

Budget Report Goes Paperless

Agency: The Department of Ecology

Partners and Customers: Budget Managers, Program Management, Financial Services, IT Services

Project Impact

The Department of Ecology improved financial reporting by replacing paper “403/503” financial management reports with automated electronic reports, resulting in annual savings of 340,000 pages, \$5,000 in printing costs, and 13 days of staff time to distribute reports and maintain a separate IT system. Employees who were previously receiving paper financial reports now have the financial reports they need delivered to their emails automatically the day after each fiscal month close.

Project Summary

The Department of Ecology has been distributing paper financial reports to managers for decades that were uniquely designed and maintained through an Ecology IT system, printed and delivered by the Consolidated Technology Services agency, and distributed by Financial Services to agency staff each month. While many employees had moved to the use of the statewide Enterprise Reporting system, many still relied on these paper reports for financial data. Using paper financial reports came with a cost of time and money, the need for re-entry of data from paper to electronic tables, and delays for employees in receiving and distributing reports.

In March 2017, 60 employees in 8 of Ecology’s 11 programs were still receiving paper financial reports. Ecology was printing and distributing approximately 30,000 pages of paper financial reports each month compared to our target of zero, which we wanted to reach by the end of the 2015-17 biennium, 7/1/2017.

We improved how financial reports are provided to employees by:

- Providing automated electronic financial reports that met the same data needs previously provided by paper reports to employee emails through Enterprise Reporting the day after fiscal month close.
- Eliminating the paper financial reports, the report distribution process, the agency IT system that provided the data for the reports, and the physical storage of paper financial reports with no retention.

Project Results



Cost

Decreased annual financial report printing costs **from** \$5,000 **to** 0.



\$2,500 savings over 6 months



Cost

Decreased annual financial report printed pages **from** 340,000 pages **to** 0.



170,000 pages of print savings over 6 months



Time

Decreased time for a staff person to prepare and distribute reports in Financial Services **from** 12 days each year **to** 0.



6 staff days saved over 6 months



Time

Decreased time for a staff person to maintain and run the agency’s 403/503 system **from** 12 hours each year **to** 0.



6 staff hours saved over 6 months



Time

Decreased time it takes staff to receive financial reports after the fiscal month close for 60 staff in 8 programs who were receiving paper reports **from** 3 days **to** 0.



Employees receive monthly financial reports 3 days faster

STRATEGIC LEAN PROJECT REPORT



Project Details

Date improvement project was initiated: 3/1/2017

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