

PeopleSoft Upgrade and Grants Implementation Communication Partners Meeting



March 17, 2009

AGENDA



- Introduction
- Travel Card Process
- Commitment Control Budget Tracking Process
- Project Update
- Training Strategy
- Open Discussion

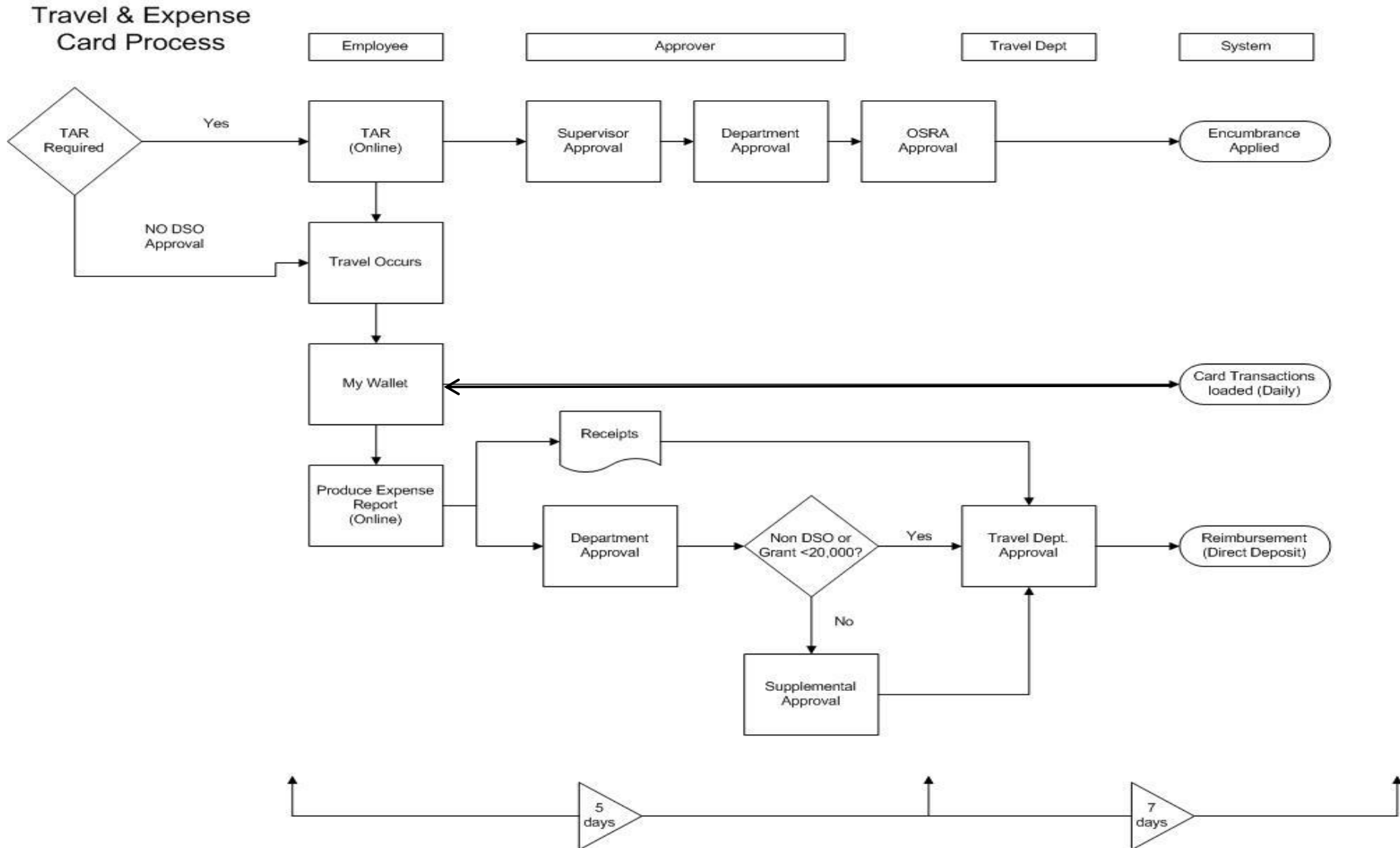
University Sponsored Credit Cards

- ✓ Purchasing Card: used for departmental purchases of commodities and services only –not to be used for individual travel & expenses
- ✓ Travel & Entertainment Card: used by individuals for travel & entertainment expenses - including Foundation expenses
- ✓ Departmental Travel: used for group, candidate, and student travel as well as employee travel for those who do not qualify for a T&E card or need advance payments.

