

#32

COMPLETE

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Q1 Name of Administrative Unit.

Accounts Payable

Q2 Name of the person completing this report. (Last, First)

Maureen Ryan-Hoffman

Q3 To which Cabinet Member does this unit report?**VP Finance and
Administration****Q4** Calendar Years for the Plan**2018-2020****Q5** State Goal 1 for your administrative unit.

Maximize revenue from AMEX rebate program.

Q6 State the Outcomes for Goal 1.

1.1

**10% increase in # of vendor fields populated with
“AMEX”****Q7** State Goal 2 for your administrative unit.

Improve upon adherence to established AP processes and controls.

Q8 State the Outcomes for Goal 2.

2.1

**80% Compliance among > 70 cost centers submissions
(>10K invoices annually)**

GCU Unit Assessment Plan

Q9 State Goal 3 for your administrative unit.

Identify opportunities to increase batch/recurring entries resulting in less time/effort for AP keying.

Q10 State the Outcomes for goal 3.

3.1

Decreased resources allotted to AP keying. (Can't quantify baseline or improvement #/%)

Q11 Give the Mission alignment for Goal 1.

The university has a special concern for women and is a dynamic community committed to the core values of justice, respect, integrity, service, and compassion, locally and globally.

Q12 Give the Mission alignment for Goal 2.

The university has a special concern for women and is a dynamic community committed to the core values of justice, respect, integrity, service, and compassion, locally and globally.

Q13 Give the Mission alignment for Goal 3.

The university has a special concern for women and is a dynamic community committed to the core values of justice, respect, integrity, service, and compassion, locally and globally.

Q14 Give the alignment with the GCU Strategic Compass Point (s) for Goal 1.

Mission Fulfillment through Revenue Generation and Diversification

Q15 Give the alignment with the GCU Strategic Compass Point (s) for Goal 2.

Mission Fulfillment through Operational Efficiency and Utilization.

Q16 Give the alignment with the GCU Strategic Compass Point (s) for Goal 3.

Mission Fulfillment through Operational Efficiency and Utilization.

Q17 With which MSCHE (Middle States Commission on Higher Education) Standard does Goal 1 most closely align?

Standard VI. Planning, Resources, and Institutional Improvement

Q18 With which MSCHE (Middle States Commission on Higher Education) Standard does Goal 2 most closely align?

Standard VI. Planning, Resources, and Institutional Improvement

Q19 With which MSCHE (Middle States Commission on Higher Education) Standard does Goal 3 most closely align?

Standard VI. Planning, Resources, and Institutional Improvement

Q20 What metrics will be used to measure results of Goal 1?

Annual review of vendor database with Amex representative to increase identified acceptance and usage.

Q21 What metrics will be used to measure results of Goal 2?

Compliance among > 70 cost centers submissions (>10K invoices annually) – baseline can't be easily defined or an improvement percentage identified for analysis/reporting.

Q22 What metrics will be used to measure results of Goal 3?

Number of batch imports.
Number of recurring entries.

Q23 What will be the benchmark for successfully meeting Goal 1?

10% increase in # of vendor fields populated with "AMEX"

Q24 What will be the benchmark for successfully meeting Goal 2?

80% Compliance among > 70 cost centers submissions (>10K invoices annually)

Q25 What will be the benchmark for successfully meeting Goal 3?

Decreased resources allotted to AP keying. (Can't quantify baseline or improvement #/%)

Q26 Name the person(s) responsible for Goal 1.

AP Coordinator/ AVP & Controller/ Purchasing Coordinator

Q27 Name the person(s) responsible for Goal 2.

AP Coordinator

Q28 Name the person(s) responsible for Goal 3.

AP Coordinator

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Q29 In which year will Goal 1 be assessed? Note: Data is collected annually, but analysis is done on a three-year cycle, one goal per year. **Year 1: Calendar year 2018**

Q30 In which year will Goal 2 be assessed? Note: Data is collected annually, but analysis is done on a three-year cycle, one goal per year. **Year 2: Calendar year 2019**

Q31 In which year will Goal 3 be assessed? Note: Data is collected annually, but analysis is done on a three-year cycle, one goal per year. **Year 3: Calendar year 2020**

Q32 Are there any additional comments you would like to add to this report? **Respondent skipped this question**
