FINANCIAL SYSTEMS TRANSFORMATION

FOR DEANS, DIRECTORS, & DEPT CHAIRS
Katrina Yoakum, Financials Project Director
Comptroller’s Office

Rick Beattie, Chief Procurement Officer
KU Procurement

Alicia Reed, Assistant Vice Chancellor
KU Office of Research

Nick Stevens, Director
Business Intelligence Center
PRESENTATION OVERVIEW

- Systems overview
- Financials System Transformation Project Roll Out
  - Impact
  - Training
  - Support
  - New approvals
  - Accounting Changes
- FITC Departmental Accounts Receivable and Billing
- FITC Procure to Pay
- Concur
- Streamlyne
- FITC Grants
- Business Intelligence Tools
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

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
Impact on department staff

• Department and SSC staff will be interacting with various modules within new systems depending upon their responsibilities

• Access to some systems will change

• Reports are being developed and will be available from either FITC or OAC
Help Resources

• Financial Systems Resource Center – MyCommunity Site
  (Available Late November)
    • Links to systems
    • Forms
    • Training Materials
    • https://kansas.sharepoint.com/teams/fsnc/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
Support from the SSC

• Your SSC Financial Support contact will still be your primary contact for financial system transactional requests.

• There may be a temporary decrease in customer service levels as everyone is trying to learn the new system. Be patient & plan ahead for items with firm deadlines.
Accrual vs. Cash Accounting – Difference?

**Accrual Accounting:** Recognize revenues when earned and expenses when incurred.
  - Better matches the expenses to the related revenues.

**Cash Accounting:** Recognize revenues when cash is received and expenses when cash is paid.

**Biggest Change:**
  - Accounts Receivable & Timing of Revenue
ACCOUNTING CHANGES

Switching from Cash to Accrual Accounting - Why?

• Financial Reporting
  - Improved reporting for Executive Leadership & Departments
    • External Financial Reporting
    • Financial Reporting for Revenue Type Activity
  - Process efficiency

• System Interfaces
  - Process efficiency
Chart Field Changes

• What’s Staying the Same?
  • General Structure & Hierarchy
    • Examples: Funds, Primary & Secondary ARSP, Appropriations & Cost Centers

• What’s Changing?
  • Account Values being restructured to match the State and best practices

<table>
<thead>
<tr>
<th>Current</th>
<th>Future</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assets</td>
<td>Begins with 1</td>
</tr>
<tr>
<td>Liabilities</td>
<td>Begins with 2</td>
</tr>
<tr>
<td>Net Position</td>
<td>Begins with 3</td>
</tr>
<tr>
<td>Revenue</td>
<td>Begins with 2</td>
</tr>
<tr>
<td>Expenses</td>
<td>Begins with 1</td>
</tr>
</tbody>
</table>

• Crosswalk Matrix of old to new accounts will be available on FSRC (MyCommunity)
#1 -- Make time available for staff to take training

#2 -- Remind staff to have patience and be kind to each other. Change is tough even when everyone is trying to do the right things and processes are changing. Additional time may also be needed for processing.

#3 -- Stay positive and communicate with FMS Leadership team If you have questions or concerns reach out so that we can provide guidance or provide insight on specific business process if something isn’t working as originally expected.
FINANCIALS IN THE CLOUD - DARBI

FOR DEANS, DIRECTORS, & DEPT. CHAIRS

Katrina Yoakum, Financials Project Director
University of Kansas
Financials in the Cloud (FITC) – DARBI

- **What it is?**
  - KU currently does not have a way to track campus-wide accounts receivable to report to the state.
  - DARBI (Departmental Accounts Receivable & Billing) is the first centralized receivable and billing module for KU.
  - Billing invoices and deposits will be processed in DARBI.
  - DARBI replaces the SOV module and the departmental deposits module.

- **Who will use it?**
  - All departments will participate if they bill for goods or services
  - 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 Comptroller’s Office – Interim Comptroller, Karen Banning
  - KUCR Fiscal Affairs – Executive Director of the Division of Fiscal Affairs and CFO of KUCR, Gina Cregg
FITC DARBI -- High Level Overview

• New process and centralized system for the university.

• There will be new forms and policies to help guide departments and SSCs in their billing and deposits.

