



Planning and Evaluation Tracking

College Year: 2007-2008
 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.	[2005-2006] 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.	[2005-2006] 1. A class was held for training and 15 people attended. The 2 nd class was cancelled in order to change the format of the class and change the direction of the training.	[2005-2006] 1. The time frame of the class held does not allow for any results. The new class has not been held yet.
	[Restated for 2006-2007] 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.	(2006-2007) Training was done through questions and answers on an individual basis with 30 department assistants during the period of 09/01/06 thru 08/31/07 which resulted in a better understanding of the billing process.	(2006-2007) As evidence has shown on the query, department assistants are in compliance by turning in correct completed authorizations prior to billing.

<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]</p> <p>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>[2005-2006]</p> <p>2. Goal achieved after each release or update and will continue to be on going</p>	<p>[2005-2006]</p> <p>2. Documentation is made in order to achieve procedural changes that may arise from new releases or updates that effect accounts receivable/income.</p>
	<p>[Restated for 2006-2007]</p> <p>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>[Restated for 2006-2007]</p> <p>2. About four to five areas in our module which include payment plans, refunds, bookstore procedures, cash receipts and also general ledger postings were looked at and tested during this time frame of Jan 1, 2007 thru March 13, 2007 before going live to Release 18.</p>	<p>[2006-2007]</p> <p>2. As a result, as of March 19, 2007, 100% of all the areas in our module that were tested were found to have no problems with Release 18. After going live, accounts were double checked to make sure that all areas that were tested in the live accounts were correct. Due to the testing done before the live release, the business office felt comfortable with going live with Release 18 and encountered no major problems.</p>

3. [Restated for 2006-2007] Educating users on completion of proper travel forms and procedures in accounts payable.	3. [Restated for 2006-2007] 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.	3. [2006-2007] 20 people attended training sessions in February of 2007. 558 Travel Forms were processed during Fiscal Year 2007. Travel before the training was held had 30 many mistakes on 331 Travel forms, error rate of 9%. After training, we had 10 mistakes on 227 travel forms, error rate of 4.4%	3. [2006-2007] Holding travel training sessions helps AC employees better prepare required Travel forms. Account's Payable is going to offer a training session once a year to continue minimizing errors in these forms. This completes this goal.
4. All Sponsor accounts are balanced by the end of the fiscal year.	(2007-2008) Once a month the Aged Trial Balance Report should be run and the Sponsor accounts will be audited and any write-offs should be processed.		
5. Persons with Amarillo College Travel cards will use their cards following College Policies and procedures. Audit of the card will show 90% compliance.	5. [2007-2008] After communication with AC Travel card holders, they will have a minimum of errors and travel policy violations. All AC travel cardholders will follow proper policy and procedures. Goal is 90% or better compliance with the updated Travel Card Policy and procedures by the end of FY 2008. The quarterly Travel Card audit will show errors and improvement.	5.	5.

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revised 8/1/05