

## UF/IFAS IT-BUSINESS SYSTEMS

1. Implementation of the new paperless statewide Travel System: Automatically applies state travel rules to all data entered into the system, automatically creating an encumbrance transaction to the state SAMAS System in Tallahassee for the requested trip upon electronic approval of unit. After completion of travel, automatically creates payment transaction the state SAMAS System upon electronic approval of unit. Advantages to this system include huge time savings for remote units in not having to mail signed forms to campus, improved efficiency of travel processors in not having to manually apply state travel rules, and standardized application of the rules. The submission to payment cycle has been reduced from weeks to days. This system won the second highest statewide Davis Productivity Award.
2. Creation of UF/IFAS Standard Forms web site: Approximately 100 heavily used forms have been made accessible throughout the state via this web site. Advantages to this system include not having to centrally stock forms, not having to ship forms to centers, and having the latest forms instantly available across campus and across the state. If units elect to purchase the full service filler, they achieve the additional advantage of being able to save filled in forms and forward them through e-mail attach.
3. Y2K systems modifications: This precautionary effort required examining, modifying and testing over 800 programs and files at a human resource investment of approximately 1.44 man years. The main advantage to this effort is to hopefully be able to conduct business as usual as we pass through the critical time.

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