The presentation will begin soon.
Rick Beattie
Director of Procurement
Chief Procurement Officer
Procurement Services
University of Kansas
PRESENTATION OVERVIEW

- Financial Systems Transformation overview
- Financials in the Cloud Procure to Pay introduction
- Concur introduction
- What’s next
- How to learn more
- Training information
Financial Systems Transformation (FST) Project:

**Core Transactional Systems**
- Planning and Budgeting Cloud Services (PBCS)
  - Budget preparation
  - Scenario planning for non-grant funds
- Streamlyne
  - Proposal preparation & tracking
  - S2S proposal submission
- Financials in the Cloud (FITC)
  - AR/Billing
  - Payments
  - Budget transfers
  - Requisitions/POs
  - Sponsored Projects – "Grants"
- Concur
  - P-Card reconciliation
  - Travel authorizations
  - Travel expense reimbursements

**Reporting Systems**
- Business Intelligence Tools
  - Scenario planning and forecasts
  - Grant & non-grant budget status
  - Salary forecasting of active positions at the position level
SYSTEMS OVERVIEW

Core Transactional Systems

- Planning and Budgeting Cloud Services (PBCS)
- Streamlyne
- Financials in the Cloud (FITC)

Reporting Systems

- Concur
- Business Intelligence Tools

What it replaces

- NIBS, UBUD & BCP
- Cayuse 424
- PeopleSoft FSKU & KUPPs
- PeopleSoft FSKU
- BudCast & DEMIS Financials
SYSTEMS OVERVIEW

Modules:

- Planning and Budgeting Cloud Services (PBCS)
  - PBCS Planning
  - PBCS Management
- Streamlyne
  - Proposal Preparation and Routing
  - Proposal Submission
  - Sponsored Contract Negotiation
- Financials in the Cloud (FITC)
  - Departmental Accounts
  - Receivable and Billing (DARBI)
  - Procure to Pay (P2P)
  - Assets
  - Grants
  - General Ledger (GL)
- Concur
  - Expense
  - PCard
- Business Intelligence Tools
  - Oracle Analytics Cloud (OAC)
  - Oracle Essbase Cloud Services (ECS)
University benefits

• Modernizing systems
• Simplifying future upgrades
• Ensuring timely updates
• Lowering overall licensing costs
• Opportunity to review and standardize business processes
Help Resources

• Financial Systems Resource Center – MyCommunity Site
  *(Available Late November)*
  • Links to systems
  • Forms
  • Training Materials
  • [https://kansas.sharepoint.com/teams/fsrf/SitePages/Home.aspx](https://kansas.sharepoint.com/teams/fsrf/SitePages/Home.aspx)

• FST Website – fst.ku.edu

• Initial Hands On Training – End of November through January
  • Sign up through HR Learning Management System MyTalent

• After Go-Live Opportunities – Go-Live is Dec 4th
FINANCIALS IN THE CLOUD – P2P

INVOICE

Shopping Cart

People

Credit Card

TOWNHALL
Financials in the Cloud (FITC) – P2P

• **What it is?**
  • Hosted application that replaces most of functionality currently in PeopleSoft & KUPPS

• **Who will use it?**
  • Finance related staff, including SSCs, anyone who shops/pays for products or services, bills for items or services

• **How is it accessed?**
  • By logging into FITC via a computer using KU single sign-on. Link to FITC available on Financial Systems Resource Center MyCommunity site

• **Which department supports it? Who is the lead?**
  • KU Procurement Services – Chief Procurement Officer, Rick Beattie
  • KUCR Fiscal Affairs – Executive Director of the Division of Fiscal Affairs and CFO of KUCR, Gina Cregg
FITC P2P – What’s Not Changing

• Active Suppliers will be copied from KUPPS/PeopleSoft to FITC P2P
• Suppliers (vendors) Additions / Changes process will not change
  • We’ll continue to use the Web-form
• Major contracts & catalogs will remain the same:
  • Staples, Dell, SHI, Fisher Scientific, Bio-Rad, Grainger, etc.
  • The sites will not change (once you punch out, it will look familiar)
• Ability to approve via Email will remain
FITC P2P – What’s Not Changing

• Shopping in FITC P2P:
  • The “shopper role” will stay the same
  • Shoppers will create catalog and non-catalog requisitions
  • Help Desk & SSC support will remain as today
  • Training will be available surrounding the roll out
FITC P2P – What’s Not Changing

• Major contracts & catalogs will remain the same:
  • (including **STAPLES**)

![Browse Catalog](image)
General shopping workflow
FITC P2P – What’s Changing

• The eProcurement system to purchase and pay for goods and services

• Terminology changes
  • KUPPS will now be known as:
    • FITC-P2P or P2P
  • KUPPS Check Requisitions will now be known as:
    • Non-PO Invoices
  • Vendors will now be known as:
    • Suppliers
FITC P2P – What’s Changing

• Requisition workflow has been updated for the University and Research
  • System approval limits are changing
    • Routine orders under $1,000 will be automatically processed once created
      • Replaces the existing Self-Approval process
      • Does not apply to Sponsored Projects
  • One approver per cost center
  • Sponsored projects may have different primary approver if a cost center is used for both sponsored and non-sponsored transactions
Requisition Workflow

• Supports campus-wide requirements
  • Simple Supply Orders are streamlined for quick processing
  • Sponsored Projects have a higher level of approvals

• All requests are initiated by an individual
  • Starting point for ordering goods and services
Sample – P2P
Sample - Purchasing
Sample – Purchase Requisitions

Search Catalog

Browse Catalog

My Requisitions

Requisition Description Creation Date Approval Amount Status Funds Status Order
Sample – Payables (Invoices)
Sample Email - Mobile functionality:

