

DTS Finance Dashboard

| Billing | Percent of Positive Responses in January | Manual Feeder Lines in January | Percent of Positive Responses in December | Manual Feeder Lines in December | Baseline | Four Year Goal |
|--|--|--------------------------------|---|---------------------------------|----------|----------------|
| Invoice Accuracy | 32.00% | 13,701 | 32.00% | 10,350 | 26.00% | 44.50% |
| Easy to Understand | 22.00% | 13,701 | 22.00% | 10,350 | 8.00% | 31.00% |
| - Based on the LFA Survey | | | | | | |
| Procurement | Days in Each Phase in January | Number of Orders in January | Days in Each Phase in December | Number of Orders in December | Baseline | Four Year Goal |
| Average Days to Process an Order | 1.11 | 382 | 1.40 | 410 | 4.44 | 3.55 |
| Average Days to Approve an Order | 1.58 | 382 | 1.52 | 410 | 3.95 | 3.16 |
| Total Days to Process and Approve an Order | 2.69 | 382 | 2.92 | 410 | 8.39 | 6.71 |
| -Baseline average days to approve include an additional 2 days to account for agency approval time not recorded by Remedy. | | | | | | |
| Receiving | Days to Deliver in January | Items Delivered in January | Days to Deliver in December | Items Delivered in December | Baseline | Four Year Goal |
| Days to Deliver | 1.16 | 451 | 1.45 | 526 | 4.04 | 3.23 |
| --Includes Imaging Time | | | | | | |
| Contracts | Days to Complete a Contract in January | Contracts Completed in January | Days to Complete a Contract in December | Contracts Completed in December | Baseline | Four Year Goal |
| SBA in DTS Possession | 2.67 | 3 | 2 | 1 | | |
| Amendments in DTS Possession | 5.5 | 8 | 3.75 | 4 | | |
| RFP in DTS Possession | 6 | 1 | 6 | 1 | | |
| Sole Sources in DTS Possession | 6 | 4 | 11.67 | 9 | | |
| Contract Timeliness in DTS possession | | | | | | |
| SBA | 5.67 | 3 | 17 | 1 | 3.80 | 3.04 |
| Amendments | 38.75 | 8 | 66 | 4 | 35.40 | 28.32 |
| RFP | 95 | 1 | 396 | 1 | 126.00 | 100.80 |
| Sole Sources | 132.75 | 4 | 81.22 | 9 | 65.00 | 48.75 |
| Total Contract Timeliness | | | | | 24.57 | 19.66 |
| Accuracy | 100.00% | 15 | 100.00% | 15 | 75.00% | 80.95% |
| -Accuracy Numbers Were Pulled from State Purchasing Website for the Baseline, July and August | | | | | | |
| Accounting | Days in Each Phase in January | Number of Invoices in January | Days in Each Phase in December | Number of Invoices in December | Baseline | Four Year Goal |
| Days to Confirm Receipt | 3.11 | 813 | 2.05 | 868 | 6.24 | 4.99 |
| Days to Process Payment | 1.42 | 910 | 1.35 | 835 | 2.03 | 1.62 |
| Days to Approve | 0.45 | 938 | 0.57 | 790 | 0.70 | 0.56 |
| Total Accounting Timeliness | 4.98 | 887.00 | 3.97 | 831.00 | 8.83 | 7.07 |
| -Accuracy is the Number of Payments that are not Rejected by Second Round Approvers | | | | | | |
| Budget | Percent Completed in Three Days in January | Number of Forecasts in January | Percent Completed in Three Days in December | Number of Forecasts in December | Baseline | Four Year Goal |
| Timely Forecasts | 100.00% | 65 | 100.00% | 65 | 95.21% | 96.40% |
| Payroll | Errors/Hours in January | Errors/Records in January | Errors/Hours in December | Errors/Records in December | Baseline | Four Year Goal |
| Number of Employee Errors Caught by Analyst | 92.00% | 64 | 99.00% | 160 | 94.93% | 96.19% |
| Total Time to Process Payroll | 102.5 | 1434 | 240.5 | 2155 | 124.31 | 93.48 |
| Accounts Receivable | Percent Under 120 days in January | Total Receivables in January | Percent Under 120 Days in December | Total Receivables in December | Baseline | Four Year Goal |
| Number of Accounts Under 120 days (\$ Records) | 99.93% | \$144,071.34 | 98.02% | \$80,479.35 | 90.02% | 92.52% |
| Number of Accounts Under 120 days (# Records) | 98.68% | 76 | 83.61% | 61 | 89.00% | 91.52% |
| Travel | Days to Complete in January | Trips in January | Days to Complete in December | Trips in December | Baseline | Four Year Goal |
| Total Days to Complete In State Travel | 2 | 3 | 2.25 | 4 | 5.75 | 4.60 |
| Total Days to Complete Out of State Travel | 6 | 2 | 6 | 2 | 15.16 | 12.48 |
| Order Desk | Orders Closed in January | | Orders Closed in December | | Baseline | Four Year Goal |
| Number of Orders Closed | 370 | | 366 | | | |
| -This is the number of orders closed in the month | | | | | | |

| Admin Support | Percent of Positive Responses in January | | Percent of Positive Responses in December | | Baseline | Four Year Goal |
|----------------------------|---|--|--|--|-----------------|-----------------------|
| Satisfied Customers | 89.78% | | 89.78% | | 89.78% | |

-All Baseline numbers are calculated from fiscal year 13