University Sponsored Credit Cards

	<u>T&E Card</u>	<u>P-Card</u>	<u>Dept Travel</u>
Designated User	Traveler	Dept Purchaser	Dept Administration
Paid By	Traveler	University	University
Location of Transactions	My Wallet	Purchasing	Purchasing

Travel & Expense Card Process Draft



Travel & Entertainment Card Highlights

- ✓ University T& E Cards will be issued directly to the employee
- ✓ Employee is directly responsible for payment to the bank
- ✓ Employee is reimbursed upon submittal of an approved expense report
- ✓ T&E Card Eligibility
 - Travel more than 3 times per year;
 - Salaried employee only;
 - Must sign cardholder agreement
- ✓ Grace Period: 30-day grace period from statement date
- ✓ Card Limits: \$2,000/single transaction and \$5,000/ monthly
- ✓ Advance Travel Payments Options
 - Have the expense paid directly by the University; or
 - Request a travel advance to cover the expenses incurred on the T&E Card

Travel & Entertainment Card Implementation Plan

March 1-16	Develop Program Guidelines and Procedures Manual
March 17	Distribute DRAFT copy of T&E Card Program Guidelines & Request List of Eligible Card Holders
March 25	Receive Feedback from EABM and Communication Partners
April 1-15	Issue T&E Card Manual
April 16-30	Communicate to Eligible T&E Cardholders
June	Train Cardholders and Issue T&E Cards
TBD (end of June)	T&E Cards Available for Use

PeopleSoft Financial Upgrade 9.0 and Grants Implementation

Current Status

- Design Walkthroughs: AM and PO are completed, the rest is in progress
- Financial Year-end discussions have been finalized and timelines are in the process of being distributed.
- Technical execution of cut-over and go-live has been reviewed in details and is being documented.
- Foundation (FIU02) implementation is being addressed. It includes conversion, data mapping and configurations.
- Grants conversion is in progress and will be fully tested and reconciled thru testing
- Workflow and security aspects are being analyzed and configured.
- Testing Phase has began. Consulting partners along with FIU functional and technical leads are performing Unit testing
- Training strategy discussions took place and proposed training strategy will be presented today

PeopleSoft Financial Upgrade 9.0 and Grants Implementation Project Timeline

FY 2008-09

Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
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Planning

Fit-Gap

Design

Configuration

Build

Testing Phases

TRAIN

Go Live

July 13

Production Support

PeopleSoft Financial Upgrade 9.0 and Grants Implementation

Proposed Training Strategy

Identify User Groups

Identify Training Delivery Methods and Dates

Identify Training Courses

Identify Users for Instructor Led Training

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User Groups

User Group	User Description
<ul style="list-style-type: none"> ▪ College \ Division Finance and Operations <ul style="list-style-type: none"> ▪ Executive Area Budget Managers ▪ Area Budget Managers ▪ Other Departmental Superusers 	<ul style="list-style-type: none"> • PeopleSoft SuperUser • Responsible for Finance and Operations for department • Reconciles Department's Financial Activity • Responsible for Managing Budget and Expenditures • Responsible for Documenting Department's Financial and Operating Procedures • Responsible for Implementing and Communicating Financial and Operational initiatives
<ul style="list-style-type: none"> ▪ General User Population <ul style="list-style-type: none"> ▪ Administrative Staff ▪ Faculty ▪ OPS Staff 	<ul style="list-style-type: none"> • Light and Occasional PeopleSoft User • Not responsible for Department's Finance and Operations • Transactional Input <ul style="list-style-type: none"> • Requisition (Initiator) • Travel Authorization • Expense Report
<ul style="list-style-type: none"> ▪ Back-Office <ul style="list-style-type: none"> ▪ Controller's Office Staff ▪ Purchasing Department ▪ Office of Financial Planning ▪ Office of Sponsored Research and Administration ▪ Direct Support Organizations 	<ul style="list-style-type: none"> • Responsible for all Back-Office Operations • Issuance of Purchase Orders • Payment of Vendor Invoices • Payment of Employee Reimbursements • Producing Financial Statements • Implementing University Wide Controls • Setting up Vendors

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Training Delivery Methods

Method	Description and Additional Information
<ul style="list-style-type: none"> ▪ Instructor Led 	<ul style="list-style-type: none"> • Delivered by Subject Matter Experts (SMEs) and PeopleSoft Trainers • SMEs will deliver the training on the Business Process • PeopleSoft Trainers will deliver the Step by Step process to complete transactions within PeopleSoft • Classes to be held at PantherSoft Modulares Room 119 • Training to be held between June 1, 2009 and July 9, 2009 <ul style="list-style-type: none"> • <i>Exact Schedule To Be Determined and Announced at later Date</i>
<ul style="list-style-type: none"> ▪ User Productivity Kit (UPK) (Online Training) 	<ul style="list-style-type: none"> • Step by Step Online Guides that display every action that needs to be undertaken to complete a PeopleSoft transaction(s) • UPKs will also contain the detailed Business Process • Available on the PantherSoft Project Website by June 1, 2009
<ul style="list-style-type: none"> ▪ Open Labs 	<ul style="list-style-type: none"> • Users can show up to the Open Lab to ask questions on any course topic and to practice transactions online within a Training environment • Available starting Tuesday, July 14, 2009 through Friday, August 28, 2009 between 9:00am and Noon, at PantherSoft Modulares Room 119 • Ongoing Open Labs starting in September 2009 will be on Fridays between 9:00am and noon indefinitely

