation of reports, manual report uploads to a website, re-entry of data from QuickBooks reports into a custom Access database, and a manual reconciliation process. The new system will be designed to eliminate as many of these elements as practical given what's possible using the University systems and procedures.

The new system will combine the QuickBooks, Access, and My.Brandeis.edu aspects of the system into a single system with a single backend database, and appropriate user interface (UI) elements for the different types of users. It will consist of a web UI for all Student Club interactions and reporting, a database to store the transaction information, and an application to facilitate the reconciliation with PeopleSoft. We can provide a single website for users, integrated web-based reporting, and a simplified reconciliation process. We can eliminate the need for QuickBooks, Excel, and the custom Access database, though the ability to create custom reports through Access (or other reporting tools like Crystal Reports) will be maintained. Data will be entered into the system only once. Existing University systems will be used via XML RPC to provide appropriate access levels for appropriate users.
