

**1999 Planning Summary
for
Administration and Finance
Department: Accounting**

Goal	Indicators	Evidence
1. Continue FIS training	<ul style="list-style-type: none"> • Demand for training classes 	<ul style="list-style-type: none"> • Number of classes • Frequency of classes • Number of attendees
	<ul style="list-style-type: none"> • Increase in number of FIS transactions 	<ul style="list-style-type: none"> • Of all Disbursement Vouchers processed, 60% were processed through FIS compared to just 41% in the prior year
2. Work with IUPUI Year 2000 campus coordinator to identify capital equipment issues and concerns	<ul style="list-style-type: none"> • Year 2000 preparation and readiness 	<ul style="list-style-type: none"> • Completed all planning, testing, and implementation of necessary Year 2000 enhancements for all ADFI support systems • Created a y2k command center for response to needs by the campus, life support, and essential campus services
3. Implement the writing of Bursar refund checks through TOPS	<ul style="list-style-type: none"> • Better audit trail 	<ul style="list-style-type: none"> • All Bursar refunds are now individually posted to the G/L • All transactions may now be easily researched through TOPS • Decrease in Bursar checkbook activity
4. Align HRIS department codes with FIS org codes	<ul style="list-style-type: none"> • Unified organizational structure for all systems 	<ul style="list-style-type: none"> • All org codes are now consistent across all systems
5. Implement the use of scanning technology for FIS DV documents	<ul style="list-style-type: none"> • Better control for account managers 	<ul style="list-style-type: none"> • Supporting documentation is now available to viewed or research by account managers and auditors on their desktop. This reduces the risks of paper being lost or misplaced • Waiting on State Board of Accounts approval to use this in place of microfilming
	<ul style="list-style-type: none"> • Supporting documentation more easily accessible 	
	<ul style="list-style-type: none"> • Reduction of microfilming costs 	

