



Planning and Evaluation Tracking

College Year: 2006-2007
 Division of: Finance and Administrative service Person Responsible: Terry Berg
 Department of: Business Office Person Responsible: Sara Long

Purpose Statement: To provide accounting and business services for income and disbursements in a timely manner and to provide timely reporting for Amarillo College and other external Agencies.

Goal Statements	Objectives/Outcomes (including assessment tools and standards)	Results	Use of Results (including improvements and revisions)
1. Receiving appropriate paperwork for billing in a timely manner.	<p>[2005-2006]</p> <p>1. After training on authorizations procedures, department assistants not in compliance will turn in completed authorizations before classes begin, 100% of the time as evidence by the query.</p> <p>[Restated for 2006-2007]</p> <p>After training on appropriate paperwork needed and billing procedures, department assistants not in compliance will turn in completed authorizations before classes begin, 100% of the time as evidence by the query.</p>	<p>[2005-2006]</p> <p>1. A class was held for training and 15 people attended. The 2nd class was cancelled in order to change the format of the class and change the direction of the training.</p>	<p>[2005-2006]</p> <p>1. The time frame of the class held does not allow for any results. The new class has not been held yet.</p>

<p>2. To completely and thoroughly test any new releases or updates in Income or Accounts Receivable from Datatel before installing in the live account.</p>	<p>[2005-2006] 2. Before loading any new releases or updates into the live account, IST staff notifies Income/Accounts receivable staff. Staff will test these releases in test account for issues or new problems that may arise and effect accounts before installing into the live account. After testing and installing, staff will be aware of any problems and issues and how to correct or handle the issue.</p> <p>[Restated for 2006-2007] Before loading any new releases or updates into the live account, IST staff notifies Income/Accounts receivable staff. Staff will test these releases in test account and keep data for issues or new problems that may arise and effect accounts before installing into the live account. After testing and installing, staff will be aware of the number of problems and issues and how to correct or handle the issues.</p>	<p>[2005-2006] 2. Goal achieved after each release or update and will continue to be on going</p>	<p>[2005-2006] 2. Documentation is made in order to achieve procedural changes that may arise from new releases or updates that effect accounts receivable/income.</p>
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3. Educating users on completion of proper forms and procedures in accounts payable.	<p>[2005-2006]</p> <p>3. Accounts Payable staff will hold training sessions for all AC employees to increase knowledge of accurate completion of accounts payable forms and procedures for 100% compliance to be monitored by Accounts Payable supervisor.</p>	<p>[2005-2006]</p> <p>3. a. AP held 2 training sessions on Travel Forms during February and March 2006. 28 AC employees attended the session. Marquetta Taylor reports much improvement.</p> <p>b. Clearer guidelines on use of Request for Payment forms were created and disbursed to all AC Employees. RFPs that did not fit the guidelines were returned so employees could prepare and Online Requisition in Datatel. This has reached 100% compliance. Insufficient data was collected before and after this change so no numeric data is available.</p>	<p>[2005-2006]</p> <p>3. a. AP held 2 training sessions on Travel Forms during February and March 2006. 28 AC employees attended the session. Marquetta Taylor reports much improvement.</p> <p>b. Clearer guidelines on use of Request for Payment forms were created and disbursed to all AC Employees. RFPs that did not fit the guidelines were returned so employees could prepare and Online Requisition in Datatel. This has reached 100% compliance. Insufficient data was collected before and after this change so no numeric data is available.</p>
<p>[Restated for 2006-2007]</p> <p>Educating users on completion of proper travel forms and procedures in accounts payable.</p>	<p>[Restated for 2006-2007]</p> <p>Accounts payable staff will hold training sessions available to all AC employees to increase knowledge of procedures for accurate completion of travel forms for 100% compliance to be monitored by Accounts Payable supervisor.</p>		

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