

Business Services

2005-2006

Strategic Goal:

Colleague Conversion

Action Steps	Action Leader	<i>Jul-05</i>	<i>Aug-05</i>	<i>Sep-05</i>	<i>Oct-05</i>	<i>Nov-05</i>	<i>Dec-05</i>	<i>Jan-06</i>	<i>Feb-06</i>	<i>Mar-06</i>	<i>Apr-06</i>	<i>May-06</i>	<i>Jun-06</i>
FY'05 Closing Accounts Process & Final Reports	Rick	X	X										
Student Tuition payments in Accounts Receivable module	Cecilia	X	X										
Accounts Payable Procedures Review	Rick		X	X									
Colleague or Safari reports for Auditors	Rick		X	X									
Sponsorship billings generated	Cecilia			X	X								
New Imaging system installed and interfaced with Colleague	Rick					X	X						
A/R Receipting & Sponsorship billing procedure review	Cecilia					X	X						
Payroll year end processes & tax forms	Linda/Deb						X	X					
FY'06-'07 budget creation in Colleague	Rick								X	X			

Personnel: Current Staff

Success Indicators: New computer systems works as supposed to and accomodates accounting and auditing needs; positive audit results
