

ACCOUNTING & FINANCIAL SERVICES: ACCOUNTS PAYABLE

**University of California, Davis
Accounting & Financial Services
Avian Influenza Pandemic
Business Continuity Plan**

July 1, 2006

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I. ORGANIZATION CHAIN OF COMMAND, PANDEMIC PLANNING WORKGROUP AND COMMUNICATIONS.

1. A. The *organizational chain of command* for **Accounts Payable** consists of the following:

| Name | Position | Work Location | Email | Office | Home | Cellular or other | Text capable? |
|------------------|-------------------|---------------|--|----------|------|-------------------|---------------|
| Cyndy Johnson | Division Manager | Research Park | cljohnson@ucdavis.edu | 757-8936 | | | Yes |
| Anne Marie Scott | Assistant Manager | Research Park | ascot@ucdavis.edu | 757-8505 | | | Yes |

2. The *Pandemic Planning Workgroup* appointed for **A&FS** is, as follows:

| Name | Office | Cellular or other |
|--|----------------|---------------------------|
| Mike Allred (Department Head) | (private line) | (cell) |
| Steve Frost | 530.747.3889 | (home) |
| Eben Sutton | 530.752.5873 | (home) (personal cell) |
| Kathy Hass | 530.757.8525 | (personal cell) |
| Andy Lamb | 530.747.3885 | (personal) |
| Cindy Jones | 530.757.8542 | (home) (personal cell) |
| Cyndy Johnson | 530.757.8936 | (home) (personal cell) |
| Luci Schmidl | 530.757.8516 | (home) (personal cell) |
| Valerie Sjoldal (Workgroup Coordinator) | 530.754.9396 | (home) |

3. A. The designated communication representatives from **Accounts Payable** are, as follows:

| Name | Office | Cellular or other |
|------------------|----------------|-------------------|
| Cyndy Johnson | (530) 757-8936 | |
| Anne Marie Scott | (530) 757-8505 | |

4. A. Communications to employees in **Accounts Payable** are distributed via the following method:

| |
|------------------------------|
| 1. E-mail distribution lists |
| 2. Central voice mailbox |
| 3. A&FS internal website |
| 4. Phone trees |

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II. OVERVIEW AND ASSUMPTIONS

- The UC Davis campus is expected to close by order of the Yolo County public health officer when rate of infection of the general population in the county reaches 30-50%. Expect closure for a period of at least 2 weeks. Unless advised by Yolo County health authorities, business as usual. Staff may be assigned other duties. If so advised by Yolo County health authorities, staff may perform critical duties and report to work at critical times.
- Accounting & Financial Services has identified four (4) critical functions in the event of campus closure: 1) Payment of Students, 2) Payment of Employees, 3) Payment of Vendors, and 4) Receipt of Cash. The Accounts Payable Division is responsible for the issuance of distribution of vendor and employee payments as outlined in Section III – Business Impact Analysis.
- All staff within the Accounts Payable Division have undergone the UC Davis Police Department background check and therefore are eligible to handle and process payments.
- Invoices and other payment requests are received in Accounts Payable via intercampus, US Mail and electronic feed. Retrieval of the paper documents from a central location (i.e., Accounting Office), is therefore necessary in order to process the payments. It is assumed that electronic feed payments will continue at their normal time and delivery method for Accounts Payable processing.

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III. BUSINESS IMPACT ANALYSIS

a. What is the primary mission of Accounts Payable?

Accounts Payable assists campus faculty, staff and students in meeting their teaching, research, and operational needs by disbursing payments to vendors and individuals to whom the campus makes financial commitments. Disbursement services are accomplished in a timely manner, recognizing the importance of positive relationships with individuals and vendor; maximizing university cash management through careful payments schedules is another goal. Accounts Payable assures that disbursements meet internal and outside agency regulations.

NOTE: In this context, “critical functions and processes” are defined as those acts (1) necessary to preserve lives (human or animal), (2) maintain the physical plant/infrastructure, or (3) continue essential business services until an emergency has abated. This would include (for example), care and feeding for animal facilities, maintaining the Data Center, keeping all utilities functionally and maintaining public safety.

| 2. What are the critical processes and functions necessary during the four absenteeism scenarios? | 3. Who performs these critical processes and functions and who are the backups (2-3 deep) to perform these? | 4. And are there alternate methods of delivering these? | 5. What other campus units are necessary to this critical process or function? What arrangements have been made with those other units? | 6. What are the contract arrangements, essential inventory, resources, and equipment necessary to deliver these? |
|---|--|--|---|---|
| <p>25% Absenteeism Scenario</p> <p>CHECK PRODUCTION – Business-as-usual. (3 checkwrites daily)</p> <p>CHECK DISTRIBUTION – Business-as-usual</p> | <p>CHECK PRODUCTION – Staff assumes responsibility as follows: Nancy Van Tassel, Carole Logan, Darci Kincannon</p> <p>CHECK DISTRIBUTION – Staff assumes responsibility as follows: Juanita Topete, Pao Xiong, Andrea Arch</p> | <p>CHECK PRODUCTION – No</p> <p>CHECK DISTRIBUTION –No</p> | <p>CHECK PRODUCTION –Department DaFIS initiators/approvers</p> <p>CHECK DISTRIBUTION –Mail Division and Courier services</p> | <p>CHECK PRODUCTION –Checkwrite computer and printers, checkstock, check signers for high limit checks</p> <p>CHECK DISTRIBUTION –Envelopes and mailers, express services</p> |
| <p>50% Absenteeism Scenario</p> <p>CHECK PRODUCTION – Business reduced to 2 checkwrites daily</p> <p>CHECK DISTRIBUTION – Business-as-usual with backup assistance</p> | <p>CHECK PRODUCTION – Staff assumes responsibility as follows: Nancy Van Tassel, Carole Logan, Darci Kincannon with assistance if needed from Linda Vermeer (already trained) from AP travel group</p> <p>CHECK DISTRIBUTION – Staff assumes responsibility as follows: Juanita Topete, Pao Xiong, Andrea Arch with Willie Lopez and Linda Berg from AP travel group</p> | <p>CHECK PRODUCTION –No</p> <p>CHECK DISTRIBUTION –No</p> | <p>CHECK PRODUCTION – Department DaFIS initiators/approvers</p> <p>CHECK DISTRIBUTION – Mail Division and Courier services</p> | <p>CHECK PRODUCTION – Checkwrite computer and printers, checkstock, check signers for high limit checks</p> <p>CHECK DISTRIBUTION – Envelopes and mailers, express services</p> |

