FINANCIAL SYSTEMS TRANSFORMATION

FOR PRINCIPAL INVESTIGATORS
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
- Help Information (FSRC Site)
- FITC Departmental Accounts Receivable and Billing
- FITC Procurement to Pay – Requisitions (shopping)
- Concur - Travel & P-Card
- Streamlyne – Pre-Award
- FITC Grants – Post-Award
- 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”

**Reporting Systems**
- **Concur**
  - P-Card reconciliation
  - Travel authorizations
  - Travel expense reimbursements

**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)
- Concur

Reporting Systems

- Business Intelligence Tools

What it replaces

- NIBS, UBUD & BCP
- Cayuse 424
- PeopleSoft FSKU & KUPPs
- PeopleSoft FSKU
- BudCast & DEMIS Financials
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
Help Resources

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

FOR PRINCIPAL INVESTIGATORS

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 PRINCIPAL INVESTIGATORS

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
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
General shopping workflow

1. **Create Requisition**
2. **Shop Create Order**
3. **Approval - PO Created**
4. **Close PO**
5. **Invoice and Payment**
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
FITC P2P – What’s changing

• System approval limits are changing
  • Routine orders under $1,000 will be automatically processed once created
    • 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

• Speed chart function will no longer be available
FITC P2P – What’s Not Changing

• Major contracts & catalogs will remain the same:
  
  • *(including STAPLES)*
Not Changing - Mobile functionality:

- Ability to approve by email will remain
Key P2P Points to Remember

• 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, Fisher Scientific, Bio-Rad, Grainger, Dell, SHI, etc.
CONCUR

FOR PRINCIPAL INVESTIGATORS

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
High-level Process Overview

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

CONCUR TRAVEL & P-CARD

FOR PRINCIPAL INVESTIGATORS
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
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
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
  • 60-day receipt policy
  • Submitting receipts & details
  • Adding attendees to a business meal
  • Providing descriptions for purchases
Reminders

Before Travel

• Submit a travel request before you travel:
  • Via the Form or Email

During and after travel

• Methods to submit receipts and another travel details:
  • Email, Form, In-person, via the mobile app (ExpenseIT)
Travel Information

- More information about travel policies and travel details can be found in the Travel Handbook at:
  - UKANS: https://procurement.ku.edu/travel-information
  - KURES: http://research.ku.edu/travel_expense_reports
STREAMLYNE

FOR PRINCIPAL INVESTIGATORS

Alicia M. Reed, Assistant Vice Chancellor
KU Office of Research
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
Current Process Overview:

1. **PI notifies Pre-Award of planned proposal submission**
2. **Pre-Award assigns a preparer, creates a proposal record in PeopleSoft and sends notification to PI to complete PI Checklist**
3. **PI completes PI Checklist**
4. **Pre-Award staff submit final proposal to sponsor in Cayuse**
5. **Pre-Award staff route proposal to PI, Co-PIs, Chairs, Directors and Deans for review and approval via Hawk Drive.**
6. **Pre-Award Confirms via email or verbally that the proposal is ready for submission**
7. **PI works with Pre-Award staff to develop proposal budget, complete forms, review and upload required documents**
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**
7. **Pre-Award initiates certification and approves the proposal for submission**
8. **PI completes certification & approves the proposal for submission**
9. **PI works with Pre-Award staff to develop proposal budget, complete forms, review and upload required documents**
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
- Navigate to Questions for PI Checklist
- Navigate to Proposal Summary to see an overview of the proposal
Navigating Streamlyne

- Following the Action List link will take you to a list of all required actions
- Select the proposal referenced in the notification
- Click on Show to see a proposal overview
- Click on Open Proposal to see the full proposal development document (PD)
Completing the PI Questionnaire:

- PI contacts Pre-Award staff for proposal assistance
- Pre-Award staff assign a preparer
- Preparer creates a PD in Streamlyne and sends a PI Checklist notification
- After logging in, PI navigates to the Questions tab to answer the same type of compliance questions that currently appear on the PI Checklist
Saving the Checklist:

- Once you have completed the questionnaire, the menu bar will change from ‘Incomplete’ to ‘Complete’
- Click on the ‘Close’ button, then select ‘Yes’ to save the checklist
Certifying the Proposal:

• 3 working days (or more) before submission deadline
• Budget must be finalized
• Drafts of required documents must be uploaded
• PI can continue to work on finalizing non-budgetary proposal documents
• Pre-Award preparer will send a notification (as seen previously) to the PI to indicate that certification questions need to be completed
Certifying the Proposal:

- Click on link provided in notification
- Log in to Streamlyne
- Read approval statement and click Approve
Certifying the Proposal:

- Validation errors under Proposal Summary indicate that the PI needs to certify the proposal
- Review proposal
- Click ‘Show’
- Click ‘Fix’
- Answer Certification Questions that appear
- Save and Close
Submitting the Proposal

• Once all documents have been finalized, Pre-Award preparer will submit to sponsor using Streamlyne or other submission system

• PI will receive a notification that the proposal has been submitted.
Routing & Approval Overview:

• Shortly after submission, Chairs, Deans & Directors will receive notifications that include a link to review and approve submitted proposals in Streamlyne.

• Approvers will use notification links to log in to view the proposal details.

• Approval will be required before awards can be established.
Additional Functionality:

• Pre-submission approval by Deans, Directors, and Department Chairs (Phase II)
• Reporting on proposal activity
FINANCIALS IN THE CLOUD – GRANTS

FOR PRINCIPAL INVESTIGATORS

Alicia M. Reed, Assistant Vice Chancellor
KU Office of Research
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 log 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
Changes to Note

- **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)

- **Provisionals**: budget will be set up for full first year amount

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

- **No commitment control (KK) dates**

- **Reporting**

- **Effort Certification (Winter 2018 timeline)**
BUSINESS INTELLIGENCE TOOLS

FOR PRINCIPAL INVESTIGATORS

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 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
• 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

PI Develop plan

SSC

Enter Plan

Grants Management Tool (Scenario/Budget Planning)

Financials in the Cloud (FITC)

Oracle Analytics Cloud

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

Follow link provided by SSC
-or-
Go directly to oac.ku.edu/analytics
Sneak Peek

Financial Management Dashboard Link
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**.

4. Search for and select **Financial Systems Resource Center**.

*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
WHAT’S NEXT/CALL TO ACTION

• 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)