Business Forum

Tuesday, August 4, 2015
10:00 AM – 12:00 PM
Walter 145
Business Forum Agenda

• Welcome to the Business Forum: Julie Allison
• Procure to Pay: Laura Nowicki
• Financial & Administrative Systems: Beth Meiser
• Human Resources and Employment: Colleen Bendl
• Budget Planning & Analysis: Chad Mitchell
• Chart of Accounts Redesign: Julie Allison
• Reminders and Q&A: Julie Allison
Welcome
Julie Allison, AVP for Finance
Procure to Pay Services

Laura Nowicki – Director of Procurement Services
BCB – BobcatBUY Requestors & Approvers

• Reminder that as of September 2014, new accounts that are requested of GAFR, Foundation, and Grants will be established with BobcatBUY requestors and approvers at the time of the account setup

• Approvers are specified on the new account setup forms. If requestors or approvers are not indicated at the time of new account setup, a “BobcatBUY Default Approver,” as established by the college or planning unit’s financial leadership, will be automatically assigned to the new account.
BCB – BobcatBUY Requestors and Approvers on Pre-Award Projects

• For new Grant account setup, BobcatBUY requestors and approvers will be solicited on the “Transmittal Form” in LEO at the time of the submission of the proposal.

• Modifications to requestors and/or approvers for all accounts (Operating, Foundation, Grants) that are already established can be made using the BobcatBUY Access Request Form. These modifications should be emailed to Finance Customer Care at financecustomercare@ohio.edu.
BCB – BobcatBUY Requestors and Approvers Forms

- Please visit the Finance Forms page to access to the following Finance forms:
  - **New Account/Account Maintenance Form**: new Operating Accounts/General Accounting
  - **BobcatBUY Access Request Form**: to modify existing account approvers
BCB – Bobcat BUY Requestors and Approvers – Foundation Accounts

• New Foundation Accounts are established based on a gift agreement.

• Approvers established at account setup
RFP Customer Guide

• A NEW RFP Customer Guide is designed to assist our customers (Ohio University community) with the Request for Proposal (RFP) process from start to finish.

• This process includes development, release, proposal review and award of the final contract. Click on the link above for more information.
Supplier Insurance Status

• Need to know if the supplier you want to use for services has insurance on file?

• Check out the “Supplier Insurance Status” which is updated weekly.
Bobcat BUY 15.2

- BobcatBUY was upgraded during the weekend of 7/17/15 – 7/19/15.

- This upgrade included no major additions or changes to the user experience.
NEW YEAR – NEW FOCUS...NA Codes, Category Codes and Units of measure

• Selecting the correct NA Code is essential to RCM and proper accounting in the general ledger.

• Selecting the correct category code ensures that your request is routed correctly and addressed in an expedient fashion.

• Paying careful attention to the “Unit of Measure” (UOM) to make sure that the UOM you select in BCB reflects that which your supplier has noted on the quote or invoice avoids delays in payment as well.
  • If you have a multi-line quote, rather than selecting 1 EACH for the total quoted price on your requisition, select 1 LOT. This will allow for multiple invoices to be paid and also avoid unnecessary delays.
AlTour CTA Card

- Blanket and Service POs for FY 2015 were closed on Thursday, 7/16/15, for yearend close.
- Be sure to submit your requisitions for FY 2016 blanket POs if you have not done so already.
- If you have invoices for FY 2015 blanket POs that come in moving forward, include the amount needed to cover these in your new request.
- Keep an eye on your PO balances and submit a change order if they need additional monies to avoid delays in payment.
Honorarium Agreement Versus IC EZ Agreement

• Honorariums are a one-time ex gratia payment made to a person for their services in a volunteer capacity or for services for which fees are not traditionally required.

• Honorariums are one-time only agreements and cannot be used for recurring payments. As such, the payee will be flagged as a “One Time Payee” and will deactivate once the payment is made.

• If you’ve used the supplier previously, or plan to use again, please use the IC EZ contract.