• Invoices will be created and delivered by the SSCs.

• External Payments will be sent to central offices
  • One of two remit addresses will be provided on bill – Comptroller’s Office or KUCR Fiscal Affairs

• Internal Payments will be processed within FITC P2P module and applied within DARBI
  • Internal settlement – no check issued
FINANCIALS IN THE CLOUD – P2P

FOR DEANS, DIRECTORS, & DEPT. CHAIRS

Rick Beattie, Chief Procurement Officer
Director of Procurement Services
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**)*
General shopping workflow
Not Changing - Mobile functionality:

• Ability to approve by email will remain

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From: ecxh-test prc.sender@workflow.mail.us2.cloud.oracle.com
Sent: Tuesday, October 24, 2017 10:29 AM
To: test@ku.edu

Subject: Action Required: Approve Requisition L10000XXXX

Approval Amount: $80,000.00
Requester: Test Requester

Test Supplies

- Approve
- Reject

Edit Requisition | View Task Details
FITC P2P — What’s Changing

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

• Terminology changes
  • KUPPS will now be know as:
    • FITC-P2P or P2P
  • KUPPS Check Requisitions will now be known as:
    • Non-PO Invoices
  • Vendors will now be known as:
    • Suppliers

• Requisition workflow has been updated for the University and Research
Requisition Workflow Diagram
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
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
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.
FOR DEANS, DIRECTORS, & DEPT. CHAIRS

Rick Beattie, Chief Procurement Officer
Director of Procurement Services
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
• 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
High-level Process Overview

1. **Travel Request**
2. **Authorization**
3. **Enhanced P-Card**
4. **Capturing receipts**
5. **Travel & e-receipts**
6. **Filing expenses**
7. **Available expenses**
8. **Expense report**

FOR DEANS, DIRECTORS, & DEPT CHAIRS
Concur - What’s Changing

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

• The ability to use Mobile Apps
Mobile Apps

**Expenselt**
- Take pictures of your receipts

**Concur Mobile**
- Approvals from Mobile Devices
Key CONCUR Points to Remember

• For most travelers, the changes are not significant
  • SSCs will continue to process Travel and Expense and PCards

• Training will be available surrounding the roll out
  • Please encourage support staff to attend (as needed)

• 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
  • UKANS PCard: http://procurement.ku.edu/p-card-general-information
  • KURES Travel: http://research.ku.edu/travel_expense_reports
  • KURES PCard: https://research.ku.edu/Procurement_Business_Credit_Card_Grant_Purchases
FOR DEANS, DIRECTORS, & DEPT. CHAIRS

Alicia M. Reed, Assistant Vice Chancellor
KU Office of Research
STREAMLYNE INTRODUCTION

Streamlyne

• **What it is?** Hosted pre-award system that assists with pre-award budget development, proposal approval routing, proposal submission, and proposal document storage

• **Who will use it?**
  • Office of Research and Super Center staff to prepare, approve and submit sponsored project proposals; Research Center staff to assist with proposal preparation; Principal Investigators (PIs), to provide compliance information and to certify and approve proposals; Chairs, Deans & Directors to approve proposals

• **How is it accessed?**
  • By computer using single sign-on at research.ku.streamlyne.org

• **Which department supports it? Who is the lead?**
  • KU Office of Research, Pre-Award Services
  • Associate Director, Nancy Biles
Streamlyne Process overview:

1. **PI** notifies Pre-Award of planned proposal submission.
2. Pre-Award assigns a preparer and creates a proposal record in Streamlyne and sends notification out of Streamlyne to **PI** to complete PI Checklist.
3. **PI** completes PI Questionnaire in Streamlyne.
4. **Pre-Award** staff submit final proposal to sponsor in Streamlyne.
5. **Pre-Award** staff submit proposal to approval workflow.
6. Chairs, Directors, and Deans approve proposal in Streamlyne.

