

University of Louisiana at Lafayette

Detailed Assessment Report 2015-2016 Comptroller

As of: 11/21/2016 01:45 PM CENTRAL

(Includes those Action Plans with Budget Amounts marked *One-Time, Recurring, No Request.*)

Mission / Purpose

Our mission is to provide the financial services that are necessary to meet the general expectations of the governing bodies, University staff, and University students and student organizations.

The primary responsibilities of the Comptroller's Office include:

- All financial reporting
- Budget preparation, production, and finalization
- Reconciliation of the University's bank accounts
- Preparation of most and approval of all journal entries for general ledger, income ledger, and appropriation ledger data entry
- General supervision of all business operations of the University and related financial services

Other Outcomes/Objectives, with Any Associations and Related Measures, Targets, Findings, and Action Plans

O/O 1: Establish Department Funds Handling Procedures

To Establish Detailed Funds Handling Procedures for all University Departments

Related Measures

M 1: Establish Department Funds Handling Procedures

Annually, we plan to establish and develop detailed procedures for 2 University departments that collect, process, and handle funds on behalf of the University.

Source of Evidence: Administrative measure - other

Target:

Objective will be considered achieved when the ERP system is fully implemented and some departments will no longer be responsible for collecting funds on behalf of the University. Departments will be able to process and record invoices for customers in the ERP system and the customers will pay at a centralized location on campus.

Finding (2015-2016) - Target: Partially Met

Funds handling procedures were developed for 1 department during the fiscal year.

Related Action Plans (by Established cycle, then alpha):

Establish Department Funds Handling Procedures

As the University implements the new ERP system, our goal is to reduce and/or consolidate the number of funds collection points on campus by establishing a more centralized payment center. Moving the University in this direction would reduce the risks associated with the misappropriation of funds and the untimely deposits of funds.

Established in Cycle: 2014-2015

Implementation Status: In-Progress

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Establish Department Funds Handling Procedures

| Outcome/Objective: Establish Department Funds Handling Procedures

Responsible Person/Group: Comptroller's Office

Additional Resources: Department's Funds Handling Questionnaires and Procedures

Establish Department Funds Handling Procedures

On April 1, 2016, the Finance module of the new ERP system went live. Also, our department was short one person during the first three months of implementation. Due to these factors, our department was unable to establish department funds handling procedures for the second department. Instead, we did analyze revenues deposited with the University, created a new deposit receipt template, and instructed departments of the new process and new ERP codes.

Established in Cycle: 2015-2016

Implementation Status: In-Progress

Priority: High

Relationships (Measure | Outcome/Objective):

Measure: Establish Department Funds Handling Procedures

| Outcome/Objective: Establish Department Funds Handling Procedures

Responsible Person/Group: Comptroller's Office

O/O 2: Update Revenue and General Ledger Account Codes for ERP System

To Update All Revenue and General Ledger Account Codes for ERP System.

Related Measures

M 2: Update Revenue and General Ledger Account Codes for ERP System

We plan to update new revenue and general ledger account codes for new ERP system.

Source of Evidence: Administrative measure - other

Target:

Objective will considered achieved when all revenue and general ledger account codes are updated in the new ERP system.

Finding (2015-2016) - Target: Met

Utilizing all of the existing ISIS revenue and general ledger account codes, we established correlating revenue and general ledger account codes for the new ERP system. Also, we met as a team for several months to develop new revenue and general ledger codes to enhance our financial reporting

capabilities.

O/O 3: Implement New Deposit Template

To Implement New Deposit Template for Department Use When Depositing Funds with Departmental Cashiers.

Related Measures

M 3: Implement New Deposit Template

We plan to create a new electronic deposit template to replace the 4 part paper deposit receipt currently in use.

Source of Evidence: Administrative measure - other

Target:

Objective will be considered achieved when instructions and new deposit templates are emailed to departments, and they begin depositing funds with Departmental Cashiers using the new template. The new ERP (Banner codes) will also be included with instructions in order to be used on the deposit template.

Finding (2015-2016) - Target: Met

Formal instructions and a new deposit template were created for department use. The deposit template streamlined the previous 4 part paper deposit slip. Instructions also contained previous ERP codes and new ones. This required extensive analysis of the revenue data to give Department Heads the crosswalk to the most appropriate new ERP codes. As a result, departments began making deposits with Departmental Cashiers with the new deposit template which included new ERP codes. Cashiers capture this information in Banner which gives departments the ability to see more detailed information as opposed to summary information in the past.

Analysis Questions and Analysis Answers

How were assessment results shared and evaluated within the unit?

Assessment results were discussed verbally within the unit.

Identify which action plans [created in prior cycle(s)] were implemented in this current cycle. For each of these implemented plans, were there any measurable or perceivable effects? How, if at all, did the findings appear to be affected by the implemented action plan?

The Action Plan established last cycle regarding establishing department funds handling procedures is still in progress due to implementation of new ERP system. All departments that were collections points are still collection points. Research will be required to determine if certain charges can be placed on students' accounts rather than physically collecting funds from the students.

What has the unit learned from the current assessment cycle? What is working well, and what is working less well in achieving desired outcomes?

Keeping open and constant communication with other units is essential in accomplishing our unit's objectives. The processes and procedure that are being followed/regulated by our unit are allowing our goals and objectives to be met.