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

O/O 1: Purchasing information
Electronic dissemination of basic Purchasing Information (Purchasing)

**Related Measures**

**M 1: Electronic information usage**
Tracking of electronic information usage through training module

Source of Evidence: Administrative measure - other

**Target:**
75% of new users will access information electronically via the Purchasing Sharepoint page

O/O 2: Effective and timely support
Effective and timely support for principal investigators to complete financial matters (Sponsored Programs Accounting)

**Related Measures**

**M 2: Timing**
Evaluate the time elapsed between receiving sharepoint documents (101s, travel requests, etc) requiring SPA approval to the time the document is submitted as approved or rejected by SPA.

Source of Evidence: Administrative measure - other

**Target:**
80% of actions completed within 3 working days.

O/O 3: Paperless office
Work towards becoming a more paperless office (Bursar, AR, AP, Contracts Admin)

**Related Measures**

**M 3: Journals scanned**
Review number of journals scanned.

Source of Evidence: Administrative measure - other

**Target:**
Begin scanning and have the past year scanned by FY end.

**M 4: W2 program**
Increase Campus participation in electronic W2 program

Source of Evidence: Administrative measure - other

**Target:**
Increase participation in W2 by 5% over previous year

**M 5: ACH participation**
Increase AP - ACH participation for vendors

Source of Evidence: Administrative measure - other

**Target:**
Increase participation in ACH by 5% over previous year

O/O 4: Managing of receivables and collections
Decrease Receivables and Improve Collection Procedures, including Perkins Loan Program (Accounts Receivable)

**Related Measures**

**M 6: Monitor receivables**
Monitor Receivable balances at the end of each quarter. Receive actual Perkins default rate from agency.

Source of Evidence: Administrative measure - other

**Target:**
Decrease overall A/R balances by 3% each fiscal year. (2% for Perkins)

O/O 5: Cost efficiency of operations
Maintain or increase cost efficiency of operations (All units)

**Related Measures**

**M 7: Monitor Expenditure accounts**
Monitor Peoplesoft nVision Expenditure accounts with reduction of off-campus storage, control staffing costs, reduce postage and check printing expense.

Source of Evidence: Administrative measure - other

**Target:**
Maintain or reduce by 3%