

Administration and Finance - 2020

DEPARTMENT ASSESSMENT PLAN



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Department Assessment Plans

- Candidate/Student Reimbursement
 - Accounts Payable and Travel
 - March, 2021

Department Assessment Plans

■ Assessment Purpose

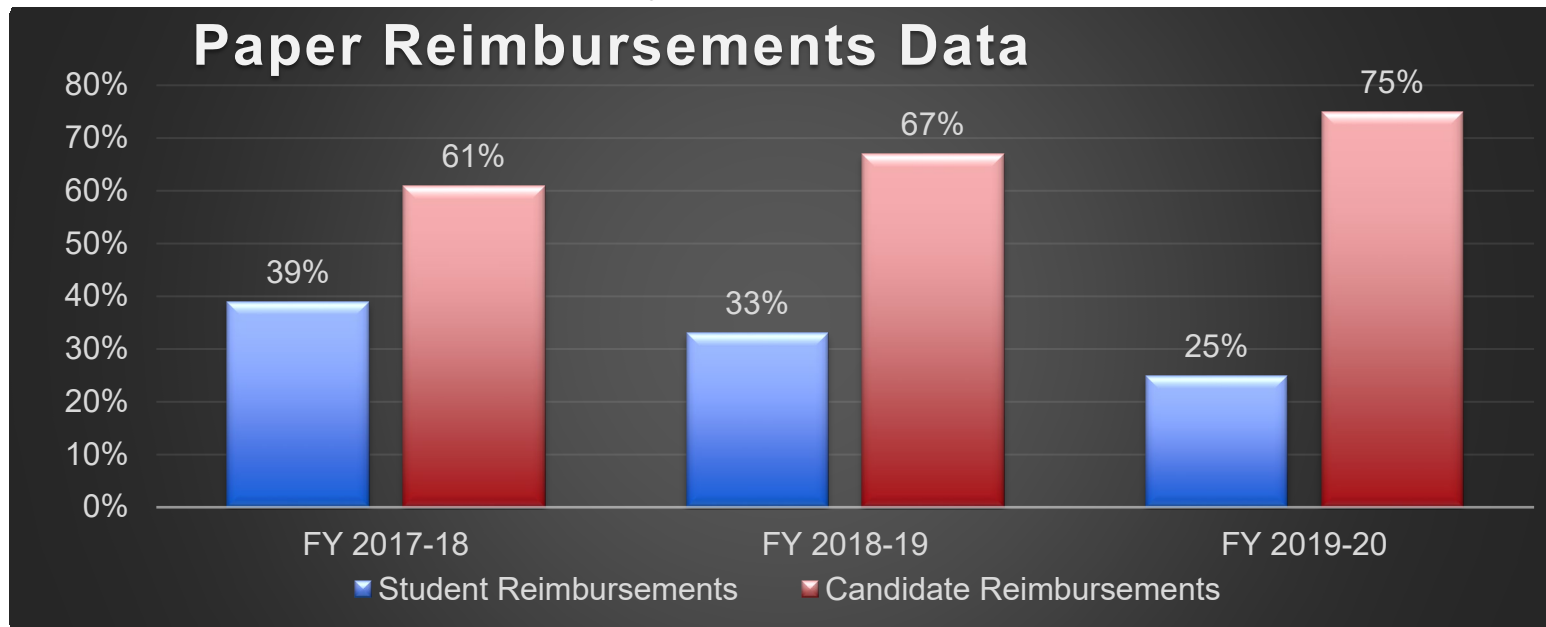
- To reduce paper claims
- To improve reporting of reimbursements through Concur
- To make the process easier and more efficient

During COVID, we found a higher need for an online process due to the fact that many were working remotely

Department Assessment Plans

■ Assessment Methodology

- We reviewed the number of paper reimbursement claims for both candidate and students for the last 3 Fiscal Years
- We started to review this process in January of 2020, but when the pandemic became apparent, we had to push this project forward

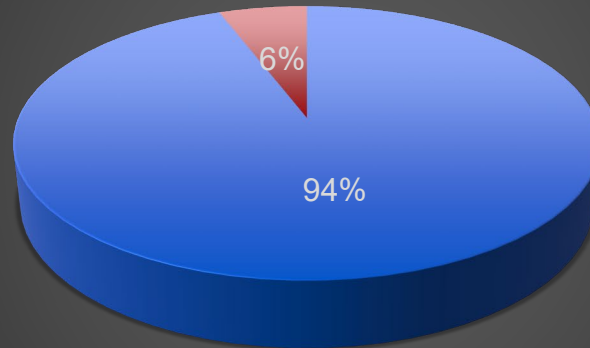


Department Assessment Plans

■ Assessment Data

- We started with University Advancement
 - We created and tested 52 students reimbursements as a pilot batch
 - We created and tested 12 candidate reimbursements in the spring quarter (2020)

Pilot Batch Data From Concur



■ Student Reimbursements

■ Candidate Reimbursements



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Sample of Concur Reporting



Menu

- Insert Data
- Edit Data
- Change Layout
- Run Report**
- Manage File

Font: [dropdown] Size: [dropdown] [bold] [italic] [underline] [color] [background-color] [font-size] [font-family]

