NUFinancials PeopleSoft Upgrade

December 2013

Agenda Overview

- Fun “Favorites” and scrollable grids
- Training Opportunities
- Grants Reports Updates
- GL008 Improvements
- Cash Receipt Ticket (CRT) Changes
- Transaction Processing Updates
- Payment Enhancements
- Purchasing Procedure Changes

Favorites Menu and Navigation
New Scrollable Grids
- You can scroll vertically and horizontally
- Column headers can be frozen

You can customize your grids
- Change the grid structure right on the grid
- Your customizations are saved for that grid

Major Report Changes
What’s New with Research Reports

Exciting changes that are available today!

What’s New with Grants Reports

- GM045 Sponsored Project Budget Statement did not tie out to other reports
- Transactions Budget checked but not posted
- Calculated F&A on encumbrances

- GM044 Sponsored Project Portfolio updated to run off the same data as the GM045
- New column (E)
- Updated encumbrances (C)
What’s New with Grants Reports

- GM023 Multi-Project Summary Report updated to run off of the same data as the GM045
- New column (D)
- Updated column (C)

What’s New with GL008

Exciting changes that are available today!

What’s New with GL008

Need to see all activity for the year in one place? Try the GL008 Year-To-Date!
What's New with GL008

Optionally show budgetary information

Or hide it!

Using ChartField1? It's now available on GL008!
Display and search
Deposit Timing during NUFin Downtime

Department Deposits
- Deposits can still be dropped off at either of the DS offices with valid wildcard and paper CRT completed
- The deposit/bag will be scanned and receipt given
- It will be the department’s responsibility to create and commit any CRT once the upgrade is complete
- REMEMBER: For check-only deposits, use your remote deposit check scanners during NUFinancials downtime. Save your receipt and details and create the CRT once NUFin is back online.

Guidelines from Depository Services

<table>
<thead>
<tr>
<th>CUMULATIVE RECEIPTS</th>
<th>MINIMUM FREQUENCY OF DEPOSIT DELIVERY TO BURSA'S OFFICE</th>
<th>SHOULD CONSIDER ARMORED PICKUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP TO $499.99</td>
<td>WITHIN 3 BUSINESS DAYS</td>
<td>No</td>
</tr>
<tr>
<td>$500.00 TO $4,999.99</td>
<td>WITHIN 2 BUSINESS DAYS</td>
<td>Yes</td>
</tr>
<tr>
<td>$5,000.00 TO $49,999.99</td>
<td>NEXT DAY</td>
<td>Yes</td>
</tr>
<tr>
<td>$50,000.00 OR MORE</td>
<td>SAME DAY</td>
<td>Yes</td>
</tr>
<tr>
<td>ANY SINGLE ITEM $250,000 OR MORE</td>
<td>IMMEDIATELY BURSA WILL PREPARE FOR IMMEDIATE BANK DEPOSIT</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* If a large portion of cumulative receipts on hand is comprised of currency, deposits should be made more frequently than outlined above.
Depository Services during Downtime

Depository Services Business Hours

- We will still conduct business while NUFinancials is down; no reduced hours
- Tuition payments will be processed
- Student loan payments will be processed
- Department deposits will be accepted
- For self service transactions, please refer to Student Accounts for more information

What’s New with Cash Receipt Tickets

What’s New with CRTs

Updated look, same process
What’s New with CRTs

Immediate feedback if there are problems

- Explanation of what’s wrong for each line
- Avoid having to correct later
- No new policy
What’s New with CRTs

Easily contact committer or enterer

Need a refresher on how to create a CRT? Easily access the job aid!

Transaction Processing and Vendor Process Updates
NUFin Downtime Vendor Entry

Vendor Deadline

Vendor code requests received by **10AM on Friday, December 6** will be processed before the upgrade so that once the system is available you will be able to process requisitions/payments.

New Required Info for Vendors

- New vendor code requests for companies must include a fax number or email address
- If the vendor code request is missing this information we will attempt to contact you
- Missing information will delay processing of your request

What’s New for Vendors

- Vendor - Financials can now retain a history of vendor name changes
- Vendor - Accounting Services can now upload attachments to the vendor record
- Requisitions - Users can search for a Vendor by Vendor Name on the Requisition Add Items and Services page
- Online Vouchers - The Advanced Vendor Lookup search can display up to 100 rows (instead of 6)
NUFin Downtime Journal Entry

- Any journals not fully approved before the upgrade cut-off will be sent back
- Once upgrade is completed, journal will need to be resubmitted for all approvals

What’s New for Journals

- You can now add supporting documentation as an attachment on all journals
- Attachments are strongly recommended for ISJs (e.g. invoice or statement) and journals that affect Sponsored Programs

What’s New for Journals

- New horizontal departmental approval map
- Accounting Services approval will be applied online for all journal types (previously approval was manual)
- Journals will post hourly after fully approved
- Accounting Services is able to post manually, if necessary
What’s New for Journals

New Agency (AGY) and Balance Sheet (BAL) type
NU Actuals Journals

Agency type journals will be used for both new and correcting transactions to agency (Fund 700s) chart strings, typically funding student groups (e.g. SOFO/COFO)

- This new journal type replaces the use of ISJ journals for agency chart strings
- The ability to use 700 funds in the ISJ will be disabled

What’s New for Journals

Balance sheet journals will be used when affecting asset and liability accounts (accounts starting with 1 or 2)

- Access to create balance sheet type journals will be limited by security
- Users without access will not see the balance sheet option when creating journals
Improved Recharge Center Processing

- NUFinancials has been enhanced to receive additional information regarding recharge center transactions
- Centers may provide details based on need and their own upgrade schedules
- Extended details available via GL008 drill when provided