• Honorariums not following these guidelines will be returned to the requestor so that the IC EZ Agreement can be completed.

• Please visit FAQ-HONORARIUM for additional information.
Employee Non Travel Reimbursement Guidelines

As previously communicated, all Employee Reimbursement reports and PCard Reconciliation reports are to be submitted through Concur.

Below are a few reminders of the guidelines and processes for submitting these reports:

• **Employee Non Travel Reimbursements (RE Report)**
  The report name in Concur should be entered as RE (Reimbursement), followed by first four letters of the employee’s last name and the date of the expense. Example `RESMIT080115`.

• If combining multiple non travel receipts on one report (recommended), please use the date of the oldest expense.
Concur Travel Reports

• Employee Travel Related Expenses and Reimbursements

Below are a few reminders of the guidelines and processes for submitting these reports:

• The report name in Concur should be entered as TR (Travel), followed by first four letters of the employee’s last name and the date of the expense. Example TRSMIT080115.

• If additional expenses are incurred for the same travel event that necessitate additional reports at a later date, the naming convention will continue to include the addition of the letter “A”, “B”, “C”, etc. to the original report name. Example TRSMIT080115A, TRSMIT080115B
Concur PCard Reports

• Employee PCard Expenses for non-travel expenses

• The report name in Concur should be entered as PC (PCard), followed by first four letters of the employee’s last name and the date of the expense. Example \textit{PCSMIT080115}

• If combining multiple PCard receipts on one report (recommended), please use the date of the oldest expense.
Additional Concur Report Guidelines

• For all requests for payment or reimbursement, it is important to note the “who,” “what,” “when,” “where,” and “why” on the request in addition to uploading copies of itemized and detailed receipts

• Please include thorough details regarding the business purpose of purchases

• PCard transactions should not be submitted in RE Reports

• PCard transactions should be submitted via the PC Report process defined above

• Payments for Professional Services cannot be submitted in Concur
  • The process for this is via a W9 and Contract processes found at https://www.ohio.edu/finance/procuretopay/contract-services.cfm

• Gift Certificate purchases can be submitted in Concur via RE Reports. Employee recognition must be reported to Payroll.
  • For all gift card purchases, always include the name of the gift certificate recipient(s)

• Payments to individuals cannot be submitted in Concur

• Follow Research Advance Process for research participants

• Shipment of purchases must be to a university address, not an individual’s home address

• All purchasing policies still apply: Purchasing Policies

• For more information see Employee Reimbursement Travel and Non Travel
Questions?

Please direct any questions to Finance Customer Care at financecustomercare@ohio.edu or 740-597-OHIO (6446).
Financial & Administrative Systems Team

Beth Meiser, Director: Financial & Administrative Systems Team
MPI: My Personal Information

- Accessed through either MPI link (https://myhr.ohio.edu) or through eBiz link

- Access for employees to change demographic and tax data, view pay slips, and maintain direct deposit info (Manage Payments).
Manage Payments

• Employees can deposit their paycheck to various banking accounts
  • Can deposit to multiple checking or saving accounts in various banks
  • Deposit amounts can be specified as either a flat amount (e.g. $300) or a percentage of net pay (e.g. 30%)
  • An employee can have multiple accounts listed, but do need to identify one as “Remaining Pay”
AP Reimbursement Flag

• Will be easier for employees to identify account to be used for AP Expense Reimbursement
  • Previously the system determined account to use based on account priority

• New column has been added to flag the account to use for direct deposit of AP Expense Reimbursements
Human Resources & Employment

Colleen Bendl, Chief Human Resource Officer
Payroll Services
Schedules/Standard Working Conditions

• Standard Working Conditions in Oracle now house *weekly hours worked*

• For those **AFSCME and FOP** employees working a regular schedule of over 8 hours in a day, it is essential that their schedules in *WorkForce* be kept up to date to accurately calculate overtime and holiday pay
Reminder: Faculty Pay Calendar Change

- 9/12, 10/12, 11/12 faculty will receive their final 2 deferred pays for Academic year 2015 on Friday, August 14, 2015
- Faculty working this fall semester will receive first pay on Monday, August 31, 2015
- Faculty Fall semester pay will be through December 31, 2015
- Faculty Spring semester pay will be January 15, 2016 through May 15, 2016
Employee Service Center
ESC Updates – Student Hiring Reminders

• **Returning active student employees** do NOT need to complete all new paperwork when being hired at a new location; list of active employees will be available.

