Summary

Departments under the Controller are accounting services, payroll, and cost and contract/grant accounting. The purpose of these departments are to provide accurate and readily available accounting information to all users through centralized accounting services while maintaining generally accepted accounting principles and compliance with regulations; to provide accurate and timely vendor payments and payrolls to the University community and to provide financial and fiscal administration of contracts and grants.

Annual Report

The progress accomplished for each goal stated in the 1999-2000 strategic plan is as follows:

1. Continue with the implementation of financial, payroll, and time and attendance software.
   While most of the time this year has been spent on implementing the financial data warehouse (see below), the following work has been done on the other phases of the project.
   - Negotiations continue with a Time and Attendance vendor
   - Financial Co-Leader continued participation with the GEAC Joint Application Development Team working on the revisions to the SmartStream Funds Control Module
   - Development of the SmartStream Structures which will also be used as the Financial Hierarchy in the Data Warehouse.
   - Verification of setup requirements for core SmartStream modules.

   The SmartStream project is managed and assessed by the SmartStream Advisory team which meets regularly and provides progress reports to the SmartStream Sponsors and Steering Committee. The Advisory team meets periodically with the Sponsors and Steering Committee.

2. Implement data warehouse system
   By design the first data available in the warehouse is the financial information, with the payroll and human resource information to follow. The following has been accomplished to date during 1999-2000:
   - Determination of the financial information to be included in the warehouse continued.
   - Tables containing the financial information were defined and loaded into the data warehouse.
   - Dimensions and measures were defined for a working prototype Financial Monthly Summary PowerPlay Cube.
   - A number of Impromptu Web standard reports were developed
   - The accuracy of summary data loaded from the mainframe was verified for the PowerPlay cube.
• The accuracy of 10 years of year-end summary data was verified in Impromptu Web Reports.
• The accuracy of detailed monthly accounting transactions were verified to allow for drill down capabilities in the cube and web reports.

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Implement data warehouse system (continued)

• The Financial Reporting Hierarchy was developed using the SmartStream Structures and all individual department funds in the University system were placed in the hierarchy.
• Roll up grouping of expenses was developed to help in managing budgets.
• Financial team leaders attended Impromptu Report Building classes.
• A pilot group consisting of representatives from campuses, auxiliaries, colleges, academic and administrative departments and central offices of the Division of Business and Finance was established. The purpose of this pilot group is to review the working cube and web reports to determine if they meet the needs of the users and to provide input on all areas of the Financial Data Warehouse.

The data warehouse system is part of the SmartStream project and is also managed and assessed by the SmartStream Advisory team.

3. Evaluate payroll checks and balances processes for redundancy and reengineer accordingly.
The Controller conducted a limited evaluation of these processes and determined that the implementation of the SmartStream project would be the best evaluation process. However, one process was identified and is currently being developed for implementation. The process is a web based student employment data entry system. This process will eliminate data entry redundancy and speed up the student payroll process.

4. Successfully renegotiate the University indirect cost rate.
A complete cost study was conducted and submitted to the University’s cognizant agency. Complete documentation of this information was provided and the cost data required no changes. The indirect cost rate was successfully negotiated for a two-year period.

Strategic Plan

Departments under the Controller have the following strategic goals and objectives for the 2000-01 fiscal year.

1. Continuation of the SmartStream project which includes the implementation of the data warehouse system and financial, payroll, and time and attendance software systems. The SmartStream project is comprised of four phases as follows:
   • Phase 1. Implementation of Financial Data Warehouse
   • Phase 2. Purchase and implementation of Time and Attendance software
   • Phase 3. Implementation of Smartstream financial modules
   • Phase 4. Implementation of Smartstream payroll and human resource modules.
Assessment Plan

Expected Impact: The data warehouse phase of the project will greatly improve access to financial information and the ability of administrators to make thoroughly researched business decisions.

Measure #1: Acceptance of the new system by Administrative personnel and Academic Deans and Department Heads.
Assessment Procedure: Willingness of University personnel to participate in the training sessions needed for use of system and actual use of system.
Criterion Level: 60% satisfied with system during 2000-01

Measure #2: Reduction of printed reports and microfiche currently produced at the end of each accounting period.
Assessment Procedure: Willingness of University personnel to accept on-line reports.
Criterion Level: 30% reduction in paper and microfiche reports.

Measure #3: Reduction in number of telephone calls to central office personnel for information.
Assessment Procedure: Willingness of University personnel to use the system for answers.
Criterion Level: 25% reduction in telephone calls.

Expected Impact: Working on the implementation of phases II-IV will require considerable time by both the SmartStream Team Leaders and other staff members.

Measure #1: Time management by key personnel.
Assessment Procedure: Satisfaction of SmartStream Advisory Team and SmartStream Steering Committee
Criterion Level: Timeline of SmartStream Project Plan is being met within acceptable slippage limits.

2. Evaluate and begin implementation of new accounting standards for public institutions to be effective July 1, 2001.

Expected Impact: Required compliance with GASB 34, as amended by GASB 35, will change the entire presentation of the University’s annual financial statements.

Measure #1: Education of key personnel to requirements.
Assessment Procedure: Attendance at training workshops.
Criterion Level: Adequate training workshops scheduled to provide training to key personnel.

Measure #2: Required changes to accounting structure.
Assessment Procedure: Production of annual financial statements in required new format.
Criterion Level: 100% compliance with new standards as reviewed by independent auditors.
Measure #3: Informing and educating University community of changes.
Assessment Procedure: Training of key administrators to understand changes.
Criterion Level: Adequate training scheduled to educate University community of changes.

Resource Requirements

Resource requirements from the Computer Services Division remain the same as originally approved for the SmartStream project. These resources include funds for the purchase of Cognos desktop software for power users of the Financial Data Warehouse, purchase of the Time and Attendance software and the required maintenance and licensing fees for the SmartStream modules.