**Pre-Award** initiates certification and approval routing.

**PI** completes certification & approves the proposal for submission.

**Pre-Award staff** submit final proposal to sponsor in Streamlyne.

**Pre-Award staff** submit proposal to approval workflow.
What is Not Changing:

- Deans, Directors, & Chairs
  - expectation to review proposals (currently done in Hawk Drive)
- PIs
  - work with Pre-Award staff to complete proposal preparation including budget and proposal documents

What is Changing:

- Deans, Directors, & Chairs
  - receive notification in Streamlyne to review and approval proposal (before award set-up in Phase I, before proposal submission in Phase II)
  - able to access proposals submitted by individuals in your unit
- PIs
  - complete PI Checklist in Streamlyne
  - review, certify, and approve their proposal for submission in Streamlyne
  - receive submission notification in Streamlyne
  - able to access to all proposals prepared, and documents comprising those proposals, in Streamlyne
Streamlyne Notifications:

Will be sent to you when action is required

2 options for responding

1. Link to proposal document
2. Link to your Action List
Logging in to Streamlyne

- Either notification link option takes you here

- Single Sign On, using your KU Online ID and password
Navigating Streamlyne

- Following the proposal link will take you directly to the proposal document that requires your attention
- Use the tabs on the left to select where you want to go
Approving the Proposal:

- Click on link provided in notification
- Log in to Streamlyne
- Review Proposal Summary
- Read approval statement and click Approve
Financials in the Cloud (FITC) - Grants

• **What it is?**
  - Module within FITC that contains all post-award data, including award setup, award management, grant-related billing and accounts receivable, and all award closeout activity

• **Who will use it?**
  - Office of Research staff and other centralized staff
  - SSCs and others on campus who work with sponsored projects will have access to reporting from the system

• **How is it accessed?**
  - Central Office staff will access by logging into FITC via a computer using KU single sign-on.

• **Which department supports it? Who is the lead?**
  - KU Office of Research
  - Assistant Vice Chancellor Alicia Reed
FITC Grants: What’s Not Changing

• The processes and policies governing award management, regulation of the award activities, and deadlines around reporting and project close are not changing.

• Methods and processes to complete these activities are changing, the requirements around these activities remains the same.
FITC Grants: Key Changes

• **Project numbering**
  - Current Project: **NSF0012345**, with funds 908 and 950
  - FITC Converted Project Numbers: **NSF0012345** for 908, **12345950CS** for 950
  - New FITC: 1006789 (will start with 1, seven digits)

• **Project budget control**: identification of alternative cost center

• **Provisionals**: budget will be set up for full first year amount
BUSINESS INTELLIGENCE TOOLS

FOR DEANS, DIRECTORS, & DEPT. CHAIRS

Nick Stevens, Director
Business Intelligence Center
Business Intelligence Tools

• **What it is?**
  • Set of cloud-based tools that provide advanced reporting and forecasting tools incorporating data from a variety of university sources, including FITC, Streamlyne, Concur, and PBCS
    • Oracle Analytics Cloud Service (BI toolset with dashboards, analyses, etc.)
    • Oracle Essbase Cloud Service (right now = Grants Management Tool)

• **Who will use it?**
  • OAC: SSC staff, Budget Officers, Analytical/Reporting personnel, PIs, Chairs/Directors, Deans/VPs
  • ECS: SSC Research Staff (currently)

• **How is it accessed?**
  • [oac.ku.edu/analytics](http://oac.ku.edu/analytics) using your KU online id

• **Which department supports it? Who is the lead?**
  • KU Business Intelligence Center
  • Director Nick Stevens
Benefits

• Available on and off campus (no VPN required)
• Ability to have your specific filters and reports you frequently access saved
• With appropriate access, ability to develop your own dashboards/reports
• Data dictionary that documents data source, business rules, and definition
• Long-term: ability to link Financial data with other institutional data
• Enterprise level support for OAC
Accessing New Reports

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

**Oracle Analytics Cloud**

“Financial Report”
- Financial Summary
- Ability to drill into details
- Forecast/Projection models communicated to Budget Officer/SSC

*Follow link provided by Budget Officer/SSC or go directly to oac.ku.edu/analytics*
Sneak Peek

Financial Management Dashboard Link
Financial Systems Resource Center Site

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

- Accounting Changes
  - Revenues recorded when earned not when cash is collected

- Financial Systems Resource Center

- Call to Action Items
  - Staff Training
  - Patience
  - Communication
WHAT’S NEXT/CALL TO ACTION

• Check [fst.ku.edu](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)
FINANCIAL SYSTEMS TRANSFORMATION

FOR DEANS, DIRECTORS, & DEPT CHAIRS