• Updated [Student Hire Paperwork](#) website to assist departments in the process of hiring new student employees
  o Use website to ensure you pull latest versions of forms
  o Complete all fields on Student Employee Info Sheet

• **OPERS Exemption Form**
  o Must be signed at time of hire; do not complete in advance
  o **ALL returning students** must complete a new form if they want to be exempt from contributing to OPERS – form must be error-free
Student Hiring Reminders Continued

• Direct Deposit – ask students to setup using *My Personal Information*

• Form I-9 is time sensitive and must be error-free
  *Training* available here:  *Form 1-9 Training*

• Complete all fields on Student Employee Info Sheet
• Paperwork should be sent to UHR Employee Service Center

**Deadlines of Note:**

<table>
<thead>
<tr>
<th>Students’ Starting Dates</th>
<th>Paperwork Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date: 7/26/15 – 8/8/15</td>
<td>Friday, 8/7/2015</td>
</tr>
<tr>
<td>Start Date: 8/9/15 – 8/22/15</td>
<td>Friday, 8/21/2015</td>
</tr>
<tr>
<td>Start Date: 8/23/15 – 9/5/15</td>
<td>Friday, 9/4/2015</td>
</tr>
<tr>
<td>Start Date: 9/6/15 – 9/19/15</td>
<td>Friday, 9/18/2015</td>
</tr>
<tr>
<td>Start Date: 9/20/15 – 10/3/15</td>
<td>Friday, 10/2/2015</td>
</tr>
</tbody>
</table>

• Paperwork must be received no later than the 2\textsuperscript{nd} Friday that falls within the employee’s first pay period to ensure timely pay

• If hiring large volumes, please do not hold paperwork - send daily
Administrative Group III Transition Update

• Processed 266 transition requests for Group III administrators continuing beyond 7/1/15
  o Administrative Hourly – 235
  o Administrative Salary – 9
  o Classified – 22

• Much thanks to all who participated in making this transition!

• Moving forward, any vacancies, regardless of benefits eligibility, will need open and competitive search processes documented in PeopleAdmin
Benefits
New Arrears Process for Benefits Premiums

- Human Resources recently updated the benefits module of the Oracle HRIS system. Included in the update is a change to how missed premiums for benefits will be handled.

- If an employee does not pay premiums for an insurance plan due to being on a seasonal lay off, missing a pay check, or not having enough earnings to pay all premiums, the HRIS system will automatically place the missed premiums in arrears.
New Arrears Process for Benefits Premiums

• Arrearages will begin to be withheld from the next pay check in amounts up to 20% of the balance in arrears. This is in addition to the regular premiums normally withheld. Arrearages will be collected until the balance owed is fully withheld and the employee is current on their premiums.

• For example, if you were on an unpaid seasonal lay off for one pay and missed paying $100 in benefits premiums, when you return and begin receiving pay checks the system will automatically deduct $20 per pay (20% of the amount due) from your first pay and will continue to deduct 20% from your following pays until the full amount is collected. This amount is addition to your normal benefit deduction

• Once the full amount is collected the arrears payments will automatically cease. The arrearage deduction is withheld in additional to regular benefit deductions.
New Arrears Process for Benefits Premiums

• This new process provides a convenient and consistent method for employees to repay missed premiums, and is a much more efficient process for the Benefits Office. Previously, employees had to reach individual arrangements with the Benefits Office regarding payment of missed premiums.