- [Run with All Data](#)
- [Preview with Limited Data](#)
- [Preview with No Data](#)
- [View in PDF Format](#)
- [Specify PDF Options...](#)
- [View in Excel 2007 Format](#)
- [View in Excel 2007 Data Format](#)
- [View in Excel 2002 Format](#)
- [View in CSV Format](#)
- [View in XML Format](#)
- [Advanced Options...](#)

Reimbursement Data

Employee	Employee ID	Report Name	Payment Status	Total Report Amount	Sent for Payment Date	Org Unit 1 - Code	Org Unit 3 - Name	Org Unit 3 - Code	Custom 11 - Name
Abbott, Stephen F	003603807	App Lab development	Sent for Payment	850.57	Aug 27, 2019	SBCMP	JHBC - Management	C0620	Faculty
Abbott, Stephen F	003603807	S Abbott Exp Class	Sent for Payment	3,271.81	Oct 2, 2018	SBCMP	JHBC - Management	C0620	Faculty
Abbott, Stephen F	003603807	Stephen Abbott	Sent for Payment	824.75	May 16, 2017	SBPHL	JHBC-Inland Emp Ctr for Entre	C0603	Faculty
Abbott, Stephen F	003603807	TCU Business Plan Competition	Sent for Payment	724.08	May 20, 2019	SBPHL	JHBC - Dean 's Offic	C0600	Group Travel
Abrego, Joe	000017679	1-26-18 BOC Exam	Sent for Payment	14.17	Feb 10, 2018	SBCMP	FM-Administration	D0700	Staff
Abrego, Joe	000017679	BOC Training 10-4-17	Sent for Payment	43.87	Feb 10, 2018	SBCMP	FM-Administration	D0700	Staff
Abrego, Joe	000017679	BOC Training 11-8-17	Sent for Payment	43.87	Feb 10, 2018	SBCMP	FM-Administration	D0700	Staff
Abrego, Joe	000017679	BOC1001A	Sent for Payment	35.85	Jul 2, 2017	SBCMP	FM-Administration	D0700	Staff
Abrego, Joe	000017679	BOC1001B	Sent for Payment	35.85	Jul 2, 2017	SBCMP	FM-Administration	D0700	Staff
Abrego, Joe	000017679	BOC1002	Sent for Payment	35.85	Aug 21, 2017	SBCMP	FM-Administration	D0700	Staff
Abrego, Joe	000017679	BOC1003	Sent for Payment	35.85	Aug 28, 2017	SBCMP	FM-Administration	D0700	Staff
Abrego, Joe	000017679	BOC1004	Sent for Payment	54.57	Sep 29, 2017	SBCMP	FM-Administration	D0700	Staff
Abrego, Joe	000017679	BOC1007	Sent for Payment	35.85	Jul 31, 2017	SBCMP	FM-Administration	D0700	Staff
Abromaviciute, Jurgita	006496031	Move reimbursement	Sent for Payment	298.40	Feb 15, 2020	SBCMP	CSBS - Sociology	C1045	Faculty
Abromaviciute, Jurgita	006496031	Moving/House hunting	Sent for Payment	5,215.47	Dec 19, 2019	SBCMP	CSBS - Sociology	C1045	Faculty
Acevedo-Gil, Nancy	005110972	64XJ	Sent for Payment	999.75	Jul 16, 2019	SBCMP	COE - Educ Leadership&Tech ELT	C0771	Faculty
Acevedo-Gil, Nancy	005110972	AAHHE	Sent for Payment	522.32	Mar 6, 2019	SBFDN	CNS - Chemistry	C0915	Faculty
Acevedo-Gil, Nancy	005110972	AAHHE	Sent for Payment	598.69	Mar 17, 2020	SBCMP	COE - Educ Leadership&Tech ELT	C0771	Faculty
Acevedo-Gil, Nancy	005110972	AAHHE 2017	Sent for Payment	501.65	Apr 3, 2017	SBCMP	Acad Budget & Planning-Instr.	C0300	Faculty
Acevedo-Gil, Nancy	005110972	AERA 2016	Sent for Payment	1,045.89	May 26, 2016	SBCMP	COE-Doctoral Studies Office	C0704	Faculty

Department Assessment Plans

■ Assessment Findings

- Paper reimbursements outside of Concur are not accurately accounted for in reporting
- Paper reimbursements are a manual, labor intensive process
- Wet signatures were required
- Paper receipts were required, sometimes leading to missing or illegible receipts



Department Assessment Plans

■ Implications for Practice

- Reimbursements completed electronically in Concur are included in detailed Concur reporting
- Reimbursements in Concur are easier and more efficient
- Digital signatures eliminate the need to route paper documents to approvers
- E-Receipts, uploaded directly into Concur eliminate hard copy receipts and missing or illegible receipts
- Concur is able to archive information in the data warehouse making it easier to pull the records for auditors

Department Assessment Plans

■ Looking toward the future

- Create a “guest reimbursement” portal, which would allow a link to be sent to the candidate or student where they could enter their own data and upload their own receipts
- This would eliminate a campus delegate from having to manage all the activity, such as logging data on behalf of the payee
- The delegate would instead review the data entered and forward it for approval

Questions?

If you have any additional questions or need assistance, please contact:

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Thank you!



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