

FINANCIAL SYSTEM ENHANCEMENTS: AWARENESS SESSION

VPFA Communication & Training



OHIO
UNIVERSITY

AGENDA

1. Financial System Enhancements
2. Project Benefits
3. Chart of Accounts (COA) Structure
4. Oracle Grants Accounting Module
5. System Impacts
6. Training Overview
7. Communication Strategy
8. Intro of Change Network
9. Project Timeline



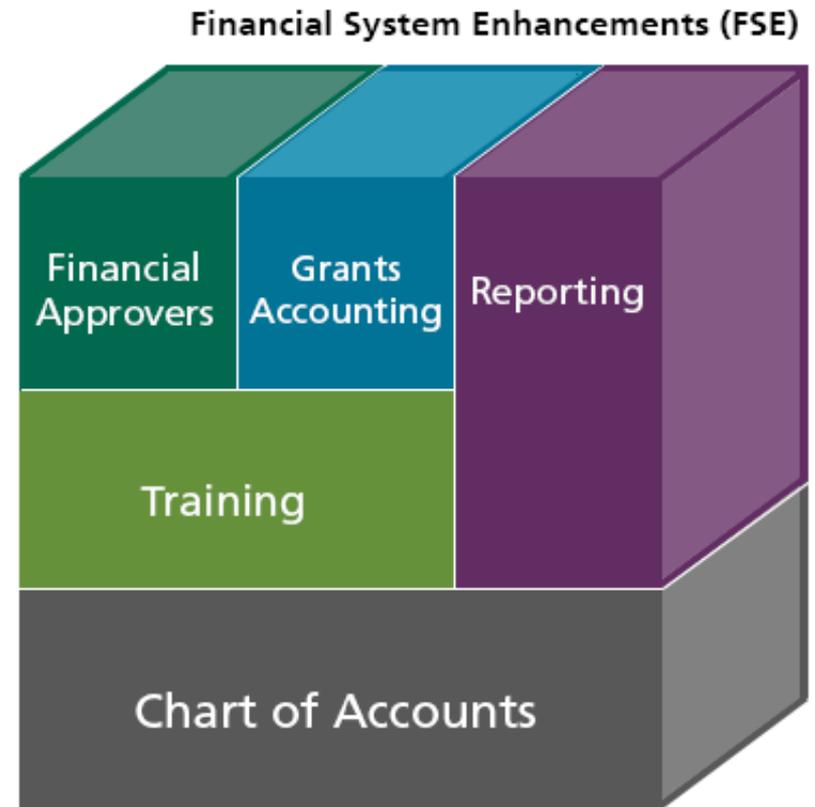
LEARNING OUTCOMES

1. Increase awareness and understanding of the Financial System Enhancements that are taking place.
2. Begin to prepare users for the Chart of Accounts (COA) redesign and for the Oracle Grants Accounting module.
3. Understanding of project timeline, communication and training schedules and support network.



FINANCIAL SYSTEM ENHANCEMENTS (FSE)

- What are “Financial System Enhancements”?
- Leveraging change management to support strategic projects
- The importance of starting with the Chart of Accounts



Financial System Enhancements *to empower you*

Increased Consistency

Robust accounting structure that gives you the flexibility to use consistently defined segments for improved data integrity while supporting user-defined needs



Enhanced Reporting

Reporting that allows you to sort, drill down and roll up accounting data at various levels through hierarchies and relationships



Informed Decision-Making

System capabilities that allow you to aggregate data to view historic trends, analyze current state and forecast for optimal financial efficiency across the University



PROJECT BENEFITS

- Financial approver implementation
- On-demand reporting in OBI
- New Chart of Accounts provides options for Planning Units to choose the best fit for tracking their financial information
- Oracle Grants Accounting Module will provide a view into all designated faculty funds
- Cross validation rules will prevent invalid account combinations
- Account numbers will be all numeric
- OU Funds Available will not go away



OU FUNDS AVAILABLE WILL NOT GO AWAY

- Available in Oracle Business Intelligence (OBI)
- Functionality will not be lost
 - Additional sort options will be added
- Will include Restricted Accounts
- Access & training will be provided as applicable



FINANCIAL APPROVERS

- Approvers can be established at the Planning Unit, Department, or individual organization level
- Authority can cascade from Planning Unit to Department to Individual Organizations

| Level | Organizations impacted | Approver |
|------------------------|------------------------|-------------|
| Planning Unit (D69000) | 690000 through 699999 | Mary, Susan |
| Department 1 (F69010) | 690100 through 690199 | Tom |
| Department 2 (F69020) | 690200 through 690299 | Bob |
| Organization (690240) | 690240 | Nancy |

- Approvers would be:

| Organization Values | Approvers |
|--|------------------------|
| 690100 through 690199 | Mary, Susan, Tom |
| 690200 through 690239 690241 through 690299 | Mary, Susan, Bob |
| 690240 | Mary, Susan, Bob Nancy |



THE CHART OF ACCOUNTS REDESIGN - HISTORY

- Project began in June 2015
- Campus Involvement to date
 - University wide surveys
 - Campus interviews
 - Chart of Accounts Partner Group
 - Mapping



NEW COA SEGMENT STRUCTURE

New General Ledger COA

Entity
ENT (2)

How is the transaction summarized?