Improved Recharge Center Processing

- All recharge centers will now have RCG source
- Journal IDs will be masked with individual center ID (e.g. ITN0023456, UVS0023456)

Payment Enhancements
Accounts Payable
New Functionality for Expenses

Corrected Expense Report searching (before):

![Image of a search interface before correction]

New Functionality for Expenses

Corrected Expense Report searching (after):

![Image of a search interface after correction]

New Functionality for Expenses

Visual Workflow (before):

![Image of a workflow diagram before correction]
New Functionality for Expenses

Visual Workflow (after):

![Image]

New Functionality for Expenses

Visual Workflow (after):

![Image]

New Functionality for Expenses

Visual Workflow (after):

![Image]
**New Functionality for Expenses**

New Lines stay where you insert them *(before):*

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New Functionality for Expenses

Expense Transactions only use Expense accounts

New Functionality for Expenses

Approvers must approve all lines (before):

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>Currency</th>
<th>Receipt Required</th>
<th>Approved</th>
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<tbody>
<tr>
<td></td>
<td>2.25 USD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.00 USD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4.00 USD</td>
<td></td>
<td></td>
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New Functionality for Expenses

Approvers must approve all lines (after):

<table>
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<th>Amount</th>
<th>Currency</th>
<th>Receipt Required</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1.00 USD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.00 USD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
New Functionality for Expenses

- Travel Authorizations using multiple chart strings are now routed to all appropriate approvers
- Workflow routes are grouped by chart string
New Functionality for Online Vouchers

The Advanced Vendor Search has been modified to return more search results and to display the results within one grid.

New Functionality for Online Vouchers

The Online Voucher denial notification email now provides more information to the submitter about options and next steps.

New Functionality for Online Vouchers
### A/P Deadlines for NUFin downtime

- **December 6:** Expense Report documentation must reach Accounts Payable by 5:00 p.m. to **guarantee** final approval before NUFinancials is taken down.
- **December 6:** Online Vouchers received in the Accounts Payable Approval Inbox by 5:00 p.m. are **guaranteed** approval before NUFinancials is taken down.
- **December 10:** NUFinancials down at 6:00 p.m.
- **December 16:** All items in workflow must be resubmitted.

### A/P Deadlines for NUFin downtime

- **December 10:** All items not fully approved will be taken out of workflow (**Not Deleted**).
- **December 16:** All items taken out of workflow will need to be resubmitted.

### New - Expenses Attachments

- You will be able to attach documents at the header of Expense Reports (ER)
  - Procedure:
    1. Create the ER
    2. Print it
    3. Obtain traveler's and supervisor's signatures
    4. Scan ER and receipts
    5. Attach scan to electronic ER
    6. Submit ER into workflow
- Approvers can add attachments (such as Exception Forms) to ER in workflow.
Attachment Processing Recommendations

- Review all scans for legibility
- Review all scans to ensure there are no skewed images
- Put a description of the attachment in the Description box
- AP will return ERs with illegible or badly-skewed images

Attachments for Expense Reports

![Expense Report Attachments]

Attachments for Expense Reports

![Expense Report Attachments]
New Voucher Related Documents Page

This new tab within the Regular Voucher provides information about a voucher in one place, including:

- Payment Details
- Purchase Order Information
- Receiver Information

New Information about Receipts

- Receipts will no longer be necessary for NEW Purchase Orders under $500
- If an invoice for a Purchase Order under $500 should not be paid because of a dispute with the vendor or some other valid reason, contact Accounts Payable at 1-7339 or at a-payable@northwestern.edu
- Accounts Payable will put the Voucher on hold and will release it when the department approves it
Match Exception Notifications Update

- Previously, departments received exception notifications only when receipts were needed.
- Departments will now receive notifications for all match exceptions, including:
  - Invoice price or amount exceeds PO price or amount
  - Invoice quantity exceeds received quantity

What’s new in Purchasing Resource Services
New Functionality for Requisitions

Search for a Vendor by Vendor Name on the Requisition Add Items and Services page

New Functionality for Requisitions

Ability to enter a Negative Dollar amount on a Requisition Line

- Discounts
- Trade-ins

New Functionality for Requisitions

Ability to enter and pass Requisition Line Comments to iBuyNU Suppliers that are enabled to receive Line Comments

- Note: Not all iBuyNU Suppliers will be able to receive Line Comments
New Functionality for Requisitions

Ability to Cancel a Requisition Line from the Manage Requisitions page

New Functionality for Requisitions

More 'Request Status' search options available for identifying the Status of a Requisition or PO on the Manage Requisitions page

- All But Complete
- Approved
- Canceled
- Complete
- Denied
- Open
- PO(s) Canceled
- PO(s) Completed
- PO(s) Created
- PO(s) Dispatched
- Partially Received
- Pending
- Received
- See Lines

New Functionality for Requisitions

- Ability to Create and Save a Requisition Template or Favorite without actually saving the Requisition that was partially entered to create them
  - You can also save the originating Requisition and use it to create/save the Template and/or Favorite
- FAMIS WO and FAMIS Part ID added to the Requisition Approval page
  - This information is also included on the 'View Printable Version'
PO Change Order Request Process

- PO Change Order Requests can now be created, submitted, approved, and tracked within NUFinancials.
- PO Changes that require Departmental Approvals can be routed through the same Workflow Routing that is applied to Requisitions.
- Once a PO Change Order Request is fully Approved, changes will be applied directly to the PO.
**PO Change Order Request Center**

**Select the PO to Change**

**Enter Reason for PO Change Order**
Life Cycle Viewer for PO Change Orders

Hold PO from Further Processing Approval

Hold PO from Further Processing Approval
Hold PO from Further Processing Approval

Questions