

Team: Accounting

Date: 01/01/01

Action Plan Summary

Key Assumptions					
<ul style="list-style-type: none"> <li>- Opportunity to reduce FTE requirements in transaction processing by integration with FMS</li> <li>- Accounts receivable functions will be brought in house later</li> <li>- Accounts payable function critical to demonstrate adequate controls</li> <li>- Functions assumed which are currently performed outside of SFA will not be accompanied by transferred FTEs</li> </ul>					
Team Goals			Key Success Indicators		
<ul style="list-style-type: none"> <li>- Integrate transaction process function with FMS operations (M,M)</li> <li>- Implement accounts payable process (H,M)</li> <li>- Improve controls to reduce time spent on reconciliation (M,M)</li> <li>- Create grants accounting function (M,M)</li> </ul>			<ul style="list-style-type: none"> <li>- Integrated process in place by 04/01/01</li> <li>- Process operational by 05/01/01</li> <li>- Time on reconciliation reduced by 50%</li> <li>- Function operational by 04/01/01</li> </ul>		
Process/Function		FTE's	Role In Goal Achievement		
<ul style="list-style-type: none"> <li>- Transaction Analysis</li> <li>- Analysis</li> <li>- Reporting</li> <li>- Policies &amp; procedures</li> <li>- Project support and crisis</li> <li>- Accounts payable</li> <li>- Accounts Receivable</li> <li>- Travel management</li> </ul>		5.75/18.75  1/0 2/1 .75/3.25 1.5/1 0/8 0/2 0/2	<ul style="list-style-type: none"> <li>- Create basic transaction processing capability within SFA, demonstrate control and establish data integrity. These FTEs will help integrate Trans Analysis with FMS</li> <li>- Helps integrate technology into the proprietary accounting process</li> <li>- Helps implement controls to reduce time on reconciliation</li> <li>- These resources will help with the accounts payable process</li> </ul>		
Total		11/36			
Key Actions		Impact	Start	Complete	Responsibility
<ul style="list-style-type: none"> <li>- Perform analysis in conjunction with FMS operations to assess opportunities to integrate the transaction processing and FMS operations functions</li> <li>- FMS and Transaction analysis functions integrated</li> <li>- Revise future staffing needs based on integration plan.</li> <li>- Create staffing plan based on integration plan</li> <li>- Fill staffing requests according to plan</li> <li>- Create position descriptions for accounts payable positions and hire incrementally</li> <li>- Design and implement better controls</li> <li>- Create position descriptions and hire grants team FTEs</li> <li>- Replace spreadsheets and implement electronic archiving</li> </ul>		<ul style="list-style-type: none"> <li>- Integration plan developed</li> <li>- Amount of FTEs needed is reduced</li> <li>- Reduction in FTE staffing requests</li> <li>- Makes sure FTEs come on when appropriate</li> <li>- Accounting teams become fully staffed and operational</li> <li>- This allows for CFO to take the accounts payable function in to it's operations</li> <li>- This will reduce time spent on reconciliation</li> <li>- Grants team up and running</li> <li>- Simplifies work effort of budgetary and proprietary accounting</li> </ul>	12/01/00  01/01/01 01/01/01 2/01/01 01/01/01 03/01/01 01/01/01 01/01/10	01/01/01 04/01/01 02/01/01 03/01/01 06/01/01 05/01/01 02/15/01 04/01/01/ 05/01/01	Sakai  Sakai Sakai Sakai Sakai Sakai Sakai Sakai

## Function/Activity Detail

Process/Function	FTE's	Description of Key Work Activities
Transaction Analysis		
Budgetary Accounting	0/6	
Proprietary Accounting	2/3.75	
Interest Calculation	.25/.25	
Bank Reconciliation	1/.25	
Proprietary Accounting Reconciliation	2.5/2	XXX
Perkins Loan Requests	0/.5	
General Ledger	0/4	
Payroll Accounting	0/2	/18.75
Analysis		
Proprietary Accounting analysis	1/0	XXX
Reporting		
Standard Form 224 (SF224)	1/1	XXX
System Balancing Variances	1/0	/1
Policies & Procedures		
Policy Issues	.5/1.25	
Desk Procedures	.25/2	XXX /3.25
Project support & crisis response		
Project Support & Crises	1.5/1	XXX
Accounts payable		
Accounts Payable	0/8	XXXX
Accounts receivable		
Accounts Receivable	0/2	XXX
Travel management		
Travel Accounting	0/2	XXX
Total		11/36