Example:

Ohio University,
OU Foundation

Source
SOURCE (6)

How is the transaction funded?

Example:

Unrestricted,
Sponsored
Projects, etc.

Organization
ORG (6)

Who administers the funds?

Example:

Organization
in a
department/
planning unit.

Activity
ACTV (4)

Why is the transaction occurring?

Example:
Defined by
Planning Unit
for tracking
purposes

Function
FNC (2)

Why is the transaction occurring (govt or accounting purpose)?

Example:
Instruction,
Public Service
Fundraising

Object
OBJ (6)

What kind of transaction is taking place?

Example:
Tuition & Fees,
Salaries, etc.



Entity
ENT (2)

| Definition | Represents major components of the university requiring separate balance sheet/external reporting (e.g. legal entities, auxiliary operations, etc.). |
|------------|--|
| Examples | |
| 10 | Ohio University General |
| 14 | Century Bond |
| 21 | Culinary Services |
| 50 | Foundation General |
| 80 | University Agency Funds |



Source
SOURCE (6)

| Definition | | Identifies the source of funds classified by restrictions. Restrictions are imposed by sponsors and donors. |
|---------------|--------|---|
| Examples: | | |
| Unrestricted: | 100000 | General Fund (Unrestricted) |
| * Designated: | 112400 | VPR Startup Allocations |
| | 113000 | Matching Funds |
| | 115000 | Operating Reserves |
| Restricted: | 400000 | State Appropriations |
| | 42xxxx | Restricted Gifts |
| | 43xxxx | Endowment Distributions |
| | 44xxxx | Sponsored Projects |



Organization ORG (6)

Definition

Identifies who administers the funds, such as a planning unit or department. 6 digit number defined as:

- Planning unit = first 2 digits
- 10 – A&S
- 14 – Engineering
- 25 - HCOM

- Location = third digit
 - 0 – Athens
 - 1 – Dublin
 - 2 – Cleveland
 - 9 – Regionals
- Primarily tracks activities of extension campuses

- Department & orgs = last 3 digits
- Numbered and summarized by planning units



Activity
ACTV (4)

Function
FNC (2)

Object
OBJ (6)

- Allows departments to identify internal purposes for spending and associated revenues
- Added to assist in reducing “shadow” systems for monitoring and reporting

- Defines government and accounting purposes for spending

- Defines the purpose of a financial transaction and delineates the values for Assets, Liabilities, Fund Balance, Revenue and Expense



ORACLE GRANTS ACCOUNTING MODULE: SEGMENT STRUCTURE

**Project
(5)**

Defining what's
to be done.

**Task
(up to 5)**

Work
breakdown
structure (i.e.
Development,
Research,
Outreach).

**Award
(7)**

Who or How is
it being
funded?

**Expenditure
Type
(30)**

Object code



WHAT ARE ADVANTAGES OF TRACKING IN ORACLE GRANTS ACCOUNTING MODULE?

1. Tracks activity both by fiscal year and project period (inception to date)
 - Budgets/funding continues across fiscal years
2. Ability to summarize activity by Project or Award
 - Tasks can belong to different organizations/Planning Units
3. Can create a designated faculty funds view of reporting
 - “Internal Awards” - Research incentives, Dean’s awards, Start up funds, Professional development grants, special projects, etc.
 - Common tool to view reporting (OBI dashboard)



ADDITIONAL SYSTEM IMPACTS

1. Core University business systems will be updated to reflect new COA and Oracle Grants Accounting module strings – both financial and HR related systems.
2. Campus will be notified and informed of any changes in systems and/or the impacted business processes.
3. User roles in systems may or may not change with new business processes and/or new system functionality implemented.



CORE UNIVERSITY BUSINESS SYSTEMS

| | | |
|-----------|--------------|--------------------------|
| BobcatBUY | OBI | OU Funds Available |
| CASHNet | OGA | PEDS |
| Concur | Peoplesoft | Pitney Bowes Mail System |
| EMS | Mail Barcode | Workforce |



TRAINING APPROACH

- Awareness Sessions (August)
- Readiness Sessions (Oct/Nov)
 - Reporting Highlights
 - Detailed Training Approach
 - Go-live & Implementation Support
- Leader Readiness Sessions
- Training (Jan – March 2017)
 - Fundamentals
 - Excel, COA, Reporting, OBI, Oracle Grants Accounting Module
 - Series of Advanced Reporting
 - Oracle Grants Accounting Module Advanced

Training Methods

**Instructor-Led Training,
OULN & AdobeConnect**

Videos & Job Aids

**1:1 Change Network
Colleague Support**



COMMUNICATION STRATEGY

Change Management

User Impact Analysis

Change Network

Awareness & Readiness
Sessions

Pulse Surveys

Communication

Direct Email to Impacted Users

Monthly in Compass Points &
Business Matters

COA Website (ohio.edu/finance/coa)
Financial Systems Website (upcoming)