• An email was distributed to faculty and staff on July 10 explaining the new process.
Retirement Plan Contributions & Mitigating Rate

• In the spring, STRS and OPERS had announced changes to employee contributions and the mitigating rate.

• In July the State Legislature stepped in and froze any changes to the mitigating rate for two years or until an agreement can be reached on how the mitigating rate should be handled.

• The mitigating rate reflects that portion of university contributions that are directed to STRS/OPERS to fund the liability associated with the defined benefit plan that is attributable to the creation and existence of the Alternative Retirement Plan.

• Other scheduled changes to STRS employee retirement contributions will remain in place
Retirement Plan Contributions & Mitigating Rate

- Employee contributions to STRS will increase 1% in July 2016 and again by 1% in July 2016, as reflected below.

<table>
<thead>
<tr>
<th></th>
<th>STRS Defined Benefit &amp; Combined Plans</th>
<th>ARP and STRS DC Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Current</td>
<td>Jul-15</td>
</tr>
<tr>
<td>Faculty (Employee) Contribution</td>
<td>12.0%</td>
<td>13.0%</td>
</tr>
<tr>
<td>Ohio University Contribution</td>
<td>14.0%</td>
<td>14.0%</td>
</tr>
<tr>
<td>Total Contribution to Your Retirement Plan</td>
<td>26.0%</td>
<td>27.0%</td>
</tr>
<tr>
<td>Ohio University Contribution to STRS as the Mitigating Rate</td>
<td>not applicable</td>
<td>4.5%</td>
</tr>
</tbody>
</table>
## Retirement Plan Contributions & Mitigating Rate

- OPERS Contributions will remain as is; no future changes are scheduled at this time.

<table>
<thead>
<tr>
<th></th>
<th>OPERS Member Directed Plan Alternative Retirement Plan (ARP)</th>
<th>OPERS Defined Benefit Plan and Combined Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employee Contribution</strong></td>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td><strong>University Contribution</strong></td>
<td>13.23%</td>
<td>14%</td>
</tr>
<tr>
<td><strong>Total Contribution to Your Retirement Plan</strong></td>
<td>23.23%</td>
<td>24%</td>
</tr>
<tr>
<td><strong>University Contribution to Mitigating Rate</strong>*</td>
<td>0.77%</td>
<td>not applicable</td>
</tr>
</tbody>
</table>
Retirement Plan Contributions & Mitigating Rate

• An email was distributed to faculty and staff in early July explaining the situation, and provided more details regarding the impact and timing of the 1% increase in faculty retirement contributions.

• Further details are available in the NEWS section of the HR webpage
Organizational Development
### Training & Development

**Goal:** Targeted, relevant, effective development aligned with individual and university needs

**Desired Outcomes:**
- Accelerated Leadership Readiness
- Enhanced Management Skills
- Improved Technical Skills
- Accessible Career Development Resources and Tools

**Enablers:**
- Competency Model
- Structured Training Programs
  - Needs Analysis
  - Modular design
  - Blended approach
  - Evaluation criteria
  - Registration and tracking
- Leadership Development Programs

### Performance

**Goal:** Consistent approach that saves time, adds value, drives open discussion and alignment

**Desired Outcomes:**
- Positive Perception of Performance Management
- Framework to Address Issues Proactively and Effectively
- Management Responsibilities Clearly Defined & Understood

**Enablers:**
- Systemic Means of Setting and Communicating Goals
- Simplified Tools, Forms and Processes
- Perf Mgt. & Conflict Resolution
- Individual Development Planning Process

### Organizational Effectiveness

**Goal:** Higher levels of faculty and staff engagement; well-managed transitions; highly functioning teams

**Desired Outcomes:**
- Effective, Adaptable Teams
- Positive, Culturally Aligned Climate
- Smooth transitions
  - New Leaders
  - Organizational Changes
  - New Tools and Processes

**Enablers:**
- Change Management Tool-Kit
- Organizational Design Framework
- Succession Planning & High-Potential Programs
- Team Development Training
- Structured Workplace Interventions
# Competencies Linked to Career Tracks

