

Selected Goals from 2004-2005 Annual Reports

Unit: Finance & Accounting

| Strategic Plan Goal | Unit Goal |
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| With which 1 or 2 goals from the 8 current strategic plan goals does your 2004-2005 goal best align? | What were your unit level goals for 2004-2005 as contained in your 2003-2004 Annual Report? |
| Strategic Plan Goal 8 – Ongoing Quality Improvement Strategic Plan Goal 2 – The Student Community | Continue to ensure accurate and timely preparation of financial reports. Replacing reports that have become obsolete due to devolution from the state. Continue to develop and maintain related operating policies and procedures as relates to SCT Banner business practices. Continue to provide information exchanges on University financial matters of interest to students, faculty and staff. |
| What action did you undertake to achieve this goal? | |
| <ul style="list-style-type: none">• Developed and replaced new crystal reports from Banner lost in discontinuance of old state system.• Provided numerous staff and student Banner user training classes.• Developed new Banner processes and procedures. | |
| By what means did you assess goal achievement? | |
| Checked for the occurrence of the following: | |
| <ul style="list-style-type: none">• Timely remittance and distribution of all financial reports including mandatory state and federal reporting.• Offer numerous Banner user training classes.• Developed operating policies and procedures as planned. | |
| Describe the assessment results and the conclusions about goal attainment you inferred from them. | |
| <ul style="list-style-type: none">• The target of replacing all reports due to devolution and new accounting system was challenging but successful. The assessment results indicate 100% of all critical reports were replaced and related operating procedures were updated. In addition, appropriately 10 user group Banner training classes and 25 one-on-one session Banner training classes with users were conducted. The assessment results | |

indicated in terms of new processes and procedures, the ability to accomplish the following new opportunities were achieved.

- Increased productivity through an integrated enterprise resource planning system.
- Reduction of duplicate data entry into multiple information systems.
- Streamlining of business practices.
- Availability of real-time, on-line financial and payroll data.
- Simplified and customized data reporting capabilities that combine student, financial aid, employee and financial data.
- Ability to produce accounts payable and payroll checks transactions locally.
- Ability to take advantage of vendor discounts and other savings to the University due to processing payments locally without going through state voucher process.
- Improved customer service, including web-based self-service options to the university community.
- Improved processes for budget planning and monitoring.

What continuous improvement resulted from the use of the assessment data?

The assessment results indicated accurate and timely replacement and preparation of financial reports was achieved. This goal was greatly facilitated by experienced and knowledgeable personnel. The results also highlighted the reliance on manual processes for the first year on Banner and the need for automation of processes using other software platforms to provide better information especially on the web and on-going Banner Finance user training.