- Ability to approve by email will remain
Policy Updates

• University and Research Procurement Policies remain the same
  • Department authority does not change
  • University Bid requirements remain the same
  • Uniform Guidance bid requirements still need to be followed

• University Purchasing Procedures are being updated
  • Changing from KUPPS wording to eProcurement System (FITC P2P)
  • Revising and clarifying the University requirements for:
    • Items and Services for Which Special Approval Is Required
      • Will now include language/definitions for single and sole sources

• Mandatory and Preferred Agreements are still in place

• University Purchasing Policy and Procedures
  • [http://procurement.ku.edu/purchasing-policy-and-procedures](http://procurement.ku.edu/purchasing-policy-and-procedures)
Key P2P Points to Remember

• Training will be available surrounding the roll out
  • Shoppers, Approvers, SSC, etc.

• This is a System Change
  • The benefits of eProcurement remain intact

• Key Contracts and Suppliers remain the same
  • Catalog Sites will be the same for Shoppers
    • Staples, Dell, SHI, Fisher Scientific, Bio-Rad, Grainger, etc.
Concur

**What it is?** Hosted application for submitting travel requests, approving travel requests, tracking travel-related expenses, and reconciling travel and non-travel related expenses

**Who will use it?**
- Anyone who travels or assists travelers, anyone with a P-Card, Department Financial Staff Members including SSCs

**How is it accessed?**
- By logging into CONCUR via a computer using KU single sign-on. Link to FITC available on Financial Systems Resource Center MyCommunity site
- Using mobile apps: Concur and ExpenseIT (optional)

**Which department supports it? Who is the lead?**
- KU Procurement Services – Chief Procurement Officer, Rick Beattie
- KUCR Fiscal Affairs – Executive Director of the Division of Fiscal Affairs and CFO of KUCR, Gina Cregg
Concur – What’s Not Changing

• Travel booking isn’t changing at this point

• Travelers will still work with their SSCs for travel requests, travel expense reports, and P-Card expense reports

• P-Card policies are not changing
  • Submitting receipts & details
  • Adding attendees to a business meal
  • Providing descriptions for purchases
  • 60-day receipt policy
Concur Benefits

• One system to generate Travel Requests (Authorizations) and Travel and Expense requests

• Travelers will have the ability to take photos of receipts and upload into Concur Expense for processing Expense Reports

• The same Concur system will be used to reconcile KU/KUCR P-Cards

• Will allow KU to explore enhanced travel related tools such as online booking

• Allows the university more advanced travel administration
CONCUR TRAVEL & P-CARD

High-level Process Overview

1. Travelers & SSC
2. Travel Request Authorization
3. Enhanced P-Card
4. Spend
5. Capturing receipts
6. Enter expenses
7. Available expenses
8. Available receipts
9. Expense report

CONCUR
Concur - What’s Changing

• The tools to manage:
  • Travel Approvals
  • Travel expenses
  • PCards

• The ability to use Mobile Apps

• There will be a single approver per Cost Center
Mobile Apps

Expenselt
- Take pictures of your receipts

Concur Mobile
- Approvals from Mobile Devices
Sneak Peek – Travel Request
Sneak Peek – Expense Report

Create a New Expense Report

Report Header

Policy: KU-Travel & Expense Policy
Supplier ID: TestAP

Report/Trip Name
Report/Trip Business Start Date
Report/Trip Business End Date
Dates Receipts Received

Trip Type
Traveler Type
Report/Trip Purpose
Does this trip include personal travel?
Personal Dates of Travel

Legal Entity
Cost Center
Fund
Project
CF1

Reimbursable

Additional Information
Comments for: Reconcilers/Approvers/Central Audit
Key CONCUR Points to Remember

• Training will be available surrounding the roll out
• For most travelers, the changes are not significant
  • SSCs will continue to process Travel and Expense and PCards
• Before Travel
  • Submit a travel request before you travel Form or Email
• During and after travel
  • Submit receipts and another travel details:
    • Email, Form, In-person, via the mobile app (ExpenseIT)
Travel & PCard Information

- More information about PCard and Travel Expense can be found at:
  - UKANS Travel: [https://procurement.ku.edu/travel-information](https://procurement.ku.edu/travel-information)
  - UKANS PCard: [http://procurement.ku.edu/p-card-general-information](http://procurement.ku.edu/p-card-general-information)
  - KURES Travel: [http://research.ku.edu/travel_expense_reports](http://research.ku.edu/travel_expense_reports)
  - KURES PCard: [https://research.ku.edu/Procurement_Business_Credit_Card_Grant_Purchases](https://research.ku.edu/Procurement_Business_Credit_Card_Grant_Purchases)
Financial Systems Resource Center Site

1. Browse to [https://mycommunity.ku.edu](https://mycommunity.ku.edu).
2. Log in using your KU Online ID and password.
3. Select SharePoint.

*Trainer Tip: Follow the FSRC site to find it again later.*
Key Things To Remember About FST Project

- 5 New Cloud Based Systems
  - Change in strategy when it comes to customizations
  - New tools & new reporting options

- Financial Systems Resource Center

- Call to Action Items
  - Staff Training
  - Patience
  - Communication
HOW TO LEARN MORE & TRAINING

• Check [fst.ku.edu](http://fst.ku.edu) for updates on upcoming training opportunities.

• End-user Training in late November, early December
  • SSCs
  • Department Staff

• Additional Questions? [fst@ku.edu](mailto:fst@ku.edu)
FINANCIALS IN THE CLOUD – P2P & CONCUR

TOWNHALL