<table>
<thead>
<tr>
<th>Management</th>
<th>Individual Contributor</th>
<th>Technical / Admin</th>
</tr>
</thead>
<tbody>
<tr>
<td>M1</td>
<td>M2</td>
<td>M3</td>
</tr>
</tbody>
</table>

## Sample Competencies for Management, Level M5

<table>
<thead>
<tr>
<th>Competency Area</th>
<th>Behaviors</th>
<th>Knowledge/Skills</th>
<th>Characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Leading</strong></td>
<td>• Creates compelling vision aligned with university goals</td>
<td>• Vision / mission creation</td>
<td>• Optimism</td>
</tr>
<tr>
<td></td>
<td>• (Other Behaviors)</td>
<td>• Inspirational speaking</td>
<td>• Trustworthiness</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• (Other Knowledge/Skills)</td>
<td>• (Other Characteristics)</td>
</tr>
<tr>
<td><strong>Planning</strong></td>
<td>• Develops strategic plans to improve competitiveness</td>
<td>• SWOT Analysis</td>
<td>• “Big picture” thinking</td>
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<tr>
<td><strong>Talent Development</strong></td>
<td>• Uses “on-the job” opportunities to coach staff</td>
<td>• Behavioral change theory</td>
<td>• Interest in helping others</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Asking the right questions</td>
<td>• Observant</td>
</tr>
<tr>
<td><strong>Managing Work</strong></td>
<td>• Directs critical programs through other managers</td>
<td>• Project Management skills</td>
<td>• Desires authority</td>
</tr>
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## Integrated Framework

### Sample Competencies for Management Level M5

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<th>Knowledge/Skills</th>
<th>Characteristics</th>
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<tr>
<td><strong>Managing Work</strong></td>
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<tr>
<td>• Directs critical programs through other managers</td>
<td>• Project Management skills • Functional expertise</td>
<td>• Desires authority</td>
</tr>
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**Flowchart:**
- **Performance, Development and Selection**
- **Training**
- **Selection and Assessment**
Compensation
Reappointment

• Classified Non Bargaining, FOP and AFSCME across the board raises were processed effective for the pay period beginning June 28

• One time amounts for Classified employees above the pay grade maximum will be included with the August 7 pay date.

• The reappointment tool for administrative and faculty raises were sent to Planning Unit heads on July 31. Instructions for using the tool were also provided.

• Planning Units need to complete the reappointment tool and return it to Compensation by noon on August 12.

• Administrative and faculty raises including the faculty comp plan with be included with the September 15 pay date. Raises will be retroactive to July 1.

• One time amounts for administrator above the pay grade max will be included with the September 15 pay date.
Raise Pool

• FY2016 raise pool is 2%

• Employees hired after April 1 are not eligible for a FY2016 increase.

• Comp2014 equity adjustments are not being processed at this time.

• Group 3 employees transitioned into the newly created appointment structure are in a transition year and will not be eligible for raises until next fiscal year.

• Colleges may set aside up to 0.5% for a Dean's discretionary pool to address exceptional merit and equity issues. Specific unit guidelines for distribution of merit increases should be communicated within each planning unit.
• Merit increases are to be based on the quality of an individual's performance as evidenced by her/his performance evaluation. The Provost (or Planning Unit Head for non-academic units) must approve merit increases outside the approved minimum of 0.5% and a maximum of 5%. Those requests must be submitted to the Provost (or Planning Unit Head) before the submission deadline. Employees who receive an increase outside the approved range are to be provided a written explanation of the reasons.
Raise Pool – cont.