Alternative Communication
Vehicles



TO ASSIST YOU IN THIS PROCESS WE HAVE CREATED A CHANGE NETWORK

Each member can assist you by:

1. Pointing you to resources on COA Website
2. Supporting you in one on one training
3. Cascading important communications
4. Informing you about important changes and upcoming events
5. Represent your feedback/interests to the Core Project Team



CHANGE NETWORK MEMBERS

| Planning Unit | Representative(s) |
|-------------------------------|---|
| Advancement | Mark Willis |
| Arts & Sciences | April Ritchie Diane Lucas |
| Athletics | Tim Knavel |
| College of Business | Evelyn Blake Jill Nice Phillip Taylor |
| College of Communication | Emily Chapman Sue Cyran |
| College of Education | Beth Lydic |
| College of Fine Arts | Elizabeth Braun |
| College of Engineering | Becky Maccombs |
| Research & Graduate College | Keith Leffler |
| College of Medicine (HCOM) | Kelly Coates Kelly Gorscak |
| Health Sciences & Professions | Beth Tragert Erin Fraunfelter |
| Honors Tutorial | Kathy White |

| Planning Unit | Representative(s) |
|---|---------------------------------|
| Instructional Innovation | Sheila Schultz |
| Global Affairs & International Studies | Kell Morton |
| President and Provost Office | Claire Carson Sheila Schultz |
| Regional Campuses | Rosanna Howard |
| Student Affairs | Madison Trace |
| University College | Wendy Merb-Brown |
| University Libraries | Deborah Daniels |
| Voinovich School | Gina Johnthony Mike Finney |
| VPFA: Custodial, Design & Construction, Facilities, Grounds, Maintenance, Risk Management, Real Estate, | Marjorie Mora |
| VPFA: Airport, Culinary, Logistics, Printing, Regional Retail, & OUPD | Mindy Colburn |
| VPFA: Parking & Transportation, Human Resources, & OIT | Moriah Hudspeth |
| VPFA Non-Finance | Tina Payne |
| VPFA: Budget, Bursar, Capital Projects, Controller, FAST, Foundation, Grants, Internal Audit, Payroll, P2P, Tax, Treasury | Leigh Casal |



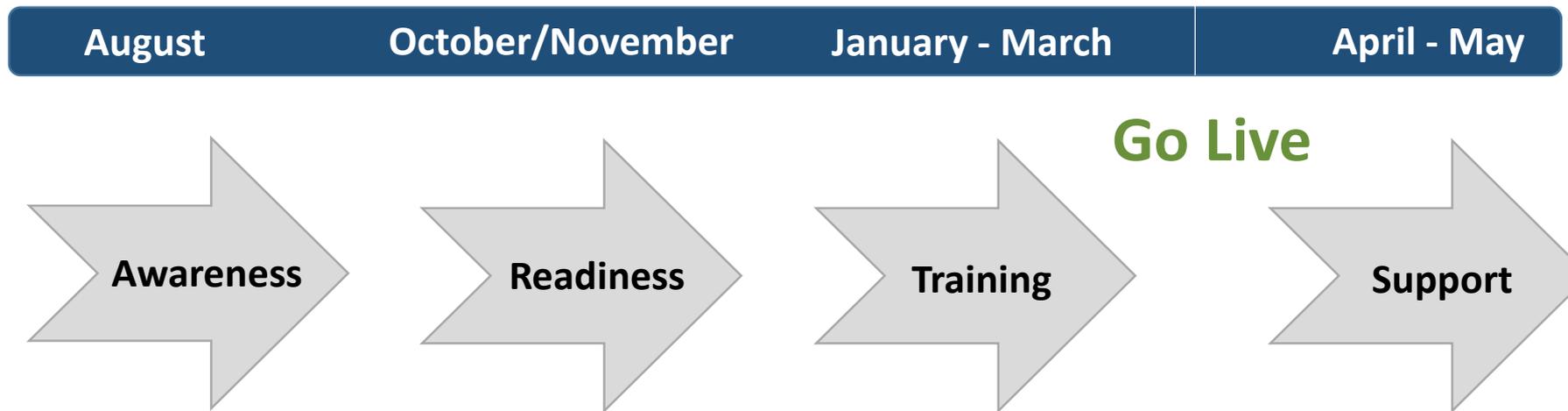
REGIONAL CHANGE NETWORK

| Planning Unit | Representative(s) |
|---------------------------------------|--------------------------------|
| Central – RHE Executive Dean’s Office | Rosanna Howard Kim Hayden |
| Eastern, Zanesville & Cambridge | Angela Richcreek |
| Lancaster | Gwen Whitehead Janet Becker |
| Southern | Kim Addis |
| Chillicothe | Jonna Depugh |

This is available on the Campus Involvement page of the COA website.
www.ohio.edu/finance/coa



TIMELINE



QUESTIONS?

Readiness Sessions - will occur in October-November

Visit the COA Redesign website:

www.ohio.edu/finance/coa

coa@ohio.edu for all questions related to FSE

finhr@ohio.edu to be added to *Business Matters* distribution list



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