PeopleSoft Financial Upgrade 9.0 and Grants Implementation Training Courses

Asset Management	Travel & Expense	Financial Reporting and Budgeting	Purchasing
<ul style="list-style-type: none"> •Overview of Business Process (SME) •Logging On •Adding Favorites •Employee Self Service <ul style="list-style-type: none"> •Transferring an Asset •Viewing Assets •Manager Self Service <ul style="list-style-type: none"> •View Dept Assets •Approving Asset Transfers •And More 	<ul style="list-style-type: none"> •Overview of Business Process (SME) •Logging On •Adding Favorites •Employee Self Service <ul style="list-style-type: none"> •Creating Travel Authorizations •Creating Cash Advances •Creating Expense Reports •Viewing My Wallet Transaction Details (T&E Card) •Manager Self Service <ul style="list-style-type: none"> •T&E Approvals •And More 	<ul style="list-style-type: none"> •Overview of Business Process (SME) •Logging On •Adding Favorites •Commitment Control <ul style="list-style-type: none"> •Inquiring on Budget Transactions •Managing Budget Exceptions •Budget Transfers •Reporting <ul style="list-style-type: none"> •Running nVision Reports •Creating nVision Scopes •And More 	<ul style="list-style-type: none"> •Overview of Business Process (SME) •Logging On •Adding Favorites •Managing Requisitions <ul style="list-style-type: none"> •Creating a Requisition •Requisition Approvals •Using Procurement Cards (ProCards) <ul style="list-style-type: none"> •Paying PO\REQ with ProCard •ProCard Reconciliation and Approvals •Managing Disputed Transactions •And More

PeopleSoft Financial Upgrade 9.0 and Grants Implementation Training RECAP & Summary

Users	Method of Training	Courses
<ul style="list-style-type: none"> •Executive Area Budget Managers •Area Budget Managers •Other Superusers Identified by Communication Partners 	<ul style="list-style-type: none"> •Instructor Led <ul style="list-style-type: none"> •Subject Matter Expert •Business Process •PeopleSoft Trainer •PeopleSoft Step by Step •User Productivity Kit (UPK) Online •Open Lab 	<ul style="list-style-type: none"> •Purchasing •Travel & Expenses •Asset Management •Financial Reporting and Budgeting (GL)
<ul style="list-style-type: none"> •General User Population <ul style="list-style-type: none"> ▪Administrative Staff ▪Faculty ▪OPS Staff 	<ul style="list-style-type: none"> •User Productivity Kit (UPK) Online <ul style="list-style-type: none"> •Business Process •PeopleSoft Steps •Open Lab 	<ul style="list-style-type: none"> •Purchasing •Travel & Expenses •Asset Management •Financial Reporting and Budgeting (GL)

PeopleSoft Financial Upgrade 9.0 and Grants Implementation Training Roster to be Filled by Communication Partners

Class Title:	Asset Management	Travel & Expense	Financial Reports/Inquiries aka General Ledger	Purchasing
All Include:	<ul style="list-style-type: none"> • Business Process • Logging On • Adding Favorite 	<ul style="list-style-type: none"> • Business Process • Logging On • Adding Favorite 	<ul style="list-style-type: none"> • Business Process • Logging On • Adding Favorite 	<ul style="list-style-type: none"> • Business Process • Logging On • Adding Favorite
Description of Classes	<ul style="list-style-type: none"> • Employee Self Service - Transferring an Asset - Viewing Assets • Manager Self Service - View Dept Assets - Approving Asset Transfer • And More 	<ul style="list-style-type: none"> • Employee Self Service - Creating Travel Authorizations - Creating Cash Advances - Creating Expense Reports - Viewing My Wallet Transaction Details (T&E Card) • Manager Self Service - T&E Approval • And More 	<ul style="list-style-type: none"> • Commitment Control - Inquiring on Budget Transactions - Managing Budget Exceptions - Budget Transfer • Reporting - Running/Virion Reports - Creating/Virion Scopes • And More 	<ul style="list-style-type: none"> • Managing Requisitions - Creating a Requisition - Requisition Approval • Using Procurement Cards (ProCards) - Paying PO/REQ with ProCard - ProCard Reconciliation and Approval - Managing Disputed Transactions • And More

Employee Name	Department	Extension	Email Address
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

* Completed forms should be emailed to Ivette Ricelli Fernandez by **Friday, March 20, 2009**:
fernani@fiu.edu

*Accounts Payable module is entirely back office

* Completed forms should be emailed to Ivette Ricelli Fernandez:

fernani@fiu.edu

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