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| 2. What are the critical processes and functions necessary during the four absenteeism scenarios? | 3. Who performs these critical processes and functions and who are the backups (2-3 deep) to perform these? | 4. And are there alternate methods of delivering these? | 5. What other campus units are necessary to this critical process or function? What arrangements have been made with those other units? | 6. What are the contract arrangements, essential inventory, resources, and equipment necessary to deliver these? |
|--|--|---|---|---|
| <p><b style="color: red;">75% Absenteeism Scenario</p> <p>CHECK PRODUCTION – Business reduced to 1 checkwrite per day</p> <p>CHECK DISTRIBUTION – Business-as-usual with backup assistance</p> | <p>CHECK PRODUCTION – Staff assumes responsibility as follows: Nancy Van Tassel, Carole Logan, Darci Kincannon with assistance if needed from Linda Vermeer (already trained) from AP travel group</p> <p>CHECK DISTRIBUTION – Staff assumes responsibility as follows: Juanita Topete, Pao Xiong, Andrea Arch with Willie Lopez and Linda Berg from AP travel group</p> | <p>CHECK PRODUCTION –No</p> <p>CHECK DISTRIBUTION –No</p> | <p>CHECK PRODUCTION – Department DaFIS initiators/approvers</p> <p>CHECK DISTRIBUTION – Mail Division and Courier services</p> | <p>CHECK PRODUCTION – Checkwrite computer and printers, checkstock, check signers for high limit checks</p> <p>CHECK DISTRIBUTION – Checkwrite computer and printers, checkstock, check signers for high limit checks</p> |

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IV. Planning Scenarios

The pandemic event is serious enough that **the decision has been made to close the campus** to all but the most critical functions for an unknown period of time.

The functions and processes we must continue to provide, regardless of the situation are as follows:

Check Production and Distribution (this includes all payments types, paper check, eft, wires/drafts, feed payments)

- a) Vendor payments
- b) Payroll payments
- c) Employee reimbursements
- d) Student payments
- e) Lease Obligations

1. **These are the functions and processes that could be delayed for up to one week – but no longer, how long they could be delayed and what resources we would need to maintain them.**

All payment production and distribution could be delayed due to departmental determinations and reduction in departmental payment processing. Accounts Payable is dependant on departments processing DaFIS transactions to generate payments and schedule checkwrites based on approved documents.

2. **These are the functions and processes that could be delayed for up to one month – but no longer, how long they could be delayed and what resources we would need to maintain them.**

All payment production and distribution could be delayed due to departmental determinations and reduction in departmental payment processing. Accounts Payable is dependant on departments processing DaFIS transactions to generate payments and schedule checkwrites based on approved documents.

3. **These are the functions and processes that could be delayed for longer than one month.**

All payment production and distribution could be delayed due to departmental determinations and reduction in departmental payment processing. Accounts Payable is dependant on departments processing DaFIS transactions to generate payments and schedule checkwrites based on approved documents.

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V. Contact List

| Name | Position | Work Location | Email | Office | Home | Cellular | Text capable? | Able to work from home? | Connectivity from Home | If not able to work from home, why? |
|------------------|--------------------------|---------------|--|--------|------|----------|---------------|-------------------------|-------------------------|--|
| Cyndy Johnson | Division Manager | Research Park | cljohnson@ucdavis.edu | | | | Yes | Yes | Dial up connection | |
| Anne Marie Scott | Assistant Manager – AP | Research Park | ascott@ucdavis.edu | | | | Yes | Yes | Dial up connection | |
| Diane Despujol | Assistant Manager-T&E | Research Park | ddespujol@ucdavis.edu | | | | Yes | Yes | Dial up connection | |
| Nancy Van Tassel | Accountant-AP | Research Park | nevantassel@ucdavis.edu | | | | Yes | No | High speed connectivity | Must be in office for check production |
| Tami Groulx | Accountant Supervisor-AP | Research Park | tdgroulx@ucdavis.edu | | | | Yes | No | High speed connectivity | Must be in office for check production |
| Juanita Topete | Accountant Supervisor-AP | Research Park | jatopete@ucdavis.edu | | | | | No | Dial up connection | Must be in office for check distribution |

* = Asterisk denotes that staff member is required to leave the laptop at the office for connectivity purposes.