• For faculty, there will be the following additional salary investment pools:

  • $848,164 for Athens tenure-track faculty with each college assigned a proportion of the following pools
    • Professors - $238,564
    • Associate Professors - $407,388
    • Assistant Professors - $202,212

  • 1.36% for Regional Campus tenure-track faculty

  • 1.36% for Athens and Regional non-tenure-track faculty
FLSA – proposed new minimum salary for exempt employees

• The DOL announce the proposed new minimum salary an employee needs to receive to be exempt from the overtime provision of the FLSA

• Current minimum salary is $455/week; $23,660/year

• Proposed minimum salary is $970/week; $50,440/year

• DOL is accepting comments on the proposal through September 4

• The new proposed rate is expected to be effective sometime in 2016

• UHR Compensation will work with Planning Units to develop a strategy around this increase to the exempt minimum salary requirements
Budget Planning & Analysis

Chad Mitchell, Director of Budget Planning & Analysis
## Budget Transfers Guidance

<table>
<thead>
<tr>
<th>Impacts</th>
<th>Year-to-Date Budget</th>
<th>Journal Entries</th>
<th>Original Budget Corrections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use When</td>
<td>Making mid-year adjustments to budget</td>
<td>Making a funding allocation/transfer to another planning unit</td>
<td>Infrequently used; Budget Planning &amp; Analysis must review and submit.</td>
</tr>
<tr>
<td><strong>Guidelines</strong></td>
<td>• There must be sufficient budget in the cost center(s) to be reduced.</td>
<td>Use a non-mandatory transfer natural account:</td>
<td>• The transaction must not change the Income Statement view approved by the Board of Trustees.</td>
</tr>
<tr>
<td></td>
<td>• Budget transfers will be permitted within the same planning unit (as defined at ORG Level 2 in the Chart of Accounts Hierarchy).</td>
<td>• NA988500 Inter (Across) Unit Allocations to transfer funds to another planning unit</td>
<td>• The transaction must follow General Accounting rules around natural account and cost center usage.</td>
</tr>
<tr>
<td></td>
<td>• Budget transfers will not be permitted across different planning units; exception for reorganizations. (See Journal Entry section below for transfers across different planning units).</td>
<td>• NA988600 Intra (Within) Unit Allocations to transfer funds within your planning unit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Budget transfers cannot cross Fund Type and Fund Relationships (See Diagram).</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• A budget transfer can be used to load additional revenue and expenses if more revenue is earned during the year than anticipated.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Exceptions to General Accounting’s Natural Account rules may be allowed, for example a Credit to NA988600 and a Debit to Supplies and Services Natural Accounts.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Submission Process</strong></td>
<td>• Submit budget transfers for review through the planning unit’s FMG or CFAO.</td>
<td>Email completed journal entries directly to <a href="mailto:finance@ohio.edu">finance@ohio.edu</a>.</td>
<td>Contact your Budget Office Contact.</td>
</tr>
<tr>
<td></td>
<td>• Email completed budget transfers to <a href="mailto:budgetplanning@ohio.edu">budgetplanning@ohio.edu</a>.</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>• Budget Planning &amp; Analysis will process budget transfers within approximately one week of receiving them.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Example(s)</strong></td>
<td>• Reorganizations</td>
<td>• Funding a student organization</td>
<td>• Correcting major budget errors</td>
</tr>
<tr>
<td></td>
<td>• Correcting minor budget errors</td>
<td>• One college providing support for an event to another college</td>
<td></td>
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<tr>
<td></td>
<td>• Special project funding</td>
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*Ohio University*
Fund Balance Allocation Process

• New process and template developed for FY15 Close

• Thank you to Diane Lucas, Linda Shapiro, Keith Leffler, and Becky Maccombs for helping design, test, and provide feedback
Why a new process?

