# Controllers Office

## FY 17 Finding and Results

**Goal Description:**

The Controller's Office will develop and deploy automated solutions of streamlined processes will be continued but is temporarily been put on hold by the IT Department. The TSUS is reviewing the contract and they have asked us to hold production until further notice.

RELATED ITEMS - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

### RELATED ITEM LEVEL 1

**Increase Use Of PerfectForms Or Other Workflow System**

**Performance Objective Description:**

The Controller's Office will work to evaluate paper based forms to determine the best method for automating the process into an online form that contains appropriate workflow. In FY17 we will be striving to move away from Perfect Forms and looking at more forms to be processed in BearKat Buy.

Update: July 17, 2017. This project has been placed on hold by the IT Department. The TSUS is reviewing the contract and they have asked our department to hold production until further notice.

#### RELATED ITEM LEVEL 2

**FY 17 Findings and Results: Automated Processes**

**KPI Description:**

• Improve Disbursement & Travel Forms that are all paper-based at this time so as to speedup the processing time and enhance the delivery security.

• Automate journal entry process used by departments for correcting financial accounting.

This project is now placed on hold by the IT Department. The TSUS is reviewing the contract and they have asked us to hold production until further notice.

**Results Description:**

The results of our efforts is the near future implementation of the Interdepartmental Order processing from being the paper-based to automated entry and secured delivery of the form.

## Increasing core services provided to end-users.

**Goal Description:**

The Controller's Office will continue to develop and implement reporting tools and reports that help identify ways university operations can become more efficient and effective.

RELATED ITEMS - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

### RELATED ITEM LEVEL 1

**Create sustainable reports to enable end-users to make informed decisions.**

**Performance Objective Description:**

The Controller's Office will identify a variety of HE specific benchmarks (or private sector if applicable) and develop KPI metrics that monitor and compare institutional performance-for example, the Composite Financial Index for the university.

#### RELATED ITEM LEVEL 2

**Create sustainable reports to enable end-users to make informed decisions.**

**KPI Description:**

• Identify industry specific benchmarks and develop related KPI's.

**Results Description:**

#### RELATED ITEM LEVEL 2

**FY 17 Findings and Results: Automated Processes**

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