

# The Auditor's Report

Travis County Auditor's Office Newsletter



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## Notes from Nicki

Need a great way to team build with your coworkers that's cheap? Try getting a group together to volunteer for a good cause. There are plenty of opportunities year round. It takes work to organize and get all the volunteers together, but it is so rewarding. Groups from our office have volunteered at the Ronald McDonald House, Special Olympics bowling, Habitat for Humanity, Brown Santa, and many more. It's a great way to give back while building relationships with your fellow employees.



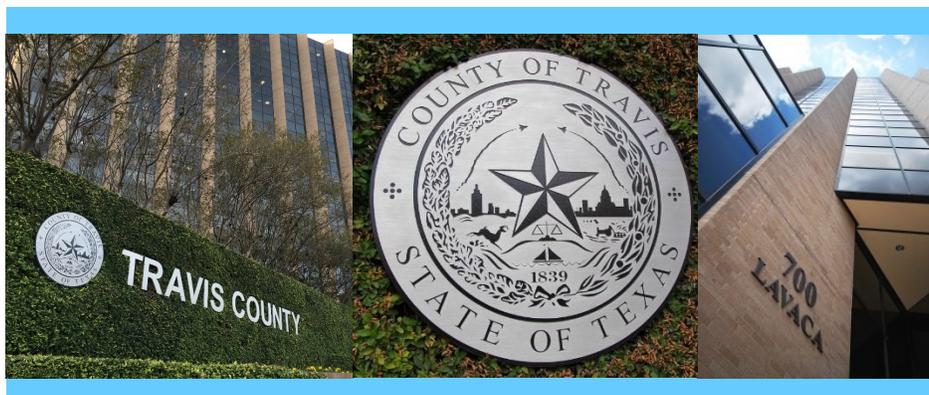
Nicki Riley, Travis County Auditor

## The SAP Team Volunteering

The SAP Team recently volunteered at the Central Texas Food Bank for a team building event. They worked to sort and package frozen foods, supplying **8,529** meals to the community!



"I got just one life in a world that keeps on pushin' me around. But I stand my ground and I won't back down." - RIP Tom Petty



# New Financial Transparency Tools

The Auditor's office has launched two new tools to increase Travis County's financial transparency and allow more self-service options for vendors and employees. Vendor Payment Register and Vendor Payment Details are now available on the Auditor's external website. The two new tools join the Vendor Self-Service tools. Check out all three of these tools [here!](#)

## Vendor Invoices



Vendor Self-Service (VSS) is a search tool for Vendors and County Employees. Use it to:

- Check the payment status of invoices and travel/expense reports.
- Review invoice history and interactively select invoice data for export.

## Vendor Payment Register



Vendor Payment Register (VPR) is a search tool for Vendors, County Employees and the general public. Use it to:

- Search County payments.
- Determine how specific payments were applied to invoices and/or purchase orders.
- Review payment history and interactively select payment data for export.

## Vendor Payment Details



Vendor Payment Details (VPD) expands on VPR by showing how the payments were applied and detailing the cost information. Use it to:

- Reconcile payments to invoices or purchase orders across payment date ranges.
- Understand how payments are applied to relevant departments, funds and expenditure/expense categories.
- Review associated cost information and interactively select for export.

# Audit Schedule

## Current Reviews

Various Year-End Audits  
Constable 5 Risk Assessment  
Exposition Center Concessions  
Harvest Foundation

## Upcoming Reviews

District Clerk Civil and Family Court Costs  
JP1 Risk Assessment  
Investment Management Office  
Juvenile Probation Court Costs

## Commissioners Court

Commissioners Court will not meet on Tuesday, November 21st and December 26th.

# New Budget to Actual Dashboard

With the new **Budget to Actual Dashboard** in SAP you are only a few clicks away from answering questions like...

- How much does your department spend on supplies each year?
- What are your travel & training budget and cost trends?
- What is your program's remaining budget?



Check out this video to see how to use the Dashboard!



Check out these tips, tricks & examples on how to get the most out of the Dashboard!

# New Manager Reports in SAP

There are new **reports** available in SAP's **Manager Self Service** to help you manage your team!

New reports include:

- o Position and Salary History
- o Monitoring of Tasks
- o Emergency Contacts
- o Qualification Matchup
- o Leave Balance
- o Leave Details
- o Overtime Report
- o Comp Time earned in Lieu of Overtime

[Click here for information on all MSS reports!](#)

## *Need a New Report?*

You can now submit your reporting and data ideas in your SAP Neighborhood. Tell us your ideas using the **Data Requests & Report Ideas** category.

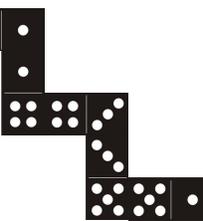


[Click here to submit your ideas in your SAP Neighborhood!](#)

# Celebrating Halloween

The Auditor's office got into the Halloween spirit this year! Candy Grams were delivered all over the County this year, resulting in over 150 Candy Grams being sent, **raising over \$600** for **United Way!**

The office also held a door decorating contest to add some Halloween fright to the office.



# Meet the Auditor's Office

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## Meet Hailan

Hailan Zhang is a member of the SAP Support Team. She works in SAP development, focusing on Microsoft NET coding and SAP process integration for data exchange. She also dabbles in SQL Programming. Hailan began her career in engineering before finding her way to computer science. Her proudest-professional moment is when she constructed the original Travis County SAP helpdesk system without any experience. The project was a huge challenge for Hailan! When she is not working hard at Travis County Hailan spends time with her college-sweetheart husband, two sports-loving children and sweet, but shy Labrador Optimus Prime, Opti for short.

**Ask Hailan** \* *Where did you grow up?* I grew up in a mountainous area of China. The province is called Szechuan, which is famous for its spicy food and panda bears.

- \* *How do you balance your career and personal life?* I believe you can always make time if you want to, but the key is planning. I make a lot of plans ahead of time. Travis County values a work-life balance which gives us the ability to live a healthy balanced life.
- \* *What is the best vacation you've been on?* Always those ones back to home in China.
- \* *What do you do for fun?* Reading, jogging, doing yoga and being with my families and friends.

## Meet Kathryn

Kathryn Madden wanted to be a marine biologist, but has settled as the Chief Assistant County Auditor at Travis County. She ultimately decided to become an accountant, because she likes having an absolute answer. She is now over the Consolidations and Financial Reporting Division, which is known for the County's Comprehensive Annual Financial Report (CAFR) and the Popular Annual Financial Report (PAFR). Becoming a manager was a challenge for Kathryn. She realized she had to shift her focus to the people doing the job as opposed to the job itself. When Kathryn is not focused on work at the County she is busy sponsoring children in Honduras and visiting them at least once a year.



**Ask Kathryn** \* *Have you always lived in Austin?* I was born in Houston, moved to Austin for college (SEVERAL years ago), then moved back to Houston but always missed Austin. Fortunately, 13 years ago I was hired on at the County & have been here since.

- \* *What about your family?* I come from a very close family (I am #4 of 6 children) and my siblings are some of my closest friends. This past summer we took my mom to the Grand Canyon to celebrate her 85th birthday! I do not have any (human) children, but do have a very spoiled (adorable and a little crazy) 9 year old rescue dog.
- \* *What are your top three life highlights?* 1) The birth of my first niece, on my birthday, almost 20 years ago 2) Sitting on the porch swing with my dad, a month before he passed away, just the two of us hanging out and talking. 3) My first trip to Honduras and the moment I met my first sponsor child and how much those children love you just because you care enough to visit them.