• FY 2014 process prompted request for greater transparency, linkage between year-end results and fund balances

• Greater autonomy for planning units to define where to load fund balances

• Eliminating time-consuming steps
Categories of Allocations

• University-defined Allocations
• Unit-defined Allocations
• Default Cost Center
University-defined Allocations

• Default: Full Allocation of Fund Balance to Cost Center
• Override Opportunity (Unit Input)

• Criteria (from SOP)

<table>
<thead>
<tr>
<th>Final Groupings</th>
<th>COST CENTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Allocations</td>
<td>010-0000-20010-CF0000000</td>
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<tr>
<td>University Defined Allocations</td>
<td>010-0000-20041-R12004182</td>
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<td>University Defined Allocations</td>
<td>010-0000-20041-R12004298</td>
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</table>

<table>
<thead>
<tr>
<th>SUBTYPE</th>
<th>PROJECT</th>
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<tbody>
<tr>
<td>Internal Awards</td>
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<tr>
<td>Research Challenge</td>
<td>RCxxxxxxx</td>
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<td>Research Incentive</td>
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<tr>
<td>Start Up</td>
<td>SUxxxxxxx</td>
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<td>Grad Senate Travel/Research Awards</td>
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<td>Historical Accounts within Units</td>
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<td>UN1203544</td>
<td></td>
</tr>
<tr>
<td>Honors Tutorial Instructional Fund Accounts</td>
<td>UN0301901</td>
</tr>
<tr>
<td>Active Accounts within HTC</td>
<td>UN0301901</td>
</tr>
<tr>
<td>Match Accounts</td>
<td>UN0301901</td>
</tr>
<tr>
<td>Student Orgs</td>
<td>UN0301901</td>
</tr>
<tr>
<td>Capital Improvement Accounts</td>
<td>UN0301901</td>
</tr>
</tbody>
</table>
Unit-defined Allocations

- Default: No Allocation of Fund Balance to Cost Center
- Override Opportunity (Unit Input)
Default Allocation

- Remaining Fund Balance to Default Cost Center (calculated amount)

<table>
<thead>
<tr>
<th>Final Groupings</th>
<th>COST CENTER</th>
<th>Sum of ACTUALLY</th>
<th>Ending Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Allocations</td>
<td>010-0000-20010-CF00000000</td>
<td>$(1,244,601.29)</td>
<td>$(1,257,816.93)</td>
</tr>
</tbody>
</table>

- Final Reconciliation

<table>
<thead>
<tr>
<th></th>
<th>University-Defined</th>
<th>$(88,241.75)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Unit-Defined</td>
<td>$(2,946,888.11)</td>
</tr>
<tr>
<td></td>
<td>Default Cost Center</td>
<td>$(1,257,816.93)</td>
</tr>
<tr>
<td>Total</td>
<td>$(4,292,946.79)</td>
<td></td>
</tr>
</tbody>
</table>

Fund Balance Check $ -
Inputting Notes

• Notes for JE: Input anything you would like included in the Line Description of the Journal Entry

• Personal Notes: Any information to document reason for override inputs (especially important for University-defined allocation overrides)

<table>
<thead>
<tr>
<th>Final Groupings</th>
<th>COST CENTER</th>
<th>Sum of ACTUAL NET</th>
<th>Final Ending Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Default Allocations</td>
<td>010-0000-20010-CFO000000</td>
<td>$1,244,601.29</td>
<td>$1,258,955.07</td>
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<tr>
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<td>010-0000-20041-R12004182</td>
<td>$1,015.39</td>
<td>$1,015.35</td>
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<tr>
<td>University Defined Allocations</td>
<td>010-0000-20041-R12004298</td>
<td>$1,138.14</td>
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</tr>
</tbody>
</table>

Returning Funding to VFP per spending agreement
Timeline

• SOP and preliminary templates send out on 7/22
• Final templates saved today
• In-person training available
• Templates due Aug 21
Chart of Accounts (COA) Redesign Project

Julie Allison, AVP for Finance
Why Change the Chart of Accounts?

• Implement a more meaningful Chart of Accounts to address the reporting and programmatic needs of the University as it relates to
  • Responsibility Centered Budgeting (RCM)
  • Management and financial reporting

• Provide flexibility to categorize data through the use of a user defined account segment

• Expose relevant information in the COA and not in a hidden defined flex field (which is hidden from campus view)

• Repurpose duplicative segments

• Enhance fund source identification
Why Change the Chart of Accounts?

• Create account hierarchies that allow units the ability to “drill down” to lowest level
• Review and improve categorization of natural accounts
• Support summary and detailed budget reporting
• Aggregate data across and/or within Responsibility Centers, departments and/or the university
• Increase the flexibility of reporting for end users
• Meet the reporting requirements of the university
• Positions the University to develop and implement
  • Grants Accounting
  • Budgeting System
Navigator, a Columbus, Ohio based consulting firm, was chosen as our implementation partner because of the experience they have in public sector higher education, as well as, specific experience redesigning chart of accounts in the Oracle E-Business environment. In addition, the project management approach was a good fit for the Ohio University culture.
Executive sponsorship and ultimate decision makers for the project. Review and approval of planned decisions and structure. When issues cannot be resolved at the Core team/PMO, they will be raised to the Steering Committee for resolution.

Project Management Office; Controls and guides the project on a day to day basis.

Functional owners accountable for decision making within their process area. Leads will participate in project updates bi-weekly.

Representatives from Academic units to participate in project activities driving the future direction of the CoA.

ROLES & RESPONSIBILITIES
Design Phase – Your Involvement

### Design Phase

**Task 1: Project Initiation/ Management (On-going)**
- Develop Project Schedule
- Develop list of interviewees
- Develop interview schedule
- Develop survey
- Weekly Project Status

**Task 2: Complete initial assessment of current CoA**
- Review, analyze and understand financial reporting process
- Conduct interviews to assess requirements
- Summarize interview results

**Task 3: Develop a draft COA design document (Future State)**
- Develop Future State CoA model
- Develop associated business rules
- Present findings to stakeholders
- Draft document of future state model
- Evaluation of existing CEMLI objects

**Task 4: Demo proposed CoA structure**
- Prepare demo of future state model
- Assist with Business Rqts for software product to make the change
- Mapping of Legacy to new CoA

**Task 5: Prepare a final COA design document**
- Develop Final CoA Design Document (incl Conversion Strategy)
- Agree go forward implementation plan

### Current State Discussions & Needs Survey

### Design Workshops

### Demo proposed CoA

### Mapping of new CoA
Implementation Phase – Your Involvement

Ohio University
Chart of Accounts Redesign Project
Revised Timetable and Pricing Document - Implementation Phase

IMPLEMENTATION PHASE
Task 1: Conference Room Pilot 1
Project Management
Draft Implementation Plan & Agree plan with Stakeholders
Create Test Instance
Setup new CoA Structure in Test Instance
Begin retro fit of existing CEMLI’s

Task 2: Execute & Deploy
Retro fit of existing CEMLI’s
Load CoA change tool and begin data review
Initial test run(s) of CoA Change

Document test plan for CoA Change
Develop test scenarios for financial statements & CEMLI’s
Test run 2 of CoA Change (CRP3/System Integration Testing)
User Acceptance testing
Develop training materials/communication plan for change
Mock cutover
Cutover Process & Reconciliation

Task 3: Close
Production Support
Lessons Learned

User Acceptance Testing
Training on new CoA
Our Road to Success ...

depends on your involvement and input in the following near term activities

• Current State Assessment meetings and survey
  • Activities you are currently tracking in your COA and how you track them
  • Additional activities you would like to track
  • Problems you encounter when trying to track activity
  • Reports you currently use or create
  • New reports that would be beneficial
  • Existing shadow systems you use – purpose, process and source of data
The Impact of the CoA Redesign

- Changes all systems that use Oracle account strings
  - BCB and Concur
  - Payroll and EMS
  - Reporting (FMS and OBI)
- Training throughout the University
- Local excel files
- Integrations throughout campus systems

*Every Oracle Account String Will Be*

*Different After Implementation*
Questions?

Please direct any questions to coa@ohio.edu
Q&A

Next Business Forum

Tuesday, November 3, 2015
10:00 AM - 12:00 PM